General Tax Authority

Contract Declaration

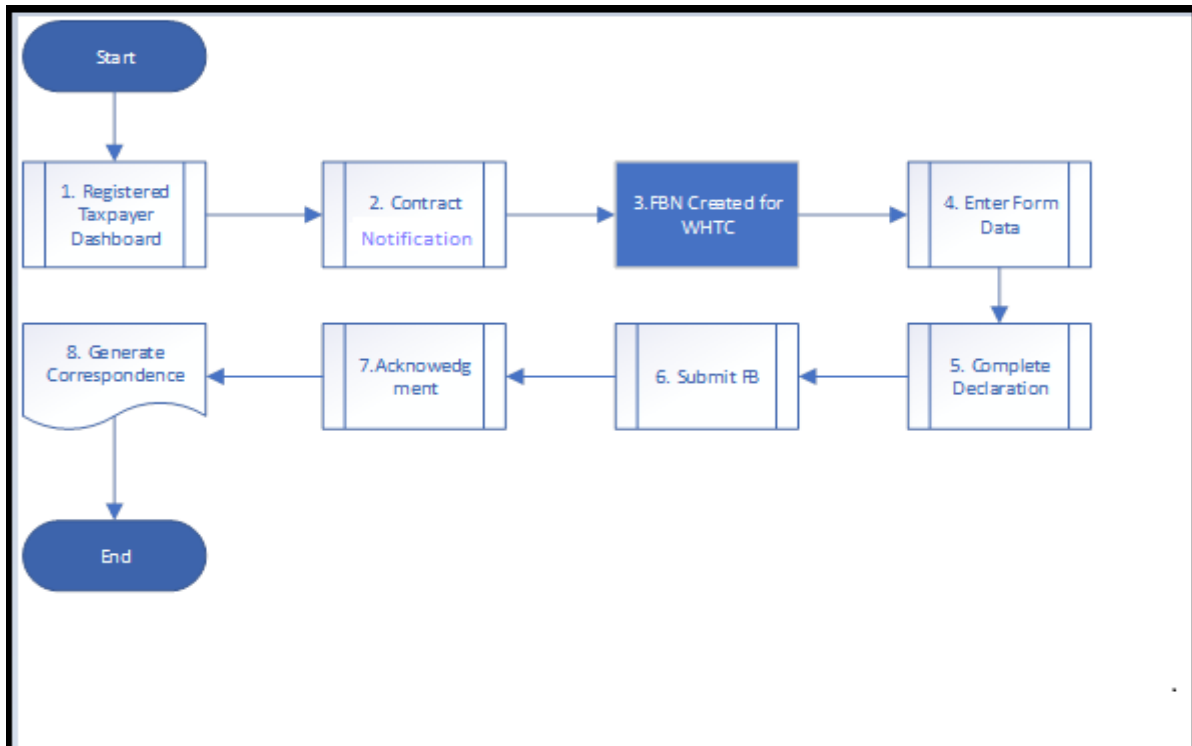**V E R S I O N**   Version 1.2 31 August 2020

Table of Contents

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).
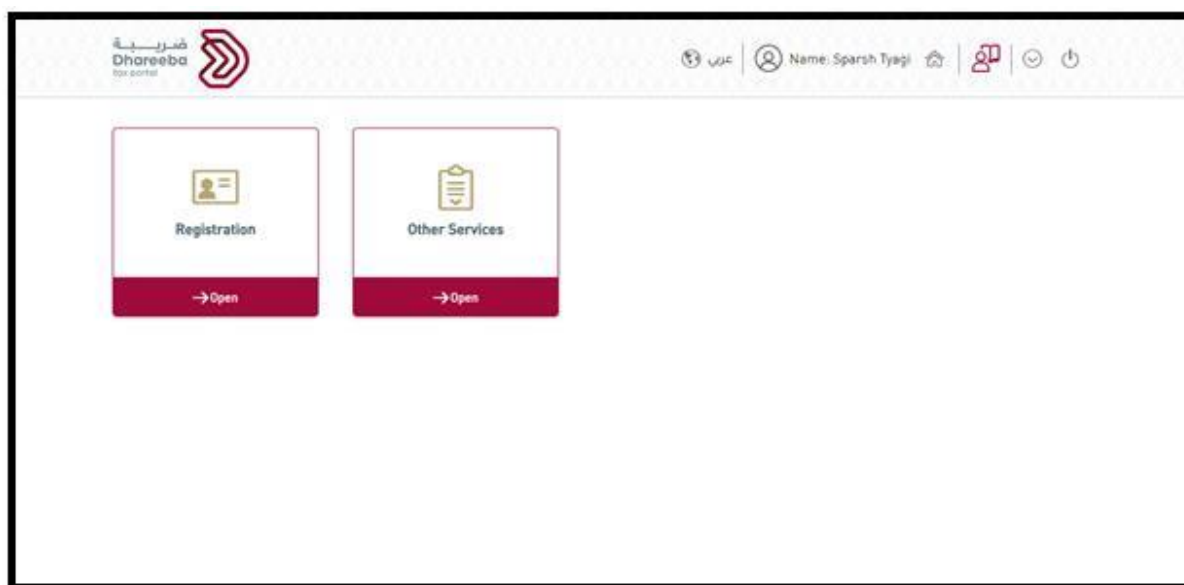
NOTE : "FAQ" and "User Guide" are available under the "Help" tab.
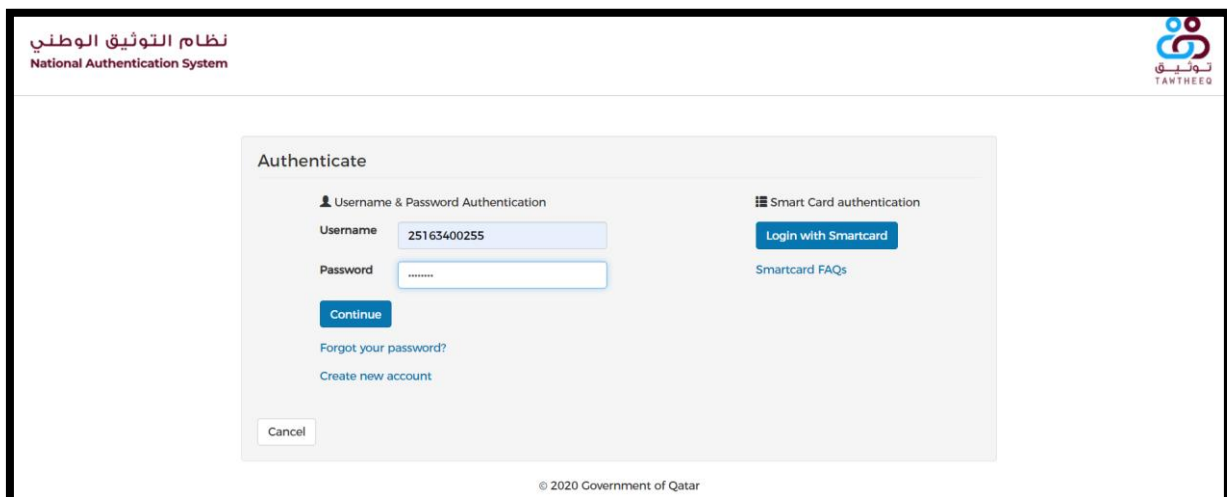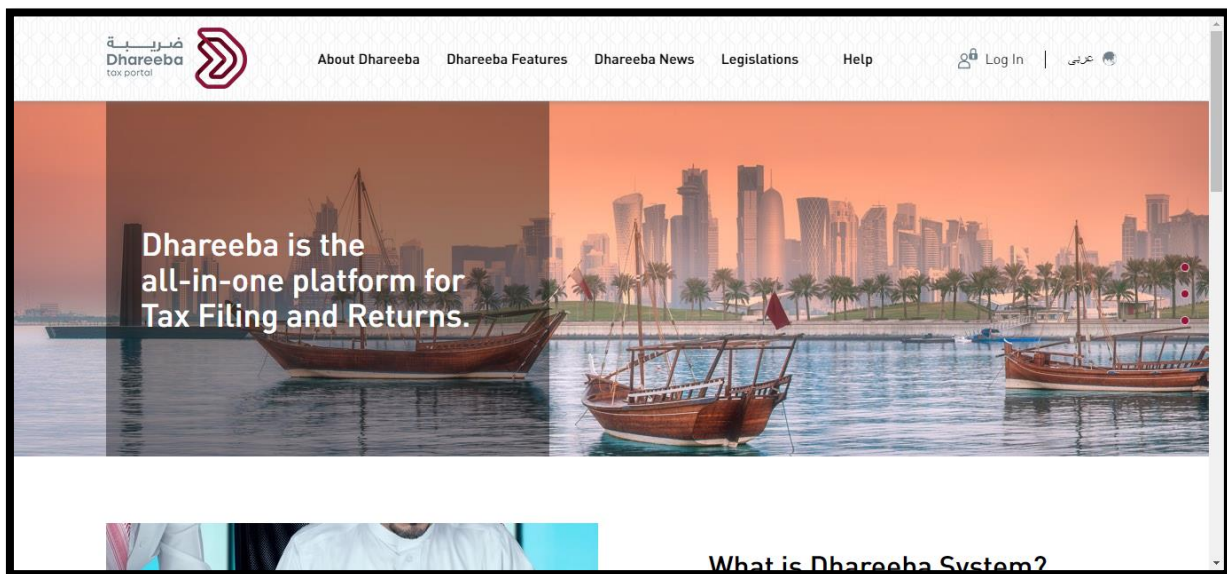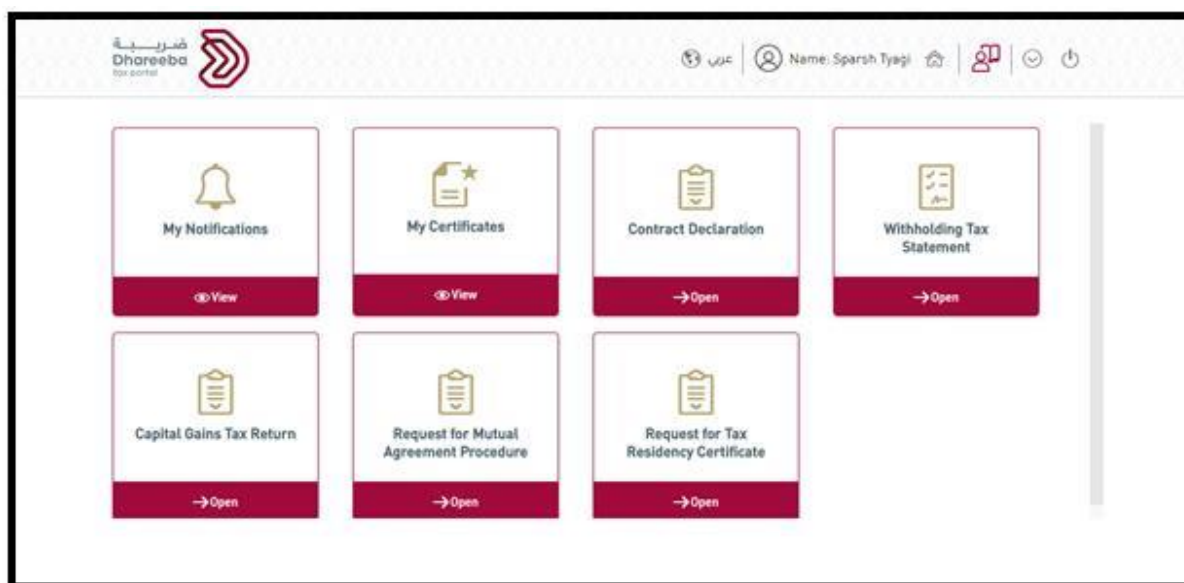
Step 2: Dashboard

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.

Taxpayer Contract Declaration
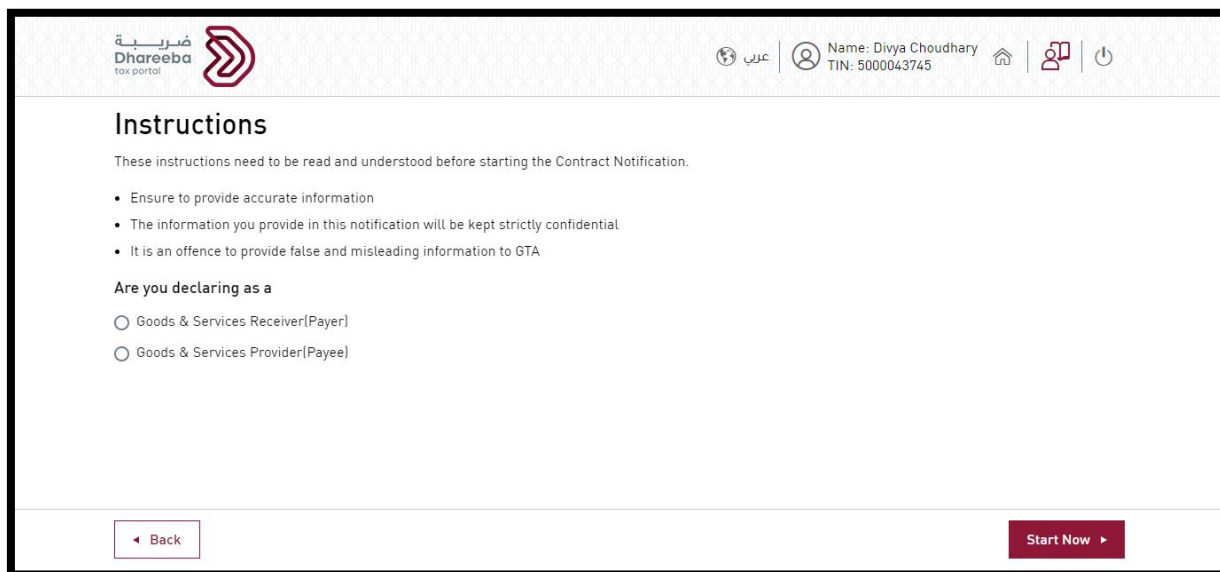
Step 3: Instructions

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)

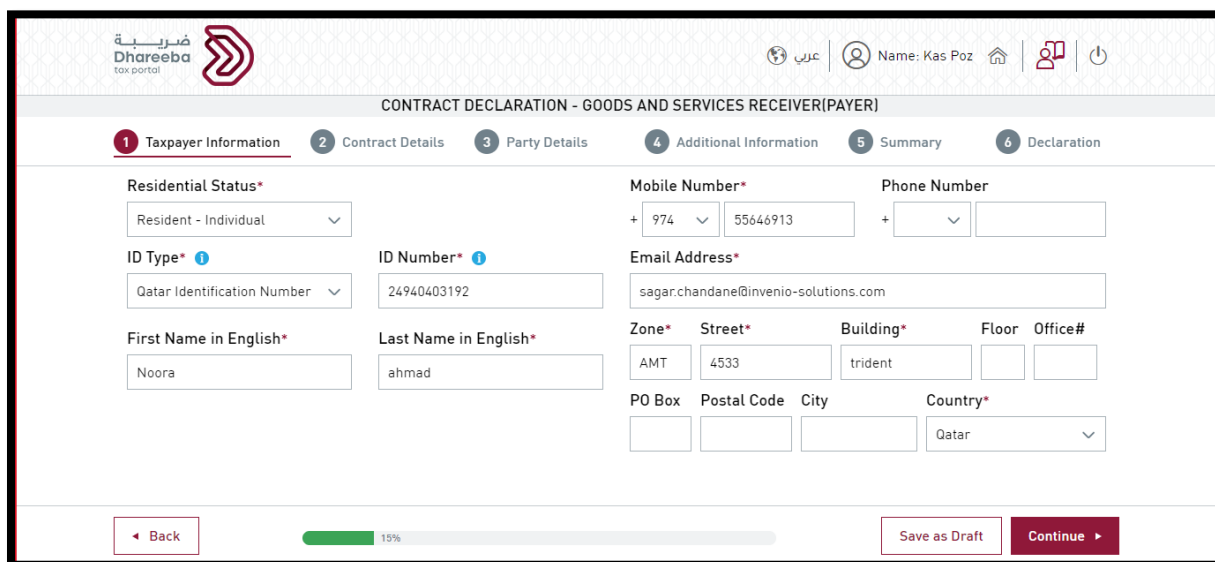Post selecting the appropriate option it should click on Start Now ▸

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 ▸

Taxpayer Contract Declaration

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.
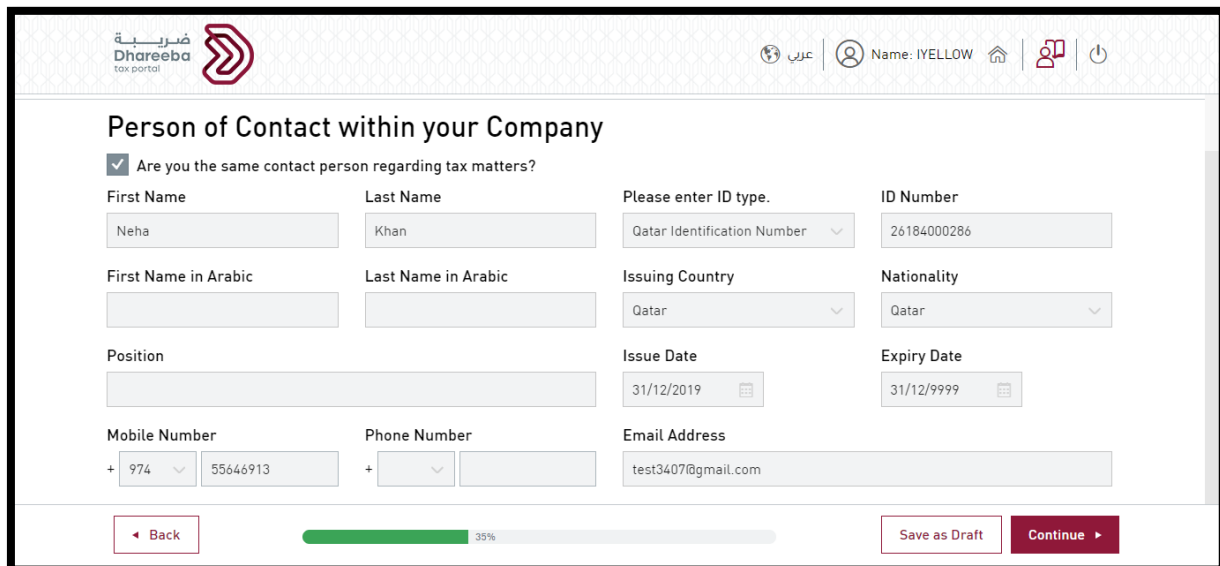
Taxpayer Contract Declaration

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.

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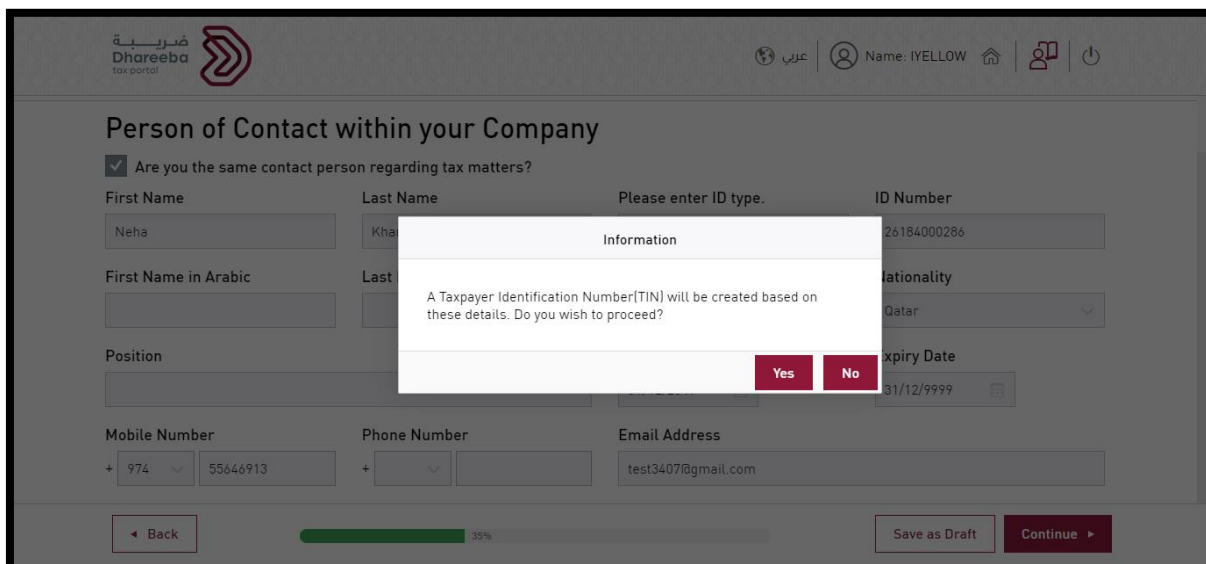
On clicking the continue button, a message would inform the Taxpayer that the Taxpayer and Person of Contact would get registered based on the details provided and a Tax Identification Number would be generated for the Taxpayer. A taxpayer should select Yes.

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.
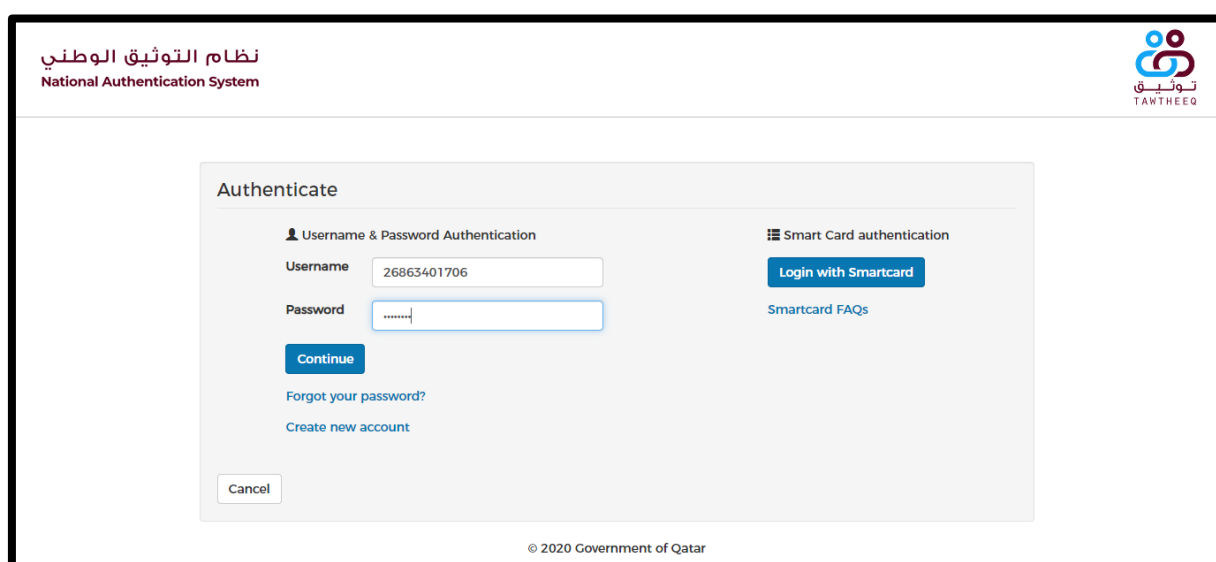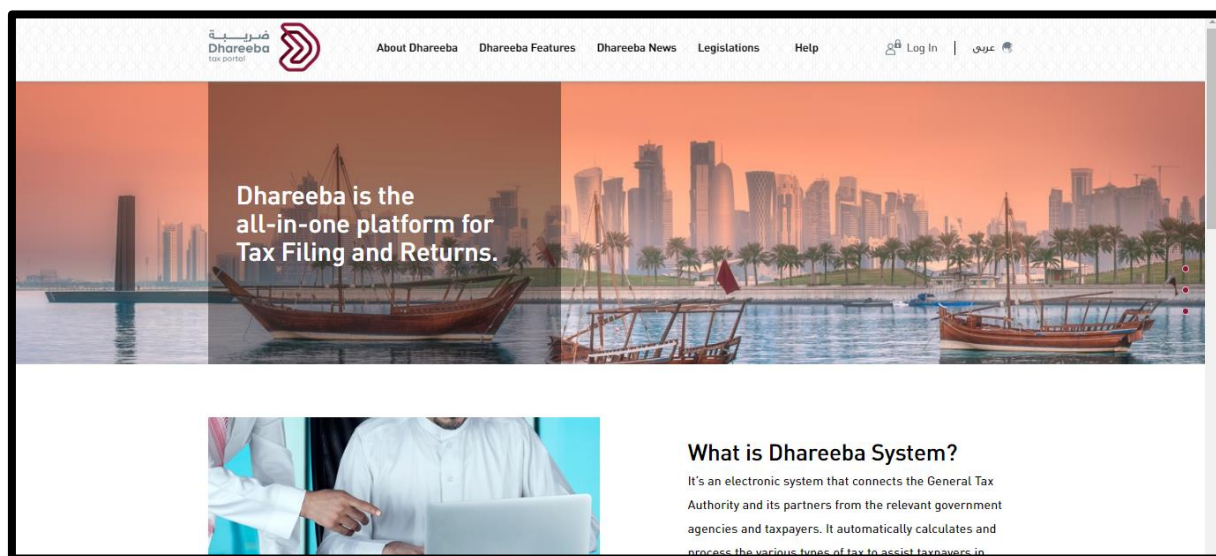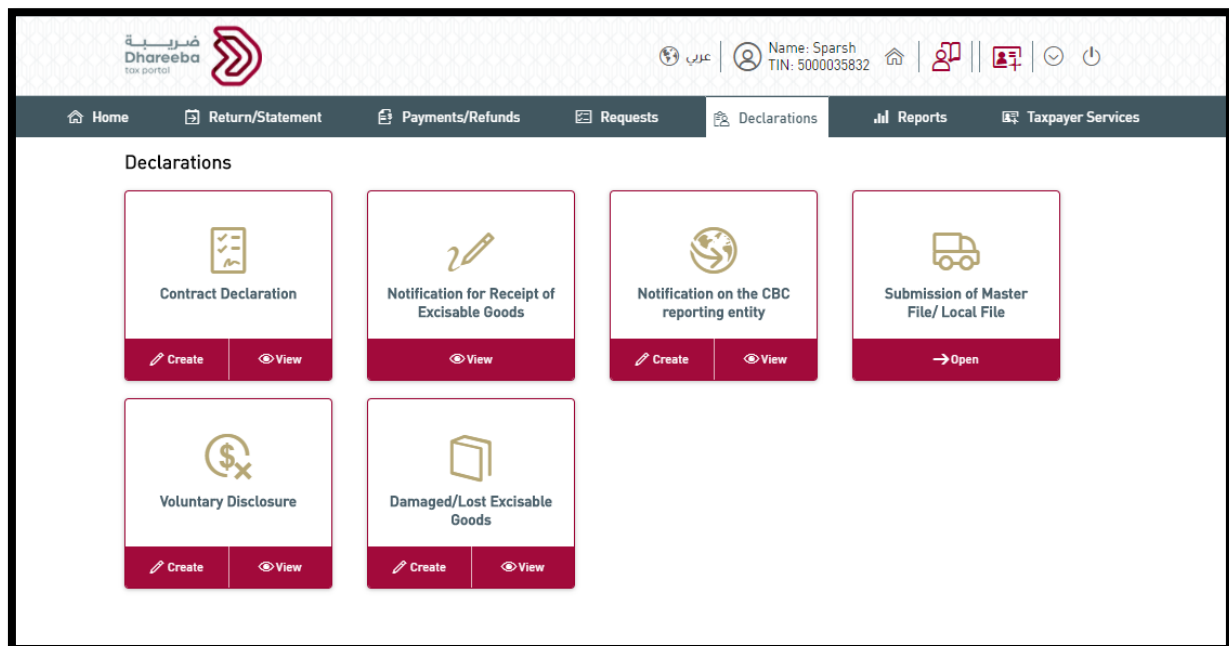
Taxpayer Contract Declaration

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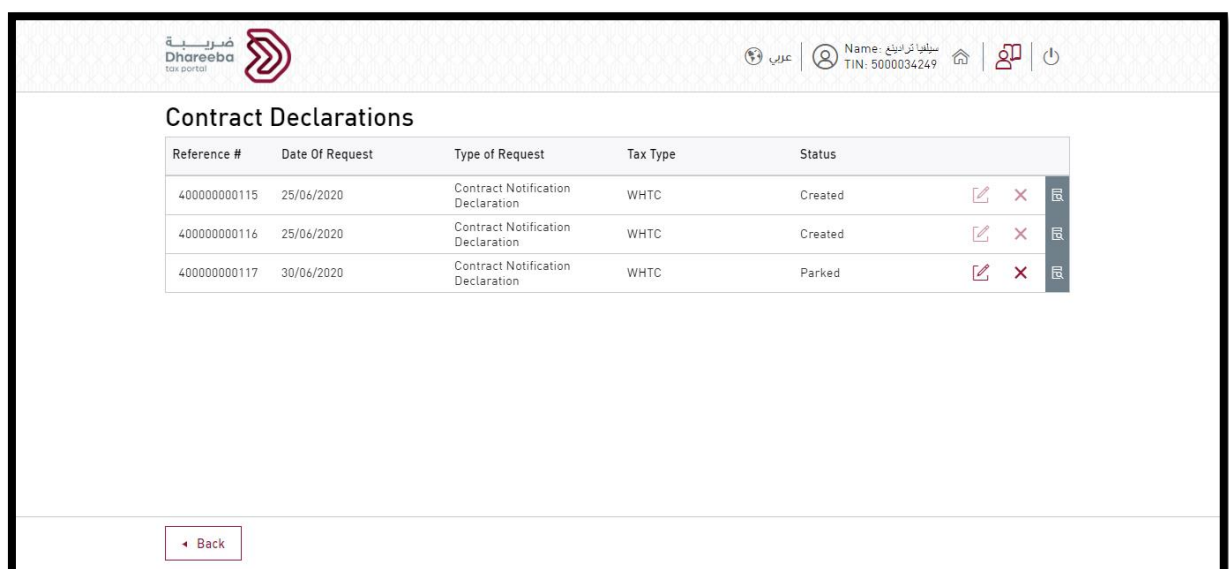
Taxpayer Contract Declaration
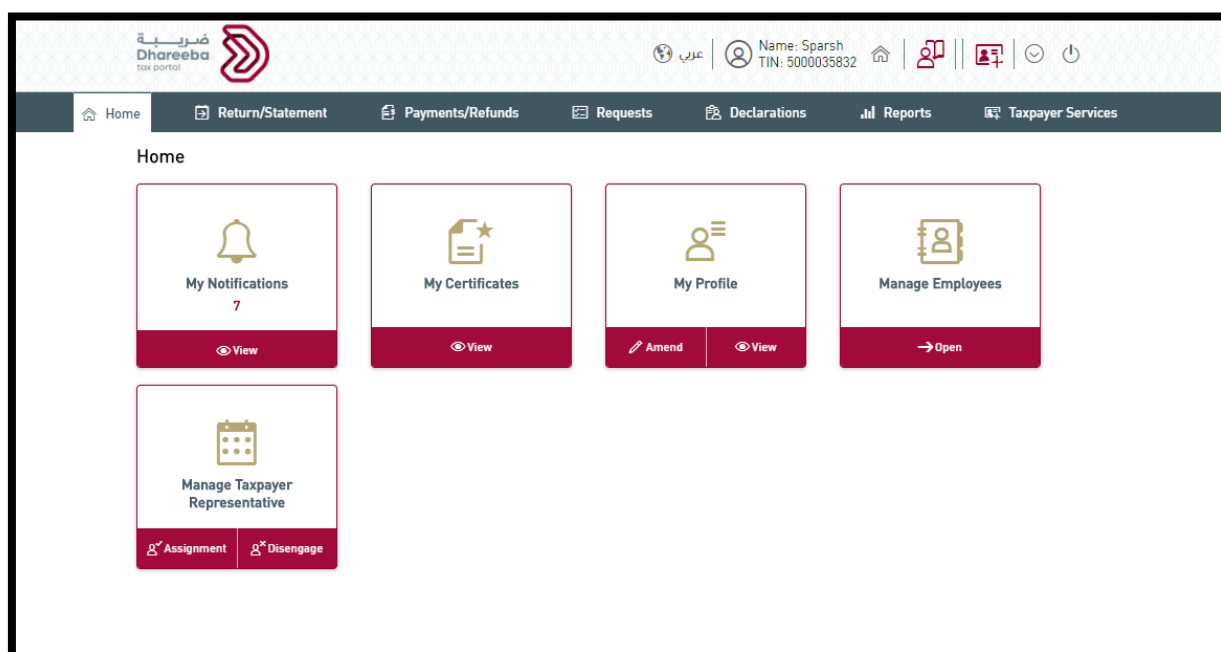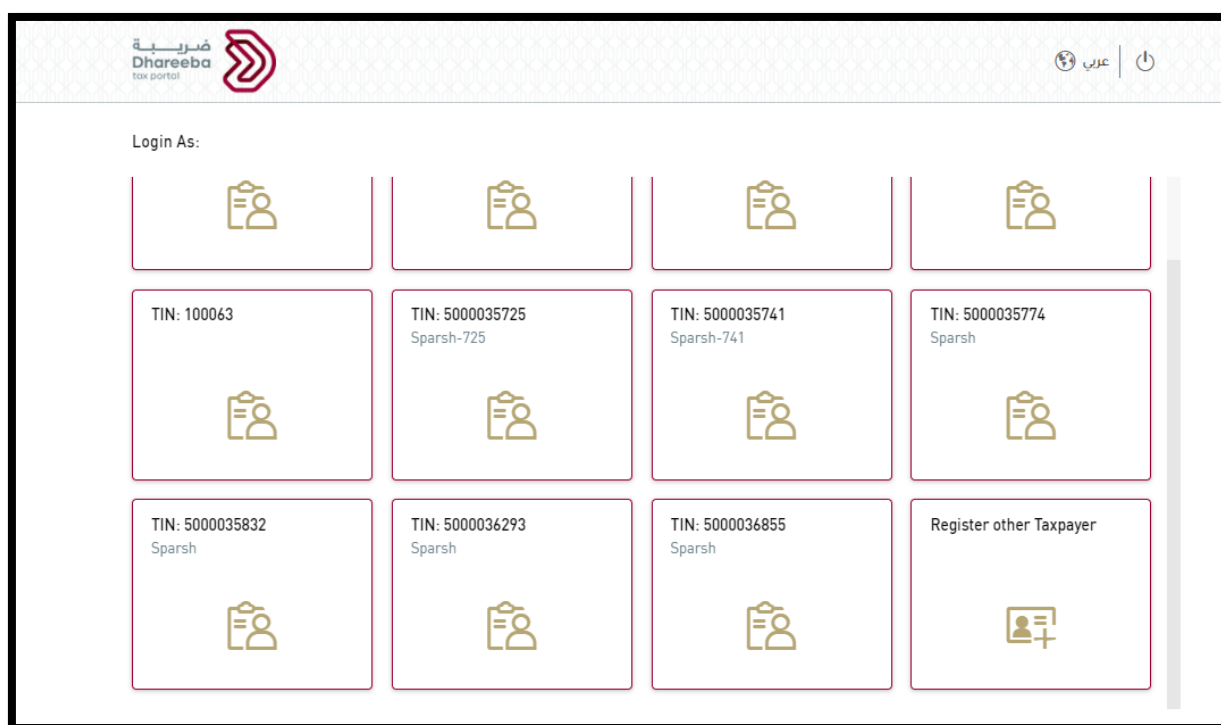
A taxpayer should click on Declarations tab. After that taxpayer should click on Contract Declaration tile.

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.

Taxpayer Contract Declaration

Step 3: Instructions

On selecting the **Create Contract** link, an Instruction page will appear with general information and warnings.
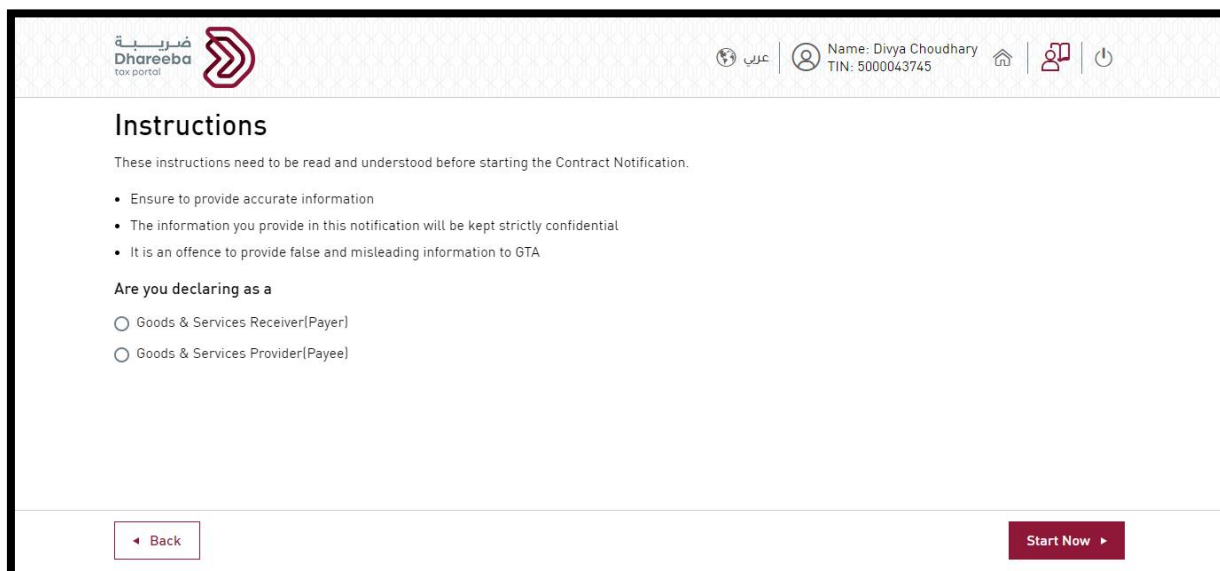
A taxpayer should read the information about the Instructions Page.

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
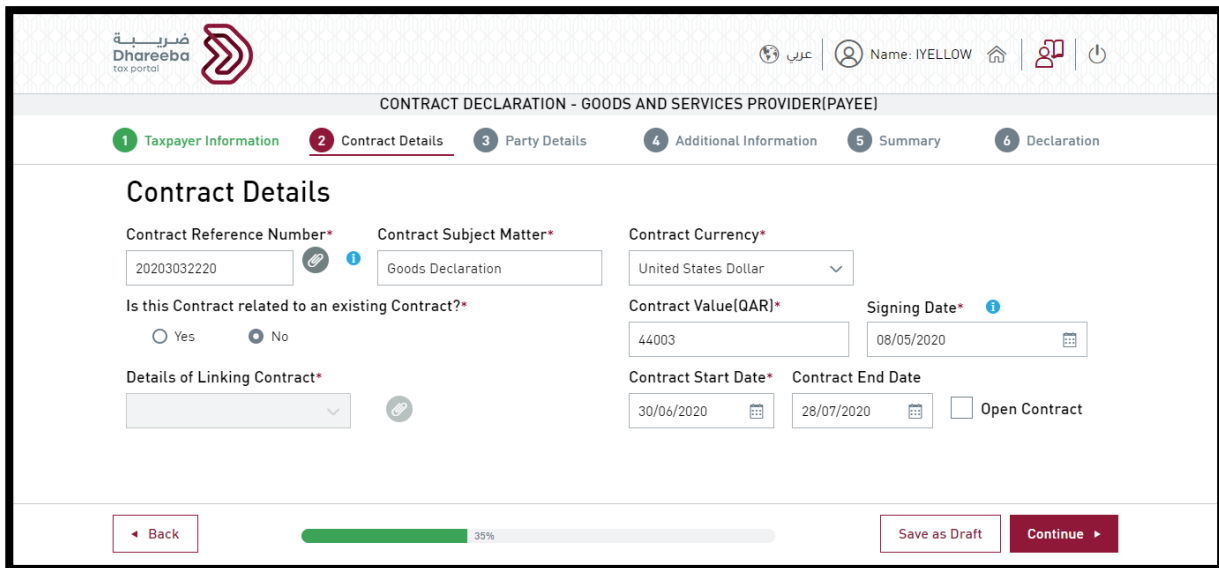
Taxpayer Contract Declaration

3.3   Steps common to Unregistered Taxpayer and Registered Taxpayer
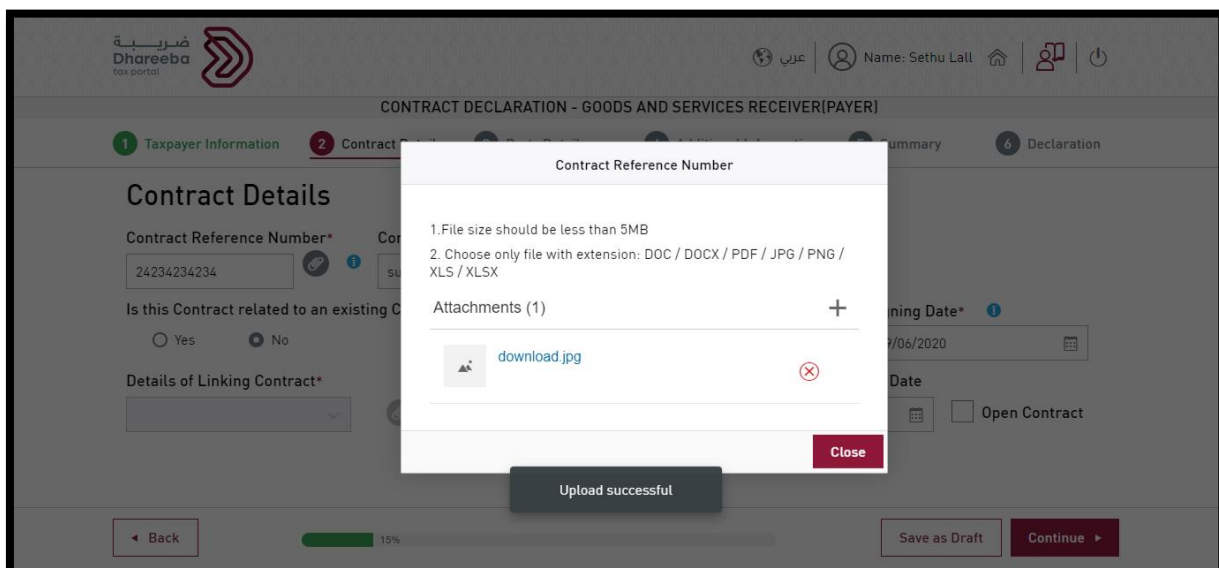
Step 1: Contract Details

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.

Taxpayer Contract Declaration

Payer/Payee should enter the details for the Contract.

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.

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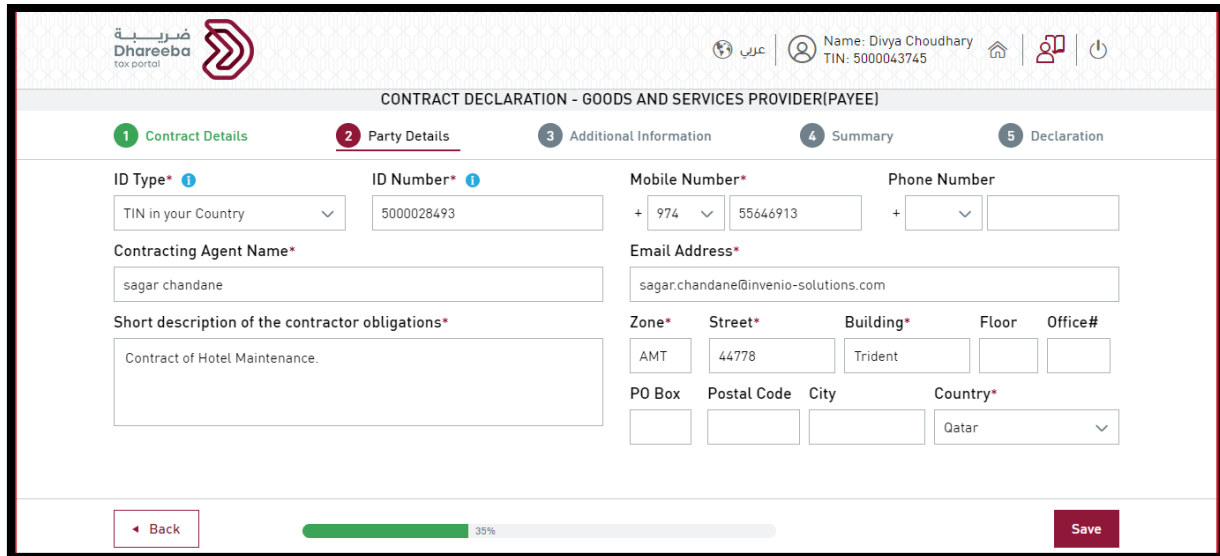
Payer/Payee will click on Add more button to add the party details and click on Save Button.

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

Taxpayer Contract Declaration

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.

Step 4: Summary

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

Taxpayer Contract Declaration

Dhareeba tax portal

عربي | Name: IYELLOW

Are you the same contact person regarding tax matters?

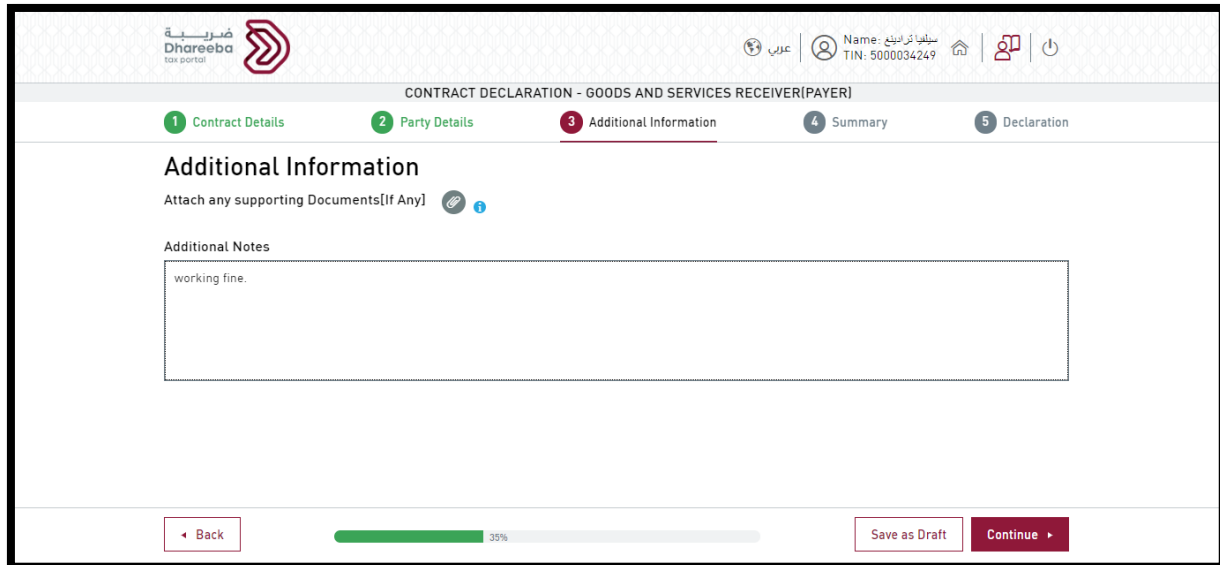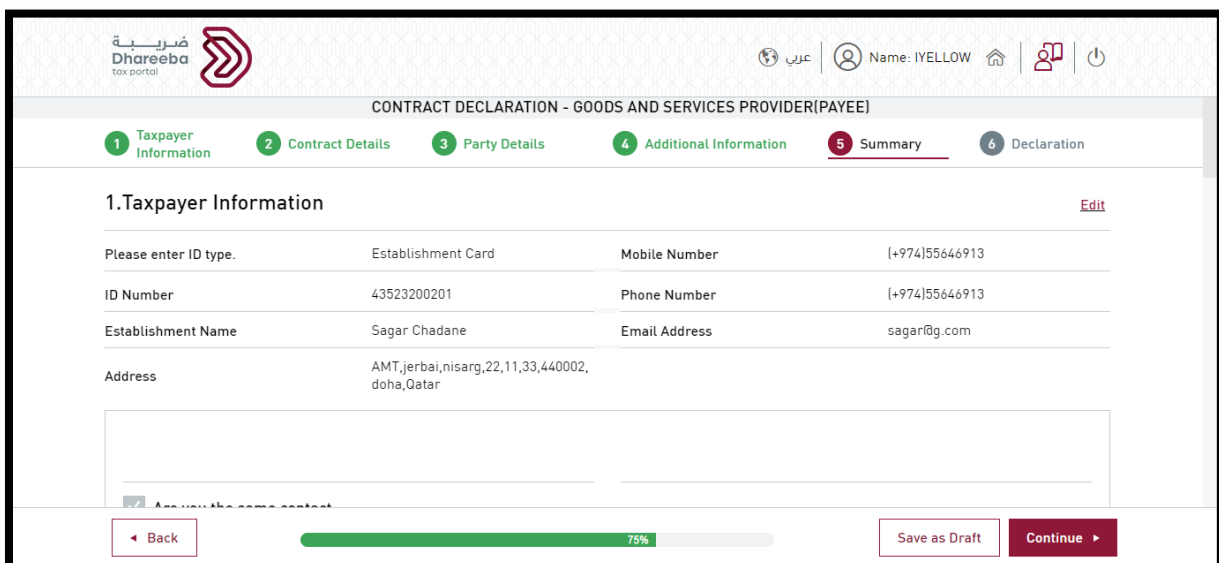|			
First Name	Neha	Please enter ID type.	Qatar Identification Number
Last Name	Khan	ID Number	26184000286
First Name in Arabic		Last Name in Arabic	
Position		Issuing Country	Qatar
Mobile Number	(+974)55646913	Nationality	Qatar

◄ Back   75%   Save as Draft   Continue ►

Dhareeba tax portal

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 ►

Taxpayer Contract Declaration

ضريبة
Dhareeba
tax portal

عربي | Name: IYELLOW

Is this Contract related to an existing Contract?	No	Signing Date	08/05/2020
Details of Linking Contract		Contract Start Date	30/06/2020
		Contract End Date	28/07/2020
		Open Contract	☐

Short description of the substantive conditions of Contract
Short description of the substantive conditions of Contract

Short description of effects of the contract
Short description of effects of the contract

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

◄ Back   75%   Save as Draft   Continue ►

ضريبة
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

3 Party Details   Edit

◄ Back   75%   Save as Draft   Continue ►

Taxpayer Contract Declaration

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.

Taxpayer Contract Declaration

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

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

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.
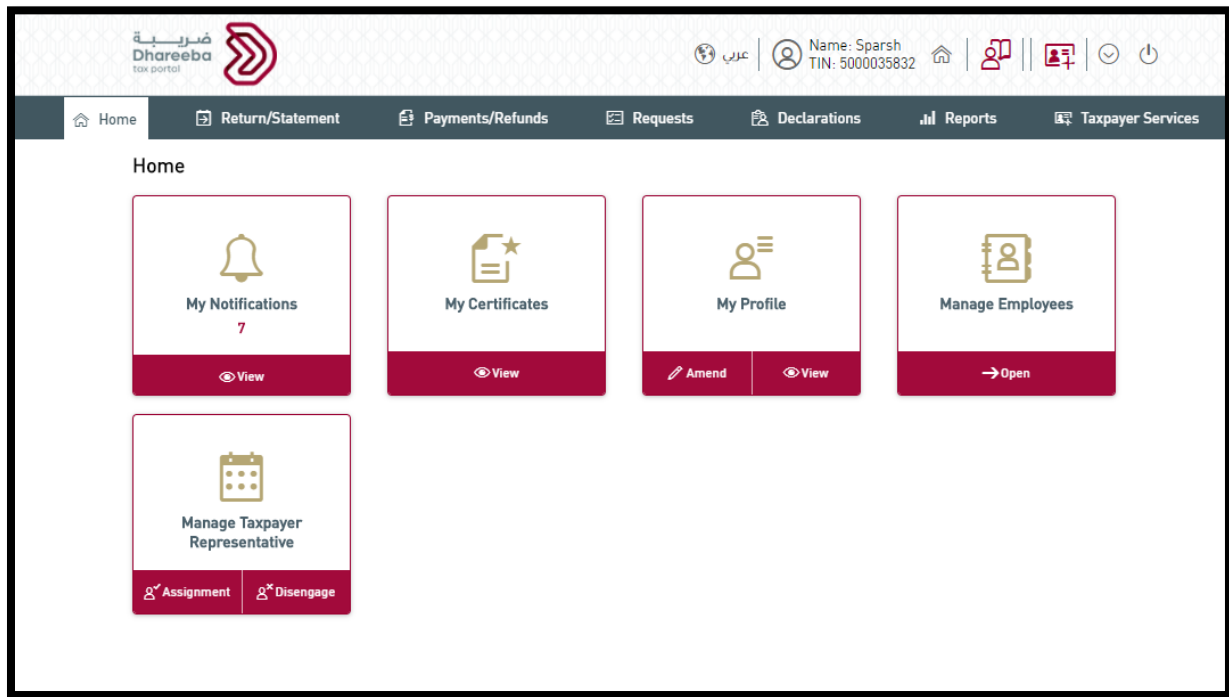
The Taxpayer should check and can download the Acknowledgement of Contract Declaration and Late Declaration Penalty Invoice Letter (if received by taxpayer for late filing the Contract Declaration)

			Contract Declartion			
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 Declartion	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

Taxpayer Contract Declaration