



## User Guide For

---

# Withholding Tax Statement Submission

Dhareeba Tax Portal

# Table of Contents

<b>Purpose of this Manual</b>	<b>01</b>
<b>Withholding Tax Statement Submission</b>	<b>02</b>
<b>Steps to be followed by a Registered Taxpayer</b>	<b>03</b>
<b>How to Open and View Notifications</b>	<b>04</b>

# 01

## Purpose of this Manual

# 01 | Purpose of this Manual

The main purpose of this manual 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 General Tax Authority.
- Taxpayers who are not registered with the General Tax Authority for any tax matters. (e.g., establishment card holders only, such as government entities).

## **Due date to file the Withholding Tax Statement:**

The taxpayer is required to submit the withholding tax statement along with the payment to the General Tax Authority before the 16th day of the first month in which the payment was made.

As a result of submitting the withholding tax statement, a Withholding Tax Certificate will be issued to the taxpayer.

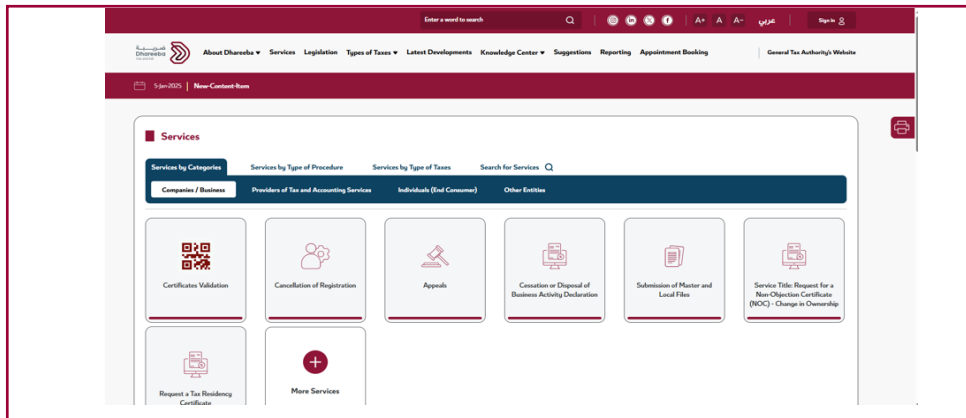
This guide also covers the various notifications that the General Tax Authority sends to the taxpayer after the withholding tax statement is completed at the General Tax Authority.

# 02

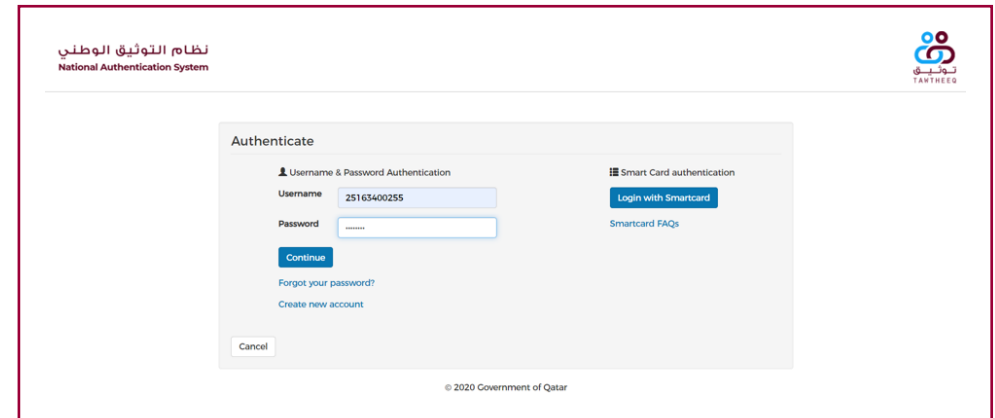
## Withholding Tax Statement Submission

## 02 | Withholding Tax Statement Submission

### Step 1: Login



**1.1:** The taxpayer must log into the Dhareeba Tax Portal, where they are automatically directed to the National Authentication System (NAS).

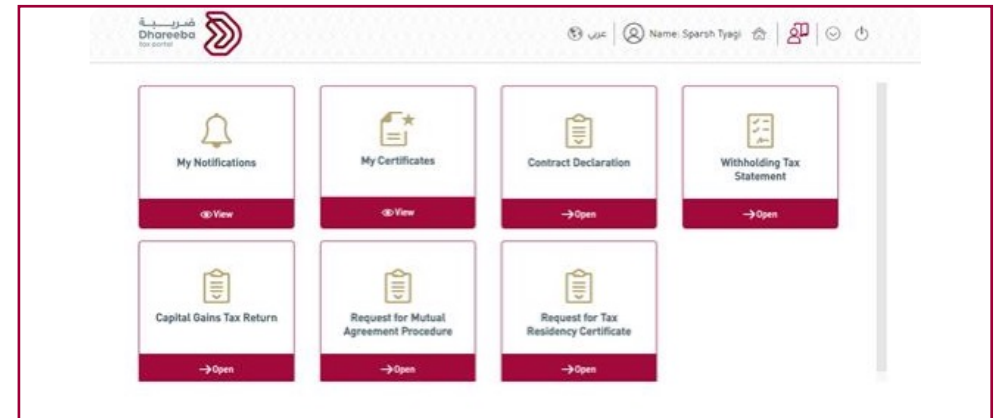


**1.2:** The taxpayer must sign in using their QID or email address and the associated password, as shown in the screenshot above.

## 02 | Withholding Tax Statement Submission

### Step 2: Dashboard

**2.1:** After a successful NAS authentication, the taxpayer's dashboard will appear. The Taxpayer should now click on the **"Other Services tile"**, which will direct the taxpayer to a new screen.



**2.2:** Non-registered taxpayers must submit a **"Contract Declaration"** application before starting the **"Withholding Tax Statement"** submission.

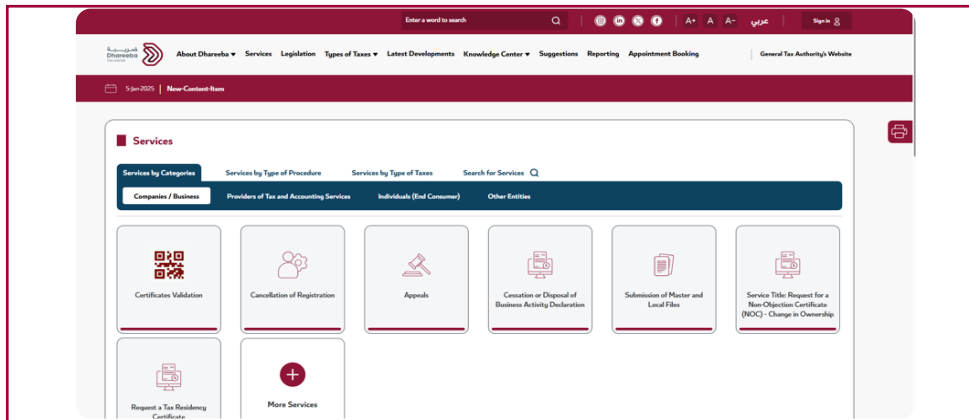
Once the taxpayer submits the Contract Declaration application, the Tax Identification Number would be generated for the taxpayer.

# 03

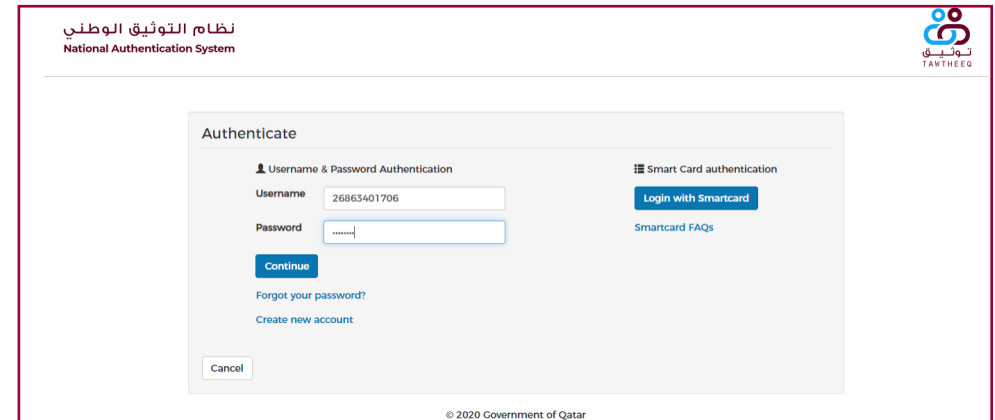
## Steps to be followed by a Registered Taxpayer

## 03 | Steps to be followed by a Registered Taxpayer

### Step 1: Login



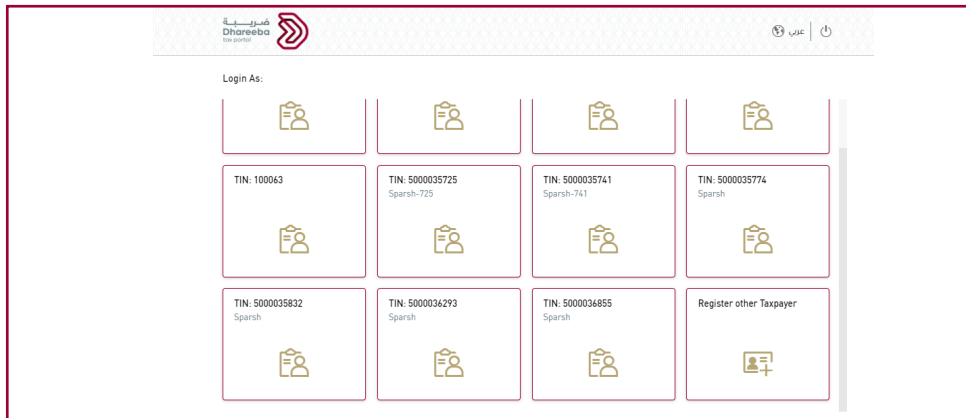
**1.1:** The taxpayer must log into the Dhareeba Tax Portal where a taxpayer is automatically directed to the National Authentication System (NAS).



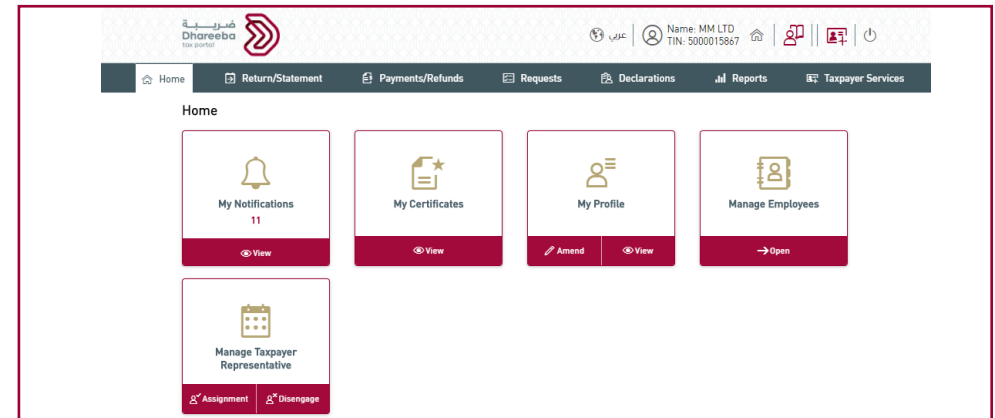
**1.2:** The taxpayer must sign in to the National Authentication System (NAS) using their username and password, then click on the “Continue” button.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 2: Dashboard



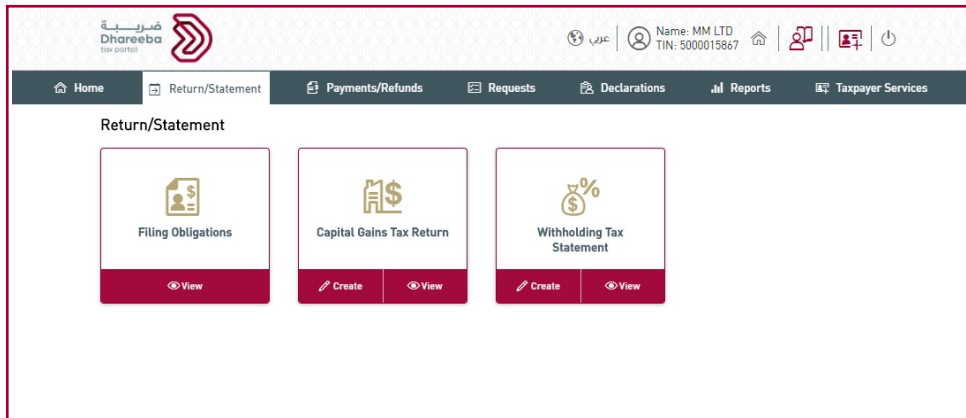
**2.1:** After a successful NAS authentication, the taxpayer's dashboard screen appears. The taxpayer must now select the TIN for which a withholding tax statement needs to be submitted.



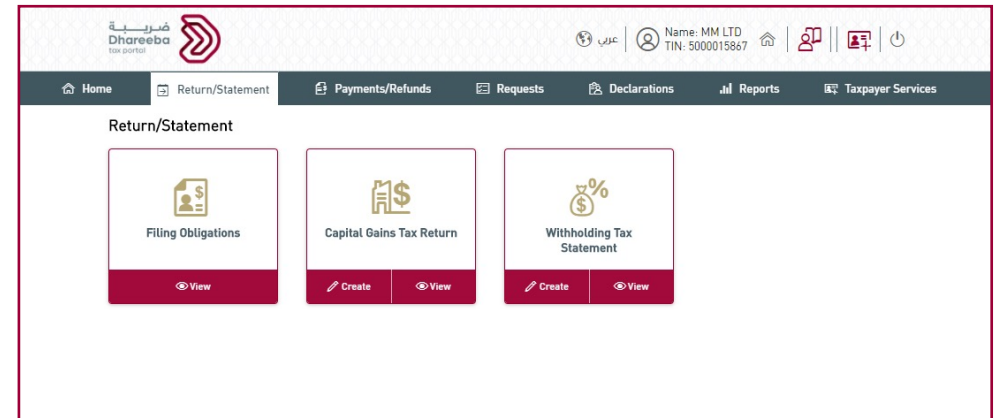
**2.2:** The taxpayer is directed to the Home page on the Taxpayer Dashboard.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 2: Dashboard



2.3: The taxpayer must select the **"Return/Statement"** tab.



2.4: The taxpayer will be redirected to the Return/Statement screen and must select the **"Create"** option on the **"Withholding Tax Statement"** tile.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 3: Instructions

**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      Tax period for the current WHT Statement

Cross-border      Year 2020      Month Jan...

◀ Back      Start Now ▶

**3.1:** The taxpayer must read the instructions carefully and then select the appropriate type of reporting transaction from the options available in the drop-down list (Cross Border, Local, Capital Assets), and select the Tax Period for which the Withholding Tax Statement is to be submitted.

After following the steps above, the taxpayer must click on the **"Start Now"** button.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 4: Transactions

**4.1:** The taxpayer can download the (Excel) template, fill it out, and then attach it after completing all the details. The taxpayer can also select **"Add Transaction"** to enter the details on the WHT Statement Transactions page.

**4.2:** The taxpayer must select the contract declaration reference number. The contract reference number and the subject of the contract will be pre-filled based on the selection. The taxpayer must fill in all the required fields and click on the **"Save"** button.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 4: Transactions

Contract Declaration Ref	Type of Transactions	ID Number	Name of Payee	Payment Date	Currency	Amount Subject to WHT	Amount Withheld
40000000517	Cross-border	Test2334	mayur patil	02/02/2022	QAR	5000.00	250.00
40000000061	Cross-border	xcfd	dd d	06/02/2022	QAR	2000.00	105.20

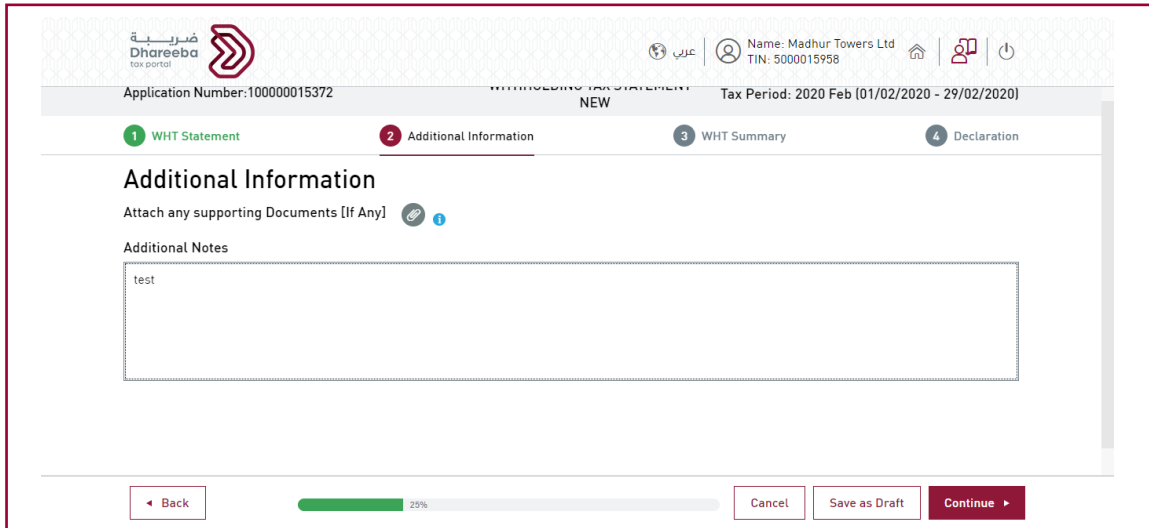
**4.3:** Note: The input fields are different for different transaction types.

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.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 5: Additional Information



The screenshot displays the 'Additional Information' step of the WHT Statement submission process. The interface includes a header with the Dhareeba Tax Portal logo, user information (Name: Madhur Towers Ltd, TIN: 5000015958), and application details (Application Number: 100000015372, Tax Period: 2020 Feb [01/02/2020 - 29/02/2020]). A progress bar at the top shows four steps: 1. WHT Statement, 2. Additional Information (current step), 3. WHT Summary, and 4. Declaration. The main content area is titled 'Additional Information' and contains a section for 'Attach any supporting Documents [If Any]' with a document icon and a '1' indicator. Below this is a text area for 'Additional Notes' containing the word 'test'. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as Draft', and 'Continue', along with a progress indicator showing 25% completion.

**5.1** If the taxpayer wishes to provide any additional information or attach supporting documents (optional), they can do so and then click the **“Continue”** button.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 6: WHT Summary

Application Number: 100000015372 | 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	> Total Liability in QAR	QAR	16000.00	591.00
2	> Total Liability in USD	USD	0.00	0.00

Check successful. No errors found

Back | 50% | Cancel | Save as Draft | Continue

**6.1:** The WHT summary page will display the details of the transactions.

Application Number: 100000015372 | 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
	> Total Liability in QAR	QAR	16000.00	591.00
	> 1.1 Cross-border Transaction	QAR	1000.00	10.00
1	> 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 | 50% | Cancel | Save as Draft | Continue

**6.2:** 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.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 6: WHT Summary

Application Number: 100000029158 WITHHOLDING TAX STATEMENT - NEW Tax Period: 2023 Apr [01/04/2023 - 30/04/2023]

1 WHT Statement 2 Additional Information 3 WHT Summary 4 Declaration

#### Payment Details

Payment Details	Amount	Currency
Withholding Tax Payable	1000	QAR

Transaction & Payment Type	WHT Amount(QAR)	WHT Amount(USD)	Total WHT Amount	
Withholding Tax Payable	1600.00	0.00	1600.00	
1.1 Cross-border Transaction	1000.00	0.00	1000.00	<input checked="" type="checkbox"/>
1.2 Local Transaction	0.00	0.00	0.00	<input checked="" type="checkbox"/>
1.3 Capital Asset Transaction	0.00	0.00	0.00	<input checked="" type="checkbox"/>
1.4 Late Payment Penalty	600.00	0.00	600.00	<input type="checkbox"/>
1.5 Non-Withheld Penalty	0.00	0.00	0.00	<input type="checkbox"/>

Back 75% Cancel Save as Draft Continue

**6.3:** The taxpayer must click the “**Continue**” button, where they can select or deselect the penalty amount checkbox. If they select it, they must pay the due tax along with the penalty amount. If they deselect it, they can proceed with submitting the declaration and pay only the due tax amount.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 7: Declaration

The screenshot displays the 'Declaration' step of the 'WITHHOLDING TAX STATEMENT - NEW' process. The application number is 100000029158 and the tax period is 2023 Apr (01/04/2023 - 30/04/2023). The user's name is TIN: 5000001693. The form fields are populated with: First Name: sagar, Last Name: chandane, Designation: Taxpayer, Date: 12/10/2025, Email Address: sagar@q.com, and Phone Number: +974 31049228. Two checkboxes are checked: 'I agree with the Terms and Conditions' and 'I declare that the information provided in this form is true and correct'. The progress bar shows 75% completion, and the 'Pay and Submit' button is highlighted in red.

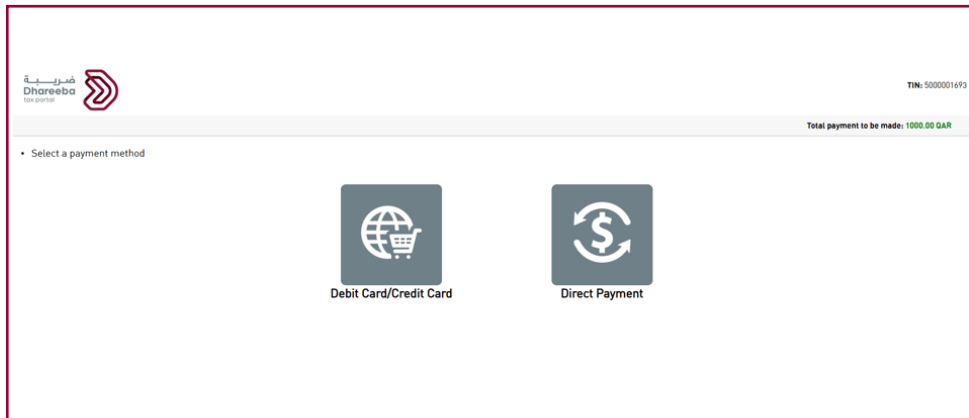
**7.1:** The taxpayer should verify all the auto-populated fields on the Declaration page.

To submit withholding tax statement, the taxpayer should mandatorily tick the box **“I agree with the Terms and Conditions”** and **“I declare that the information provided in this form is true and correct”**.

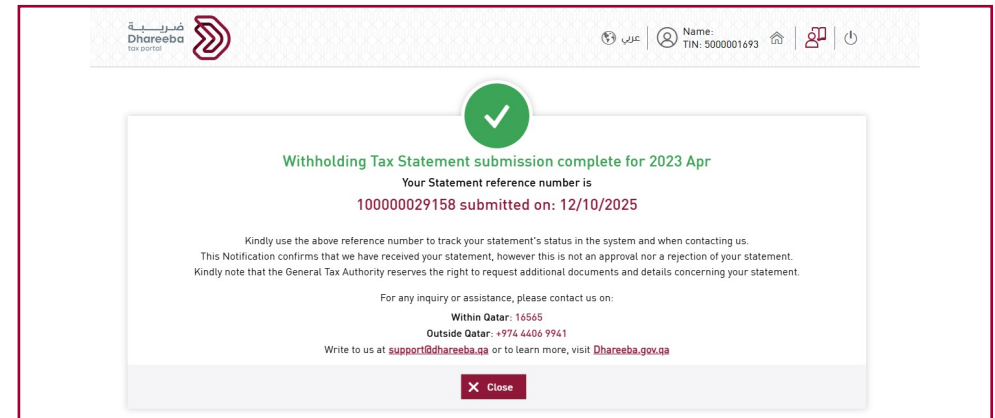
Then the taxpayer must click on the **“Pay and Submit”** button.

## 03 | Steps to be followed by a Registered Taxpayer

### Step 7: Declaration



**7.2:** The taxpayer will be redirected to the payment gateway to complete the payment.



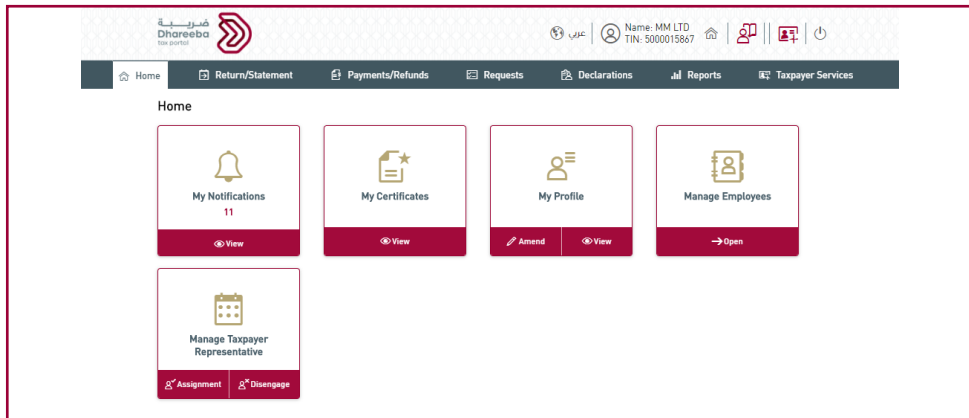
**7.3:** Once the taxpayer completes the payment, they shall receive the acknowledgement after successfully submitting the form.

The Withholding Tax Certificates will also be issued to the taxpayer.

# 04

## How to Open and View Notifications

## 04 | How to Open and View Notifications

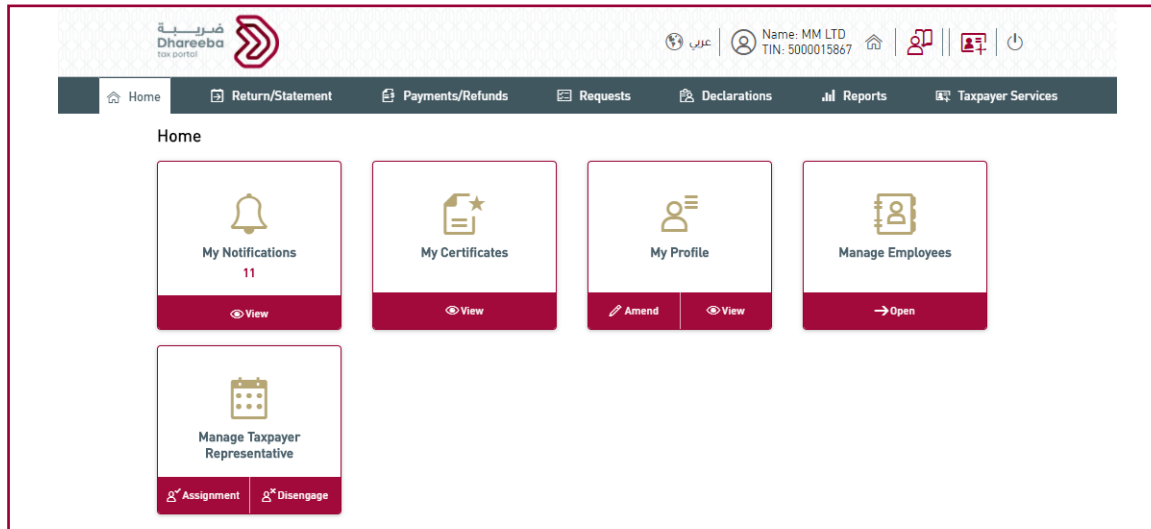


The taxpayer must log in to the Taxpayer Portal and select the **"My Notifications"** tab from the Home screen to view notifications.

Date of the Issue	Reference Number	Application Type	Subject	Tax Type	Classification
15/07/2020	100000015372	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
15/07/2020	100000015372	Withholding Tax Statement	Withholding Tax Statement Acknowledgment	Withholding Tax	Informative
14/07/2020	100000015362	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
14/07/2020	100000015362	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
14/07/2020	100000015363	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
14/07/2020	100000015363	Withholding Tax Statement	Withholding Tax Statement Acknowledgment	Withholding Tax	Informative

The taxpayer must check the invoice and acknowledgement notifications received.

## 04 | How to Open and View Notifications



The taxpayer can download the withholding tax statement invoice, and they can also download the received withholding tax declaration.

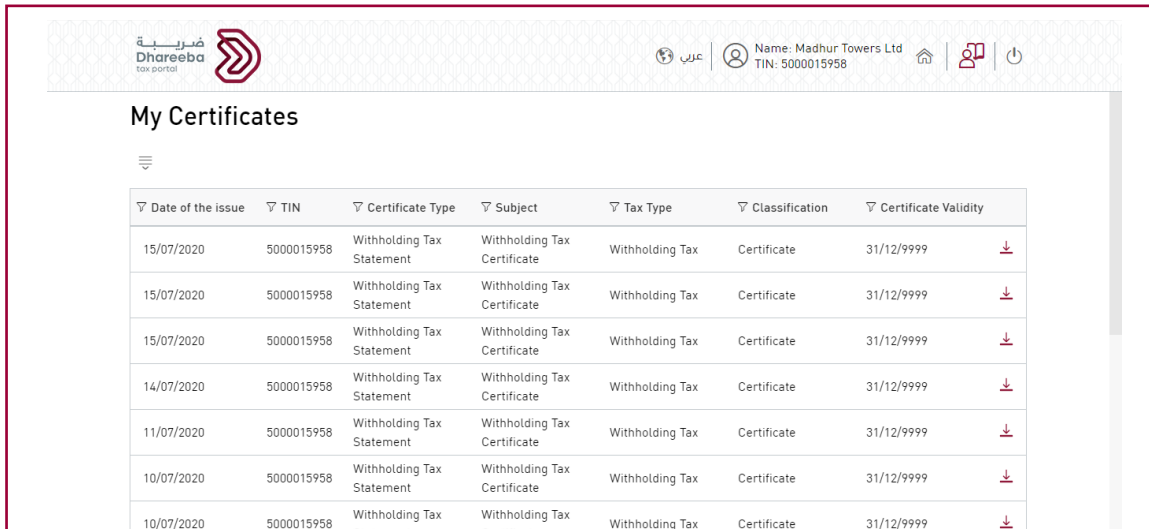
The taxpayer will receive an SMS on their mobile number, an email at their email address, and a notification on the taxpayer portal for:

- Issuing the original invoice for the withheld tax
- Submitting the original withholding tax statement

### Steps to open and view withholding tax certificates on the portal:

The taxpayer must log in to the taxpayer portal and select the **“My Certificates”** tab from the main screen to view the certificate.

## 04 | How to Open and View Notifications



▼ Date of the issue	▼ TIN	▼ Certificate Type	▼ Subject	▼ Tax Type	▼ Classification	▼ Certificate Validity	
15/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999	↓
15/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999	↓
15/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999	↓
14/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999	↓
11/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999	↓
10/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999	↓
10/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999	↓

The taxpayer here can check the Withholding Tax Certificates received.

A Withholding Tax Certificate contains the details of amount withheld.

The taxpayer must provide this certificate to the beneficiary as proof of payment of the due tax to the General Tax Authority. A single unified certificate will be issued for each taxpayer for each currency.

## CONTACT

### Address

The General Tax Authority - Zone No.63,  
Street 920, Building 43

### Phone

Call Center: 16565  
Overseas: +974 4406 9941

### Email

[info@dhareeba.qa](mailto:info@dhareeba.qa)  
[support@dhareeba.qa](mailto:support@dhareeba.qa)