



Corporate Income Tax - Change In Accounting Period

Dhareeba Portal



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1

Purpose of this document



1. Purpose of this document

The purpose of this document is to guide the Taxpayer how to Change the Accounting Period for Income Tax.

2

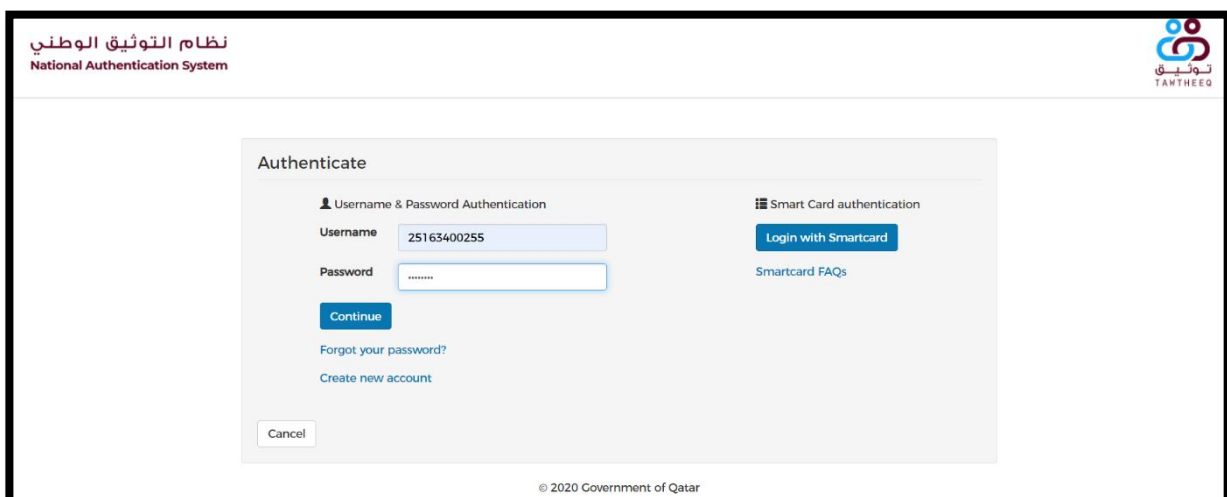
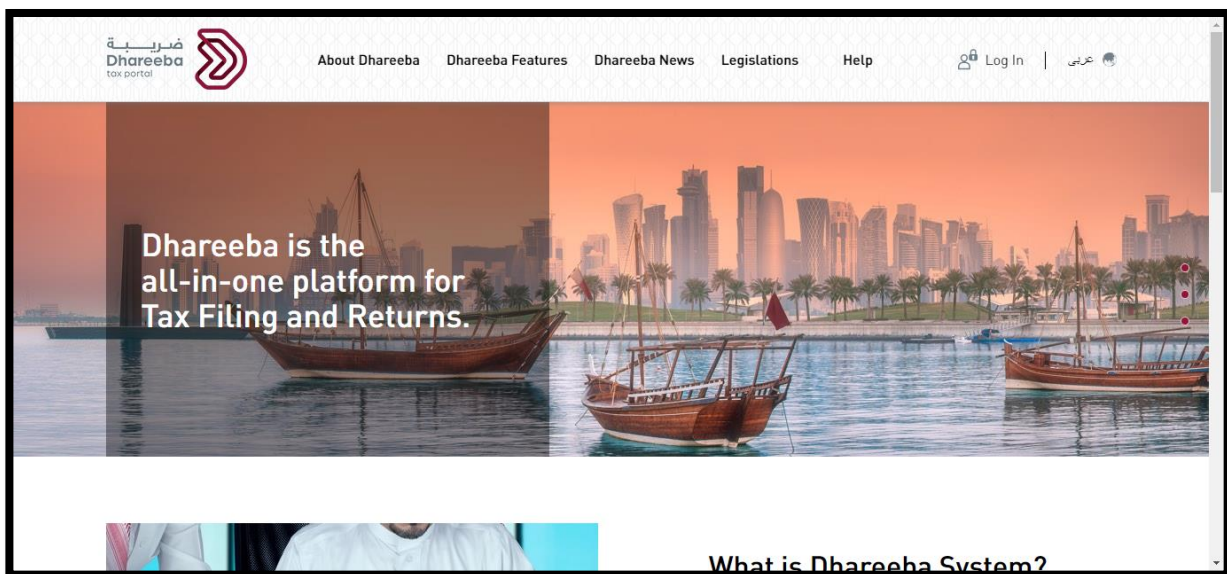
Steps for Submitting a Request for Change in Accounting Period application



2. Steps for Submitting a Request for Change in Accounting Period application

Step 1: Log in

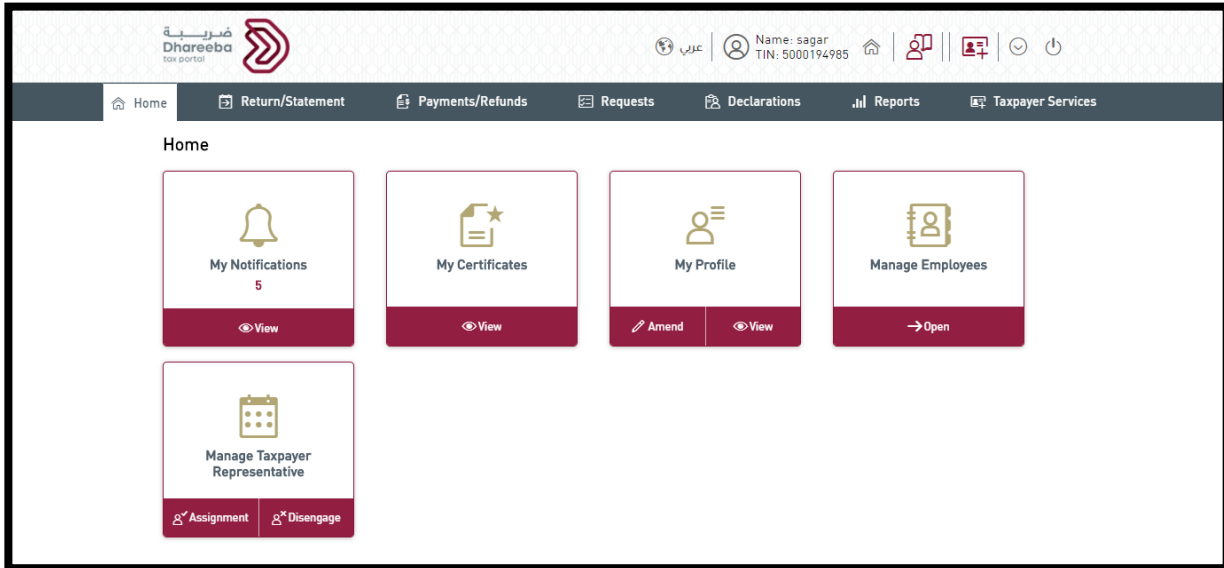
login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below:



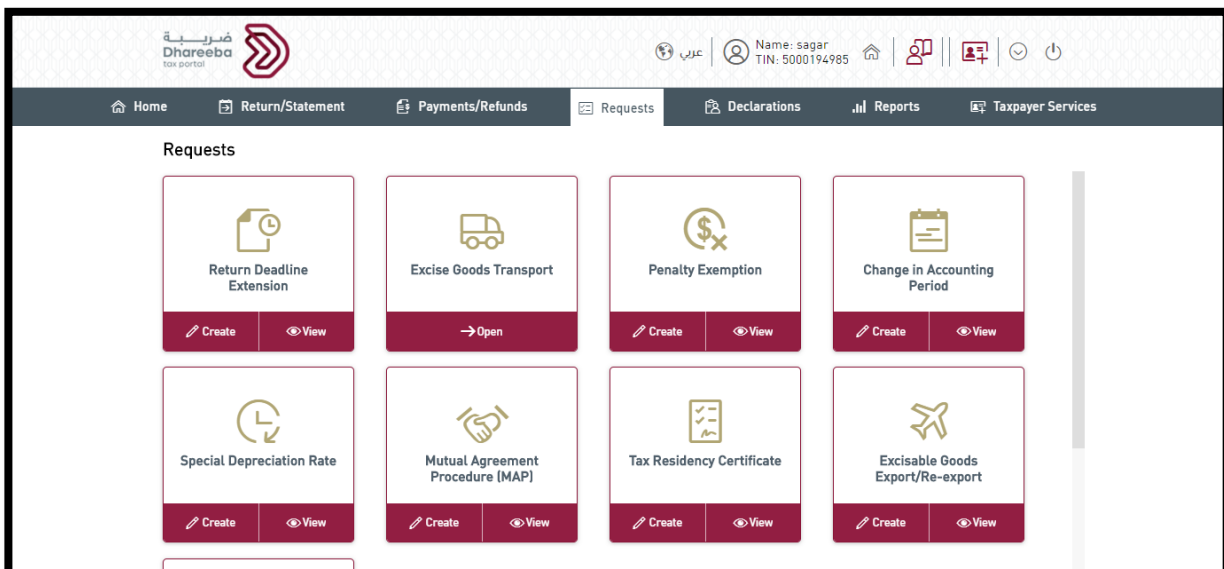


Step 2: Dashboard

After clicking on "Continue" button, Taxpayer will be redirected to Taxpayer Portal where Taxpayer should click on Requests.



select the Change in Accounting Period tile. There are two options, Create and View.





Taxpayer can click View Button on Change in Accounting Period to see the status of any submitted Changed Accounting Period request.

ضريبة
Dhareeba
tax portal

عربي | Name: Lila
TIN: 5000022814

Change in Accounting Period

Reference Number	Date of Submission	Current Period	Requested Period	Status	Actions
80000000272	17/08/2020	January to December	August to July	Under Review	✎ ✕ ➤
80000000298	26/08/2020	January to December	May to April	Approved	✎ ✕ ➤
80000000306	26/08/2020	May to April	March to February	Approved	✎ ✕ ➤
80000000337	30/08/2020	May to April	July to June	Rejected	✎ ✕ ➤

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ضريبة
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tax portal

عربي | Name: Madhur Jasrapuria
TIN: 5000017301

Request Number: CHANGE IN ACCOUNTING PERIOD

1 Change in Accounting Period 2 Additional Information 3 Summary 4 Declaration

Change in Accounting Period

Current Accounting Period
January to December

New Accounting Period*
July to June

Reason for Change*
Nature of Activity & Other

Remarks
Jul to June

Please attach any supporting Document

[◀ Back](#) 20% [Save as draft](#) [Continue ▶](#)



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عربي | Name: Sparsh-725
TIN: 5000035725

Request Number: 8000000014 CHANGE IN ACCOUNTING PERIOD

1 Change in Accounting Method 2 Additional Information **3 Summary** 4 Declaration

1. Change in Accounting Period Edit

Current Tax Year	January to December	Reason for change of the Tax Year	Member of group of Companies
Requested Tax Year	April to March	Supporting Document	

2. Additional Information Edit

Attach any supporting Documents [If Any]

Additional Notes

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Click on Create Button on Change in Accounting Period to request for change the Accounting Period.

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عربي | Name: sagar
TIN: 5000194985

Home Return/Statement Payments/Refunds **Requests** Declarations Reports Taxpayer Services

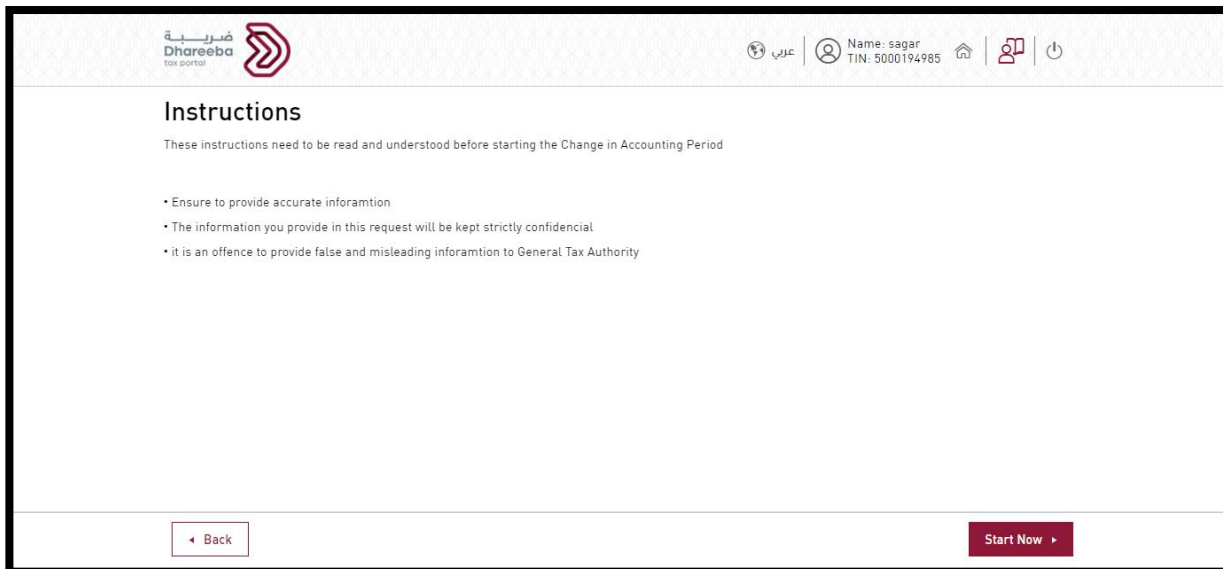
Requests

 Return Deadline Extension Create View	 Excise Goods Transport Open	 Penalty Exemption Create View	 Change in Accounting Period Create View
 Special Depreciation Rate Create View	 Mutual Agreement Procedure (MAP) Create View	 Tax Residency Certificate Create View	 Excisable Goods Export/Re-export Create View



Step 3: Instructions

After clicking on “Create” button on "Change Accounting Period" tile, Taxpayer will be navigated to "Instructions" screen where he needs to read all the instructions before clicking on "Start Now" button.



Step 4: In Change in Accounting Period

On Clicking on Start Now button System will redirect to Change in Accounting Period page.

Current accounting period for the Taxpayer will be auto populated (from Registration or last updated request, whichever is later), and New accounting period will be chosen by the Taxpayer.

Options available for 12 months starting from January – December to December – November. If Taxpayer selects requested accounting period same as current accounting period, an error message will be displayed.

Taxpayer should select reason for change in accounting period from “Reason for Change” Dropdown and fill in other relevant details in the application.



Request Number: CHANGE IN ACCOUNTING PERIOD

1 Change in Accounting Period 2 Additional Information 3 Summary 4 Declaration

Change in Accounting Period

Current Accounting Period
January to December

New Accounting Period*
July to June

Reason for Change*
Nature of Activity & Other

Remarks
Jul to June

Please attach any supporting Document

Back 20% Save as draft Continue

Taxpayer should upload supporting Document.

Change in Accounting Period

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

Attachments (1) +

download.jpg

Close

Step 5: Additional Information

click on "Continue" button, you will be navigated to "Additional Information" screen where Taxpayer can provide additional notes and attach documents only if Taxpayer requires else, click on "Continue" button.



The screenshot shows the 'Additional Information' step of a 'CHANGE IN ACCOUNTING PERIOD' request. The request number is 80000000035. The user is 'sagar' with TIN 5000195149. The progress bar is at 40%. The step is 'Additional Information', with 'Change in Accounting Period' as the previous step and 'Summary' and 'Declaration' as the next steps. The user is prompted to attach supporting documents and add additional notes.

Request Number: 80000000035 CHANGE IN ACCOUNTING PERIOD

1 Change in Accounting Period 2 Additional Information 3 Summary 4 Declaration

Additional Information

Attach any supporting documents (if any)

Additional Notes

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Step 6: Summary

After clicking on "Continue" button, Taxpayer will be navigated to "Summary" screen where Taxpayer can edit details by clicking on "Edit" icon and can change the required details.

After reviewing all the details on Summary screen, Taxpayer needs to click on "Continue" button.

The screenshot shows the 'Summary' step of a 'CHANGE IN ACCOUNTING PERIOD' request. The request number is 080000000814. The user is 'Madhur Jasrapuria' with TIN 5000017301. The progress bar is at 60%. The step is 'Summary', with 'Change in Accounting Period' and 'Additional Information' as previous steps and 'Declaration' as the next step. The summary table shows details for the change in accounting period and additional information.

Request Number: 080000000814 CHANGE IN ACCOUNTING PERIOD

1 Change in Accounting Period 2 Additional Information 3 Summary 4 Declaration

Summary

1.Change in Accounting Period [Edit](#)

Current Tax Year	January to December	Reason for Change of the Tax Year	Nature of Activity & Other
Requested Tax Year	July to June	Supporting Document	
Remarks	Jul to June		

2.Additional Information [Edit](#)

Attach any supporting Documents [If Any]

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



Summary

1.Change in Accounting Period [Edit](#)

Current Tax Year	September to August	Reason for Change of the Tax Year	Member of group of Companies
Requested Tax Year	February to January	Supporting Document	
Remarks	Changing Accounting Period		

2.Additional Inforamtion [Edit](#)

Attach any supporting Documents [If Any]

Additional Notes:

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Step 7: Declaration.

After clicking on "Continue" button, Taxpayer will be navigated to "Declaration" screen.

Read all the Terms and Conditions by clicking on "Terms and Conditions" hyperlink and then needs to click on "I Agree" button to enable the first checkbox and then needs to select the last checkbox to submit his application for change in Accounting Period form.

then click on "Submit" button to submit the application for " Accounting Period form "



The screenshot shows the Dhareeba tax portal interface. At the top left is the Dhareeba logo and name in Arabic and English. At the top right, there is a user profile section with the name 'Madhur Jasrapuria' and TIN '5000017301'. The main content area features a green checkmark icon and the heading 'Request for Change in Accounting Period complete'. Below this, it states 'Your request reference number is 08000000814 submitted on : 31/10/2021'. A paragraph follows: 'Kindly use your reference number to track your request's status in the system and when contacting us. This Notification confirms that we have received and your request, however this is not an approval nor a rejection of your request. Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your request.' Contact information is provided: 'For any inquiry or assistance, please contact us on: Within Qatar: 16565, Outside Qatar: +974 4406 9941'. It also says 'Write to us at support@dhareeba.qa or to learn more, visit Dhareeba.gov.qa'. A red 'Close' button is at the bottom.

After clicking on “Submit” button, you will be navigated to Acknowledgement Screen.

Click on Close and is redirected to the dashboard.

The screenshot shows the Dhareeba tax portal interface. At the top left is the Dhareeba logo and name in Arabic and English. At the top right, there is a user profile section with the name 'sagar' and TIN '5000195149'. The main content area features a green checkmark icon and the heading 'Request for Change in Accounting Period complete'. Below this, it states 'Your Application has been successfully submitted on 01/09/2020' and 'Your application reference number is 8000000035'. A paragraph follows: '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.' Contact information is provided: 'For any inquiry or assistance, please contact us on: Within Qatar: 16565, Outside Qatar: +974 4406 9941'. It also says 'Write to us at support@gta.gov.qa or to learn more, visit www.gta.gov.qa'. A red 'Close' button is at the bottom.



Taxpayer will receive an application reference number with reference to the submitted Change in Accounting Period Application. After submitting the form, it is sent to GTA-Tax Officers for Approval or Rejection, Tax Officers can also ask additional information to taxpayer in case needed.

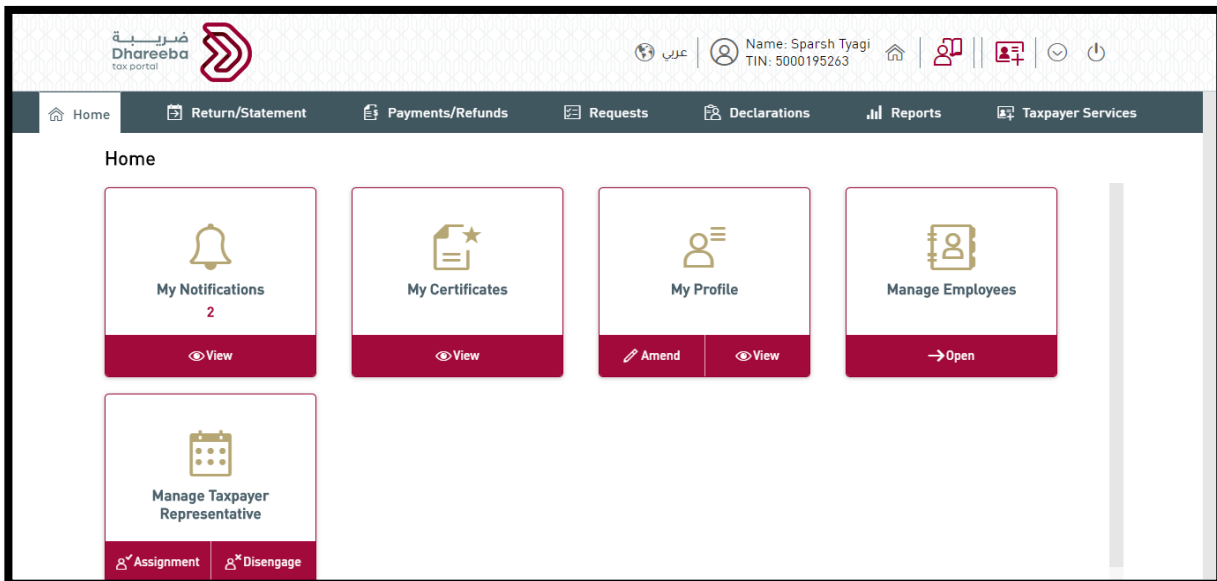
Post approval by tax officer, Accounting Period will be change in the GTA system.



3. Correspondence received by Taxpayer

3.1 Open and view notifications on the portal

A taxpayer should log in to Taxpayer Portal and needs to click on “View” button on “My Notifications” tile under the “Home” tab.



The Taxpayer should check and can download the Notifications received for request for Change in Accounting Period.

3.2 SMS, Email, PDF on Mobile, Email ID, Dashboard

The Taxpayer will receive the following notifications:

- on submission of request for Change in Accounting Period.
- on Additional Information requested by GTA.
- on receiving additional information submitted by the Taxpayer .
- on approval of request for Change in Accounting Period.
- on Rejection of request for Change in Accounting Period.

End of Document