



General Tax Authority

# Self-Registration

**Ministry of Municipality and Environment**

**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.

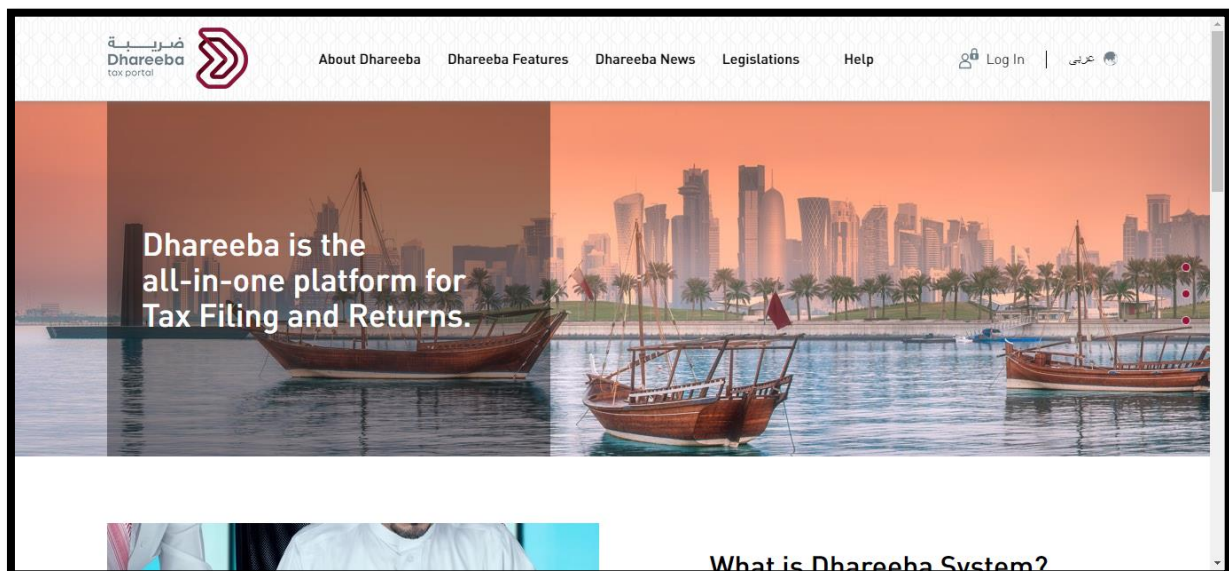
(to know how to Sign-up please refer to the document: GTA\_TAS\_Self Registration on National Authentication System).

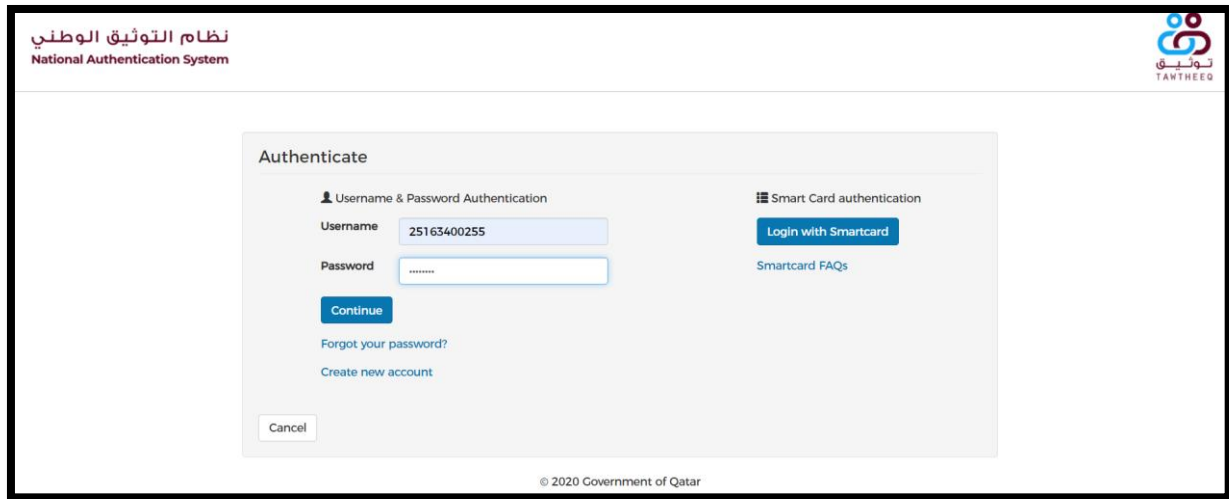
The Registration form will be interactive. When Taxpayer makes a choice, the system will change the screen and additional fields to fill may appear.

### 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

Authenticate

Username & Password Authentication

Username: 25163400255

Password: [masked]

Continue

Forgot your password?

Create new account

Cancel

Smart Card authentication

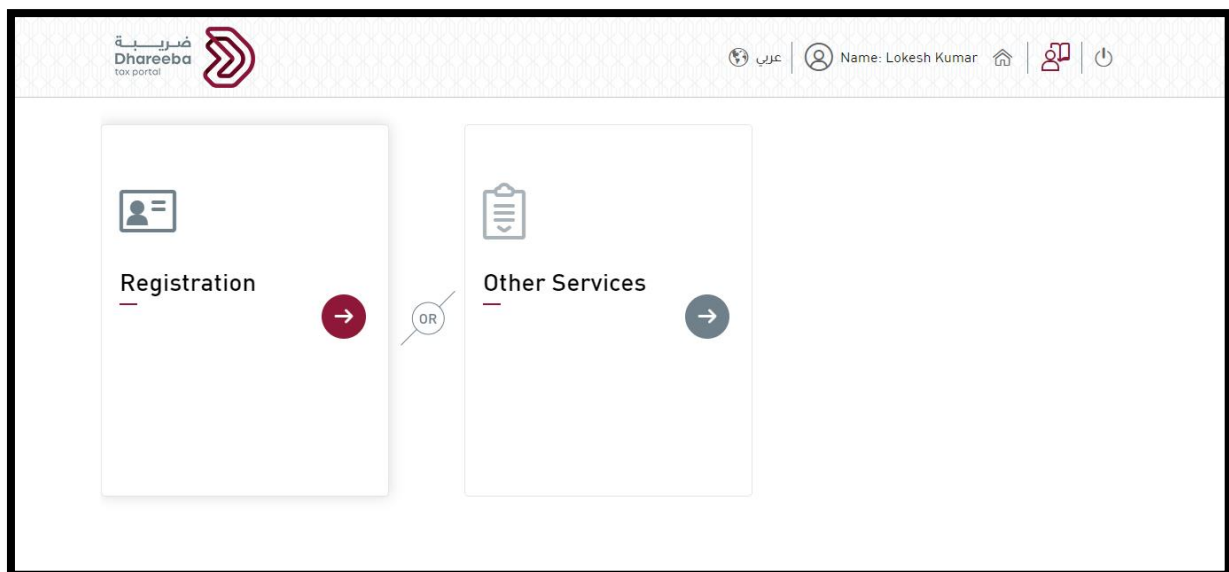
Login with Smartcard

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] [Logout]

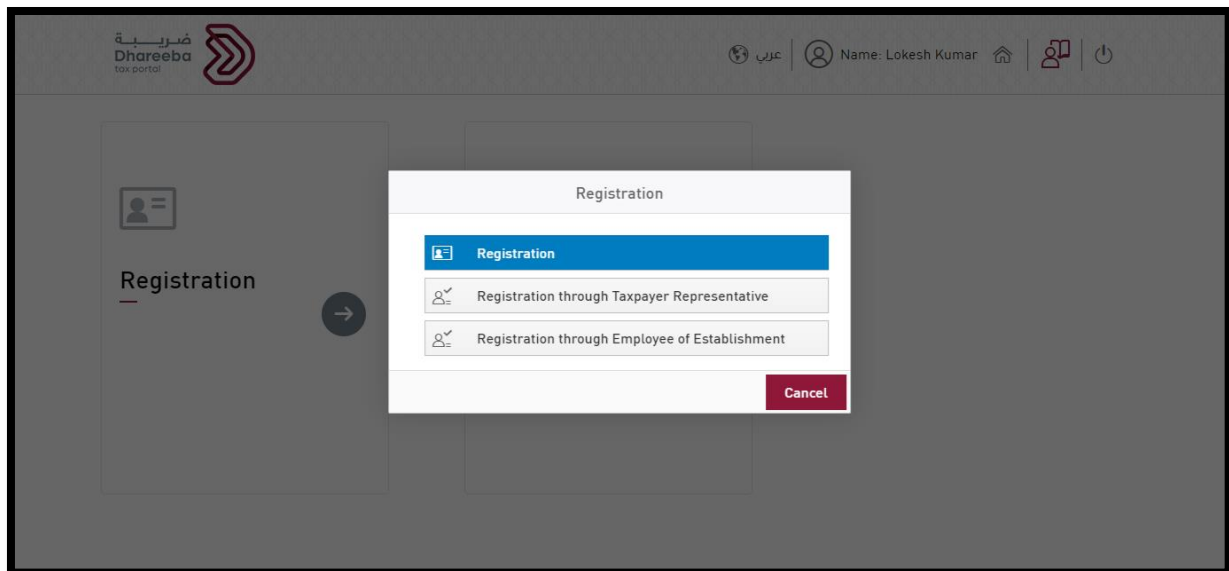
Registration →

OR

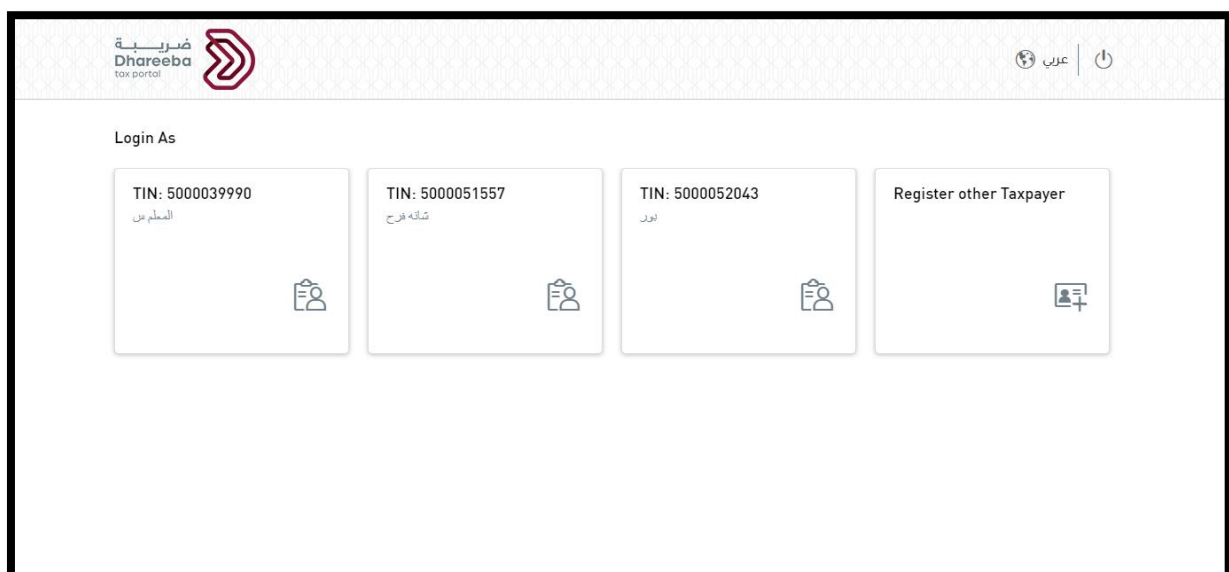
Other Services →

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

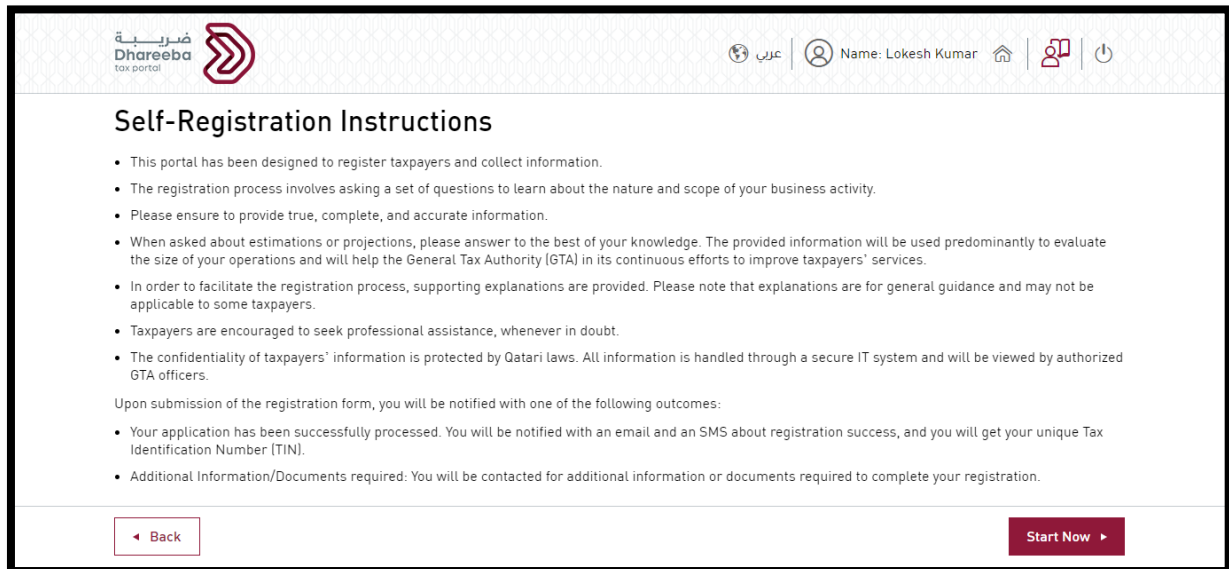


Where the taxpayer is already registered with GTA for any Tax matters, and now wants to add a new registration, the following screen appears. Taxpayer should select Register other Taxpayer tile.



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

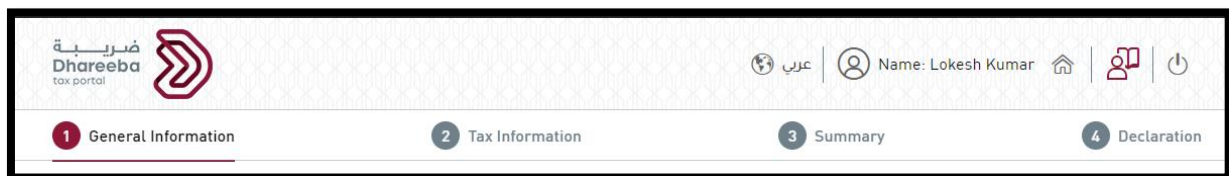
[◀ Back](#) [Start Now ▶](#)

## 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 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 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 .



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\*

Economic Enterprise

Please select your Establishment Type \*

Corporate

Back

6%

Cancel

Save as draft

Continue

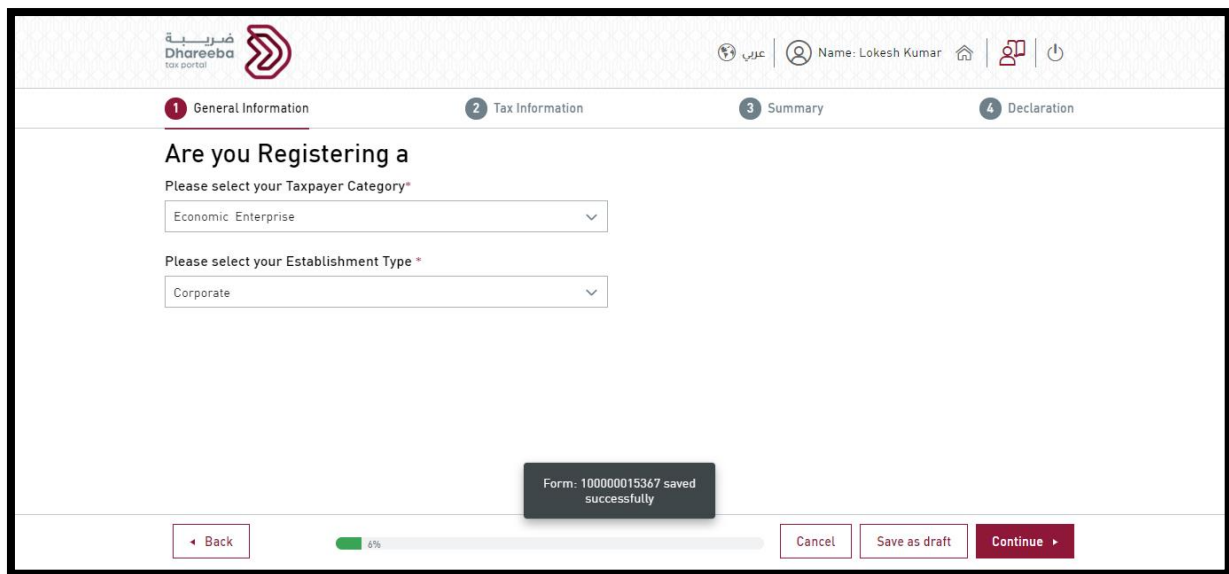
### 2.2.1.a Steps to be followed to Save as Draft and return later to complete Form

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:



Dhareeba tax portal

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

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 \*

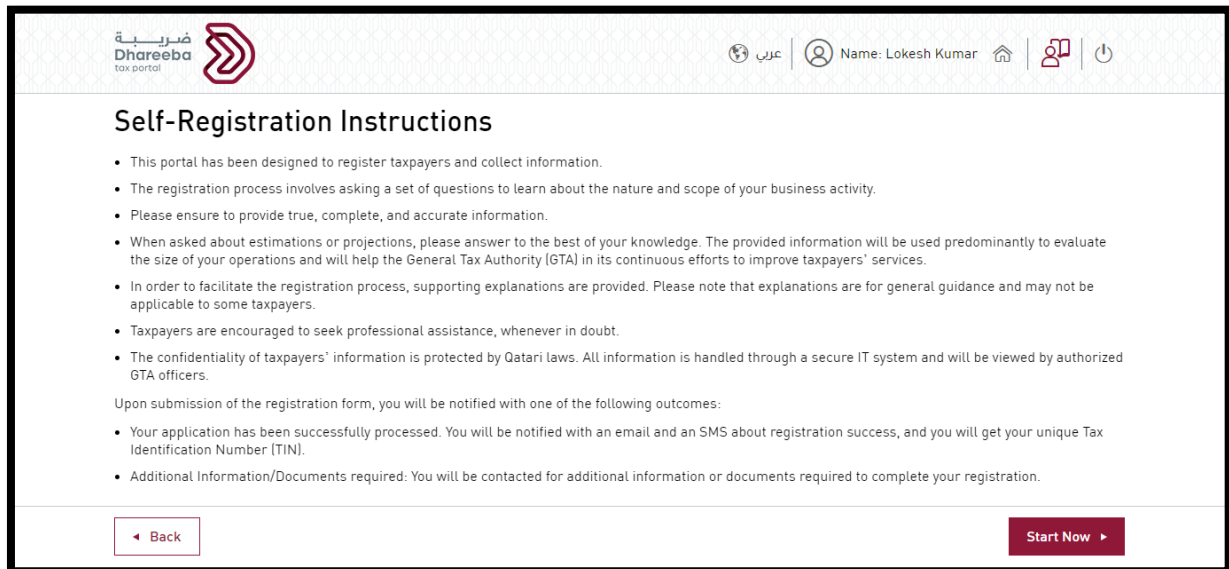
Corporate

Form: 100000015367 saved successfully

Back 6% Cancel Save as draft 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:

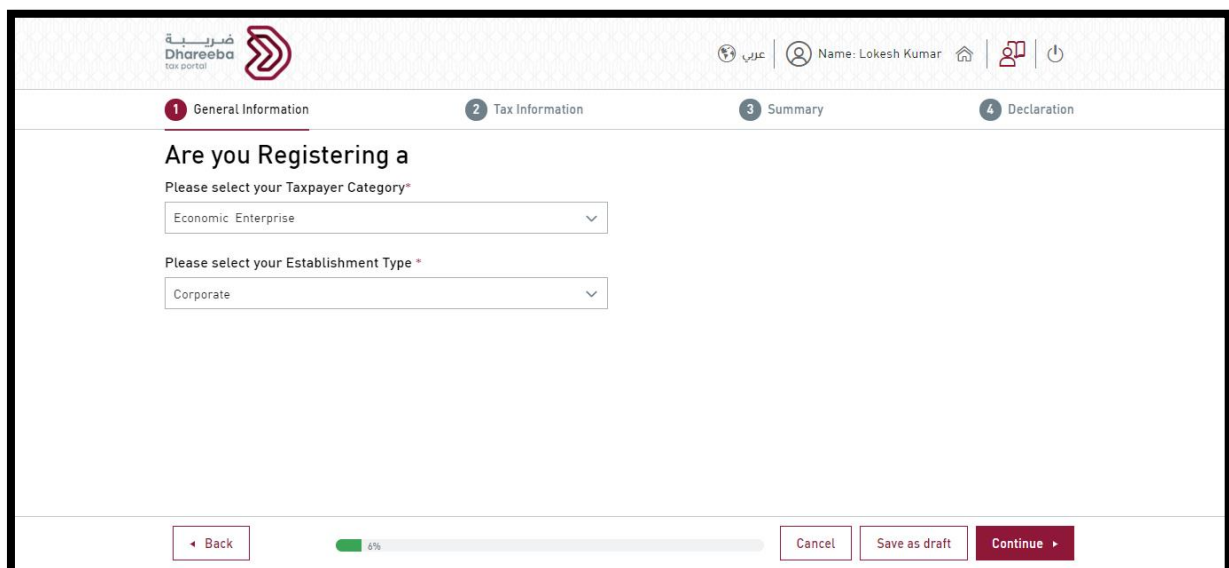


The screenshot shows the 'Self-Registration Instructions' page on the Dhareeba tax portal. The header includes the Dhareeba logo, a language selector (Arabic/English), a user profile icon with the name 'Lokesh Kumar', and navigation icons for home, help, and power. The main content area contains a list of instructions for taxpayers, followed by a section titled 'Upon submission of the registration form, you will be notified with one of the following outcomes:'. At the bottom, there are 'Back' and 'Start Now' buttons.

Step 2: Click on Start Now

Please refer to the below screen for reference.

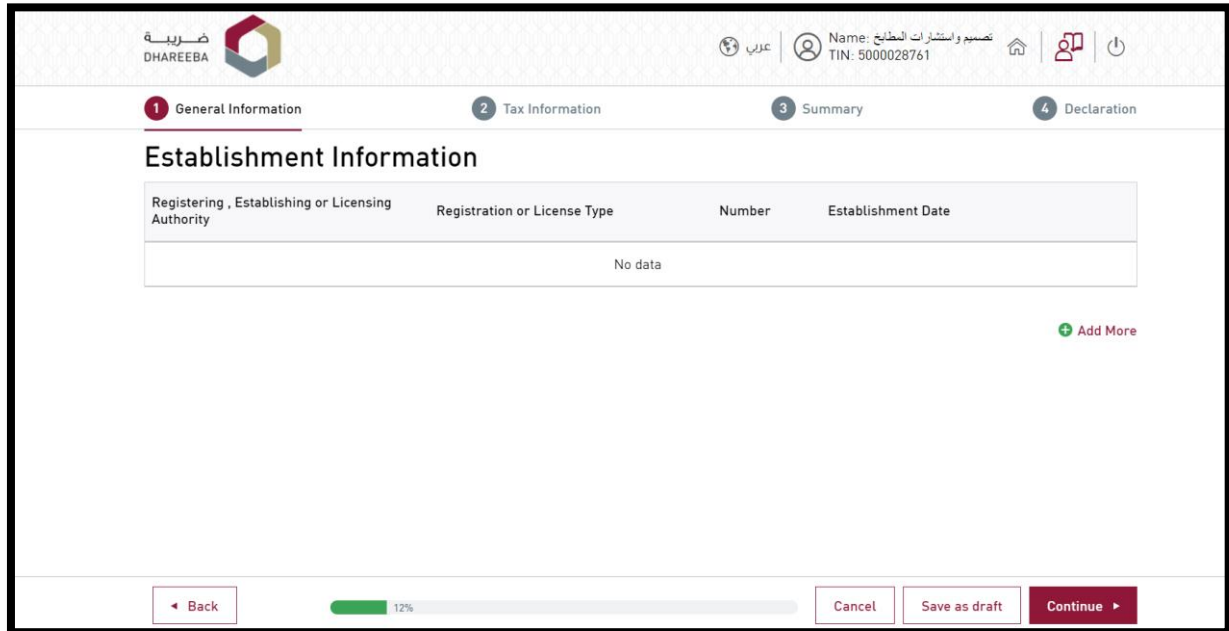
Step 3: The Form that was saved earlier is now available with Data that was saved. To complete the form, the taxpayer has to follow remaining steps till Step 3.4 in this document.



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 steps: 1. General Information, 2. Tax Information, 3. Summary, and 4. Declaration. The 'General Information' step is active. The form asks the user to select their 'Taxpayer Category' (Economic Enterprise) and 'Establishment Type' (Corporate). At the bottom, there are 'Back', 'Cancel', 'Save as draft', and 'Continue' buttons, along with a progress bar showing 6% completion.

## 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.

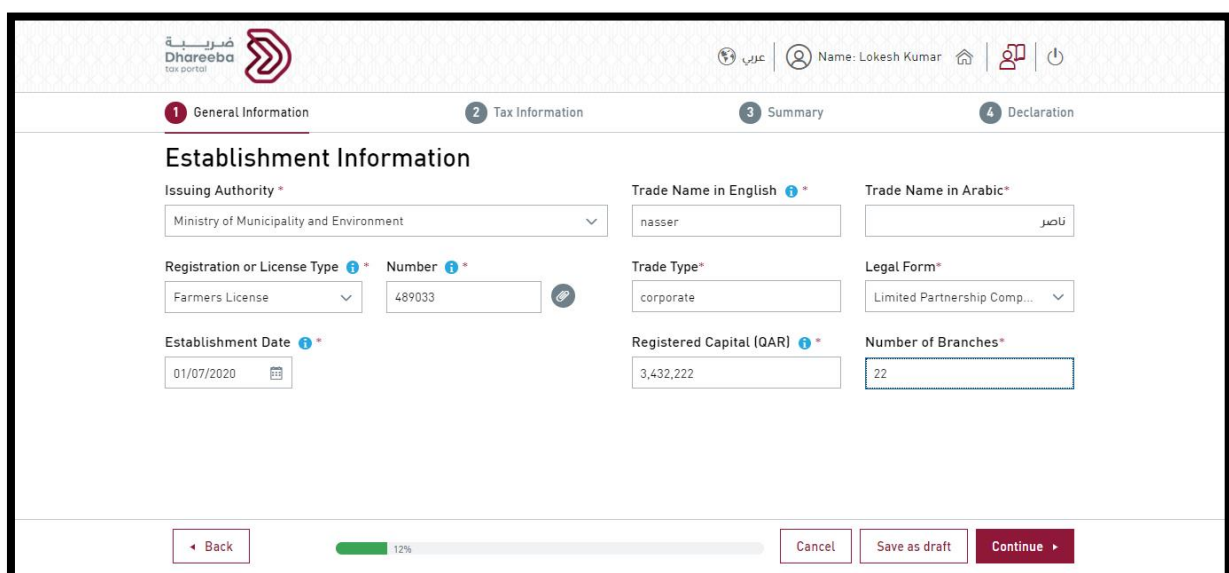


For corporate, the below screen shall appear after clicking on Continue button.

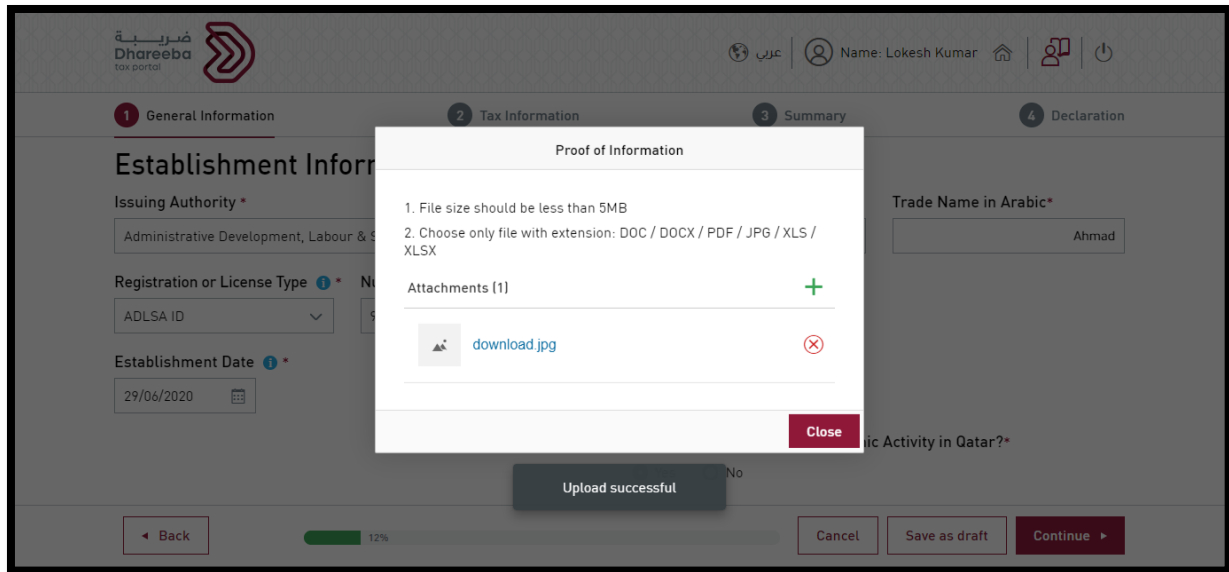
All the fields are mandatory. In this example, Taxpayer has to fill the details manually

In the next screen, under Registration or License type, the following two options will appear.

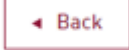
1. Farmers License
2. Fishermen Licenses



The Taxpayer has to upload ‘Proof of Information’

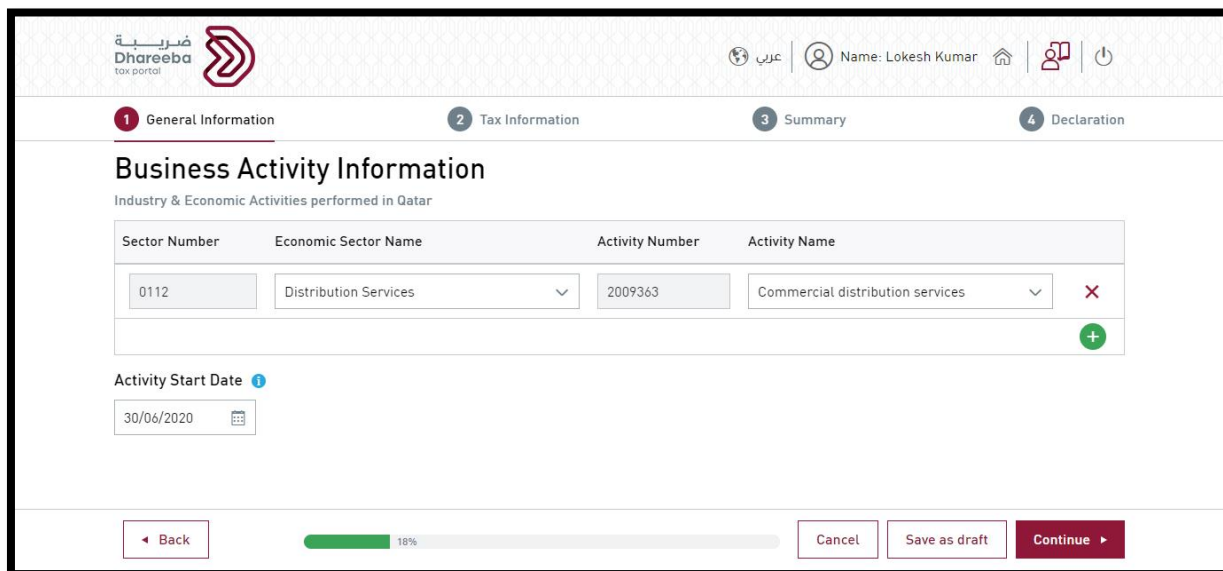


At the bottom of the page Taxpayer can see the progress of Registration :

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.



The screenshot shows the 'Business Activity Information' screen in the Dhareeba tax portal. The page has a header with the Dhareeba logo, a language selector (Arabic), and a user profile (Name: Lokesh Kumar). Below the header is a progress bar with 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'. The form contains a table with four columns: Sector Number, Economic Sector Name, Activity Number, and Activity Name. The first row shows '0112' for Sector Number, 'Distribution Services' for Economic Sector Name, '2009363' for Activity Number, and 'Commercial distribution services' for Activity Name. There are '+' and '-' icons to add or remove rows. 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 'Back' button, a progress bar at 18%, and 'Cancel', 'Save as draft', and 'Continue' buttons.

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

Activity Start Date: 30/06/2020

Progress: 18%

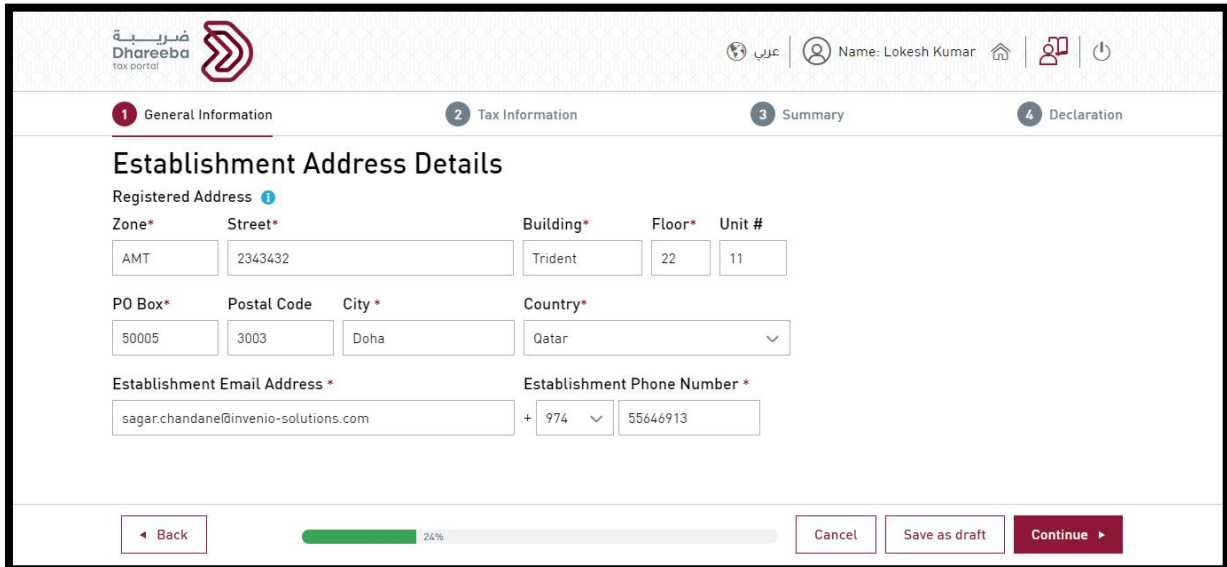
Buttons: Back, Cancel, Save as draft, Continue

## 2.2.4 Establishment Address Details

The mandatory fields should be filled in by the Taxpayer.

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\*

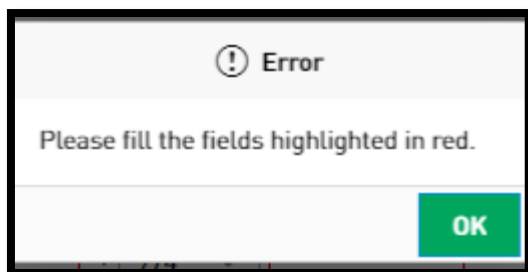
50005 3003 Doha Qatar

Establishment Email Address \* Establishment Phone Number \*

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

◀ Back 24% Cancel Save as draft Continue ▶

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

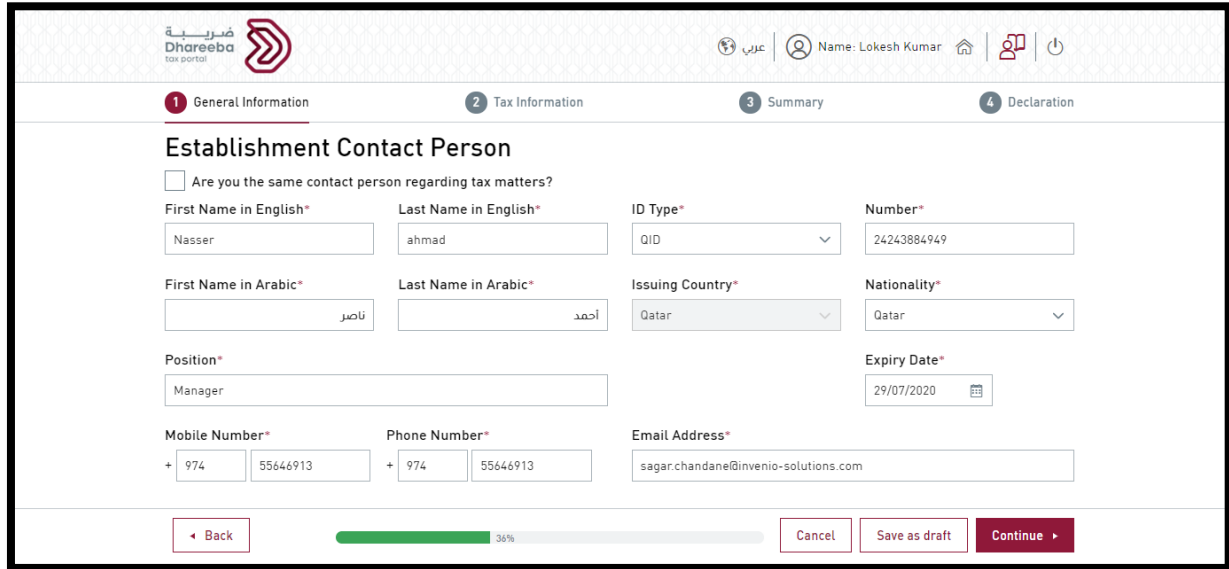


**Cancel**

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

## 2.2.5 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.



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

The main section is titled 'Establishment Contact Person'. It contains a checkbox labeled 'Are you the same contact person regarding tax matters?'. Below this, there are several input fields and dropdown menus:

- First Name in English\***: Nasser
- Last Name in English\***: ahmad
- ID Type\***: QID (dropdown)
- Number\***: 24243884949
- First Name in Arabic\***: ناصر
- Last Name in Arabic\***: أحمد
- Issuing Country\***: Qatar (dropdown)
- Nationality\***: Qatar (dropdown)
- Position\***: Manager
- Expiry Date\***: 29/07/2020 (calendar icon)
- Mobile Number\***: + 974 55646913
- Phone Number\***: + 974 55646913
- Email Address\***: sagar.chandane@invenio-solutions.com

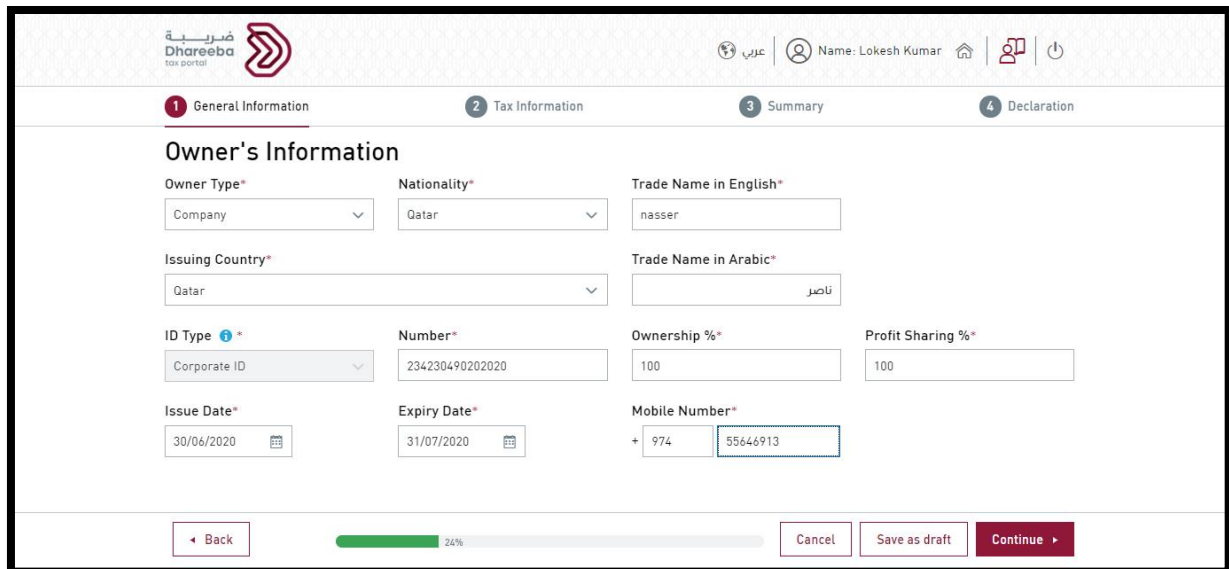
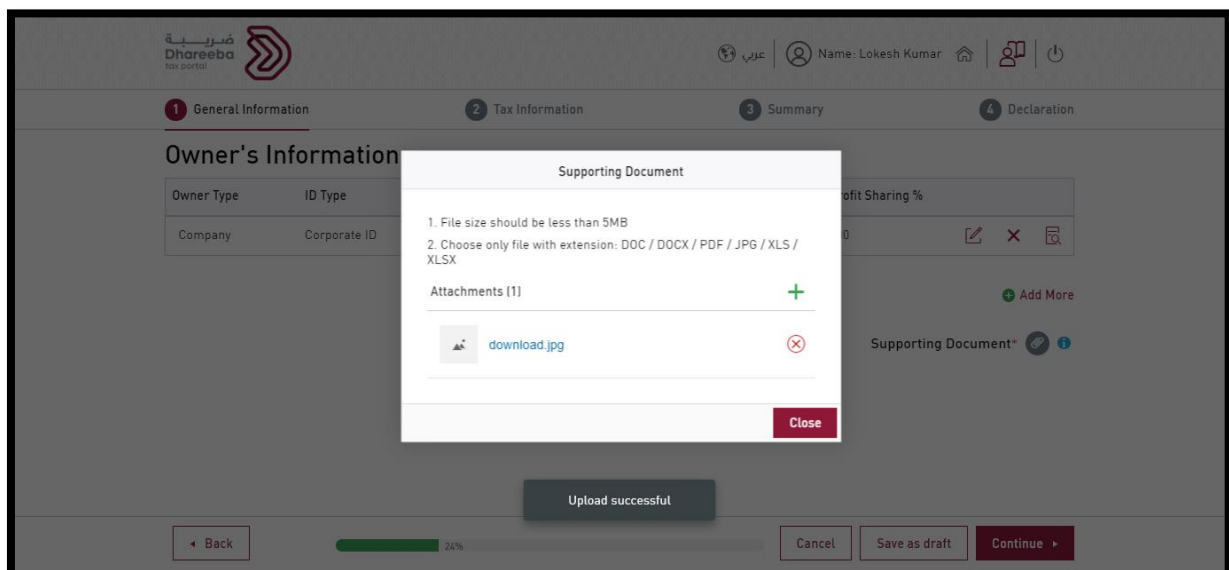
At the bottom, there are three buttons: 'Back', 'Cancel', and 'Continue'. A progress bar shows 36% completion.

## 2.2.6 Owner's Information



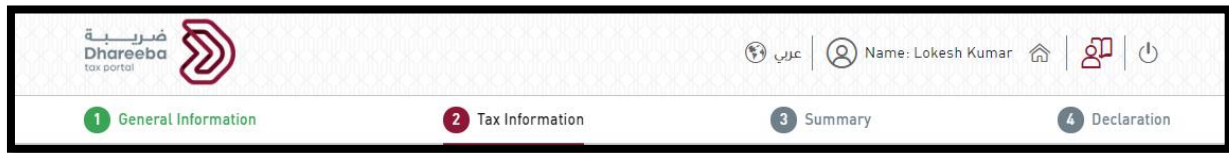
In this screen, the Taxpayer should fill in the Owners information manually by clicking on Add more button and attach the Supporting Document.

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

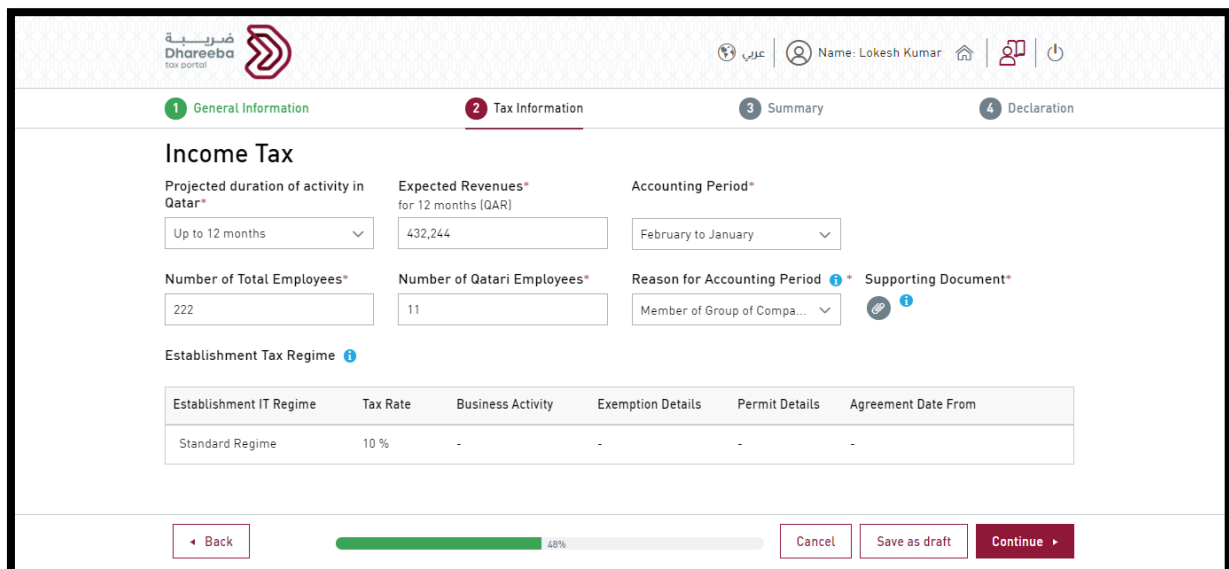
The taxpayer should fill in details in the next screen.

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".

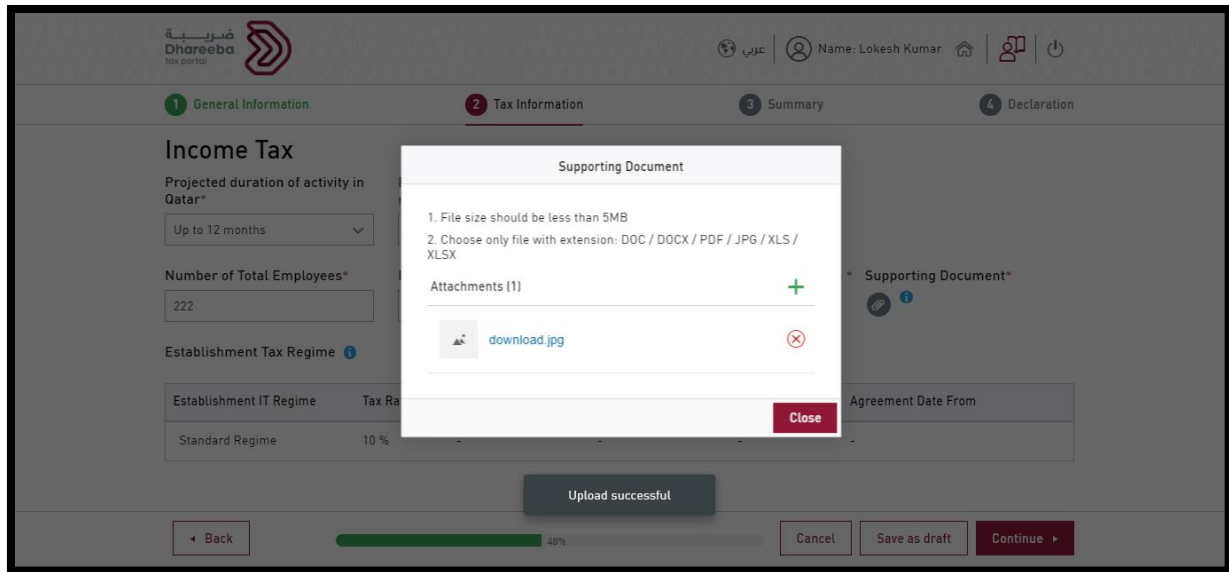
The Taxpayer has to attach the Supporting Document.

Taxpayer should click on

Continue ►



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

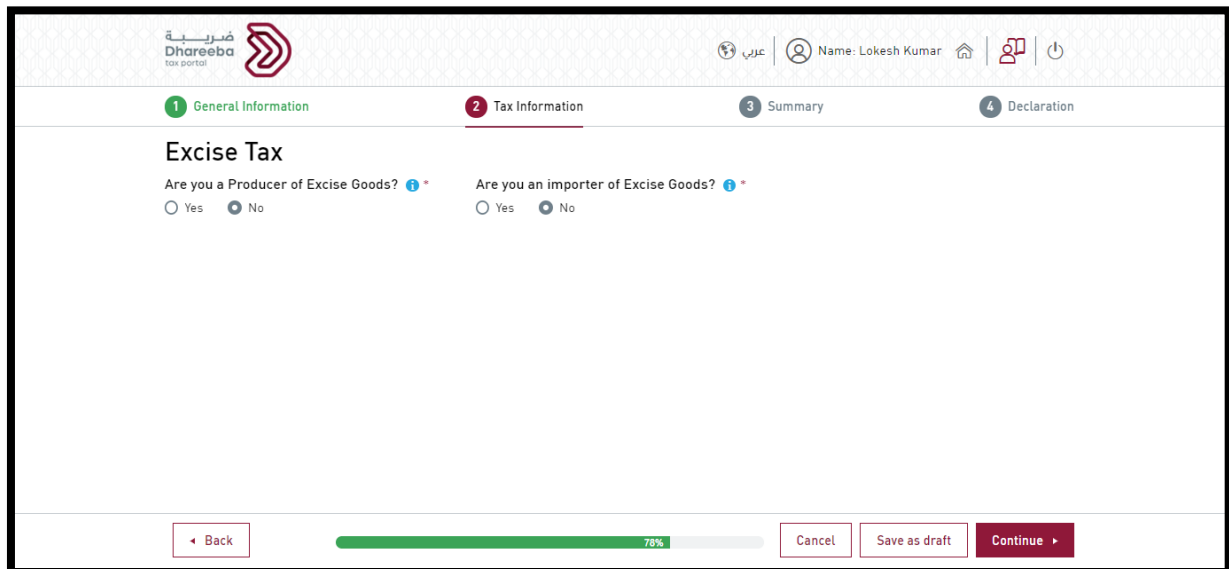


The screenshot shows the Dhareeba tax portal interface. The user is logged in as 'Lokesh Kumar'. The main navigation bar includes 'General Information', 'Tax Information', 'Summary', and 'Declaration'. The 'Income Tax' section is active, displaying fields for 'Projected duration of activity in Qatar\*' (Up to 12 months), 'Number of Total Employees\*' (222), and 'Establishment Tax Regime' (Standard Regime, 10%). A modal window titled 'Supporting Document' is open, showing instructions: '1. File size should be less than 5MB' and '2. Choose only file with extension: DOC / DOCX / PDF / JPG / XLS / XLSX'. The modal also shows an 'Attachments (1)' list with a file named 'download.jpg'. A 'Close' button is visible in the modal. Below the modal, a green progress bar indicates 'Upload successful' at 48%. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as draft', and 'Continue'.

### 2.3.2 Excise Tax

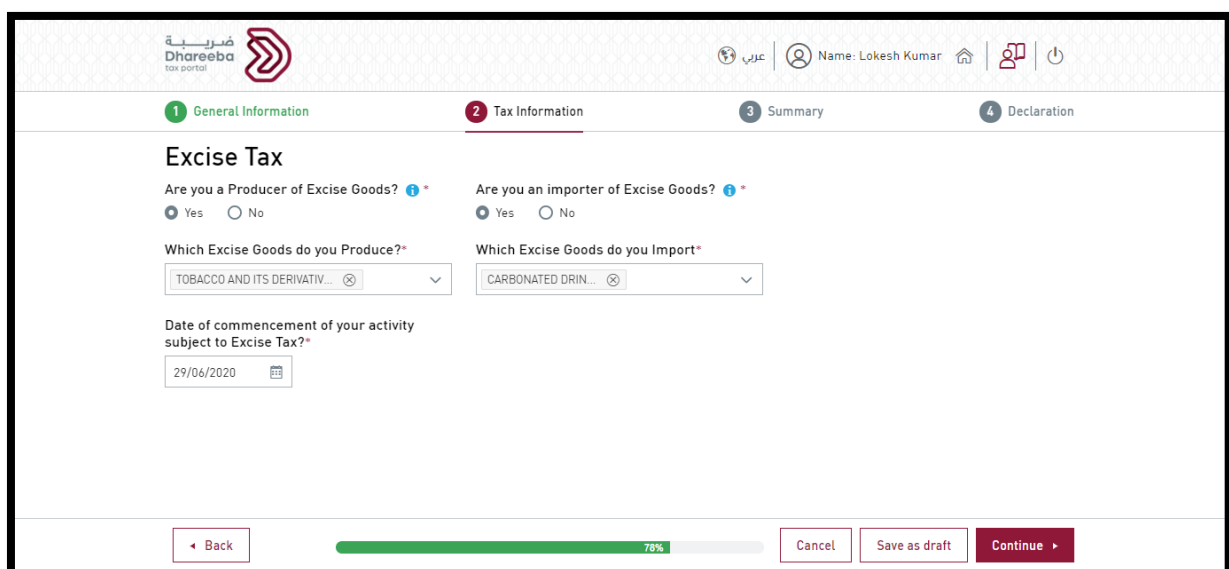
On the Excise Tax Screen, the Taxpayer should declare if the Taxpayer is a Producer or Importer of Excise Goods.

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



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

Taxpayer should click on **Continue ▶**



Tax Information section is now complete.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Lokesh Kumar | | |

1 General Information

2 Tax Information

3 Summary

4 Declaration

Necessary details for Registration are now complete.

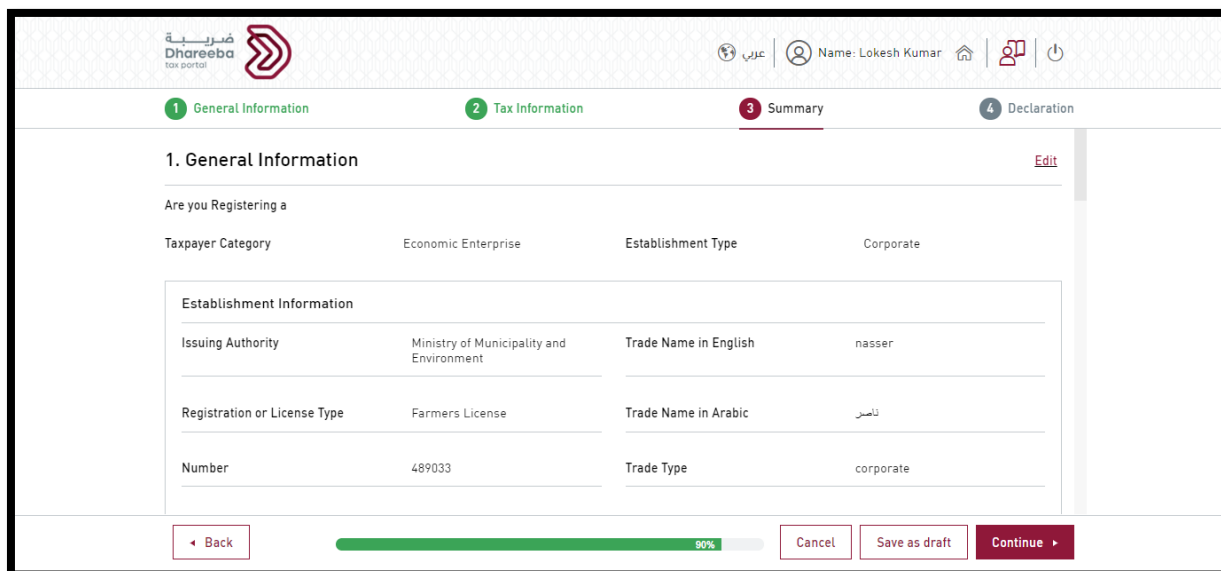
The next screen is a Summary of the registration form.

## 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](#)



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

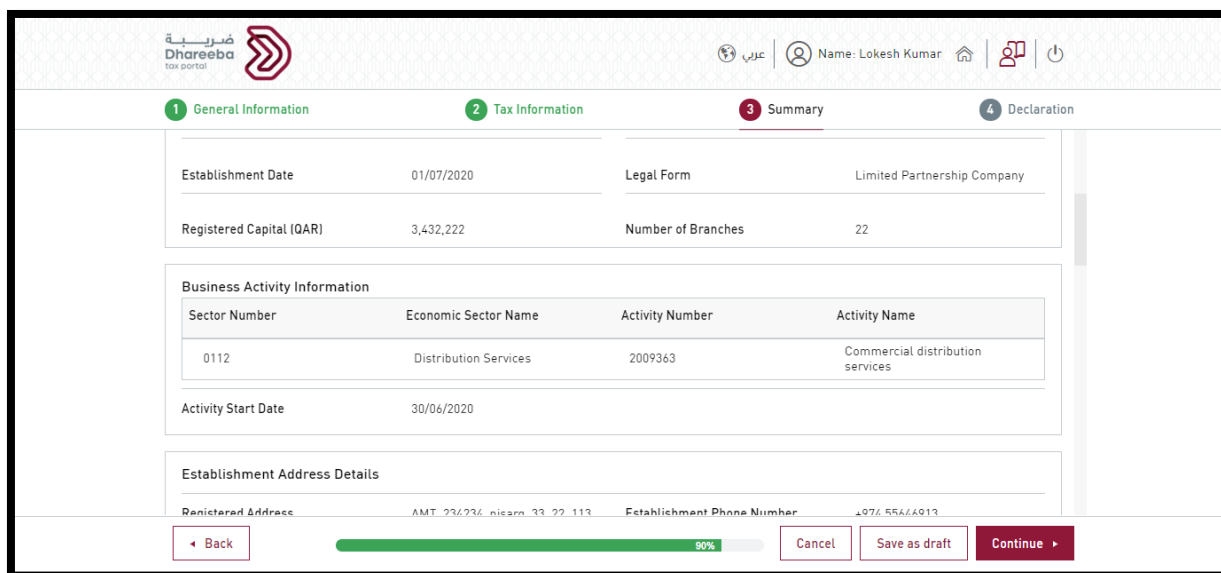
Are you Registering a

Taxpayer Category: Economic Enterprise Establishment Type: Corporate

**Establishment Information**

Issuing Authority	Ministry of Municipality and Environment	Trade Name in English	nasser
Registration or License Type	Farmers License	Trade Name in Arabic	ناصر
Number	489033	Trade Type	corporate

◀ Back 90% Cancel Save as draft [Continue ▶](#)



**2. Tax Information**

Establishment Date: 01/07/2020 Legal Form: Limited Partnership Company

Registered Capital (QAR): 3,432,222 Number of Branches: 22

**Business Activity Information**


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

Activity Start Date: 30/06/2020





**Establishment Address Details**

Registered Address: AMT 23/236 nizam 33 22 113 Establishment Phone Number: 974 55666013

◀ Back 90% Cancel Save as draft [Continue ▶](#)



**ذريبة**  
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	TELECOMM@COM	Expiry Date	31/03/2025

◀ Back

90%

Cancel
Save as draft
Continue ▶

**ضريبة**  
Dhareeba  
tax portal

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

1 General Information 2 Tax Information 3 Summary 4 Declaration

### 2. Tax Information [Edit](#)

**Income Tax**

Projected duration of activity in Qatar	12-36 months	Expected Revenues for 12 months (QAR)	23,432
Number of Total Employees	22	Number of Qatari Employees	11
Accounting Period	February to January	Reason for Accounting Period	Member of Group of Companies

**Establishment Tax Regime**

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

[Back](#)

[Cancel](#)
[Save as draft](#)
[Continue](#)

**ضريبة**  
Dhareeba  
tax portal

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

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	TOBACCO AND ITS DERIVATIVES
Date of commencement of your activity subject to Excise Tax?	30/06/2020		

[Back](#)

[Cancel](#)
[Save as draft](#)
[Continue](#)

Taxpayer should click on

[Continue](#)

Summary section is now completed.

**ضريبة**  
Dhareeba  
tax portal

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


1 General Information 2 Tax Information 3 Summary 4 Declaration

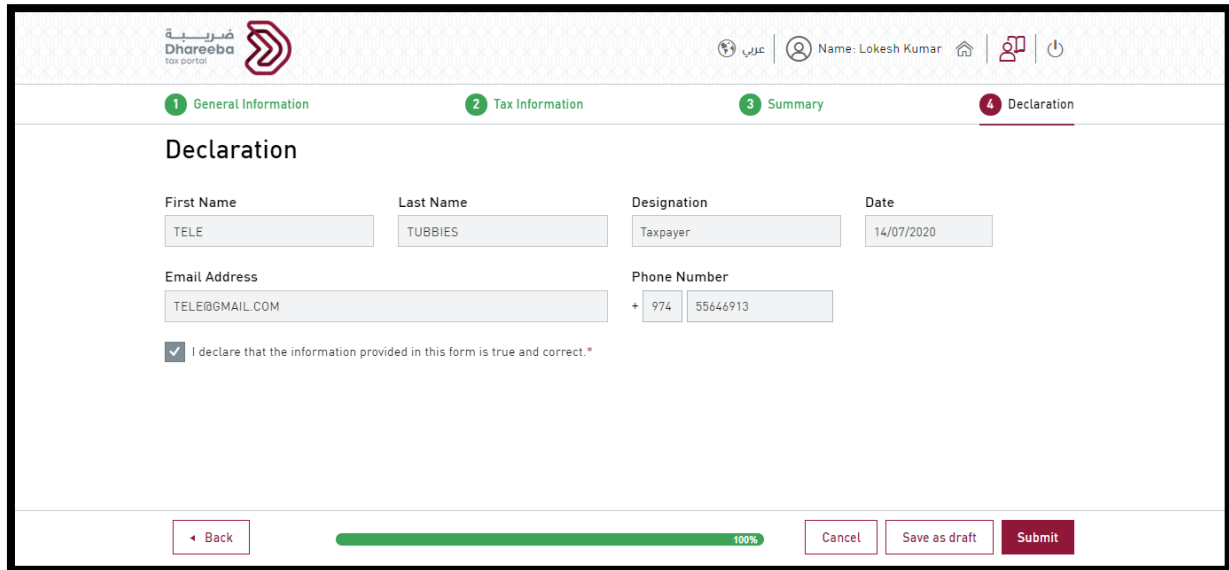


## 2.5 Declaration

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”.

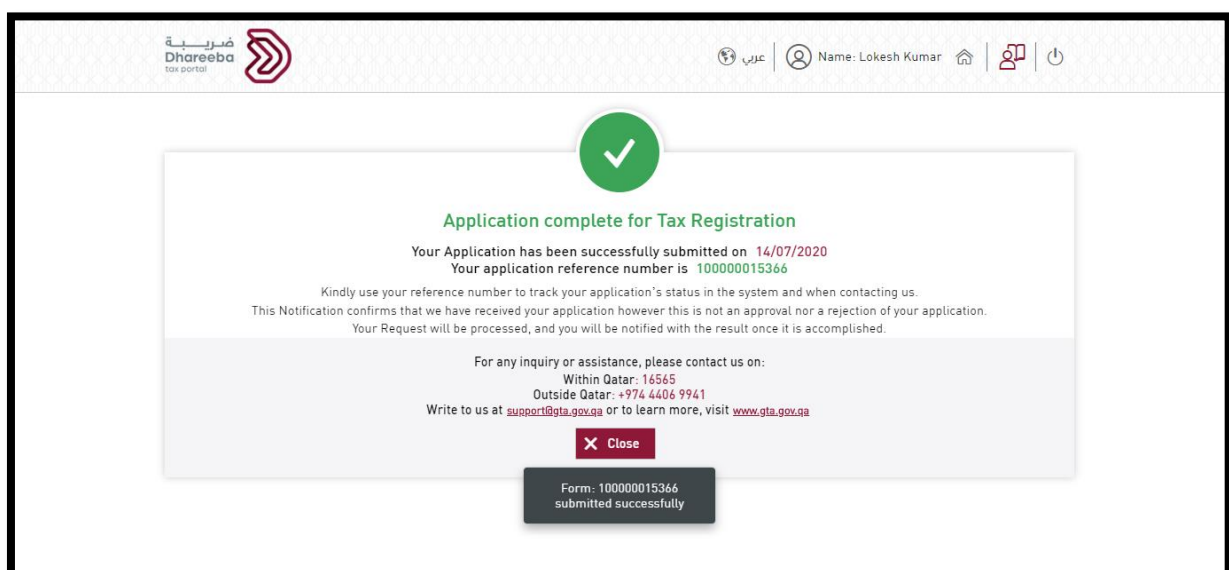
Taxpayer should click on 



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.

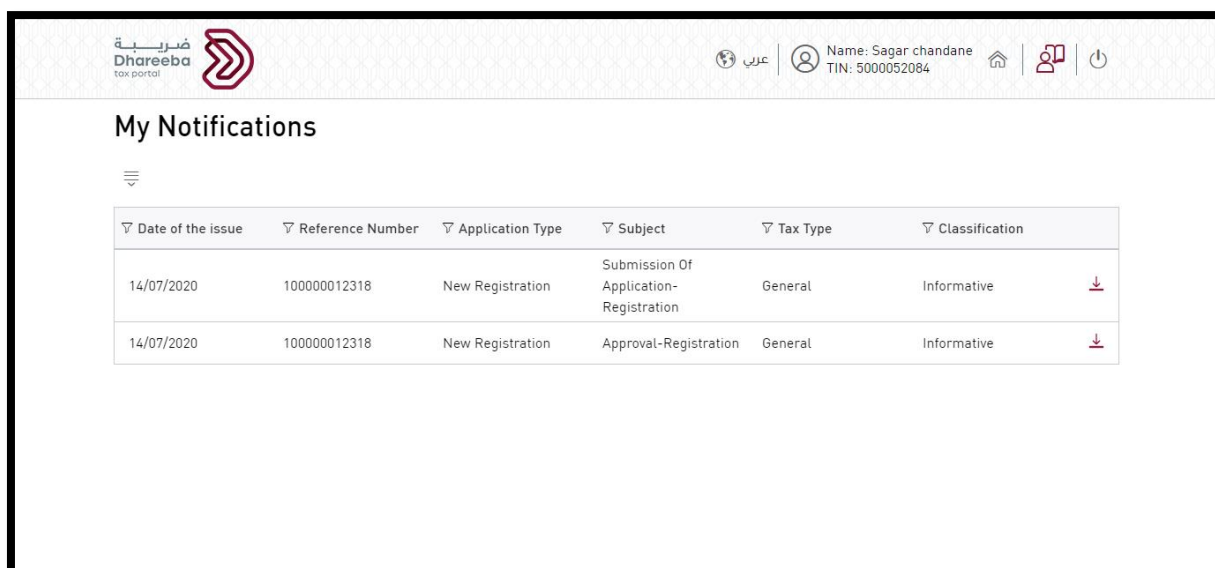
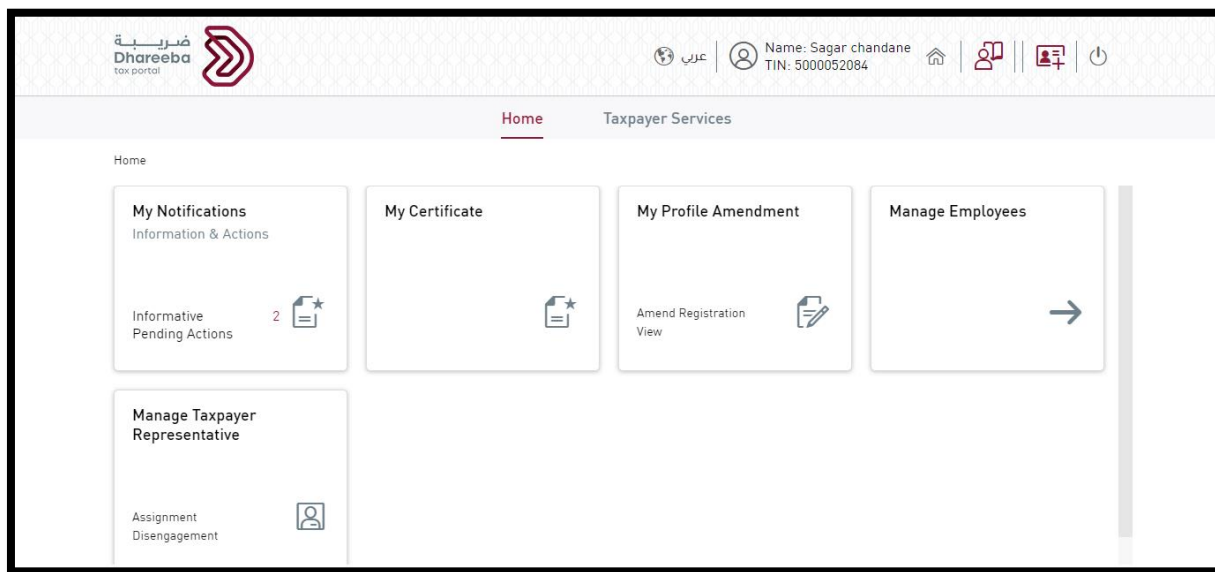
Once GTA approves the Tax Registration application the Taxpayer is registered in the GTA system and receives a Tax Identification Number.



### 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.



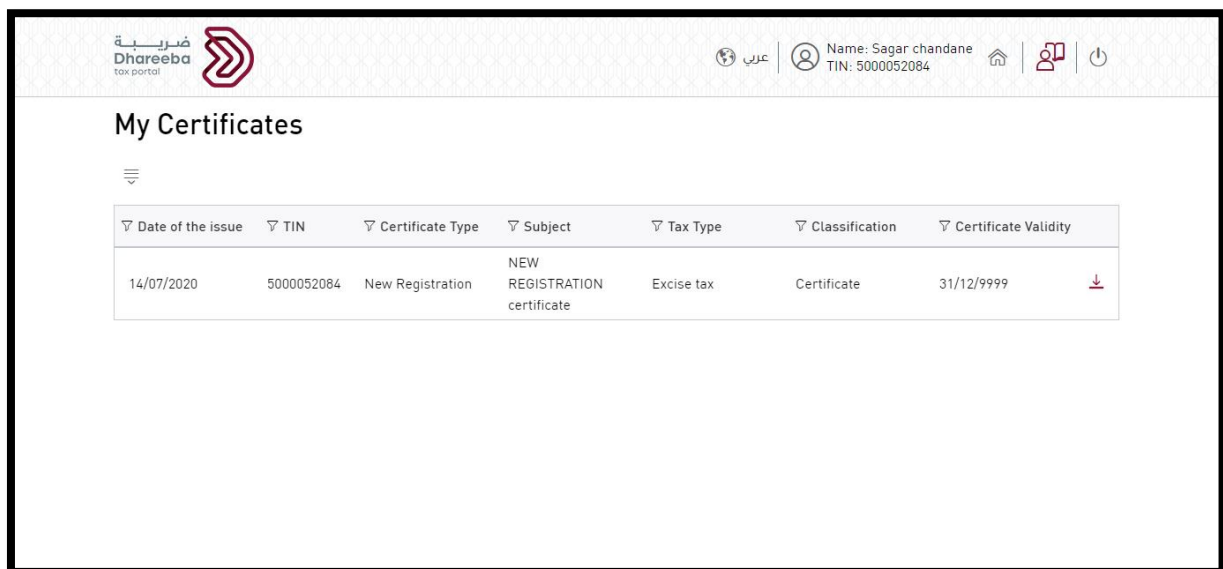
### 3.2 SMS on Mobile Number and Email Notifications on Email ID


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



### 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	Zone: منطقة: AMT Building: المبنى:	العنوان
[Headquarter]:	Street: 38384981 شارع: قطر -	(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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