



General Tax Authority

# Self-Registration

Ministry of Justice

**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 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.

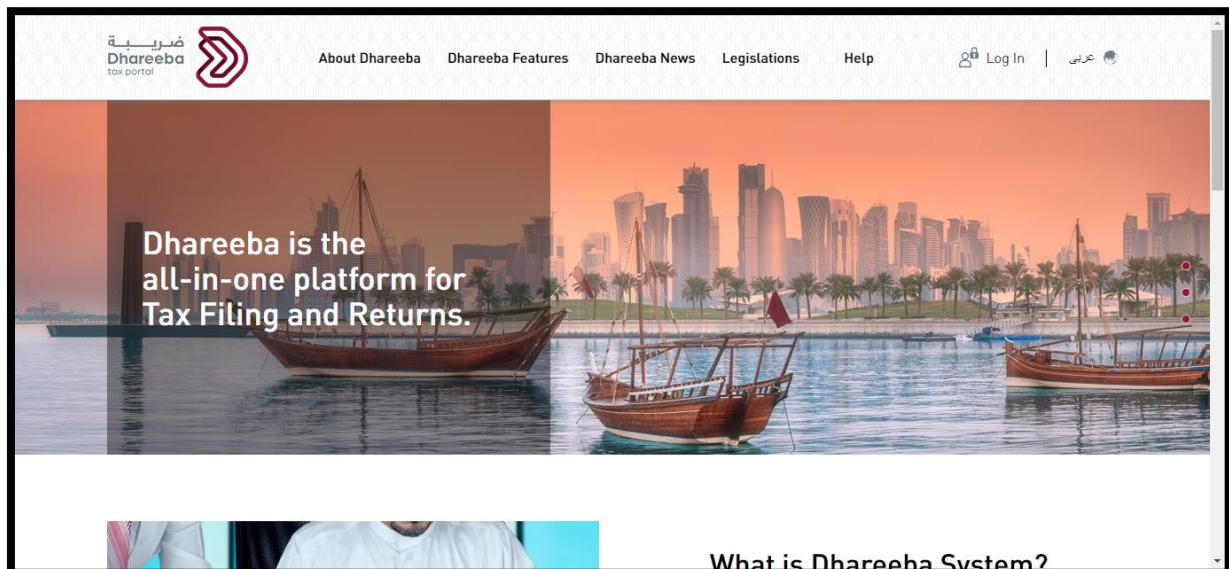
(to know how to Sign-up please refer to the document: GTA\_TAS\_Self Registration on National Authentication System).

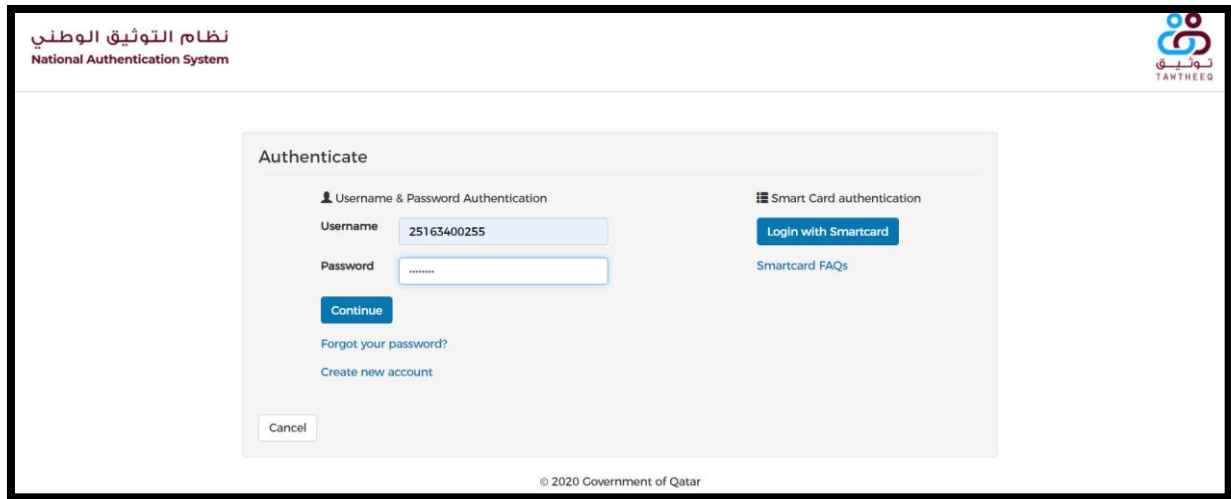
The Registration form will be interactive. When Taxpayer makes a choice, the system will change the screen and additional fields to fill may appear.

### 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  
TAMTHEEQ

Authenticate

Username & Password Authentication

Username: 25163400255

Password: \*\*\*\*\*

Continue

Forgot your password?

Create new account

Cancel

Smart Card authentication

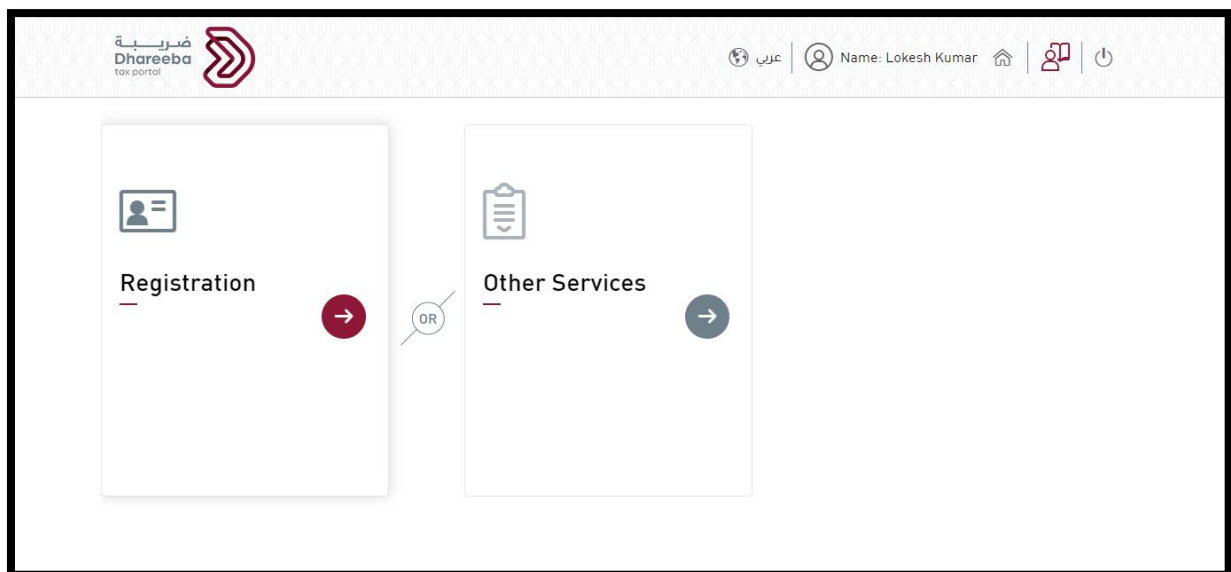
Login with Smartcard

Smartcard FAQs

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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 | Power

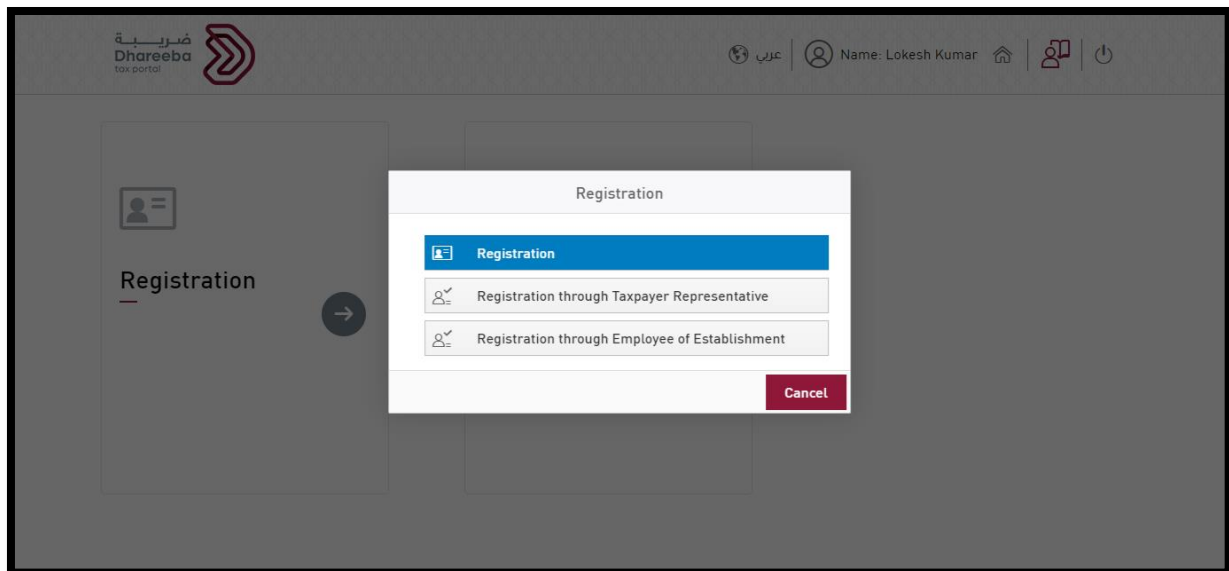
Registration →

OR

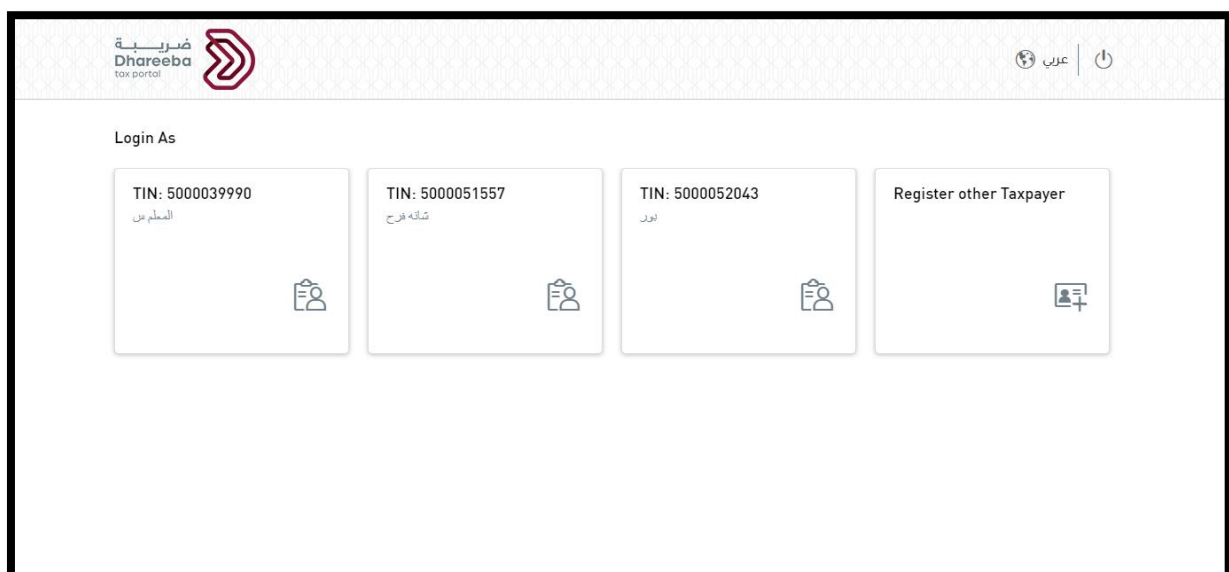
Other Services →

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

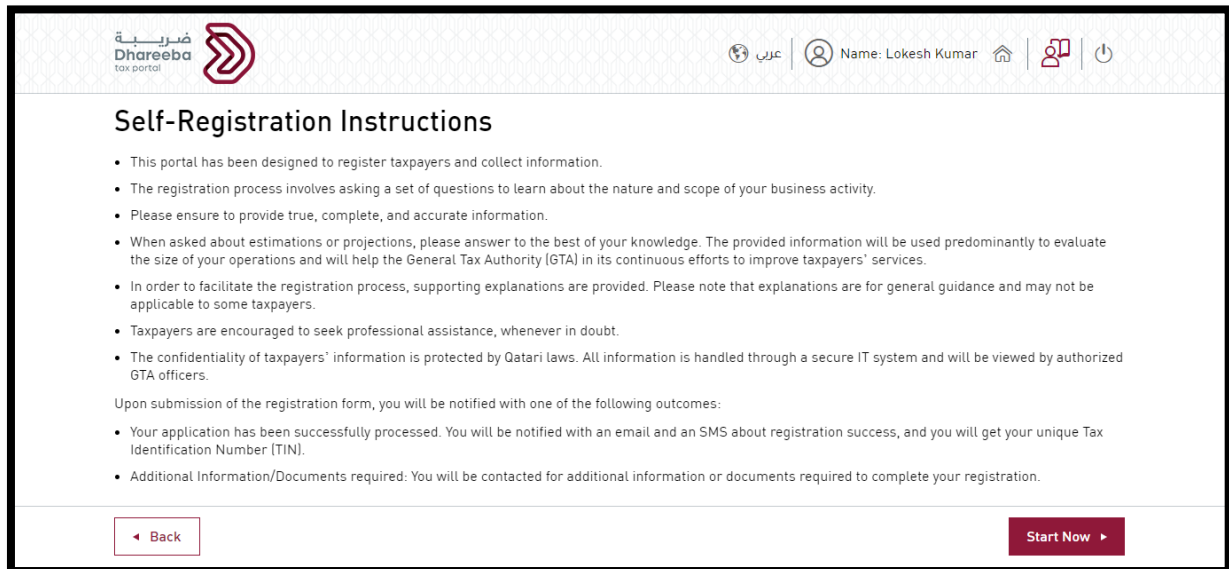


Where the taxpayer is already registered with GTA for any Tax matters, and now wants to add a new registration, the following screen appears. Taxpayer should select Register other Taxpayer tile.



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 language selector set to 'عربي'. The main content area contains a list of instructions for taxpayers, followed by a section on submission 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.

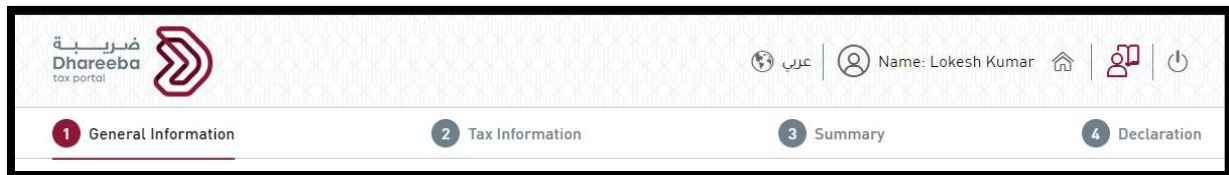
[◀ Back](#) [Start Now ▶](#)

## 2.1 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.



### 2.1.1 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 MOJ- Ministry of Justice.


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

The below Taxpayer category/categories will be applicable for MOJ- Ministry of Justice.

1. Non Profit Organization

The below Taxpayer Establishment Type will be applicable for MOJ- Ministry of Justice.

1. Foundations
2. Private Foundations for the Public Benefit

The Taxpayer should select the Taxpayer Category and Establishment Type and then can proceed 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\*

Non Profit Organization

Please select your Establishment Type \*

Foundations

Back

6%

Cancel

Save as draft

Continue

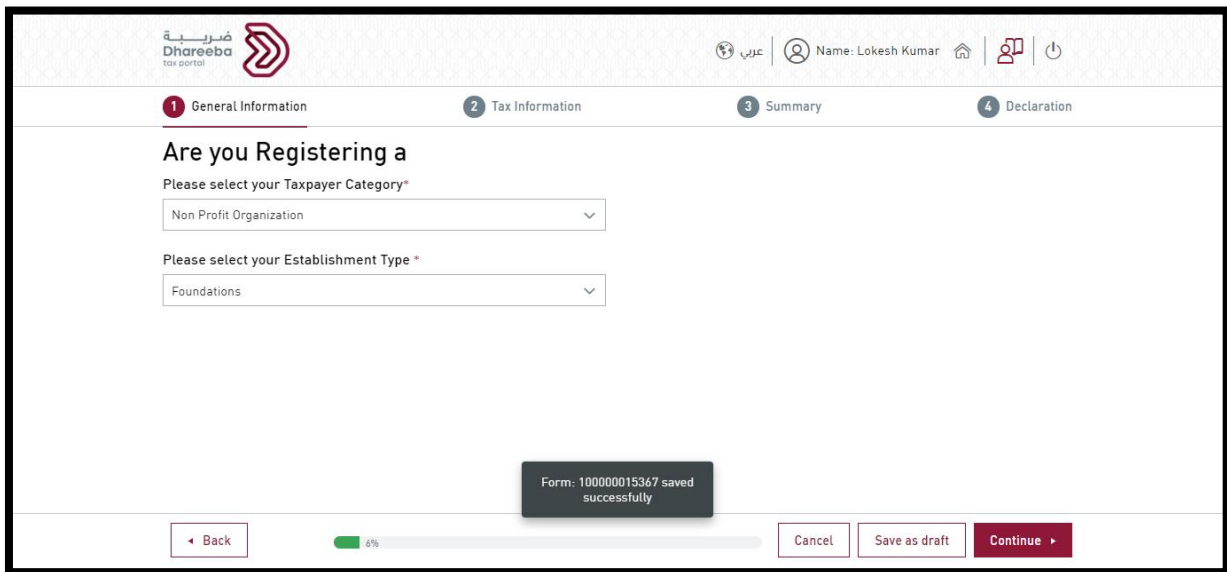
### 2.2.1.a Steps to be followed to Save as Draft and return later to complete Form

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.

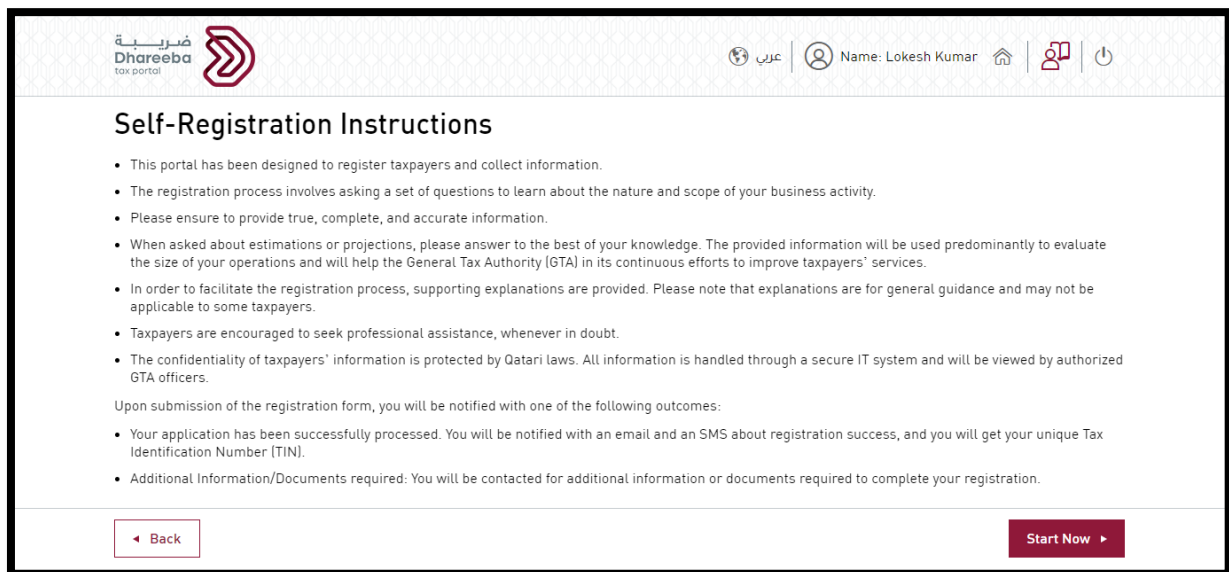
Once the form is saved at any screen, the Application Reference Number is displayed on the screen as follows:



The screenshot displays the 'Dhareeba tax portal' interface. At the top, there's a header with the portal logo, a language selector (Arabic), 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 'Non Profit Organization' selected, and 'Please select your Establishment Type\*' with 'Foundations' selected. At the bottom, a dark grey notification box states 'Form: 100000015367 saved successfully'. Below this, there's a progress bar showing 6% completion. At the very bottom, there are 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:

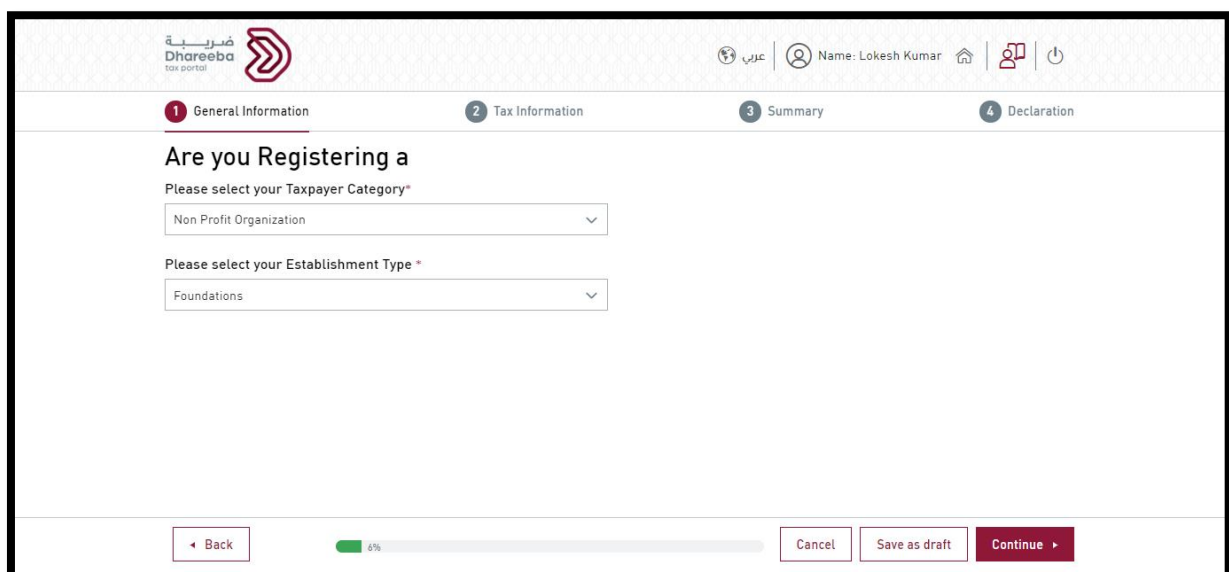


The screenshot shows the 'Self-Registration Instructions' page on the Dhareeba tax portal. The header includes the Dhareeba logo, a language selector (Arabic/English), a user profile icon with the name 'Lokesh Kumar', and navigation icons for home, help, and power. The main content area lists several instructions for taxpayers, including the need to provide accurate information and the availability of professional assistance. At the bottom, there are 'Back' and 'Start Now' buttons.

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.



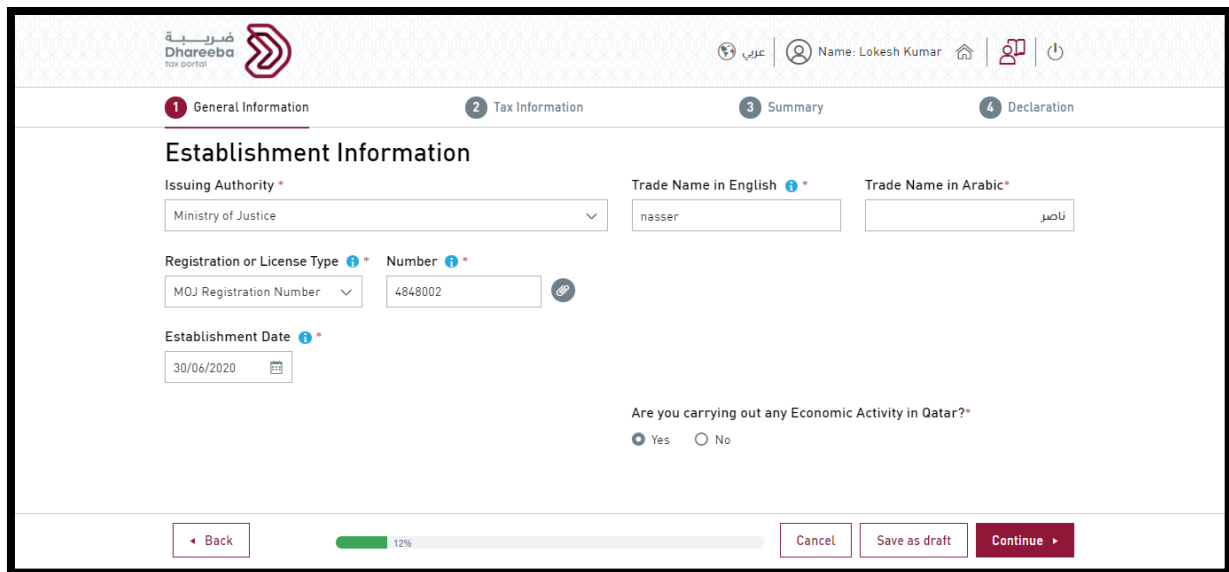
The screenshot shows the registration form on the Dhareeba tax portal. The header is identical to the previous screenshot. Below the header, there are four numbered steps: 1. General Information, 2. Tax Information, 3. Summary, and 4. Declaration. The 'General Information' step is active, showing a form titled 'Are you Registering a' with two dropdown menus: 'Please select your Taxpayer Category\*' (set to 'Non Profit Organization') and 'Please select your Establishment Type\*' (set to 'Foundations'). At the bottom, there are 'Back', 'Cancel', 'Save as draft', and 'Continue' buttons, along with a progress bar showing 6% completion.

## 2.1.2 Establishment Information

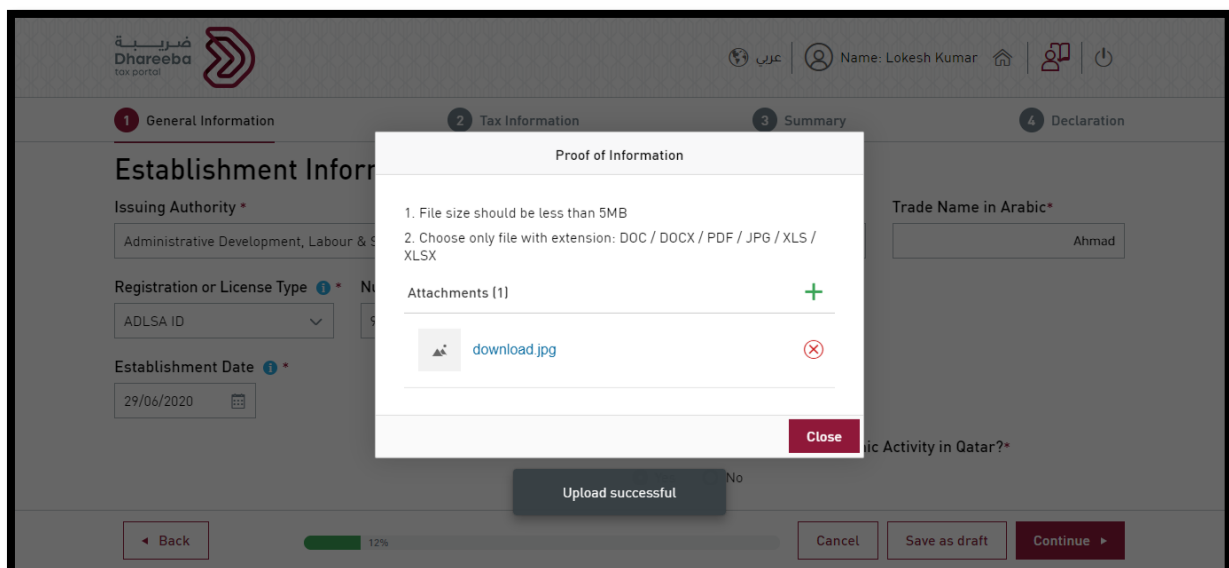
All the fields are mandatory, to be filled by Taxpayer.

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

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



The Taxpayer has to upload 'Proof of Information'



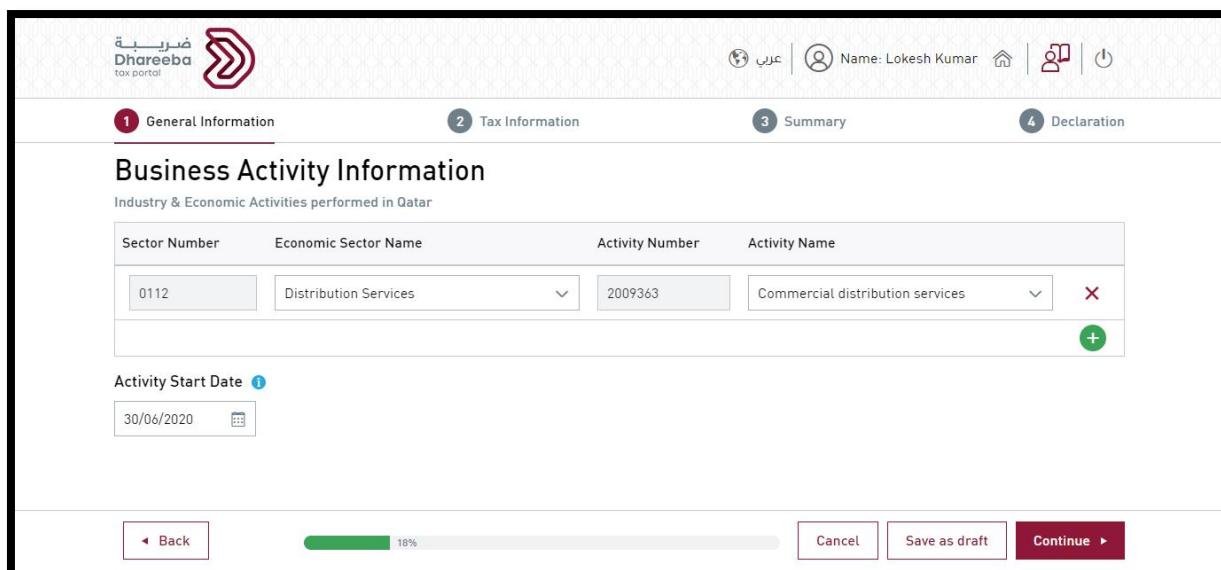
At the bottom of the page Taxpayer can see the progress of Registration:

◀ Back

A new button appears to allow Taxpayer to go back to the previous screen.

### 2.1.3 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.



The screenshot shows the 'Business Activity Information' screen in the Dhareeba tax portal. The header includes the Dhareeba logo, a language selector (Arabic/English), and the user's name (Lokesh Kumar). The navigation bar shows four steps: 1. General Information, 2. Tax Information, 3. Summary, and 4. Declaration. The main title is 'Business Activity Information' with a subtitle 'Industry & Economic Activities performed in Qatar'. Below this is a table with four columns: Sector Number, Economic Sector Name, Activity Number, and Activity Name. The first row contains the values: 0112, Distribution Services, 2009363, and Commercial distribution services. There is a red 'X' icon next to the last cell and a green '+' icon at the bottom right of the table. Below the table is a section for 'Activity Start Date' with a date picker set to 30/06/2020. At the bottom, there is a progress bar showing 18% completion and three buttons: Back, Cancel, and Continue.

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

Activity Start Date: 30/06/2020

Progress: 18%

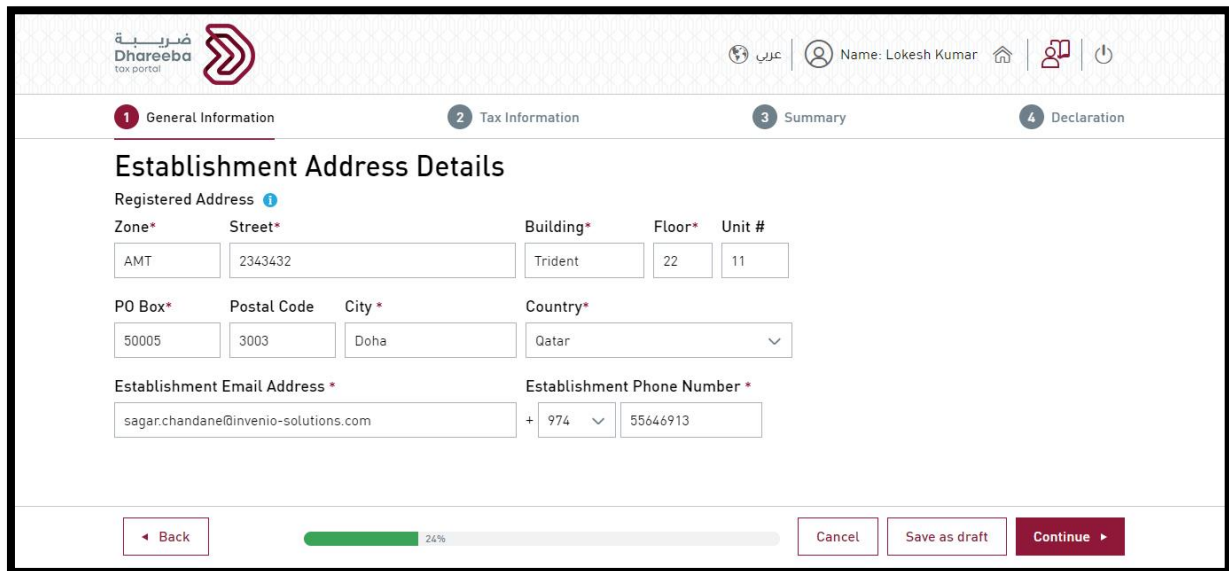
Buttons: Back, Cancel, Save as draft, Continue

## 2.1.4 Establishment Address Information

The mandatory fields should be filled in by the Taxpayer.

After entering the required information, Taxpayer should click on

**Continue** ►



**Establishment Address Details**

Registered Address ⓘ

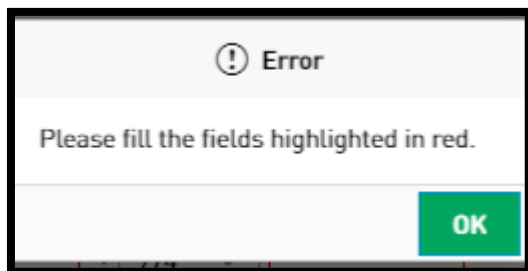
Zone*	Street*	Building*	Floor*	Unit #
AMT	2343432	Trident	22	11

PO Box*	Postal Code	City *	Country*
50005	3003	Doha	Qatar

Establishment Email Address *	Establishment Phone Number *
sagar.chandane@invenio-solutions.com	+ 974 55646913

◀ Back      26%      Cancel      Save as draft      **Continue** ►

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



**Cancel**

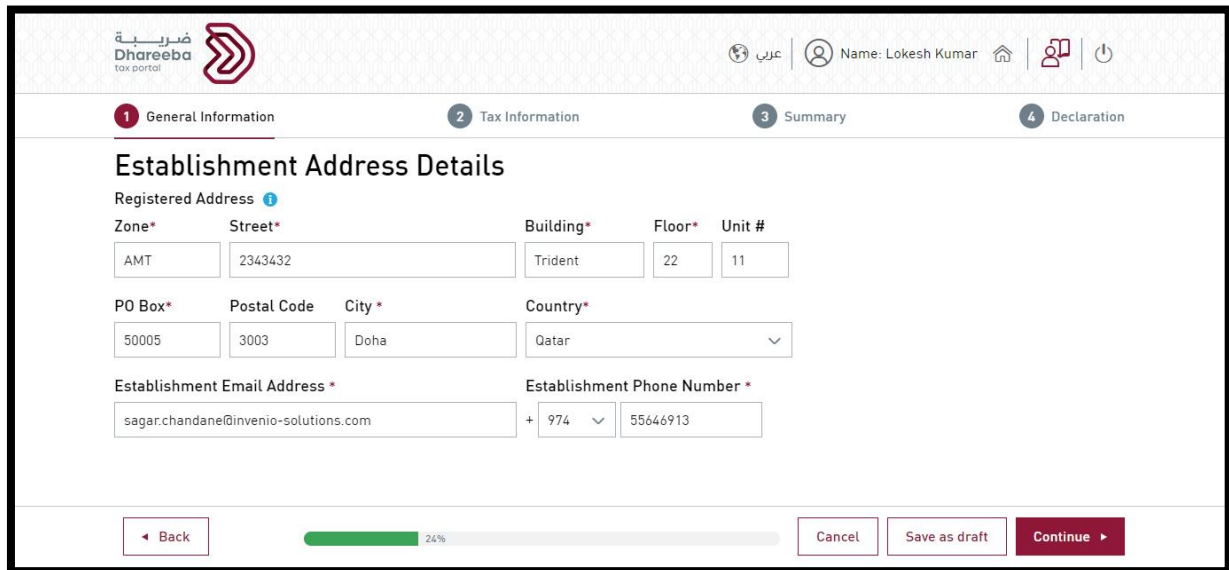
A “Cancel” button appears next to the Save as Draft button. If the Taxpayer clicks on the cancel button, the application will be cancelled.

## 2.1.5 Establishment Contact Person

In this screen, Taxpayer needs to enter the details of the person in charge of taxes within the Taxpayers company. The Taxpayer can select checkbox “Are you the same contact person regarding tax matters?” which will pre-populate the data of the Taxpayer.

Taxpayer should click on

**Continue ►**



The screenshot shows the 'Dhareeba tax portal' interface. At the top, there's a header with the portal logo, a language selector (عربي), a user profile (Name: Lokesh Kumar), and navigation icons. Below the header is a progress bar with four steps: 1. General Information (active), 2. Tax Information, 3. Summary, and 4. Declaration.

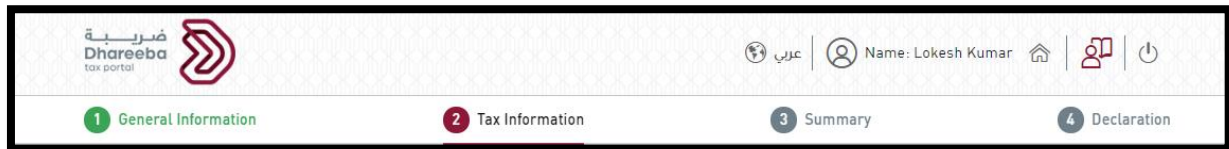
The main section is titled 'Establishment Address Details'. It contains the following fields:

- Registered Address** (with an information icon):
  - Zone\***: AMT
  - Street\***: 2343432
  - Building\***: Trident
  - Floor\***: 22
  - Unit #**: 11
- PO Box\***: 50005
- Postal Code**: 3003
- City \***: Doha
- Country\***: Qatar (dropdown menu)
- Establishment Email Address \***: sagar.chandane@invenio-solutions.com
- Establishment Phone Number \***: + 974 55646913

At the bottom of the form, there is a 'Back' button, a progress indicator showing 24% completion, and three action buttons: 'Cancel', 'Save as draft', and 'Continue ►'.

## 2.2 Tax Information

The General Information section is now complete. The next section is: Tax Information.



This section will appear only when Taxpayer has selected 'Yes' for 'Are you carrying out any Economic Activity in Qatar?'

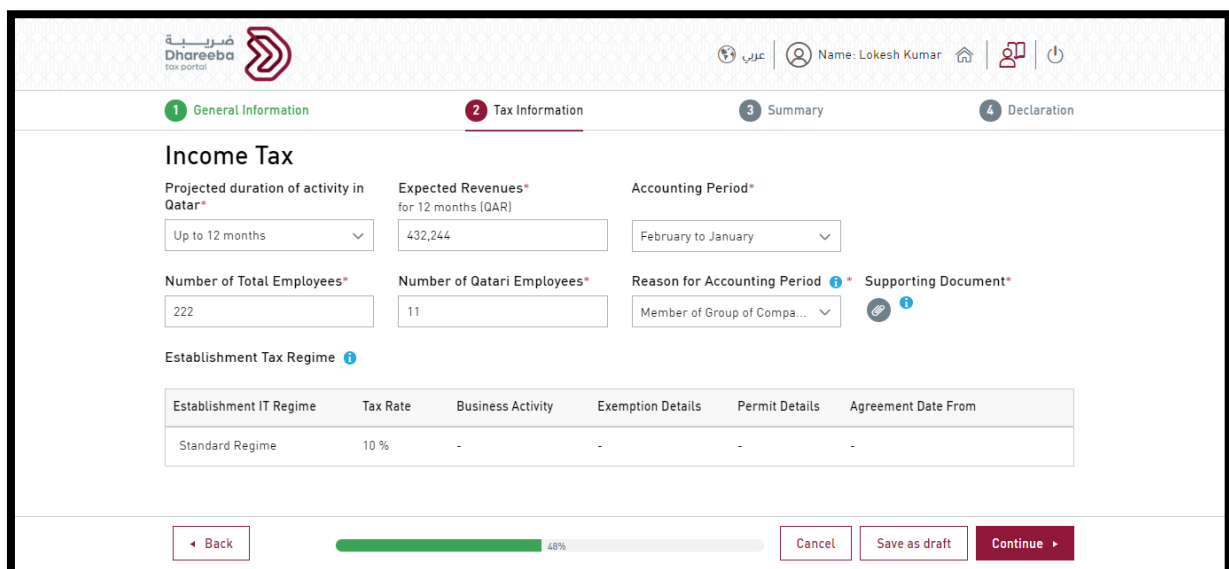
### 3.3.1 Income Tax

The taxpayer should fill in details in the next screen.

Taxpayer can select the "Accounting Period" as in accordance with taxpayers' circumstances. In case the taxpayer selects an Accounting Period other than January to December, taxpayer has to select "Reason for Accounting Period" and attach "Supporting Document".

The Taxpayer has to attach the Supporting Document.

Taxpayer should click on [Continue](#)



Establishment IT Regime	Tax Rate	Business Activity	Exemption Details	Permit Details	Agreement Date From
Standard Regime	10 %	-	-	-	-



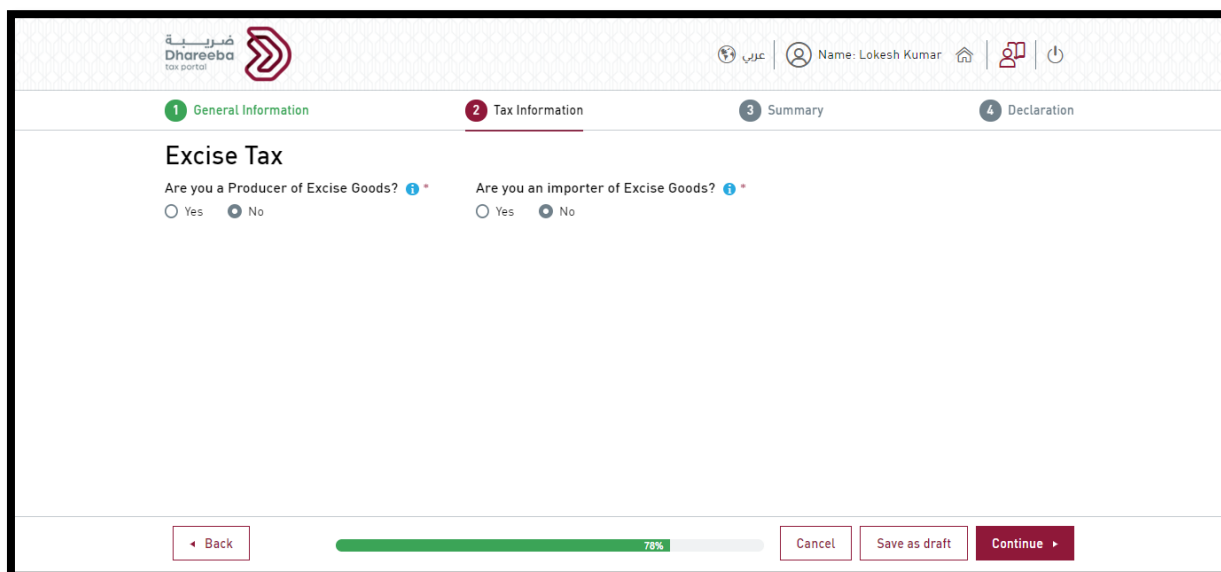
Upload successful

## 2.2.1 Excise Tax

On the Excise Tax Screen, the Taxpayer should declare if the Taxpayer is a Producer or Importer of Excise Goods.

If Taxpayer answers “NO” to the questions, Taxpayer can proceed to the next screen by

selecting **Continue ►**



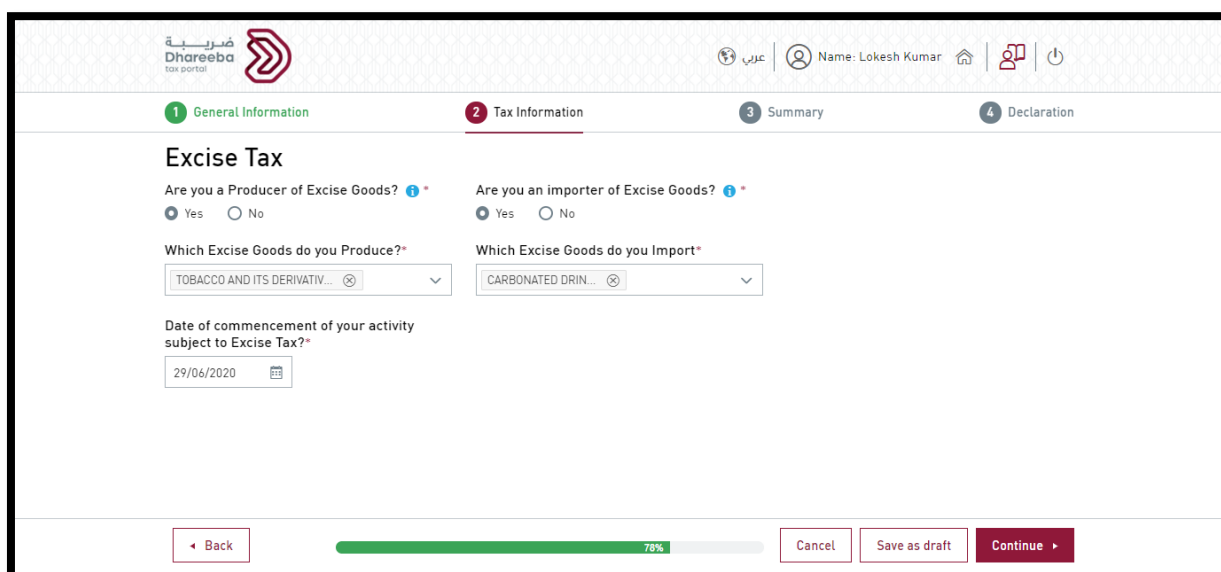
The screenshot shows the 'Excise Tax' screen in the Dhareeba tax portal. The user is 'Lokesh Kumar'. The screen has four tabs: '1 General Information', '2 Tax Information' (active), '3 Summary', and '4 Declaration'. The main content area contains two questions:

- Are you a Producer of Excise Goods? ☐ Yes ☒ No
- Are you an importer of Excise Goods? ☐ Yes ☒ No

At the bottom, there is a progress bar at 78%. Navigation buttons include 'Back', 'Cancel', 'Save as draft', and 'Continue ►'.

If the Taxpayer selects “Yes”, additional fields must be filled in.

Taxpayer should click on **Continue ►**



The screenshot shows the 'Excise Tax' screen in the Dhareeba tax portal. The user is 'Lokesh Kumar'. The screen has four tabs: '1 General Information', '2 Tax Information' (active), '3 Summary', and '4 Declaration'. The main content area contains two questions:

- Are you a Producer of Excise Goods? ☒ Yes ☐ No
- Are you an importer of Excise Goods? ☒ Yes ☐ No

Below these questions are two dropdown menus:

- Which Excise Goods do you Produce? (TOBACCO AND ITS DERIVATIVES)
- Which Excise Goods do you Import? (CARBONATED DRINKS)

At the bottom, there is a date field: 'Date of commencement of your activity subject to Excise Tax?' (29/06/2020). The progress bar is at 78%. Navigation buttons include 'Back', 'Cancel', 'Save as draft', and 'Continue ►'.

Tax Information section is now complete.



The screenshot shows the Dhareeba tax portal registration progress bar. It features the Dhareeba logo and name in Arabic and English. The progress bar is divided into four steps: 1 General Information, 2 Tax Information, 3 Summary, and 4 Declaration. Step 3, Summary, is currently selected and highlighted with a red underline. The top right of the bar includes a language selector (Arabic), a user profile icon with the name 'Lokesh Kumar', a home icon, a help icon, and a power icon.

Necessary details for Registration are now complete.

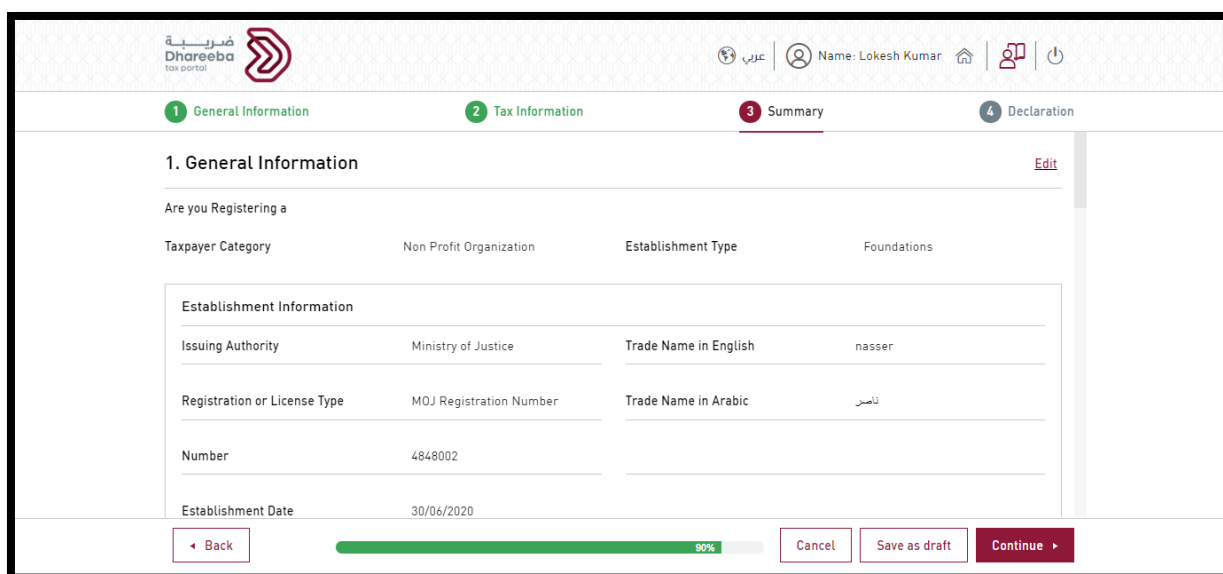
The next screen is a Summary of the registration form.

## 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 



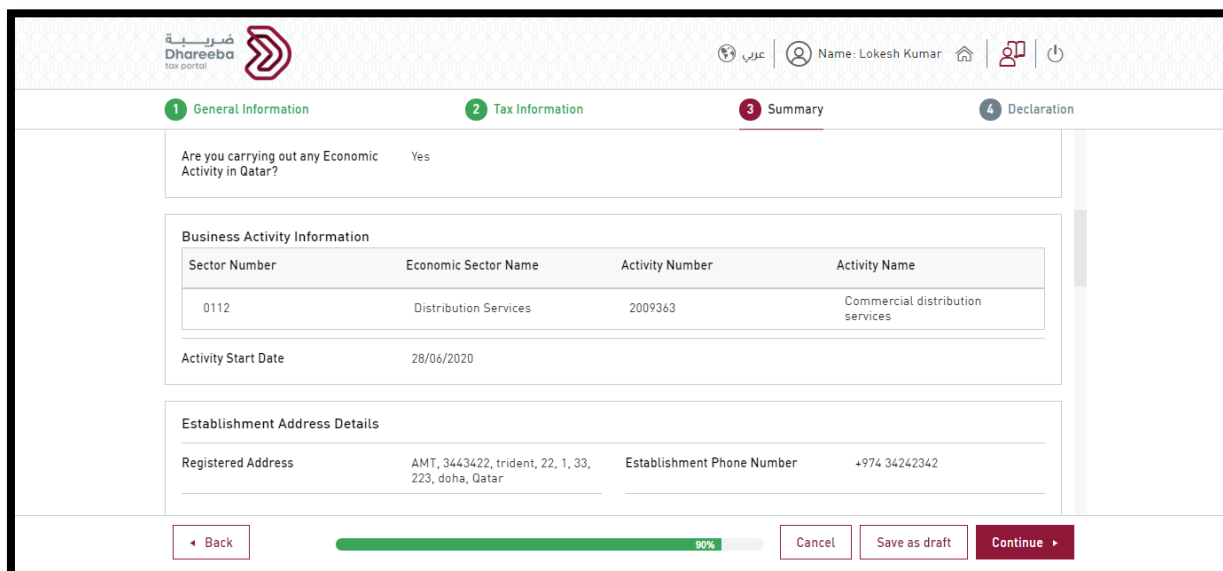
**1. General Information** [Edit](#)

Are you Registering a

Taxpayer Category: Non Profit Organization      Establishment Type: Foundations

Establishment Information			
Issuing Authority	Ministry of Justice	Trade Name in English	nasser
Registration or License Type	MOJ Registration Number	Trade Name in Arabic	ناصر
Number	4848002		
Establishment Date	30/06/2020		

◀ Back      90%      Cancel      Save as draft      Continue ▶



**2. Tax Information**

Are you carrying out any Economic Activity in Qatar? Yes

Business Activity Information			
Sector Number	Economic Sector Name	Activity Number	Activity Name
0112	Distribution Services	2009363	Commercial distribution services
Activity Start Date		28/06/2020	

Establishment Address Details	
Registered Address	AMT, 3443422, trident, 22, 1, 33, 223, doha, Qatar
Establishment Phone Number	+974 34242342

◀ Back      90%      Cancel      Save as draft      Continue ▶

**ضريبة**  
Dhareeba  
tax portal

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

1 General Information 2 Tax Information 3 Summary 4 Declaration

Establishment Email Address sagari@g.com

Establishment Contact Person

First Name in English	TELE	Last Name in English	TUBBIES
First Name in Arabic	TELE	Last Name in Arabic	TUBBIES
ID Type	QID	Number	26363400995
Position		Issuing Country	Qatar
Mobile Number	+974 55646913	Nationality	Qatar

Back 90% Cancel Save as draft Continue

**ضريبة**  
Dhareeba  
tax portal

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

1 General Information 2 Tax Information 3 Summary 4 Declaration

Email Address TELE@GMAIL.COM Expiry Date 31/12/9999

2. Tax Information [Edit](#)

Income Tax

Projected duration of activity in Qatar	Up to 12 months	Expected Revenues for 12 months (QAR)	3,232
Number of Total Employees	23432	Number of Qatari Employees	2323
Establishment Tax Regime		Reason for Accounting Period	Member of Group of Companies

Back 90% Cancel Save as draft Continue

**ضريبة**  
Dhareeba  
tax portal

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

1 General Information 2 Tax Information 3 Summary 4 Declaration

Establishment Tax Regime

Establishment IT Regime	Tax Rate	Business Activity	Exemption Details	Permit Details	Agreement Date From
Standard Regime	10.00 %	-	-	-	-

Excise Tax


Are you a Producer of Excise Goods?	Yes	Are you an importer of Excise Goods?	Yes
Which Excise Goods do you Produce?	TOBACCO AND ITS DERIVATIVES	Which Excise Goods do you Import	CARBONATED DRINKS
Date of commencement of your activity subject to Excise Tax?	30/06/2020		

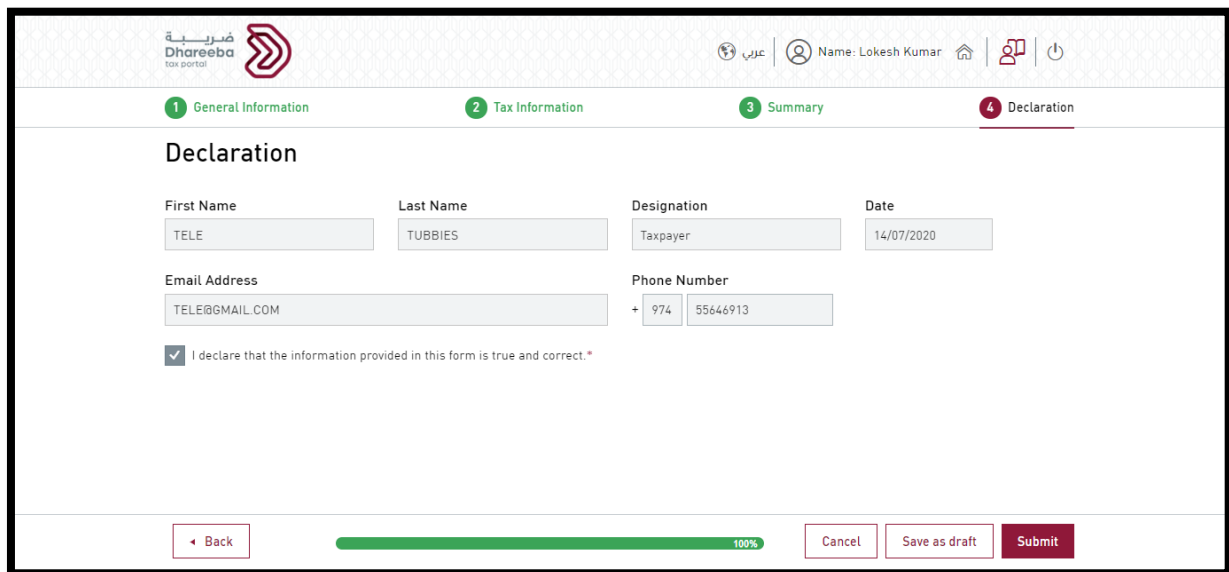
Back 90% Cancel Save as draft Continue

## 2.4 Declaration

The details of the Declaration are 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 



The screenshot shows the 'Declaration' step of the tax registration process on the Dhareeba portal. The user is 'Lokesh Kumar'. The form fields are populated with: First Name: TELE, Last Name: TUBBIES, Designation: Taxpayer, Date: 14/07/2020, Email Address: TELE@GMAIL.COM, and Phone Number: +974 55646913. A checkbox is checked, indicating the user declares the information is true and correct. At the bottom, there is a progress bar at 100%, a 'Back' button, and 'Cancel', 'Save as draft', and 'Submit' buttons.

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.

ضريبة  
Dhareeba  
tax portal

عربي

Name: Lokesh Kumar

🏠

👤

🔌

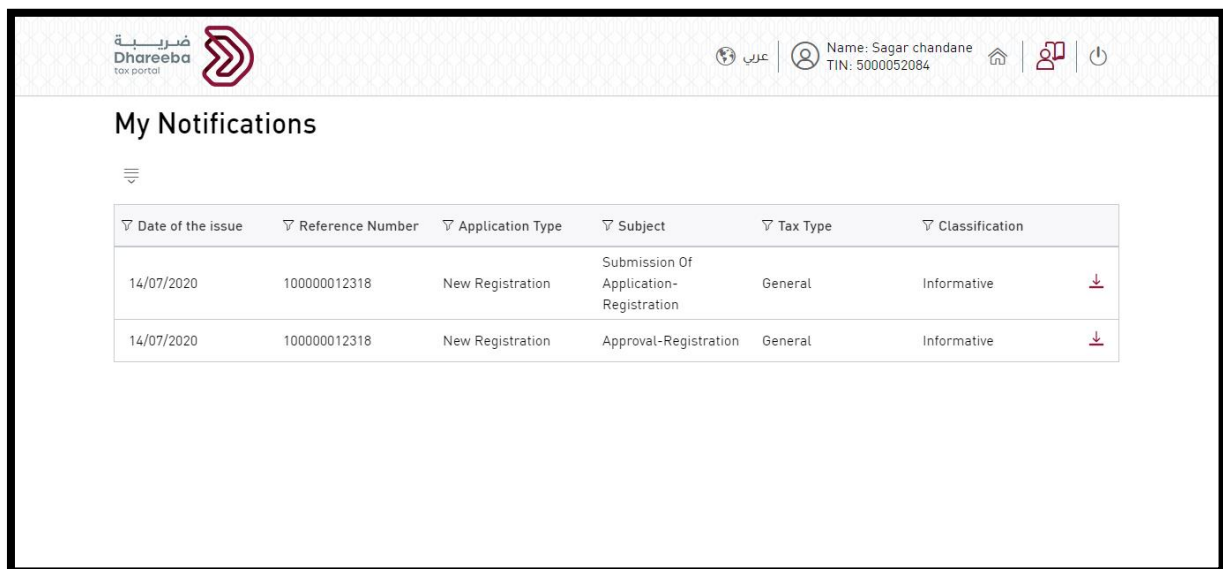
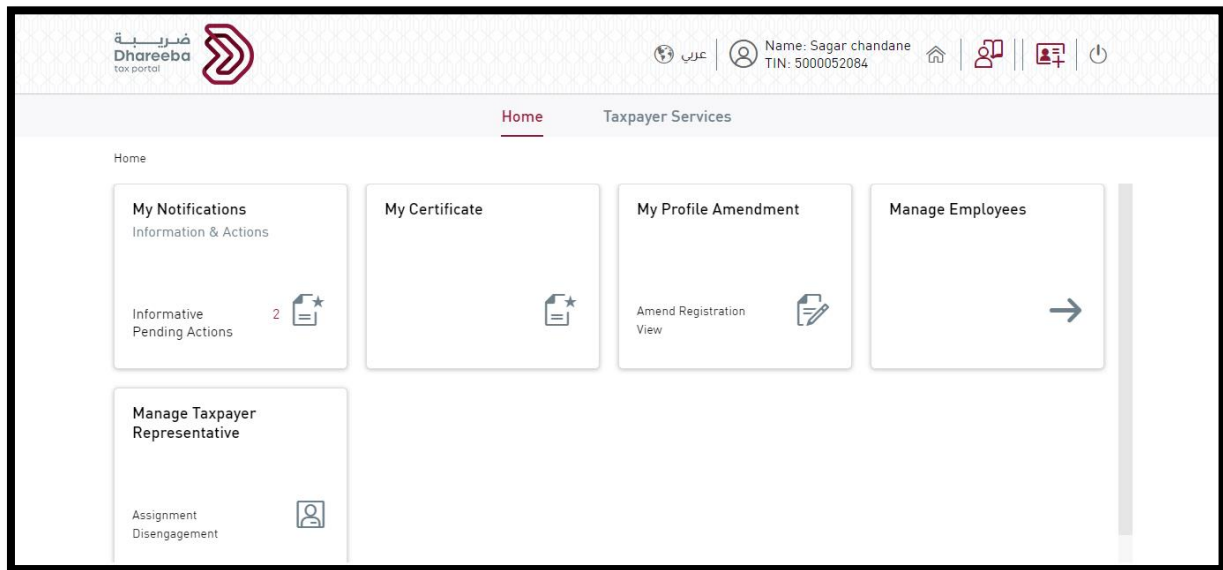
✓

**Application complete for Tax Registration**  
Your Application has been successfully submitted on 14/07/2020  
Your application reference number is 100000015366  
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.  
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@gtat.gov.qa](mailto:support@gtat.gov.qa) or to learn more, visit [www.gtat.gov.qa](http://www.gtat.gov.qa)  
✕ Close  
Form: 100000015366  
submitted successfully

### 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.





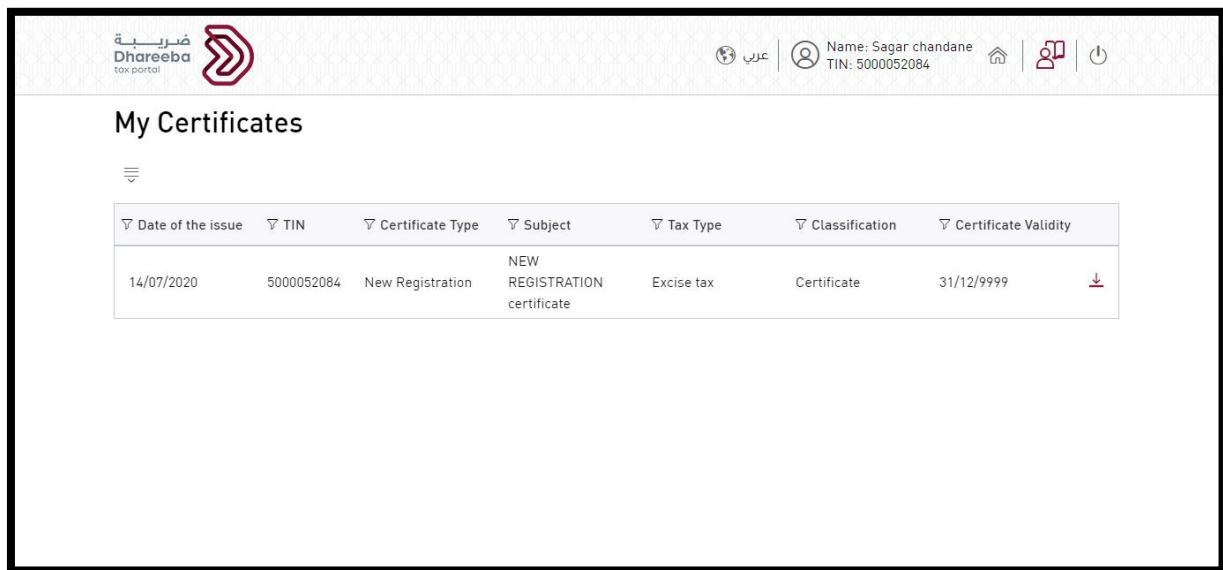
### 3.2 SMS on Mobile Number and Email Notifications on Email ID

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	<a href="#">Download</a>



14/07/2020



### 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: منطقة: 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.

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