



# Deregistration TIN- and Tax Type - User Manual

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## Dhareeba Tax Portal

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# 1

## Purpose of this document



# 1 Purpose of this document

- This document explains the steps for De-Registration – TIN (Taxpayer) and Tax Types.



# | 2 |

## Steps of Deregistration TIN- and Tax Type

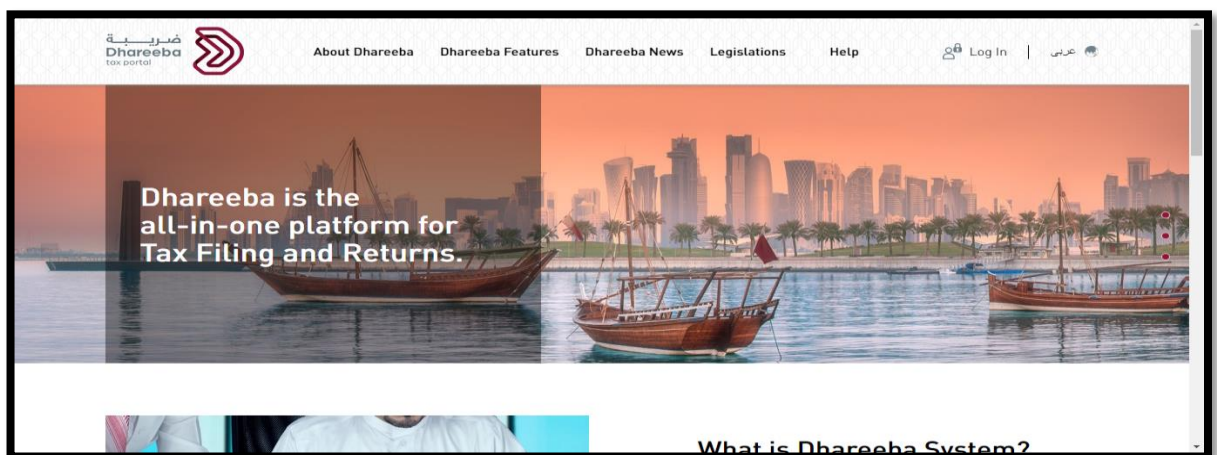


## 2 Steps of De-Registration- TIN and Tax Type

### Step 1: Log in Screen

A taxpayer should Log-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 “Taxpayer 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.



نظام التوثيق الوطني  
National Authentication System

توثيق  
TAWTHEEQ

Authenticate

Username & Password Authentication

Username: 26863401706

Password: .....

Continue

Forgot your password?

Create new account

Smart Card authentication

Login with Smartcard

Smartcard FAQs

Cancel

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## Step 2: Log As

Select the TIN.

ضريبة  
Dhareeba  
tax portal

عربي

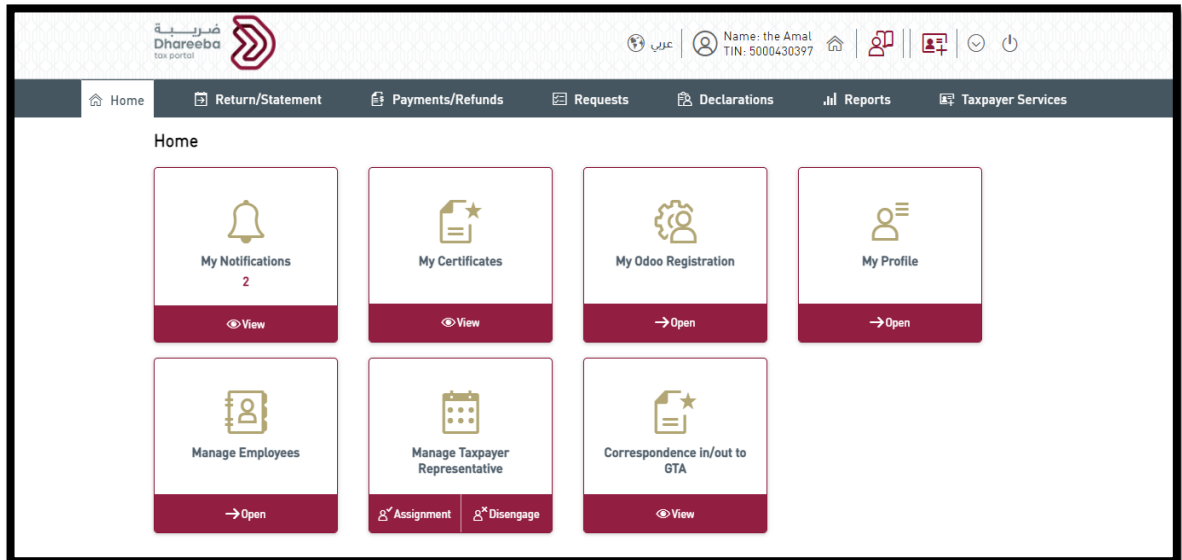
Login As:

Search

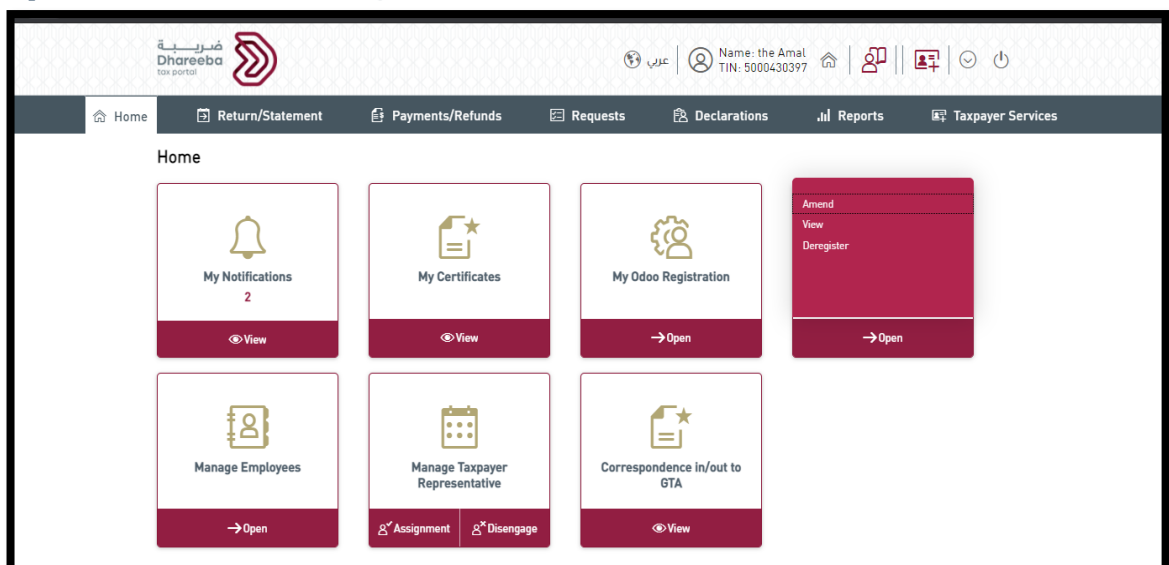
TIN: 5000010975 sagar	TIN: 5000420513 Wataa	TIN: 5000420539 Warda	TIN: 5000420554 Waag
TIN: 5000420570 Wardah	TIN: 5000420596 Wardahh	TIN: 5000420612 Wardaah	TIN: 5000420653 Ward



**Step 3:** After logging in to the portal from the dashboard, from the home screen Click on Open from “My Profile”



**Step 4:** Click on Deregister







## Step 5: Instruction for taxpayers' Deregistration

**Instruction for Taxpayers Deregistration**

These instructions need to be read and understood before starting the Taxpayer Deregistration Application.

- Please ensure to provide accurate information with your application.
- Please upload all the relevant supporting documents.
- Once your application is processed, we will send you an email and SMS notification.
- We will notify you if we require more information.
- The information you provide in this application will be kept strictly confidential.

It is an offence to provide false and misleading information to General Tax Authority.

[Back](#) [Start Now](#)

## Step 6: Select Deregistration Type- TIN or Tax type.

For TIN below screens will appear

**TAXPAYER DEREGISTRATION**

1 Deregistration Details 2 Tax Information 3 Person of Contact 4 Additional Information 5 Summary 6 Declaration

**Deregistration Details**

Deregistration Type\*

☒ TIN ☐ Tax Type

Reason for Deregistration\*

Deregistration Date\*

DD/MM/YYYY

If others, specify the reason\*

[Back](#) 0% [Save as draft](#) [Continue](#)



Cessation of all business activities  
Merger  
Acquisition  
Transfer of Business as Going Concerns  
Change of Entity Type  
Death of Individual Owner  
Liquidation  
Dissolution of Company  
Others

Deregistration Date\*

DD/MM/YYYY

If others, specify the reason\*

◀ Back 0% Save as draft Continue ▶

**TAXPAYER DEREGISTRATION**

1 Deregistration Details 2 Tax Information 3 Person of Contact 4 Additional Information 5 Summary 6 Declaration

**Deregistration Details**

Deregistration Type\*

☒ TIN ☐ Tax Type

Reason for Deregistration\*

Liquidation

Deregistration Date\*

02/07/2021

If others, specify the reason\*

**Provide Attachment**

1. File size should be less than 5MB  
2. Choose only file with extension: DOC / DOCX / PDF / JPG / XLS / XLSX

Attachments (1)

200000000806\_\_Image.jpg

Close

◀ Back 0% Cancel Save as draft Continue ▶



For Tax type below screen will appear

ضريبة  
Dhareeba  
tax portal

عربي | Name: WeSam TIN/VAT-ET-ITI/ Don't use  
TIN: 5001104900

TAXPAYER DEREGISTRATION

1 Deregistration Details 2 Tax Information 3 Person of Contact 4 Additional Information 5 Summary 6 Declaration

**Deregistration Details**

Deregistration Type\*

☐ TIN ☒ Tax Type

Which Tax Type do you want to deregister?\*

☐ Excise Tax

☐ Value Added Tax

◀ Back 0% Save as draft Continue ▶

In case the taxpayer chooses the type of cancellation of the registration "type of tax", from the step of the deregistration details.

The following details appear on the same screen: Specify the type of tax that the taxpayer wishes to cancel the registration of "Excise Tax" with the reasons for cancellation.



**1 Deregistration Details** | 2 Tax Information | 3 Person of Contact | 4 Additional Information | 5 Summary | 6 Declaration

### Deregistration Details

Deregistration Type\*

☐ TIN ☒ Tax Type

Which Tax Type do you want to deregister?\*

☒ Excise Tax

Reason for Deregistration\*

If others, specify the reason\*

[< Back](#) 0% [Save as draft](#) [Continue >](#)

In case of Excise Tax:

If the taxpayer chooses the reason for the cancellation of the excise tax registration, for example "Cessation of production and/or import of excisable goods", a button will appear to upload the supporting documents to choose this reason.

**Provide Attachment**

1. File size should be less than 20MB  
2. Choose only file with extension: DOC / DOCX / PDF / JPG / XLS / XLSX

Attachments (1)

Book1.xlsx

[Close](#)

The taxpayer moves on to the second step: tax information  
Also shown in the screen below are some fields that are not amendable and track the original taxpayer's registration in excise tax.



The taxpayer selects the date of deregistration. And choose the answer to the question Do you have any operations outside the warehouse? If "No", the taxpayer goes to the contact person's screen. If he selects "Yes", he will be taken to the "Item Details" screen

## Step 10: Person of Contact

**TAXPAYER DEREGISTRATION**

1 Deregistration Details 2 Tax Information 3 Person of Contact 4 Additional Information 5 Summary 6 Declaration

**Person of Contact**

☐ Same contact person details as in Registration

First Name in English\* Last Name in English\* ID Type\* Number\*

Julii Raut Passport 78UI9087

First Name in Arabic\* Last Name in Arabic\* Issuing Country\* Nationality\*

Julii Raut India India

Position\* Issue Date\* Expiry Date\*

MD 01/07/2015 16/07/2030

Mobile Number\* Phone Number\* Email Address\*

+ 974 6788909989 + 91 65898590590609 julii.raut1@gmail.test

Back 51% Cancel Save as draft Continue

## Step 11: Additional Information

Provide Additional Information and Attachments (Optional)



**ضريبة**  
Dhareeba  
tax portal

عربي | Name: the Amal  
TIN: 5000430397

**TAXPAYER DEREGISTRATION**

1 Deregistration Details 2 Tax Information 3 Person of Contact 4 **Additional Information** 5 Summary 6 Declaration

### Additional Information

Attach any other supporting documents (if any)

Additional Notes

Additional Information

◀ Back 68% Cancel Save as draft Continue ▶

## Step 11: Summary screen

**ضريبة**  
Dhareeba  
tax portal

عربي | Name: the Amal  
TIN: 5000430397

**TAXPAYER DEREGISTRATION**

1 Deregistration Details 2 Tax Information 3 Person of Contact 4 Additional Information 5 **Summary** 6 Declaration

### 1. Deregistration Details

[Edit](#)

Deregistration Type TIN

TIN

Reason for Deregistration Liquidation Deregistration Date 02/07/2021

If others, specify the reason

### 3. Person of Contact

[Edit](#)

First Name in English Juli Last Name in English Raut

◀ Back 85% Cancel Save as draft Continue ▶

## Step 12: Declaration screens



**ضريبة**  
Dhareeba  
tax portal

عربي | Name: Sheldon  
TIN: 5000426700

VAT GROUP DEREGISTRATION

1 VAT Group Details 2 Deregistration Details 3 Additional Information 4 Summary 5 Declaration

### Declaration

First Name: Sparsh  
Last Name: [blank]  
Designation: [blank]  
Date: [blank]

Email Address: sparsh@gmail.com

☐ I agree with the Terms and Conditions

☐ I declare that the information provided in this form is true and correct.

☐ I Confirm that the information given in this form is true, complete and accurate.

Cancel I Agree

Back 99% Cancel

**ضريبة**  
Dhareeba  
tax portal

عربي | Name: the Amal  
TIN: 5000430397

1 Deregistration Details 2 Tax Information 3 Person of Contact 4 Additional Information 5 Summary 6 Declaration

### Declaration

First Name: clark  
Last Name: kent  
Designation: Taxpayer  
Date: 01/07/2021

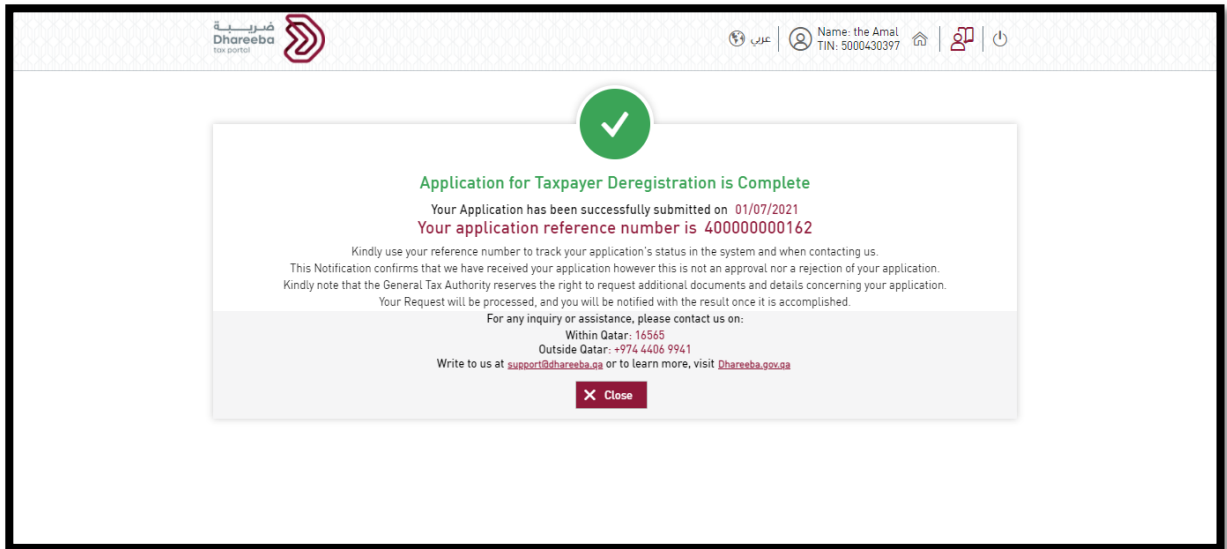
Email Address: clark@gmail.com  
Phone Number: + 974 55646913

☒ I agree with the Terms and Conditions

☒ I declare that the information provided in this form is true and correct

Back 90% Cancel Save as draft Submit

## Acknowledgment Page



End of document