



General Tax Authority

Self-Registration

Ministry of Interior

VERSION

Version 1.1 15 July 2020

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1 Introduction

The new Tax Administration System will bring many advantages to the GTA in handling Taxpayer's data and related services such as registration, deposits, collection, refunds, audit, risk, objection, appeal, Taxpayers' services, etc.

The new Taxpayer Registration process is a common process of registration applied to all categories of Taxpayers for Income Tax, Withholding Tax and Excise (importers, producers and warehouse keepers), etc. The purpose of this document is to guide how a taxable person can register in the new Tax Administration System.

Only NAS registered users are eligible to submit registration application in the new Tax Administration System. For a first-time tax applicant, the tile for new registration would be visible on the dashboard of the tax applicant. Already registered Taxpayers. If the Taxpayer is already registered, the Taxpayer can add another new registration from the dashboard. The Taxpayer will receive a Tax Identification Number as well as a Tax Card on completion of the registration process on the portal.

Receiving a TIN from the new registration application is a pre-requisite for all other types of registrations (such as Taxpayer Representative, Excise Warehouse License).

All mandatory registration information (forms data) must be completed in full before the application is submitted to GTA for review. Only upon validation of the form data entered by the applicant, the Taxpayer will be able to continue with the application. If any validation fails, the system will show warnings about the validation failure.

The application form is dynamic for each type of Tax applicant information. Based on the option chosen by the tax applicant, the relevant fields of the application form will appear.

2 Steps of Registration

The first step of the registration is the Sign-up, this step will be available via the Dhareeba Portal and Taxpayer will be re-directed to the NAS (National Authentication system).

After connecting to the NAS and entering the "Registration" space, Taxpayer will see the first screen to start to Self-register, register through Taxpayer Representative or register through Employee of Establishment.

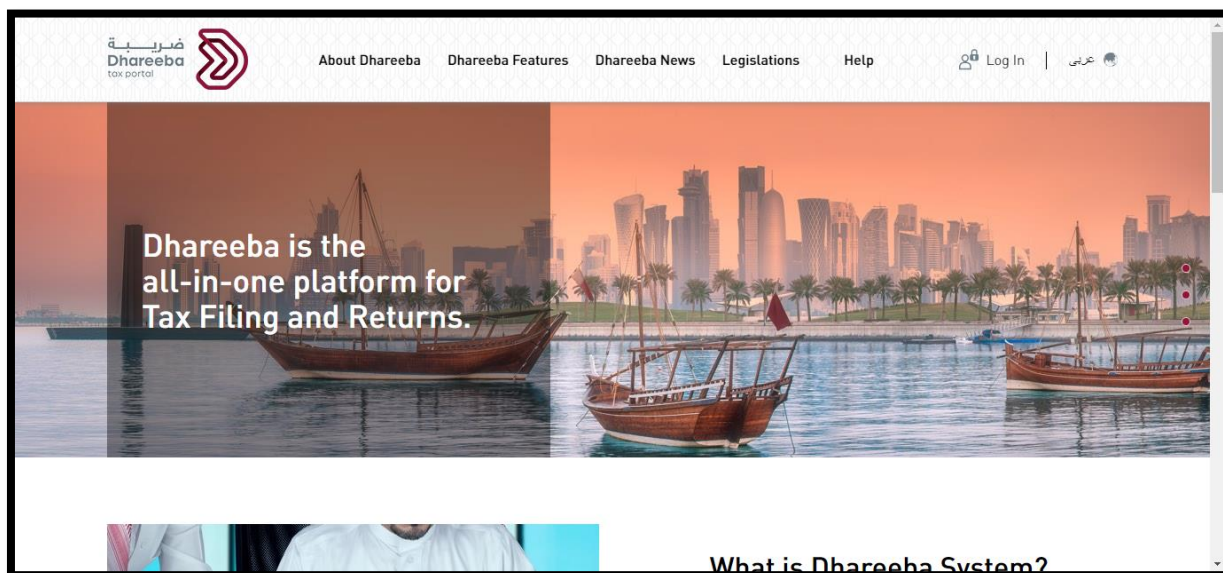
(to know how to Sign-up please refer to the document: GTA_TAS_Self Registration on National Authentication System).

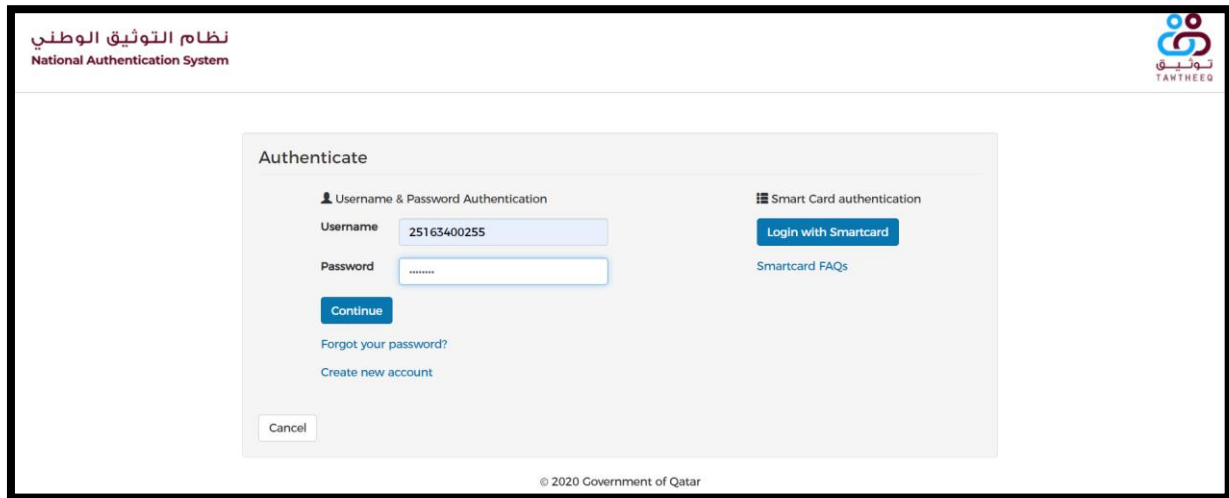
The Registration form will be interactive. When Taxpayer makes a choice, the system will change the screen and additional fields to fill may appear.

2.1 Welcome Screen

Taxpayer should sign-in through Dhareeba where 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 "Help" tab.





نظام التوثيق الوطني
National Authentication System

توثيق
TANTHEEQ

Authenticate

Username & Password Authentication

Username: 25163400255

Password: *****

Continue

Forgot your password?

Create new account

Smart Card authentication

Login with Smartcard

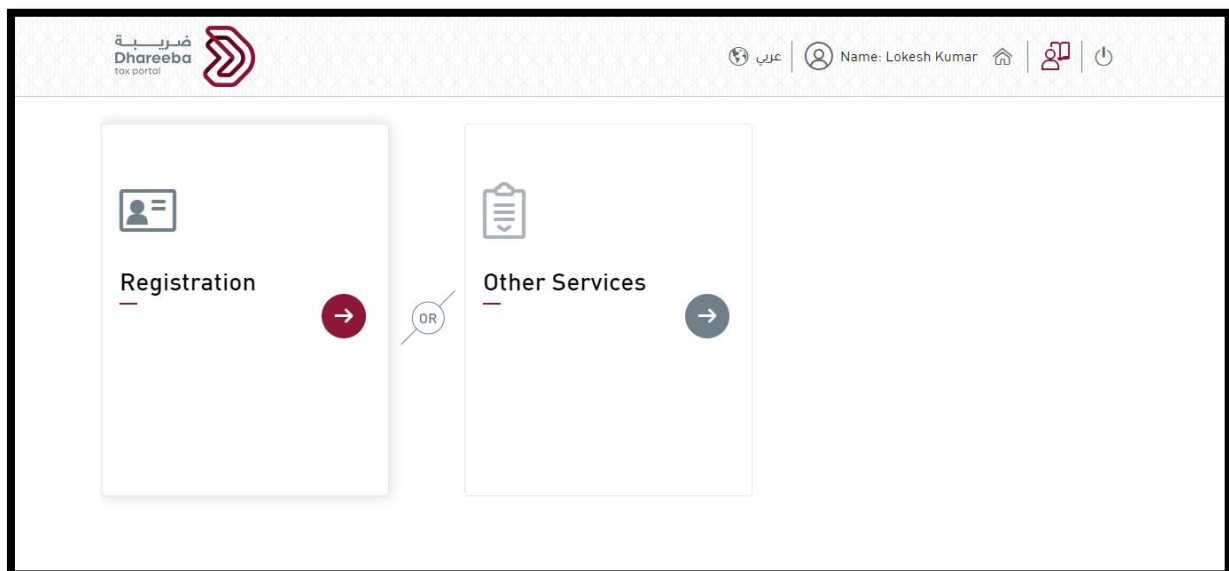
Smartcard FAQs

Cancel

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

Where taxpayer is registering with GTA for the first time for tax matters, the following screen appears.



ضريبة
Dhareeba
tax portal

عربي | Name: Lokesh Kumar | Home | Profile | Logout

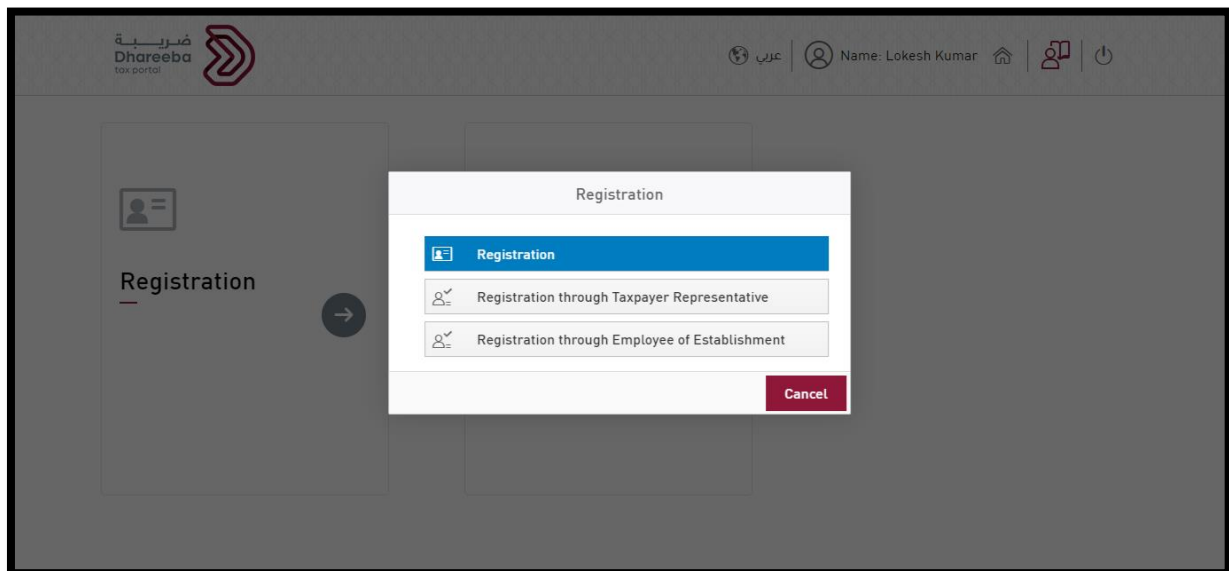
Registration →

OR

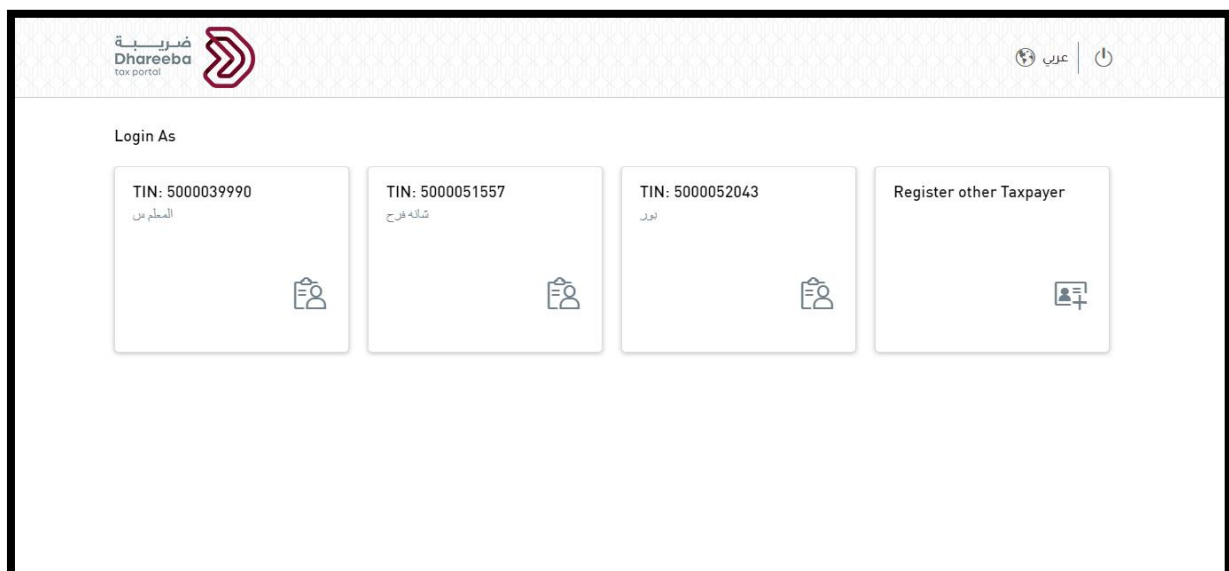
Other Services →

Taxpayer should click on **Registration** tile, a pop-up screen with 3 options are displayed.
Taxpayer should select Self Registration.

- Registration.
- Register through a Taxpayer Representative
- Registration through Employee of Establishment

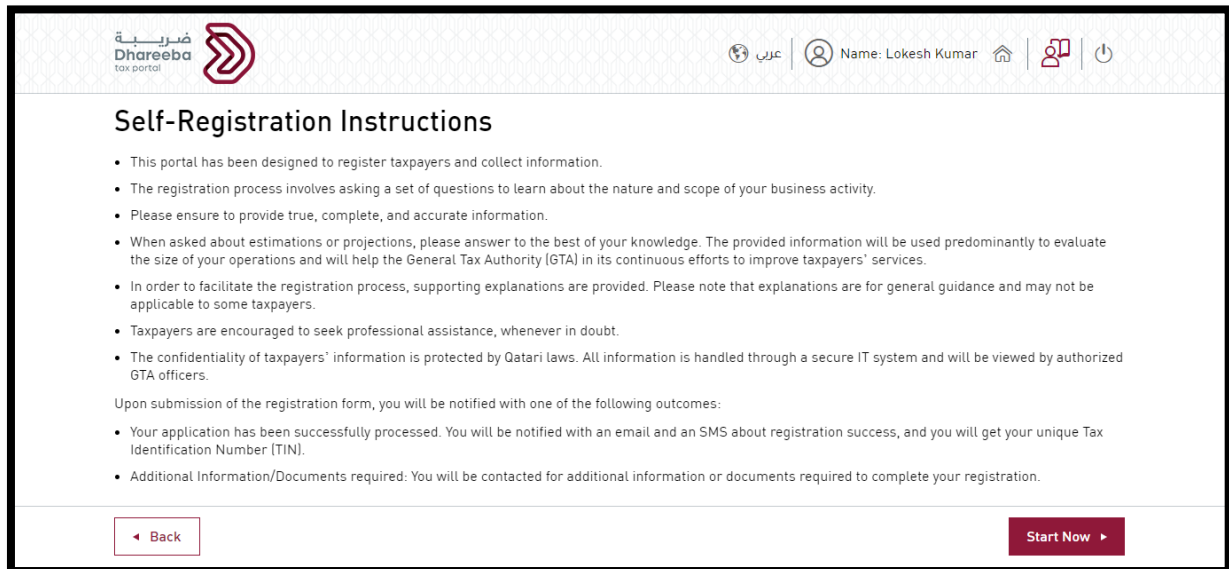


Where the taxpayer is already registered with GTA for any Tax matters, and now wants to add a new registration, the following screen appears. Taxpayer should select Register other Taxpayer tile.



On selecting the Registration tile or Register Other Taxpayer tile, a Self-Registration Instructions screen will appear with general information and warnings.

Taxpayer should read the information of the Self-Registration Instructions screen and should click on [Start Now ▶](#)



The screenshot shows the 'Self-Registration Instructions' page on the Dhareeba tax portal. The header includes the Dhareeba logo, a user profile icon with the name 'Lokesh Kumar', and a power button. The main content area contains a list of instructions and a section for outcomes. At the bottom, there are 'Back' and 'Start Now' buttons.

Self-Registration Instructions

- This portal has been designed to register taxpayers and collect information.
- The registration process involves asking a set of questions to learn about the nature and scope of your business activity.
- Please ensure to provide true, complete, and accurate information.
- When asked about estimations or projections, please answer to the best of your knowledge. The provided information will be used predominantly to evaluate the size of your operations and will help the General Tax Authority (GTA) in its continuous efforts to improve taxpayers' services.
- In order to facilitate the registration process, supporting explanations are provided. Please note that explanations are for general guidance and may not be applicable to some taxpayers.
- Taxpayers are encouraged to seek professional assistance, whenever in doubt.
- The confidentiality of taxpayers' information is protected by Qatari laws. All information is handled through a secure IT system and will be viewed by authorized GTA officers.

Upon submission of the registration form, you will be notified with one of the following outcomes:

- Your application has been successfully processed. You will be notified with an email and an SMS about registration success, and you will get your unique Tax Identification Number (TIN).
- Additional Information/Documents required: You will be contacted for additional information or documents required to complete your registration.

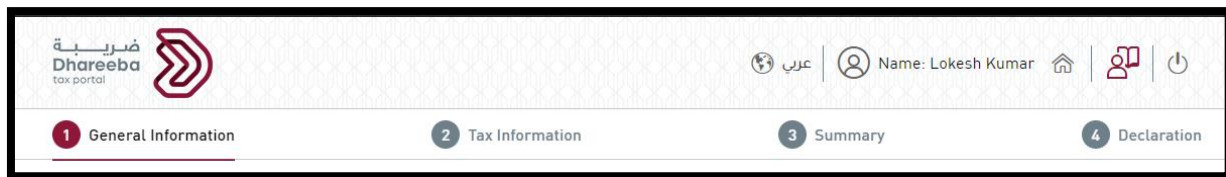
[◀ Back](#) [Start Now ▶](#)

2.2 General Information

The first step in the process of registration is “General Information” screen.

General Information is composed of several screens to fill.

Note : At the top of the screen, a bar indicates the different screens that the Taxpayer needs to fill in for Registration, displaying the current screen.



2.2.1 Choice of Type of Registration

The screen which is now appearing is the screen where Taxpayer will indicate the type of Registration to be done where the taxpayer is registered with Issuing Authority MOI- Ministry of Interior.


The Taxpayer should select Taxpayer Category and Entity Type from the drop-down list as shown in the below screens.

The below Taxpayer category/categories will be applicable for MOI- Ministry of Interior

1. Special Entities

The below Taxpayer Entity/Entities will be applicable for MOI- Ministry of Interior

1. Qatari Citizens (VAT Refund for Housing)

The Taxpayer should select the Taxpayer Category and Entity Type and then can process by clicking on .

ضريبة
Dhareeba
tax portal

عربي

Name: Lokesh Kumar

1 General Information

2 Tax Information

3 Summary

4 Declaration

Are you Registering a

Please select your Taxpayer Category*

Special Entities

Please select your Establishment Type *

Qatari Citizens [VAT Refund for Housing]

Back

6%

Cancel

Save as draft

Continue

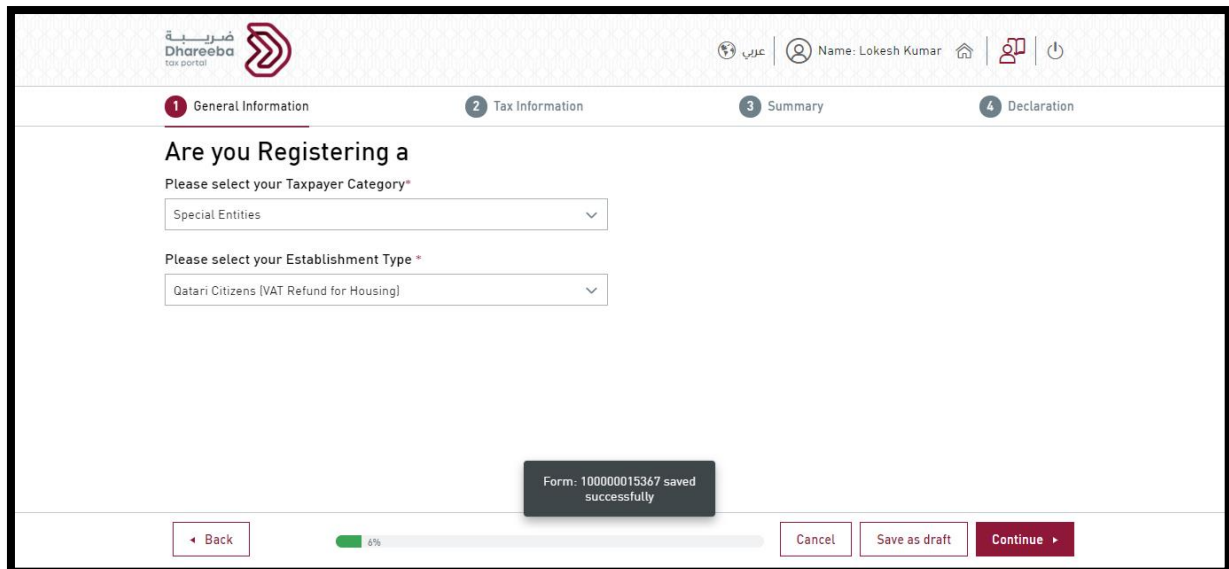
2.2.1.a Steps to be followed to Save as Draft and return later to complete Form

A new button appears at the bottom of the screen:

Save as draft

This button allows Taxpayer to save the information entered as a draft in any screen if Taxpayer needs to temporarily suspend registration.

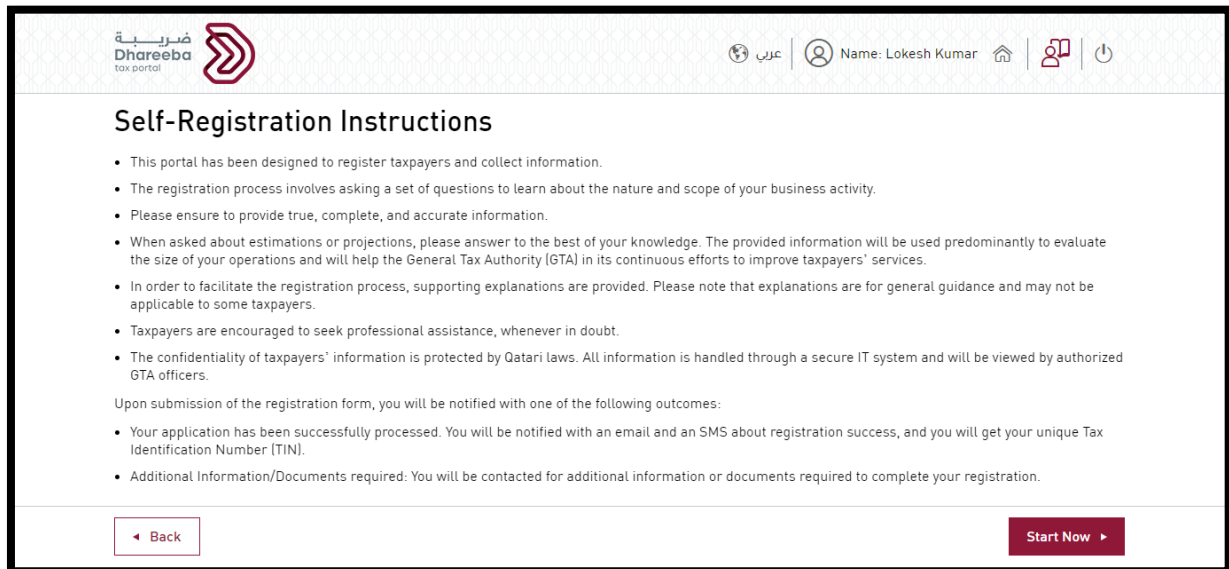
Once the form is saved at any screen, the Application Reference Number is displayed on the screen as follows:



The screenshot displays the 'Dhareeba tax portal' interface. At the top, there's a header with the portal logo, a language selector (Arabic/English), and user information (Name: Lokesh Kumar). Below the header, a progress bar shows four steps: 1. General Information (active), 2. Tax Information, 3. Summary, and 4. Declaration. The main content area is titled 'Are you Registering a' and contains two dropdown menus: 'Please select your Taxpayer Category*' with 'Special Entities' selected, and 'Please select your Establishment Type*' with 'Qatari Citizens [VAT Refund for Housing]' selected. At the bottom, a dark grey notification box states 'Form: 100000015367 saved successfully'. Below this, there's a progress bar at 6% and four buttons: 'Back', 'Cancel', 'Save as draft', and 'Continue'.

Taxpayer can return to the same Form in the following steps:

Step 1: Login to Dhareeba by following Step 3.1 until taxpayer reaches the Instruction Page as shown below :



Self-Registration Instructions

- This portal has been designed to register taxpayers and collect information.
- The registration process involves asking a set of questions to learn about the nature and scope of your business activity.
- Please ensure to provide true, complete, and accurate information.
- When asked about estimations or projections, please answer to the best of your knowledge. The provided information will be used predominantly to evaluate the size of your operations and will help the General Tax Authority (GTA) in its continuous efforts to improve taxpayers' services.
- In order to facilitate the registration process, supporting explanations are provided. Please note that explanations are for general guidance and may not be applicable to some taxpayers.
- Taxpayers are encouraged to seek professional assistance, whenever in doubt.
- The confidentiality of taxpayers' information is protected by Qatari laws. All information is handled through a secure IT system and will be viewed by authorized GTA officers.

Upon submission of the registration form, you will be notified with one of the following outcomes:

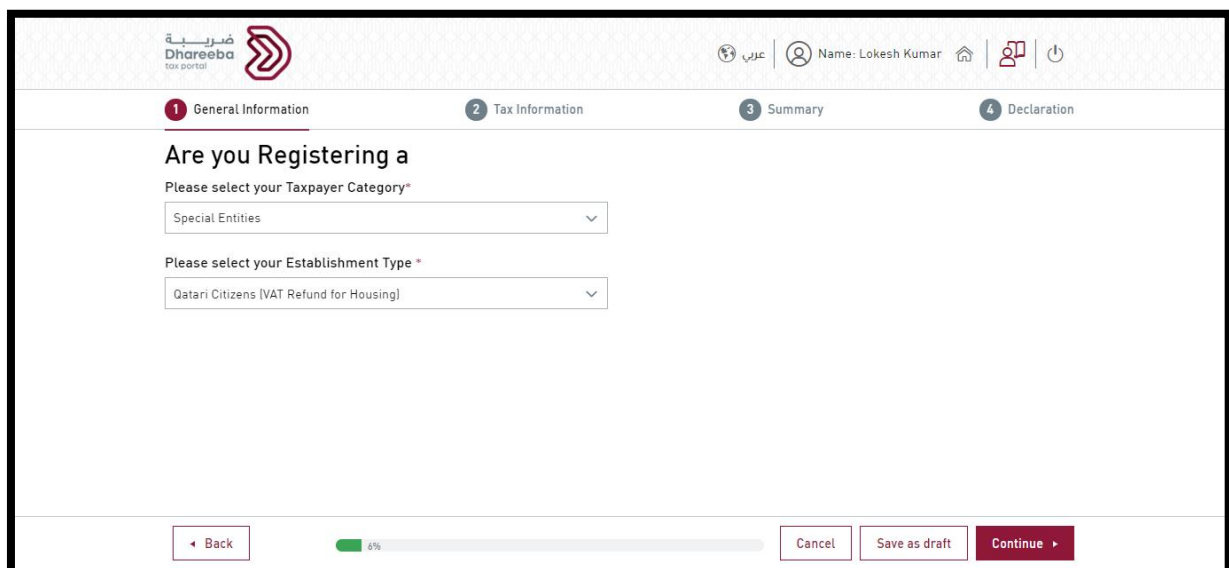
- Your application has been successfully processed. You will be notified with an email and an SMS about registration success, and you will get your unique Tax Identification Number (TIN).
- Additional Information/Documents required: You will be contacted for additional information or documents required to complete your registration.

[◀ Back](#) [Start Now ▶](#)

Step 2: Click on Start Now

Please refer to the below screen for reference.

Step 3: The Form that was saved earlier is now available with Data that was saved. To complete the form, the taxpayer has to follow remaining steps till Step 3.4 in this document.



Are you Registering a

Please select your Taxpayer Category*

Special Entities

Please select your Establishment Type *

Qatari Citizens [VAT Refund for Housing]

[◀ Back](#) [Cancel](#) [Save as draft](#) [Continue ▶](#)

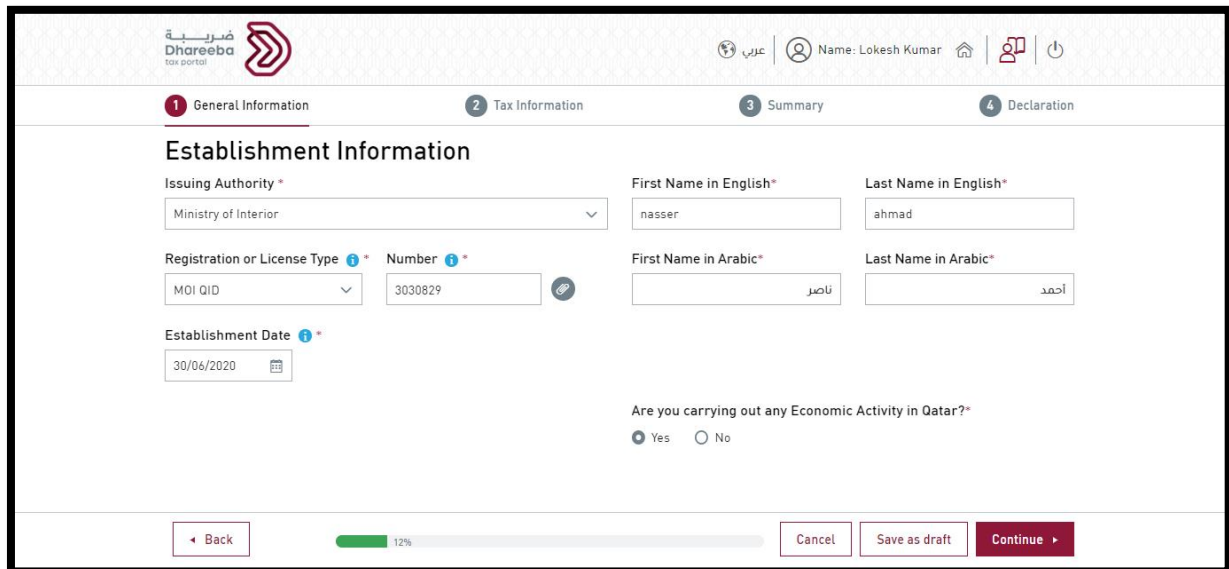
6%

2.2.2 Establishment Information

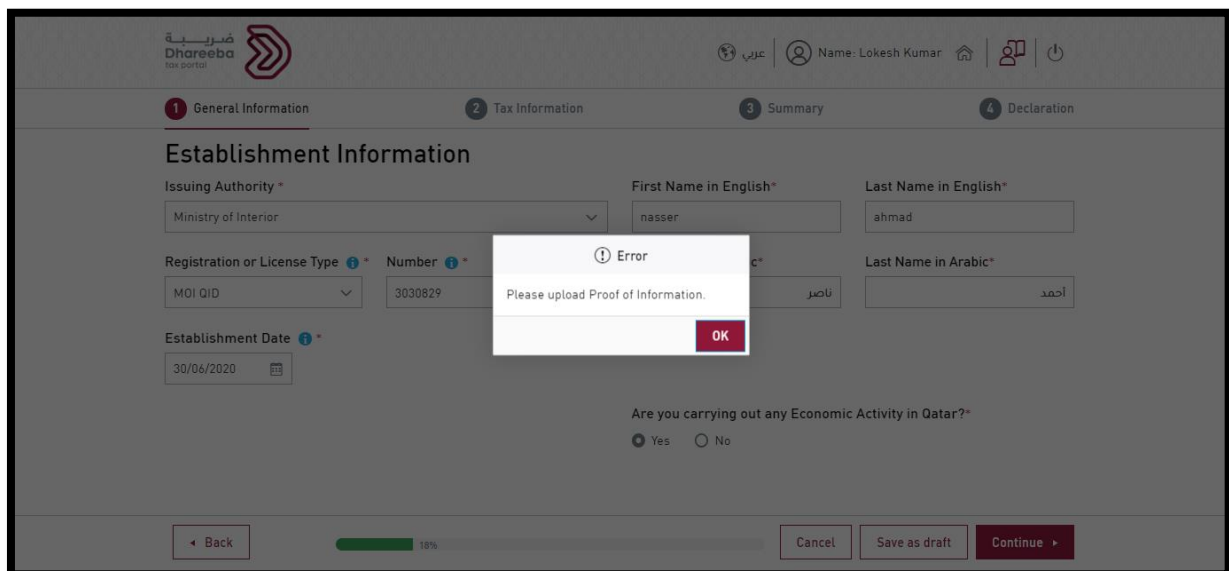
All the fields are mandatory, to be filled by Taxpayer.

NOTE: If Taxpayer selects 'No' for question 'Are you carrying out any Economic Activity in Qatar', Taxpayer will not be asked to fill Business Activity Information.

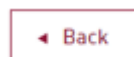
If Taxpayer selects 'Yes' for question 'Are you carrying out any Economic Activity in Qatar', Taxpayer will need to fill the Business Activity Information.



The Taxpayer has to upload 'Proof of Information'



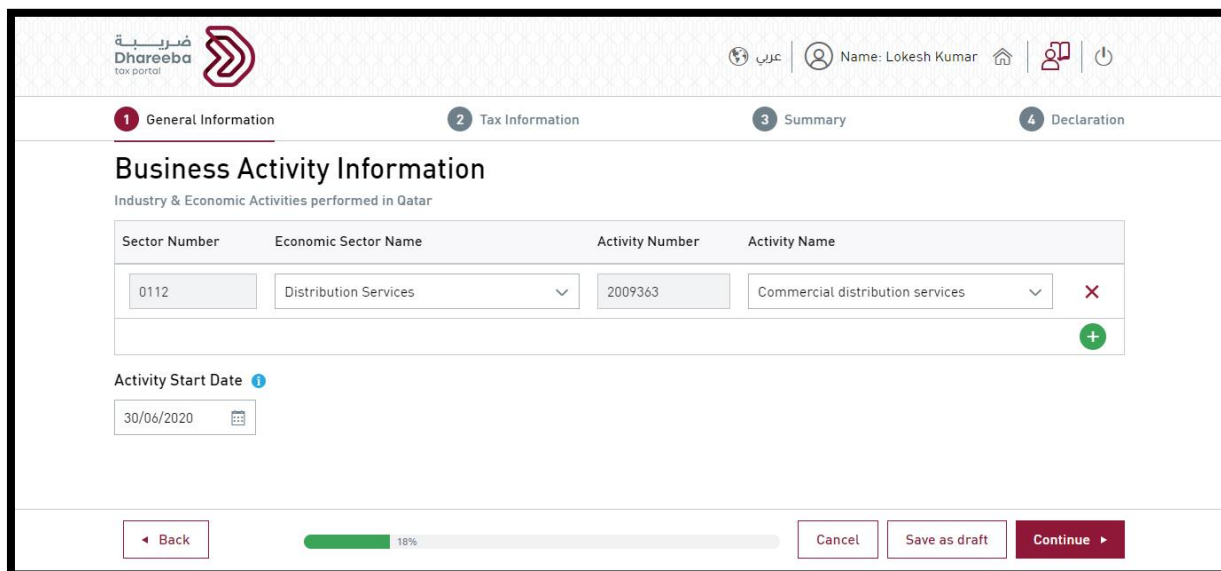
At the bottom of the page Taxpayer can see the progress of Registration A new button



appears to allow Taxpayer to go back to the previous screen.

2.2.3 Business Activity Information

This screen will be displayed for the taxpayer who has selected 'Yes' for question 'Are you carrying out any Economic Activity in Qatar'. Taxpayer needs to add the Economic Sector Name and Activity Name in Business Activity screen along with activity start date.



Business Activity Information
Industry & Economic Activities performed in Qatar

Sector Number	Economic Sector Name	Activity Number	Activity Name
0112	Distribution Services	2009363	Commercial distribution services

Activity Start Date: 30/06/2020

Progress: 18%

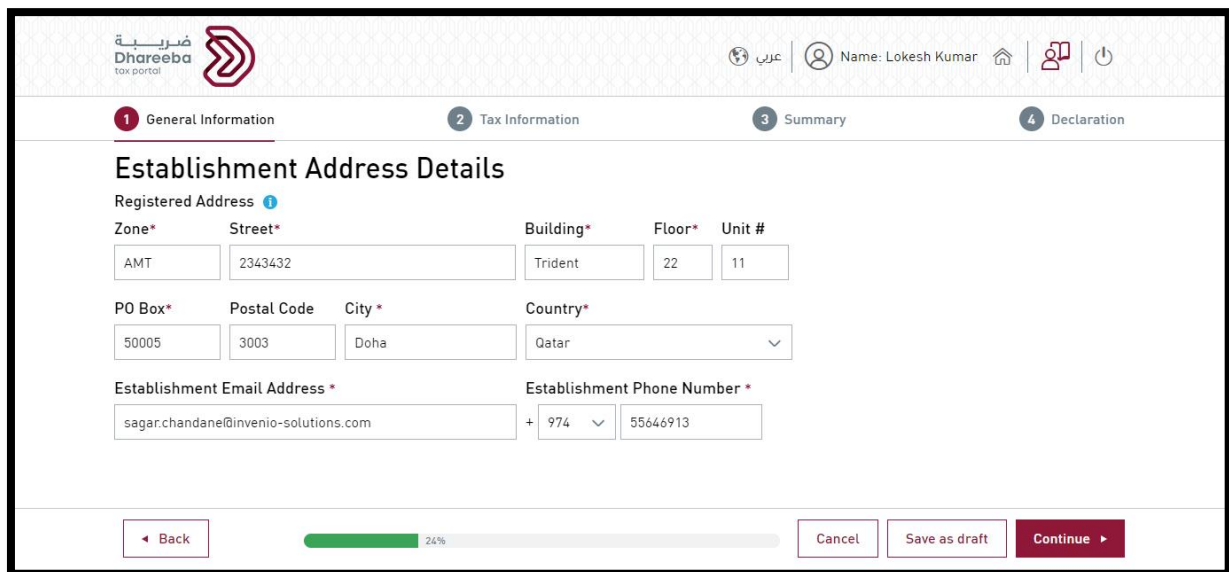
Buttons: Back, Cancel, Save as draft, Continue

2.2.4 Establishment Address Details

The mandatory fields should be filled in by the Taxpayer.

Continue ▶

After entering the required information, Taxpayer should click on



Establishment Address Details

Registered Address ⓘ

Zone* Street* Building* Floor* Unit #

AMT 2343432 Trident 22 11

PO Box* Postal Code City* Country*

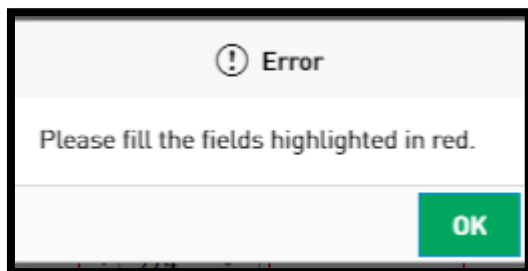
50005 3003 Doha Qatar

Establishment Email Address * Establishment Phone Number *

sagar.chandane@invenio-solutions.com + 974 55646913

◀ Back 24% Cancel Save as draft Continue ▶

Note: Wherever a required field information is not filled in, the system will pop up a message:



Cancel

A “Cancel” button appears next to the Save as Draft button. If the Taxpayer clicks on the cancel button, the application will be cancelled.

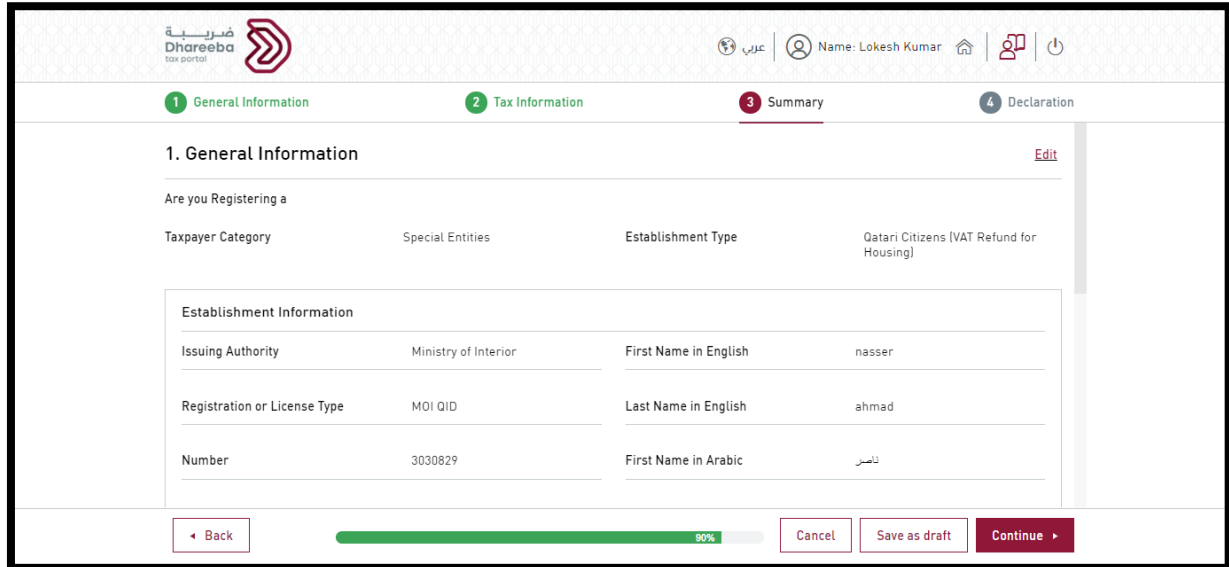
2.3 Summary

On this screen, by scrolling down, Taxpayer can see all data entered.

Taxpayer should check the data entries for any errors. In case Taxpayer needs to correct any error, Taxpayer should click on “Edit” button and make necessary changes.

Taxpayer should click on

Continue ►



1. General Information [Edit](#)

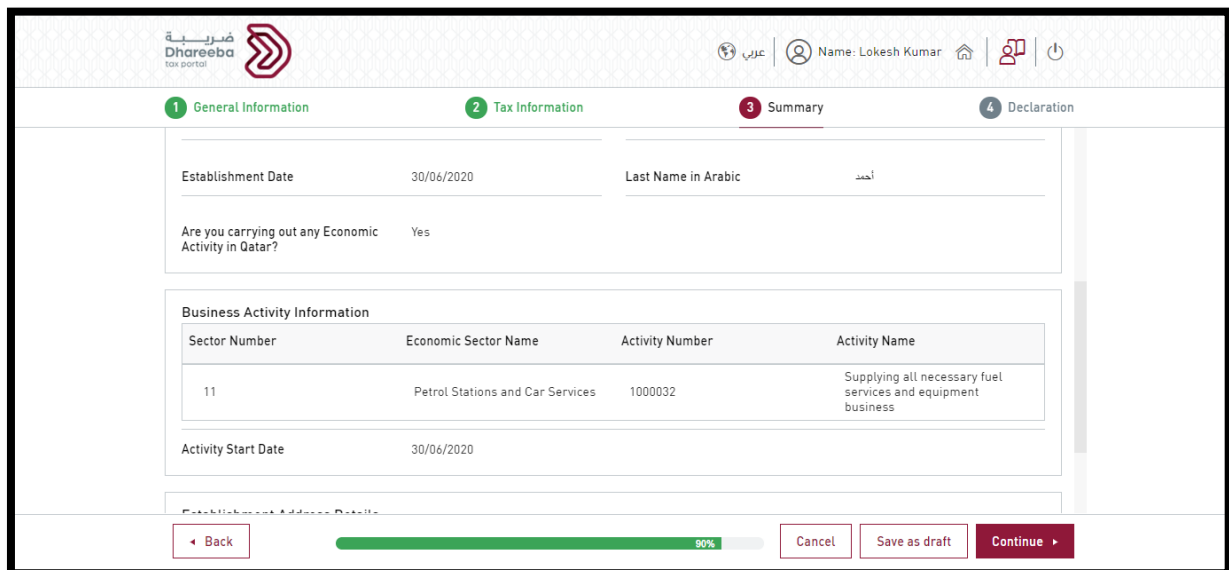
Are you Registering a

Taxpayer Category Special Entities Establishment Type Qatari Citizens (VAT Refund for Housing)

Establishment Information

Issuing Authority	Ministry of Interior	First Name in English	nasser
Registration or License Type	MOI QID	Last Name in English	ahmad
Number	3030829	First Name in Arabic	ناصر

◀ Back 90% Cancel Save as draft Continue ►



2. Tax Information

Establishment Date 30/06/2020 Last Name in Arabic أحمد

Are you carrying out any Economic Activity in Qatar? Yes

Business Activity Information

Sector Number	Economic Sector Name	Activity Number	Activity Name
11	Petrol Stations and Car Services	1000032	Supplying all necessary fuel services and equipment business

Activity Start Date 30/06/2020


◀ Back 90% Cancel Save as draft Continue ►

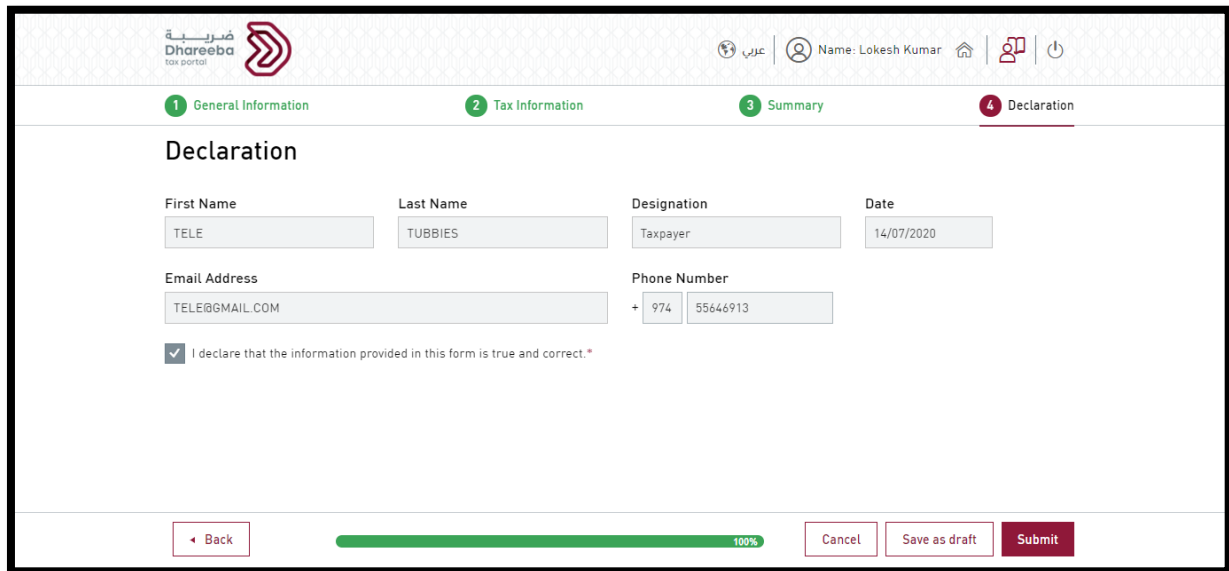
16

2.4 Declaration

The details of the Declaration is auto populated.

To submit Registration form, Taxpayer should mandatorily click the box “I declare that the information provided in this form is true and correct”.

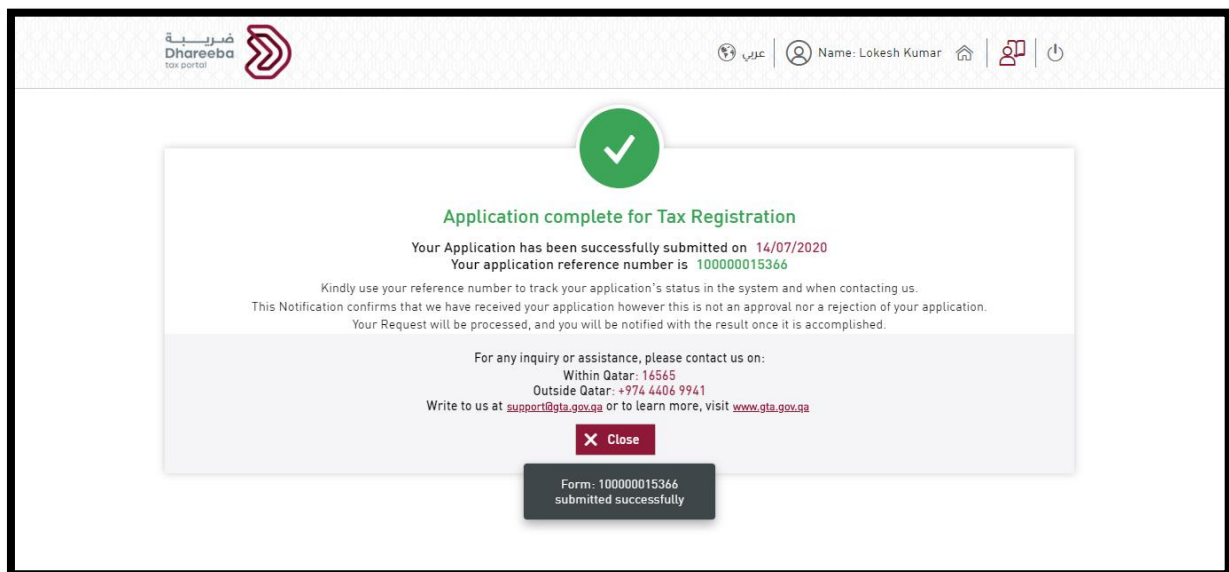
Taxpayer should click on 



Taxpayer will receive an application reference number upon submission of the Tax Registration application. The form is now under processing with GTA.

GTA may approve, reject, or request for additional information from the Taxpayer.

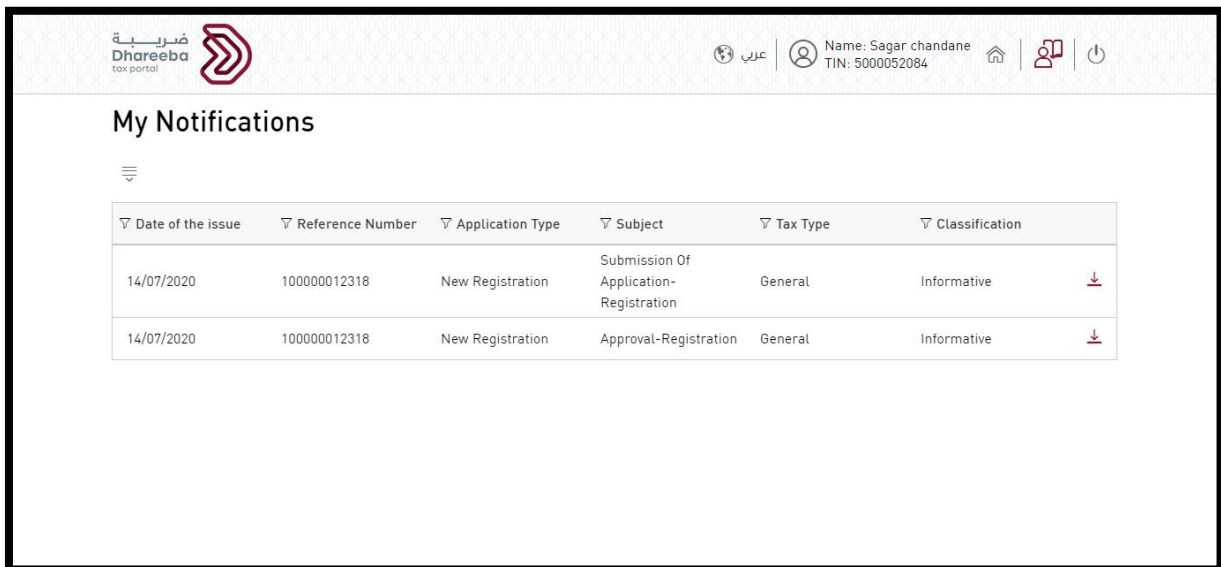
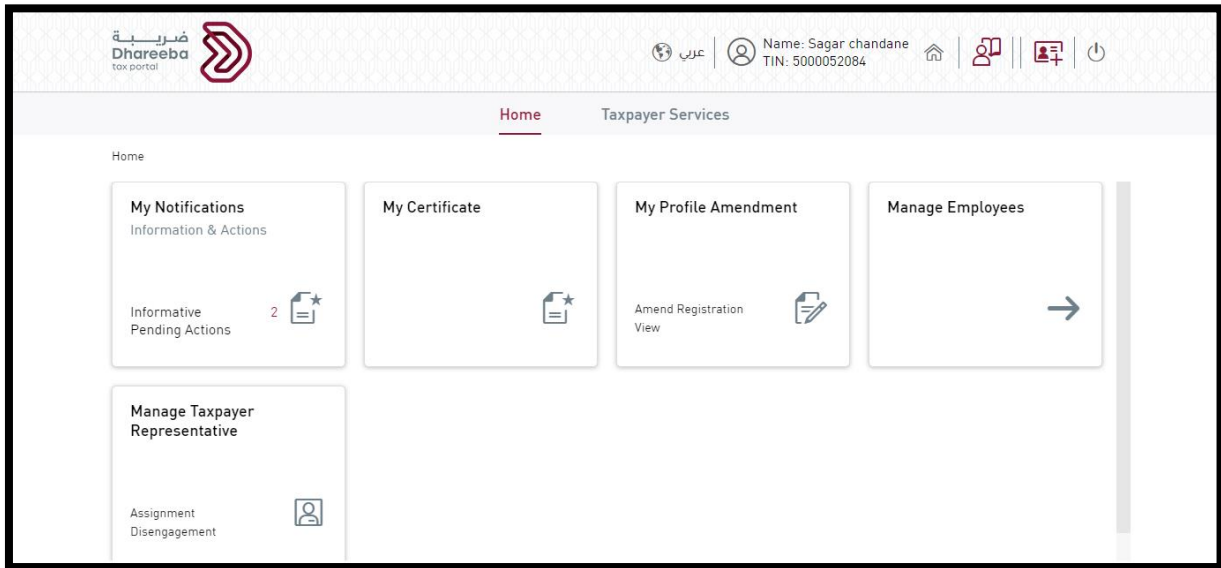
Once GTA approves the Tax Registration application the Taxpayer is registered in the GTA system and receives a Tax Identification Number.



3 Annexure: Correspondence received by Taxpayer

3.1 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.



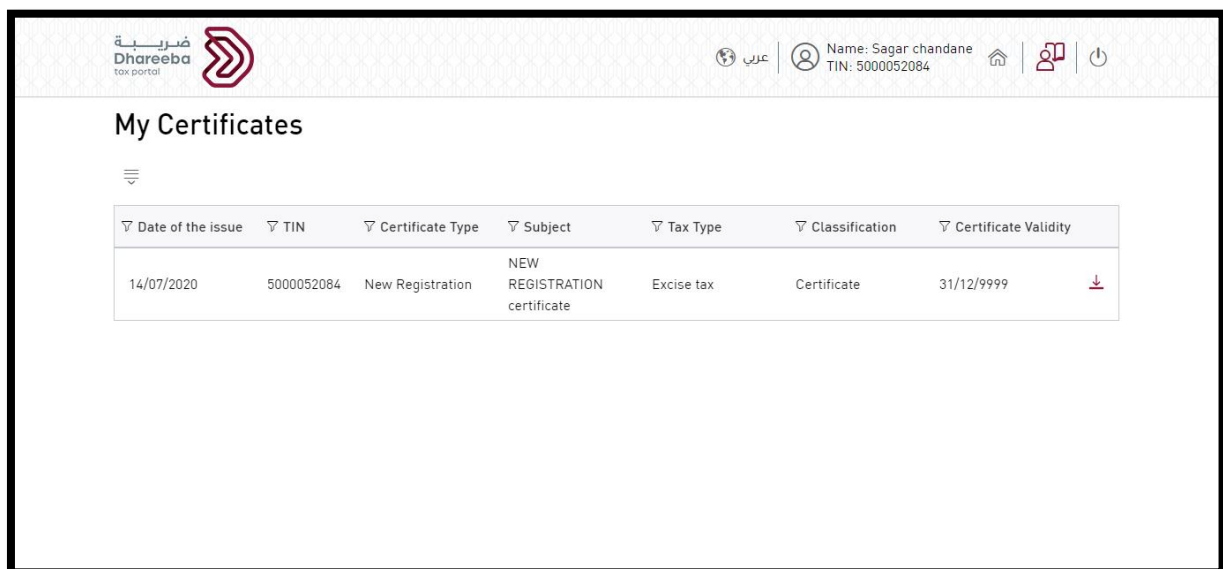
3.2 SMS on Mobile Number and Email Notifications on Email ID


Taxpayer will receive an SMS, Email and Notification on Taxpayer Portal for :

- Submission of Registration Application
- Provide Documents, clarifications and information required for registration application
- Acknowledgement of receiving Documents, clarifications and information required for registration application
- Approval of registration application
- Rejection of registration application

Taxpayer will receive Tax Card once the Registration Application has been processed.

The Taxpayer should click on My Certificates from Home Tab to access the Tax Card.



▼ Date of the issue	▼ TIN	▼ Certificate Type	▼ Subject	▼ Tax Type	▼ Classification	▼ Certificate Validity
14/07/2020	5000052084	New Registration	NEW REGISTRATION certificate	Excise tax	Certificate	31/12/9999 



14/07/2020

ضريبة
Dhareeba
tax portal



بطاقة ضريبة - TAX CARD

The General Tax Authority of Qatar certifies that the entity is registered as per the following details:

تشهد الهيئة العامة للضرائب في دولة قطر أن
الجهة أدناه مسجلة حسب البيانات التالية:

TIN Number	5000052084	رقم التعريف الضريبي
Taxpayer Name:	Sagar chandane	إسم المكلف:
Private and Public Institute Reg Licence	477402000	رخصة تسجيل المعهد الخاص والعام
Address [Headquarter]:	Zone: المنطقة: AMT Building: المبنى: Street: 38384981 شارع: Qatar - قطر	العنوان (المركز الرئيسي):
Main Activity:		النشاط الرئيسي:
Legal Form:	شركة ذات مسؤولية محدودة Limited Liability Company	الشكل القانوني:
Activity Commencement Date:		تاريخ بدء النشاط:
Number of Branches:		عدد الفروع:
Registered taxes :		الضرائب المسجلة :
Excise Tax	REGISTERED - 01/07/2020 - مسجل	الضريبة الانتقائية

الهيئة العامة للضرائب
GENERAL TAX AUTHORITY



هذه الوثيقة مستخرجة من النظام الآلي و ليس من الضروري التوقيع عليها

This is a system generated document and does not require to be signed.

END OF DOCUMENT