General Tax Authority

Request for Tax Residency Certificate

V E R S I O N   Version – 1.1 20 August 2020
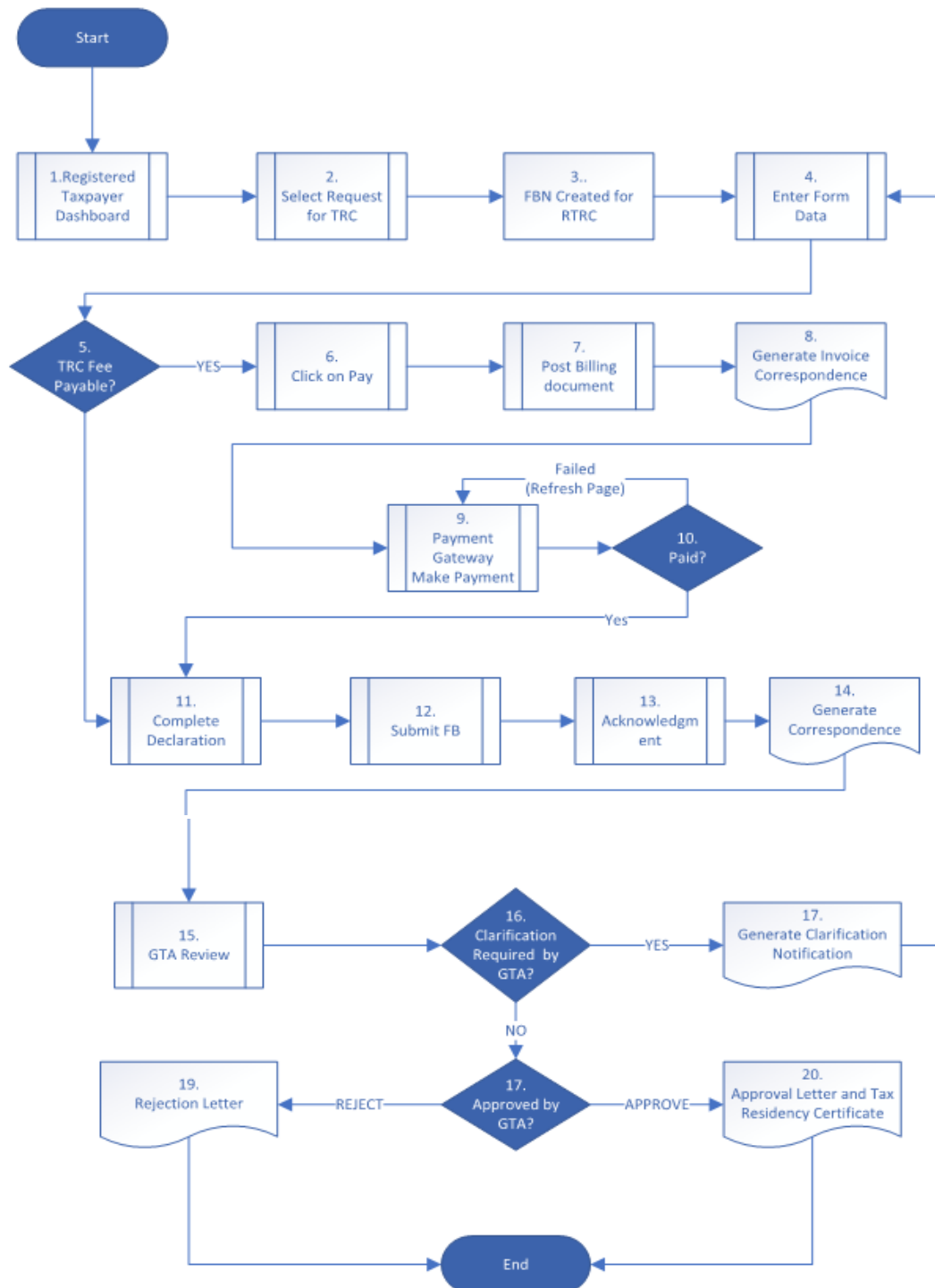
Table of Contents

Request for Tax Residency Certificate

1. Process Flow

Process Flow of Registered Taxpayer

Request for Tax Residency Certificate

Process Flow of Non-registered Taxpayer

Start

1. Pre-Registration

2. Select Request for TRC

3.. FBN Created for RTRC

4. Enter Form Data

5. TRC Fee Payable?

6. Click on Pay — YES

7. Create TIN (Master Data)

8. Post Billing document

9. Generate Invoice Correspondence

10. Payment Gateway Make Payment

Failed (Refresh Page)

11. Paid?

Yes

12. Complete Declaration

13. Submit FB

14. Acknowledgment

15. Generate Correspondence

16. GTA Review

17. Clarification Required by GTA?

18. Generate Clarification Notification — YES

NO

20. Rejection Letter — REJECT

19. Approved by GTA?

21. Approval Letter and Tax Residency Certificate — APPROVE

End

Request for Tax Residency Certificate

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2. Purpose of this document

The Objective of this document is to explain how to apply 'Request for Tax Residency Certificate' in the system.

The Taxpayer will be able to request a Tax Residency Certificate on the Dhareeba portal and after approval by GTA, the Tax Residency Certificate will be issued to the Taxpayer.

All Registered Taxpayer can apply for this Tax Residency Certificate.

All non-registered Natural Person or a Foreign Legal Entity can make a request for a Tax Residency Certificate, if resident in Qatar for Tax purposes.

Taxpayer Representative, Taxpayer Representative Employee & Taxpayer Employee will be able to proceed 'Request for Tax Residency Certificate' on the behalf of Taxpayer.

This document also covers the correspondences which are sent by GTA.

The Tax Residency Certificate application has following sections:

- Instructions
- Application for Tax Residency Certificate
- Address Details
- Additional Information
- Summary
- Declaration

Request for Tax Residency Certificate

3. Process to be followed by Taxpayer

A Taxpayer should login to Dhareeba and authenticate login via the NAS (National Authentication system).

After connecting to NAS and entering the "Taxpayer Services" space, Taxpayer should select "Request for Tax Residency Certificate" tile.

A Taxpayer may apply for Tax Residency Certificate following the process described in this document.

The application form fields are dynamic, when the Taxpayer makes a choice, required fields will automatically appear on the screen.

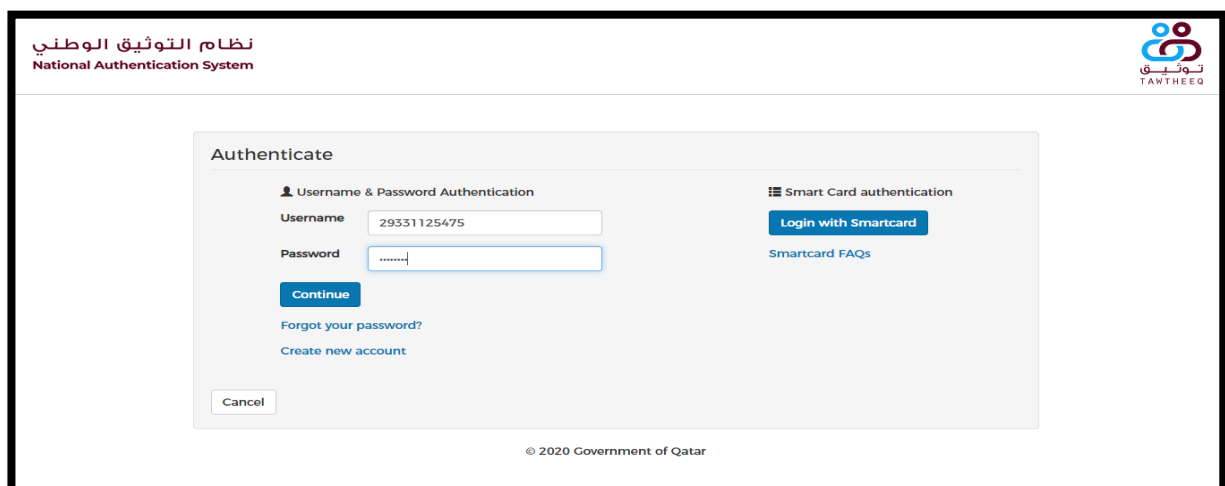## 4. Steps to file Tax Residency Certificate

4.1 Steps to be followed by an Unregistered Taxpayer
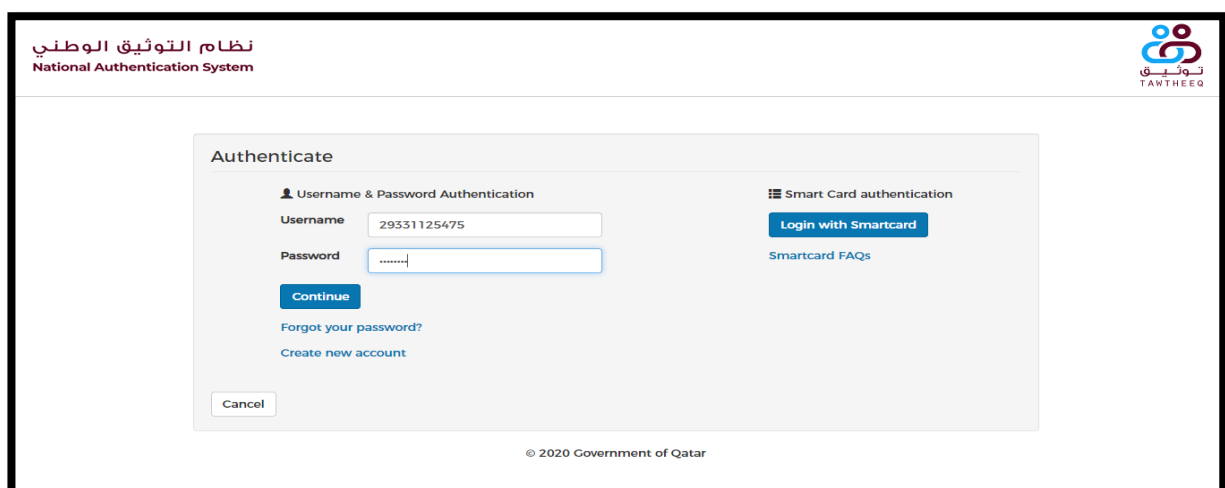
Step 1 : Log in

Taxpayer should sign-in through Dhareeba where a taxpayer is automatically directed to NAS (to know how to Sign-up please refer to the document: GTA_TAS_Self Registration on National Authentication System).

NOTE: "FAQ" and "User Guide" are available under the "Help" tab.
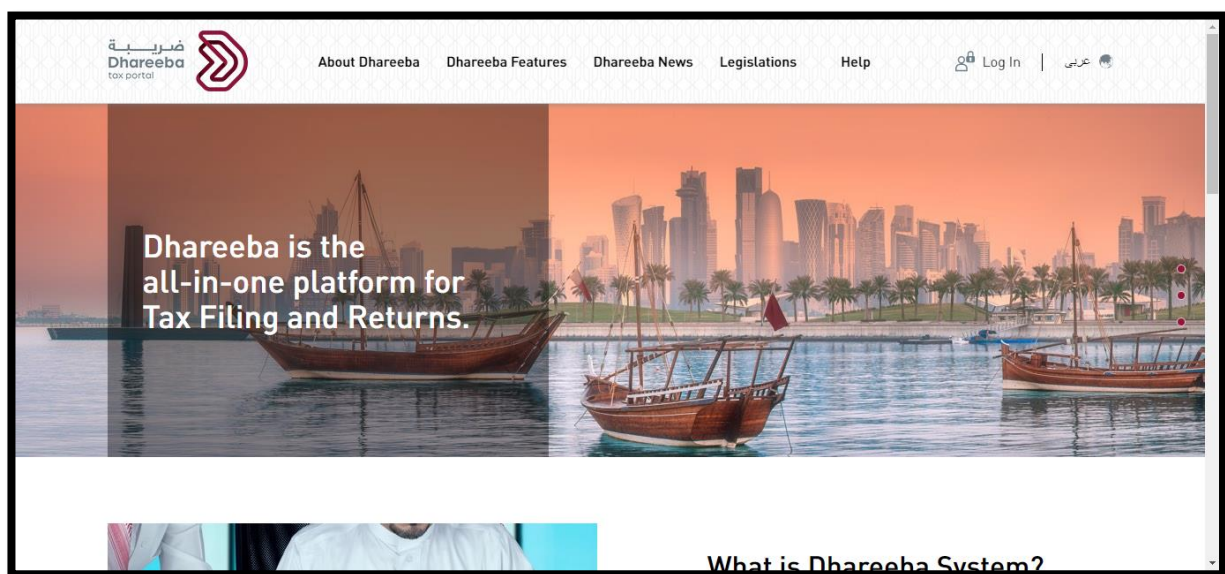
Taxpayer should enter QID or Email address as 'Username' and its associated password and click on "Continue" button after providing the login credentials.
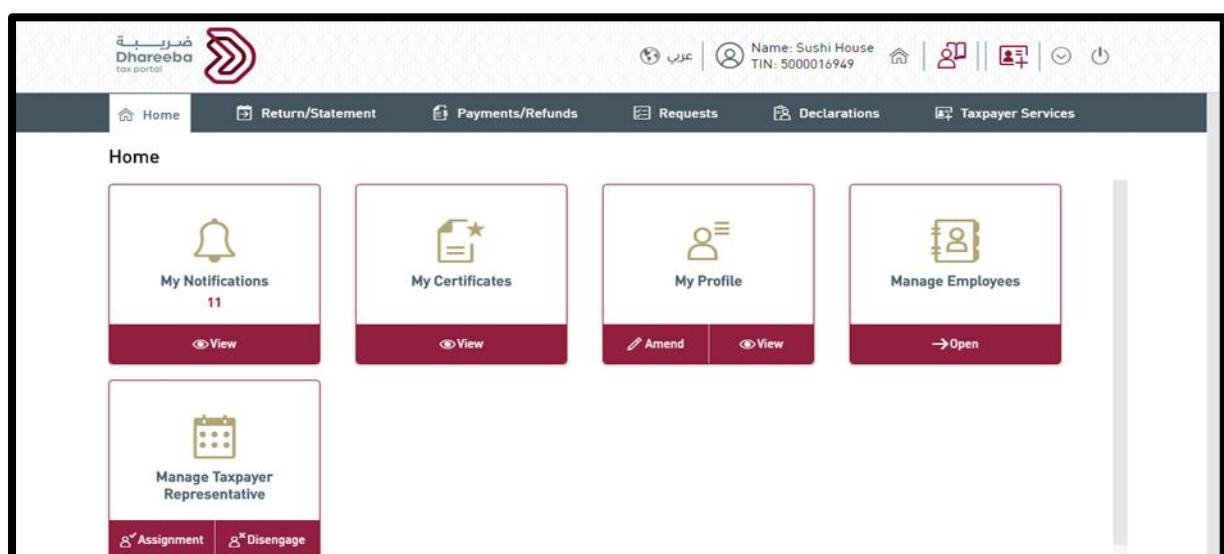

Request for Tax Residency Certificate

Step 2: Welcome Screen & Dashboard

On successful NAS authentication, the Taxpayer's Dashboard screen appears.

The Taxpayer should now click on Other Services tile, which will direct the Taxpayer to a new screen.
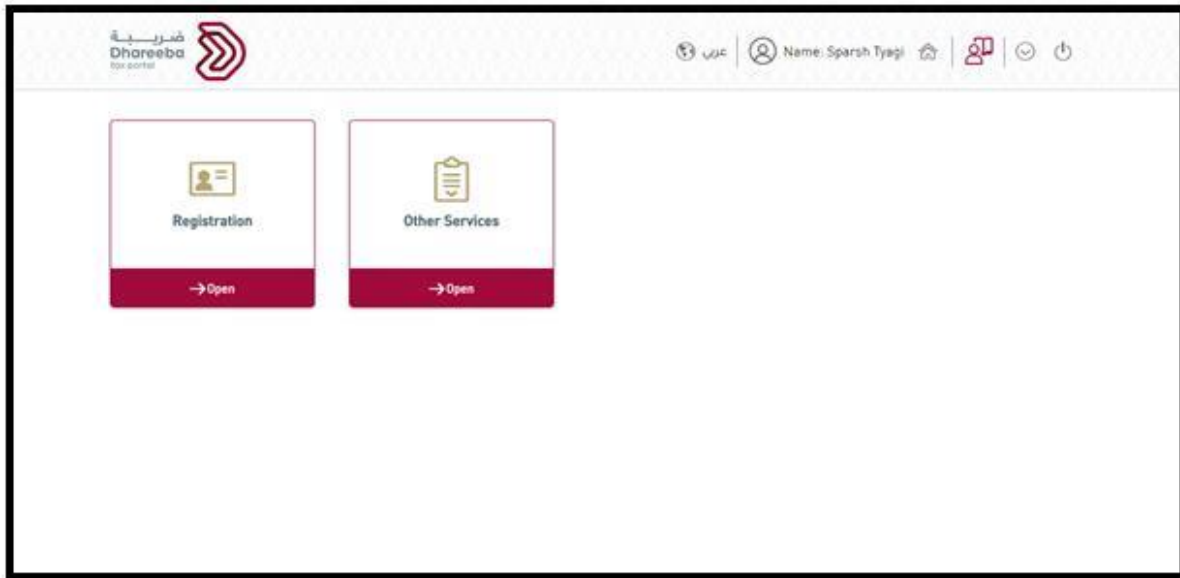
Taxpayer should click on the 'Request for Tax Residency Certificate' tile.
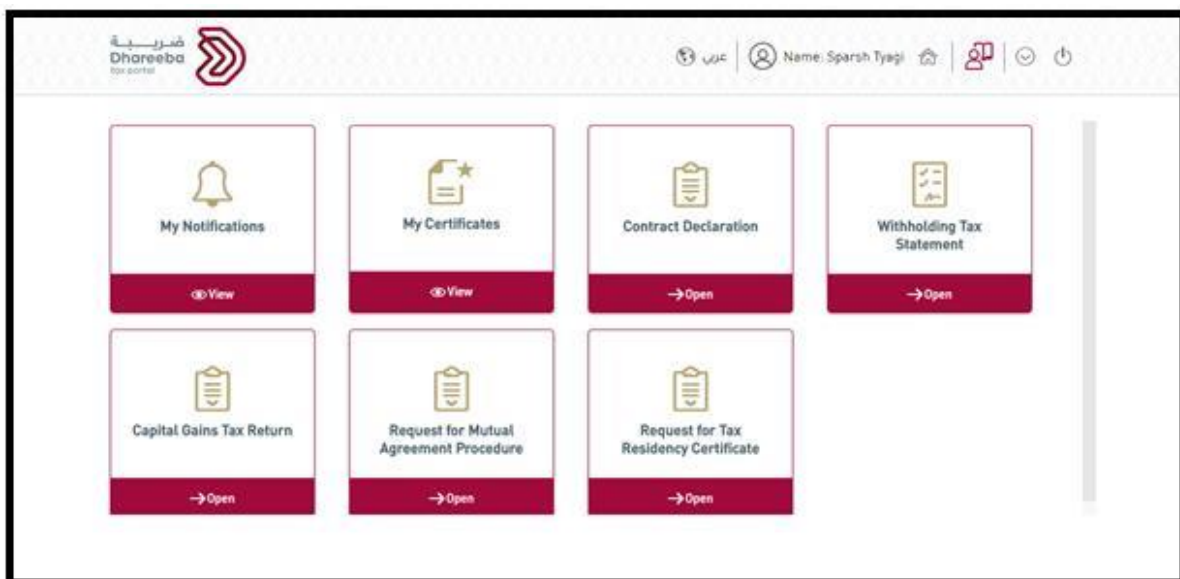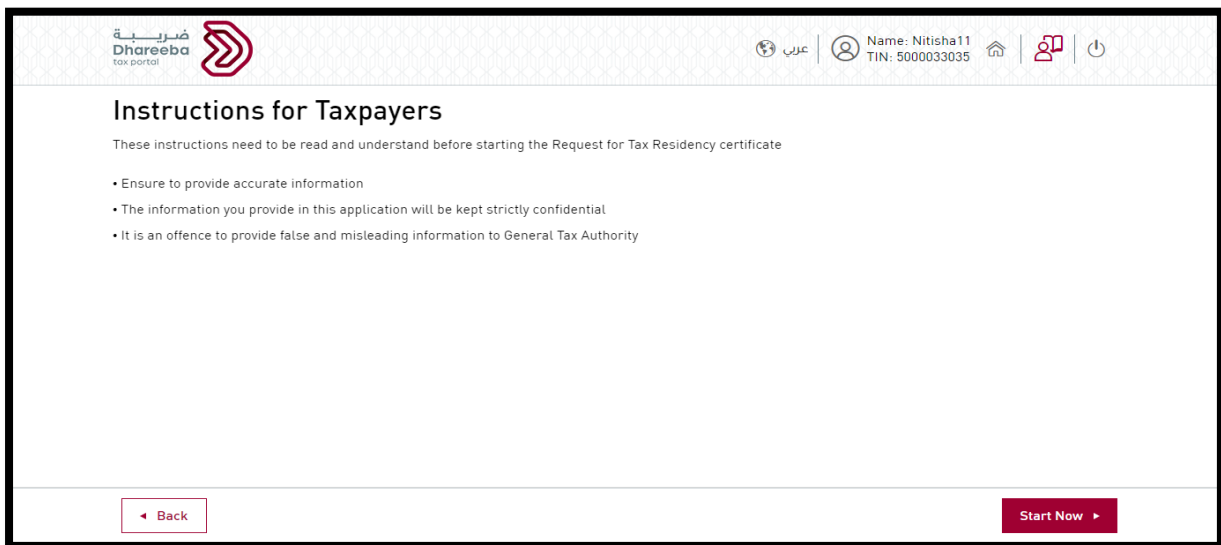
Request for Tax Residency Certificate

Step 3: Instructions Screen

The Taxpayer will be navigated to "Instructions" screen and must click on "Start Now" button, after reading the instructions.

For Further Steps, **Click Here.**

Request for Tax Residency Certificate

4.2 Steps to be followed by Registered Taxpayer

Step 1 : Log in

Taxpayer should Log-in through Dhareeba where Taxpayer is automatically directed to the National Authentication System.
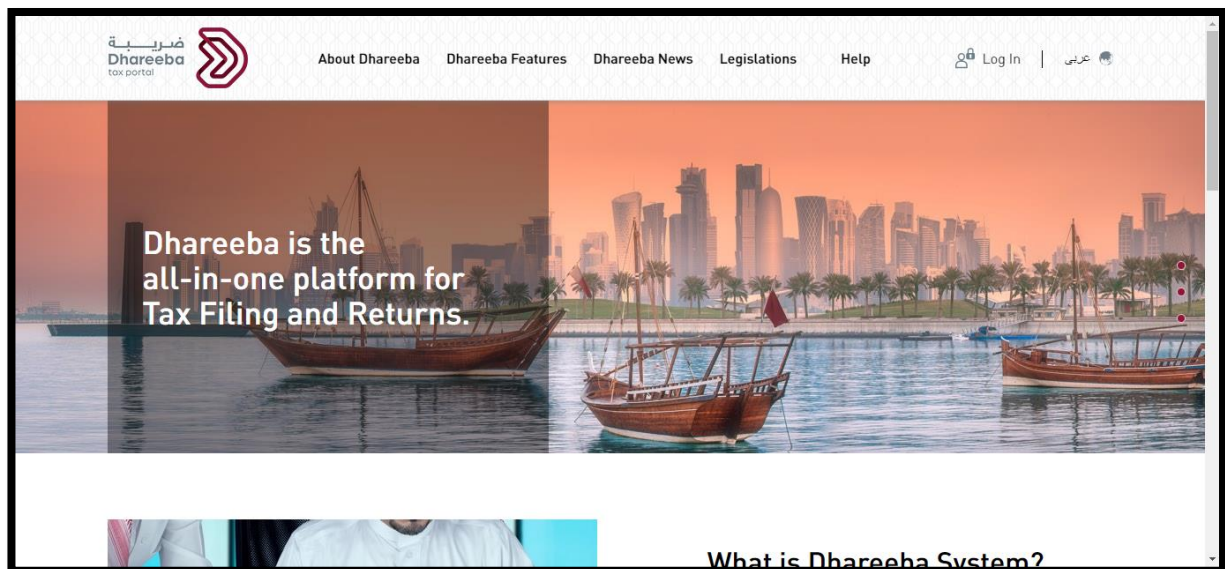
Taxpayer should enter QID or Email address as 'Username' and its associated password and click on "Continue" button after providing the login credentials.

Request for Tax Residency Certificate

Step 2: Welcome Screen & Dashboard

After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the TIN for which the 'Tax Residency Certificate' must be submitted.

The Taxpayer will be navigated to the 'Home' tab on Dashboard. The Taxpayer should click on the 'Requests' tab.

Request for Tax Residency Certificate

Taxpayer will be navigated to the 'Requests' screen and should click on 'Tax Residency Certificate' tile.
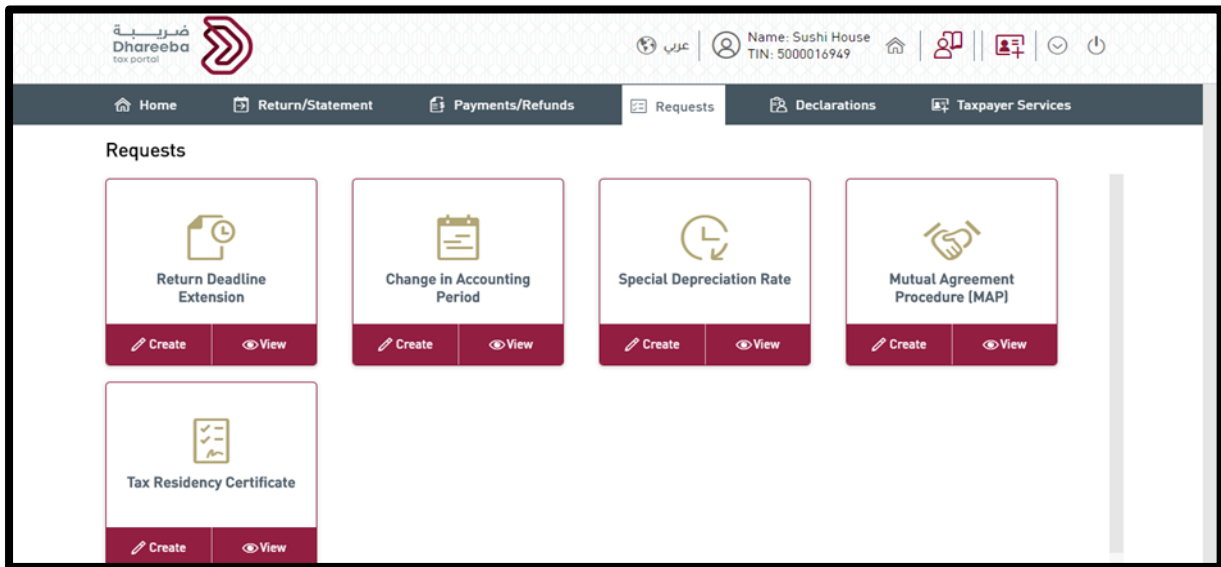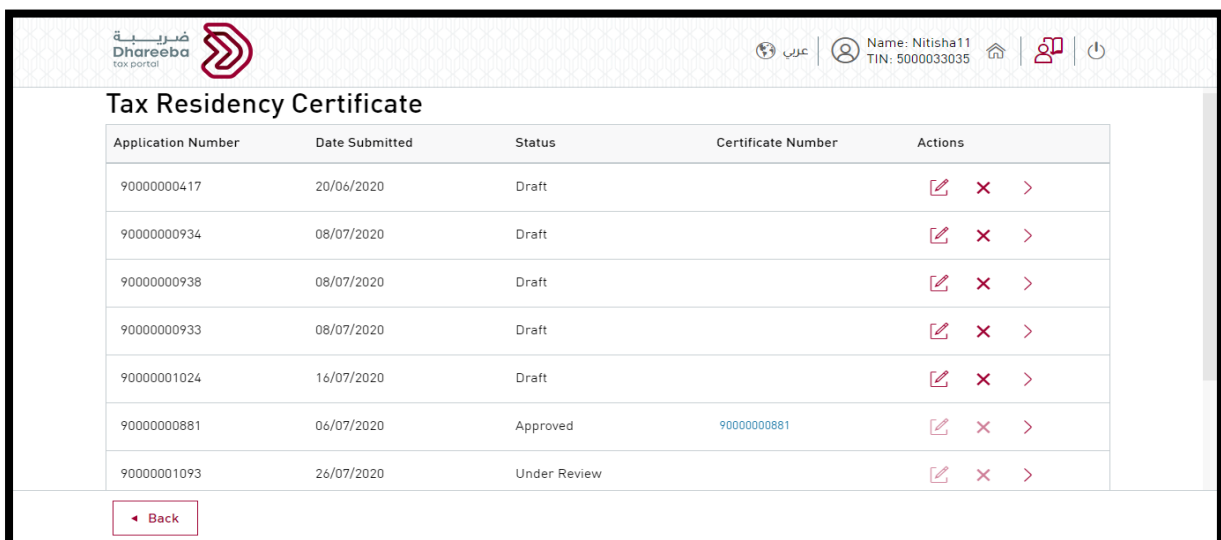
View and Create options will be available on tile.

If Taxpayer clicks on View button, then he should be able to check the list of all Tax Residency Certificate applications.

Edit Button [icon] : Taxpayer should be able to edit the form by clicking on EDIT icon.

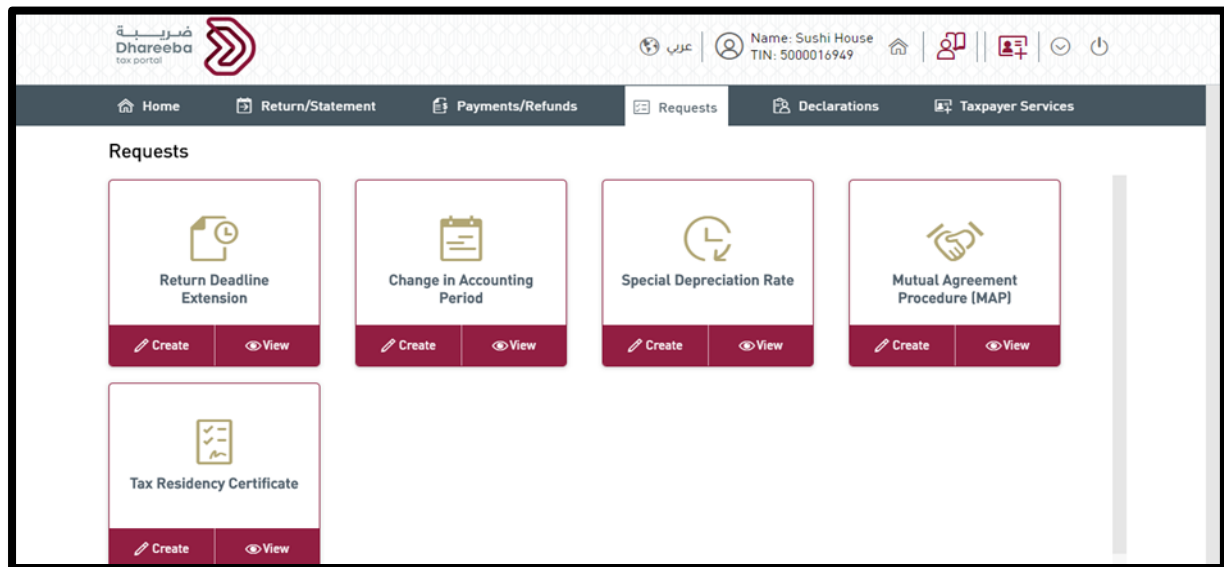Cancel Button [icon] : Taxpayer should be able to Cancel the form by clicking on Cancel icon.

View Button [icon] : Taxpayer can check any application in view mode by clicking on View button.

Request for Tax Residency Certificate
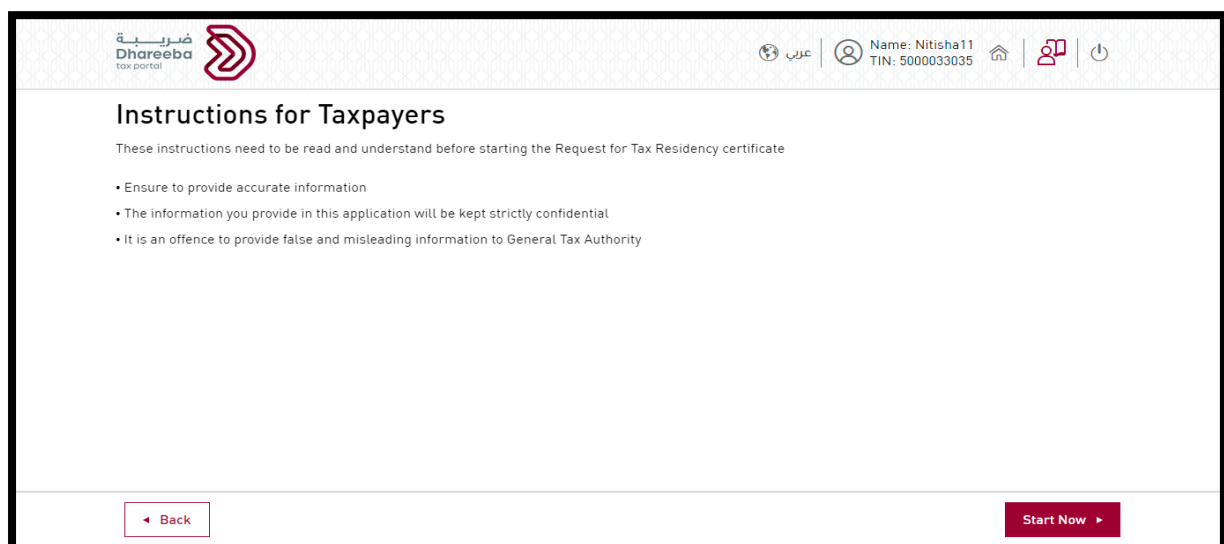
To file the Taxpayer Residency Certificate, Taxpayer should click on Create Button, this will open the Instructions Screens.

Step 3: Instructions Screen

The Taxpayer will be navigated to "Instructions" screen and must click on "Start Now" button, after reading the instructions.

For Further Steps, **Click Here.**

Request for Tax Residency Certificate

4.3   Steps common to Unregistered Taxpayer and Registered Taxpayer

Step 1: Tax Residency Certificate application submission by Taxpayer (Natural Person)

After clicking on 'Start Now' button, Taxpayer will be navigated to "Application for Tax Residency Certificate" screen.

All the greyed field will be pre-populated on screen.

Taxpayer should select the 'Place of Effective Management'.

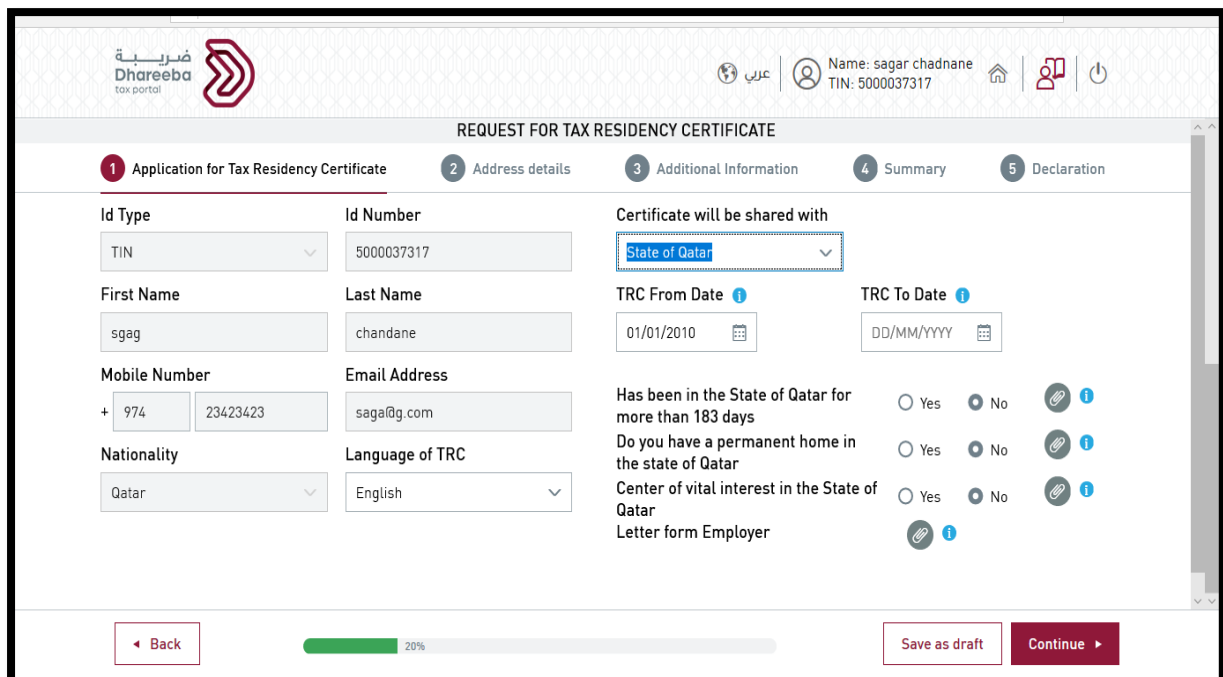Taxpayers need to select the 'language of TRC' from the drop-down option: English or Arabic.

Taxpayer should select 'Certificate will be shared with' from the drop-down list available. If "Others" is selected – then Taxpayer needs to enter the "Details of Recipient".

Taxpayer can select 'TRC from date' and 'TRC To Date' from the calendar.

Taxpayer should select the below fields radio button either Yes or No and attached the documents accordingly:

- Has been in the state of Qatar for more than 183 days
- Do you have a permanent home in State of Qatar?
- Center of vital interest in State of Qatar

Taxpayer needs to attach the 'Letter from Employer' document.

Request for Tax Residency Certificate

Back, Save as Draft and Continue buttons are available on screen.

Back – on clicking Back button, system will navigate to the previous screen.

Save as Draft – Form should be saved, and Reference Number will be generating on clicking 'Save as Draft' button.

Wherever the Taxpayer selects 'Yes' for the following questions, the taxpayer should attach:

- Has been in the state of Qatar for more than 183 days? - please attach QID / Passport / letter from MOI containing the entry to State – exit during the period requested for the certificate
- Do you have a permanent home in the state of Qatar? - please attach Contract of lease of home in Qatar / or another document from the employer that the residence is in his charge (employer) / Kahrama invoice.
- Centre of vital interest in the state of Qatar? – please attach as example proof of children's registration in school
- Letter from employer – please attach letter from employer

Continue – System will navigate to the Next screen.

After entering the required details, Taxpayer should click Continue button and he will be navigated to 'Address Details'.

Step 2: Tax Residency Certificate application submission by Taxpayer (Legal Entity)

Request for Tax Residency Certificate

After clicking on 'Start Now' button, Taxpayer will be navigated to "Application for Tax Residency Certificate" screen.

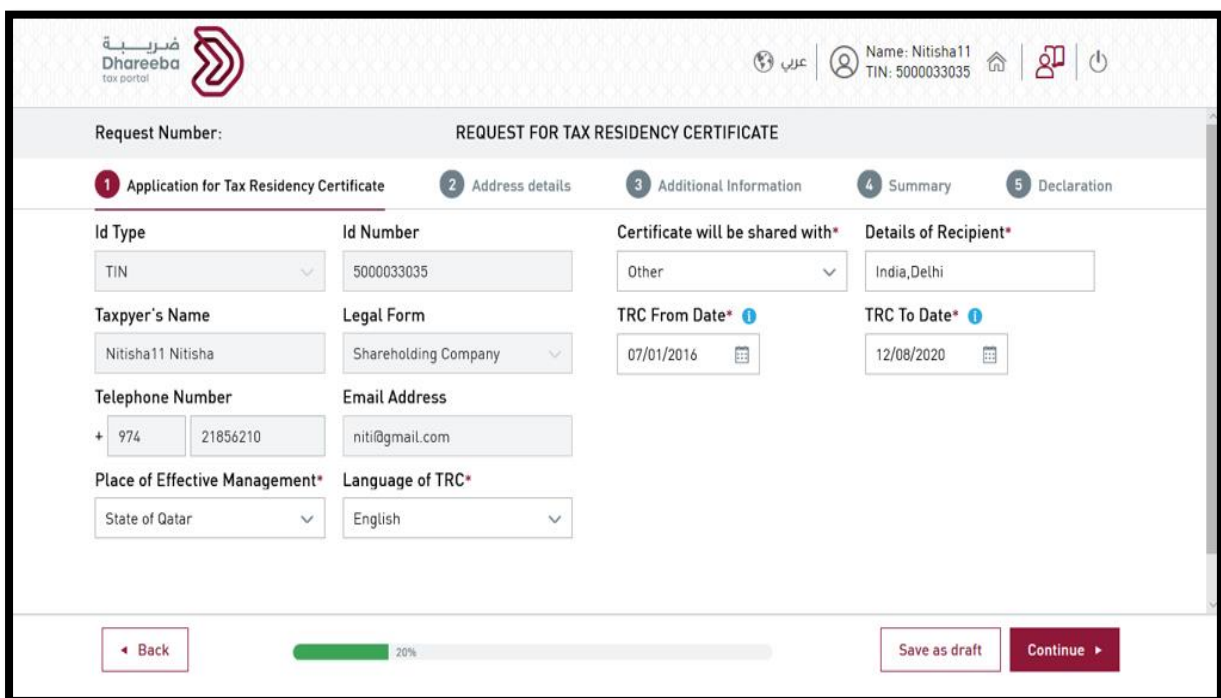All the greyed field should be pre-populated on screen.

Taxpayer should select the 'Place of Effective Management' from the drop-down list.

Taxpayer need to select the 'language of TRC' from the drop-down option: English or Arabic.

Taxpayer should select 'Certificate will be shared with' from the drop-down list available. If "Others" is selected – then Taxpayer needs to enter the "Details of Recipient".

Taxpayer can select 'TRC from date' and 'TRC To Date' from the calendar.

After entering the required details, Taxpayer should click Continue button and he will be navigated to 'Address Details'.

Below message will be displayed if 'Place of Effective Management' is other than 'State of Qatar'.

Request for Tax Residency Certificate

Step 3: Address Details
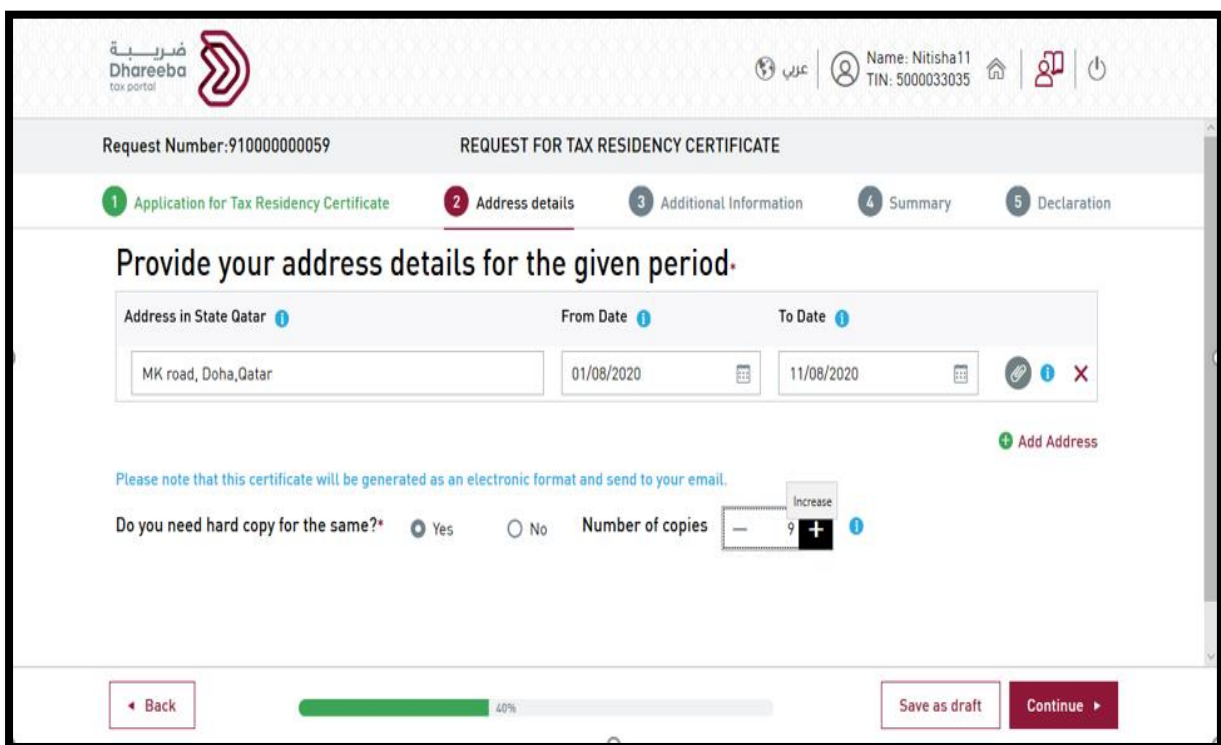
Request for Tax Residency Certificate

The Taxpayer will be navigated to "Address Details" screen. Taxpayer should enter 'Address is State Qatar', 'From Date' and 'To Date' details and attach document.

By clicking 'Add Address' button, Taxpayer can add multiple address details.

Taxpayer should select radio button Yes or No for 'Do you need hard copy for the same?"

If Yes, then Taxpayer needs to add the 'Number of copies' by using (+) button or reduce the number by clicking on (-) button.

After entering the required details, Taxpayer should click Continue button and he will be navigated to 'Payment'.

For Proof of Address: please attach contract of lease of home in Qatar / or another document from the employer that the residence is in his charge (employer) / Kahrama invoices.

Step 4: Payment

The Tax Residency Certificate Fee needs to be paid, by clicking on Pay button which will display on screen.

Request for Tax Residency Certificate

The status of Application will be shown to taxpayer as "PENDING" till the time payment is made. Taxpayer should click on Pay button.

Taxpayer should select a Payment option and proceed.

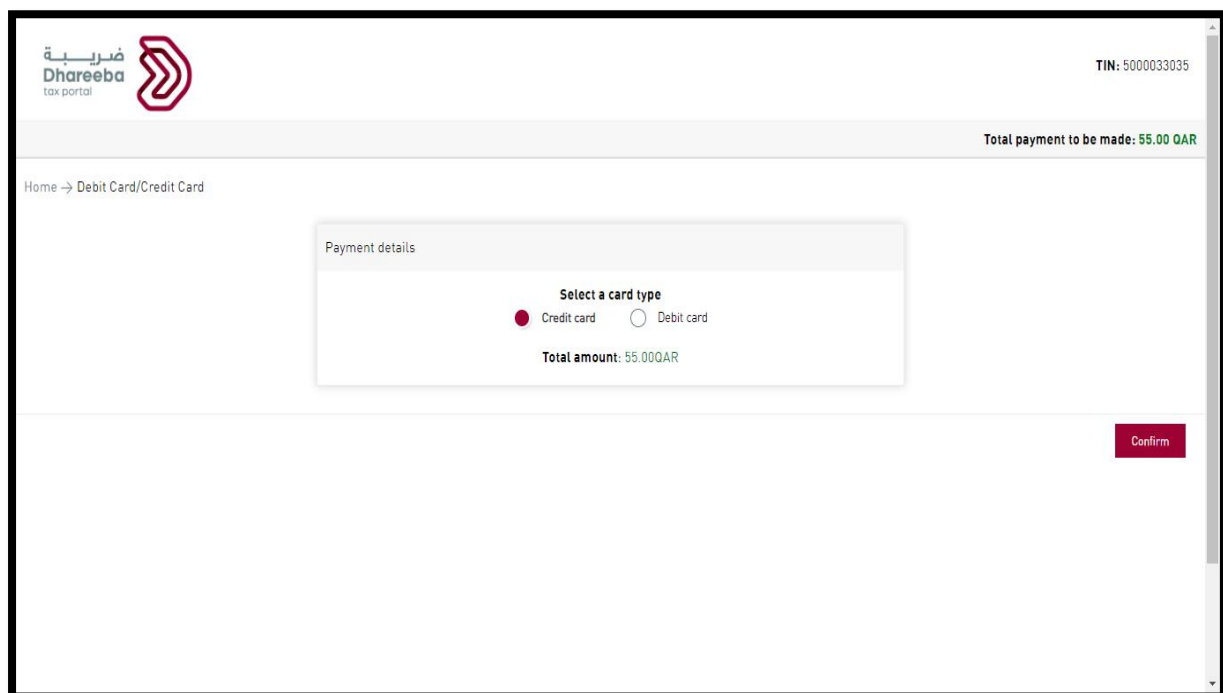Request for Tax Residency Certificate

- Select a payment method

Debit Card/Credit Card   Direct Payment   Bank Transfer

In the example, Taxpayer makes payment by using Credit card and clicks on Confirm button.

Dhareeba
tax portal

TIN: 5000033035

Total payment to be made: 55.00 QAR

Home → Debit Card/Credit Card

Payment details

Select a card type
● Credit card   ○ Debit card

Total amount: 55.00QAR

Confirm

Taxpayer should add Billing Information.

Request for Tax Residency Certificate

Taxpayer should add card details and click on Pay button.
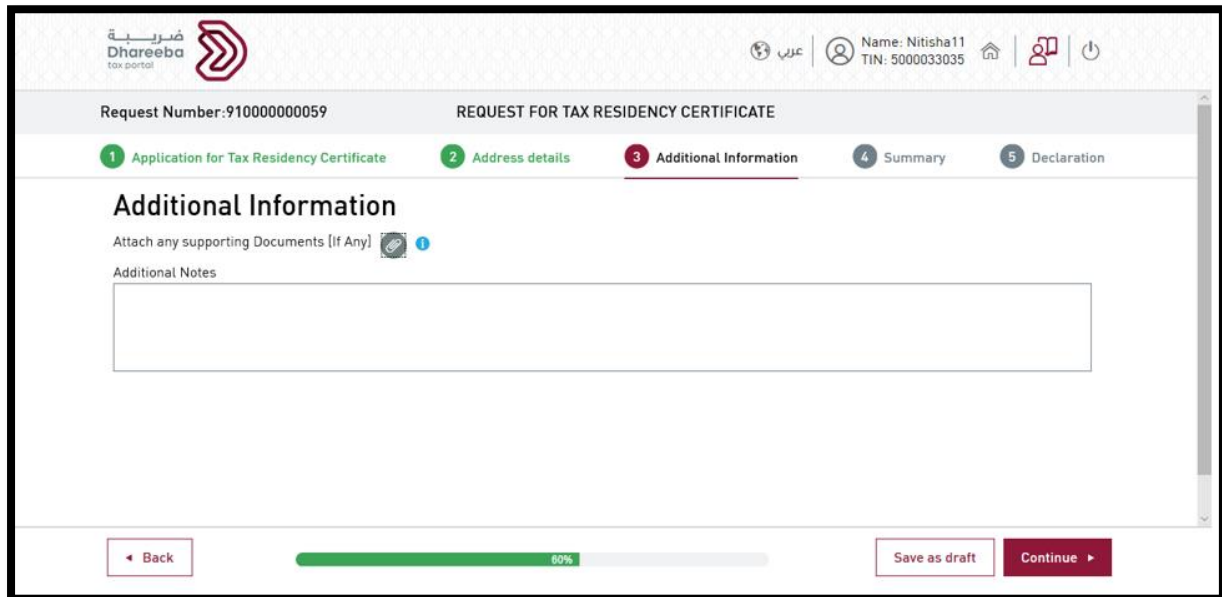

After amount is paid, the Payment Status will display "Successful" the continue button is available. Pay button is now disabled.

Request for Tax Residency Certificate

REQUEST FOR TAX RESIDENCY CERTIFICATE

Fee Type	Contract Currency	Fee Amount(QAR)	Payment Status	
Tax Residency Certificate Fee	QAR	55.00	Successful	Pay

Step 5: Additional Information

On the Additional Information screen, the Taxpayer can add Additional Notes and attach any supporting documents (if any). This is an Optional Step.

Request for Tax Residency Certificate

NOTE: If during review, GTA has requested for additional information from the Taxpayer, then adding Additional Notes by Taxpayer becomes mandatory.
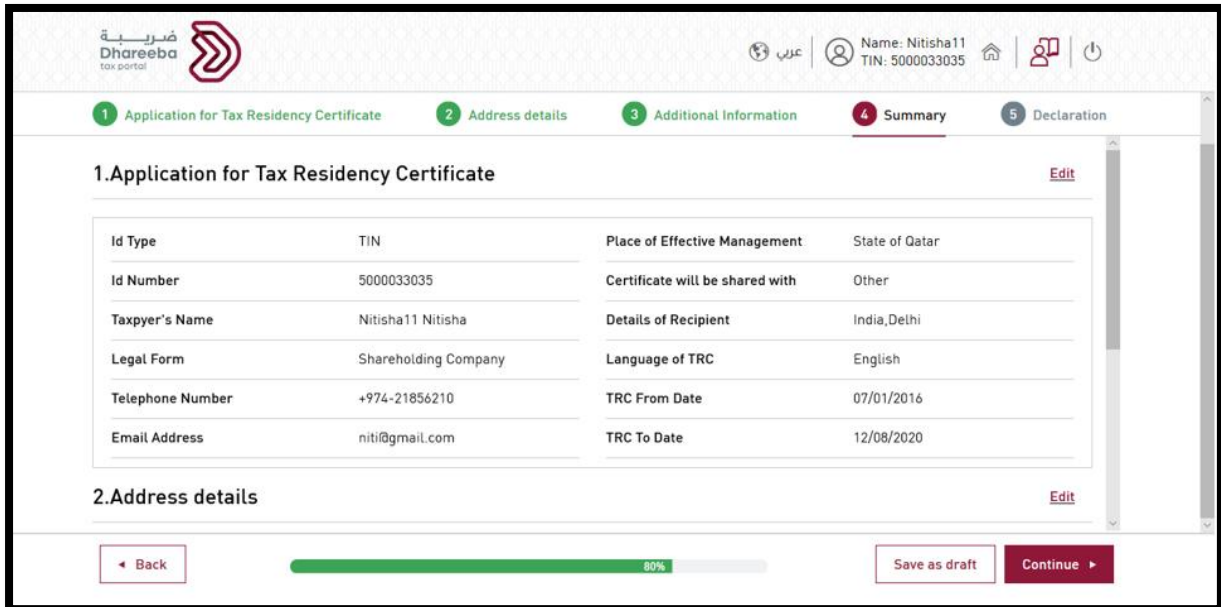
Clicking on Continue will take taxpayer to Summary Screen.

Step 6: Summary

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After clicking on "Continue" button, the Taxpayer will be navigated to "Summary" screen where Taxpayer will be able to view details for each section. The Taxpayer can check all the details and click on Edit button if he needs to update any information.
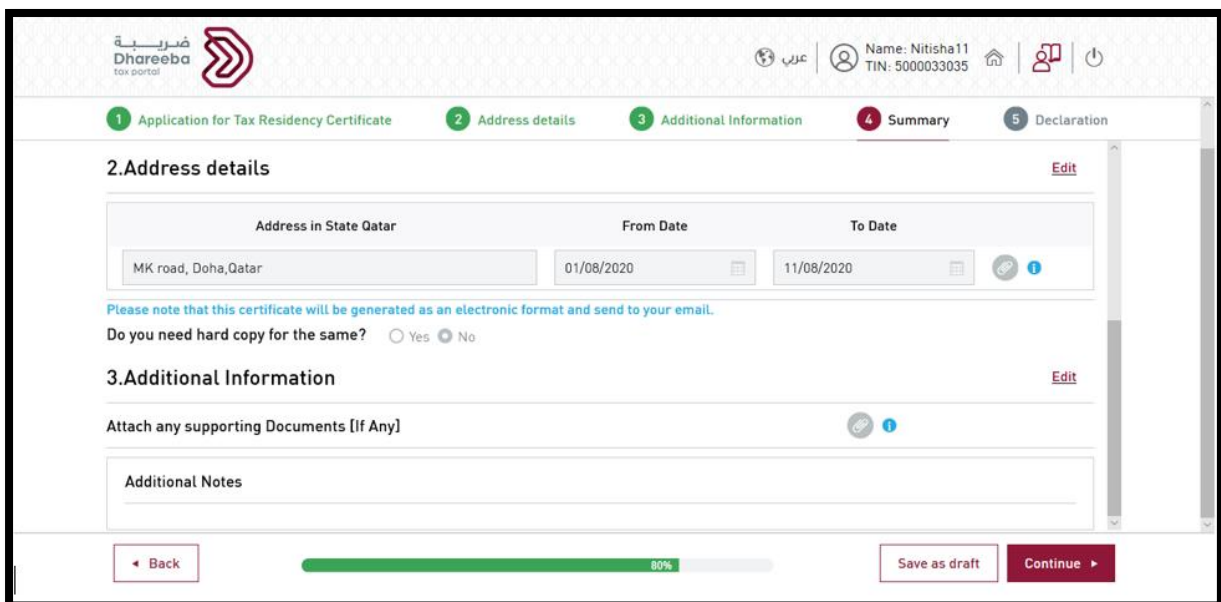
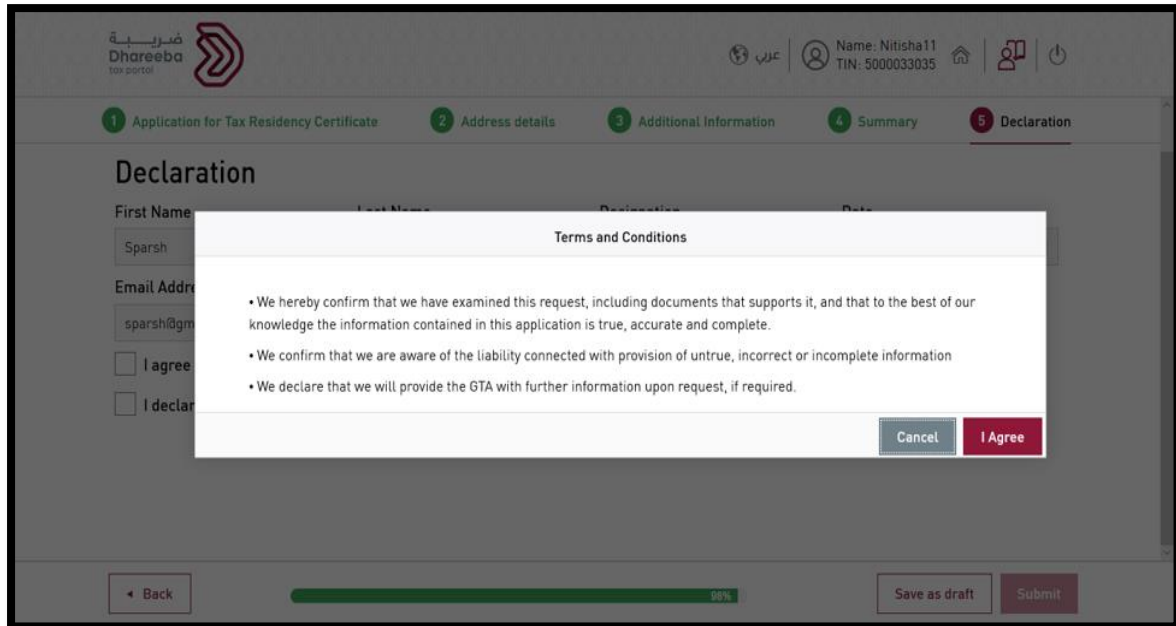After verifying details, Taxpayer should click on the 'Continue' button.

Step 7: Declaration

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After clicking on "Continue" button, the Taxpayer will be navigated to "Declaration" screen where the details in all the fields will be pre-populated from Taxpayers National Authentication Section details.

Taxpayer should click on the 'Terms and Conditions' hyperlink and then click on 'I Agree' button.
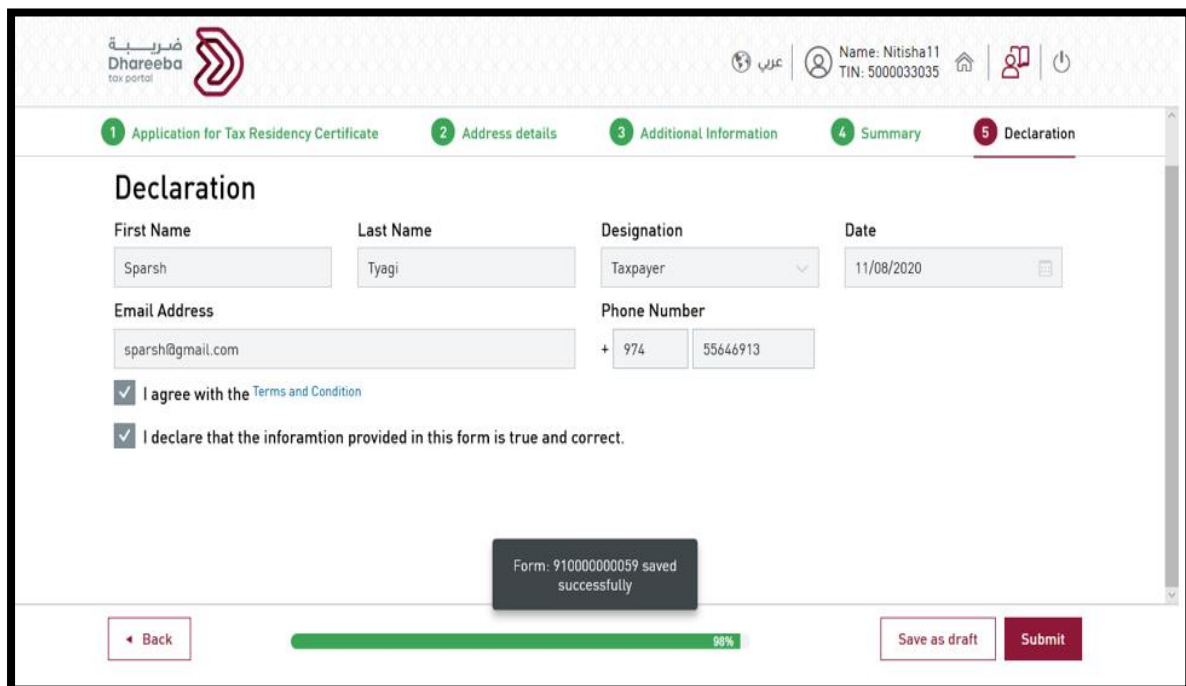

Submit button will get enable after selecting 'Terms and Condition' and Declaration check box. Taxpayer can click on save as draft button, to save the form.

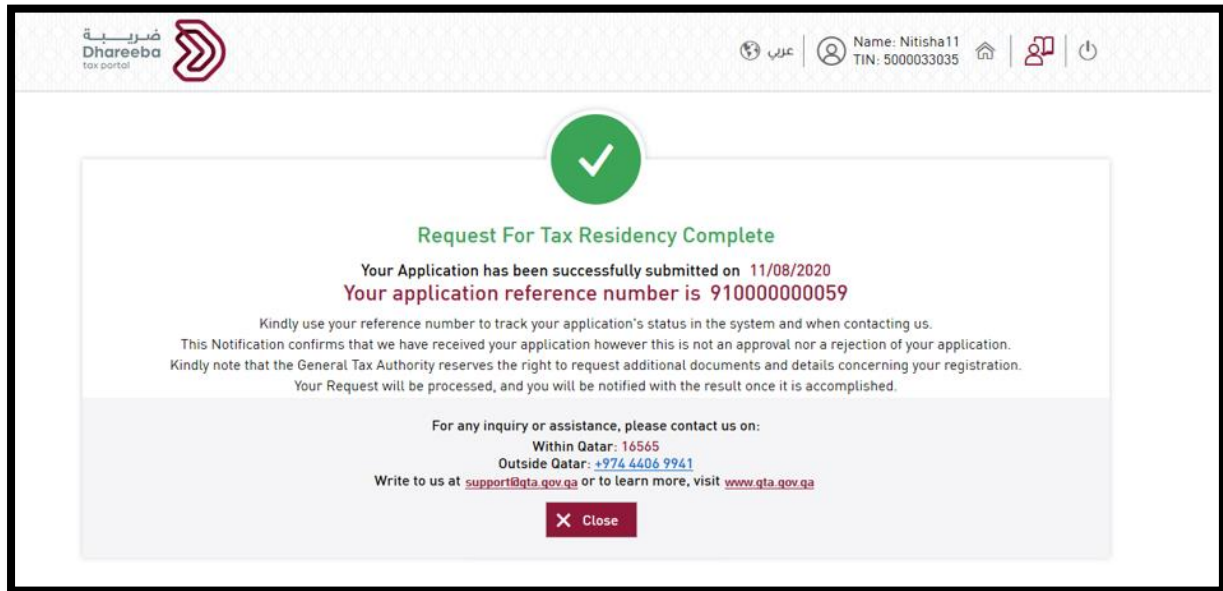Taxpayer should tick the declaration checkbox and click on the 'Submit' button.

Step 8: Acknowledgment

Request for Tax Residency Certificate

After clicking on "Submit" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed.


After submission of the Tax Residency Certificate, GTA will review the application and can Approve or Reject or request for additional information from the Taxpayer.

If GTA requests for additional information, Taxpayer can amend details and then can submit the application back to GTA for approval.

5   Annexure - Correspondence received by Taxpayer

5.1 Steps how Taxpayer can open and view notifications on the portal

A Taxpayer should log in to Taxpayer Portal and select 'My Notifications' tab from the Home screen to view the notifications.
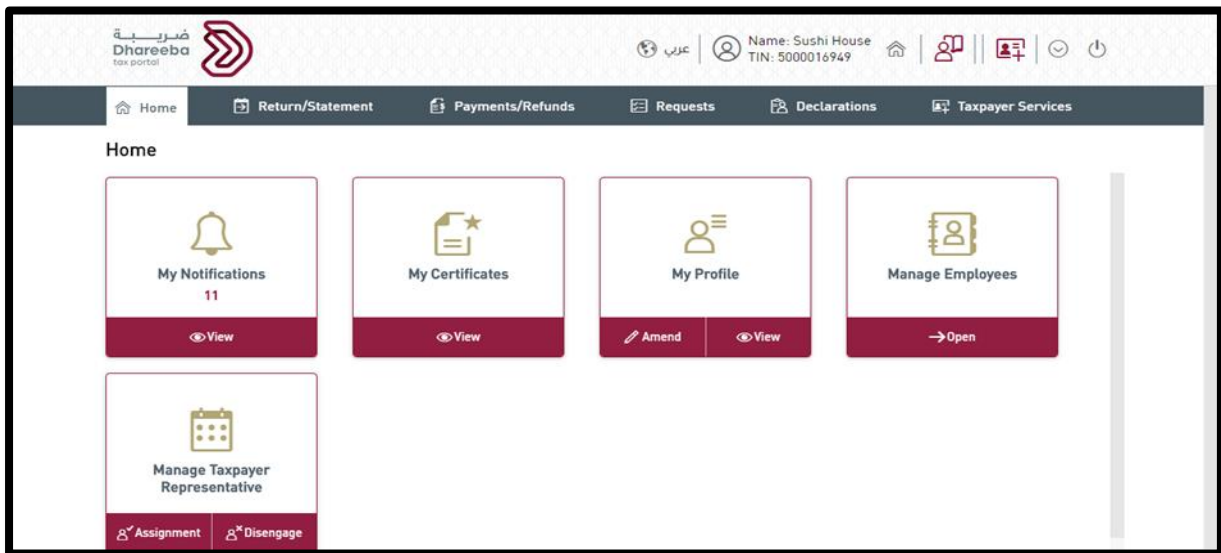
The Taxpayer should check and can download the Acknowledgement of receiving Tax Residency Certificate Request, or Additional Information request and Acknowledgement of receipt of Additional Information.

Request for Tax Residency Certificate
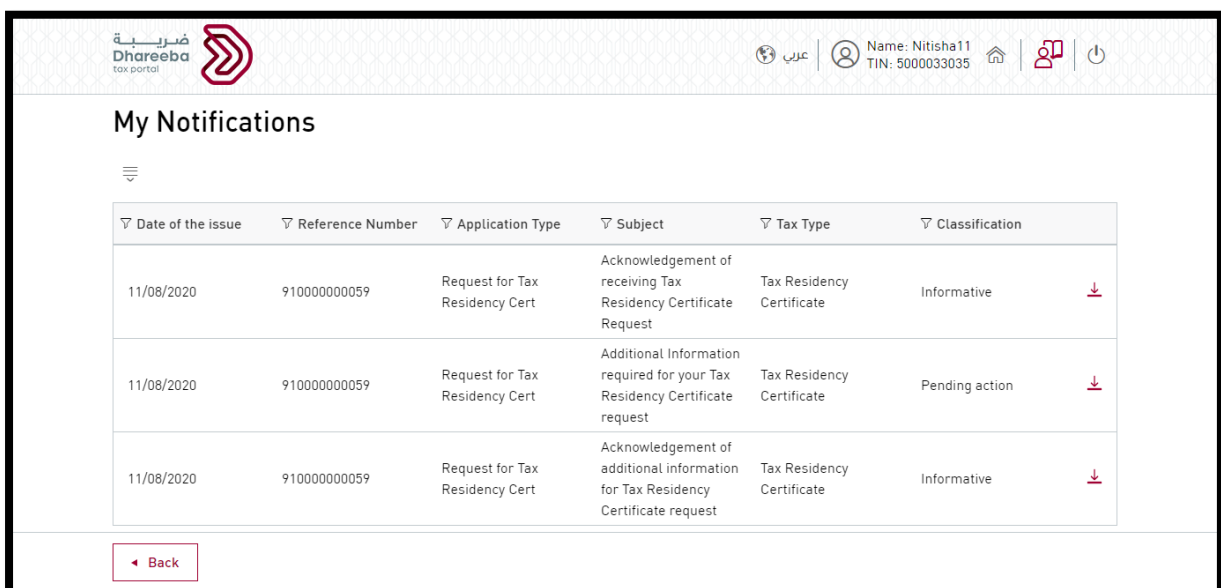
5.2 Notifications - SMS on Mobile, Email on Email ID and PDF on Dashboard

The Taxpayer will receive the following notifications:

SMS, Email and PDF on submission of Tax Residency Certificate:

SMS, Email and PDF after Additional Infor submission:

SMS, Email and PDF after Approval of Tax Residency Certificate:

SMS, Email and PDF after Rejection of Tax Residency Certificate:

End of Document