



# Declaration of Export Re-Export of Excisable Goods User Manual

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## Dhareeba Tax Portal



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# 1

## Purpose of this document



# 1 Purpose of this document

This document describes how a Taxpayer can apply for Declaration of Export Re-Export.

The taxpayer must be registered for Excise Tax – without this he/she will not be able to file the Declaration.

The document explains how the various sections of the Declaration form: Storage Details (location where the goods are stored), Goods Details (the details of the excise goods to be Exported/Re-exported and the location where they are stored) are to be filled.

This document also explains how a Taxpayer can view the Notifications that are sent to Taxpayer by GTA.



# 2

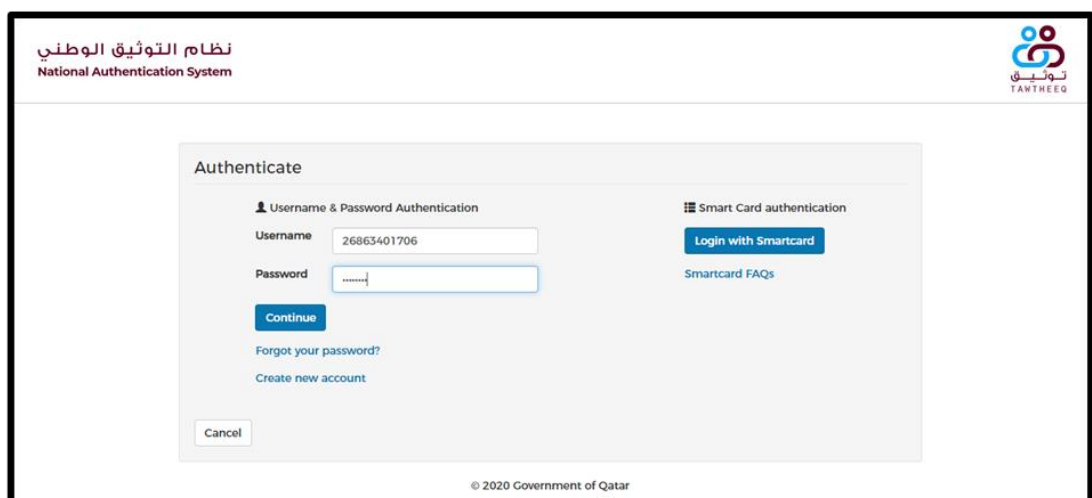
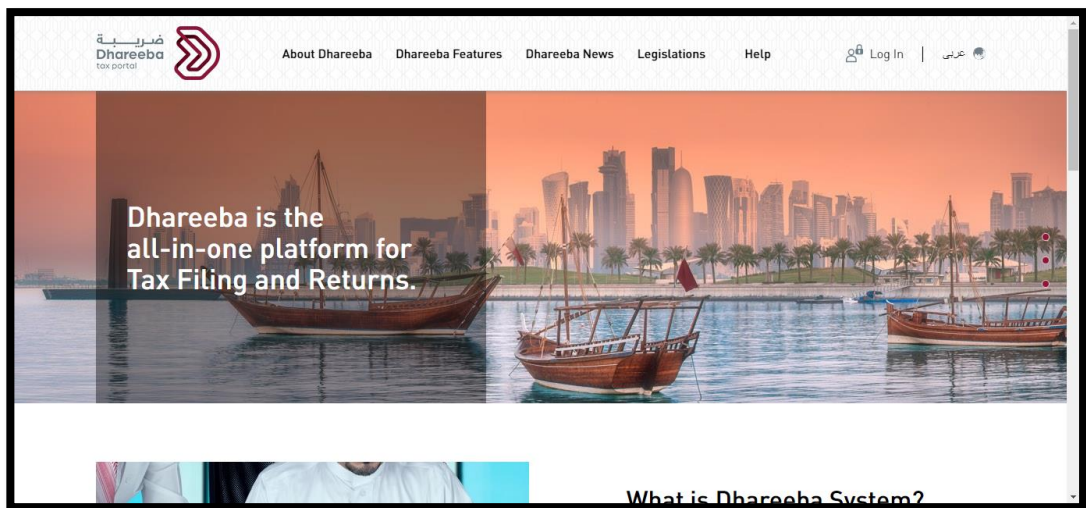
## Steps to file Request for Export Re-Export Process



## 2 Steps to file Request for Export Re-Export Process

### Step 1: Login Screen

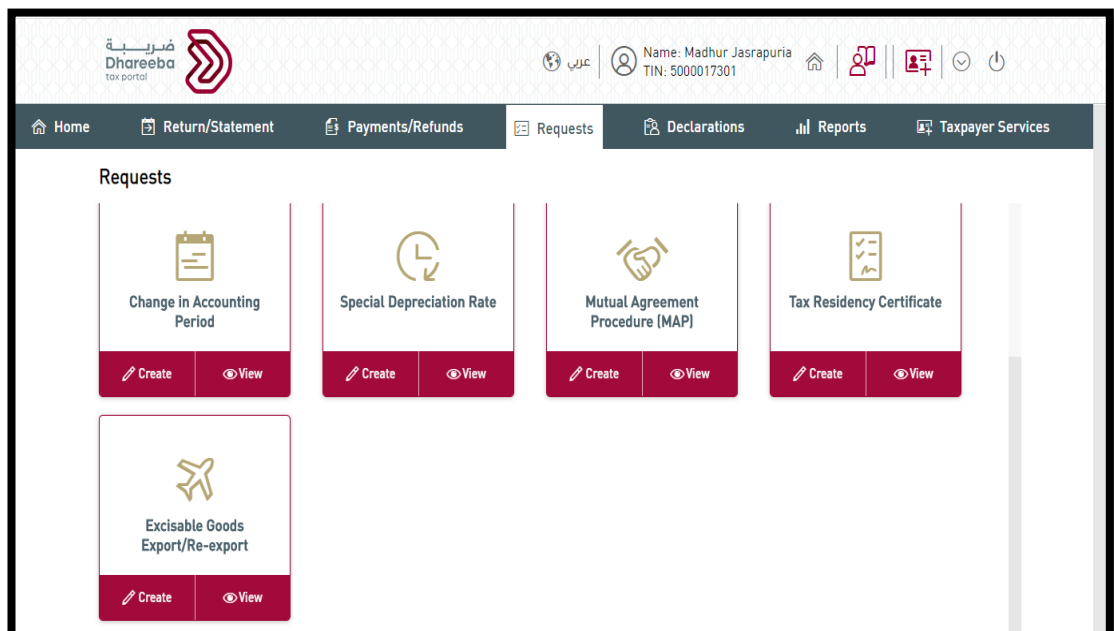
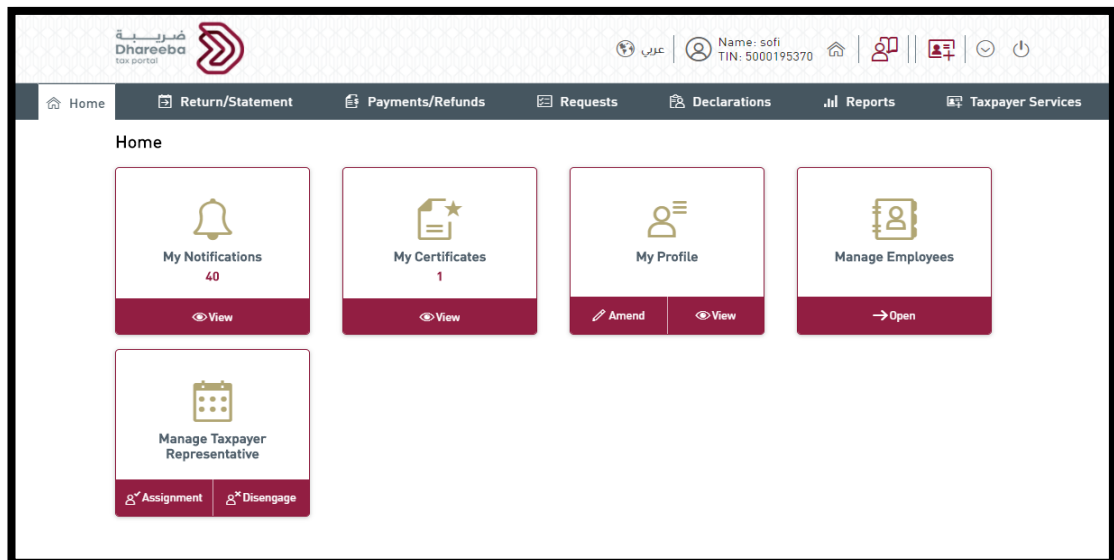
Taxpayer should login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through **QID** or **Email address** and its associated **password**, as shown in the screen below:





## Step 2: Dashboard

After successful login, the Taxpayer will be navigated to the below screen. Taxpayer Selects the **Request** tab and Click on the **Create** Button in the **Excisable goods Export Re-Export** Tile.





## Step 3: Instructions Screen

The Taxpayer will be navigated to “Instructions” screen where he/she has to read all the instructions before clicking on “Start Now” button.

**Instruction for Taxpayers**

These instructions need to be read and understood before starting the Excisable Goods Export/Re-Export

- Ensure to provide accurate information
- The information you provide in this return will be kept strictly confidential
- It is an offence to provide false and misleading information to General Tax Authority
- This information is to notify GTA about the excisable goods which are not under suspension, to be exported/re-exported, for the purpose of claiming refund
- While reviewing the notification, GTA may do a spot inspection to verify the Excisable Goods to be exported

◀ Back Start Now ▶

## Step 4: Storage Details

The Taxpayer will be navigated to a “Storage Details” screen where the Taxpayer Clicks on the **Add Location** in the Form and Adds the Location.

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Expected Date of Export\*  Country of Destination\*

Zone	Street	Building	PO Box	City	Actions
No data					

**Add Location**

◀ Back 20% Save as draft Continue ▶



Taxpayer adds storage location and clicks on 'Save' button.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Madhur Jasrapuria  
TIN: 5000017301

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

### Add Storage Location

Zone\* Street\* Building\* Floor Office#

2131 park street khadija

PO Box Postal Code\* City\* Country

2131 doha Qatar

Back 20% Save

When Storage details gets saved then taxpayer clicks on 'Continue' button.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Shawshank Traders  
TIN: 5000016279

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Expected Date of Export\* 26/11/2020 Country of Destination\* Angola

Zone	Street	Building	PO Box	City	Actions
213	park street	khalid		Doha	

+ Add Location

Back 20% Save as draft Continue



## Step 5: Goods Details

Taxpayer Clicks on the 'Add Goods' button to add the Goods Details.

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Storage	Description	SKU Code	RSP before Excise Tax (QAR)	Quantity to be Exported	Excise Tax Paid (QAR)	Actions
No data						

[+ Add Goods](#)

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

Taxpayer adds all the details by selecting 'Goods Type'.

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Declare by\*  Goods Type  SKU Code

Goods Type\* TOBACCO AND ITS DERIVATIVES

HS Code\* 24022010

Brand\* ACE

Description\* ACE MINT WAVE 20'S

SKU Code\* 240220100010166001

RSP before Excise Tax (QAR)\* 112.00

Storage\* 2131,park street,khadija,doha

Source	Import	Local Production
Quantity to be Exported		
Excise Tax Paid(QAR)		

[Details](#)

[Back](#) [Save](#)



Taxpayer adds Payment details by clicking on 'Details'.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Madhur Jasrapuria  
TIN: 500017301

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Declare by\*  Goods Type  SKU Code

Goods Type\* TOBACCO AND ITS DERIVATIVES

HS Code\* 24022010

Brand\* ACE

Description\* ACE MINT WAVE 20'S

SKU Code\* 240220100010166001

RSP before Excise Tax (QAR)\* 112.00

Storage\* 2131,park street,khadija,doha

Source	Import	Local Production
Quantity to be Exported		
Excise Tax Paid(QAR)		

Details

Back Save

40%

ضريبة  
Dhareeba  
tax portal

عربي | Name: ahmadd  
TIN: 5000018200

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

### Payment Details

Imported(Custom Ref)/Produced(Return Ref)	Return/Custom Reference#	Period	Date of Payment	Quantity	Excise Tax Paid(QAR)	Actions
No data						


+

Back Save

40%



Click on  to add new row and enter required details to it.



ضريبة  
Dhareeba  
tax portal


عربي | Name: ahmadd  
TIN: 5000018200

Reference Number : **EXCISABLE GOODS EXPORT/RE-EXPORT**

1 Storage Details
2 Goods Details
3 Additional Information
4 Summary
5 Declaration

### Payment Details

Imported(Custom Ref)/Produced(Return Ref)	Return/Custom Reference#	Period	Date of Payment	Quantity	Excise Tax Paid(QAR)	Actions
▼		dd/MM/yyyy	[Calendar Icon]			✕




◀ Back

40%

Save

Click On 'Save' button to save the 'Payment Details'



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Dhareeba  
tax portal


عربي | Name: ahmadd  
TIN: 5000018200

Reference Number : **EXCISABLE GOODS EXPORT/RE-EXPORT**

1 Storage Details
2 Goods Details
3 Additional Information
4 Summary
5 Declaration

### Payment Details

Imported(Custom Ref)/Produced(Return Ref)	Return/Custom Reference#	Period	Date of Payment	Quantity	Excise Tax Paid(QAR)	Actions
Imported ▼	65465464	01/07/2021	[Calendar Icon]	20000	3,000.00	✕



◀ Back

40%

Save



Click on 'Save' button again on 'Goods Details' page to Save overall information.

ضريبة  
Dhareeba  
tax portal

عربي | Name: ahmadd  
TIN: 5000018200

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Declare by\*  Goods Type  SKU Code

Goods Type\* CARBONATED DRINKS

HS Code\* 22021029

Brand\* AQUA LIBRA

Description\* AQUA LIBRA CUC/MINT/LIME 33...

SKU Code\* 220210290020165001

RSP before Excise Tax (QAR)\* 12.00

Storage\* 2131 ,asd ,sd ,1213 ,Doha

Source	Import	Local Production
Quantity to be Exported	20000	0
Excise Tax Paid(QAR)	3,000.00	0

Details

Back 40% Save

Taxpayer clicks on the 'Continue' button.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Madhur Jasrapuria  
TIN: 5000017301

Reference Number : EXCISABLE GOODS EXPORT/RE-EXPORT

1 Storage Details 2 Goods Details 3 Additional Information 4 Summary 5 Declaration

Storage	Description	SKU Code	RSP before Excise Tax (QAR)	Quantity to be Exported	Excise Tax Paid (QAR)	Actions
2131 ,park street,khadija,doha	ACE MINT WAVE 20'S	240220100010166001	112.00	100	200.00	
2131 ,park street,khadija,doha	ACE MINT WAVE 20'S	240220100010166001	100.00	100	300.00	

Add Goods

Back 40% Save as draft Continue



## Step 6: Additional Information

The Taxpayer will be navigated to 'Additional Information' screen where the Taxpayer can fill the optional field and attach any documents. The Taxpayer then clicks **“Continue”** button.

The screenshot shows the 'Additional Information' screen in the Dhareeba tax portal. The page title is 'EXCISABLE GOODS EXPORT/RE-EXPORT'. The reference number is displayed as 'Reference Number :'. The user is logged in as 'Name: Madhur Jasrapuria' with TIN: 5000017301. The progress bar indicates 60% completion. The screen contains a section for 'Additional Information' with the instruction 'Attach any supporting documents(if any)' and a text area for 'Additional Notes'. The navigation bar at the bottom includes 'Back', 'Save as draft', and 'Continue' buttons.



## Step 7: Summary

After clicking on "Continue" button, the Taxpayer will be navigated to "Summary" screen where the Taxpayer will be able to view the 'Excisable Goods Export Re-Export' refund details for each section.

The Taxpayer then clicks on "Continue" button.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the text 'Dhareeba tax portal', and user information: 'Name: Madhur Jasrapuria', 'TIN: 5000017301', and a language selector set to 'عربي'. Below the header, the reference number is 'EXCISABLE GOODS EXPORT/RE-EXPORT'. A progress bar at the top indicates five steps: 1. Storage Details, 2. Goods Details, 3. Additional Information, 4. Summary (highlighted in red), and 5. Declaration. The main content area is divided into two sections: '1.Storage and Goods Details' with an 'EDIT' link and a text input field containing '2131,park street,khadija,doha'; and '2.Additional Information' with an 'EDIT' link and a text area for 'Additional Notes'. At the bottom, there is a 'Back' button, a progress indicator showing 80% completion, 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 NAS Sign-up.

Taxpayer should accept the Terms and Conditions and tick the checkboxes for 'I agree with the terms and conditions' and 'declaration' and click 'Submit' button.

The screenshot shows the 'Declaration' step of a process for 'EXCISABLE GOODS EXPORT/RE-EXPORT'. The interface includes a progress bar with five steps: 1. Storage Details, 2. Goods Details, 3. Additional Information, 4. Summary, and 5. Declaration (the current step). The form contains the following fields:

- Reference Number:** EXCISABLE GOODS EXPORT/RE-EXPORT
- First Name:** joe
- Last Name:** green
- Designation:** Taxpayer (dropdown menu)
- Date:** 14/07/2021
- Email Address:** joe@gmail.com
- Phone:** +974 55646913

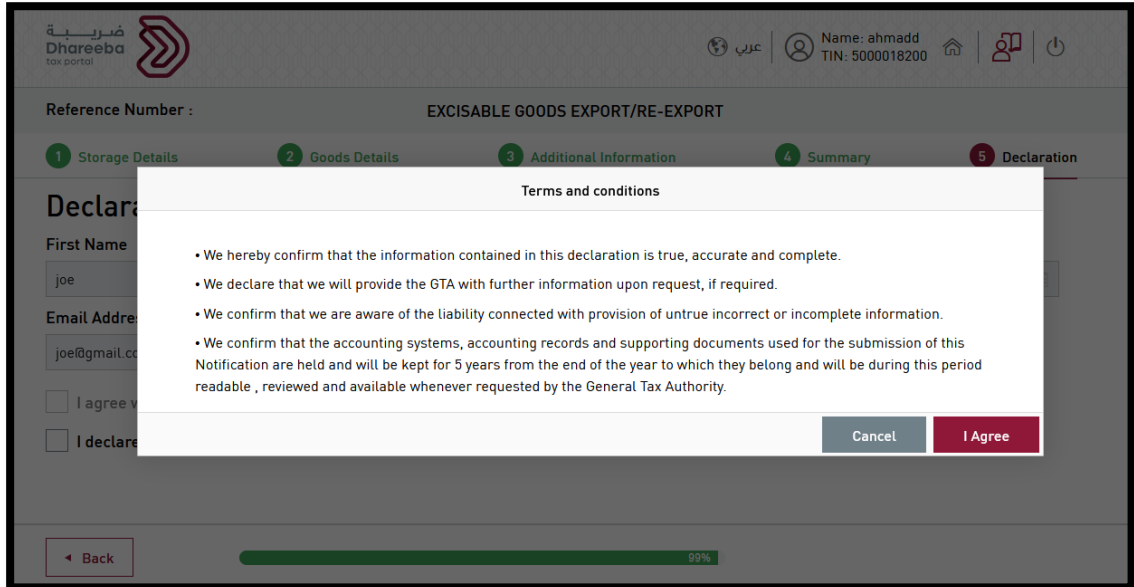
Below the form, there are two checkboxes:

- I agree with the [Terms and Condition](#).
- I declare that the information provided in this form is true and correct.

At the bottom left, there is a 'Back' button. A green progress bar at the bottom indicates that the process is 99% complete.

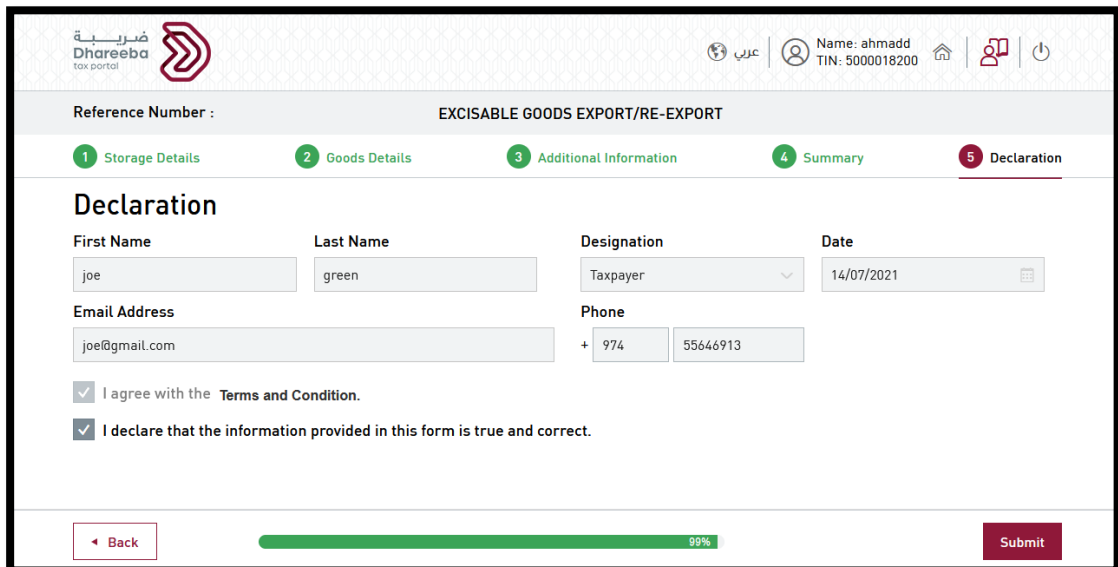


When clicked on the hyperlink for Terms and Conditions, the information box as shown in the below screen opens:



Taxpayer should click on 'I Agree' button and the check box for 'I agree with the Terms and Conditions' is ticked.

Taxpayer should tick the checkbox for 'I declare that the information provided in this form is true and correct.'





## Step 10: Acknowledgement

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

ضريبة  
Dhareeba  
tax portal

عربي | Name: ahmadd  
TIN: 5000018200

**Declaration of Excisable Goods Export/Re-export complete**

Your declaration reference number is  
**08200000898 submitted on: 14/07/2021**  
Your Declaration is under review.

Kindly use your reference number to track your declaration's status in the system and when contacting us.  
This Notification confirms that we have received and your declaration, however this is not an approval nor a rejection of your declaration.  
Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your declaration.

For any inquiry or assistance, please contact us on:  
Within Qatar: 16565  
Outside Qatar: +974 4406 9941  
Write to us at [support@dhareeba.qa](mailto:support@dhareeba.qa) or to learn more, visit [Dhareeba.gov.qa](http://Dhareeba.gov.qa)

Close



# 3

## Annexure – Correspondence received by Taxpayer



## 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.

The screenshot shows the Dhareeba Taxpayer Portal Home screen. The user is logged in as 'sofi' with TIN: 5000195370. The main navigation bar includes: Home, Return/Statement, Payments/Refunds, Requests, Declarations, Reports, and Taxpayer Services. The Home screen features four primary action cards: 'My Notifications' (40 items, View button), 'My Certificates' (1 item, View button), 'My Profile' (Amend and View buttons), and 'Manage Employees' (Open button). A 'Manage Taxpayer Representative' card is located below, with Assignment and Disengage options.

Date	TIN	Document Type	Description	Category	Action
15/09/2020	720000000188	Advance Payment	Tax Advance Payment Intention	General	Informative
15/09/2020	720000000188	Advance Payment	Tax Advance Payment Intention	General	Informative
15/09/2020		Advance Payment	Advance Payment Receipt		Informative
15/09/2020	720000000192	Advance Payment	Tax Advance Payment Intention	General	Informative
15/09/2020		Advance Payment	Advance Payment Receipt		Informative
15/09/2020		Advance Payment	Advance Payment Receipt		Informative
15/09/2020	720000000193	Advance Payment	Tax Advance Payment Intention	General	Informative
15/09/2020		Advance Payment	Payer's Advance Payment Receipt		Informative

Back



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

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 & Notifications on Portal.

Taxpayer will receive SMS, Email and PDF on Submission

Taxpayer will receive SMS, Email and PDF for Additional Information required

Taxpayer will receive SMS, Email and PDF for Additional Information received

Taxpayer will receive SMS, Email and PDF after Approval

Taxpayer will receive SMS, Email and PDF for Rejection



## Status of Export Re-Export of Excisable Goods form

Taxpayer needs to click on the View button of 'Excise Goods Export/Re-Export' tile.

The screenshot shows the Dhareeba tax portal interface. The user is logged in as Madhur Jasrapuria (TIN: 5000017301). The 'Requests' section is active, displaying several request types: Change in Accounting Period, Special Depreciation Rate, Mutual Agreement Procedure (MAP), Tax Residency Certificate, and Excisable Goods Export/Re-export. The 'Excisable Goods Export/Re-export' tile is highlighted with a red box, and its 'View' button is also highlighted.

The Taxpayer will be navigated to below screen.

The screenshot shows the 'EXCISABLE GOODS EXPORT/RE-EXPORT' screen. A table displays the following data:

Reference#	Expected Date of Export	Date of Submission	Tax Period	Status	Status Date	Actions
082000000207	11/26/2020	10/21/2020	2020 Q4	APPROVED	10/21/2020	

The 'APPROVED' status is highlighted with a red box. At the bottom of the screen, there are 'Back' and 'Create' buttons.

- End of Document -