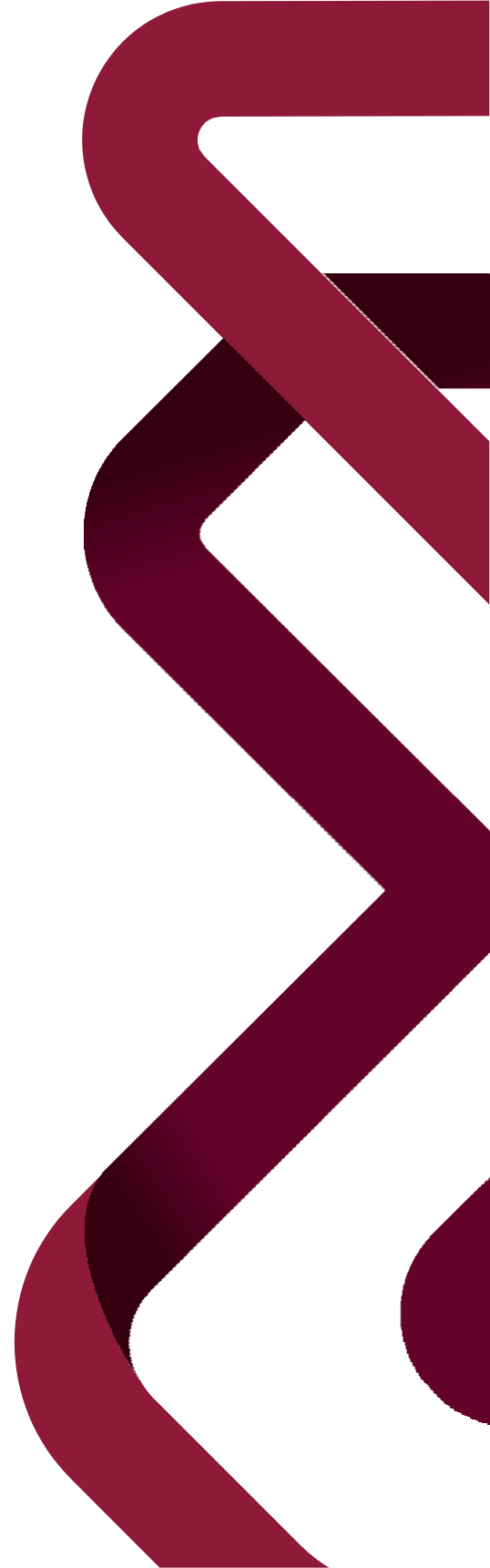




# Voluntary Disclosure Submission User Manual

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## Dhareeba Tax Portal



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# 1

## Purpose of this document



# 1 Purpose of this document

The Objective of this document is to explain how to apply for Voluntary Disclosure Declaration on Dhareeba.

This process enables the Taxpayer who is not registered either for Excise Tax or Value Added Tax (VAT) to Voluntary disclose those invoices against which the Taxpayer has made false collection of Excise Tax or Value Added Tax.

On Dhareeba, the tile for Voluntary Disclosure will be visible to those Taxpayers who are not registered with GTA for either Excise Tax or VAT or both. Therefore, the Voluntary Disclosure of only that tax type (Excise Tax or Value Added Tax) can be made by the Taxpayer, for which Tax Type he is not registered.

This means, if the Taxpayer is already registered for Excise Tax then no Voluntary Disclosure can be made for Excise Tax, similarly, if the Taxpayer is already registered for VAT then no Voluntary Disclosure can be made for VAT.

Taxpayer Representative, Taxpayer Representative Employee & Taxpayer Employee will be able to apply for 'Voluntary Disclosure' on the behalf of Taxpayer.

The application has following sections:

- Instructions for Taxpayers
- Details of Voluntary Disclosures
- Summary
- Declaration

# 2

## Steps for submitting a Voluntary Disclosure declaration



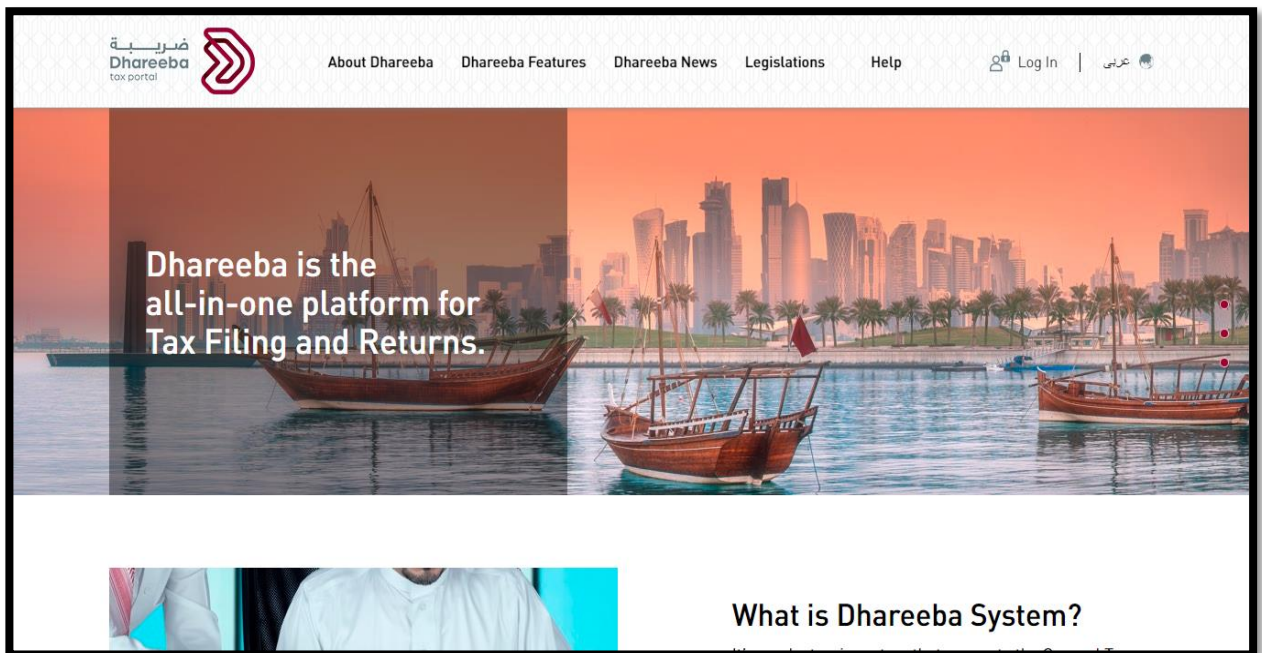
## 2 Steps for submitting a Voluntary Disclosure declaration

A Taxpayer can declare a Voluntary Disclosure application following the process described in this document.

### Step 1: Log in Screen

A taxpayer should Log-in through Dhareeba where a 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  
TANTHEEQ

### Authenticate

Username & Password Authentication
  Smart Card authentication

Username:

Password:

[Forgot your password?](#)  
[Create new account](#)  
[Smartcard FAQs](#)

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## Step 2: Dashboard

After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the **TIN** for which the 'Voluntary Disclosure' application must be submitted.

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 Dashboard.

The screenshot shows the Dhareeba tax portal's Home dashboard. At the top, there is a header with the Dhareeba logo, the name 'Divya', and TIN '5000124826'. Below the header is a navigation menu with tabs for Home, Return/Statement, Payments/Refunds, Requests, Declarations, Reports, and Taxpayer Services. The main content area is titled 'Home' and contains five tiles:

- My Notifications**: 16 notifications, with a 'View' button.
- My Certificates**: with a 'View' button.
- My Profile**: with 'Amend' and 'View' buttons.
- Manage Employees**: with an 'Open' button.
- Manage Taxpayer Representative**: with 'Assignment' and 'Disengage' buttons.

### Step 3: Voluntary Disclosure Tile

Taxpayer should click on 'Declarations' tab.


"Voluntary Disclosure" Tile will be visible under Declaration.

The screenshot shows the Dhareeba tax portal's Declarations dashboard. The navigation menu is the same, but the 'Declarations' tab is active. The main content area is titled 'Declarations' and contains six tiles:


- Contract Declaration**: with 'Create' and 'View' buttons.
- Notification for Receipt of Excisable Goods**: with a 'View' button.
- Notification on the CBC reporting entity**: with 'Create' and 'View' buttons.
- Submission of Master File/ Local File**: with an 'Open' button.
- Voluntary Disclosure**: with 'Create' and 'View' buttons.
- Damaged/Lost Excisable Goods**: with 'Create' and 'View' buttons.



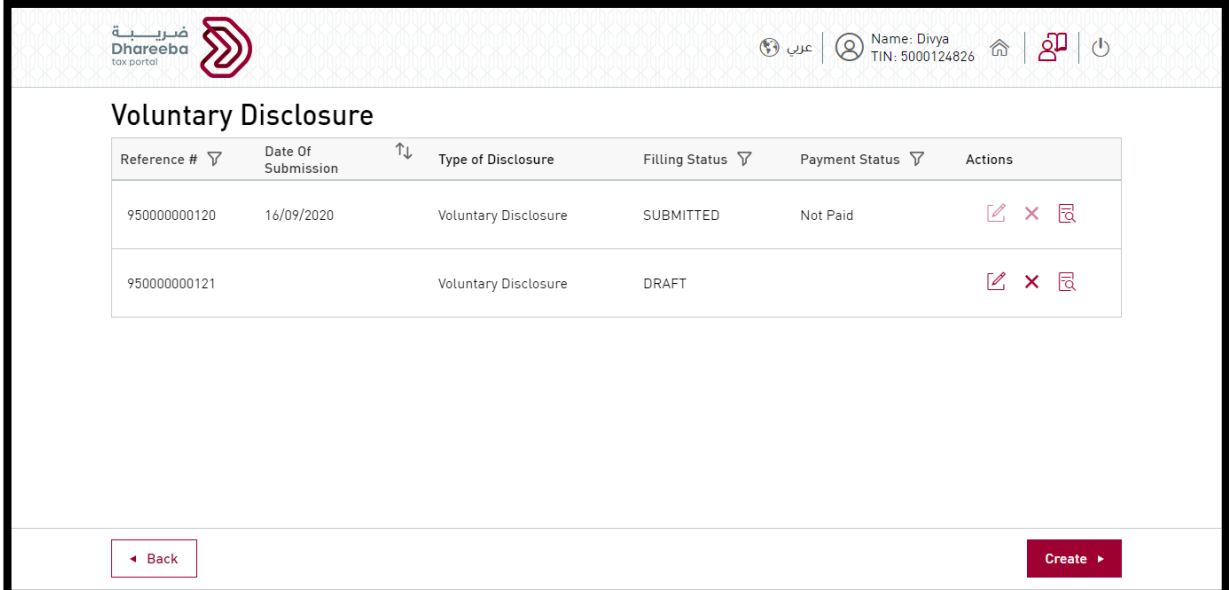
Create and View options will be available on the Voluntary Disclosure tile.

**View Option:** **View Button** : The list of all Voluntary Disclosure applications available in the system can be viewed. Taxpayer can check any application in view mode by clicking on View button.







Taxpayer can filter the details based on 'Reference #', 'Filing Status', 'Payment Status' and can Sort with the 'Date of Submission'.

**Edit button** : If Application Status is DRAFT, Taxpayer would be able to edit the form by clicking on EDIT icon.

**Create Option:** Taxpayer should click on **Create Button** for filing a Voluntary Disclosure application. This will open the Instructions Screen.



The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, the text 'ذريبة Dhareeba tax portal', and user information: 'عربي', 'Name: Divya', 'TIN: 5000124826', and navigation icons for home, profile, and power. Below the header, the main content area is titled 'Voluntary Disclosure' and contains a table with the following data:

Reference #	Date Of Submission	Type of Disclosure	Filing Status	Payment Status	Actions
950000000120	16/09/2020	Voluntary Disclosure	SUBMITTED	Not Paid	  
950000000121		Voluntary Disclosure	DRAFT		  

At the bottom of the page, there are two buttons: 'Back' on the left and 'Create' on the right.

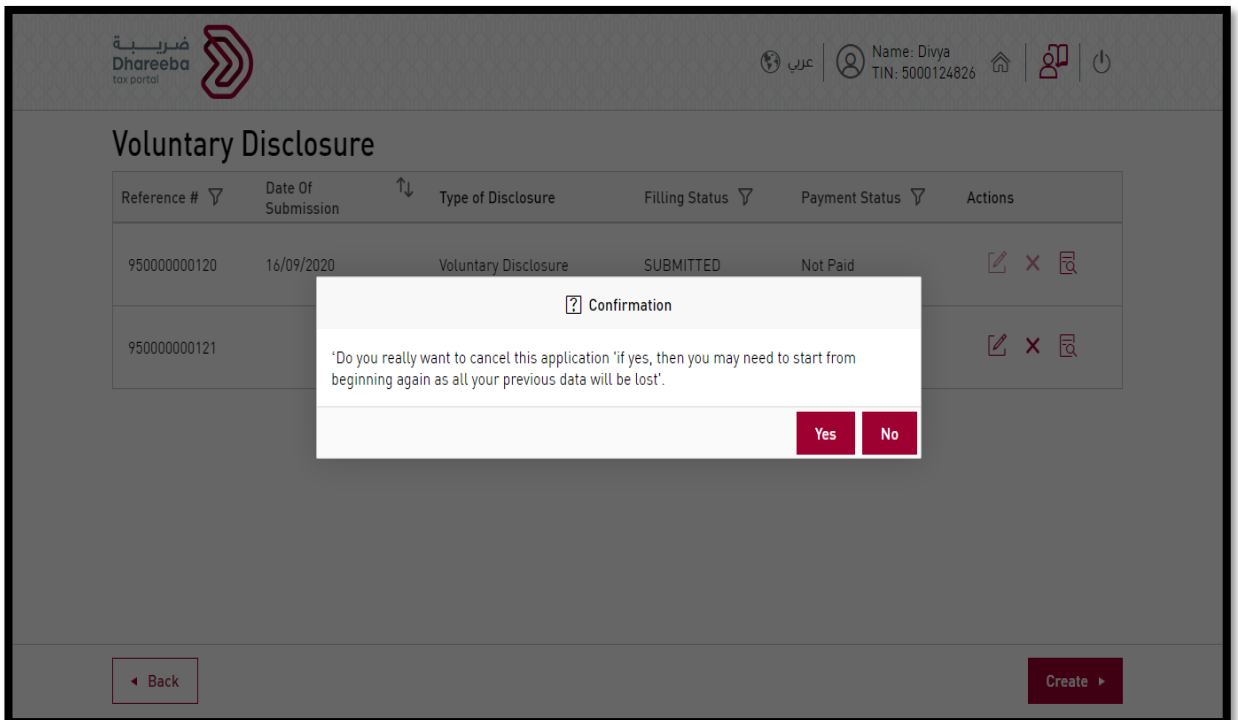


**Cancel Button** : If Application Status is DRAFT, Taxpayer would be able to Cancel the form by clicking on Cancel icon.







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 to 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 and user information: Name: Divya, TIN: 5000124826. The main content area is titled 'Voluntary Disclosure' and contains a table with the following columns: Reference #, Date Of Submission, Type of Disclosure, Filing Status, Payment Status, and Actions.

Reference #	Date Of Submission	Type of Disclosure	Filing Status	Payment Status	Actions
950000000120	16/09/2020	Voluntary Disclosure	SUBMITTED	Not Paid	  
950000000121					  

A confirmation dialog box is overlaid on the table, titled 'Confirmation'. The message inside reads: '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'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

At the bottom of the page, there are two buttons: 'Back' and 'Create'.



## Step 4: Instructions for Taxpayers

The Taxpayer should read the Instructions for Taxpayers and Select **'Are you disclosing for'** then click on **"Start Now"** button to proceed.

In case the Taxpayer clicks on Back button, this will navigate back to the Home Page.

The options under 'Are you disclosing for' would appear depending on which Tax Type the Taxpayer is not registered for in GTA.

Taxpayer should select from the dropdown option and click on Start Now.

Dhareeba tax portal

عربي | Name: Divya TIN: 5000124826

### Instructions for Taxpayers

These instructions need to be read and understood before starting the Voluntary Disclosure.

- Ensure to provide accurate information
- The information you provide in this notification will be kept strictly confidential
- It is an offence to provide false and misleading information General Tax Authority
- Use this declaration if you are not registered for any of the tax type & made false collection from customers.

Are you disclosing for

Select

Value Added Tax

◀ Back

Start Now ▶



## Step 5: Details of Voluntary Disclosures

Taxpayer should click on the 'Add Invoices' buttons to add the details of Voluntary Disclosure.

Date of Invoice	Invoice #	Customer ID Type	Customer ID #	Amount of Invoice Including Tax (QAR)	Amount of Tax charged (QAR)	Actions
No data						

[Add Invoices](#)

Details of Voluntary Disclosure Screen: After clicking on 'Add Invoices' button, the screen would be available for the taxpayer to fill details.

The fields on the screen are as follows details:

- **Date of Invoice** – Taxpayer should select Date of Invoice. Future dates would not be permitted.
- **Invoice #** - Taxpayer should enter Invoice number in this field.
- **Customer ID Type** - Taxpayer can select Customer ID Type based on the drop down options: TIN, Qatar ID, Commercial Registration, Commercial Permit, Passport.
- **Customer ID #** – Taxpayer can enter Customer ID number based on the selected Customer ID Type.



- **Customer Name** – Taxpayer should enter Customer Name. If Taxpayer selects Customer ID Type as 'TIN' and a valid 'Customer ID #' is entered, Customer Name would appear on the Screen.
- **Amount of Invoice including Tax (QAR) & Amount of Tax charged (QAR)** – Taxpayer should enter correct details.
- **Remarks and Attachment** - Taxpayer can enter details in Remarks field and add attachment by clicking on the attachment icon.
- **Back button**: system will navigate to the previous screen by clicking on the Back button.
- **Save button**: Details will be saved by clicking on the Save button.

Dhareeba tax portal | عربي | Name: Divya TIN: 5000124826 | Home | Profile | Power

Request Number: Voluntary Disclosure

1 Details of Voluntary Disclosures | 2 Summary | 3 Declaration

Date of Invoice: 10/09/2020 | Invoice #: 1234567876

Customer ID Type: Commercial Permit | Customer ID #: 348754008

Customer Name: Divya

Amount of Invoice Including Tax (QAR): 3400 | Amount of Tax charged (QAR): 1560

Remarks: All details are correct

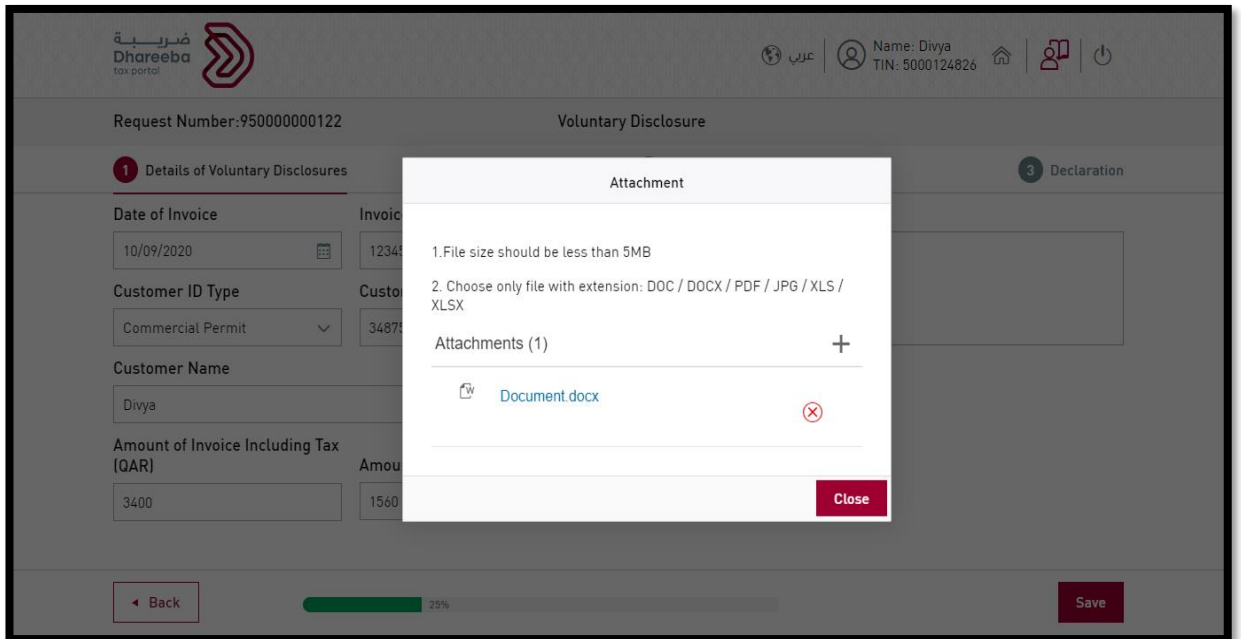
Attachment: [Icon]

Back | 25% | Save



### Taxpayer can attach documents

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.





On clicking **Save** Button, the details appear as shown.

Taxpayer can add multiple details by clicking on '**Add Invoices**' button.

**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.

Request Number: 95000000122

Voluntary Disclosure

1 Details of Voluntary Disclosures 2 Summary 3 Declaration

### Details of Voluntary Disclosures

Date of Invoice	Invoice #	Customer ID Type	Customer ID #	Amount of Invoice Including Tax (QAR)	Amount of Tax charged (QAR)	Actions
10/09/2020	1234567876	Commercial Permit	348754008	3,400.00	1,560.00	
Total				3,400.00	1,560.00	

[+ Add Invoices](#)

[← Back](#)  25%

[Save as Draft](#) [Continue →](#)



## Step 6: Summary

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

ضريبة  
Dhareeba  
tax portal

عربي | Name: Divya  
TIN: 5000124826

Request Number: 950000000122

Voluntary Disclosure

1 Details of Voluntary Disclosures 2 Summary 3 Declaration

### Summary

1. Details of Voluntary Disclosures [Edit](#)

Are you disclosing for Value Added Tax

Date of Invoice	Invoice #	Customer ID Type	Customer ID #	Amount of Invoice Including Tax (QAR)	Amount of Tax charged (QAR)
10/09/2020	1234567876	Commercial Permit	348754008	3,400.00	1,560.00
Total				3,400.00	1,560.00

◀ Back 50% Save as Draft Continue ▶



## Step 7: 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.

Taxpayer should tick the declaration checkbox. 'Submit' button will be displayed. Taxpayer should click on the 'Submit' button.

Dhareeba tax portal | عربي | Name: Divya TIN: 5000124826 | Home | Profile | Logout

Request Number: 950000000122 | Voluntary Disclosure

1 Details of Voluntary Disclosures | 2 Summary | 3 Declaration

### Declaration

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

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

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

◀ Back | 95% | Save as Draft | Submit



## Step 8: Acknowledgement

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

Taxpayer can make the payment by clicking on 'Pay' button.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Divya  
TIN: 5000124826

**Declaration of Voluntary Disclosure is submitted successfully**

Your Declaration Reference Number is  
**950000000122 submitted on: 16/09/2020**

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](mailto:support@gta.gov.qa) or to learn more, visit [www.gta.gov.qa](http://www.gta.gov.qa)

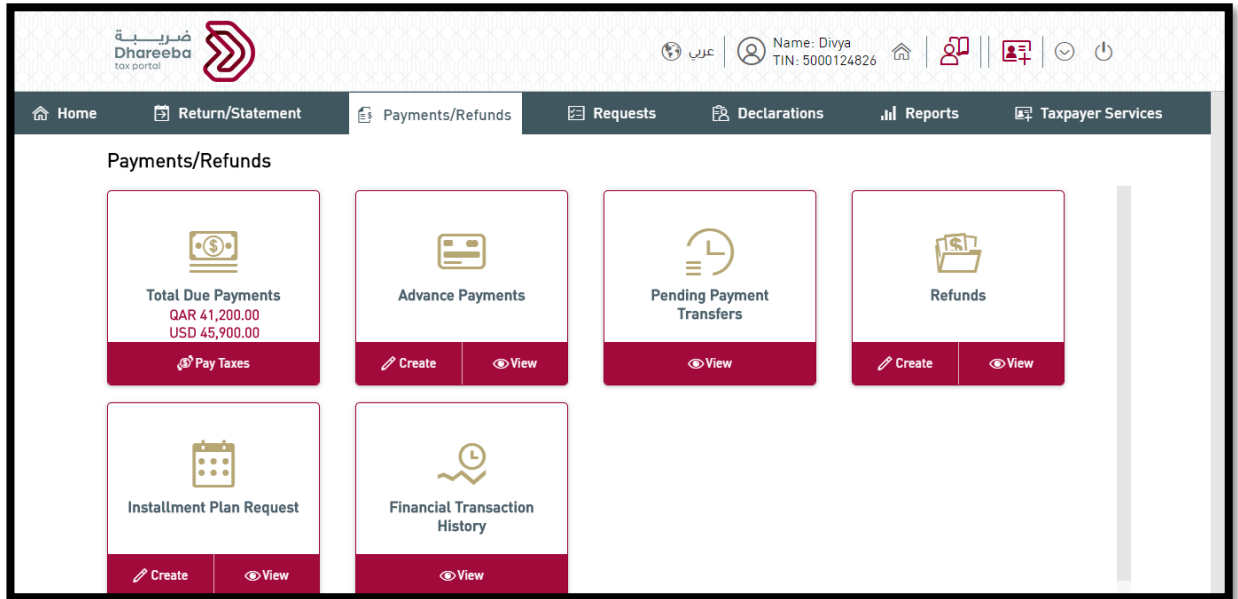
Pay Close



Taxpayer can pay later for this application by clicking on 'Close' button.

Taxpayer can again access this application via 'Payment/Refunds' tab to make payment. 'Total due Payments' tile will be visible on screen.


Taxpayer should click on Pay Taxes button.





Taxpayer should select the **same application reference number** and proceed with the Payment.

Taxpayer can make Full payment, Partial Payment and in Instalments as well.



ضريبة  
Dhreeba  
tax portal

عربي | 
 Name: Divya  
TIN: 5000124826 | 
 Home | 
 Profile | 
 Logout

Filter Tax Type Payment Status Currency Reference # Go Pending Payment 01

	Reference #	Tax Type	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability <span style="font-size: small;">?</span>	Amount to be Paid	Currency	Payment Status
<input type="checkbox"/>	> 100000015787	IT	Taxpayer New Registration		30,000.00	30,000.00	<input type="text" value="0.00"/>	QAR	Overdue
<input type="checkbox"/>	> 720000000087	ET	Advance Payment		45,900.00	45,900.00	<input type="text" value="0.00"/>	USD	Overdue
<input type="checkbox"/>	> 950000000120	ET	2020 Q3		7,800.00	7,800.00	<input type="text" value="0.00"/>	QAR	Due
<input type="checkbox"/>	> 950000000122	ET	2020 Q3		3,400.00	3,400.00	<input type="text" value="0.00"/>	QAR	Due

◀ Back



# 3

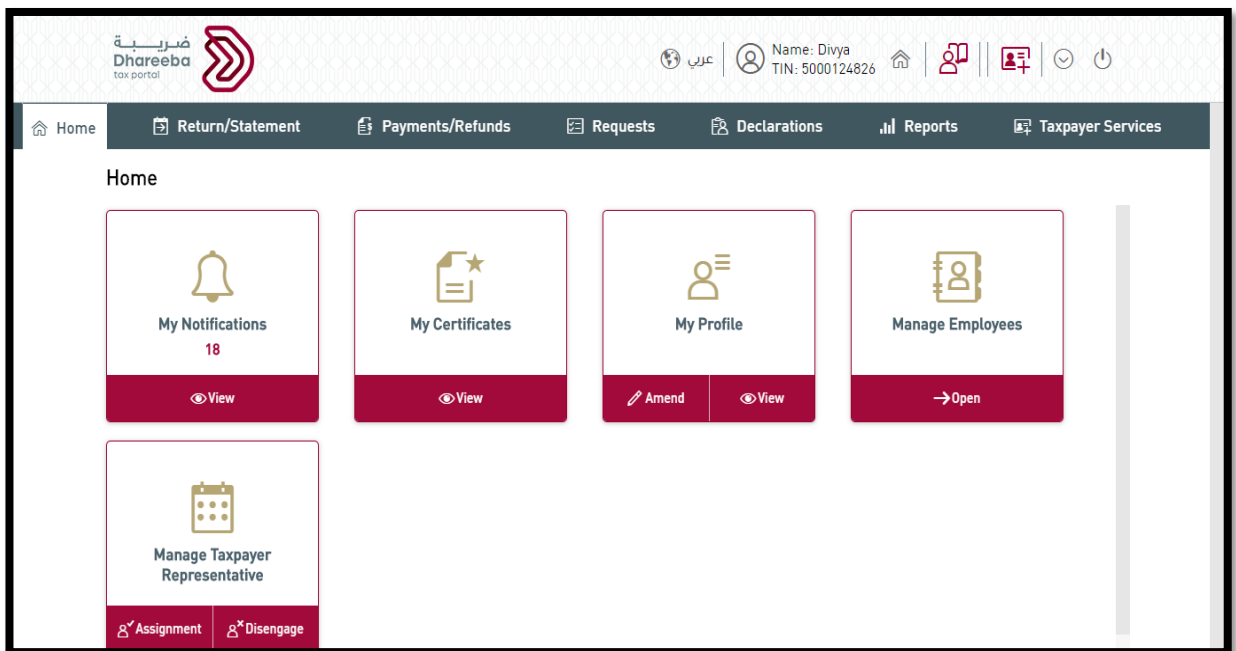
## Annexure – Correspondence received by Taxpayer



## 3 Annexure – Correspondence received by Taxpayer



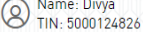









### 3.1 Steps how Taxpayer can open and view notifications on the portal

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





The Taxpayer can check and download the Acknowledgement Letter and Invoice Letter.

		    				
28/08/2020	700000001459	Notification on the CBC report	Late Filing Penalty Invoice Letter for Notification on the CBC reporting entity	Notification on the CBC reporting entity	Informative	
07/09/2020	100000015912	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative	
16/09/2020	950000000120	Voluntary Disclosure	Acknowledgment - Voluntary Disclosure Declaration	General	Informative	
16/09/2020	950000000120	Voluntary Disclosure	Invoice Letter - Voluntary Disclosure Declaration	General	Informative	
16/09/2020	950000000122	Voluntary Disclosure	Acknowledgment - Voluntary Disclosure Declaration	General	Informative	
16/09/2020	950000000122	Voluntary Disclosure	Invoice Letter - Voluntary Disclosure Declaration	General	Informative	

[◀ Back](#)



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

After submitting the application, 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 an SMS, Email and PDF on Submission.

Taxpayer will receive SMS, Email and PDF for Voluntary Disclosure declaration Invoice



## Status of Voluntary Disclosure form

Taxpayer can click on the View button of 'Voluntary Disclosure' tile to check the status of application.

The screenshot shows the 'Declarations' section of the Dhareeba Tax Portal. The user is logged in as Divya (TIN: 5000124826). The navigation menu includes Home, Return/Statement, Payments/Refunds, Requests, Declarations, Reports, and Taxpayer Services. The 'Declarations' section contains the following tiles:

- Contract Declaration: Create, View
- Notification for Receipt of Excisable Goods: View
- Notification on the CBC reporting entity: Create, View
- Submission of Master File/ Local File: Open
- Voluntary Disclosure: Create, View
- Damaged/Lost Excisable Goods: Create, View

The screenshot shows the 'Voluntary Disclosure' table in the Dhareeba Tax Portal. The table has the following columns: Reference #, Date Of Submission, Type of Disclosure, Filing Status, Payment Status, and Actions.

Reference #	Date Of Submission	Type of Disclosure	Filing Status	Payment Status	Actions
950000000120	16/09/2020	Voluntary Disclosure	SUBMITTED	Not Paid	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
950000000121		Voluntary Disclosure	DRAFT		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
950000000122	16/09/2020	Voluntary Disclosure	SUBMITTED	Not Paid	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>

At the bottom of the page, there are 'Back' and 'Create' buttons.

- End of Document -