



General Tax Authority

# Tax Warehouse Cancellation by Taxpayer

VERSION

Version - 1 08 July 2020

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## 1 Purpose of this document

Taxpayers who have registered Tax Warehouse in the GTA TAS system may require cancelling the Warehouse, as the Warehouse keeper ceases to work.

This document covers the process which the Taxpayer needs to follow to cancel the Tax Warehouse.

The application to cancel the Warehouse will have following sections:

- Instructions
- Cancel Warehouse
- Inventory Details
- Additional Information
- Summary
- Declaration

There can be two scenarios:

### **Cancellation when Taxpayer has only 1 Warehouse**

- Taxpayer must file any pending obligations & pay any pending dues
- Taxpayer submits cancellation
- GTA approves/rejects the application

### **Cancellation when Taxpayer has more than 1 Warehouse**

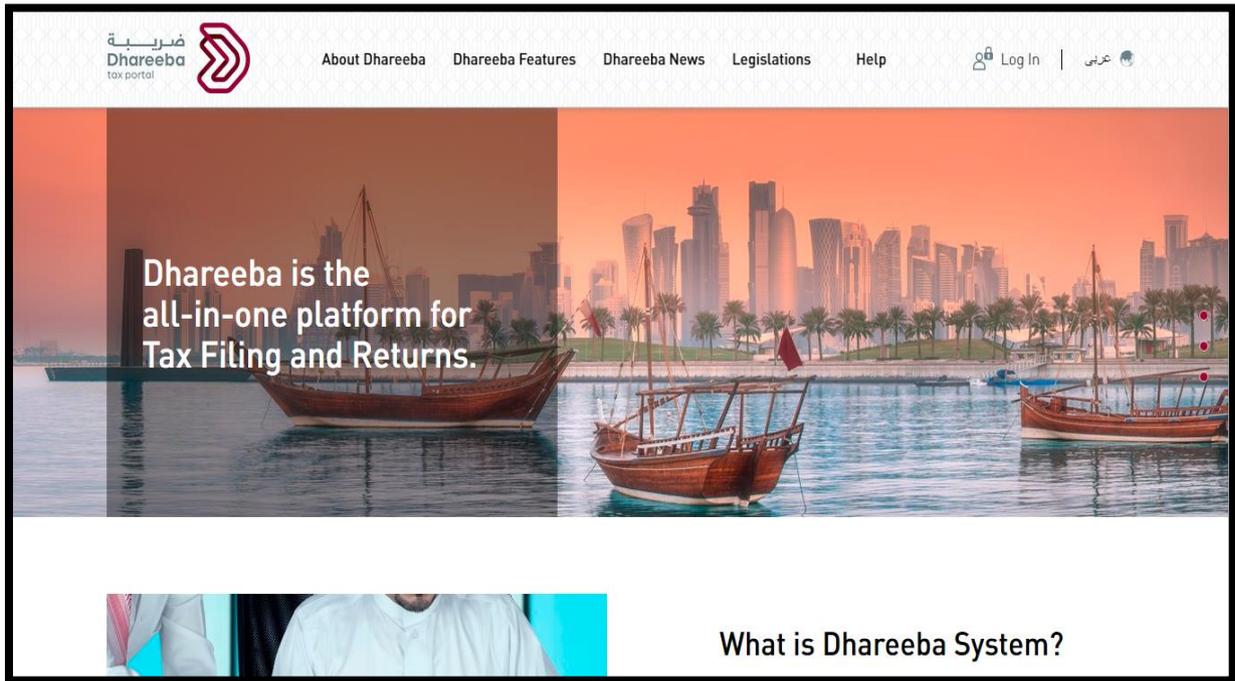
- Taxpayer will receive warning message to file any pending obligations & pay any pending dues
- Taxpayer submits cancellation
- GTA approves/rejects the application

This document also covers the correspondence which GTA sends to the Taxpayer after an application is made for cancellation in GTA TAS.

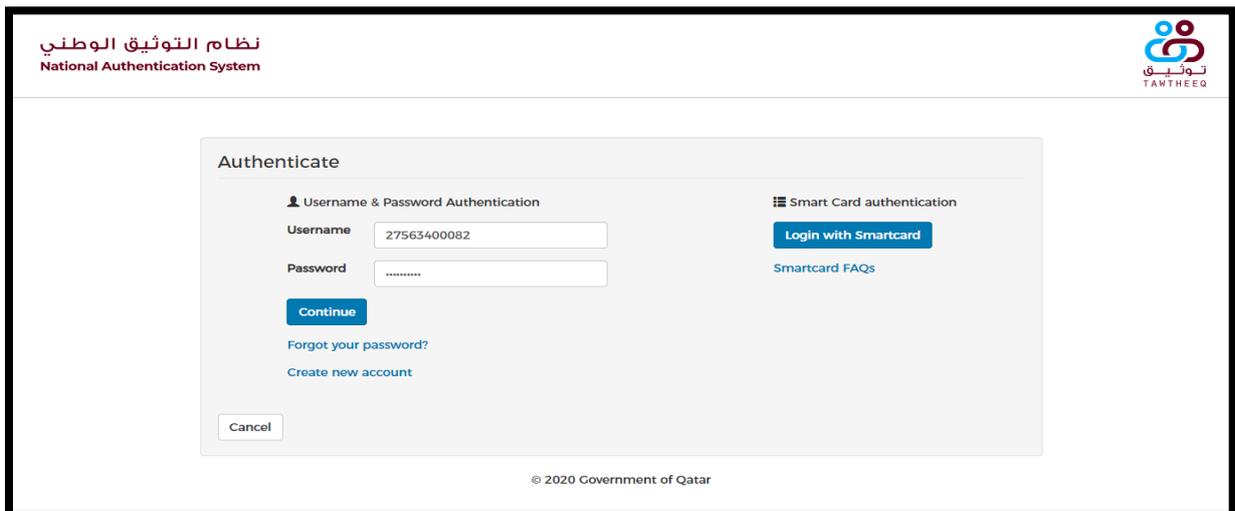
## 2 Process to be followed to file a Tax Warehouse Cancellation application

### Login through the Dhareeba which gets directed to the NAS

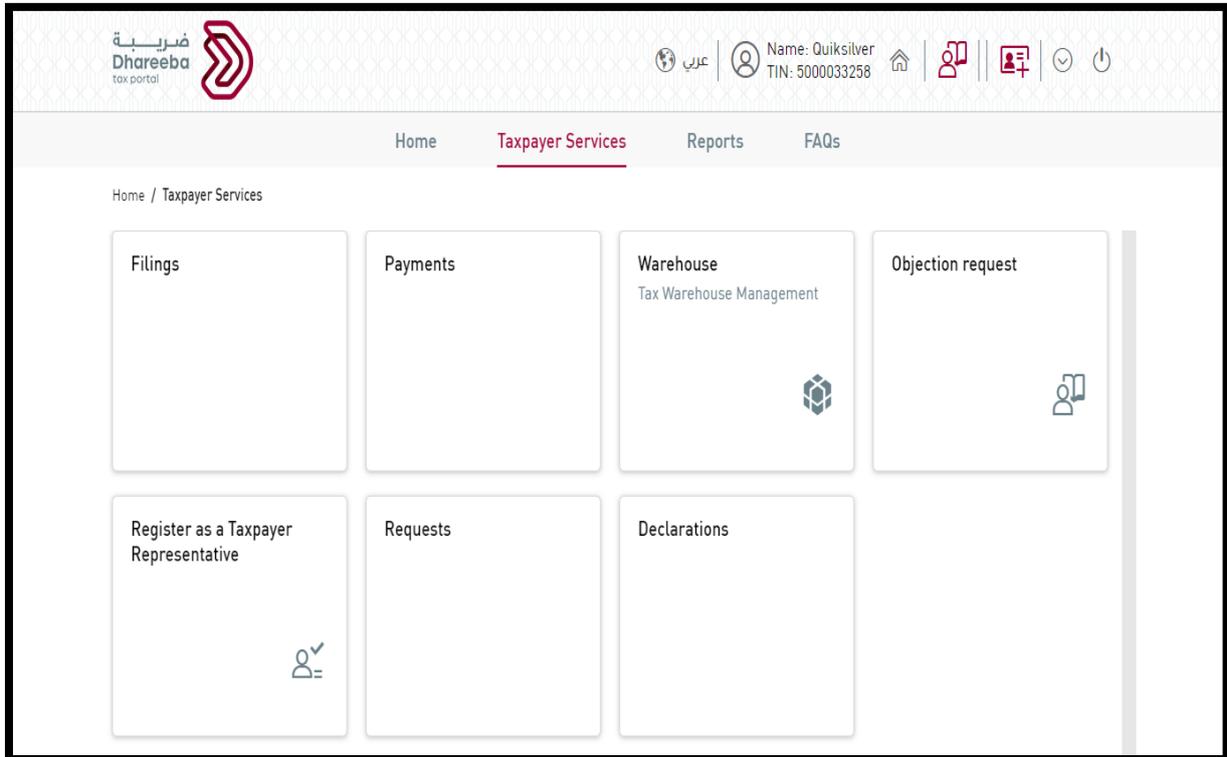
Taxpayer should login on the Dhareeba and is thereafter directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below:



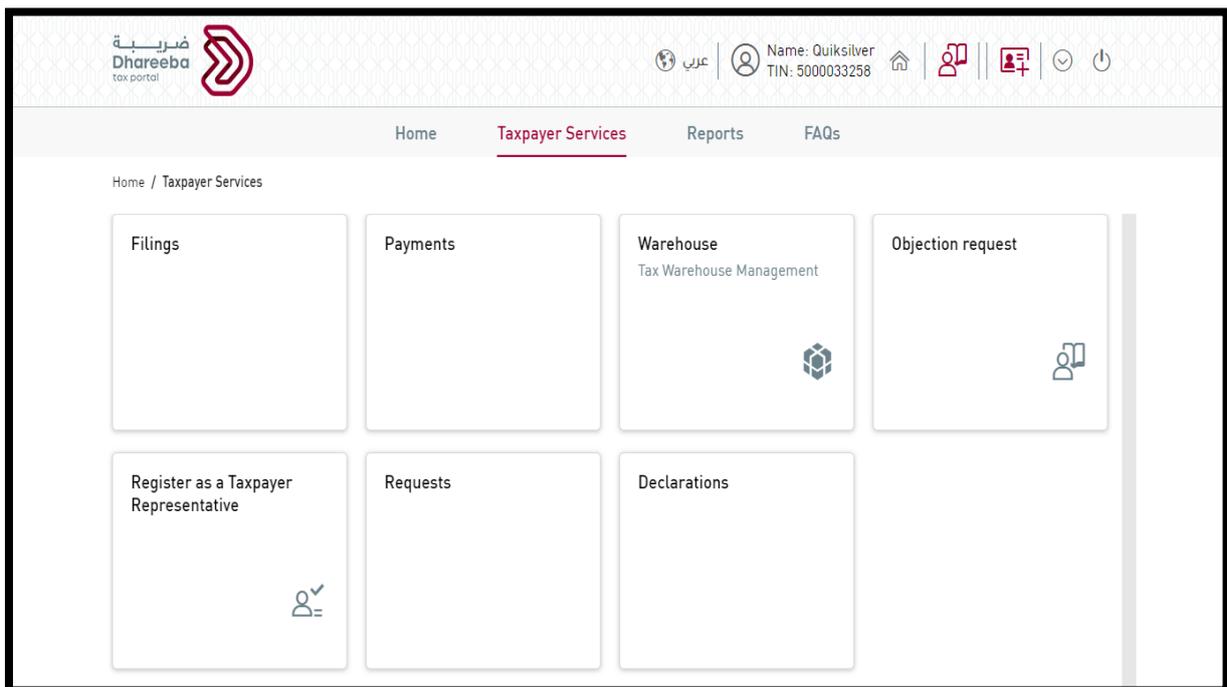
Taxpayer should login on the Dhareeba and is thereafter directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below:



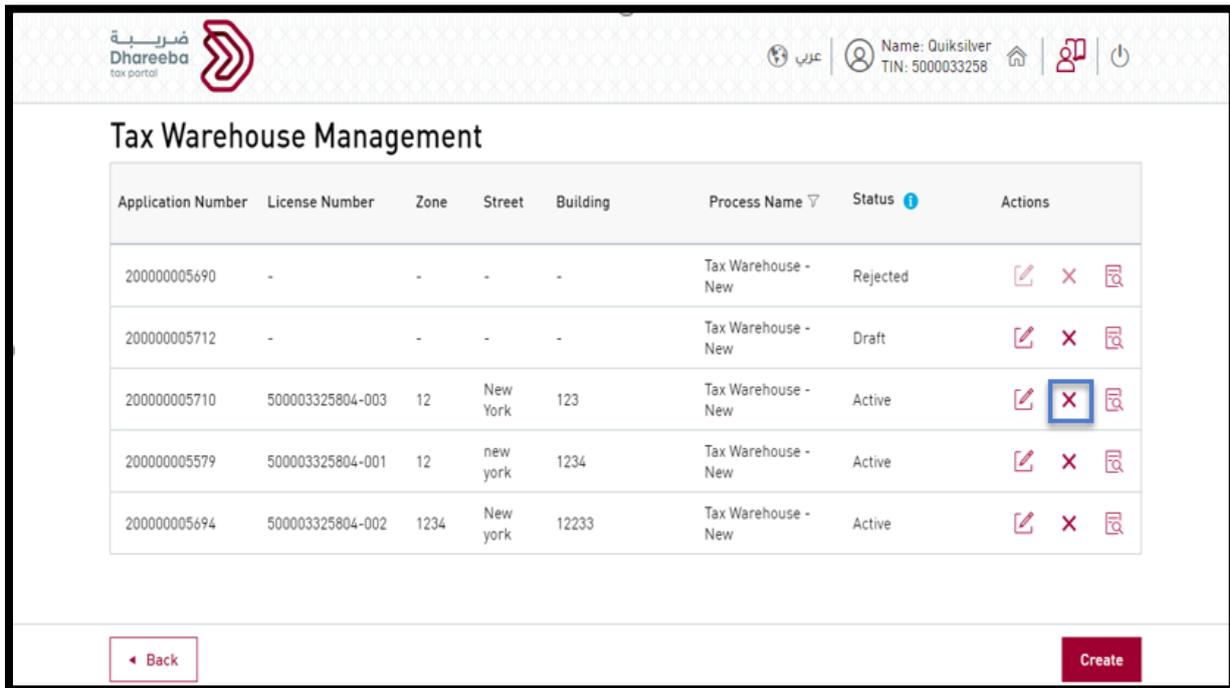
After successful log-in, on the Taxpayer dashboard, Taxpayer should click on “Taxpayer Services” tab.



Warehouse Tile appears under Taxpayer Services tab and Taxpayer should click on 'Warehouse' tile.



The list of Warehouses appears. The Taxpayer should click on 'Cancel (X)' button besides an 'Active' Warehouse which the Taxpayer wishes to cancel.

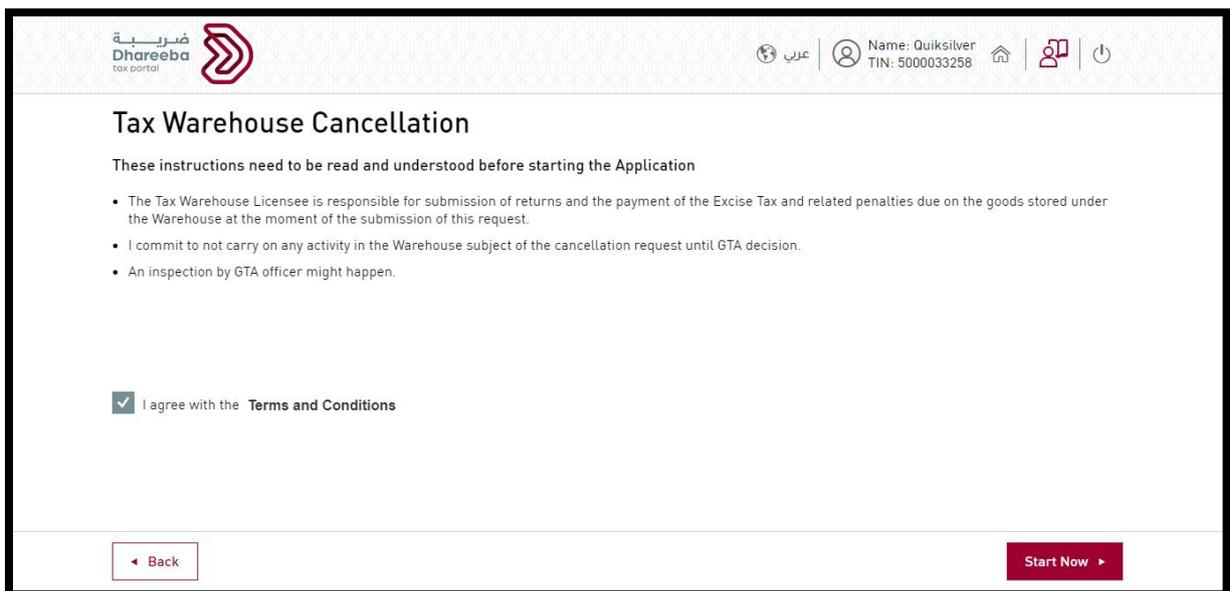


The screenshot shows the 'Tax Warehouse Management' page. At the top, there is a header with the Dhareeba logo and user information: 'Name: Quiksilver TIN: 5000033258'. Below the header is a table with the following columns: Application Number, License Number, Zone, Street, Building, Process Name, Status, and Actions. The table contains five rows of data. The third row, representing an 'Active' warehouse, has a blue box highlighting the 'Cancel (X)' icon in the Actions column. At the bottom of the page, there are 'Back' and 'Create' buttons.

Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
200000005690	-	-	-	-	Tax Warehouse - New	Rejected	  
200000005712	-	-	-	-	Tax Warehouse - New	Draft	  
200000005710	500003325804-003	12	New York	123	Tax Warehouse - New	Active	  
200000005579	500003325804-001	12	new york	1234	Tax Warehouse - New	Active	  
200000005694	500003325804-002	1234	New york	12233	Tax Warehouse - New	Active	  

## Instructions

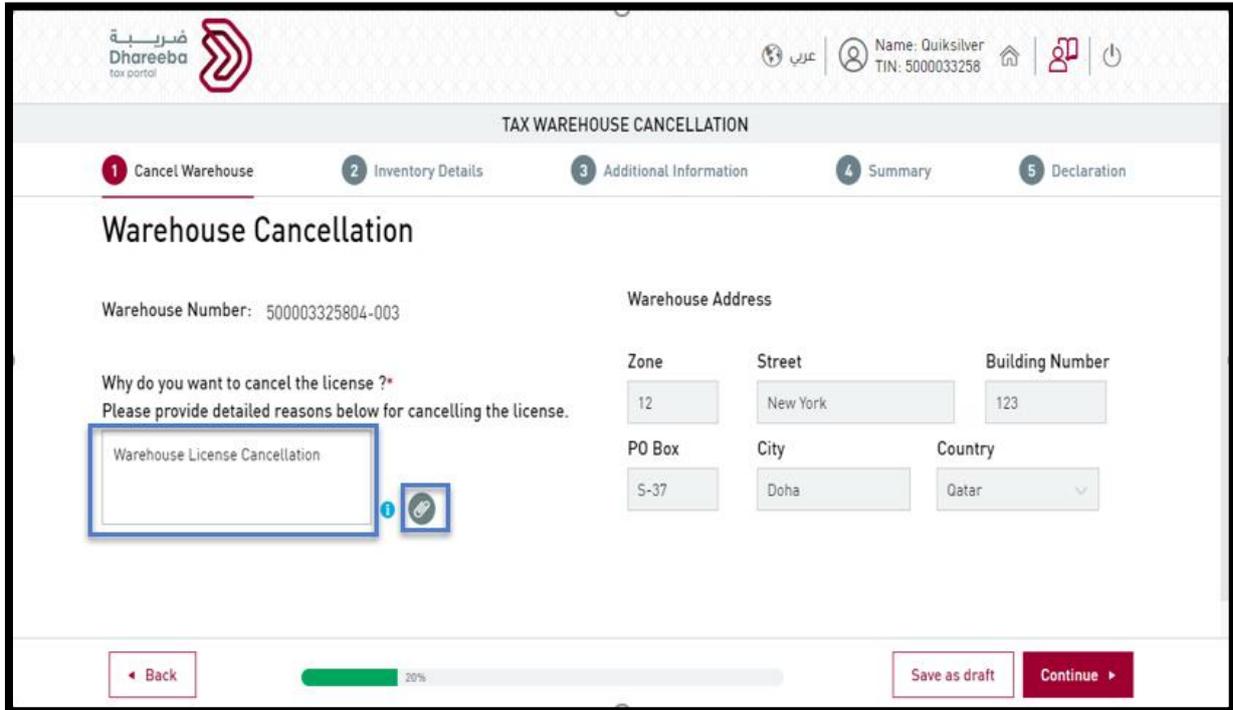
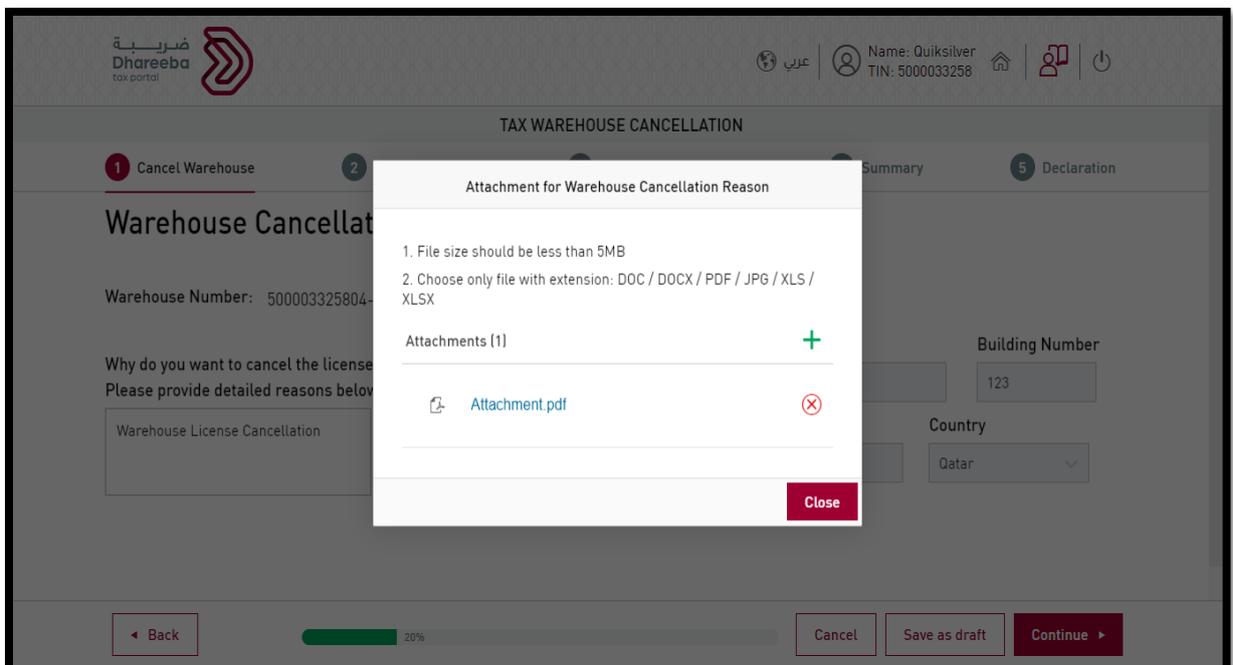
The Taxpayer should read the Instructions for Cancellation of Tax Warehouse and click on the checkbox for 'I agree with Terms and Conditions' and then click "Start Now" button to proceed.



The screenshot shows the 'Tax Warehouse Cancellation' page. At the top, there is a header with the Dhareeba logo and user information: 'Name: Quiksilver TIN: 5000033258'. Below the header is the title 'Tax Warehouse Cancellation' and a sub-heading 'These instructions need to be read and understood before starting the Application'. There are three bullet points of instructions. Below the instructions, there is a checkbox labeled 'I agree with the Terms and Conditions' which is checked. At the bottom of the page, there are 'Back' and 'Start Now' buttons.

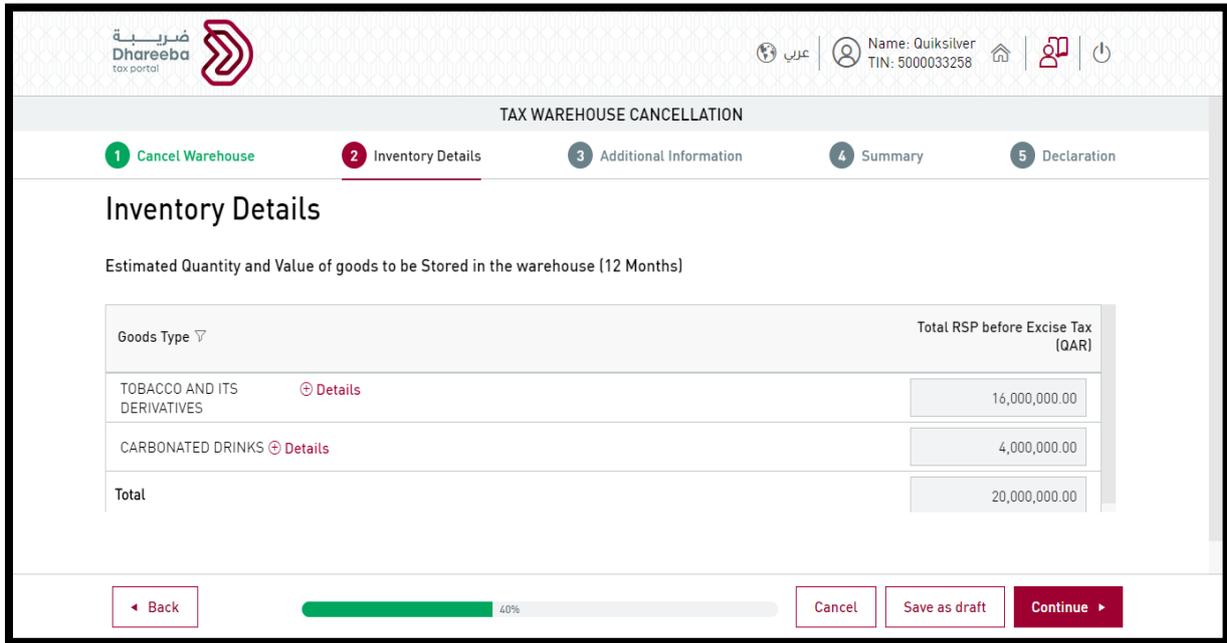
## 2.1 Cancel Warehouse

Taxpayer needs to enter the reason of Warehouse cancellation in the text box provided as per below screenshot. Also, Taxpayer should upload attachment for Warehouse Cancellation Reason. Taxpayer should click Continue button to be navigated to 'Inventory Details' screen.

## 2.2 Inventory Details

On Inventory details Step, the Taxpayer will be able to see the list of goods along with their 'Total RSP before Excise Tax (QAR)'. Besides every goods type there will be a 'Details' button.



**TAX WAREHOUSE CANCELLATION**

1 Cancel Warehouse | **2 Inventory Details** | 3 Additional Information | 4 Summary | 5 Declaration

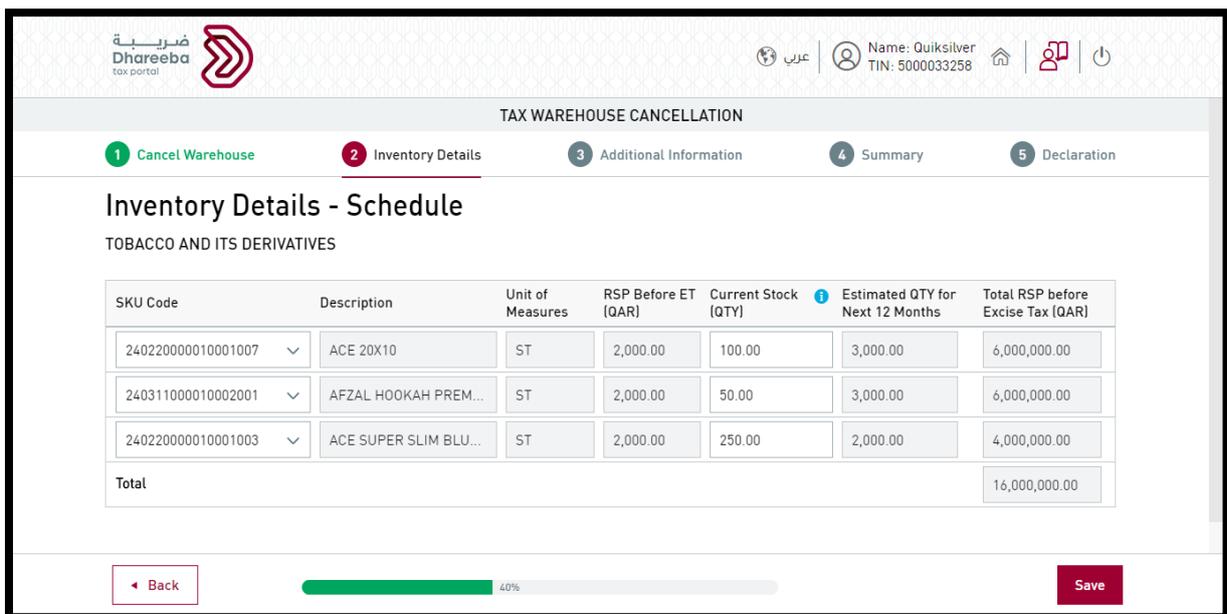
### Inventory Details

Estimated Quantity and Value of goods to be Stored in the warehouse (12 Months)

Goods Type ▾	Total RSP before Excise Tax (QAR)
TOBACCO AND ITS DERIVATIVES <a href="#">Details</a>	16,000,000.00
CARBONATED DRINKS <a href="#">Details</a>	4,000,000.00
<b>Total</b>	<b>20,000,000.00</b>

◀ Back | 40% | Cancel | Save as draft | Continue ▶

Taxpayer should click on 'Details' button and enter the 'Current Stock' at the time of cancellation. When the 'Details' button is clicked, 'Inventory Details- Schedule' will be displayed as shown below. Taxpayer should enter the value of 'Current Stock (QTY)'.



**TAX WAREHOUSE CANCELLATION**

1 Cancel Warehouse | **2 Inventory Details** | 3 Additional Information | 4 Summary | 5 Declaration

### Inventory Details - Schedule

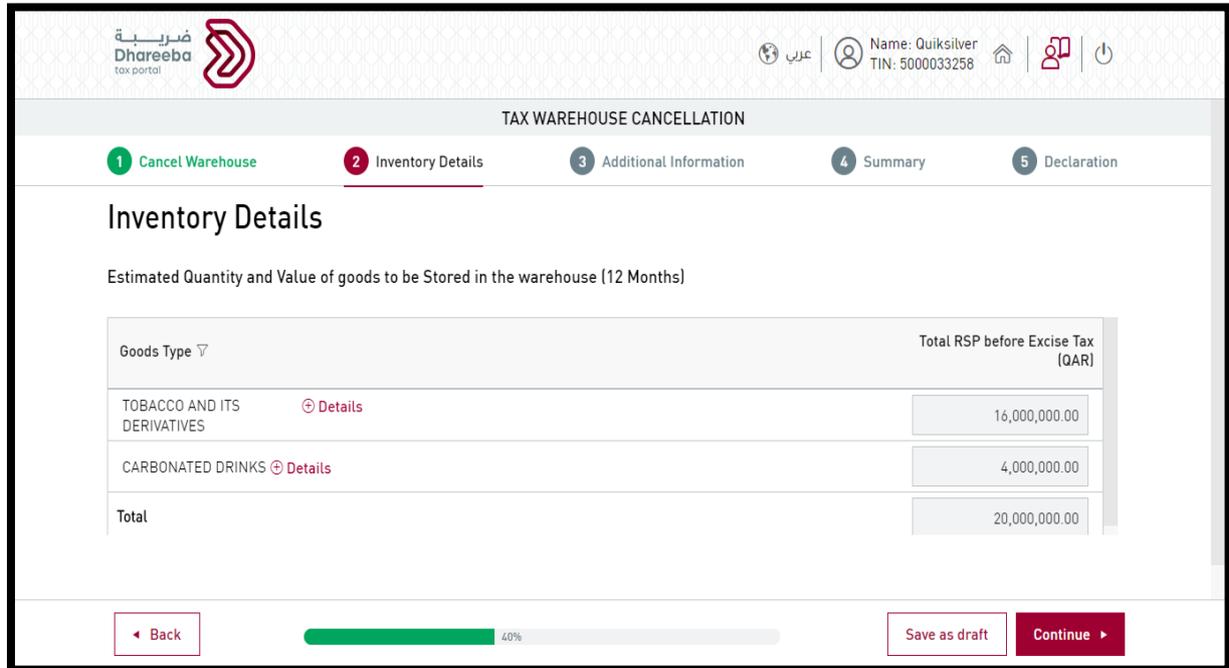
TOBACCO AND ITS DERIVATIVES

SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)
24022000010001007	ACE 20X10	ST	2,000.00	100.00	3,000.00	6,000,000.00
240311000010002001	AFZAL HOOKAH PREM...	ST	2,000.00	50.00	3,000.00	6,000,000.00
24022000010001003	ACE SUPER SLIM BLU...	ST	2,000.00	250.00	2,000.00	4,000,000.00
<b>Total</b>						<b>16,000,000.00</b>

◀ Back | 40% | Save

After entering the value of 'Current Stock', Taxpayer should click 'Save' button. When the Save button is clicked, details will be saved, and Taxpayer will be navigated to 'Inventory Details' Section.

After entering the required details, Taxpayer should click Continue button and will be navigated to 'Additional Information' Step.



**TAX WAREHOUSE CANCELLATION**

1 Cancel Warehouse   2 **Inventory Details**   3 Additional Information   4 Summary   5 Declaration

### Inventory Details

Estimated Quantity and Value of goods to be Stored in the warehouse (12 Months)

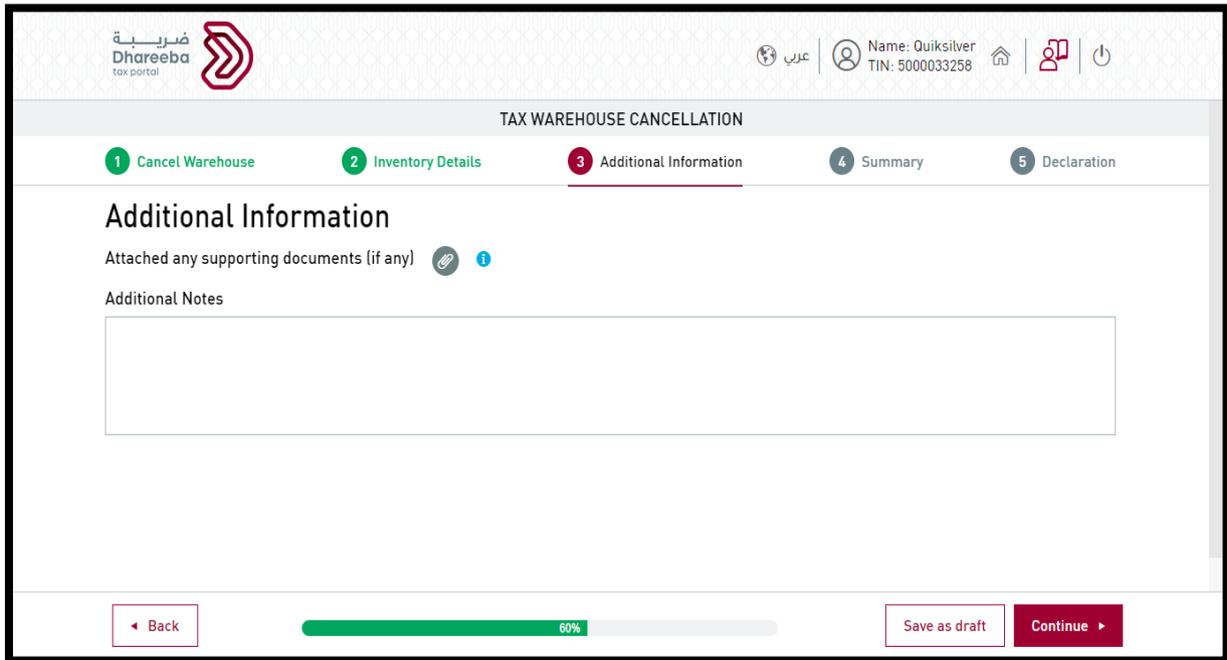
Goods Type ▾	Total RSP before Excise Tax (QAR)
TOBACCO AND ITS DERIVATIVES <a href="#">Details</a>	16,000,000.00
CARBONATED DRINKS <a href="#">Details</a>	4,000,000.00
<b>Total</b>	<b>20,000,000.00</b>

◀ Back   40%   Save as draft   Continue ▶

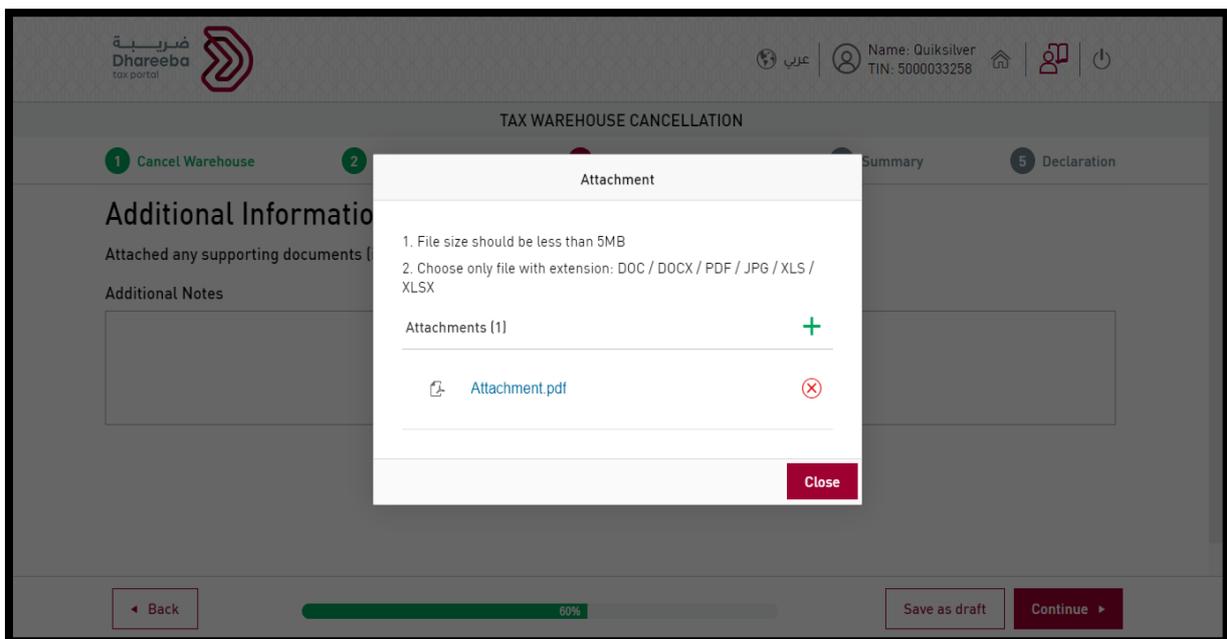
## 2.3 Additional Information

In 'Additional Information' section Taxpayer can enter 'Additional Notes' or 'Attach any other supporting documents.'

After adding necessary details, Taxpayer will click Continue button & will be navigated to 'Summary' page.



The screenshot displays the 'Dhareeba tax portal' interface for 'TAX WAREHOUSE CANCELLATION'. The progress bar indicates 60% completion. The current step is '3 Additional Information', with previous steps '1 Cancel Warehouse' and '2 Inventory Details' completed, and subsequent steps '4 Summary' and '5 Declaration' pending. The 'Additional Information' section includes a field for 'Attached any supporting documents (if any)' with a paperclip icon and a help icon, and a large text area for 'Additional Notes'. At the bottom, there are 'Back', 'Save as draft', and 'Continue' buttons.



The screenshot shows the 'Attachment' dialog box overlaid on the 'Additional Information' step. The dialog contains the following instructions:

1. File size should be less than 5MB
2. Choose only file with extension: DOC / DOCX / PDF / JPG / XLS / XLSX

Below the instructions, there is a section for 'Attachments (1)' with a green plus icon for adding more files. A single attachment named 'Attachment.pdf' is listed with a red 'X' icon for removal. A 'Close' button is located at the bottom right of the dialog.

## 2.4 Summary

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



عربي |  Name: Quiksilver  
TIN: 5000033258 |   

**TAX WAREHOUSE CANCELLATION**

1 Cancel Warehouse
2 Inventory Details
3 Additional Information
4 Summary
5 Declaration

### Summary

#### 1. Warehouse Cancellation [Edit](#)

Warehouse Number: 500003325804-003  
 Zone: 12 PO Box: S-37  
 Street: New York City: Doha  
 Building Number: 123 Country: Qatar

Why do you want to cancel the license ?

Warehouse License Cancellation

#### 2. Inventory Details [Edit](#)

Goods Type	Unit of Measures	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)
TOBACCO AND ITS DERIVATIVES	ST	8,000.00	16,000,000.00
CARBONATED DRINKS	ML	2,000.00	4,000,000.00
<b>Total</b>			20,000,000.00

#### 3. Additional Notes [Edit](#)

Additional Notes i

Attach any other supporting documents (if any) 

◀ Back

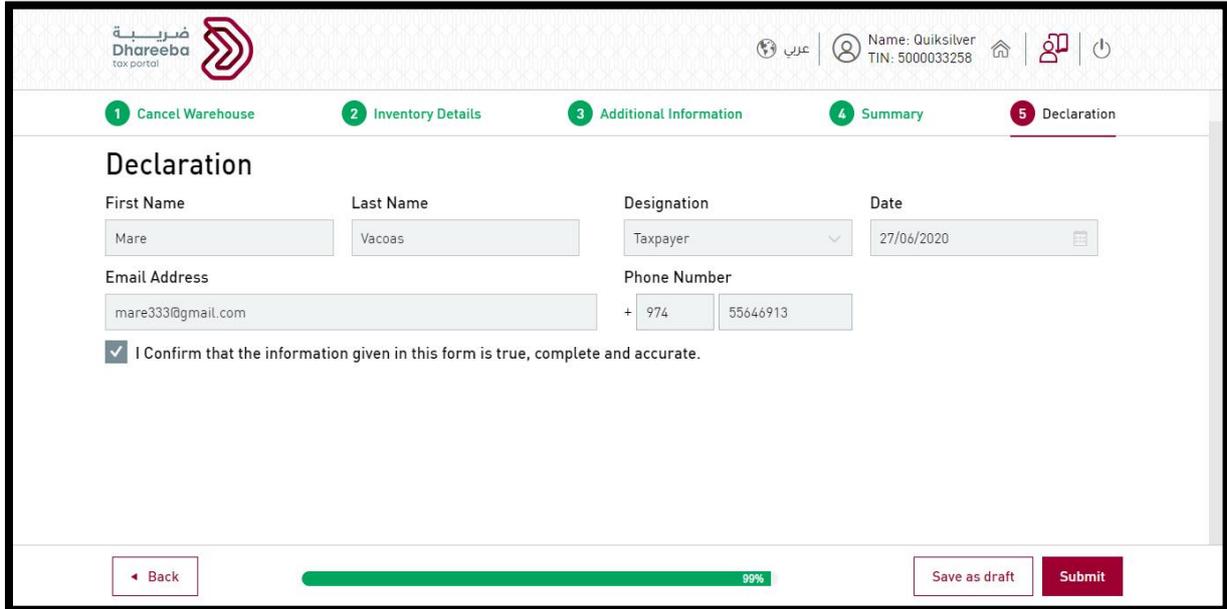
80%

Save as draft

Continue ▶

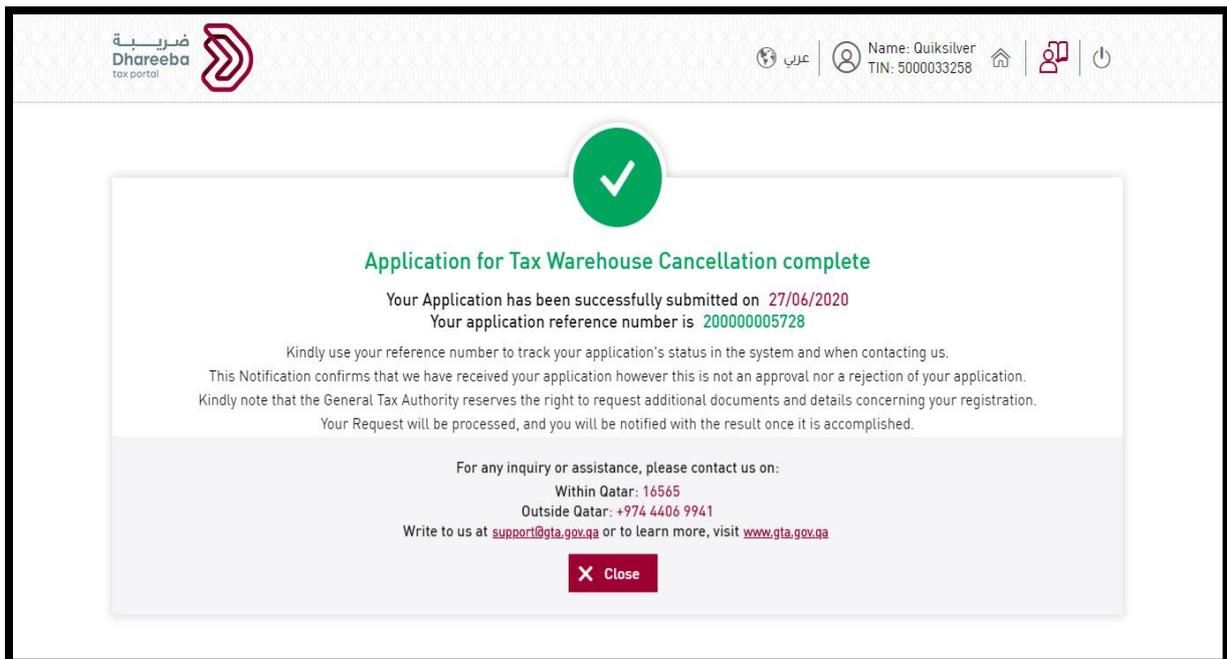
## 2.5 Declaration

The next page is the Declaration page where the information will be prefilled except the checkbox for 'declaration' as shown below. Taxpayer should select the checkbox & click 'Submit' button.



## Acknowledgement

After submission, an acknowledgement is displayed showing the Application number for Tax Warehouse Cancellation. The application is sent to GTA for approval.



## 2.6 Approval/Rejection

After submission of the Tax Warehouse Cancellation Application, GTA will review the same and can approve/reject or request for additional information from the Taxpayer.

Once GTA approves the form, the Warehouse will be cancelled, the status of Warehouse will be displayed as 'Cancelled' and Taxpayer will receive Cancellation Notification.

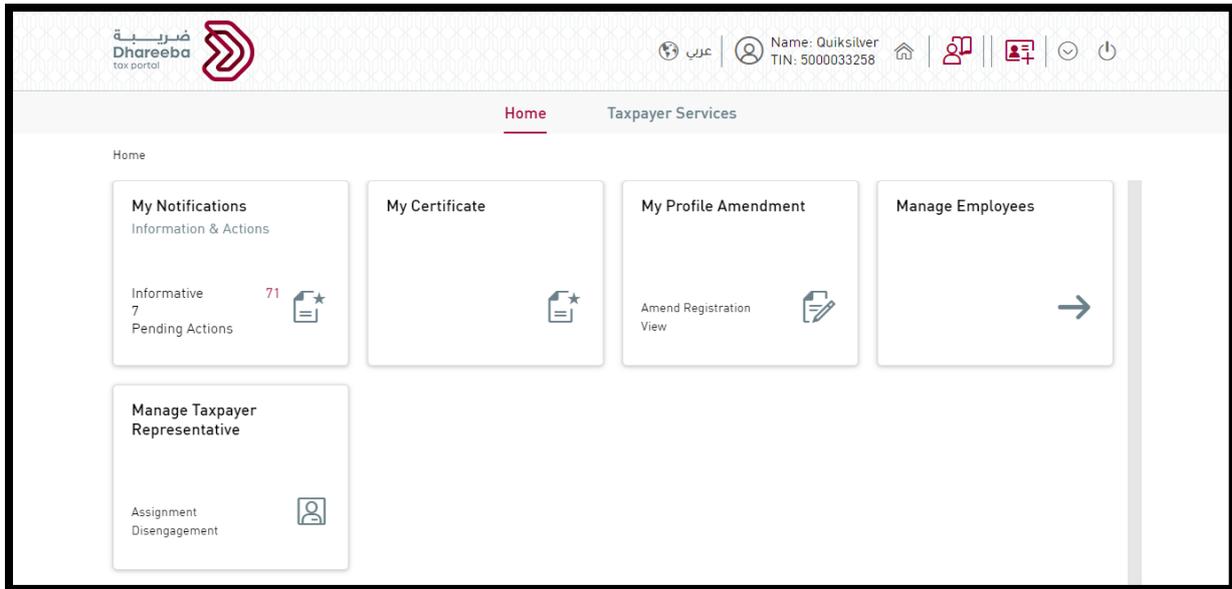
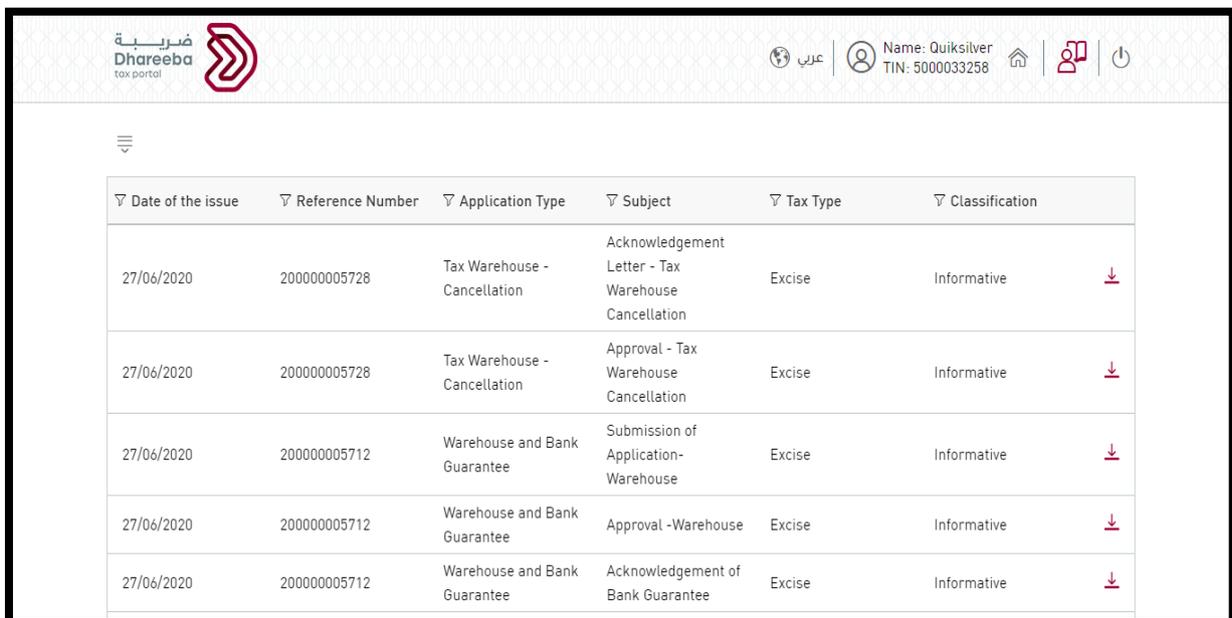
If the Warehouse cancellation form is rejected by GTA then the Warehouse will not be cancelled, and the Taxpayer will receive notification for rejection.

GTA may request some clarification from Taxpayer for Tax Warehouse Cancellation Application and will notify Taxpayer regarding same.

### 3 Annexure - Notifications 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.

▼ Date of the issue	▼ Reference Number	▼ Application Type	▼ Subject	▼ Tax Type	▼ Classification
27/06/2020	200000005728	Tax Warehouse - Cancellation	Acknowledgement Letter - Tax Warehouse Cancellation	Excise	Informative <a href="#">↓</a>
27/06/2020	200000005728	Tax Warehouse - Cancellation	Approval - Tax Warehouse Cancellation	Excise	Informative <a href="#">↓</a>
27/06/2020	200000005712	Warehouse and Bank Guarantee	Submission of Application - Warehouse	Excise	Informative <a href="#">↓</a>
27/06/2020	200000005712	Warehouse and Bank Guarantee	Approval - Warehouse	Excise	Informative <a href="#">↓</a>
27/06/2020	200000005712	Warehouse and Bank Guarantee	Acknowledgement of Bank Guarantee	Excise	Informative <a href="#">↓</a>

### 3.2 Notifications received by Taxpayer

The Taxpayer will receive an SMS, Email and PDF Notification from GTA

Acknowledgement of receiving Tax Warehouse Cancellation request

Additional Information Required for Tax Warehouse Cancellation request

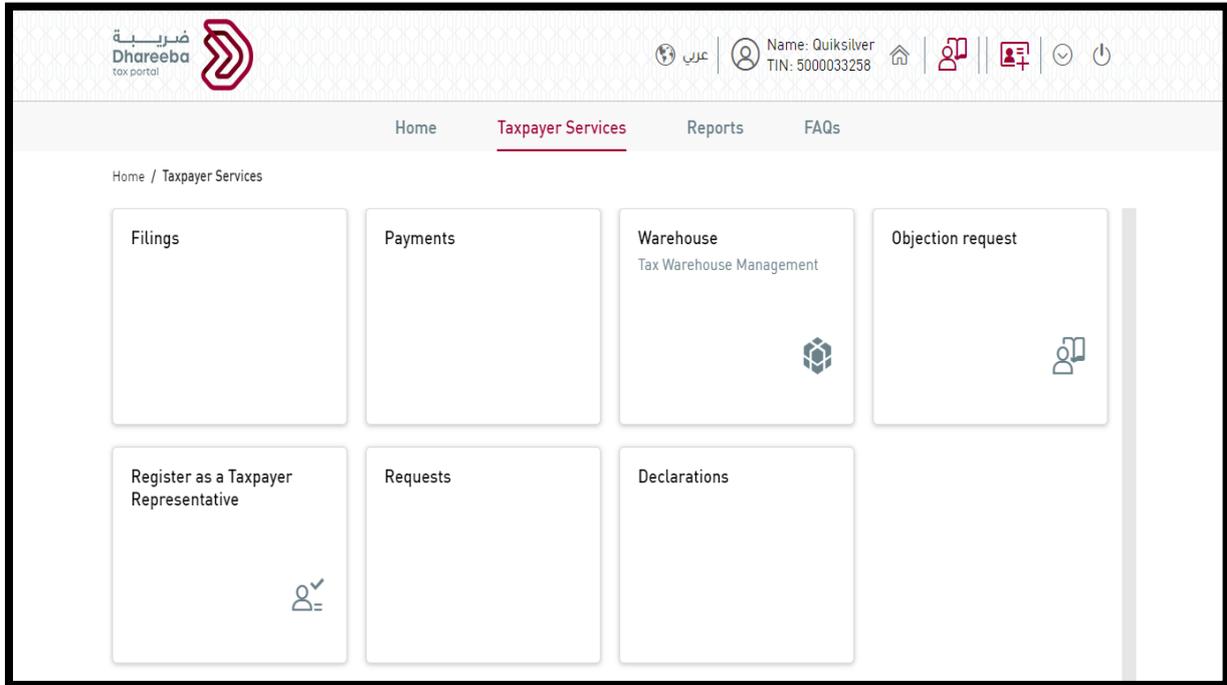
Acknowledgement of Additional Information for Tax Warehouse Cancellation request

Approval of Tax Warehouse Cancellation request

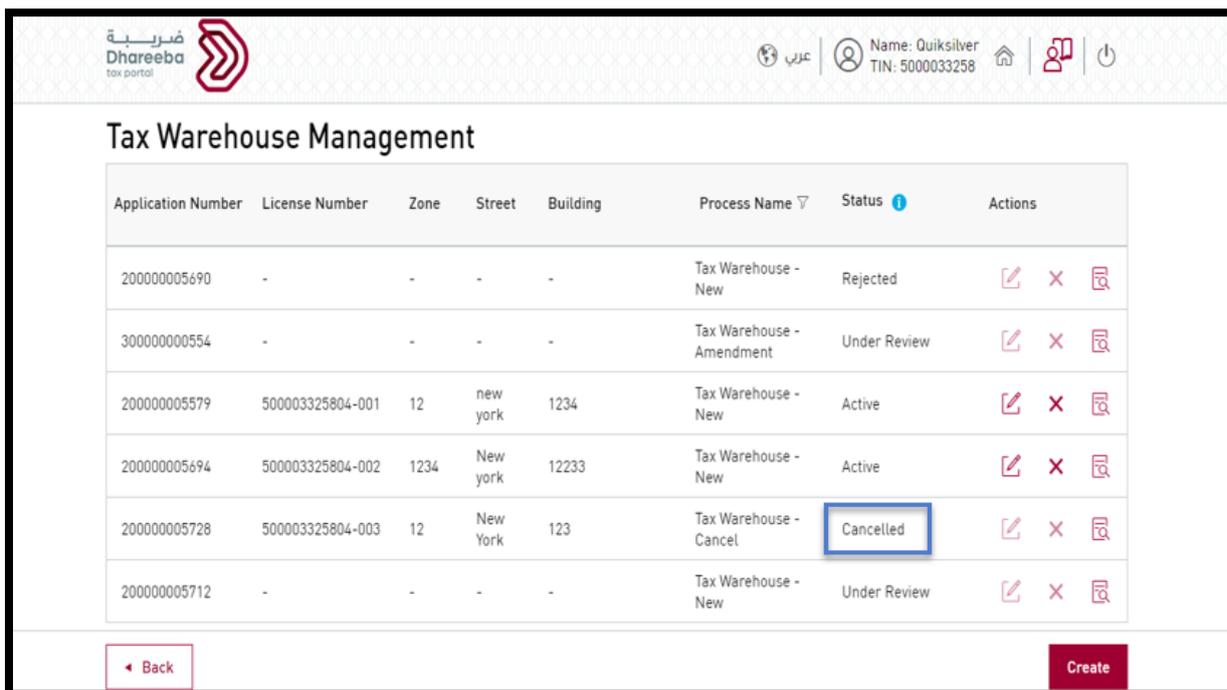
Rejection of Tax Warehouse Cancellation request

### 3.3 Steps how Taxpayer can check the Status of Tax Warehouse

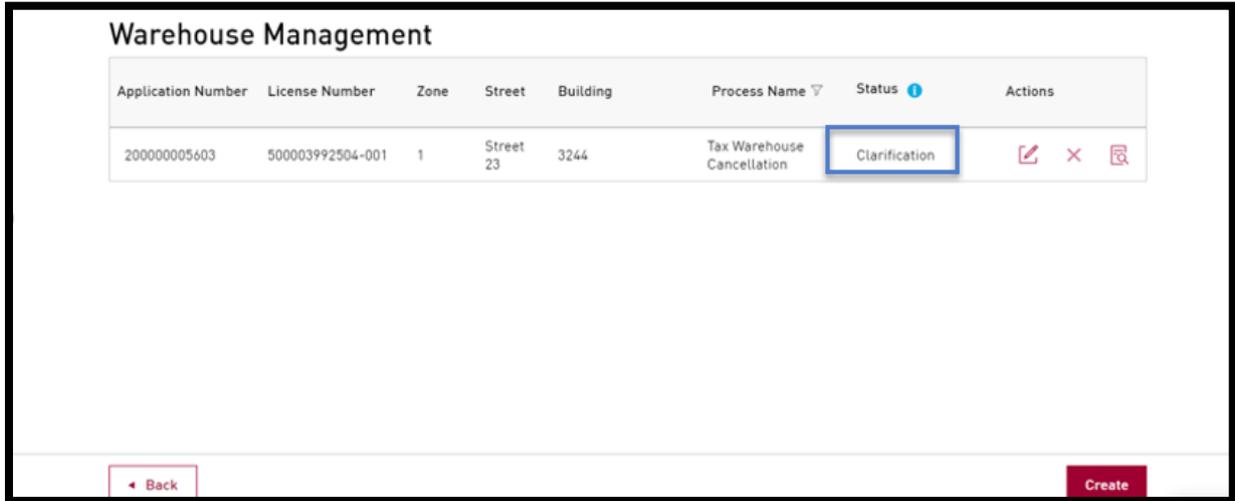
From the dashboard the Taxpayer should select “Taxpayer Services” and in the “Warehouse” tile select “Warehouse Management”.



Status will be displayed as ‘Cancelled’, when GTA approves Tax Warehouse Cancellation request



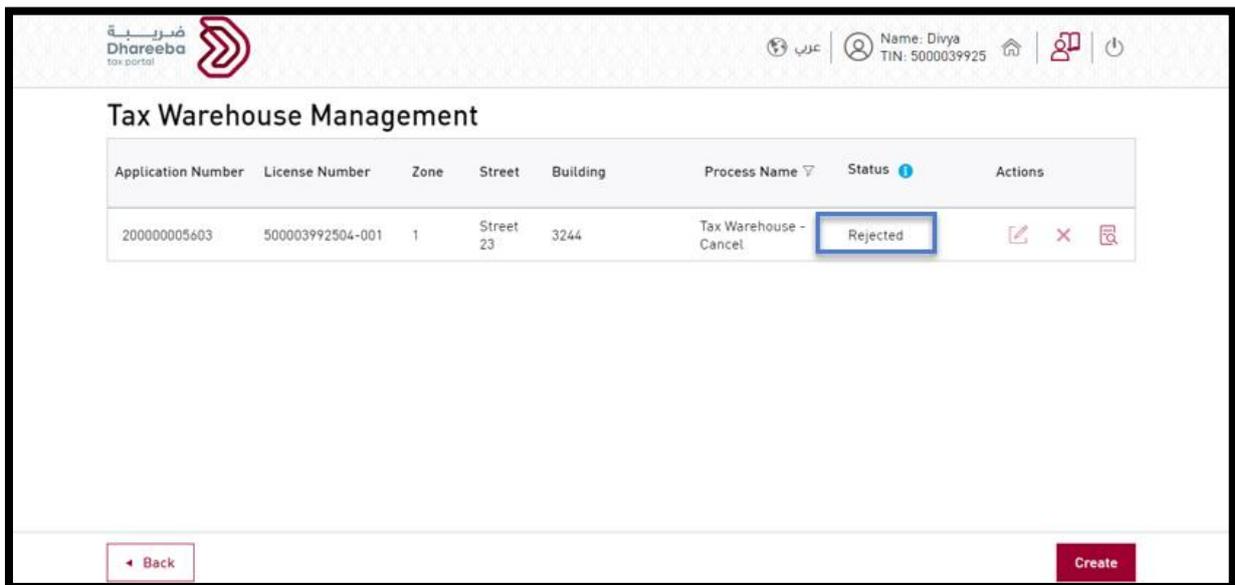
Status will be displayed as 'Clarification', when GTA requests for Additional Information for Tax Warehouse Cancellation request



Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
200000005603	500003992504-001	1	Street 23	3244	Tax Warehouse Cancellation	Clarification	  

◀ Back Create

Status will be displayed as 'Rejected', when GTA rejects Tax Warehouse Cancellation request



Dhareeba tax portal عربي | Name: Divya TIN: 5000039925 | Home | Profile | Power

Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
200000005603	500003992504-001	1	Street 23	3244	Tax Warehouse - Cancel	Rejected	  

◀ Back Create

End of Document