General Tax Authority

Self-Registration

Ministry of Municipality and Environment

V E R S I O N   Version 1.1 15 July 2020

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Taxpayer Registration - Ministry of Municipality and Environment

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.

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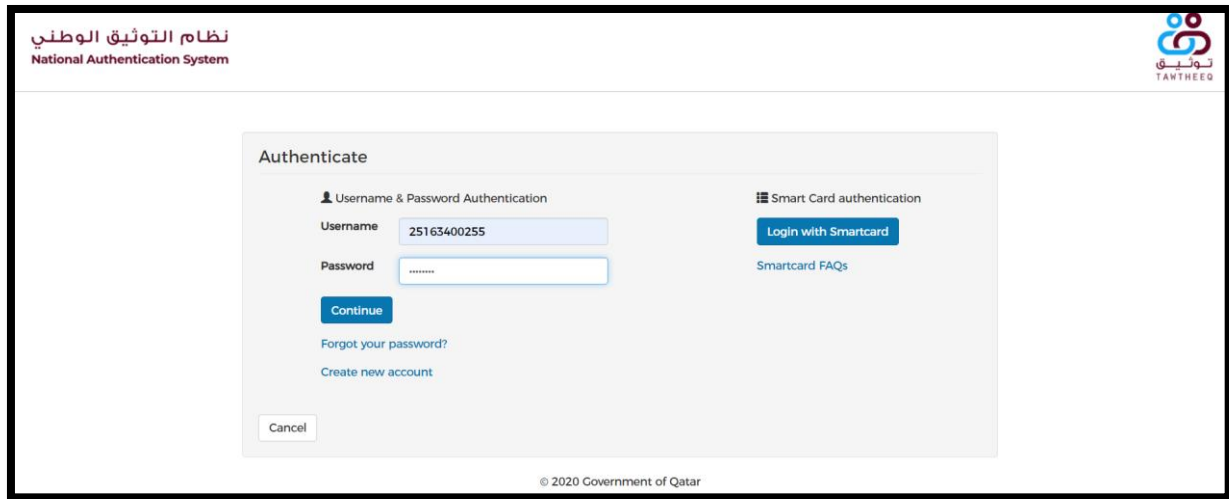
The Registration form will be interactive. When Taxpayer makes a choice, the system will change the screen and additional fields to fill may appear.

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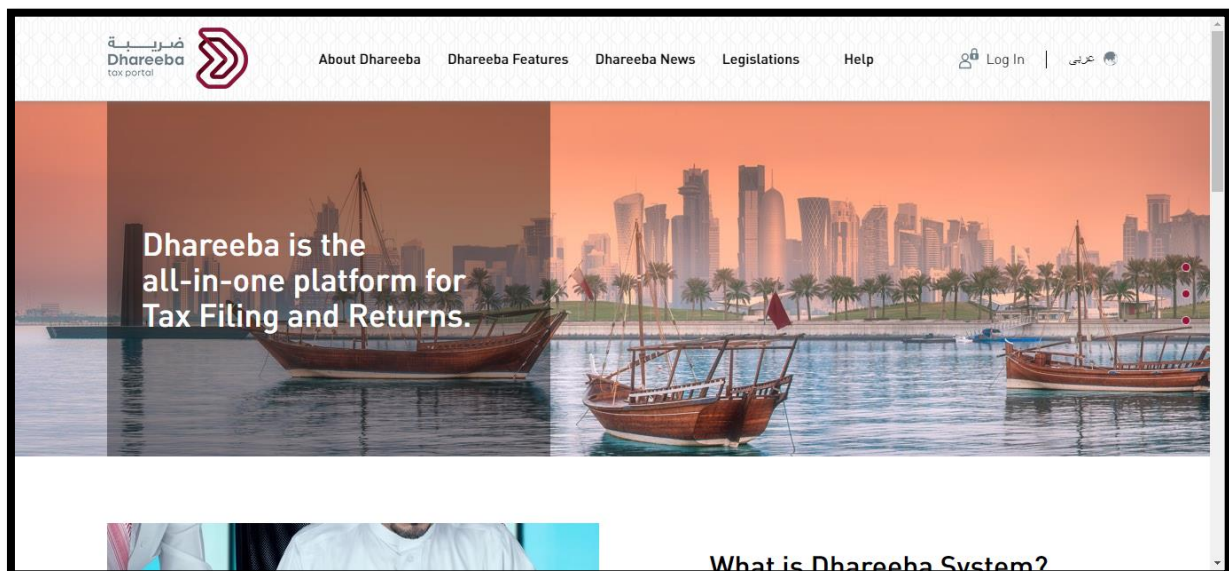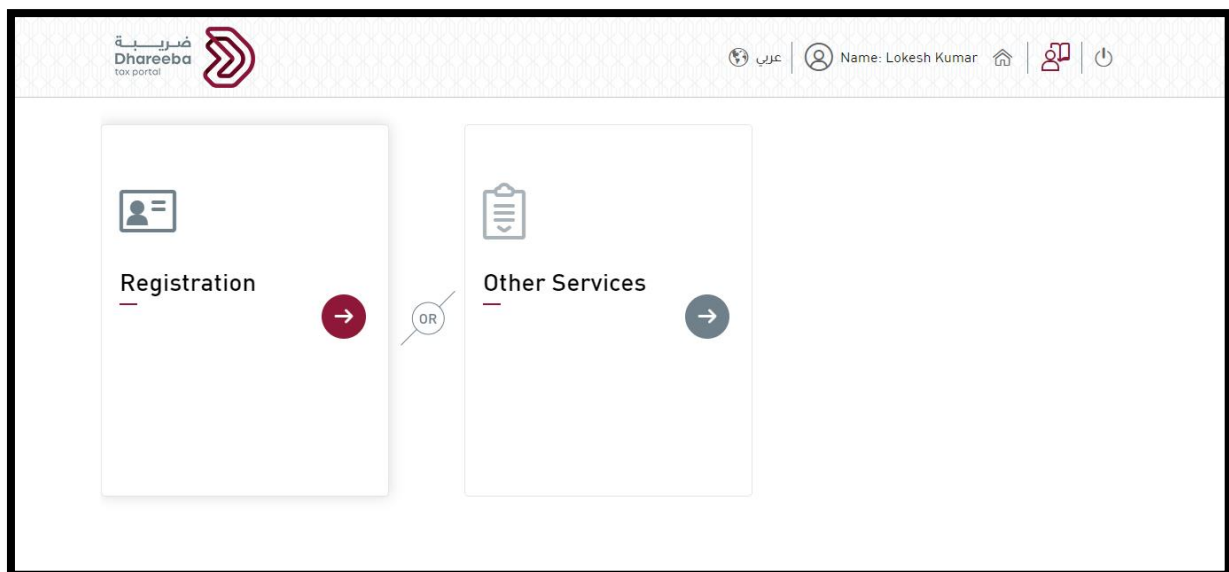
On successful NAS authentication, the Taxpayer's dashboard screen appears.

Where taxpayer is registering with GTA for the first time for tax matters, the following screen appears.
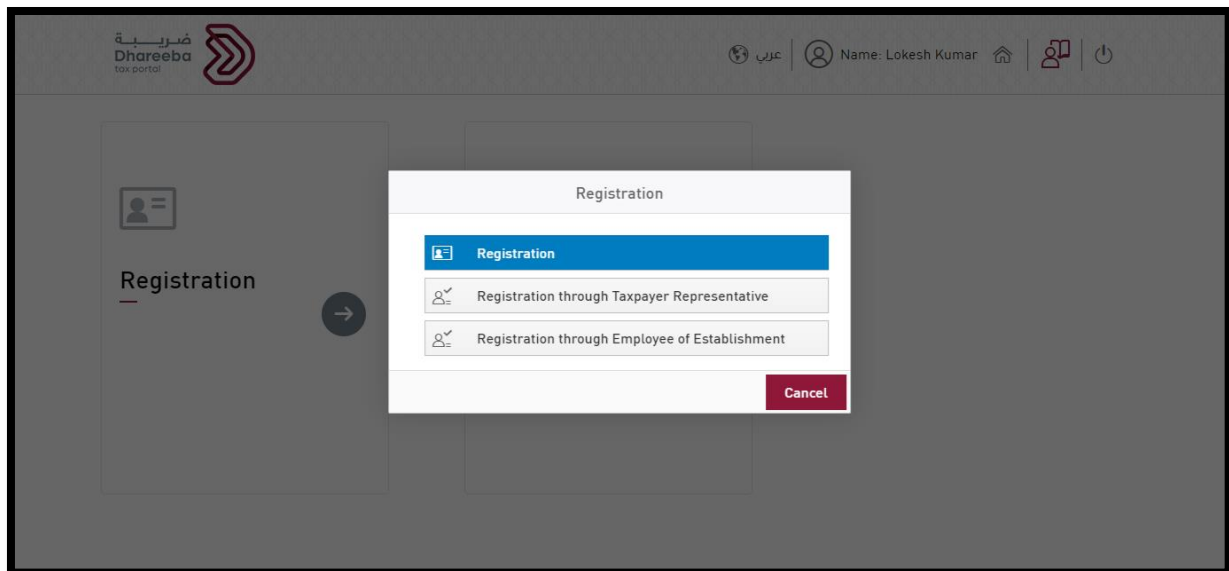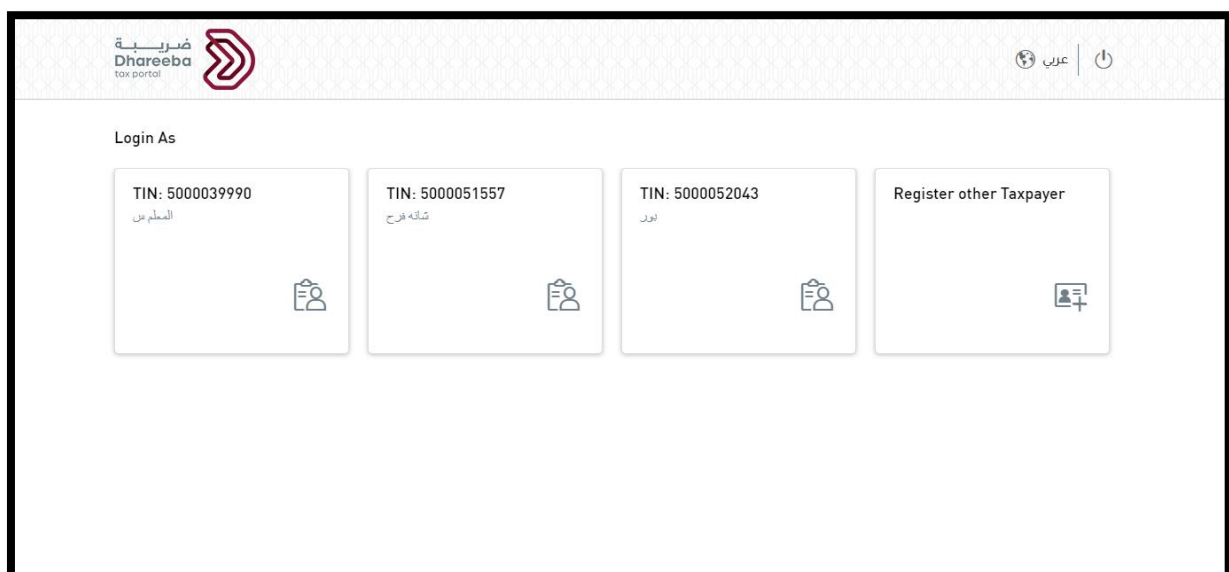
Taxpayer should click on **Registration** tile, a pop-up screen with 3 options are displayed. Taxpayer should select Self Registration.

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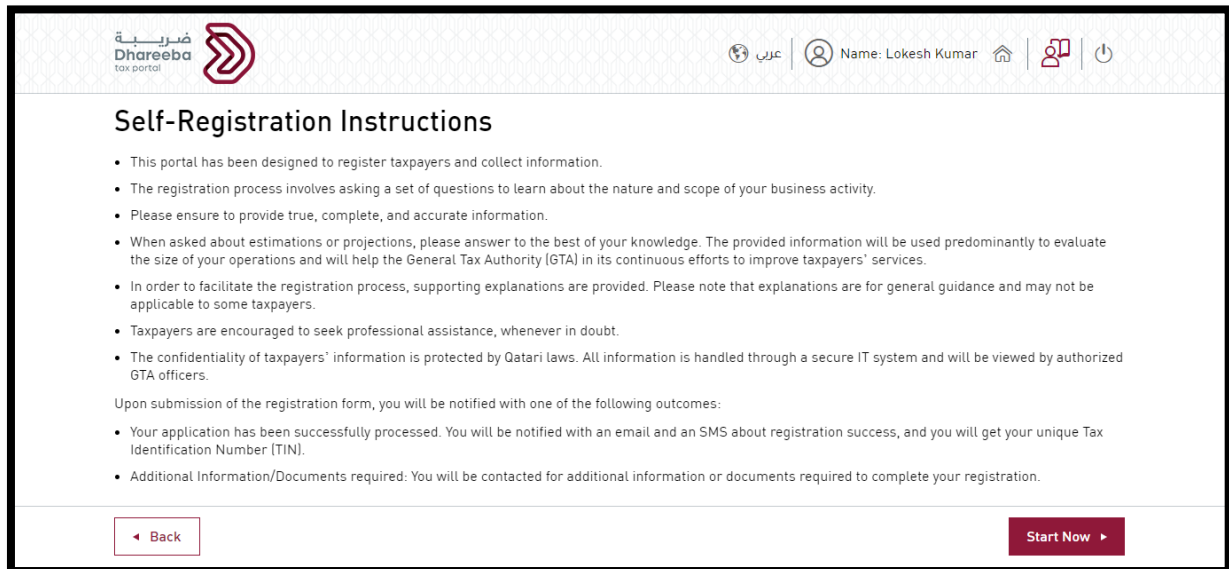- Registration through Employee of Establishment

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 ▸
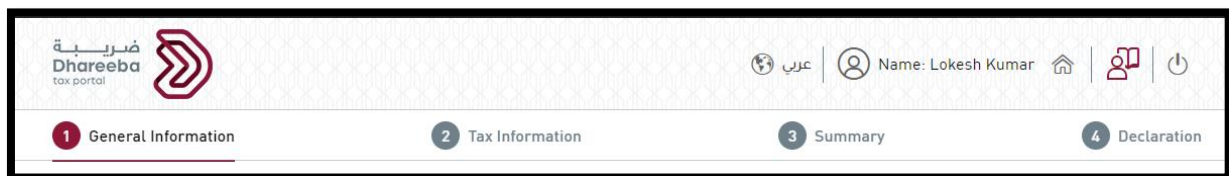
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2.2 General Information

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 MOME-Ministry of Municipality and Environment.

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 MOME-Ministry of Municipality and Environment

1. Economic Industries.
2. Liberal Professional.
3. Permanent Establishment.

The below Taxpayer Establishment Type will be applicable for Ministry Of Ministry of Municipality and Environment.

1. Individual Enterprise.
2. Corporate.

The Taxpayer should select the Taxpayer Category and Establishment Type and the can process by clicking on Continue ►.

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*

Economic Enterprise ⌄

Please select your Establishment Type *

Corporate ⌄

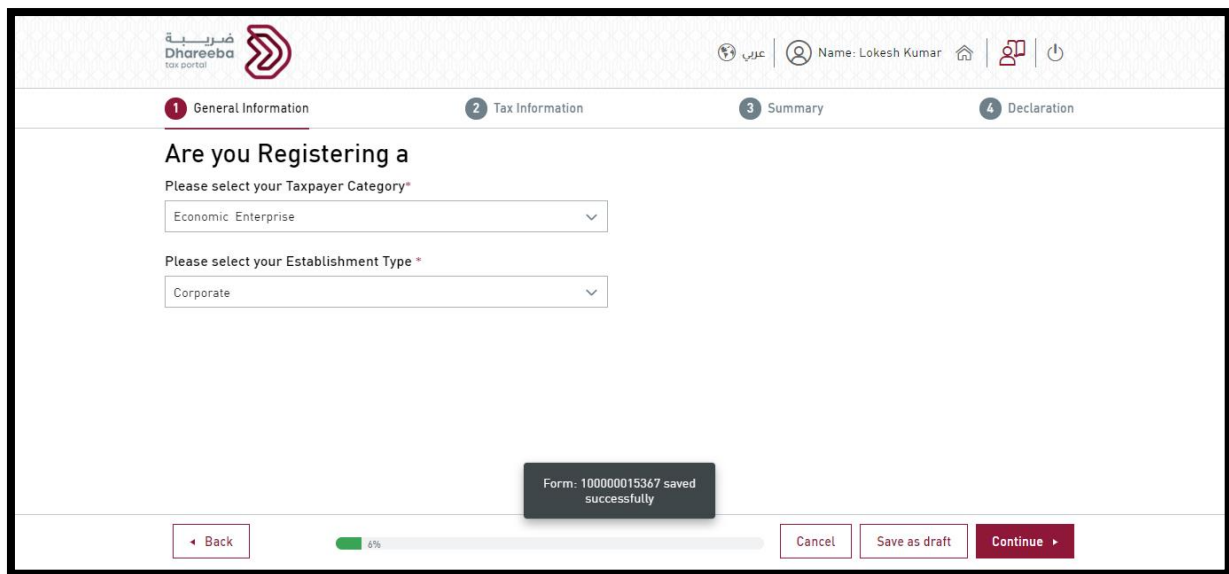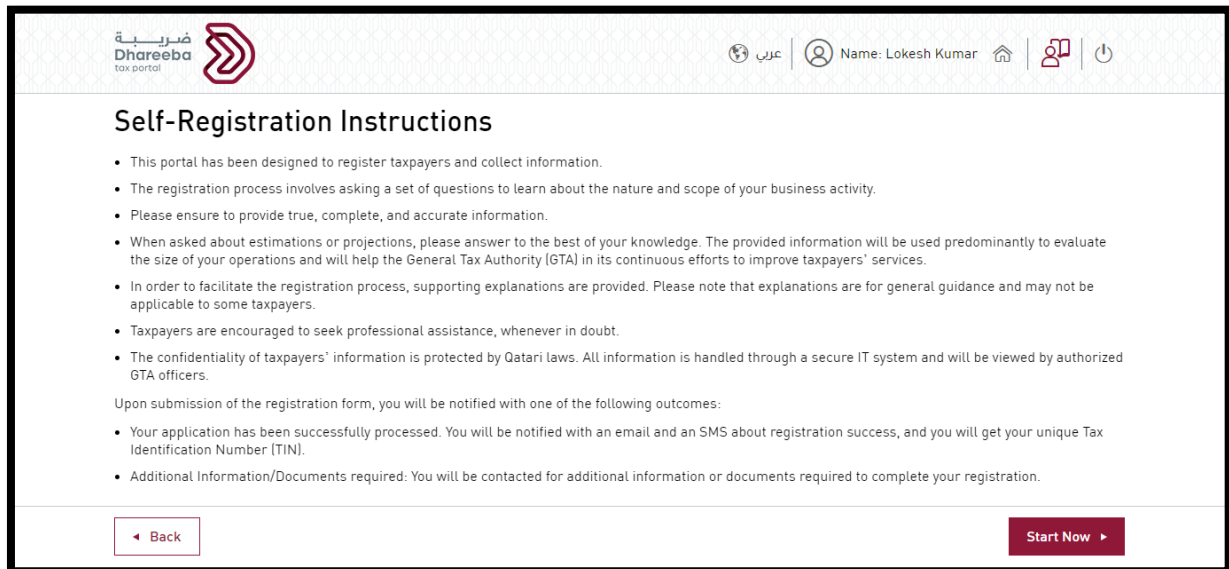◄ Back   6%   Cancel   Save as draft   Continue ►

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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:

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

Step 1: Login to Dhareeba by following Step 3.1 until taxpayer reaches the Instruction Page as shown below:
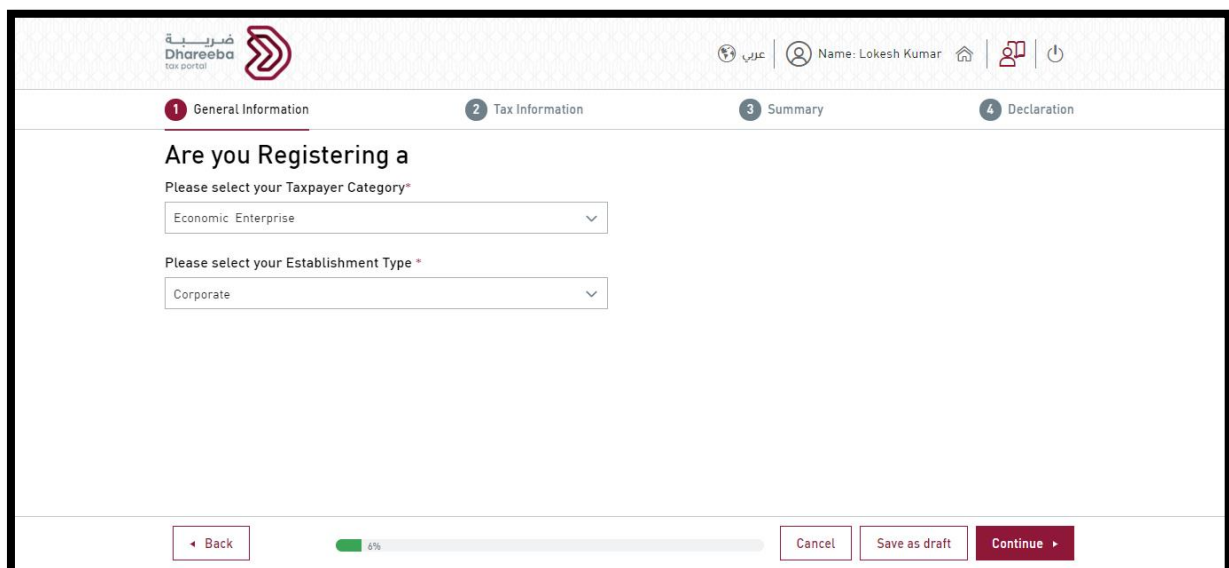
Step 2: Click on Start Now

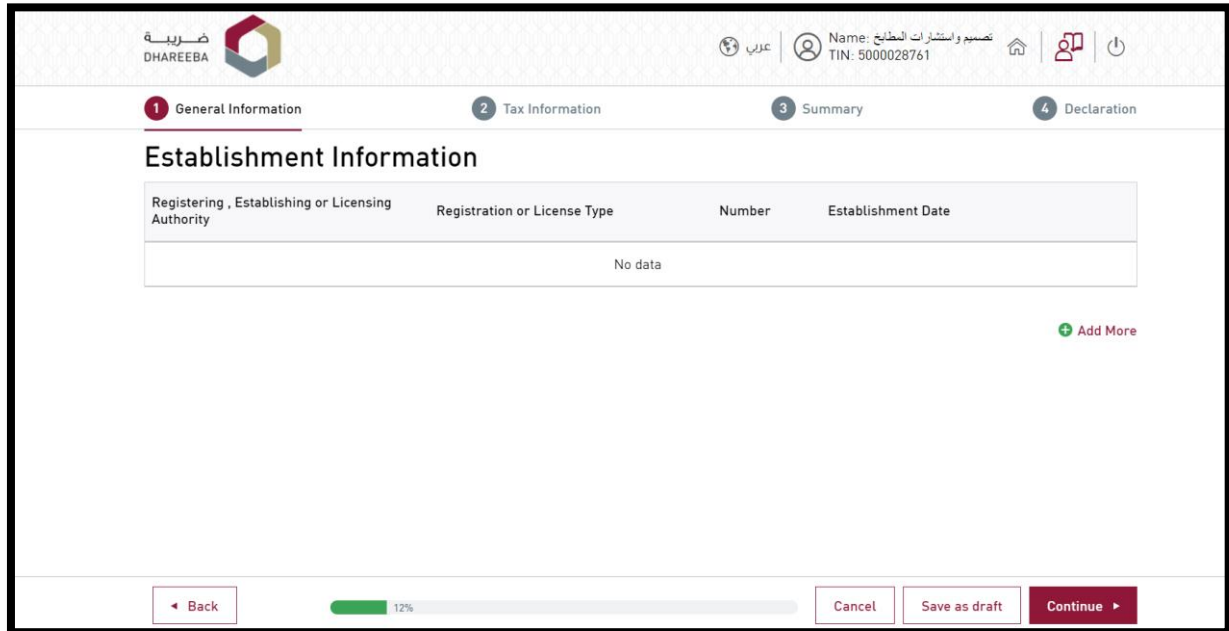Please refer to the below screen for reference.

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.

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2.2.2 Establishment Information

In order to add Establishment Information, Taxpayer should click on "Add More" button. For Individual enterprise the below screen will be visible.
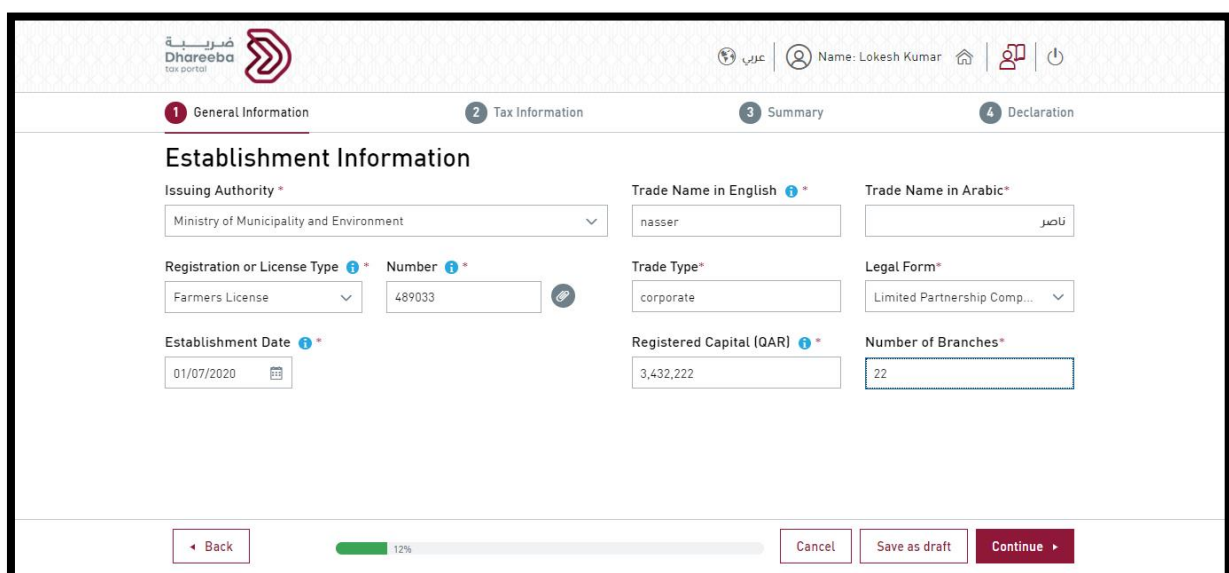

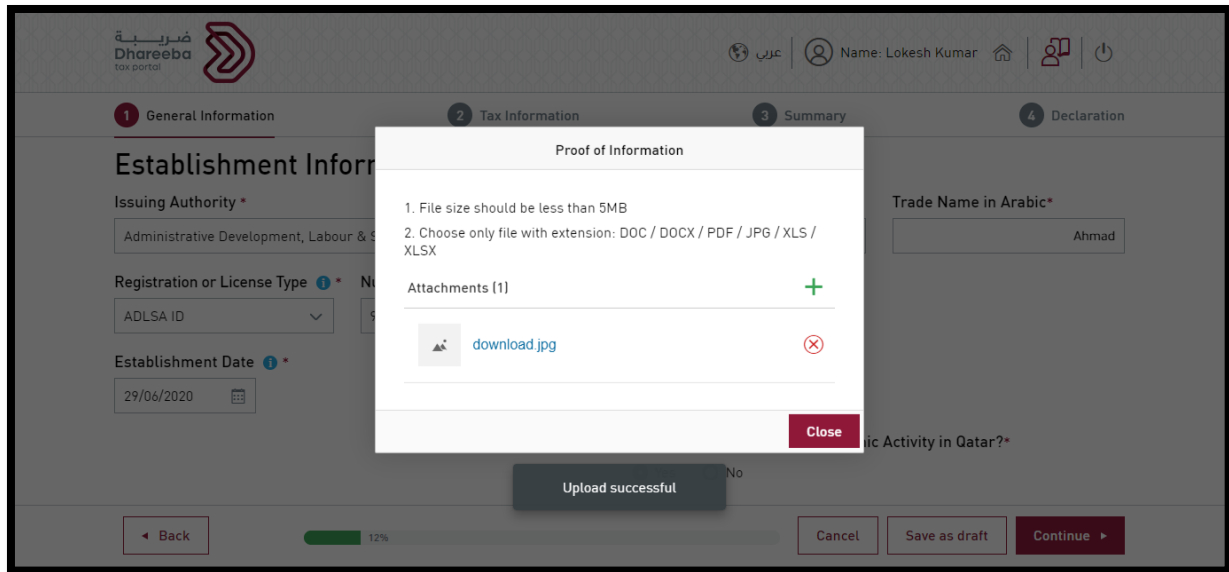For corporate, the below screen shall appear after clicking on Continue button.

All the fields are mandatory. In this example, Taxpayer has to fill the details manually

In the next screen, under Registration or License type, the following two options will appear.
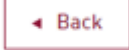
1. Farmers License
2. Fishermen Licenses

The Taxpayer has to upload 'Proof of Information'

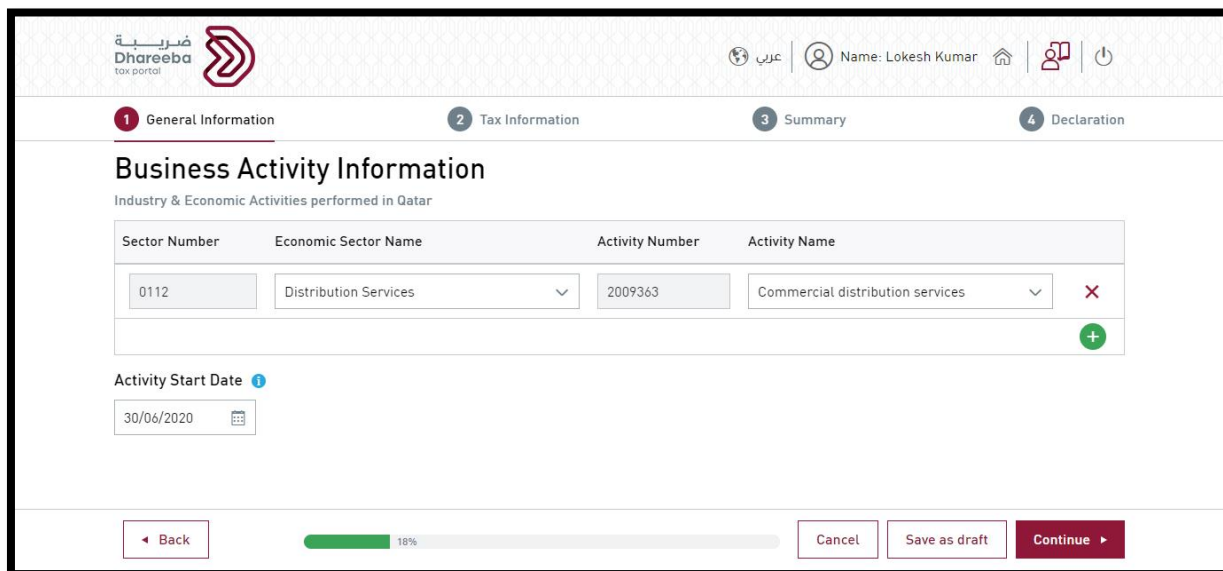Taxpayer Registration - Ministry of Municipality and Environment

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 and Upload Copy of First Commercial Permit.

2.2.4 Establishment Address Details

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The mandatory fields should be filled in by the Taxpayer.

After entering the required information, Taxpayer should click on **Continue ▶**

Wherever a required field information is not filled in, the system will pop up a message:
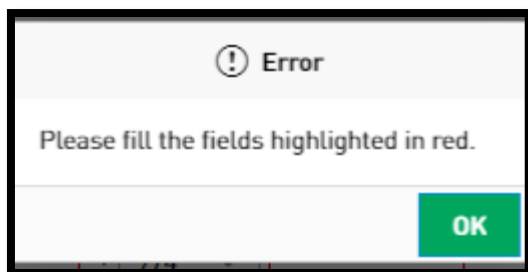
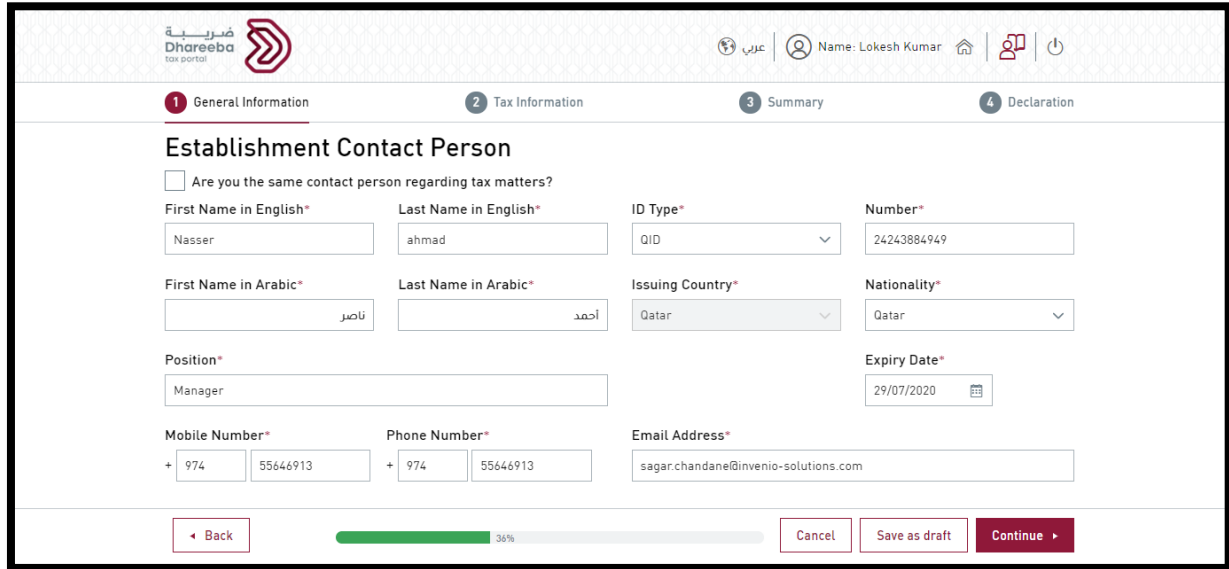A "Cancel" button **Cancel** appears next to the Save as Draft button. If the Taxpayer clicks on the cancel button, the application will be cancelled.

2.2.5 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.

2.2.6 Owner's Information

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In this screen, the Taxpayer should fill in the Owners information manually by clicking on Add more button and attach the Supporting Document.

Taxpayer should click on **Continue ▶**

2.3 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?'

2.3.1   Income Tax
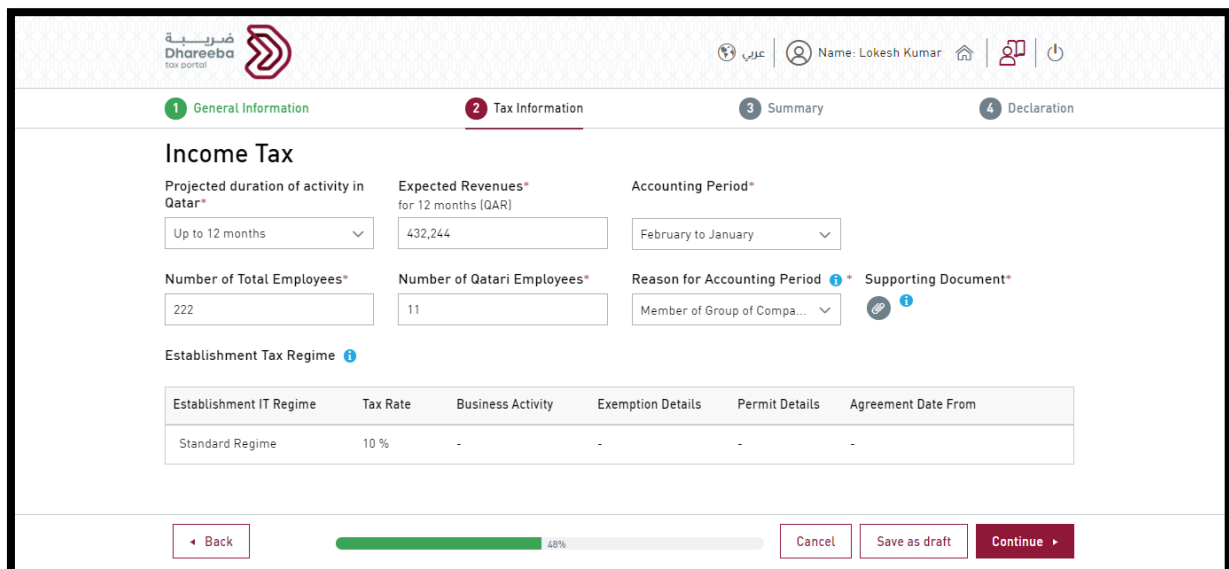
The taxpayer should fill in details in the next screen.

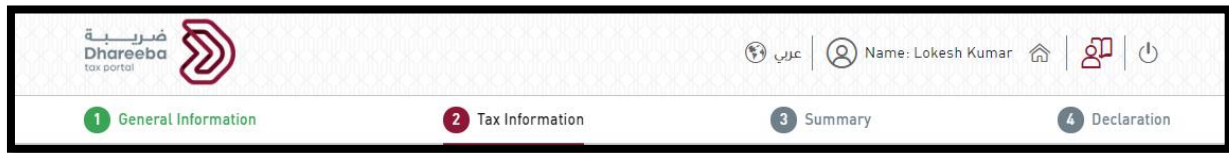Taxpayer can select the "Accounting Period" as in accordance with taxpayers' circumstances. In case the taxpayer selects an Accounting Period other than January to December, taxpayer has to select "Reason for Accounting Period" and attach "Supporting Document".

The Taxpayer has to attach the Supporting Document.

Taxpayer should click on **Continue ▶**

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2.3.2 Excise Tax

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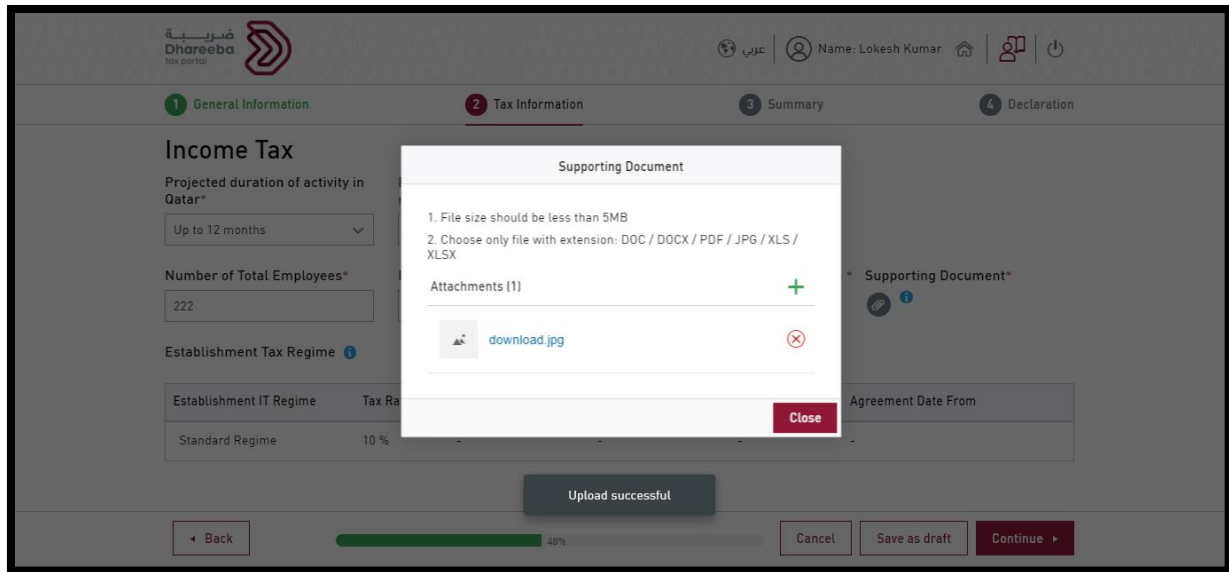On the Excise Tax Screen, the Taxpayer should declare if the Taxpayer is a Producer or Importer of Excise Goods.

If Taxpayer answers "NO" to the questions, Taxpayer can proceed to the next screen by selecting **Continue ▶**

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

Taxpayer should click on **Continue ▶**

Tax Information section is now complete.

Necessary details for Registration are now complete.
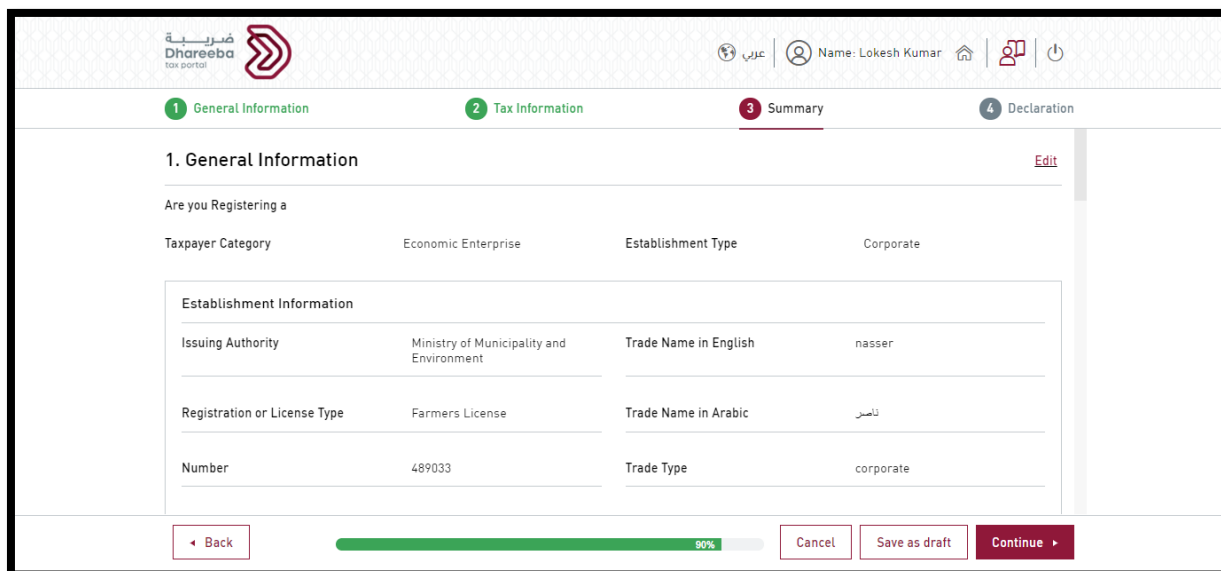
The next screen is a Summary of the registration form.

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2.4   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 ▶]

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الـهـيـئـة الـعـامـة لـلـضـرائـب
GENERAL TAX AUTHORITY

Dhareeba tax portal

عربي | Name: Lokesh Kumar

① General Information   ② Tax Information   ③ Summary   ④ Declaration

Establishment Address Details

Registered Address	AMT, 234234, nisarg, 33, 22, 113, 33, doha, Qatar	Establishment Phone Number	+974 55646913
Establishment Email Address	sagar@g.com		

Owner's Information

Owner Type	ID Type	Number	Nationality	Ownership %	Profit Sharing %
Natural Person	Corporate ID	234230490202020	Qatar	100.00	100.00

Establishment Contact Person

First Name in English	TELE	Last Name in English	TUBBIES

◄ Back   90%   Cancel   Save as draft   Continue ►

Dhareeba tax portal

عربي | Name: Lokesh Kumar

① General Information   ② Tax Information   ③ Summary   ④ Declaration

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
Phone Number	+		
Email Address	TELEGOMAIL.COM	Expiry Date	31/12/2000

◄ Back   90%   Cancel   Save as draft   Continue ►

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Taxpayer should click on **Continue ▶**

Summary section is now completed.

Taxpayer Registration - Ministry of Municipality and Environment
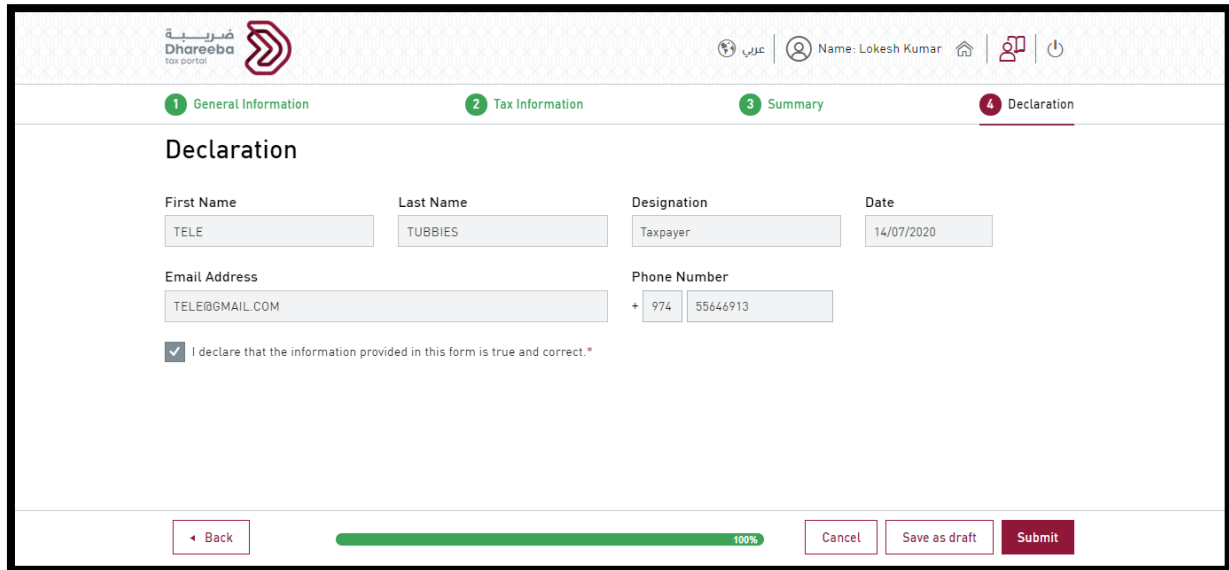
2.5   Declaration

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".
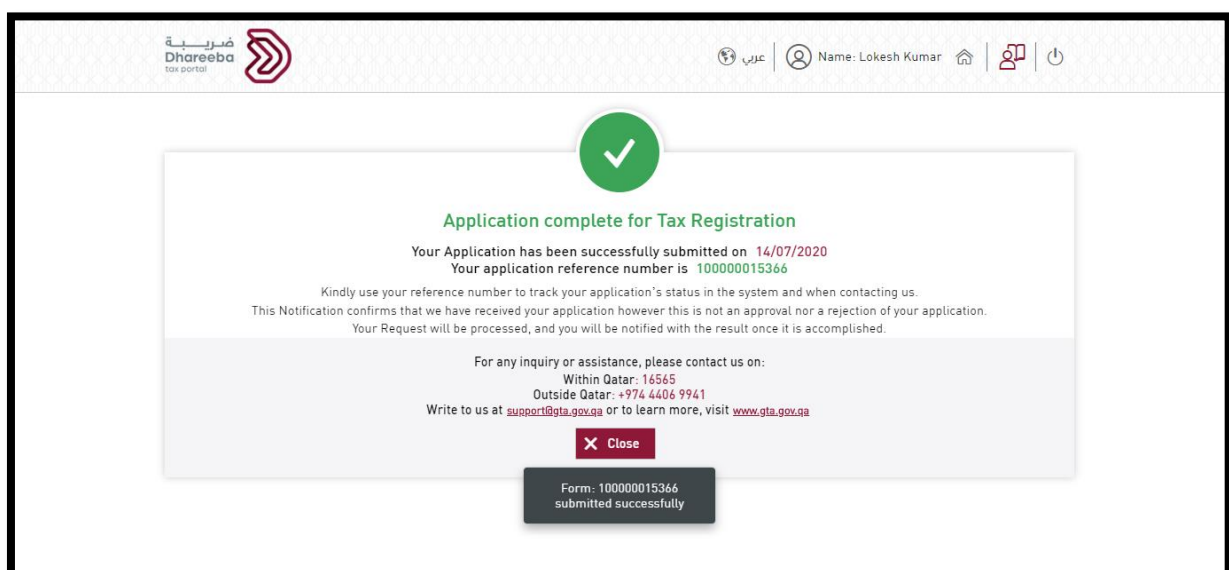
Taxpayer should click on **Submit**

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.

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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.

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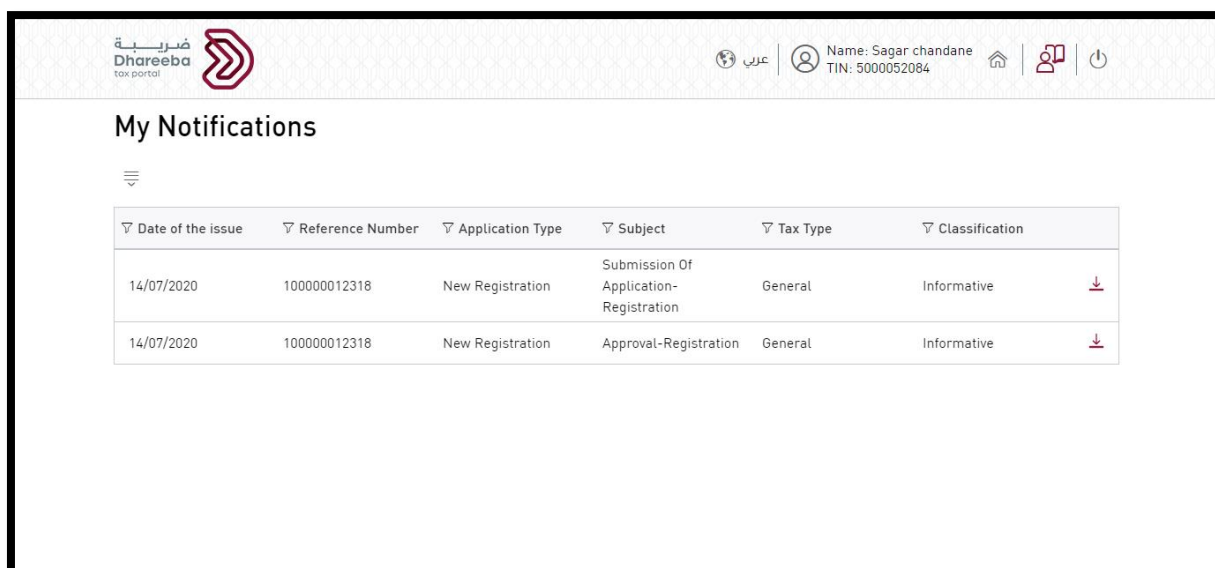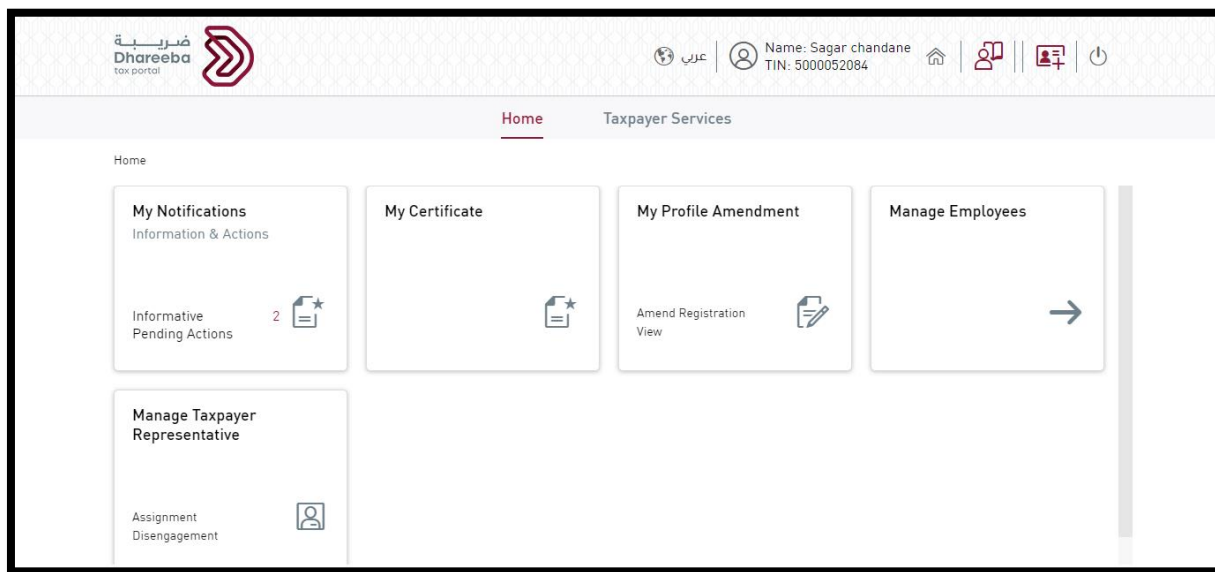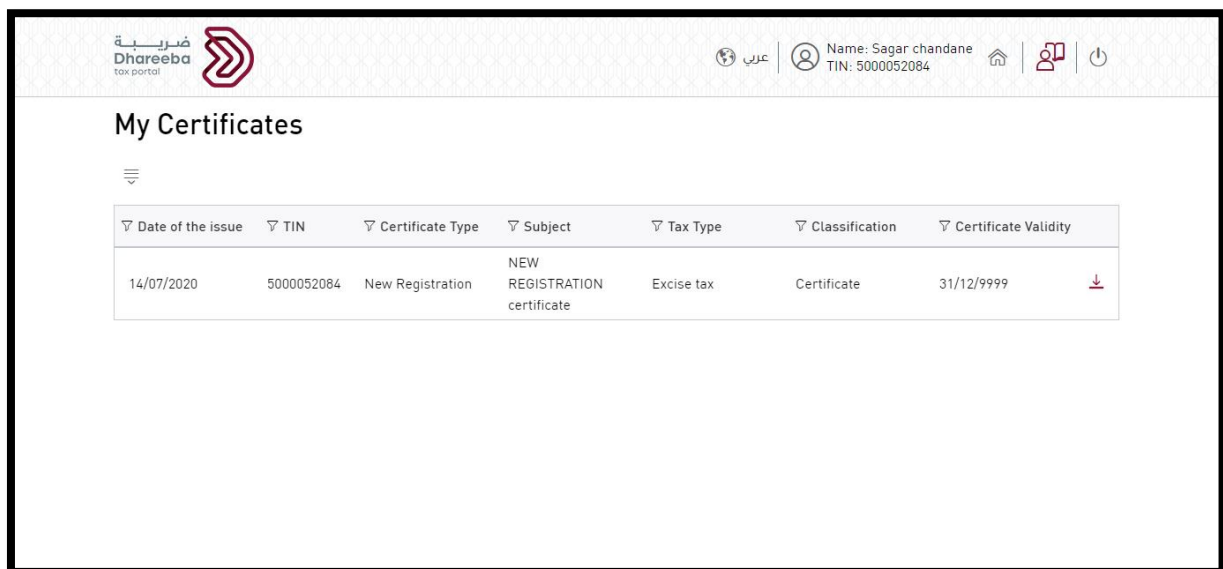
3.2   SMS on Mobile Number and Email Notifications on Email ID

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

a. Submission of Registration Application
b. Provide Documents, clarifications and information required for Registration Application
c. Acknowledgement of receiving Documents, clarifications and information required for Registration Application
d. Approval of Registration Application
e. 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.

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14/07/2020

ضريــــبة
Dhareeba
tax portal

بطاقة ضريبية - 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 **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 الإنتقائية

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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