



Request for Tax Return Deadline Extension User Manual

Dhareeba Tax Portal

Table of Content

1 PROCESS FLOW DIAGRAM	4
2 PURPOSE OF THIS DOCUMENT	6
3 PROCESS TO BE FOLLOWED BY TAXPAYER TO APPLY FOR RETURN DEADLINE EXTENSION	8
4 ANNEXURE – CORRESPONDENCE RECEIVED BY TAXPAYER	23

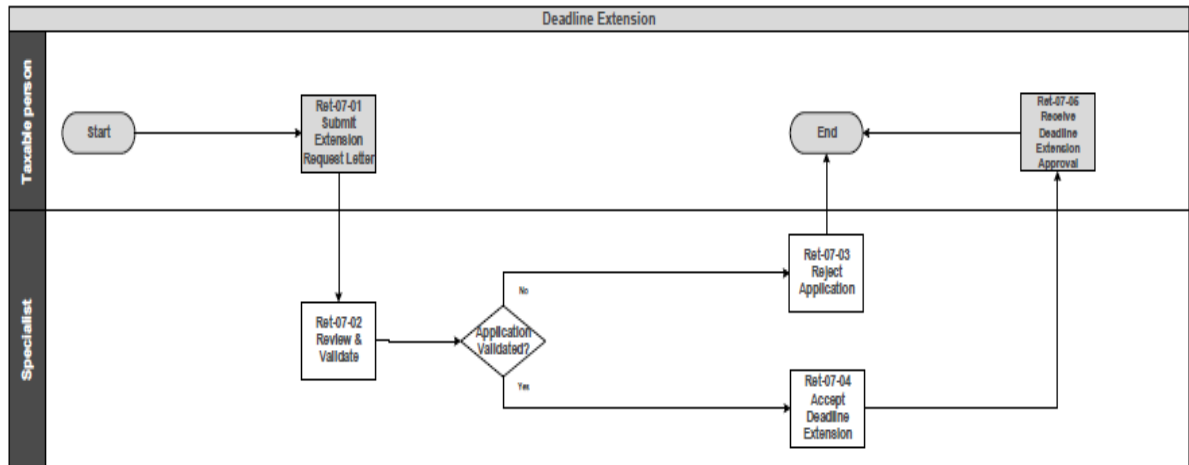


1

Process Flow Diagram



1 Process Flow Diagram





2

Purpose of this document



2 Purpose of this document

The Purpose of this document is to explain how a Taxpayer can apply for Deadline Extension for Excise Tax Return or for Income Tax Returns filing.

Taxpayer should be registered with GTA for the Tax for which the application for Deadline Extension for filing Tax Return is made.

Taxpayer can request for Deadline Extension for filing Tax Return only if there are no Overdue past Returns yet to be filed.

For Income Tax, the maximum deadline extension period will be 4 months and application for extension should be made minimum 1 to 30 days prior to due date.

For Excise Tax, maximum deadline extension period will be 30 days and application for extension should be made minimum 1 to 7 days prior to due date.

Taxpayer Representative, Taxpayer Representative Employee & Taxpayer Employee will be able to proceed 'Deadline extension application' on the behalf of Taxpayer.

The application form has following sections:

- Instructions for Taxpayers
- Reason(s) for Request
- Additional Information
- Summary
- Declaration

3

Process to be followed by Taxpayer to apply for Return Deadline Extension



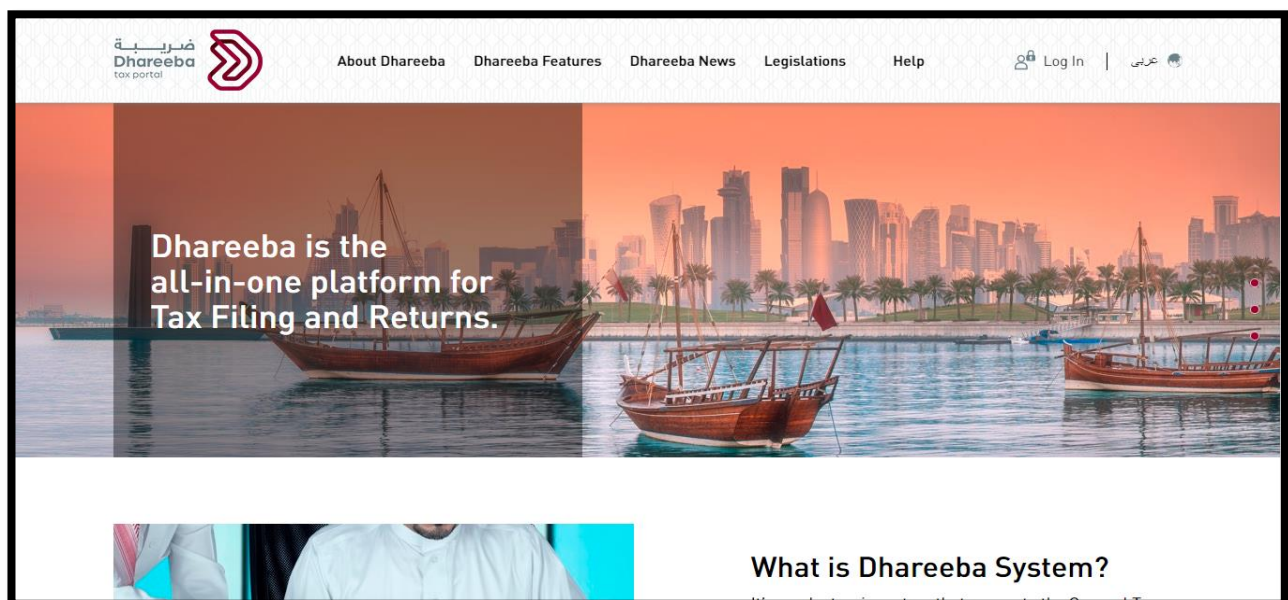
3 Process to be followed by Taxpayer to apply for Return Deadline Extension

A Taxpayer can apply for Deadline Extension for filing Tax Return by following the process described in this document.

Step 1: Login Screen

Taxpayer should Log-in through Dhareeba, where the 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 “Taxpayer Guide” are available under the “Help” tab.





نظام التوثيق الوطني
National Authentication System

توثيق
TAMTHEEQ

Authenticate

Username & Password Authentication

Username

Password

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

[Cancel](#)

Smart Card authentication

[Login with Smartcard](#)

[Smartcard FAQs](#)

© 2020 Government of Qatar

Step 2: Dashboard

After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the **TIN** for which the 'Return Deadline Extension' is to be applied.

ضريبة
Dhareeba
tax portal

عربي |

Login As:

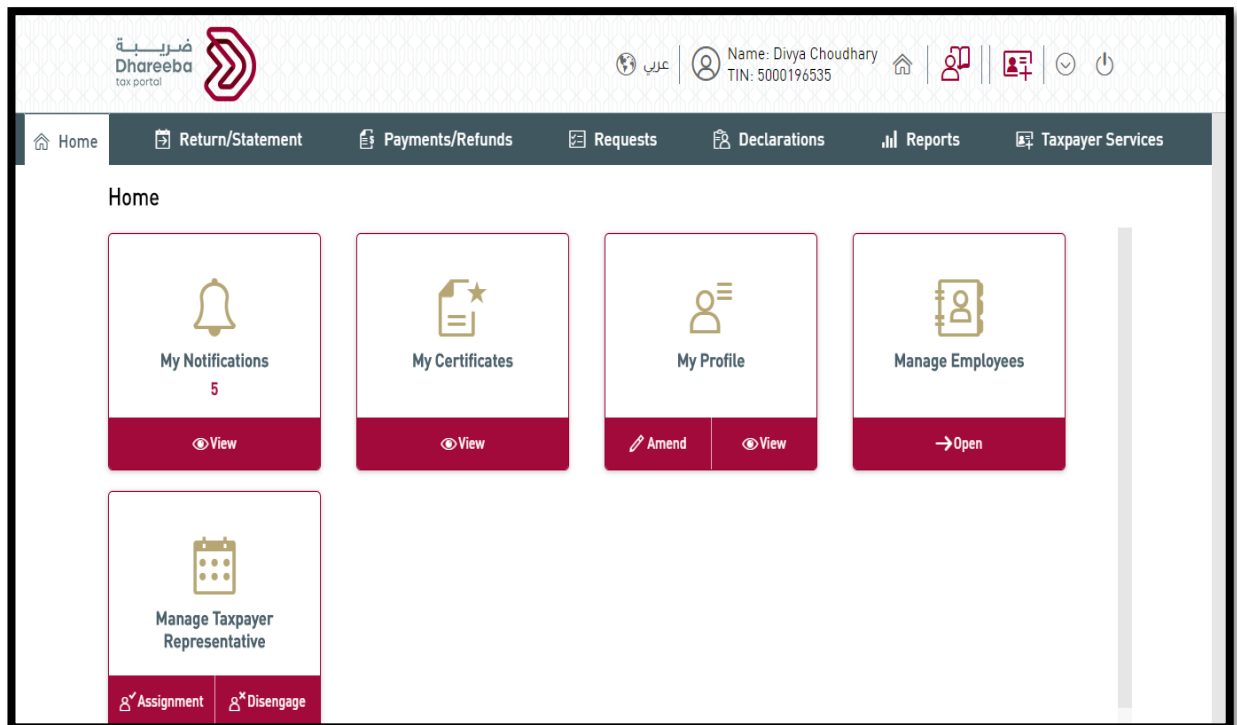
TIN: 5000124826
Divya

TIN: 5000196535
Divya Choudhary

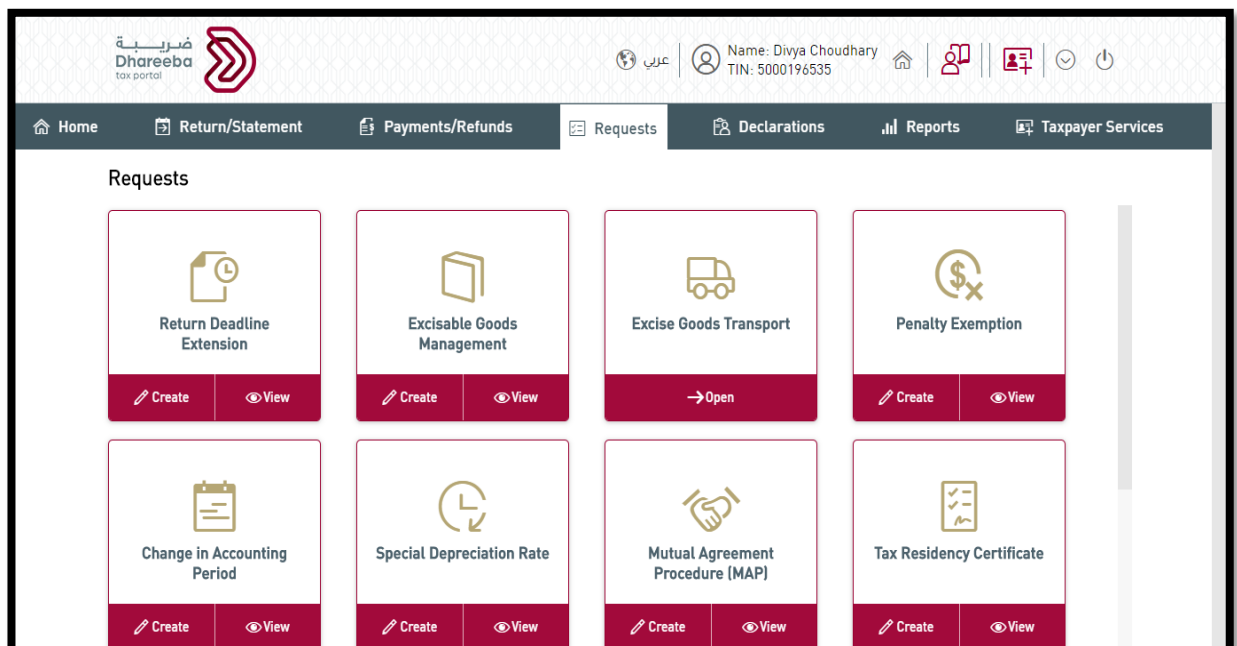
Register other Taxpayer



The Taxpayer will be navigated to the 'Home' tab on the Taxpayer's Dashboard.



Step 3: Taxpayer should click on 'Requests' tab. "Return deadline Extension" Tile will be visible under Requests.





Create and View options will be available on the Return Deadline Extension tile.


If Taxpayer clicks on **View** button, the existing applications for Return Deadline Extension can be viewed.


Taxpayer can filter the details based on Tax Type, Status and can Sort with the Tax Period, Due Date, Requested Date and Submission Date.


ضريبة

Dhareeba

tax portal





عربي




Name: Divya Choudhary




TIN: 5000196535







Return Deadline Extension

Reference #	Tax Type ▾	Tax Period ↑↓	Due Date ↑↓	Requested Date ↑↓	Submission Date ↑↓	Status ▾	Actions
500000000065	Income Tax	2019	30/09/2020	30/01/2021	16/09/2020	DRAFT	  

◀ Back

Edit Button : Taxpayer will be able to edit the form by clicking on **EDIT** icon.

Cancel Button : Taxpayer will be able to Cancel the form by clicking on **Cancel** icon.

Clicking on this icon should give a warning message to the Taxpayer "Do you really want to cancel this application 'If yes, then you may need to start from beginning again as all your previous data will be lost.'" YES/NO.

If the Taxpayer clicks on **YES**, this will cancel the Application.

If **NO** is clicked, then the warning will be closed and no action would be taken, the Taxpayer remains on the same page.



The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the text 'ضريبة Dhareeba tax portal', and user information: 'Name: Divya Choudhary', 'TIN: 5000196535'. Below the header, the main section is titled 'Return Deadline Extension'. It contains a table with the following columns: Reference #, Tax Type, Tax Period, Due Date, Requested Date, Submission Date, Status, and Actions. The table has one row with the following data: Reference # 500000000065, Tax Type Income Tax, Tax Period 2019, Due Date 30/09/2020, Requested Date 30/01/2021, Submission Date 16/09/2020, Status DRAFT, and Actions (edit, delete, view). A confirmation dialog box is overlaid on the table, titled 'Confirmation', with the text: 'Do you really want to cancel this application 'if yes, then you may need to start from beginning again as all your previous data will be lost''. The dialog has 'Yes' and 'No' buttons. At the bottom left of the screen, there is a 'Back' button.

Reference #	Tax Type	Tax Period	Due Date	Requested Date	Submission Date	Status	Actions
500000000065	Income Tax	2019	30/09/2020	30/01/2021	16/09/2020	DRAFT	[edit] [delete] [view]


Confirmation

'Do you really want to cancel this application 'if yes, then you may need to start from beginning again as all your previous data will be lost'.

Yes **No**

Back

Back Button Taxpayer can click on **Back** button and after clicking on Back button, Screen will navigate to the Home Page.

View Button : Taxpayer can check any application in view mode by clicking on **View** button.

To apply for Return Deadline Extension, Taxpayer should click on **Create** Button, this will display the Instructions Screens.



Step 4: Instruction for Taxpayers

The Taxpayer should read the Instructions for Return Deadline Extension and click **“Start Now”** button to proceed.

ضريبة Dhareeba tax portal

عربي | Name: Divya Choudhary
TIN: 5000196535

Instructions for Taxpayers

These instructions need to be read and understood before starting the Request for Return Deadline Extension

- Ensure to provide accurate information
- The information you provide in this request will be kept strictly confidential
- It is an offence to provide false and misleading information to General Tax Authority

[◀ Back](#) [Start Now ▶](#)



Step 5: Reason(s) for Request

Taxpayer should select the **Tax Type** from the drop down.

Based on the Tax Type selected, Tax Period, Due date and Requested date would be populated.

Taxpayer should enter the **requested date** for Return Deadline Extension.

The screenshot displays the 'Dhareeba tax portal' interface. At the top, the user is logged in as 'Name: Divya Choudhary' with TIN: 5000196535. The page title is 'Request Number: 500000000067 DEADLINE EXTENSION REQUEST'. The progress bar shows four steps: 1. Reason(s) for Request (active), 2. Additional Information, 3. Summary, and 4. Declaration.

In the 'Reason(s) for Request' section, the following fields are populated:

- Tax Type:** Income Tax (dropdown menu)
- Tax Period:** 2019
- Due Date:** 30/09/2020
- Requested Date:** 30/01/2021

Below these fields, the 'Reasons for the Extension' section contains four radio button options:

- ☒ Serious health reasons, which require admittance to hospital, for the natural person and the natural persons who hold the right to take administrative and financial decisions and signatory right at the legal person.
- ☐ Loss or damage of the documents and accounting records necessary for the submission of the return as a result of a reason outside the control of the Person liable to pay tax, such as natural disasters, fire, or theft.
- ☐ Sudden malfunction of the electronic system, provided that malfunction is exceptional and can be proved with reports issued by those having competence.
- ☐ Others

A confirmation message is displayed: 'Form: 500000000067 saved successfully'. At the bottom, there are buttons for 'Back', 'Save as draft', and 'Continue'. A progress bar indicates 25% completion.

An information will be displayed, on which the Taxpayer should click **Ok**.



Taxpayer should select appropriate 'Reasons for the Extension' and **attach** the respective document.

Save as Draft Button – Taxpayer can save the information on the application by clicking on Save as Draft button. An application reference number will be generated. Taxpayer can continue filling this application later.

Taxpayer should click on **Continue** button.



Taxpayer should attach documents for 'Reason for the Extension'.

File Size should be less than and equal to 5MB, multiple attachments are allowed (maximum 10), Attachment types permitted: DOC, PDF, JPEG, JPG, XLS, DOCX.

Request Number: DEADLINE EXTENSION REQUEST

1 Reason(s) for Request

Tax Type: Income Tax

Tax Period: 2019

Reasons for the Extension

- ☒ Serious health reasons, which right to take administrative and financial decisions
- ☐ Loss or damage of the documents outside the control of the Person
- ☐ Sudden malfunction of the electronic system by those having competence.
- ☐ Others

Attachments (1)

Document.docx

Close

25%

Back Save as draft Continue



Step 6: Additional Information

Additional Information section is available to the Taxpayer to add Additional Notes with Attachment (if any) as supporting documents. This is an Optional Step. Taxpayer should click on **Continue**.

The screenshot shows the 'Additional Information' step of a 'DEADLINE EXTENSION REQUEST' on the Dhareeba tax portal. The header includes the portal logo, user name 'Divya Choudhary', and TIN '5000196535'. The request number is '500000000067'. The progress bar shows 50% completion. The main section has a title 'Additional Information' and a sub-label 'Attach any supporting Documents [If Any]' with an attachment icon. Below is a large text area for 'Additional Notes'. The bottom navigation bar contains 'Back', 'Save as draft', and 'Continue' buttons.



Step 7: Summary

In 'Summary' section, Taxpayer can view Summarized information of the application. The Taxpayer should verify the details and can select **Edit** button to go back to the earlier information and make changes wherever required.

The screenshot shows the 'Summary' page of a 'DEADLINE EXTENSION REQUEST' in the Dhareeba tax portal. The page is titled 'Summary' and includes a progress bar at the bottom indicating 75% completion. The progress bar has four steps: 1. Reason(s) for Request, 2. Additional Information, 3. Summary (current step), and 4. Declaration. The 'Summary' section contains the following information:

- Request Number:** 500000000067
- 1.Reason(s) for Request** (with an [Edit](#) button):

Tax Type	ITAX	Due Date	30/09/2020
Tax Period	2019	Requested Date	30/01/2021
- Reasons for the Extension**:
 - ☒ Serious health reasons, which require admittance to hospital, for the natural person and the natural persons who hold the right to take administrative and financial decisions and signatory right at the legal person.
- 2.Additional Information** (with an [Edit](#) button)

At the bottom of the page, there is a [Back](#) button, a progress bar showing 75%, a [Save as draft](#) button, and a [Continue](#) button.



Step 8: Declaration

After clicking on "**Continue**" button, the Taxpayer will be navigated to "Declaration" screen where the details in all the fields will be pre-populated from National Authentication Section Sign-up.

The screenshot shows the 'Declaration' step of a 'DEADLINE EXTENSION REQUEST' process on the Dhareeba tax portal. The user is Divya Choudhary with TIN 5000196535. The request number is 500000000067. The progress bar is at 98%.

Request Number: 500000000067 **DEADLINE EXTENSION REQUEST**

Progress: 1 Reason(s) for Request, 2 Additional Information, 3 Summary, 4 Declaration (current step)

Declaration

First Name: Reema, Last Name: Dook, Designation: Taxpayer, Date: 16/09/2020

Email Address: reemad@gmail.com, Phone Number: +974 55646913

☐ I agree with the [Terms and Condition](#)

☐ I declare that the information provided in this form is true and correct

[Back](#) [Save as draft](#) [Submit](#)

Taxpayer should click on the '**Terms and Conditions**' hyperlink and then click on '**I Agree**' button.



The screenshot shows the Dhareeba tax portal interface. At the top, the user is logged in as Divya Choudhary with TIN: 5000196535. The page title is 'DEADLINE EXTENSION REQUEST' with a request number of 500000000067. The progress bar indicates four steps: 1. Reason(s) for Request, 2. Additional Information, 3. Summary, and 4. Declaration. A modal dialog titled 'Terms and Conditions' is displayed over the Declaration step. The dialog contains the following text:

Terms and Conditions

- Please note that if General Tax Authority does not approve the request within the pre-defined period, this request will be auto cancelled.
- Please be aware that you are liable your return if you don't get any response or approval by the General Tax Authority.
- You will be liable for any delay and subsequent penalty for the late filing of your return.

At the bottom of the dialog are 'Cancel' and 'I Agree' buttons. In the background, the Declaration form is partially visible, showing fields for First Name (Reema), Last Name (Dook), Designation (Taxpayer), Date (16/09/2020), Email Address (reemad@gmail.com), and Phone Number (+974 55646913). There are also checkboxes for 'I agree with the Terms and Condition' and 'I declare that the information provided in this form is true and correct'. At the bottom of the page, there are 'Back', 'Save as draft', and 'Submit' buttons, along with a progress bar showing 98% completion.

Taxpayer should select the check boxes in the Declaration Screen. Submit button will get enable after selecting 'Terms and Condition' and 'Declaration' check box.

Taxpayer Should click on the **Submit** button.

The screenshot shows the Dhareeba tax portal interface. At the top, the user is logged in as Divya Choudhary with TIN: 5000196535. The page title is 'DEADLINE EXTENSION REQUEST' with a request number of 500000000067. The progress bar indicates four steps: 1. Reason(s) for Request, 2. Additional Information, 3. Summary, and 4. Declaration. The Declaration step is active, showing the following fields:

- First Name: Reema
- Last Name: Dook
- Designation: Taxpayer
- Date: 16/09/2020
- Email Address: reemad@gmail.com
- Phone Number: +974 55646913

Below the fields, there are two checkboxes, both of which are checked:

- ☒ I agree with the Terms and Condition
- ☒ I declare that the information provided in this form is true and correct

At the bottom of the page, there are 'Back', 'Save as draft', and 'Submit' buttons, along with a progress bar showing 98% completion.



Step 9: Acknowledgement

After clicking on "**Submit**" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed.

After submission of the Deadline extension application, GTA will review the same and can Approve or Reject or request for additional information from the Taxpayer.

ضريبة
Dhreeba
tax portal

عربي | Name: Divya Choudhary
TIN: 5000196535

✓

Application for Deadline Extension Request complete

Your Application has been successfully submitted on 16/09/2020
Your application reference number is 500000000067

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.

Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your registration.

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@gta.gov.qa or to learn more, visit www.gta.gov.qa

✕ Close



4

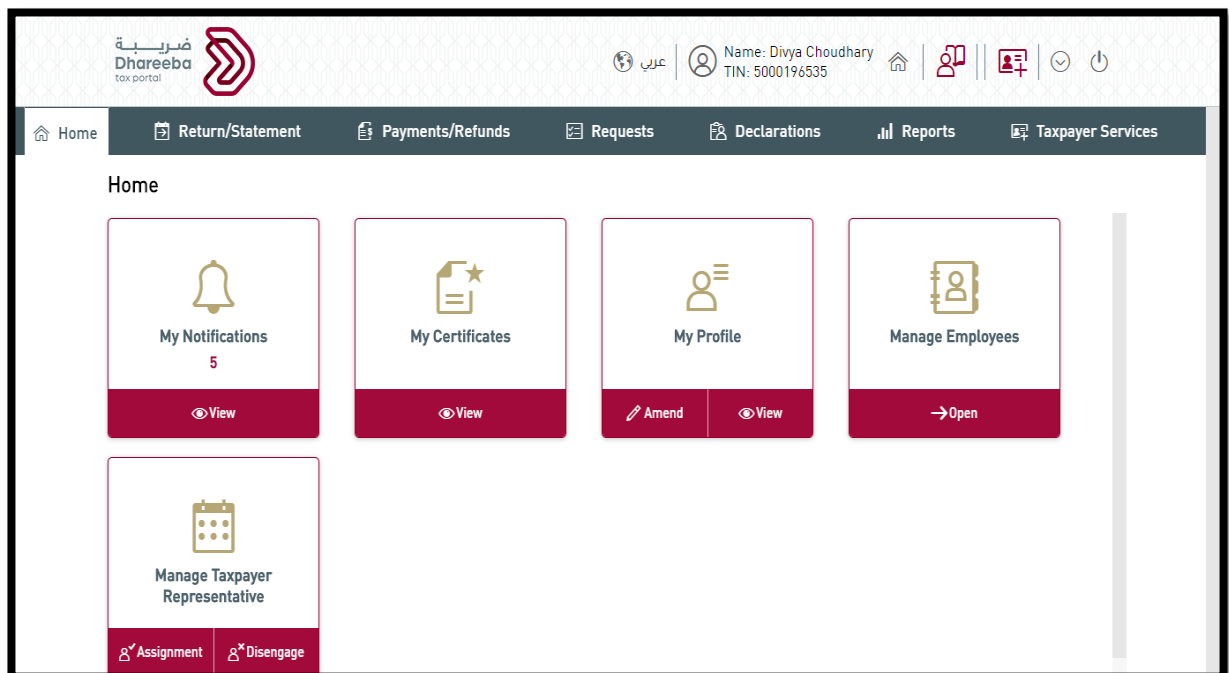
Annexure – Correspondence received by Taxpayer



4 Annexure – Correspondence received by Taxpayer

4.1 Steps how Taxpayer can open and view notifications on the portal

A taxpayer should log in to Taxpayer Portal and select 'My Notifications' tab from the Home screen to view the notifications.





4.2 Taxpayer will receive SMS, Email and PDF on Mobile, Email ID, Dashboard

After submitting the form, Taxpayer will receive Email on the E-mail Address which Taxpayer has provided, SMS on the Mobile Number Taxpayer has provided and Notifications on Taxpayer Portal.

Taxpayer will receive an SMS, Email and PDF on Submission.

Taxpayer will Receive Rejection SMS, Email and PDF.

Taxpayer will receive SMS, Email and PDF for Additional information Requested.

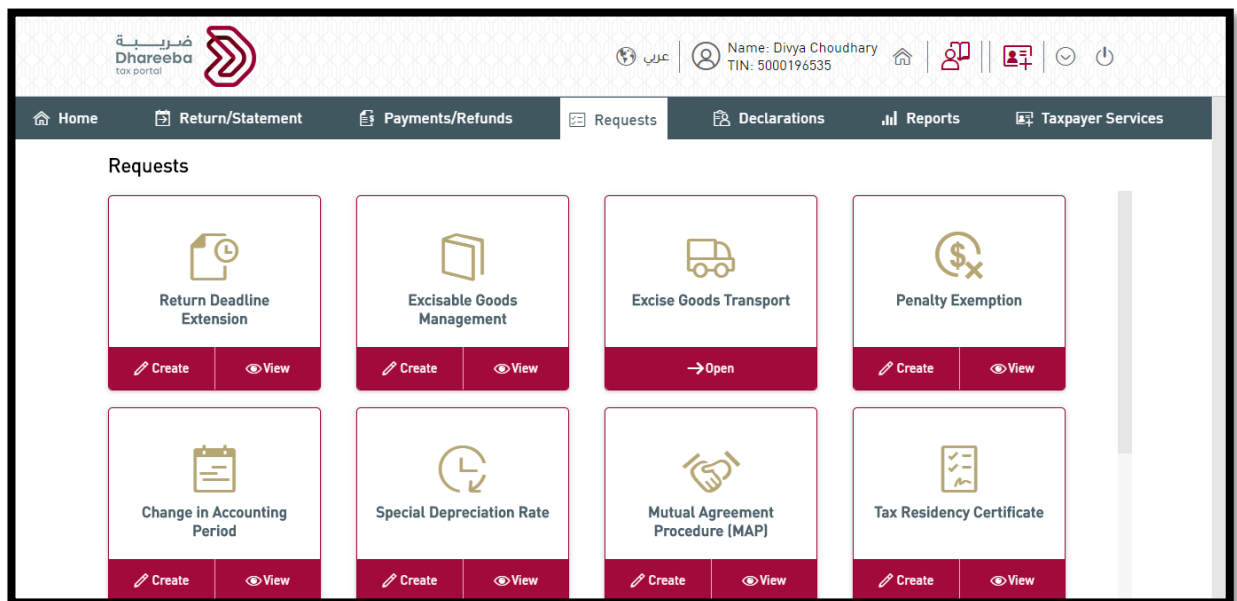
Taxpayer will receive SMS, Email and PDF for Additional Information submission.

Taxpayer will receive Approval SMS, Email and PDF.

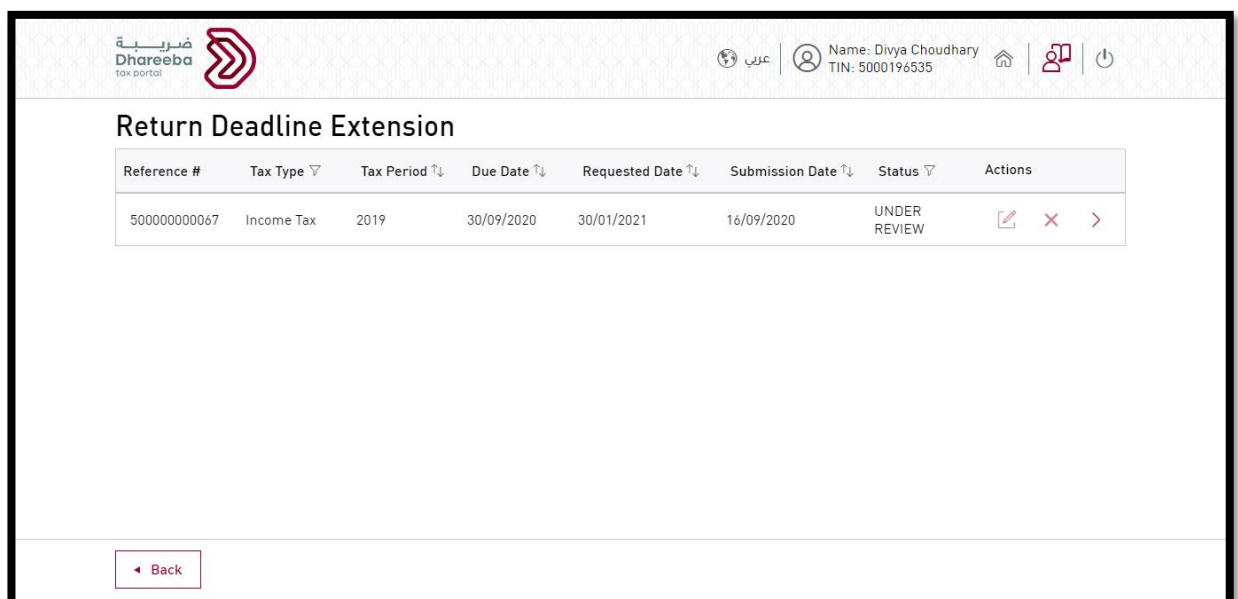


4.3 Taxpayer can check the Status of Deadline extension request application

Taxpayer should click on the **View** button of 'Return Deadline Extension' tile.



Status will be 'Under Review' once the application is submitted.





Status would be updated per GTA decision: Approve or Reject or request for Additional information.

ضريبة
Dhareeba
tax portal

عربي
Name: Divya Choudhary
TIN: 5000196535

Return Deadline Extension

Reference #	Tax Type ▾	Tax Period ↑↓	Due Date ↑↓	Requested Date ↑↓	Submission Date ↑↓	Status ▾	Actions
500000000067	Income Tax	2019	30/09/2020	30/01/2021	16/09/2020	APPROVED	✎ ✕ >

Back

- End of Document -