



General Tax Authority

Contract Declaration

VERSION

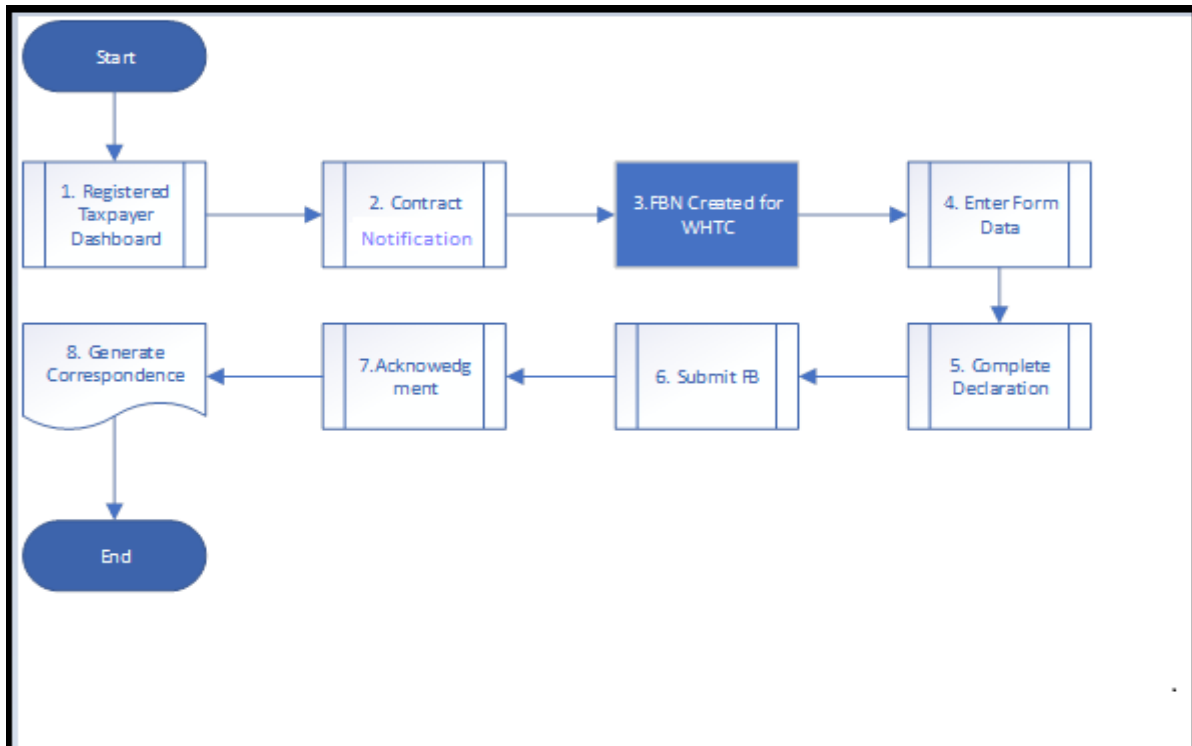
Version 1.2 31 August 2020

Table of Contents

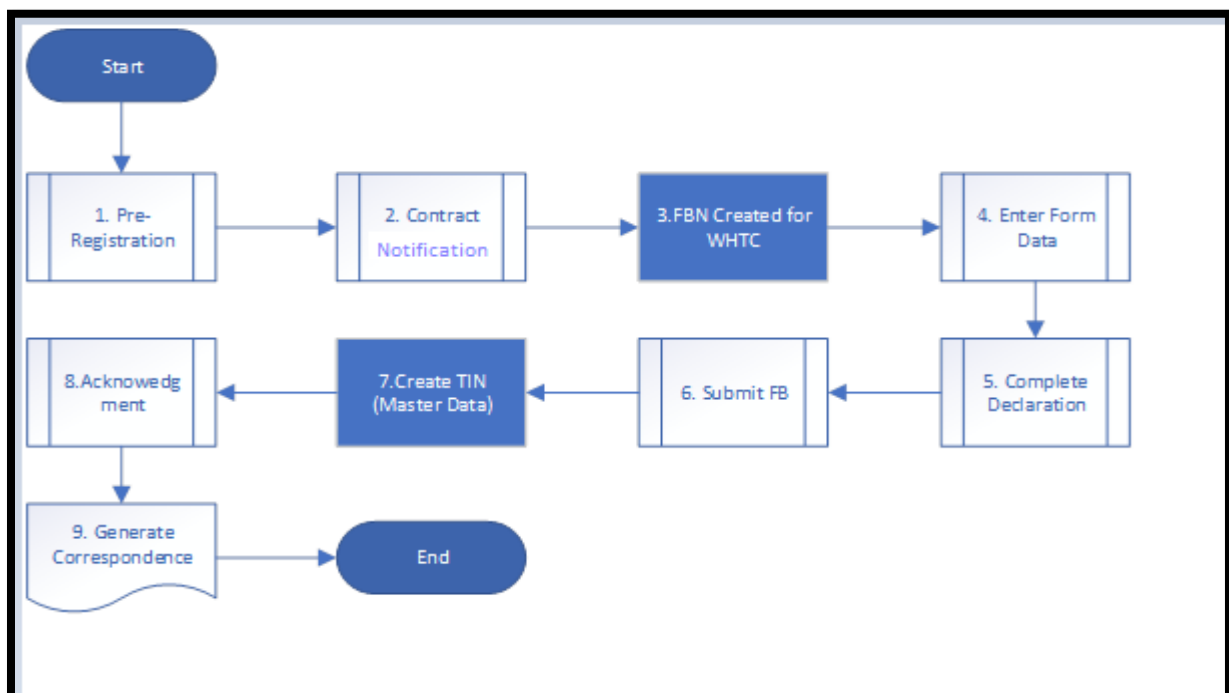
1. Process Flow	3
2. Introduction	4
3. Steps for Submitting a Contract Declaration	5
3.1 Steps to be followed by an Unregistered Taxpayer	5
3.2 Steps to be followed by Registered Taxpayer	11
3.3 Steps common to Unregistered Taxpayer and Registered Taxpayer	15
4. Annexure - Correspondence received by Taxpayer	23
4.1 Steps how Taxpayer can open and view Notifications on the portal.....	23
4.2 Taxpayer will receive SMS, Email and PDF on Mobile, Email ID and Dashboard.....	24

1. Process Flow

For Registered Taxpayer



For Non-Registered Taxpayer



2. Introduction

The purpose of this document is to guide 'Payer' or 'Payee' how to submit Contract Declaration.

Two types of Taxpayers can submit a Contract Declaration :

- Taxpayers who are Registered with the GTA for any tax matters
- Taxpayers who are not registered with the GTA for any tax matters.

Due date to submit the Contract Declaration:

The Contracting parties must declare the Contract details with GTA within 30 days from the date of the authorities request or from the date of the execution of the Contract or agreement.

A penalty of QAR 10,000 applies to the declarant (Payer or Payee) if they fail to declare the Contract details before 30 days.

This document also covers the various correspondences which the GTA sends to the Taxpayer after a Contract Declaration is filled with the GTA.

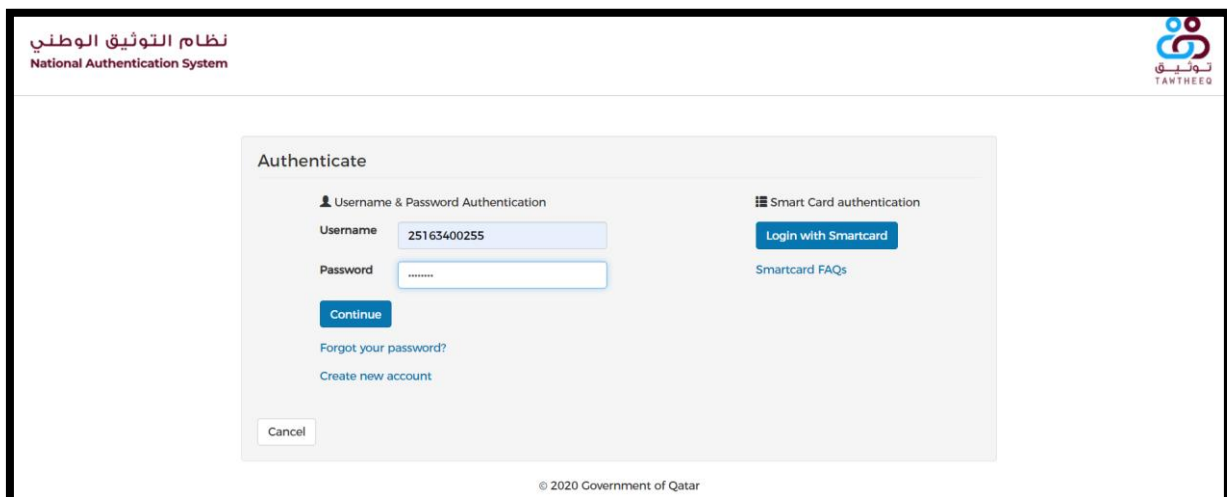
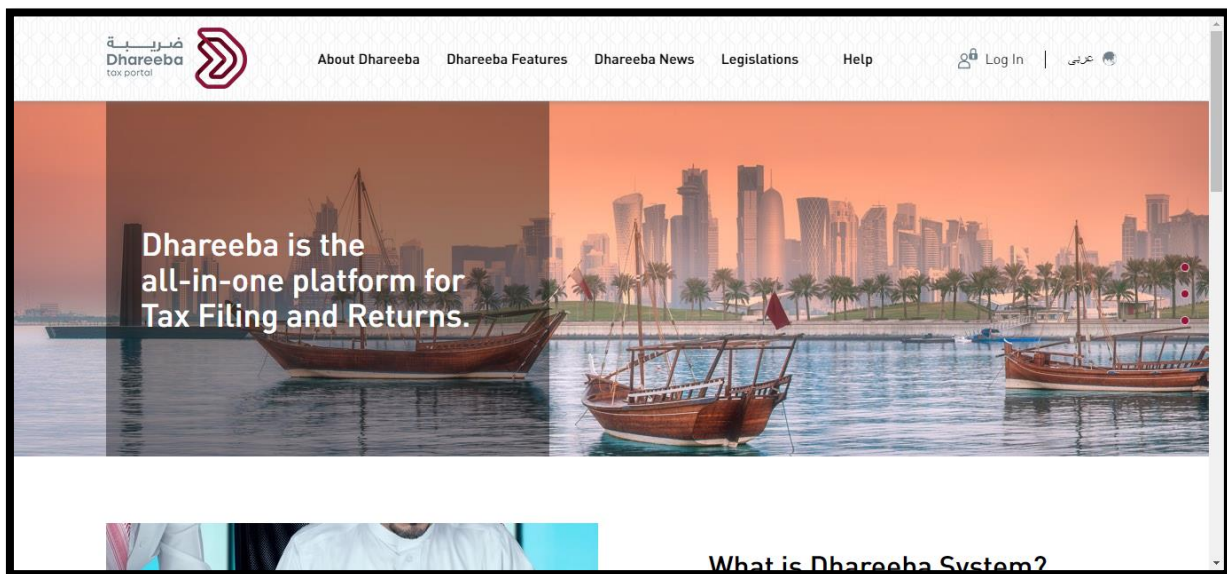
3. Steps for Submitting a Contract Declaration

3.1 Steps to be followed by an Unregistered Taxpayer

Step 1 : Log in

A 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).

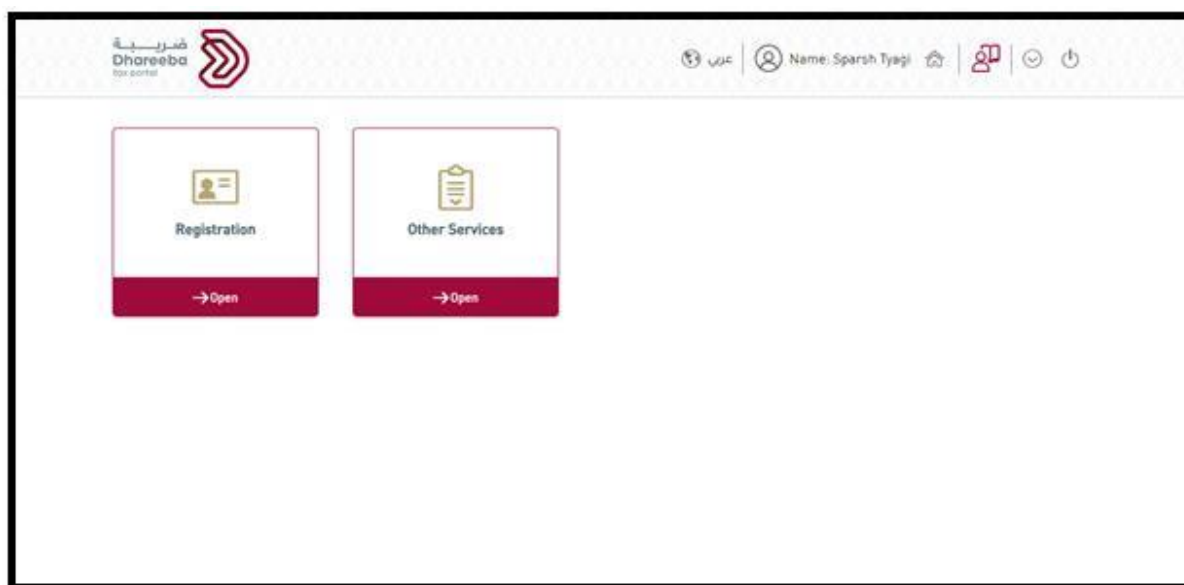
NOTE : “FAQ” and “User Guide” are available under the “Help” tab.



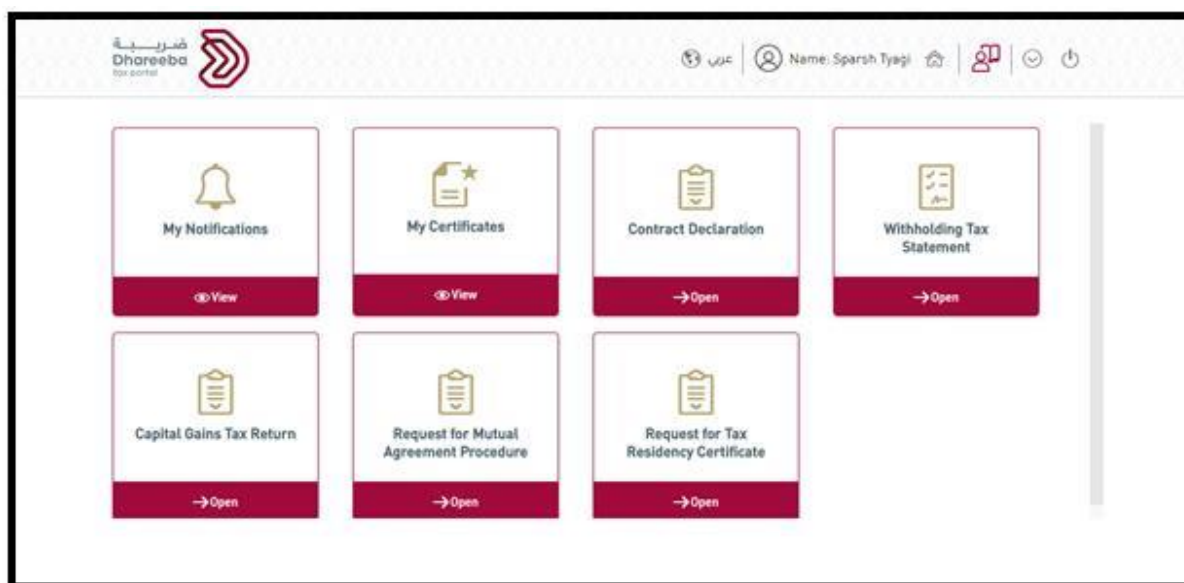
Step 2: Dashboard

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

The Taxpayer should now click on 'Open' button on Other Services tile, which will direct the Taxpayer to a new screen.



The Taxpayer should click on 'Open' button on Contract Declaration Tile.



Step 3: Instructions

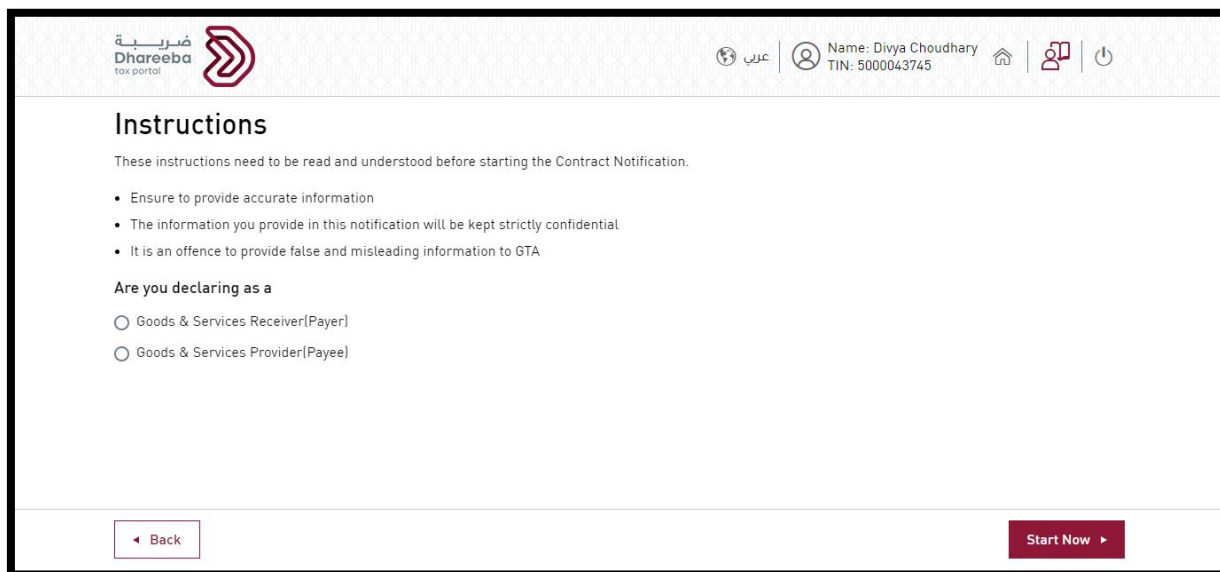
A taxpayer should read the information about the Instructions Page.

A taxpayer should select the appropriate option:

- Goods and Service Receiver (Payer)
- Goods and Service Provider (Payee)

Post selecting the appropriate option it should click on

Start Now ▶



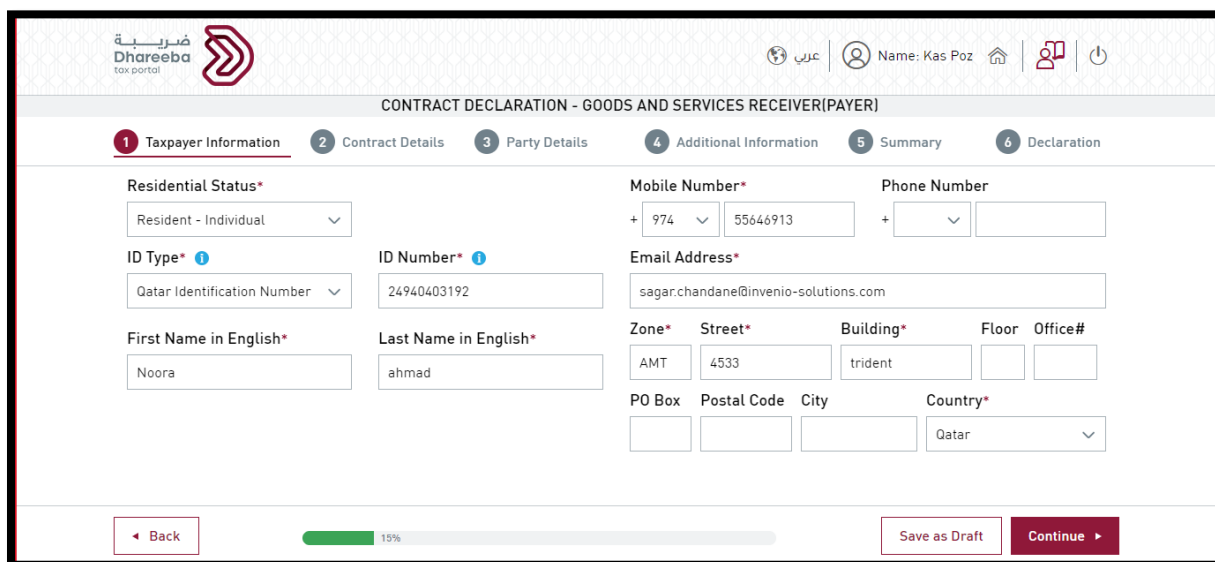
The screenshot shows the 'Instructions' page of the Dhareeba tax portal. The header includes the Dhareeba logo, a language selector for Arabic, and user information: Name: Divya Choudhary, TIN: 5000043745. The main content area is titled 'Instructions' and contains a sub-header 'These instructions need to be read and understood before starting the Contract Notification.' followed by three bullet points: 'Ensure to provide accurate information', 'The information you provide in this notification will be kept strictly confidential', and 'It is an offence to provide false and misleading information to GTA'. Below this, there is a section 'Are you declaring as a' with two radio button options: 'Goods & Services Receiver(Payer)' and 'Goods & Services Provider(Payee)'. At the bottom, there are two buttons: 'Back' on the left and 'Start Now ▶' on the right.

Step 4 : Taxpayer Information

The Taxpayer should select from the dropdown options for Residential Status:

- Resident Individual
- Resident Non-Individual
- Non – Resident Individual
- Non – Resident Non-Individual

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



ضريبة Dhareeba tax portal

العربي | Name: Kas Poz | Home | Help | Logout

CONTRACT DECLARATION - GOODS AND SERVICES RECEIVER(PAYER)

1 Taxpayer Information 2 Contract Details 3 Party Details 4 Additional Information 5 Summary 6 Declaration

Residential Status*
Resident - Individual

ID Type* ⓘ
Qatar Identification Number

ID Number* ⓘ
24940403192

Mobile Number*
+ 974 55646913

Phone Number
+

Email Address*
sagar.chandane@invenio-solutions.com

First Name in English*
Noora

Last Name in English*
ahmad

Zone* AMT **Street*** 4533 **Building*** trident **Floor** **Office#**

PO Box **Postal Code** **City** **Country*** Qatar

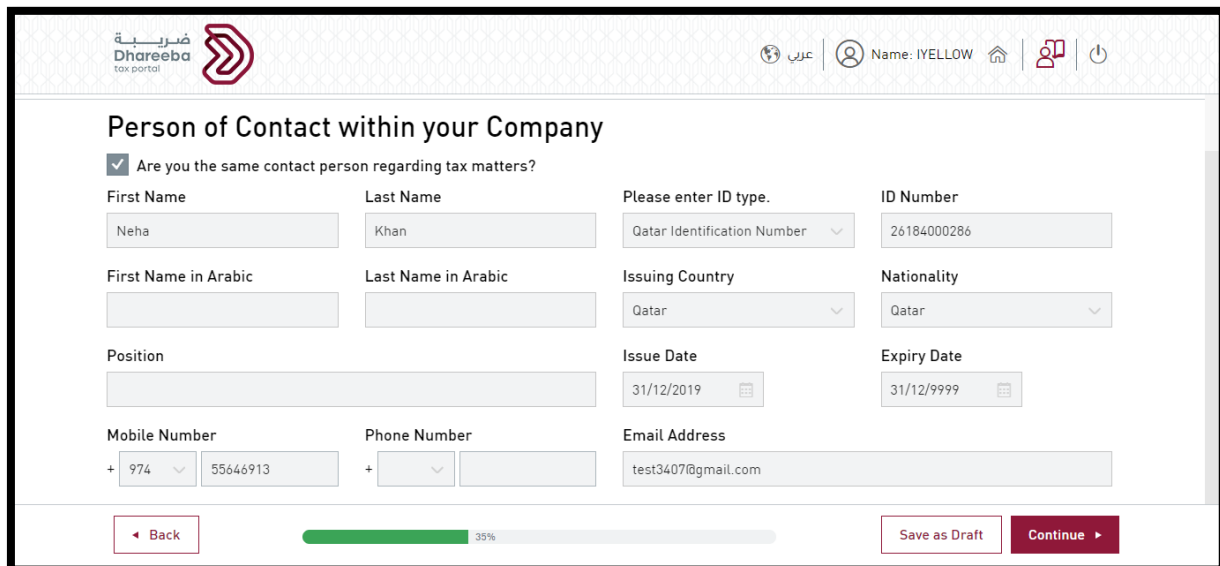
◀ Back 15% Save as Draft Continue ▶

Step 5 : Person of contact

The Taxpayer should fill in all the required information on the Person of Contact within your Company Page and click on the continue button.

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

If Taxpayer selects 'Yes' for the 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.



Person of Contact within your Company

☒ Are you the same contact person regarding tax matters?

First Name: Neha, Last Name: Khan, Please enter ID type.: Qatar Identification Number, ID Number: 26184000286

First Name in Arabic: , Last Name in Arabic: , Issuing Country: Qatar, Nationality: Qatar

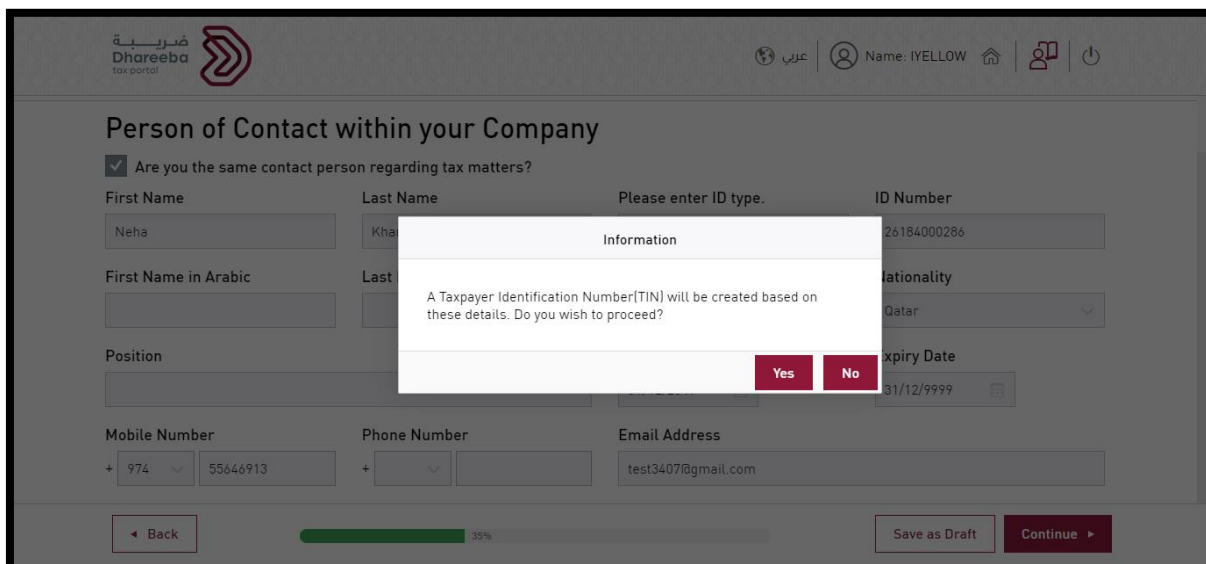
Position: , Issue Date: 31/12/2019, Expiry Date: 31/12/9999

Mobile Number: +974 55646913, Phone Number: + , Email Address: test3407@gmail.com

[Back](#) [Save as Draft](#) [Continue](#)

35%

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



Person of Contact within your Company

☒ Are you the same contact person regarding tax matters?

First Name: Neha, Last Name: Kha, Please enter ID type., ID Number: 26184000286

First Name in Arabic: , Last Name in Arabic: , Nationality: Qatar

Position: , Expiry Date: 31/12/9999

Mobile Number: +974 55646913, Phone Number: +, Email Address: test3407@gmail.com

Information

A Taxpayer Identification Number(TIN) will be created based on these details. Do you wish to proceed?

Yes No

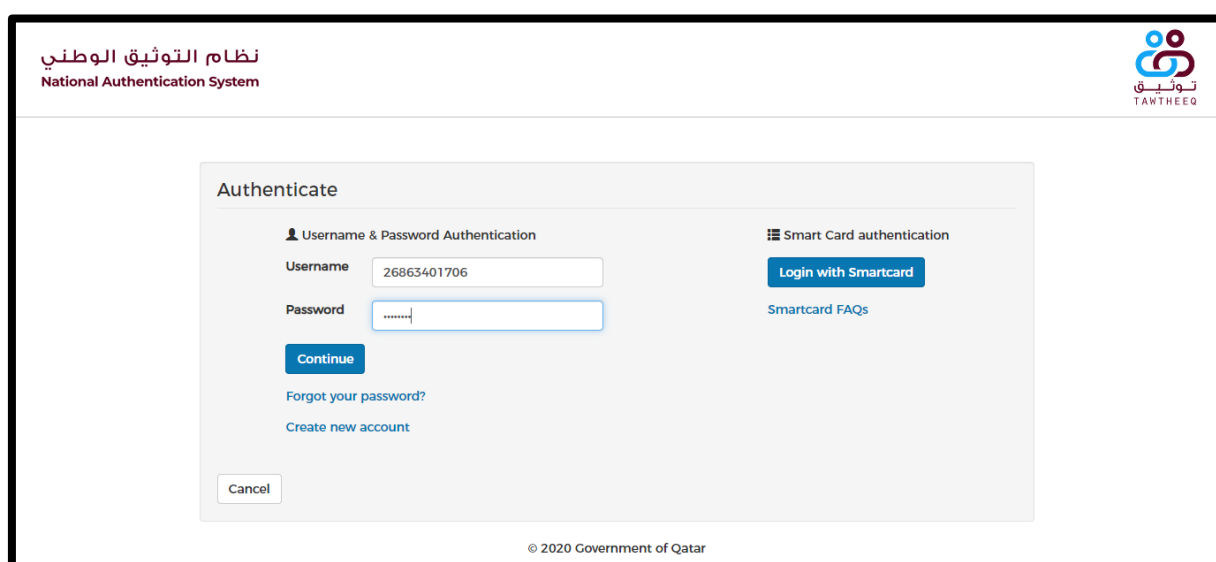
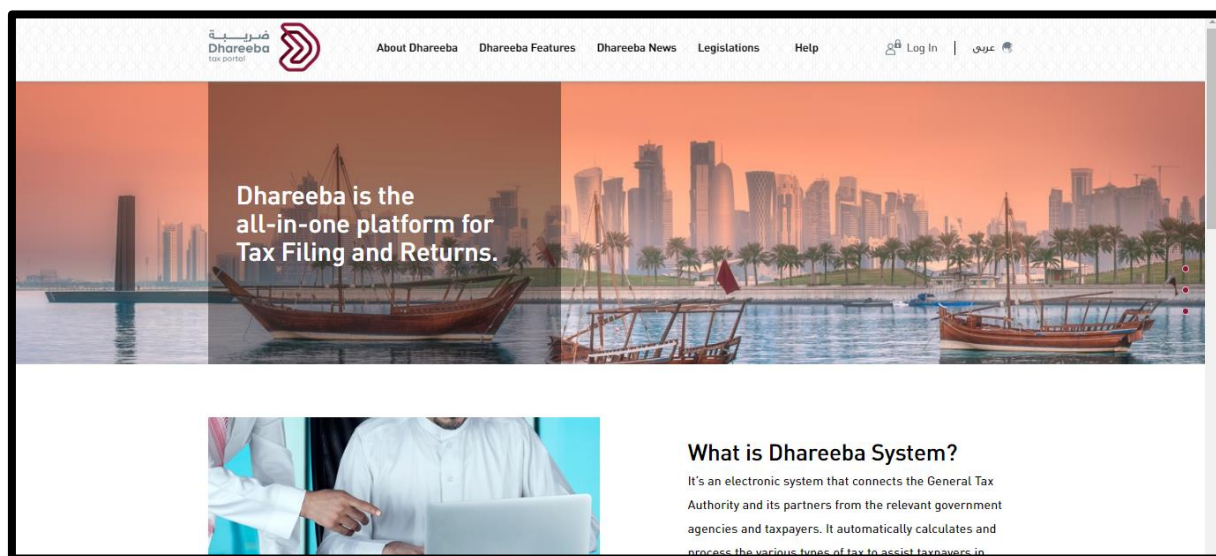
Back 35% Save as Draft Continue

For Further Steps, [Click Here](#).

3.2 Steps to be followed by Registered Taxpayer

Step 1 : Log in

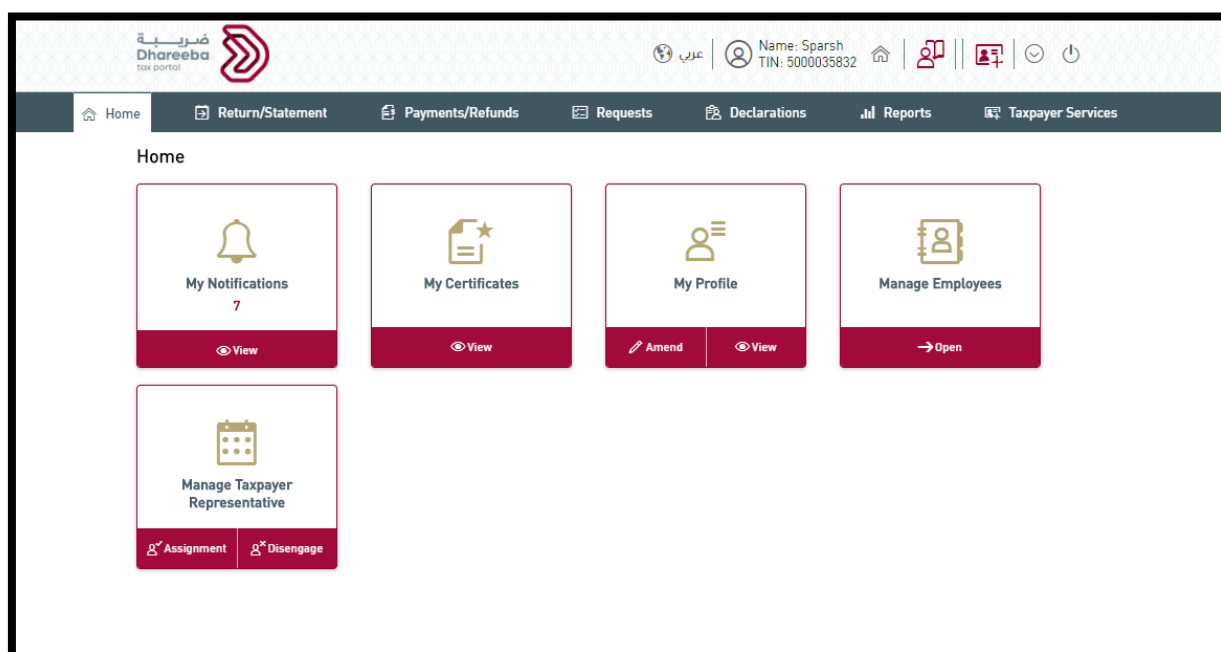
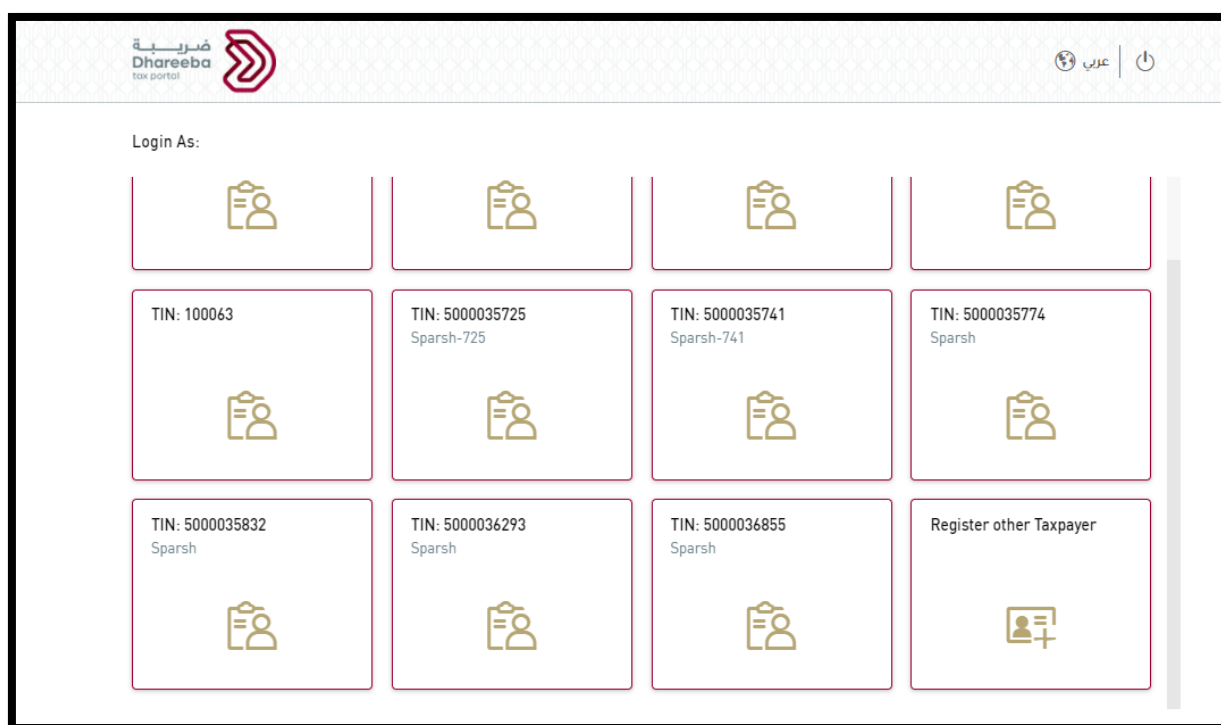
A taxpayer should Log-in through Dhareeba where Taxpayer is automatically directed to the National Authentication System.



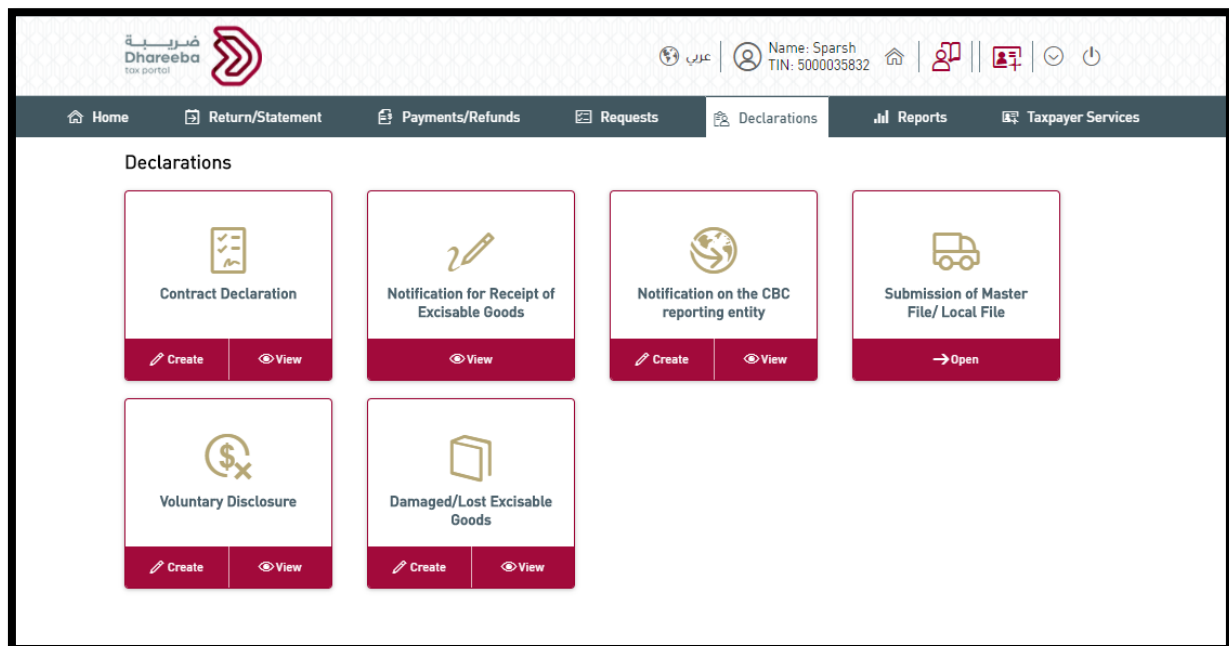
Step 2: Dashboard

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

The Taxpayer should now select the TIN for which a Contract Notification Declaration needs to be submitted.

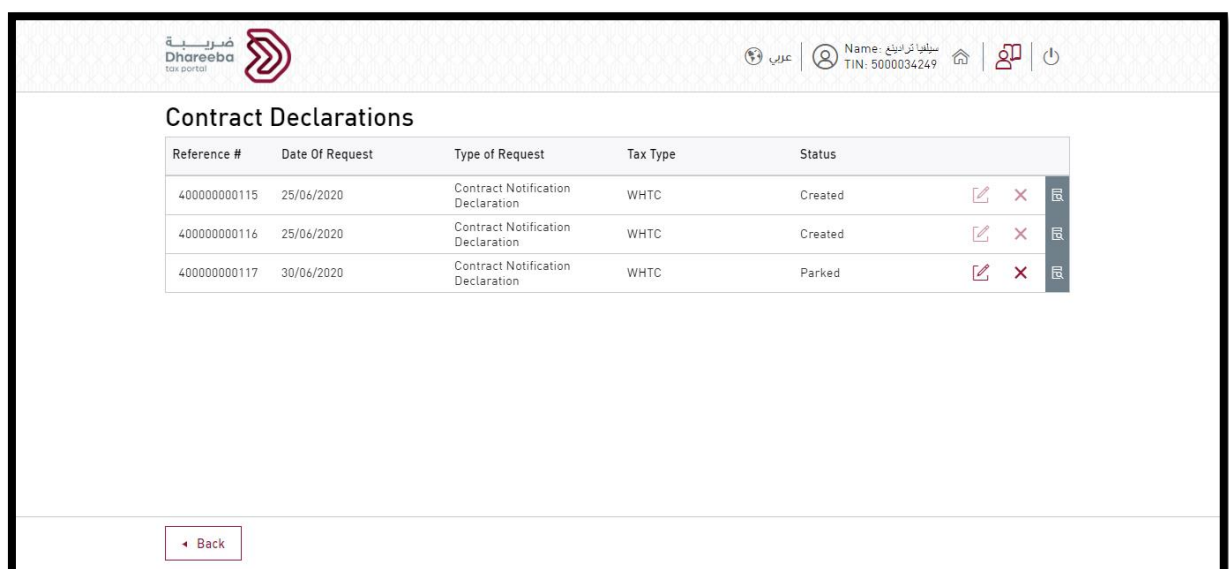


A taxpayer should click on Declarations tab. After that taxpayer should click on Contract Declaration tile.



A taxpayer will click on **View Contract** to see the status of submitted Contract Declarations.

A taxpayer will click on **Create Contract** link to create the Contract Declaration.



Step 3: Instructions

On selecting the **Create Contract** link, an Instruction page will appear with general information and warnings.

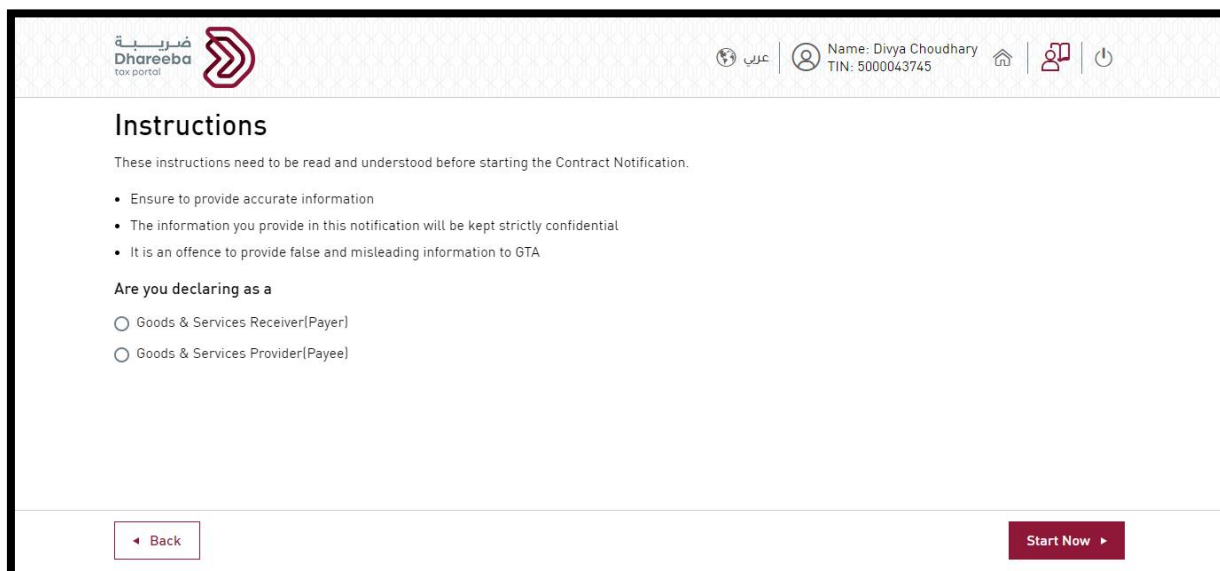
A taxpayer should read the information about the Instructions Page.

A taxpayer should select the appropriate option:

- Goods and Service Receiver (Payer)
- Goods and Service Provider (Payee)

Post selecting the appropriate option it should click on

Start Now ▶



The screenshot shows the 'Instructions' page of the Dhareeba tax portal. The header includes the portal logo, a language selector for Arabic, and user information for Divya Choudhary (TIN: 5000043745). The main content area contains instructions for starting a contract notification, followed by a declaration section with two radio button options: 'Goods & Services Receiver(Payer)' and 'Goods & Services Provider(Payee)'. Navigation buttons for 'Back' and 'Start Now' are located at the bottom.

Instructions

These instructions need to be read and understood before starting the Contract Notification.

- Ensure to provide accurate information
- The information you provide in this notification will be kept strictly confidential
- It is an offence to provide false and misleading information to GTA

Are you declaring as a

☐ Goods & Services Receiver(Payer)

☐ Goods & Services Provider(Payee)

◀ Back

Start Now ▶

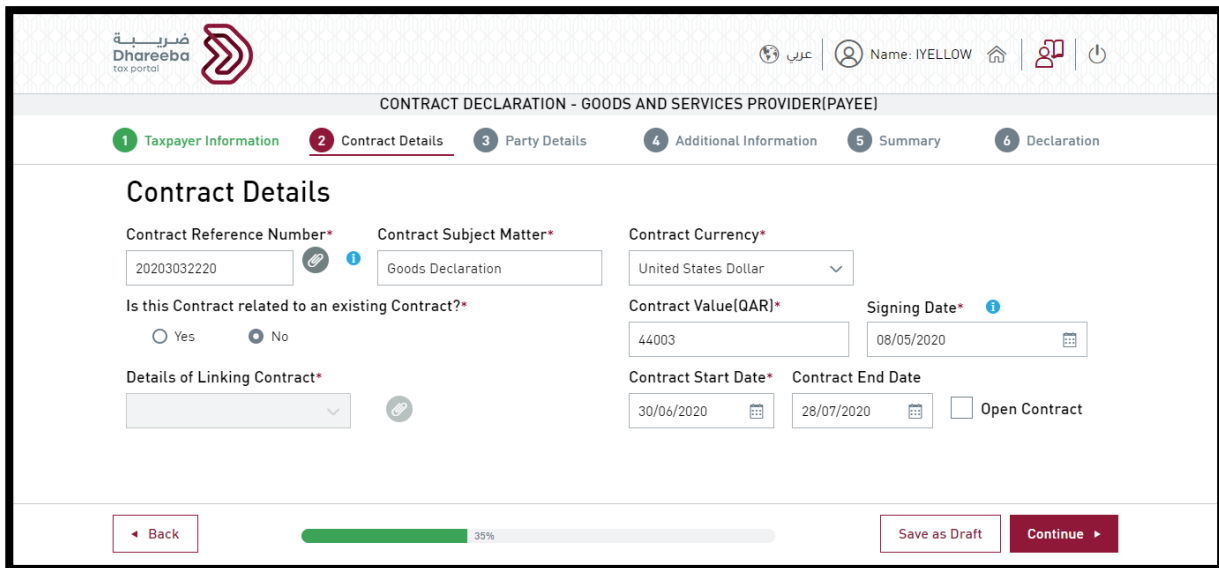
3.3 Steps common to Unregistered Taxpayer and Registered Taxpayer

Step 1: Contract Details

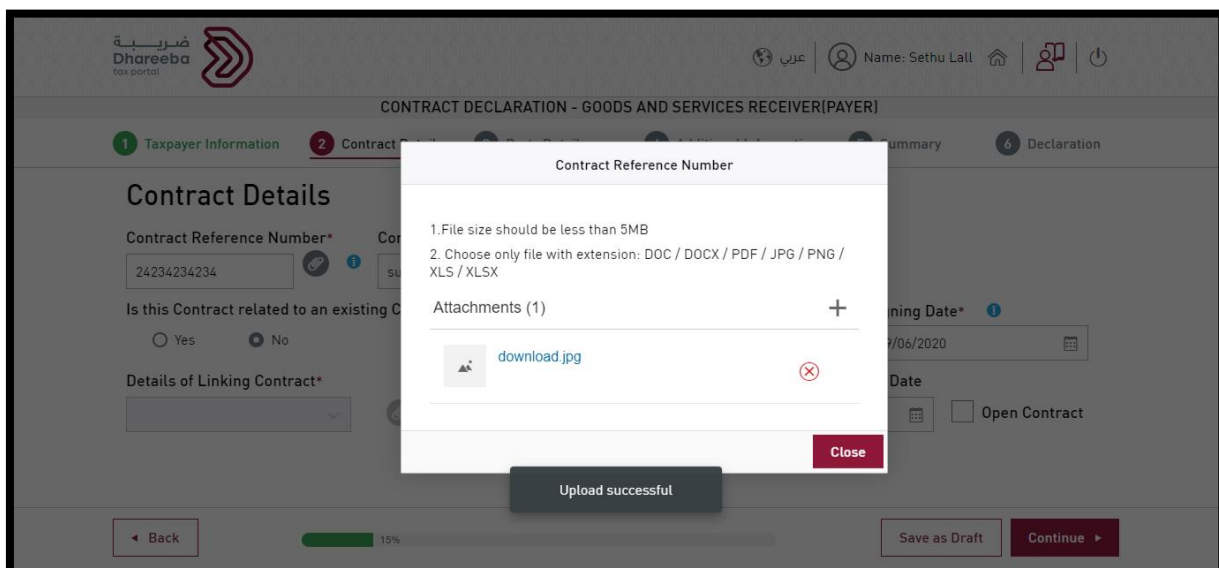
Payer/Payee should fill the details of the Contract. Payer or Payee will be able to add only one Contract per application.

If the Payer or Payee selects Open Contract, the Contract end date will be optional.

If the Contract is related to an existing Contract, Details of Linking Contract with a list of existing Contracts will be available for selection.



The Payer/ Payee should upload attachment for Contract Reference number and click on Continue button.



Payer/Payee should enter the details for the Contract.



CONTRACT DECLARATION - GOODS AND SERVICES PROVIDER(PAYEE)

1 Taxpayer Information 2 **Contract Details** 3 Party Details 4 Additional Information 5 Summary 6 Declaration

Contract Details

Short description of the substantive conditions of Contract*

Short description of effects of the contract*

Description of special formalities requested for the conclusion of the contract*

Short description of notifying party obligation*

Short description of the rights stipulated to the third party*

Contract quantity (if any)

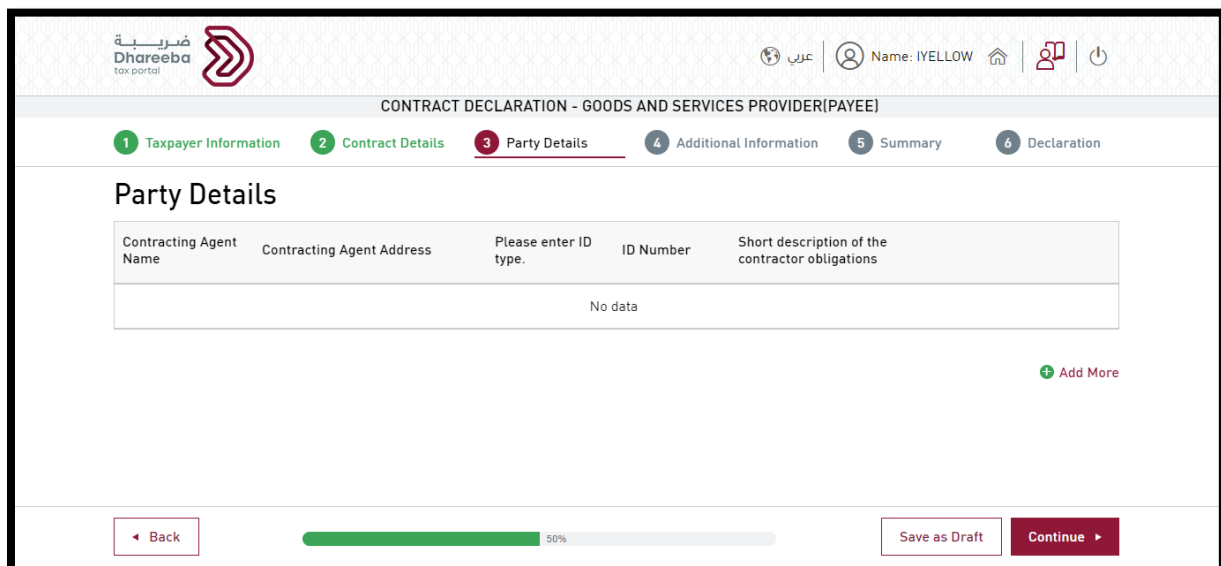
Scope of work and service*

Short description of the payment and advance payment modalities *

◀ Back 35% Save as Draft Continue ▶

Step 2: Party Details

Payer/Payee should select “Party Details” button to add other party details. Payer/Payee can add more than one party details.



CONTRACT DECLARATION - GOODS AND SERVICES PROVIDER(PAYEE)

1 Taxpayer Information 2 Contract Details 3 **Party Details** 4 Additional Information 5 Summary 6 Declaration

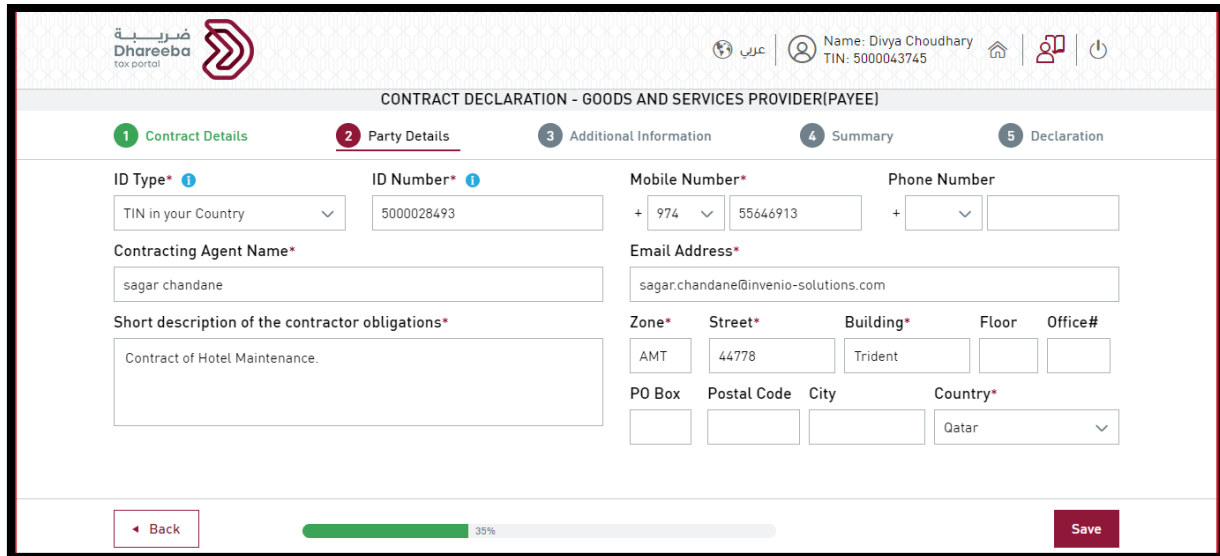
Party Details

Contracting Agent Name	Contracting Agent Address	Please enter ID type.	ID Number	Short description of the contractor obligations
No data				

+ Add More

◀ Back 50% Save as Draft Continue ▶

Payer/Payee will click on Add more button to add the party details and click on Save Button.



CONTRACT DECLARATION - GOODS AND SERVICES PROVIDER(PAYEE)

1 Contract Details 2 **Party Details** 3 Additional Information 4 Summary 5 Declaration

ID Type* ID Number* Mobile Number* Phone Number

TIN in your Country 5000028493 + 974 55646913

Contracting Agent Name* Email Address*

sagar chandane sagar.chandane@invenio-solutions.com

Short description of the contractor obligations* Zone* Street* Building* Floor Office#

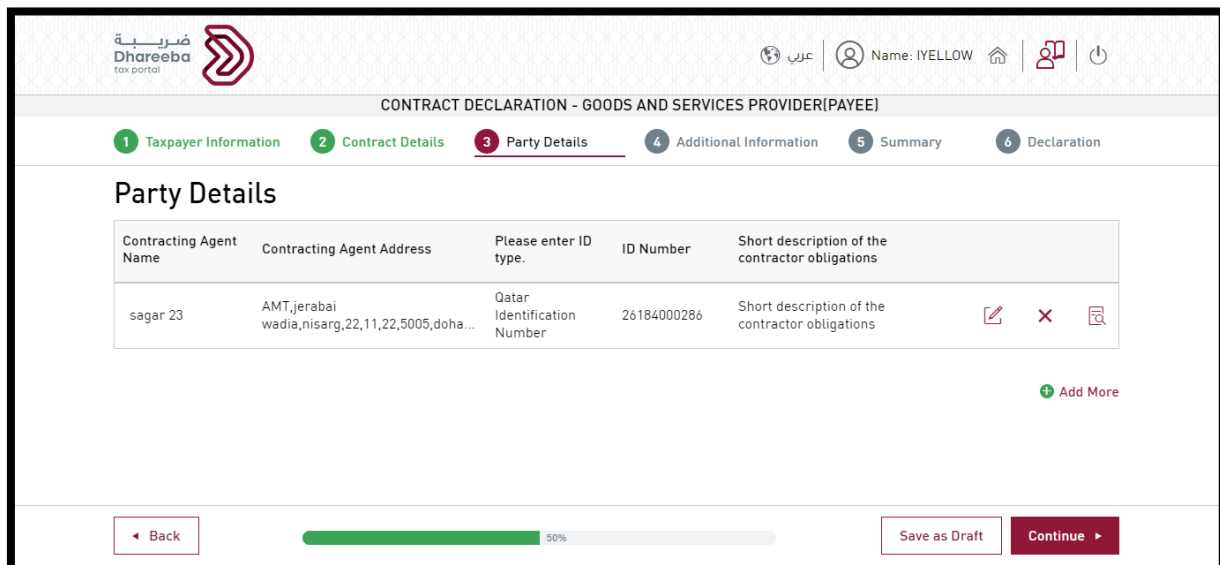
Contract of Hotel Maintenance. AMT 44778 Trident

PO Box Postal Code City Country*

Qatar

Back 35% Save

Once payer/Payee click on save button, the Party Details are updated as under.



CONTRACT DECLARATION - GOODS AND SERVICES PROVIDER(PAYEE)

1 Taxpayer Information 2 Contract Details 3 **Party Details** 4 Additional Information 5 Summary 6 Declaration

Party Details

Contracting Agent Name	Contracting Agent Address	Please enter ID type.	ID Number	Short description of the contractor obligations
sagar 23	AMT, jerabai wadia, nisarg, 22, 11, 22, 5005, doha...	Qatar Identification Number	26184000286	Short description of the contractor obligations

Add More

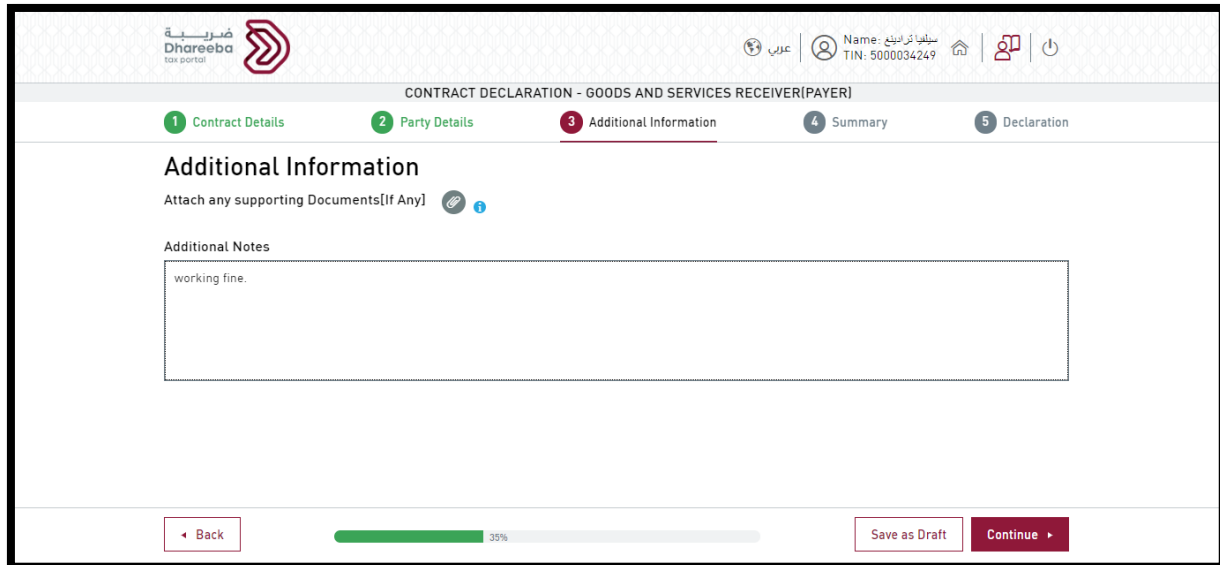
Back 50% Save as Draft Continue

Step 3: Additional Information

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

Attaching any supporting document is optional.

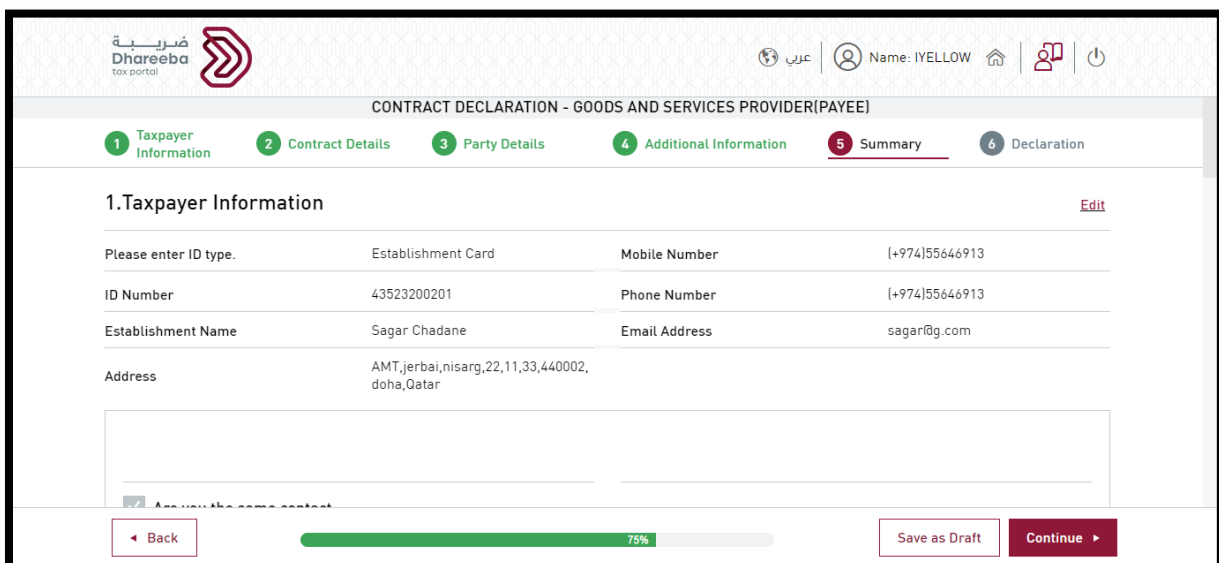
A taxpayer should now click on the 'Continue' button.



The screenshot shows the 'Additional Information' step in the 'CONTRACT DECLARATION - GOODS AND SERVICES RECEIVER(PAYER)' process. The progress bar indicates 35% completion. The 'Additional Notes' field contains the text 'working fine.'.


Step 4: Summary

The Summary page will display the details to be verified by the Payer/Payee.



The screenshot shows the 'Summary' step in the 'CONTRACT DECLARATION - GOODS AND SERVICES PROVIDER(PAYEE)' process. The progress bar indicates 75% completion. The '1. Taxpayer Information' section displays the following details:

Please enter ID type.	Establishment Card	Mobile Number	(+974)55646913
ID Number	43523200201	Phone Number	(+974)55646913
Establishment Name	Sagar Chadane	Email Address	sagar@q.com
Address	AMT, jerbai, nisarg, 22, 11, 33, 440002, doha, Qatar		




عربي | Name: IYELLOW | 🏠 | 👤 | 🔌

☒ Are you the same contact person regarding tax matters?

First Name	Neha	Please enter ID type.	Qatar Identification Number
Last Name	Khan	ID Number	26184000286
First Name in Arabic		Last Name in Arabic	
Position		Issuing Country	Qatar
Mobile Number	(+974)55646913	Nationality	Qatar

◀ Back
75%
Save as Draft
Continue ▶




عربي | Name: IYELLOW | 🏠 | 👤 | 🔌

Mobile Number	(+974)55646913	Nationality	Qatar
Phone Number	[+]	Issue Date	31/12/2019
Email Address	test3407@gmail.com	Expiry Date	31/12/9999

2.Contract Details

[Edit](#)

Contract Reference Number	20203032220 	Contract Currency	United States Dollar
Contract Subject Matter	Goods Declaration	Contract Value	44003
Is this Contract related to an existing Contract?	No	Signing Date	08/05/2020

◀ Back
75%
Save as Draft
Continue ▶

Dhareeba

tax portal

عربي

Name: IYELLOW

Short description of notifying party obligation

Short description of notifying party obligation

Short description of the rights stipulated to the third party

Short description of the rights stipulated to the third party

Contract quantity (if any)

1234567890123456789012345678901234567890123456789012345678901234567890

Scope of work and service

Scope of work and service

Short description of the payment and advance payment modalities

Short description of the payment and advance payment modalities


Party Details

< Back

75%

Save as Draft

Continue >



عربي
Name: IYELLOW

Short description of the payment and advance payment modalities
Short description of the payment and advance payment modalities

3. Party Details Edit

Contracting Agent Name	Contracting Agent Address	Please enter ID type.	ID Number	Short description of the contractor obligations
sagar 23	AMT, jerabai wadia, nisarg, 22, 11, 22, 5005, doha, QA	Qatar Identification Number	26184000286	Short description of the contractor obligations

4. Additional Information Edit

Additional Notesadditional

Attach any supporting Documents[If Any]


Back
75%
Save as Draft
Continue

Step 5: Declaration.

The Payer/Payee should verify all the auto-populated fields on the Declaration page.

To submit Contract Declaration Payer/Payee 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 accurate”.

A taxpayer should click on the Submit button.



عربي
Name: سلفيا تروانغ
TIN: 5000034249

CONTRACT DECLARATION - GOODS AND SERVICES RECEIVER(PAYER)

1 Contract Details
2 Party Details
3 Additional Information
4 Summary
5 Declaration

Declaration

First Name
sagar

Last Name
chandane

Designation
Taxpayer

Date
30/06/2020

Email Address
sagarf@g.com

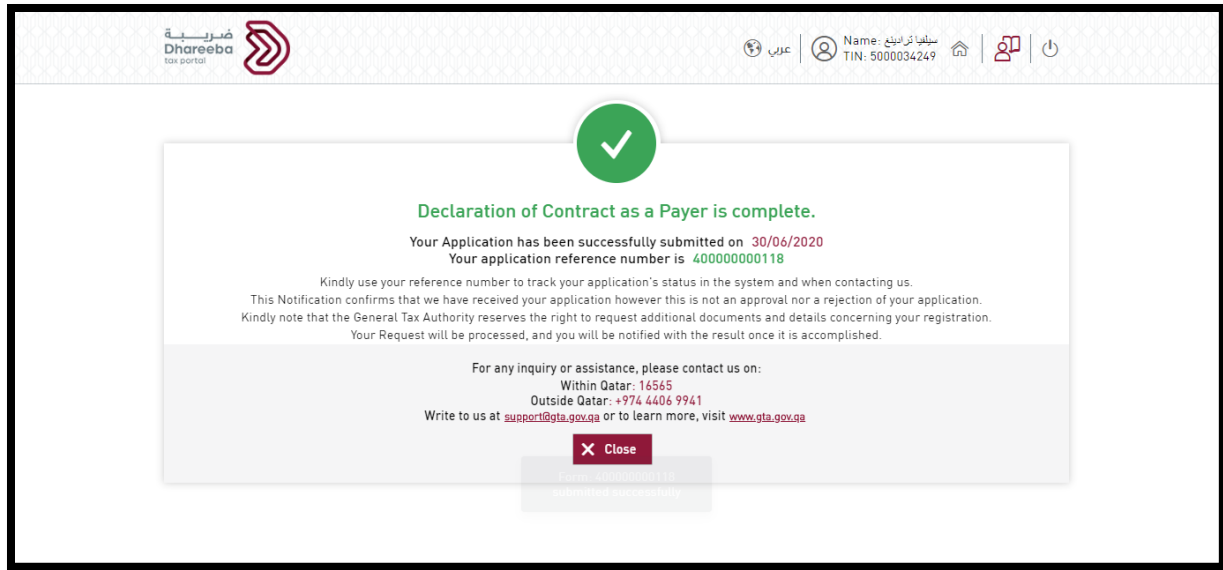
Phone Number
+ 974 55646913

☒ I agree with the Terms and conditions

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

Back
67%
Save as Draft
Submit

The **Payer** shall receive the Acknowledgement after successfully submitting the form.



ضريبة
Dhareeba
tax portal

عربي | Name: سلفيا تروانغ
TIN: 5000034249

Declaration of Contract as a Payer is complete.

Your Application has been successfully submitted on **30/06/2020**
Your application reference number is **400000000118**

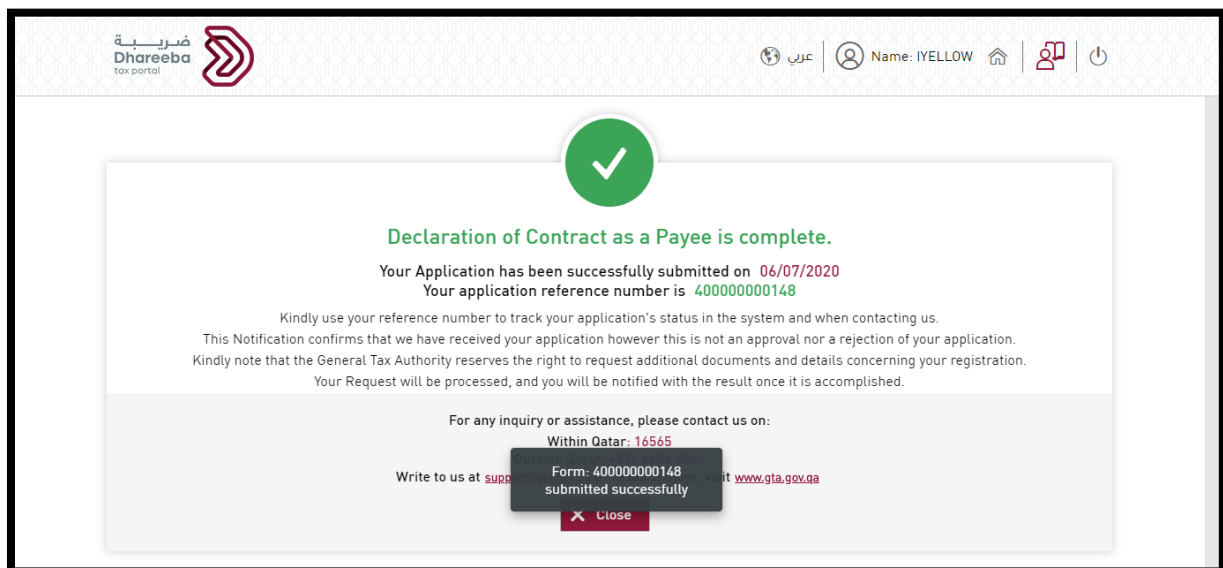
Kindly use your reference number to track your application's status in the system and when contacting us.
This Notification confirms that we have received your application however this is not an approval nor a rejection of your application.
Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your registration.
Your Request will be processed, and you will be notified with the result once it is accomplished.

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

Close

Form: 40000000118 submitted successfully

The **Payee** shall receive the Acknowledgement after successfully submitting the form.



ضريبة
Dhareeba
tax portal

عربي | Name: IYELLOW

Declaration of Contract as a Payee is complete.

Your Application has been successfully submitted on **06/07/2020**
Your application reference number is **400000000148**

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 registration.
Your Request will be processed, and you will be notified with the result once it is accomplished.

For any inquiry or assistance, please contact us on:
Within Qatar: 16565
Write to us at support@qta.gov.qa or to learn more, visit www.qta.gov.qa

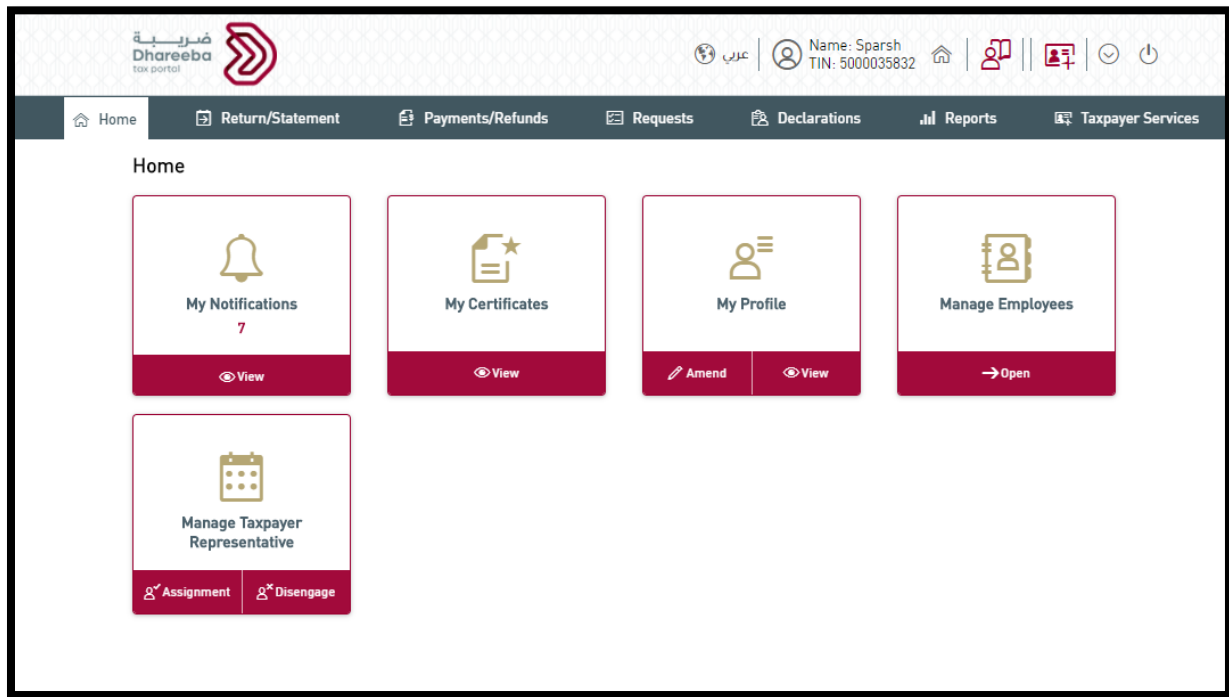
Form: 400000000148 submitted successfully

Close

4. Annexure - Correspondence received by Taxpayer

4.1 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 Contract Declaration and Late Declaration Penalty Invoice Letter (if received by taxpayer for late filing the Contract Declaration)

<div> <div> <div>ضريبة</div> <div>Dhareeba</div> <div>tax portal</div> </div> <div> <div>عربي</div> <div> <div>Name: Divya Choudhary</div> <div>TIN: 5000043745</div> </div> </div> </div>						
			Contract Declaration			
10/07/2020	100000012287	Registration Amendment	Acknowledgement Letter - Registration Amendment	General	Informative	↓
10/07/2020	100000012287	Registration Amendment	Approval - Registration Amendment	General	Informative	↓
10/07/2020	400000000157	Contract Declaration	Late Declaration Penalty Invoice Letter	Withholding Tax	Informative	↓
10/07/2020	400000000157	Contract Declaration	Acknowledgement of Contract Declaration	Withholding Tax	Informative	↓
10/07/2020	400000000157	Contract Declaration	Acknowledgement of Contract Declaration	Withholding Tax	Informative	↓
10/07/2020	400000000157	Contract Declaration	Acknowledgement of Contract Declaration	Withholding Tax	Informative	↓
13/07/2020	400000000160	Contract Declaration	Late Declaration Penalty Invoice Letter	Withholding Tax	Informative	↓
13/07/2020	400000000160	Contract Declaration	Acknowledgement of Contract Declaration	Withholding Tax	Informative	↓

4.2 Taxpayer will receive SMS, Email and PDF on Mobile, Email ID and Dashboard

The Taxpayer will receive the following Notifications :

SMS, Email and PDF on submission of Contract Declaration Request :

SMS, Email and PDF on delay in declaration of contract :

END OF DOCUMENT