

ضريبة  
Dhareeba  
tax portal



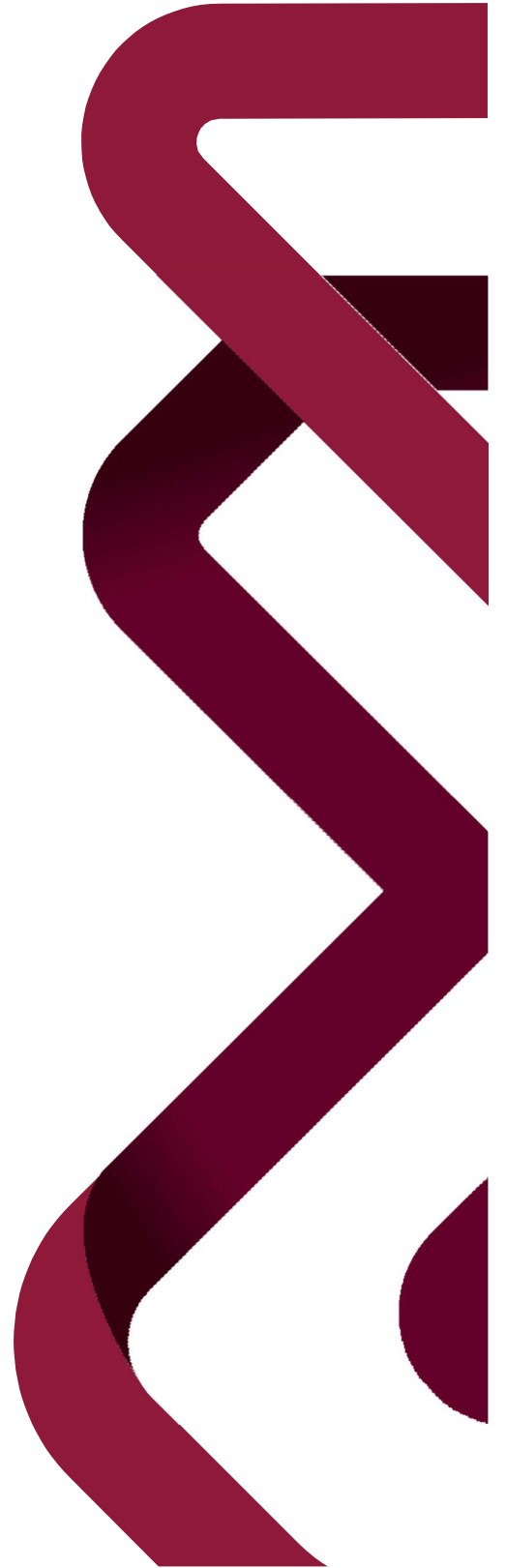
الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY



# Simplified Income Tax Return Submission User Manual

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## Dhareeba Tax Portal



# Table of Content

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<b>1</b>	<b>PURPOSE OF THIS DOCUMENT</b>	<b>4</b>
<b>2</b>	<b>STEPS TO FILE A SIMPLIFIED RETURN FOR A 100% QATARI/GCC NATIONAL RESIDENT IN QATAR.</b>	<b>4</b>
<b>3</b>	<b>CORRESPONDENCES RECEIVED BY THE TAXPAYER.</b>	<b>15</b>



# 1

## Purpose of this document



## 1 Purpose of this document

This document covers the functionality for filing a CIT Simplified Return by a 100% Qatari/GCC National Resident in Qatar.

The threshold limit for applicability of Simplified Method for a 100% Qatari/GCC National Resident in Qatar is as stated below:

- Capital value of less than 1 Million QAR and
- Revenue value of less than 5 Million QAR.

# 2

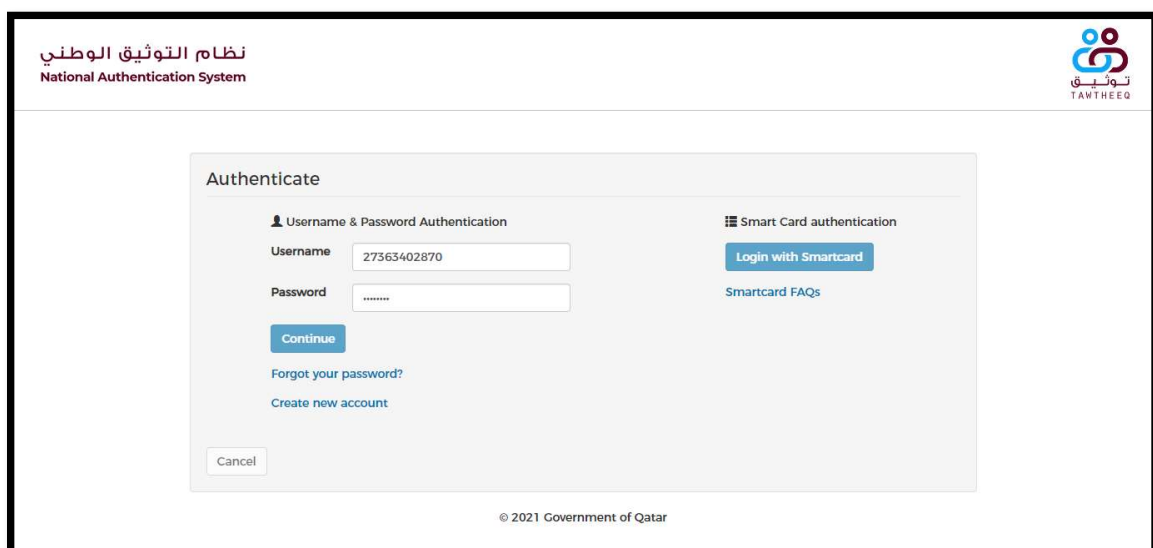
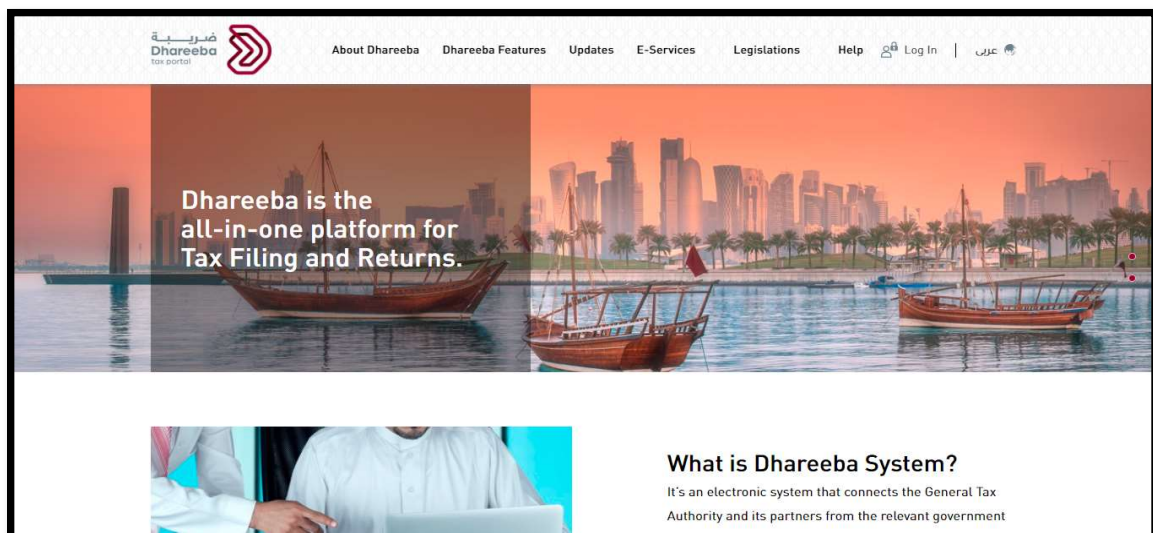
## Steps to file a CIT Simplified Return for a 100% Qatari/GCC National Resident in Qatar



## 2 Steps to file a Simplified Return for a 100% Qatari/GCC National Resident in Qatar.

### 2.1 Login through Dhareeba Portal

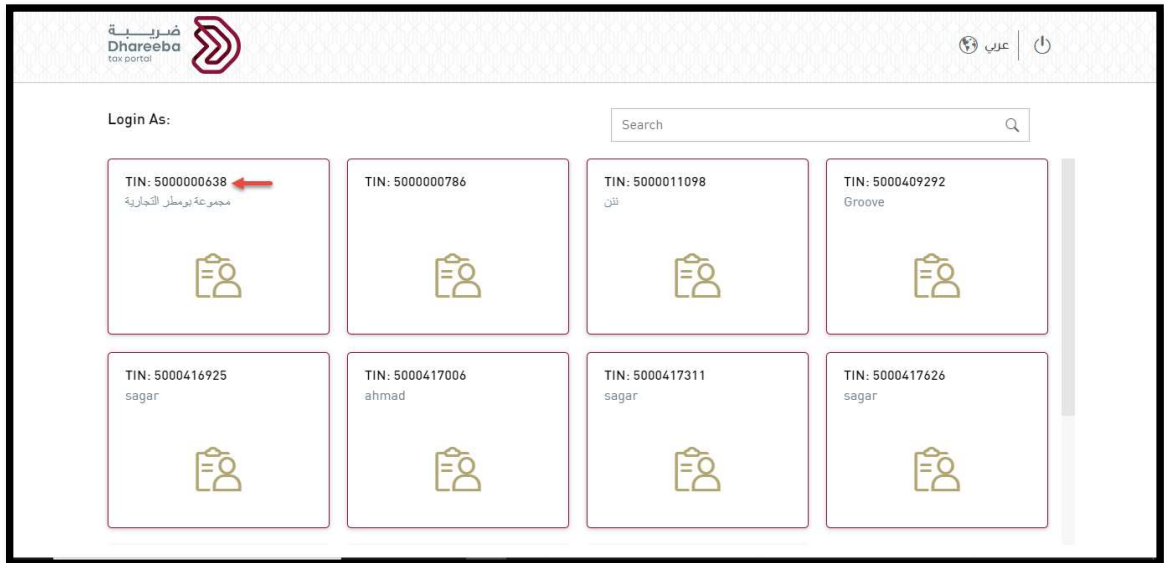
Taxpayer should login on the Dhareeba and is then directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below:



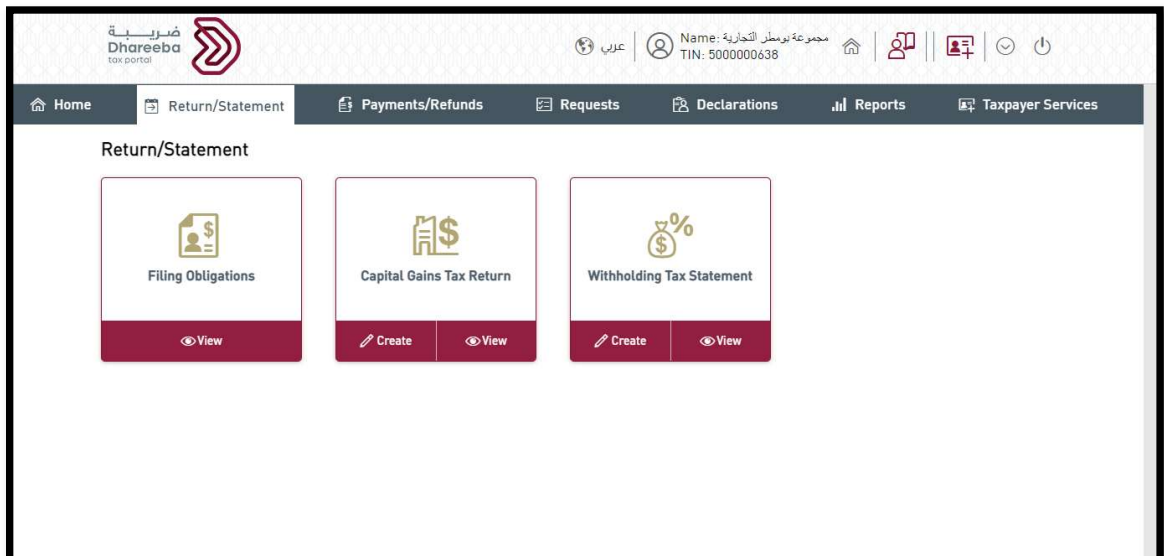


## 2.2 Access the Dashboard


Select the Taxpayer TIN for which the Simplified Return is to be filed.



After clicking on "Continue" button, the Taxpayer must select "Return/Statement" and select "Filing Obligations".

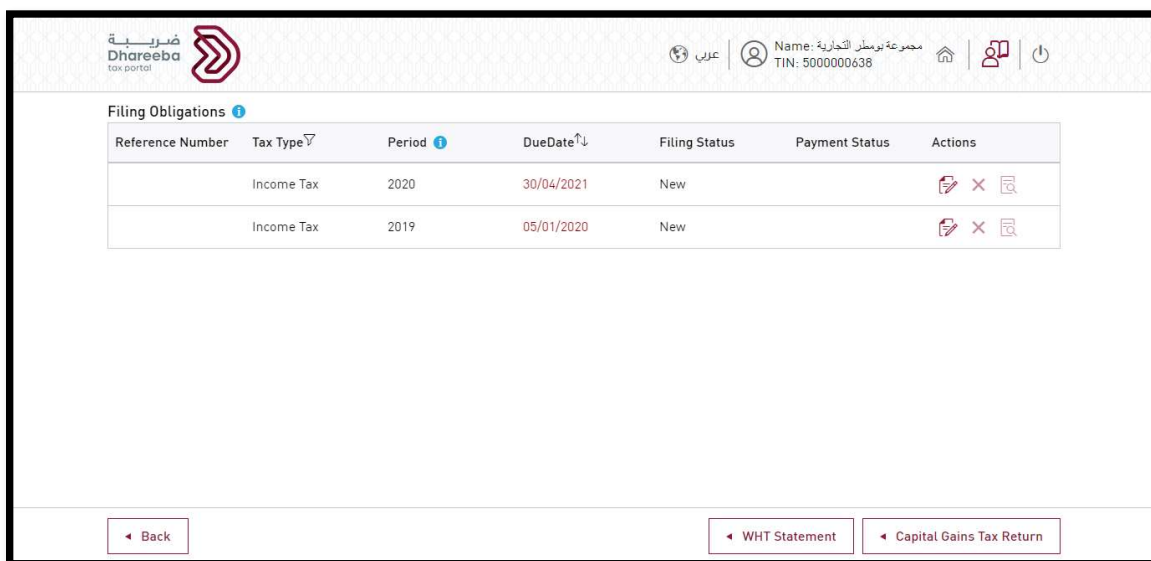










Here, the Taxpayer can see all the filing obligations applicable for all tax types. Taxpayer needs to select the Income Tax Obligation for particular year and click on  button to open the Income Tax Return Form.

 button is to cancel the application which is in draft.

 button is to view the income tax return already filled.



The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the name 'مجموعة نومطر التجارية' (Nometer Group), and the TIN '5000000638'. Below the header, there is a section titled 'Filing Obligations' with a table containing two rows of data. The table has columns for Reference Number, Tax Type, Period, DueDate, Filing Status, Payment Status, and Actions. The first row is for the year 2020 with a due date of 30/04/2021, and the second row is for the year 2019 with a due date of 05/01/2020. Both rows have a 'New' filing status and three action buttons: edit, cancel, and view. At the bottom of the page, there are three buttons: 'Back', 'WHT Statement', and 'Capital Gains Tax Return'.

Reference Number	Tax Type	Period	DueDate	Filing Status	Payment Status	Actions
	Income Tax	2020	30/04/2021	New		  
	Income Tax	2019	05/01/2020	New		  



## 2.3 Instructions

The Taxpayer should read the Instructions and click on “Start Now” button to proceed.

After clicking on Edit button, Taxpayer will be navigated to Instructions for Taxpayers page.

ضريبة  
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عربي | مجموعة نومطر التجارية  
Name: 5000000638  
TIN: 5000000638

### Instructions for Taxpayers

These instructions need to be read and understood before starting the Return Filing

- Ensure to provide accurate instruction
- The information you provide in this return will be kept strictly confidential
- It is an offense to provide false and misleading information to The General Tax Authority
- Some sections which are not applicable to your profile, will be disabled

◀ Back Start Now ▶



## 2.4 Basic Information

Following details will be displayed in Basic Information:

- Capital – this will be displayed based on the registration details of the Taxpayer.
- Annual Revenue – to be entered by Taxpayer.
- Head quarter is in Qatar – to be selected by Taxpayer.
- Regime, Business Activity, Tax Rate and Currency - fetched from the system from registration details.

Simplified Return is displayed and is to be selected in the Return Type dropdown options, based on the threshold limit, i.e., if the value of capital is less than 1 Million QAR and the value of Revenue is less than 5 Million QAR, for a 100% Qatari/GCC Nationals Resident in Qatar.

After selecting confirmation checkbox and clicking on Continue button, Taxpayer will be navigated to 'Return's Information' page.

The screenshot displays the 'Basic Information' page of the Dhareeba tax portal. The page header includes the Dhareeba logo, the text 'ذريبة Dhareeba tax.portal', and user information: 'عربي', 'مجموعة بومطر التجارية', 'Name: 5000000638', and 'TIN: 5000000638'. The page title is 'Income Tax Return Number: Return - Original Tax Period: 2020 : 01/01/2020 - 31/12/2020'. A progress bar shows five steps: 1. Basic Information (active), 2. Return's Information, 3. Additional Information, 4. Summary, and 5. Declaration. The main form contains the following fields:

- Capital:** 900,000.00
- Annual Revenue:** 4,500,000.00
- Headquarter in Qatar:**
- Return Type:** Simplified Return (dropdown menu)
- Regime:** Standard ... (dropdown menu)
- Business Activity:** (dropdown menu)
- Tax Rate:** 10.00
- Currency:** QAR (dropdown menu)
- Details:** (empty field)

At the bottom of the form, there is a confirmation checkbox:  I confirm that the above information is correct.

The footer of the page includes a 'Back' button, a progress indicator at 0%, a 'Save as Draft' button, and a 'Continue' button.



## 2.5 Return's Information

Revenue amount is auto populated from the Basic Information page.

Taxpayer needs to enter values for the sub-fields for Total Expenses which are Rentals, Salaries and General Expenses.

Net Income amount will be equal to Revenue amount minus Expenses. The amount of Net Income will be fully deductible under the point 1.4 for a 100% Qatari/GCC National Resident in Qatar and thereby resulting in the Tax Due amount to be NIL.

Attachments are mandatorily to be uploaded for Rentals, Salaries and General Expenses if the amount entered is greater than zero, otherwise it is optional to add the attachments. Attachment is to be mandatorily uploaded for the Revenue.

Information icons besides the fields for Rentals, Salaries & General Expenses display the text to attach the requisite documents, like the rental contract of title deed, bank transfers or payment receipts in case of rentals, payrolls and bonuses for workers, employees, and directors, as well as work contracts and bank statements in case of salaries.

Sr.No.	Taxable Income - Description	Amount
1.1	Revenue	4,500,000.00
Total Expenses		43,000.00
1.2.1	Rentals	10,000.00
1.2.2	Salaries	18,000.00
1.2.3	General Expenses	15,000.00
1.3	Net Income [1.1 - 1.2]	4,457,000.00



Item	Value
1.2.1 Rentals	10,000.00
1.2.2 Salaries	18,000.00
1.2.3 General Expenses	15,000.00
1.3 Net Income (1.1 - 1.2)	4,457,000.00
1.4 Deduction Amount for Qataris & GCC Nationals Resident in Qatar	4,457,000.00
1.5 Tax Due	0.00
1.6 Late Filing Penalty	0.00

## 2.6 Additional Information

Taxpayer can enter additional notes or attach supporting document on Additional Information page.

Additional Information

Attach any other supporting document

Additional Notes



## 2.7 Summary

Summary page will display the details of Revenue, Expenses, Net Profit/Loss, Net Taxable Income, Tax Due (NIL for 100% Qatari/GCC National Resident in Qatar) and Late Filing Penalties, if any.

Income Tax Return Number: 700000023222      Return - Original      Tax Period: 2020 : 01/01/2020 - 31/12/2020

1 Basic Information    2 Return's Information    3 Additional Information    4 Summary    5 Declaration

Summary - Description	Amount
A. Revenue	4,500,000.00
B. Expenses	43,000.00
C. Net Profit / Loss	4,457,000.00
D. Net Taxable Income	0.00
E. Tax Due	0.00
F. Late Filing Penalty	0.00

◀ Back      60      Save as Draft      Continue ▶



## 2.8 Declaration

The next page is the Declaration page where the information will be prefilled except the Designation, checkboxes for 'Terms and Conditions' and 'Declaration' as shown below. Taxpayer should select both the checkboxes and click 'Submit' button.

Income Tax Return Number: 700000023222 Return - Original Tax Period: 2020 : 01/01/2020 - 31/12/2020

1 Basic Information 2 Return's Information 3 Additional Information 4 Summary 5 Declaration

### Declaration

First Name: Rachel Last Name: Green Designation: Person Authorised Date: 11/04/2021

Email Address: Madhurjasrapuria@invenio-solutions.com Phone Number: +974 55666913

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

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

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

Terms and Condition

- The information provided on tax return, activity statements and other documents are correct.
- The tax shall be assessed on the basis of the taxable income as determined in the return, if such return is accepted by the Department.

[Cancel](#) [I Agree](#)






## 2.9 Acknowledgement


After submission, the Tax Return is processed, and an acknowledgement screen will be displayed as shown below.

In case the Total Tax Payable amount is greater than zero (in case of late filing penalty), Taxpayer has an option to pay the amount. If Taxpayer wishes to pay later then Taxpayer can select Close option.

In case the Total Tax Payable amount is equal to zero, then the Taxpayer should select Close option.



 عربي | 
  Name: مجموعة بومستر التجارية  
 TIN: 5000000638

  
**Return for Income Tax complete**  
 Your Return reference number is  
**700000023222 submitted on: 11/04/2021**

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

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)

X Close
Pay

# 3

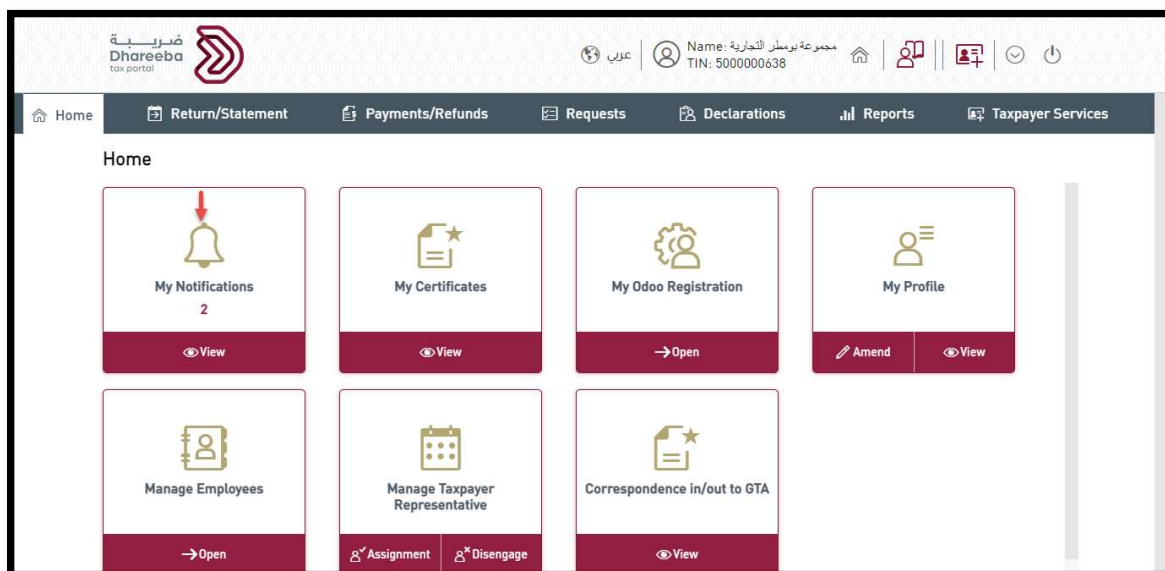
## Annexure- Correspondences received by Taxpayer.



## 3 Correspondences received by the Taxpayer.

### 3.1 Steps on how the Taxpayer can open and view notifications on the portal.

A Taxpayer should log in to Taxpayer Portal and click on 'My Notifications' tile from the Home screen to view the notifications.





ضريبة Dhareeba tax portal

عربي | Name: مجموعة بومطر التجارية | TIN: 5000000638

### My Notifications

▽ Date of the issue	▽ Reference Number	▽ Application Type	▽ Subject	▽ Tax Type	▽ Classification	
11/04/2021	700000023222	CIT Original Ack. Letter	Acknowledgement of receiving Income Tax Original Return	Income Tax / Excise Tax / VAT	Informative	<a href="#">↓</a>
11/04/2021	700000023222	Original Tax Return Invoice	Tax Return Invoice	Income Tax / Excise Tax / VAT	Informative	<a href="#">↓</a>

[◀ Back](#)

### 3.2 Taxpayer will receive SMS, Email and PDF on Mobile, Email ID and Dashboard.

The Taxpayer will receive the following notifications:

1. SMS, Email and PDF on submission of Corporate Income Tax Return
2. SMS, Email and PDF for Corporate Income Tax Return Invoice.

- End of Document -