



Withholding Tax Statement

Dhareeba Portal

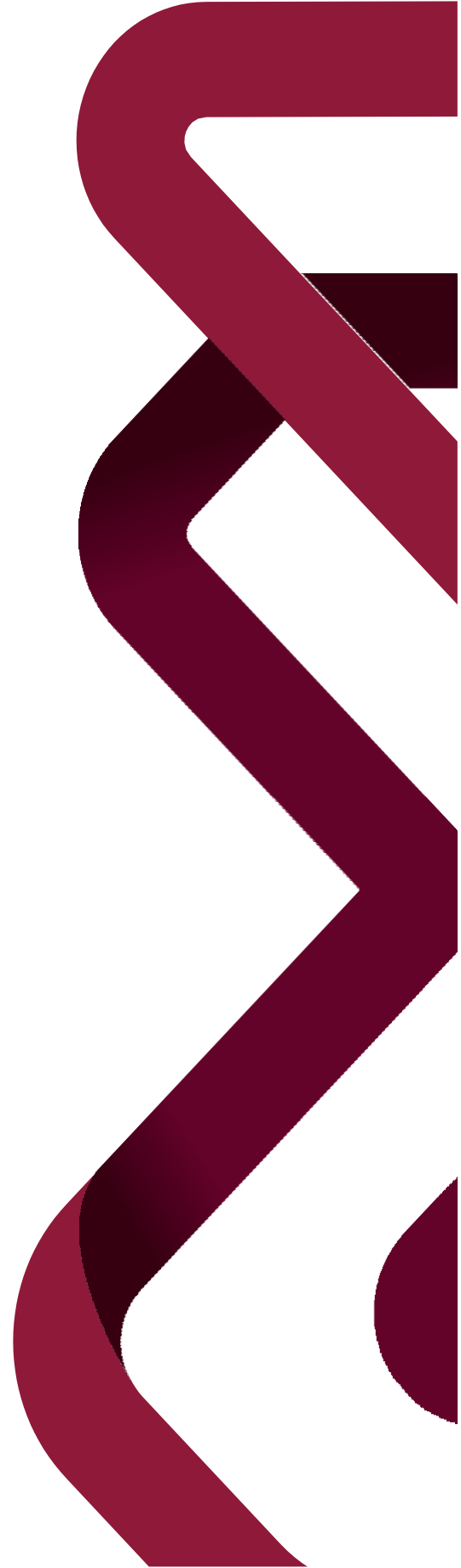


Table of content

1PURPOSE OF THIS DOCUMENT	3
2.STEPS FOR SUBMITTING A WITHHOLDING TAX STATEMENT	6



1

Purpose of this document



1. Purpose of this document

The main purpose of this document is to guide a Taxpayer how to successfully file and submit a Withholding Tax Statement.

Two types of Taxpayers can submit a Withholding Tax Statement :

- Taxpayers who are Registered with the GTA TAS.
- Taxpayers who are not registered with the GTA TAS for any tax matters.
(Example, (Establishment card holder only. For e.g. Government. Entities)

Due date to file the Withholding Tax Statement:

Taxpayers are required to submit a withholding tax statement along with the payment to the GTA before the 15th day of the first month following the month in which the payment is made.

As an output of submitting the Withholding Tax Statement, the Taxpayer will be issued the Withholding Tax Certificate.

This document also covers the various correspondences which the GTA sends to the Taxpayer after a Withholding Statement is filled in the GTA TAS.

2

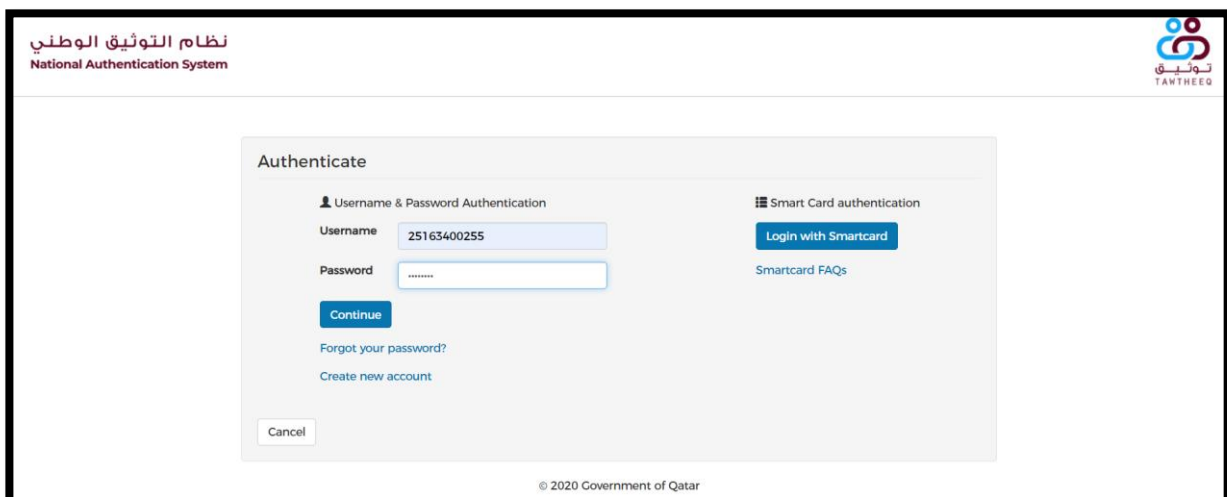
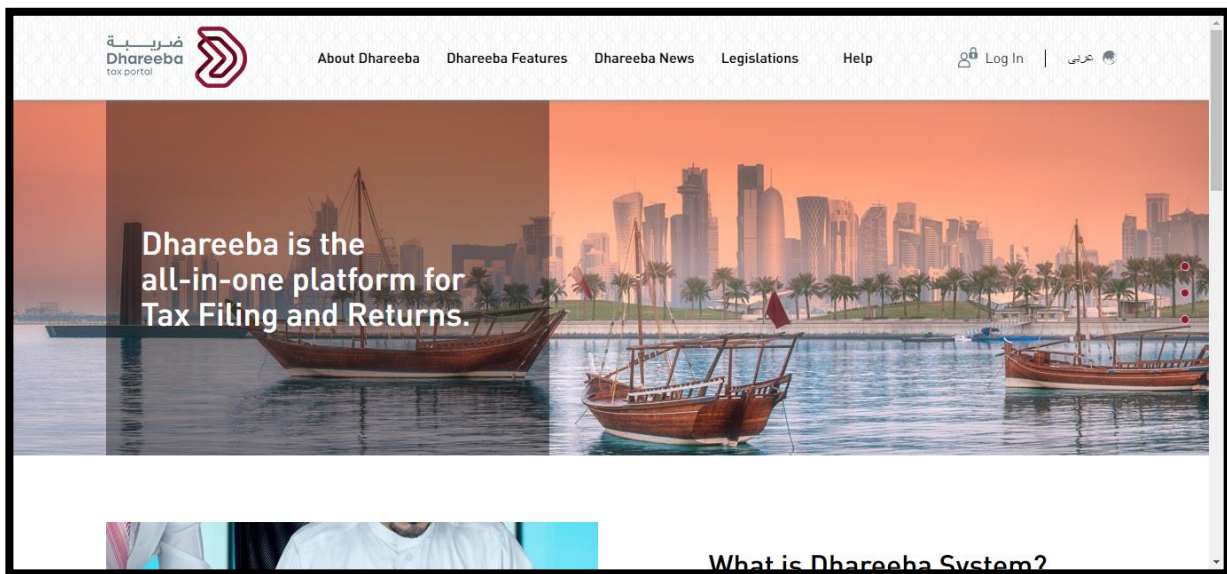
Submitting a Withholding Tax Statement



2. Steps for Submitting a Withholding Tax Statement

Step 1: Log in

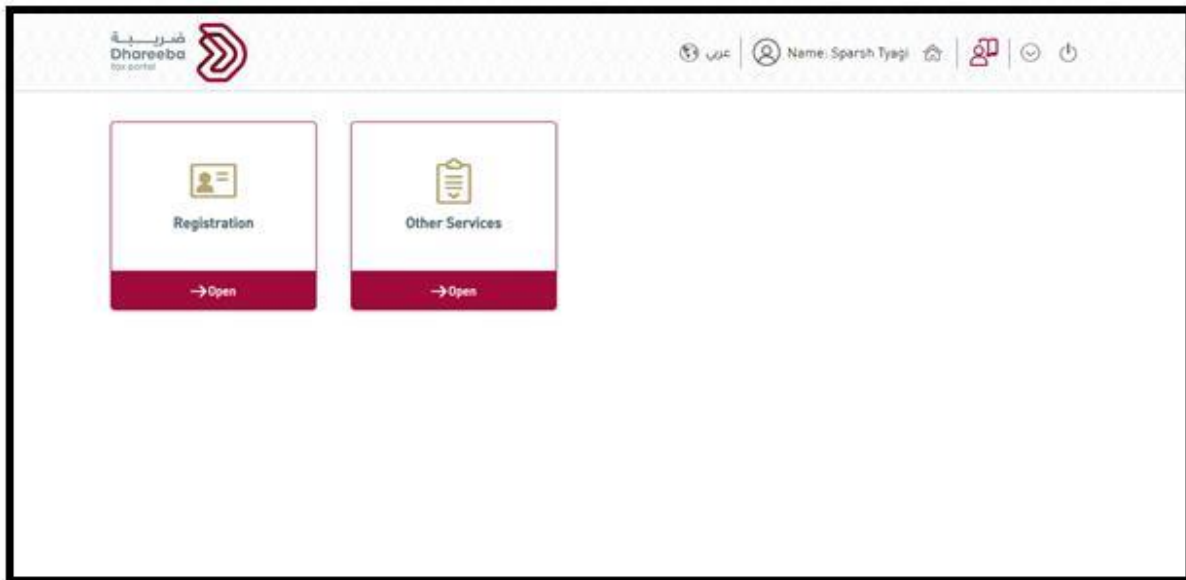
Taxpayer should login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below:



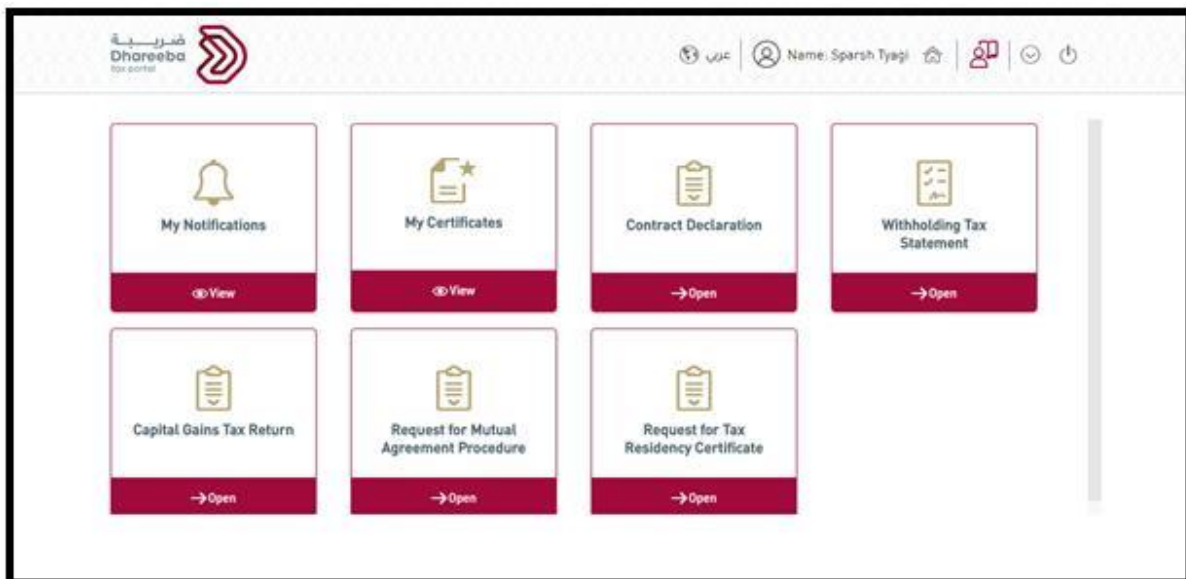


Step 2: Dashboard

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.



The Taxpayer should click on Withholding Tax Statement Tile.



Withholding Tax Statement



Step 3: Instructions

Taxpayer should read the information of the Instructions Page.

Taxpayer should select the appropriate Reporting Transactions from the following options on the drop down available:

Cross-Border

Local

Capital Assets

Taxpayer should select the Tax Period for which the Withholding Tax Statement is to be submitted.

After following the also above steps, Taxpayer should click on Start Now button.

ضريبة
Dharaaba
tax portal

عربي | Name: Mena Salins | Home | Profile | Logout

Instructions

There instructions need to be read and understood before starting the Return Filing

- Ensure to provide accurate information
- The information you provide in this return will be kept strictly confidential
- it is an offence to provide false and misleading information to General Tax Authority
- Please note that the payment of the taxes withheld at source is part of the submission of this statement

Choose the reporting transactions

Cross-border (selected) ▼

Tax period for the current WHT Statement

Year: 2020 ▼ Month: Jan... ▼

◀ Back Start Now ▶



Step 4: Taxpayer Information

The Taxpayer should fill in all the required information on the Taxpayer Information Page and click on the continue button.

Note: Details of Establishment card are mandatory.

On clicking the continue button, a message would inform the Taxpayer that the Taxpayer would get registered based on the details provided and a Tax Identification Number would be generated for the Taxpayer. Taxpayer should select Yes.



Step 5: Establishment Contact Person

The Taxpayer should fill in all the required information on the Establishment Contact Person Page and click on the continue button.

Note : If Taxpayer selects 'No' for the question 'Are you the same Contact person regarding the tax matter', Taxpayer will have to manually fill in all the required fields.

If Taxpayer selects 'Yes' for question 'Are you the same Contact person regarding the tax matter', most of the fields will be auto populated and Taxpayer will have to only fill in the remaining fields.

Dhareeba
tax portal

عربي | Name: Mena Salins

1 Taxpayer Information 2 WHT Statement 3 Additional Information 4 WHT Summary 5 Declaration

Establishment Contact Person

☒ Are you the same Contact person regarding tax matters?

First Name in English*	Last Name in English*	ID Type*	ID Number*
Mena	Salins	Qatart National ID	25963400512
First Name in Arabic*	Last Name in Arabic*	Issuing Country*	Nationality*
Mena	Salins	Qatar	Qatar
Position*	Expiry Date*		
Manager	31/12/9999		
Mobile Number*	Phone Number	Email Address*	
+ 974 55646913	+ 974	menasalins0@gmail.com	

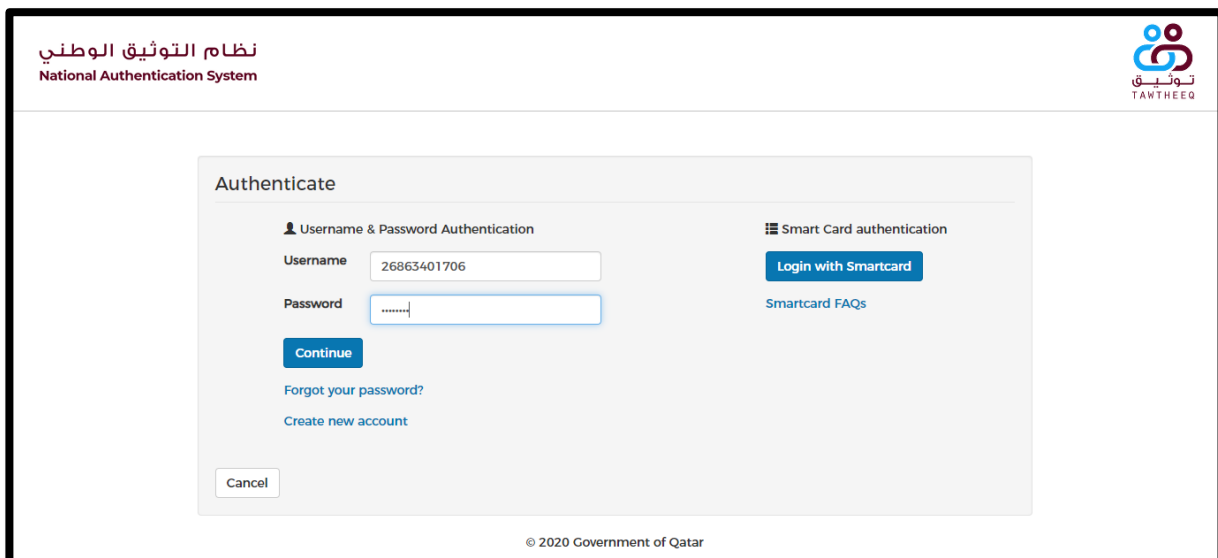
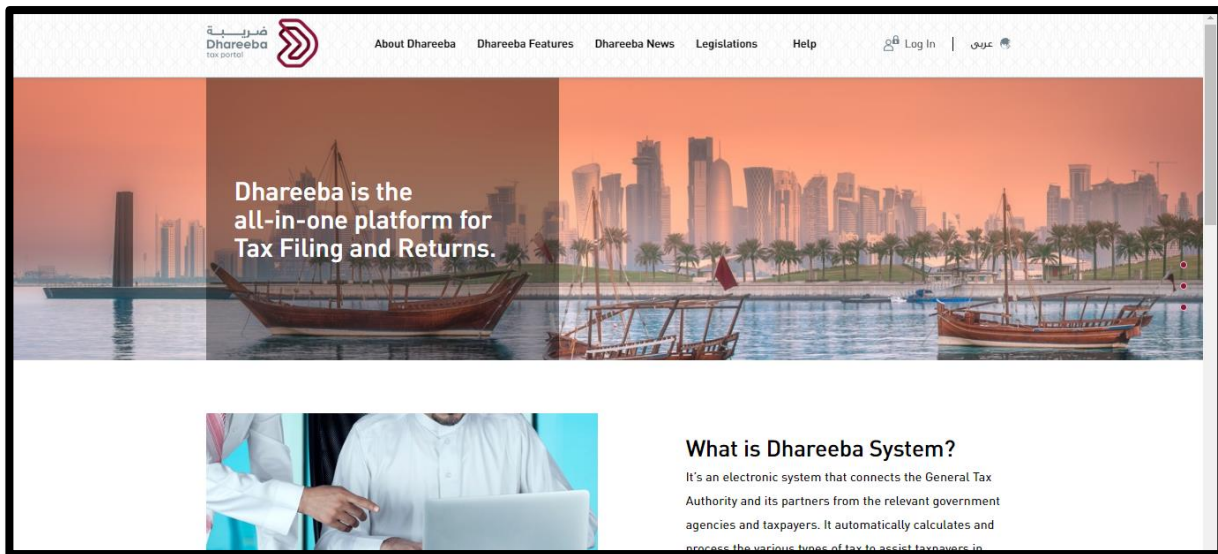
◀ Back 0% Save as Draft Continue ▶



Steps to be followed by a Registered Taxpayer

Step 1 : Login

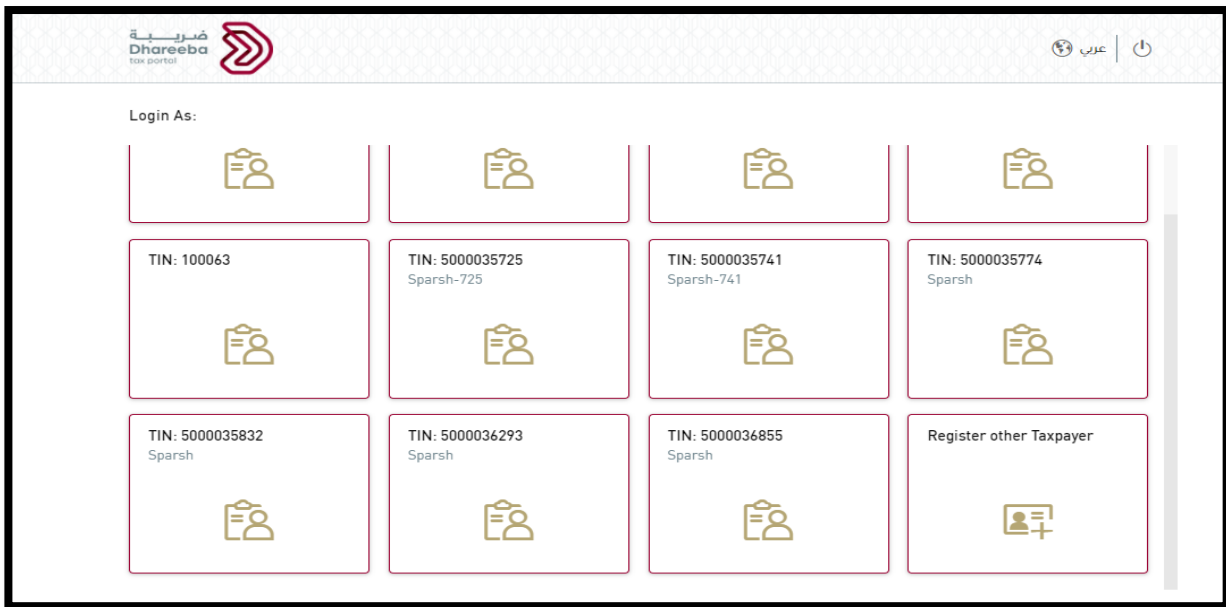
Taxpayer should click on Log-in on Dhareeba portal and Taxpayer is automatically directed to National Authentication System. Taxpayer should login with Username and Password on the National Authentication System and click on Continue button.



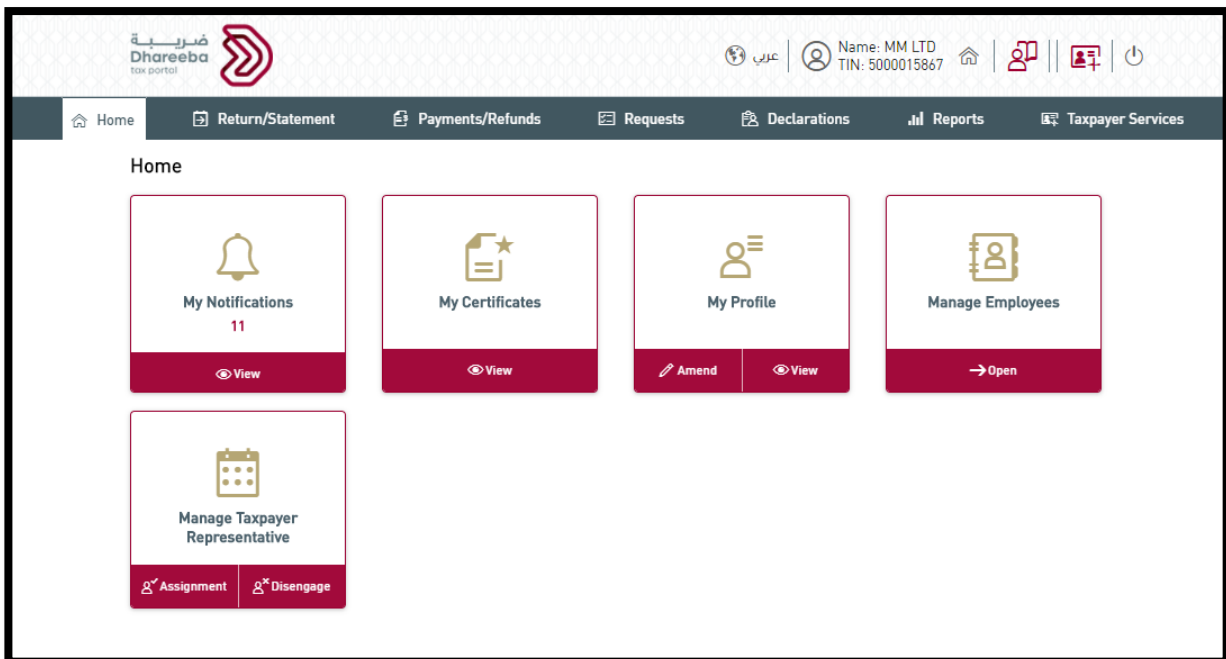


Step 2: Dashboard

On successful NAS authentication, the Taxpayer's dashboard screen appears. The Taxpayer should now select the TIN for which a Withholding Tax Statement needs to be submitted.

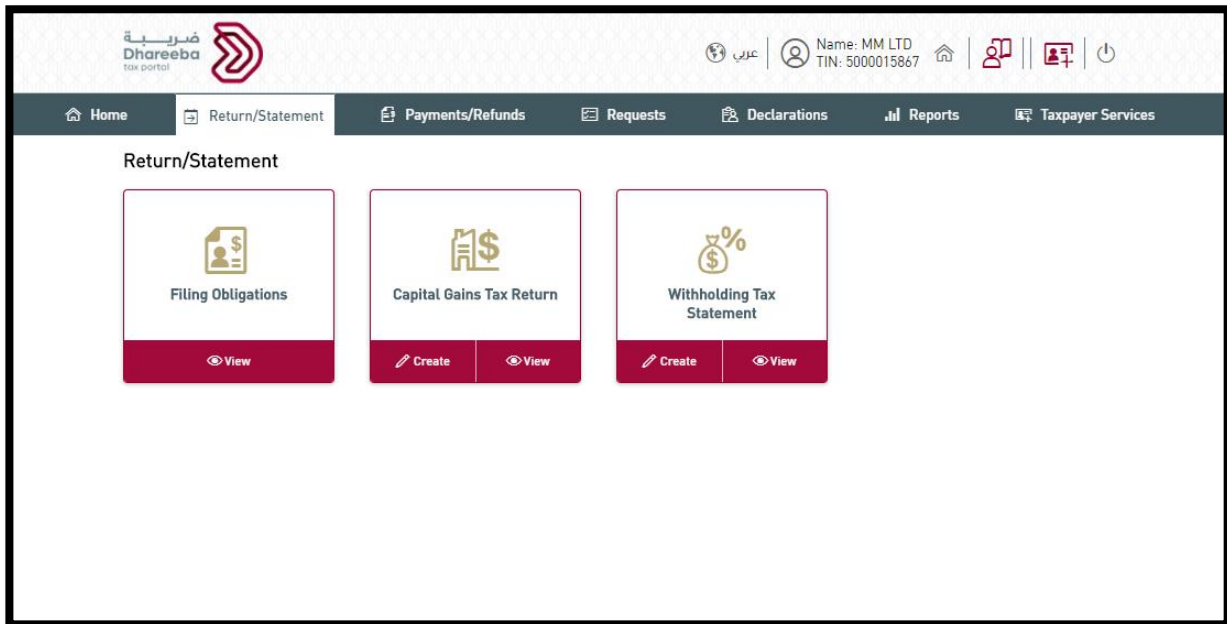


Taxpayer is directed to Home page on the Taxpayer Dashboard.

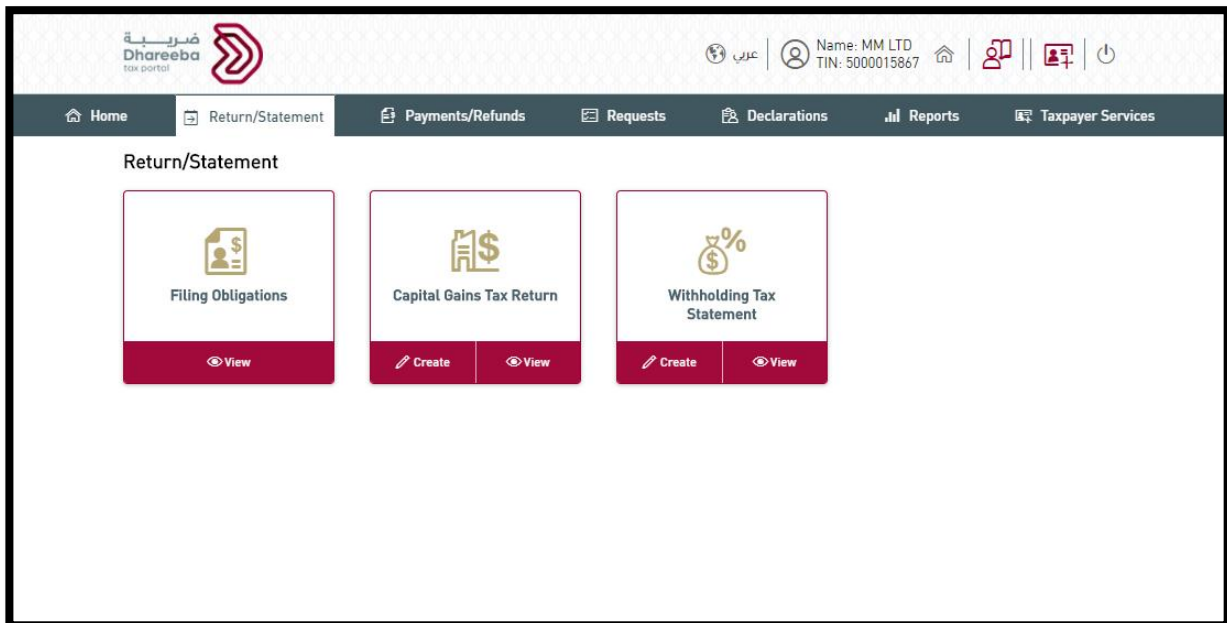




The Taxpayer should now click on Return/Statement tab.



The Taxpayer will be navigate on Return/Statement screen and taxpayer should select the Create option on the Withholding Tax Statement Tile.





Step 3: Instructions

Taxpayer should read the information of the Instructions Page.

Taxpayer should select the appropriate Reporting Transactions from the following options available on the drop down:

Cross Border

Local

Capital Assets

Taxpayer should select the Tax Period for which the Withholding Tax Statement is to be submitted.

After following the also above steps, Taxpayer should click on Start Now button.

Instructions

There instructions need to be read and understood before starting the Return Filing

- Ensure to provide accurate information
- The information you provide in this return will be kept strictly confidential
- it is an offence to provide false and misleading information to General Tax Authority
- Please note that the payment of the taxes withheld at source is part of the submission of this statement

Choose the reporting transactions

Cross-border

Tax period for the current WHT Statement

Year 2020 Month Jan...

Back Start Now



Steps common to Unregistered Taxpayer and Registered Taxpayer

Step 1 : Transactions

The Taxpayer can Download Template and upload after filling in details in excel template.

The Taxpayer can select 'Add Transaction' to enter the details on the WHT Statement Transactions page.

Application Number: WITHHOLDING TAX STATEMENT - NEW Tax Period: 2020 Jan (01/01/2020 - 31/01/2020)

1 WHT Statement 2 Additional Information 3 WHT Summary 4 Declaration

Transactions

Download Template Upload Template Delete All

Type of Transactions	ID Number	Name of Payee	Payment Date	Currency	Amount subject to WHT	Amount Withheld
No data						

+ Add Transaction

Back 0% Save as Draft Continue

The Taxpayer should now fill in all the required fields and click on 'Save' button.



ضريبة
Dhareeba
tax portal

عربي | Name: Sanju Seth

1 Taxpayer Information

2 WHT Statement

3 Additional Information

4 WHT Summary

5 Declaration

Transactions

Type of Transaction*
Cross-border

Type of Payment*
Royalties

Payee's ID Type*
TIN outside the state

ID Number*
1234

Payment Document*
Invoice

Reference Number*
124

Trade Name*
Madhur Associates

Payment Document Date*
02/01/2009

Payee Payment Date*
21/01/2020

Jurisdiction of Residence*
Germany

Attach any supporting document(s)

Currency
QAR

Amount subject to WHT*
1,000.00

Rate*
5.00%

Amount Withheld
50.00

Back

20%

Save

Note : The input fields are different for different transaction types. The transaction details are saved in the table on the main transactions page. The Taxpayer should add all the transactions relating to the tax period and then click on 'Continue' button.

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tax portal

عربي | Name: Madhur Ltd
TIN: 5000195032

1 WHT Statement

2 Additional Information

3 WHT Summary

4 Declaration

Transactions

Download Template

Upload Template

Delete All

Type of Transactions	ID Number	Name of Payee	Payment Date	Currency	Amount subject to WHT	Amount Withheld	
Cross-border	23455	MM LTD	22/01/2020	QAR	1,000.00	50.00	<div><div></div><div></div></div>

Add Transaction

Back

0%

Save as Draft

Continue



Step 2 : Additional Information

The Taxpayer should add Additional notes, where the Taxpayer wishes to provide any additional information.

Attaching any supporting document is optional.

Taxpayer should now click on 'Continue' button.

The screenshot shows the 'Additional Information' step in the Dhareeba tax portal. The header includes the Dhareeba logo, application number 100000015372, and tax period 2020 Feb (01/02/2020 - 29/02/2020). The progress bar is at 25%. The main content area has a section for 'Additional Notes' with a text box containing 'test'. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as Draft', and 'Continue'.

Step 3 : WHT Summary

The WHT summary page will display the details for separate currencies.

The screenshot shows the 'WHT Summary' step in the Dhareeba tax portal. The header includes the Dhareeba logo, application number 100000015372, and tax period 2020 Feb (01/02/2020 - 29/02/2020). The progress bar is at 50%. The main content area displays a table with WHT details for QAR and USD currencies. A message box at the bottom states 'Check successful. No errors found'. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as Draft', and 'Continue'.

Sr.No	Transaction & Payment Type	Currency	Amount subject to WHT	WHT Amount
1	> Total Liability in QAR	QAR	16000.00	591.00
2	> Total Liability in USD	USD	0.00	0.00



Taxpayer can expand the details by clicking on the arrows next to 'Total Liability in QAR or USD' and verify detailed information about the various Transaction Types.

The details are displayed at the Transaction Type Level. This can be further expanded by clicking on arrows next to each Transaction Type.

Taxpayer should now click on 'Continue' button.

Application Number: 100000015372

WITHHOLDING TAX STATEMENT - NEW

Tax Period: 2020 Feb (01/02/2020 - 29/02/2020)

1 WHT Statement 2 Additional Information 3 WHT Summary 4 Declaration

Sr.No	Transaction & Payment Type	Currency	Amount subject to WHT	WHT Amount
1	<input checked="" type="checkbox"/> Total Liability in QAR	QAR	16000.00	591.00
	> 1.1 Cross-border Transaction	QAR	1000.00	10.00
	> 1.2 Local Transaction	QAR	10000.00	300.00
	> 1.3 Capital Asset Transaction	QAR	5000.00	250.00
	> 1.4 Late Payment Penalty	QAR	0.00	31.00
2	> Total Liability in USD	USD	0.00	0.00

Back Cancel Save as Draft Continue

Step 4 : Payment Details

On the payment screen, can now make the Payment by clicking on the Pay button. This will generate the Invoice Correspondence.

Application Number: 100000015704

WITHHOLDING TAX STATEMENT - NEW

Tax Period: 2020 Jan (01/01/2020 - 31/01/2020)

1 Taxpayer Information 2 WHT Statement 3 Additional Information 4 WHT Summary 5 Declaration

Payment Details

Payment Details	Amount	Currency	Payment Status
Withholding Tax Payable	57.00	QAR	PENDING

Pay

Check successful. No errors found

Back Cancel Save as Draft Continue

Withholding Tax Statement

Copy01 - 2020



Taxpayer shall now be directed to the Payment Portal from where payment can be made by selecting any of the payment modes :

Debit Card/Credit Card

Direct Transfer

Bank Transfer



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tax portal

TIN: 5000123737

Total payment to be made: 57.00 QAR

Home → Debit Card/Credit Card

QPay

Payment Unique Number: 200818145533000014
Description: GENERAL TAX AUTHORITY

Amount
QAR 57.00

Enter your payment card details

Card Number

H215 3755 0088 3243

Card Expiry Date

11

2030

By clicking the "Continue" button, you hereby acknowledge accepting the [Terms and Conditions](#) of payment.

NAPS

Continue

Cancel

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

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tax portal

TIN: 5000123737

Total payment to be made: 57.00 QAR

Home → Debit Card/Credit Card

QPay

Payment Unique Number: 200818145533000014
Description: GENERAL TAX AUTHORITY

Amount
QAR 57.00

Your payment was successful!

Confirmation ID: 2020081813553418700000000000

This page will be automatically submitted in [14] seconds

NAPS

Continue

Save

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

After the Successful Payment, Taxpayer shall be redirected to the Payment details page where the status of the transaction shall be updated to Successful.

Once the status is changed to successful, the Continue button will appear enabled, the Taxpayer can click on 'Continue' button and proceed.



Dhareeba tax portal

عربي

Name: Madhur Towers Ltd
TIN: 5000015958

Application Number: 100000015372

WITHHOLDING TAX STATEMENT - NEW

Tax Period: 2020 Feb (01/02/2020 - 29/02/2020)

1 WHT Statement 2 Additional Information 3 WHT Summary 4 Declaration

Payment Details

Payment Details	Amount	Currency	Payment Status
Withholding Tax Payable	591.00	QAR	SUCCESSFUL

Back

75%

Continue

Step 4 : Declaration

The Taxpayer should verify all the auto populated fields on the Declaration page.

To submit Withholding Tax Statement, Taxpayer should mandatorily click the box “I agree with the Terms and Conditions” and “I declare that the information provided in this form is true and correct”.

Taxpayer should click on Submit button.

Dhareeba tax portal

عربي

Name: Madhur Towers Ltd
TIN: 5000015958

Application Number: 100000015372

WITHHOLDING TAX STATEMENT - NEW

Tax Period: 2020 Feb (01/02/2020 - 29/02/2020)

1 WHT Statement 2 Additional Information 3 WHT Summary 4 Declaration

Declaration

First Name: joe

Last Name: green

Designation: Member of the Board

Date: 15/07/2020

Email Address: joe@gmail.com

Phone Number: + 974 55646913

☒ I agree with the Terms and Condition

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

Back

75%

Submit



ضريبة
Dhareeba
tax portal

عربي | Name: Madhur Ltd
TIN: 5000195032

Terms and Condition

- We confirm that we have implemented and communicated the tax compliance policy statement within our organization
- We have implemented process aimed at compliance with Qatari tax laws and regulations as well as applicable reporting duties
- As the Board of Directors(or equivalent body), we acknowledge that we are accountable for compliance with the Qatari tax law and that we have implemented appropriate delegations of authority in tax matters
- We have performed an annual review of respective process and are satisfied that the process are adequate
- We have performed an annual review respective process and will implement improvements necessary to ensure that the processes are adequate
- The documentation of our processes and the DoA can be disclosed to the GTA upon request
- We declare that we will provide the GTA with further information upon request, if required.
- We declare that the price agreed between the parties has been established at arm's length.
- We declare that the transactions are a bona fide arrangement.
- We confirm that we are aware of the liability connected with provision of untrue, incorrect or incomplete information.
- We confirm that the accounting systems, accounting records and supporting documents used for the submission of this Statement are held and will be kept for 10 years from the end of the year to which they belong and will be during this period readable, reviewed and available whenever requested by the General Tax Authority

Cancel I Agree

Back 75% Submit

The Taxpayer shall receive the Acknowledgement after successfully submitting the from,
Withholding Tax Certificates shall also be issued to the Taxpayer.

ضريبة
Dhareeba
tax portal

عربي | Name: Madhur Towers Ltd
TIN: 5000015958

✓

Withholding Tax Statement for 2020 Feb is submitted successfully

Your Application Reference Number is
100000015372 submitted on: 15/07/2020

Kindly use your reference number to track your application's status in the system and when contacting us.
This Notification confirms that we have received your application however this is not an approval nor a rejection of your application.
Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your application.

For any inquiry or assistance, please contact us on:
Within Qatar: 16565
Outside of Qatar: +974 4406 9941
Write to us at Support@gtia.gov.qa or to learn more, visit www.gtia.gov.qa

Close

Withholding Tax Statement

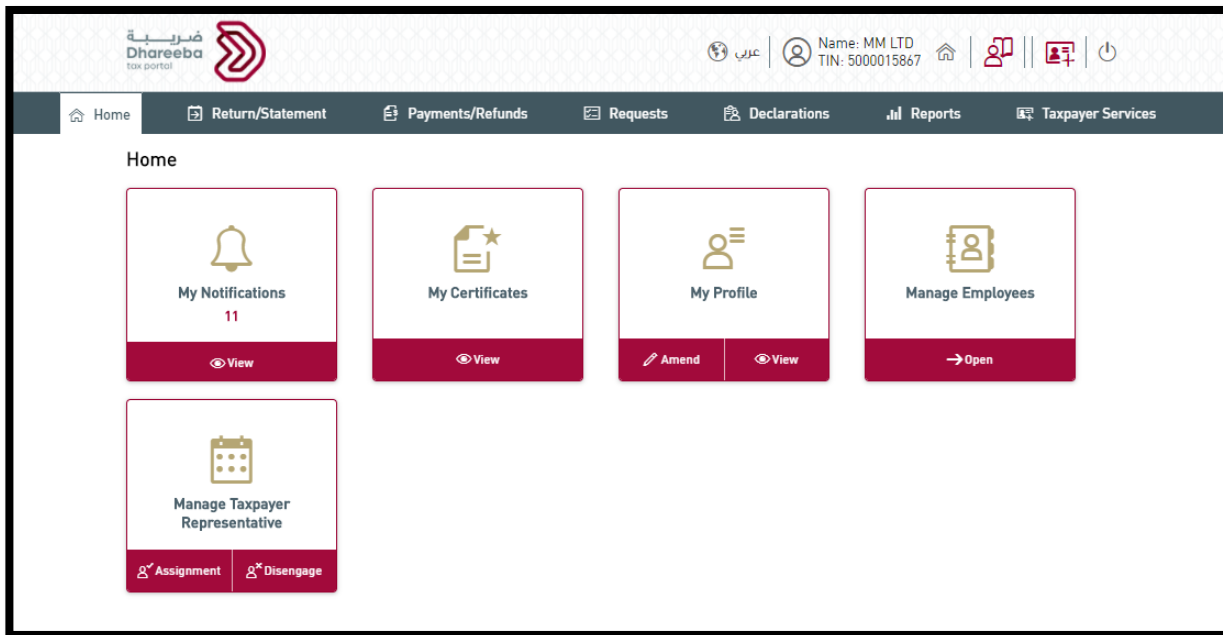
Copy01 - 2020



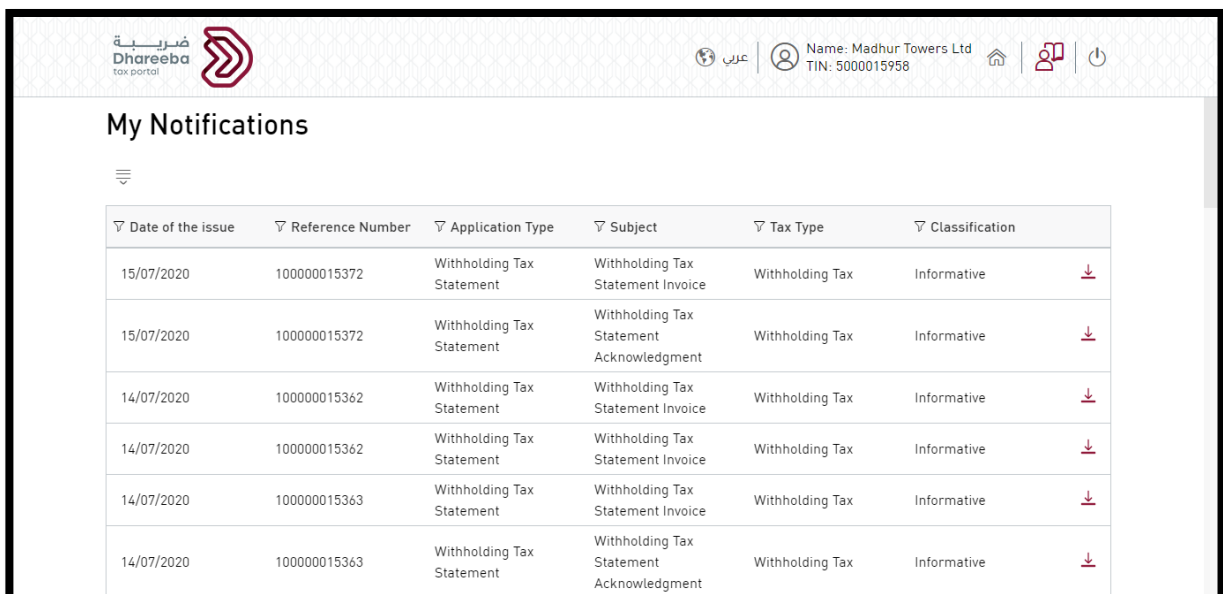
Annexure - Correspondence received by Taxpayer

Steps how Taxpayer can open and view notifications on the portal

Taxpayer should log in to Taxpayer Portal and select 'My Notifications' tab from the Home screen to view the notifications.



The Taxpayer should check the Invoice and Acknowledgement Notifications Received.



Withholding Tax Statement

Copy01 - 2020



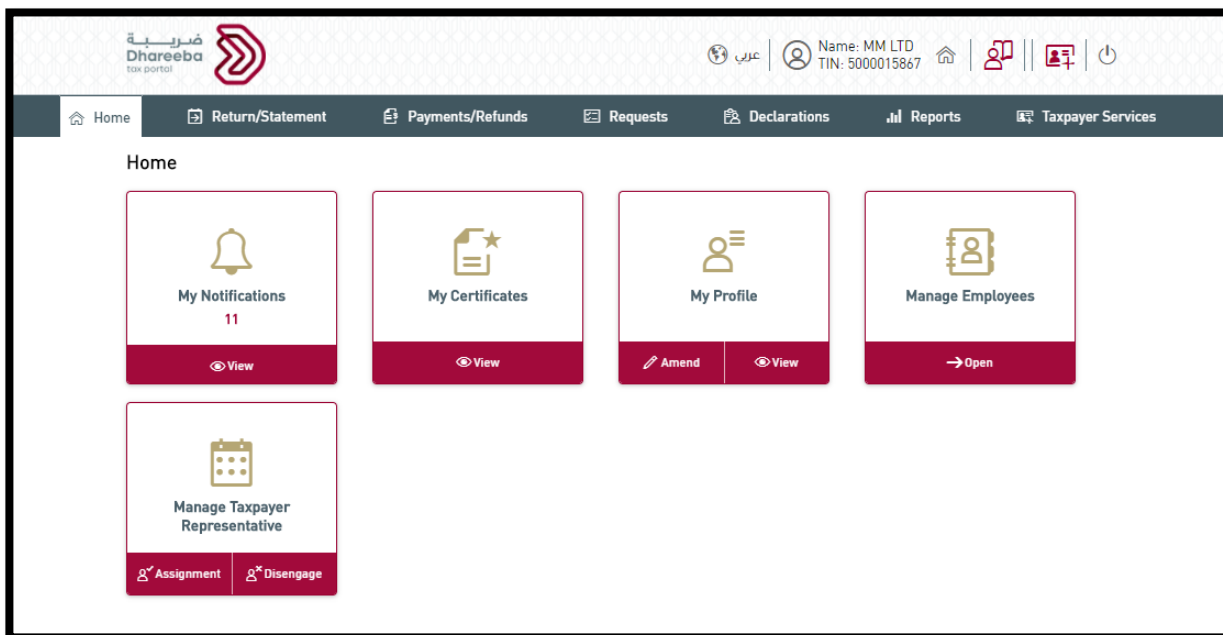
Taxpayer can download the Withholding Tax Statement Invoice
Taxpayer can download the Withholding Tax Acknowledgement Received.

SMS on Mobile Number and Email Notifications on Email ID

Taxpayer will receive an SMS, Email and Notification on Taxpayer Portal for :
Issuance of Withholding Tax Original Invoice
Submission of Withholding Tax Original Statement

Steps how Taxpayer can open and view Withholding Tax Certificates on the portal

Taxpayer should log in to Taxpayer Portal and select 'My Certificate' tab from the Home screen to view the certificate.



The Taxpayer here can check the Withholding Tax Certificates Received.

