



General Tax Authority

Tax Warehouse Amendment

VERSION

Version 1.0 30 June 2020

Table of Contents

1	Purpose of this document	3
2	Process to be followed to file a Tax Warehouse Amendment application	4
2.1	Warehouse Details	7
2.2	Details of Goods Section	8
2.2.1	Details of Goods – Schedule: Details button for existing goods	9
2.2.2	Details of Goods- Schedule: Details button for new goods	10
2.2.3	Details of Goods - Schedule: Edit button	13
2.2.4	Details of Goods - Schedule: Delete button	15
2.3	Control & Security Details	16
2.3.1	The Accounting & Stock Control System	16
2.3.2	Security Procedure Details	17
2.4	Additional Information	17
2.5	Summary	18
2.6	Declaration	19
2.7	Approval/Rejection	20
2.8	Bank Guarantee Section	21
2.9	Declaration	23
2.10	Approval/Rejection	25
3	Annexure - Notifications received by Taxpayer	26
3.1	Steps how Taxpayer can open and view notifications on the portal	26
3.2	Notifications received by Taxpayer	27

1 Purpose of this document

Taxpayers who have registered Tax Warehouse in the GTA TAS system may require to subsequently amend certain information that they had submitted at the time of registration, due to a change in circumstances.

This document covers the process which the Taxpayer needs to follow to amend details of Tax Warehouse registration.

The Taxpayer can amend the following sections in Tax Warehouse registration form:

General Information:

- Goods stored/ produced
- Details of Warehouse
- Details of Goods and Inventory
- Accounting and stock control system
- Securities Procedure Details
- Additional Information

Bank Guarantee Details:

- Reference Number
- Details of Bank
- Expiry Date
- A Banking guarantee to cover the risks related to the production, conversion, possession, storage, or receipt of excise goods

There can be two scenarios:

Amendment leading to change in Bank Guarantee

- Taxpayer amends and submits the Tax Warehouse Amendment application
- GTA approves/rejects Tax Warehouse Amendment application
- Taxpayer submits Bank guarantee details
- GTA approves/rejects Bank guarantee details

Amendment leading to no change in Bank Guarantee

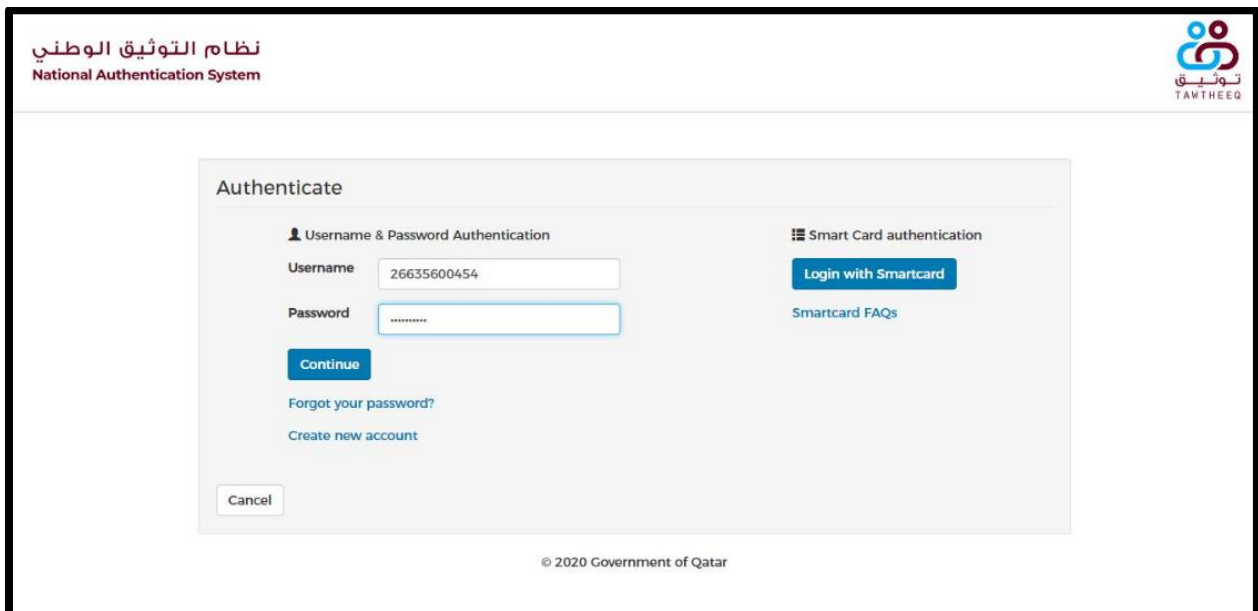
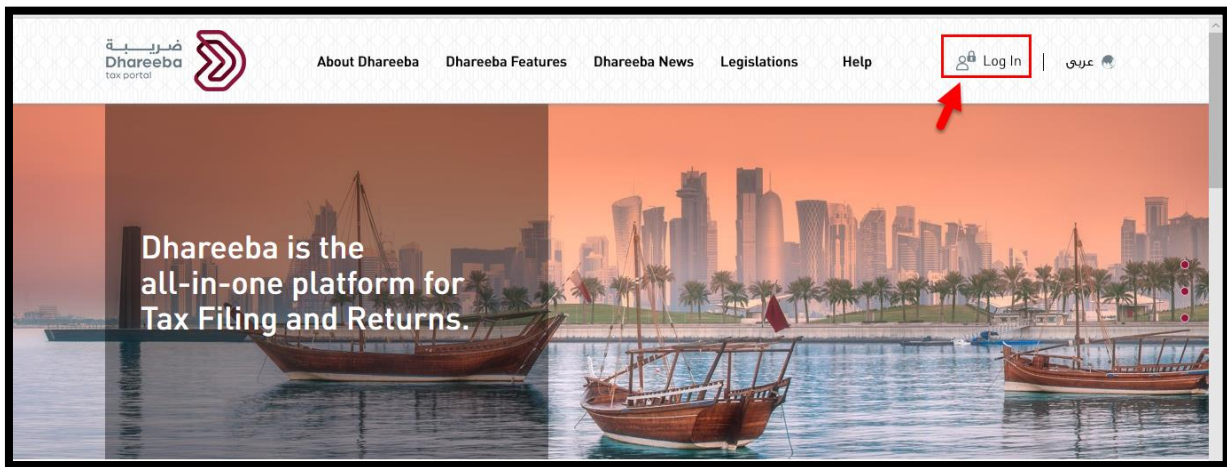
- Taxpayer amends and submits the Tax Warehouse Amendment application
- GTA approves/rejects Tax Warehouse Amendment application

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

2 Process to be followed to file a Tax Warehouse Amendment application

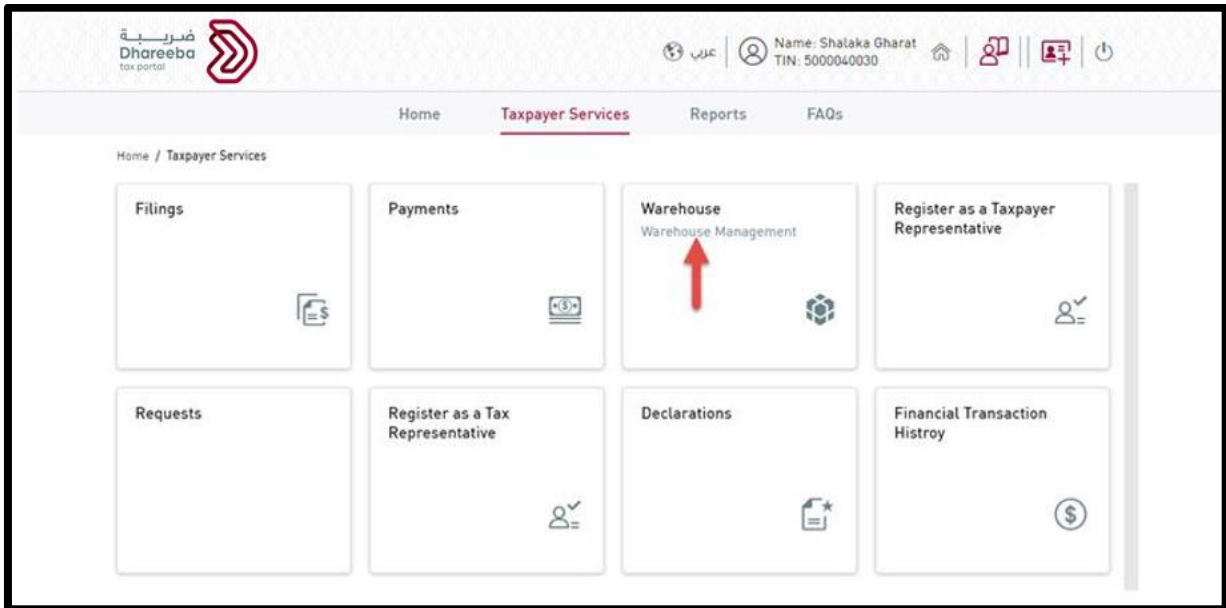
Login through the Dhareeba which gets directed to the NAS

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:

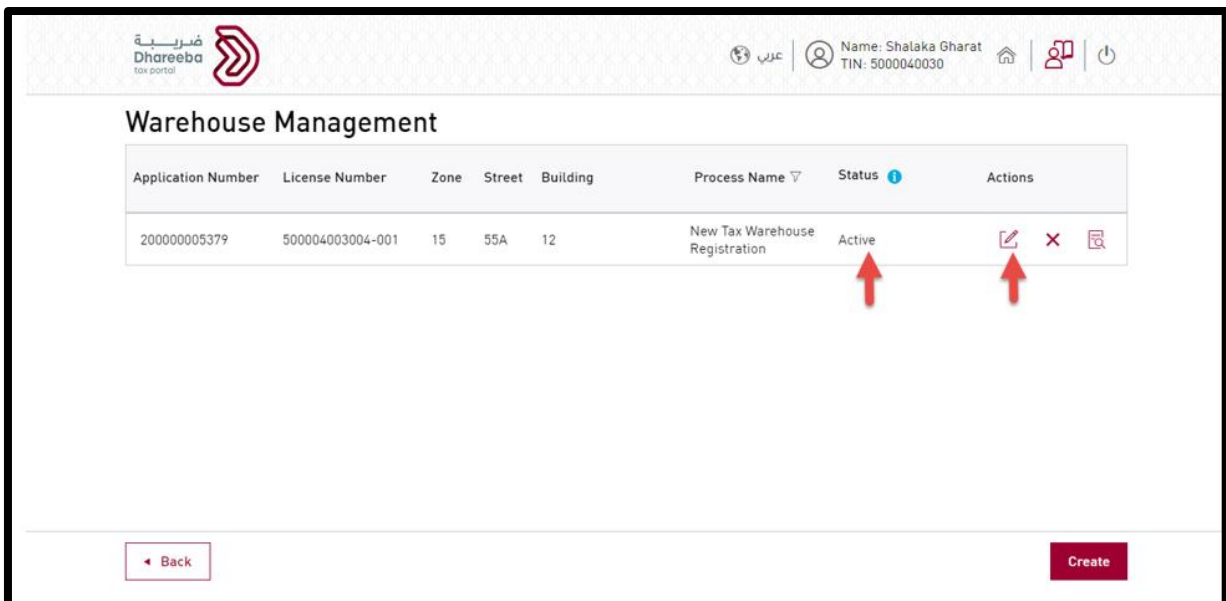


Dashboard

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

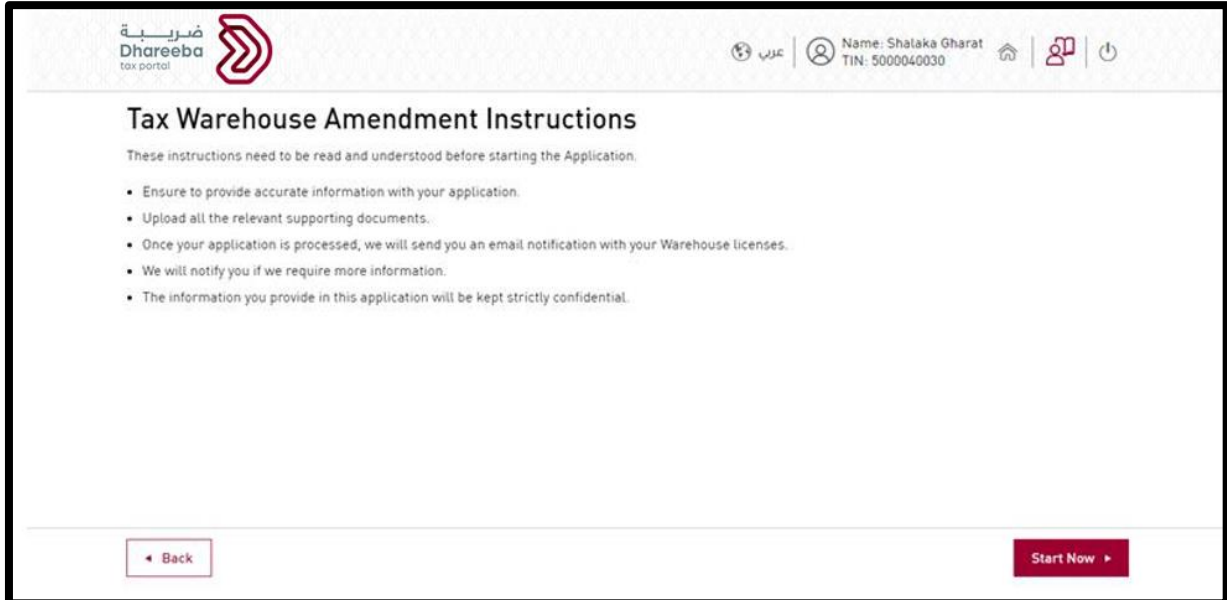


The list of Warehouses appears. The Taxpayer should click on ‘Edit’ button besides ‘Active’ Warehouse which the Taxpayer wishes to amend.



Instructions

The Taxpayer should read the Instructions for Amendment of Tax Warehouse Registration and click on “Start Now” button to proceed.



ضريبة
Dhareeba
tax portal

العربي | Name: Shalaka Gharat
TIN: 5000040030

Tax Warehouse Amendment Instructions

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

- Ensure to provide accurate information with your application.
- Upload all the relevant supporting documents.
- Once your application is processed, we will send you an email notification with your Warehouse licenses.
- We will notify you if we require more information.
- The information you provide in this application will be kept strictly confidential.

◀ Back

Start Now ▶

2.1 Warehouse Details

On the Warehouse Details page, the Taxpayer can see the information previously filled in by the Taxpayer at the time of registration. The Taxpayer can amend details in:

- Type of Goods Stored in Warehouse
- Type of Goods Produced in Warehouse
- Number of Machines & Equipment
- Storage Area
- Proof of Warehouse Details Attachment

Taxpayer can make amendments in the details (except Address) as per his preference.

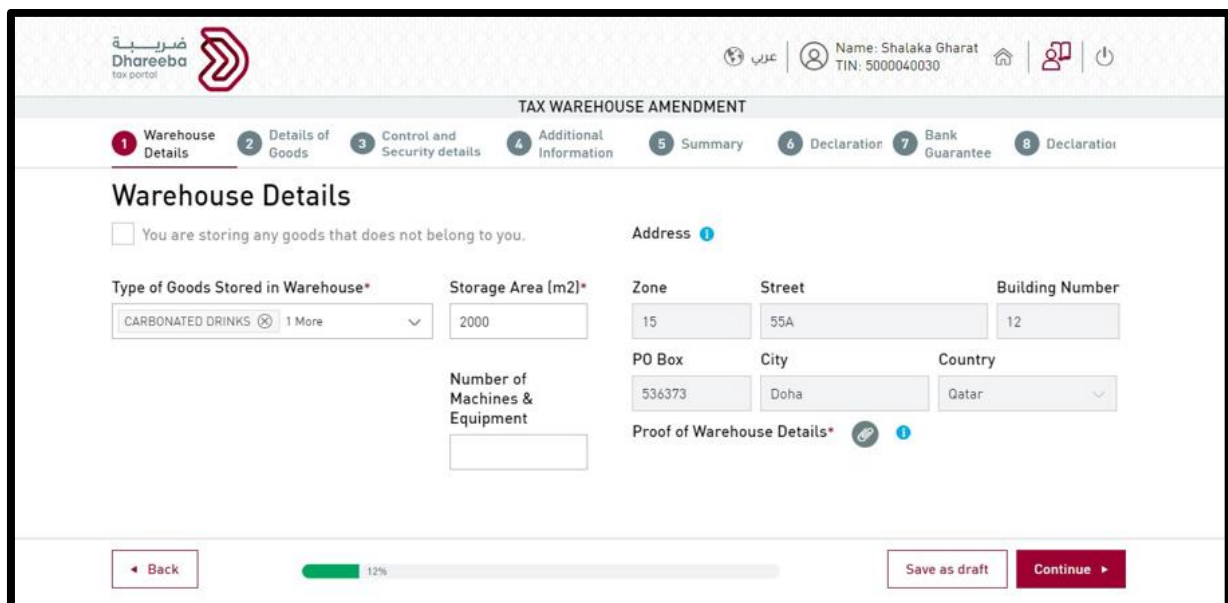
Taxpayer can add or delete good/s from 'Types of Goods Stored in Warehouse' & 'Types of Goods Produced' drop-down.

When a goods type is deleted, a warning message 'This good will be removed from details of goods and will affect your bank guarantee amount' will be displayed.

Also, if the drop-down remains blanks after deletion then error message 'Please choose at least one option' will be displayed.

Taxpayer can add 'proof of warehouse details' attachment, maximum size per attachment is 5 MB. Following Extensions are allowed -PDF, DOC, DOCX, JPG, XLS, XLSX.

Once the Taxpayer has made the amendment on Warehouse Details page, the Taxpayer should click on Continue.



2.2 Details of Goods Section

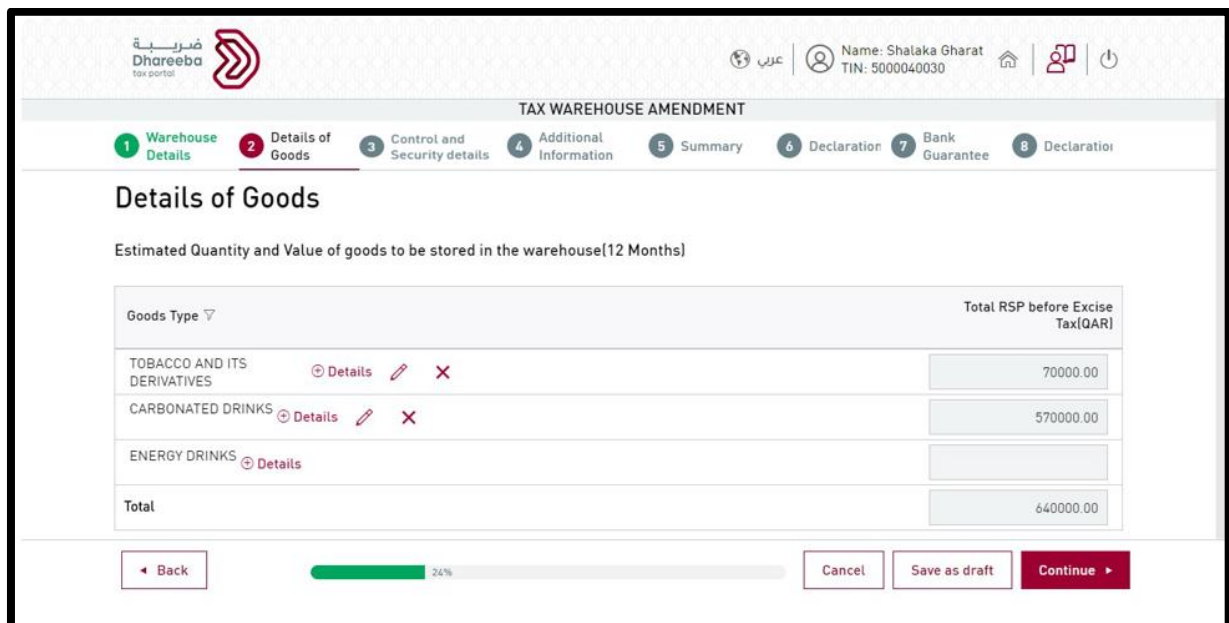
On Details of Goods page, the Taxpayer will be able to see the list of goods entered on Warehouse Details page.

For the goods which were entered by Taxpayer during Tax Warehouse Registration, the following buttons will be available:

- 'Details, Edit & Delete' (will be displayed besides Goods Type)
- 'Total RSP before Excise Tax (QAR)'

For the goods type which were entered by Taxpayer during Tax Warehouse Amendment the following buttons will be available:

- 'Details' button (will be displayed besides Goods Type)
- 'Total RSP before Excise Tax (QAR)' – here, RSP before Excise Tax (QAR)' amount will be blank.



TAX WAREHOUSE AMENDMENT

1 Warehouse Details | 2 **Details of Goods** | 3 Control and Security details | 4 Additional Information | 5 Summary | 6 Declaration | 7 Bank Guarantee | 8 Declaration

Details of Goods

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 Details Edit Delete	70000.00
CARBONATED DRINKS Details Edit Delete	570000.00
ENERGY DRINKS Details	
Total	640000.00

◀ Back | 24% | Cancel | Save as draft | Continue ▶

2.2.1 Details of Goods – Schedule: Details button for existing goods

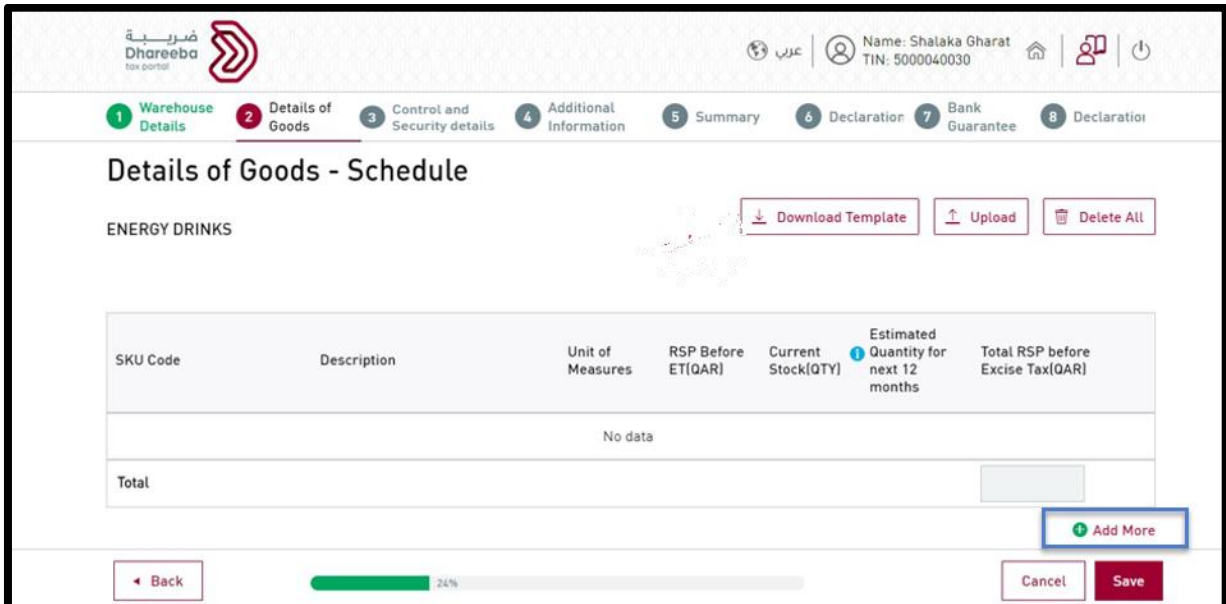
When the Taxpayer clicks on ‘Details’ button (of goods added during Tax Warehouse Registration), then a ‘Details of Goods - Schedule’ will be displayed.

In ‘Details of Goods – Schedule’ table, Taxpayer can edit only following fields:

- RSP Before ET (QAR)
- Current Stock (QTY)

All other fields will be in display mode.

Taxpayer will have the option to add more rows by clicking on ‘Add More’ button.



Details of Goods - Schedule

ENERGY DRINKS

Download Template Upload Delete All

SKU Code	Description	Unit of Measures	RSP Before ET(QAR)	Current Stock(QTY)	Estimated Quantity for next 12 months	Total RSP before Excise Tax(QAR)
No data						
Total						

Add More

Back Cancel Save

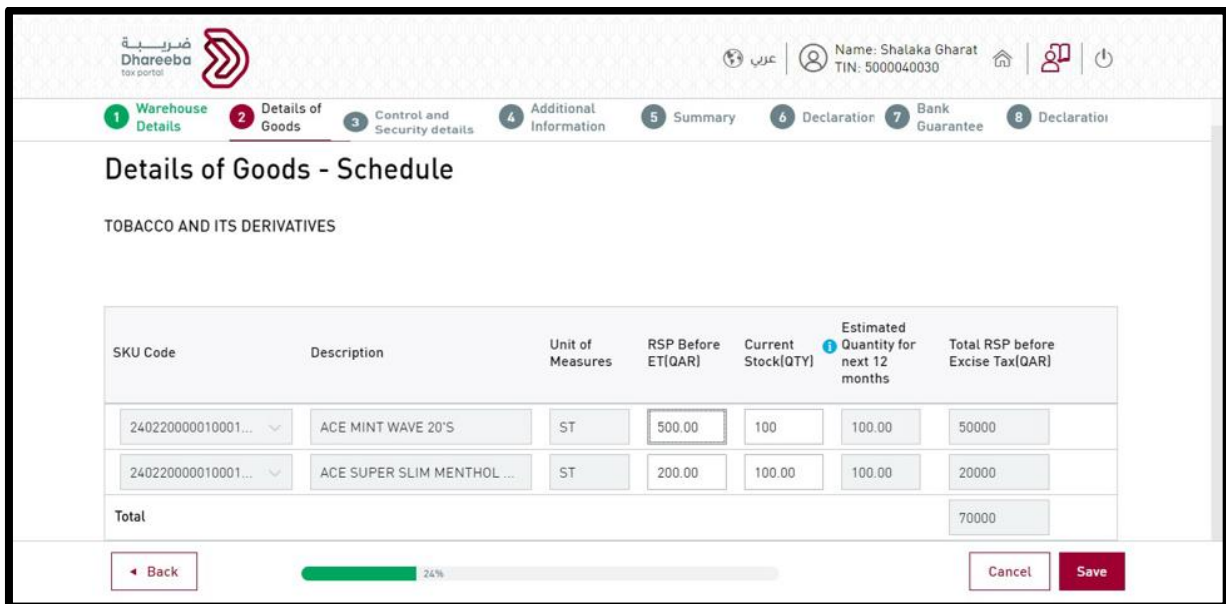
24%

When 'Add More' button is clicked, empty row will be displayed where Taxpayer should enter 'SKU code, RSP Before ET(QAR), Current Stock (QTY) and Estimated Quantity for next 12 months.' 'Description & Unit of Measure' will be populated based on SKU code.

The value of 'Total RSP Before Excise Tax (QAR)' will be calculated as:

$$RSP \text{ Before ET (QAR)} \times \text{Estimated Quantity for Next 12 Months}$$

After entering the required details Taxpayer will click 'Save' button and will be navigated to 'Details of Goods' page.



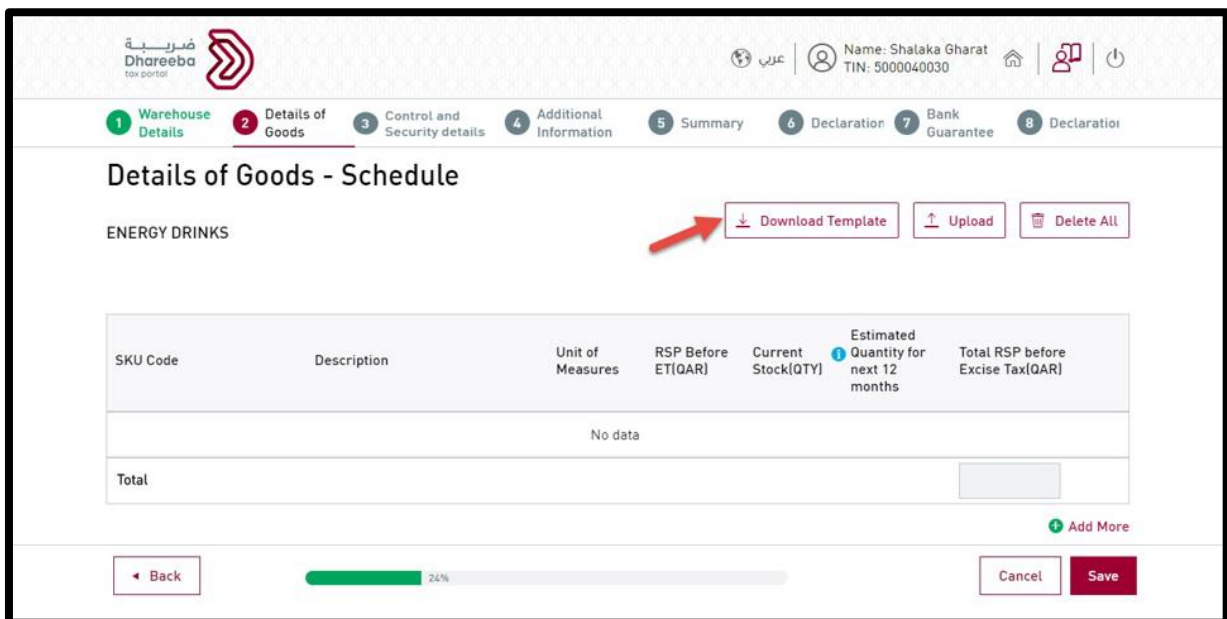
SKU Code	Description	Unit of Measures	RSP Before ET(QAR)	Current Stock(QTY)	Estimated Quantity for next 12 months	Total RSP before Excise Tax(QAR)
240220000010001...	ACE MINT WAVE 20'S	ST	500.00	100	100.00	50000
240220000010001...	ACE SUPER SLIM MENTHOL ...	ST	200.00	100.00	100.00	20000
Total						70000

2.2.2 Details of Goods- Schedule: Details button for new goods

When Taxpayer clicks on 'Details' button of goods added during Tax Warehouse amendment, then a 'Details of Goods Schedule' table will be displayed with blank values. It will have following options

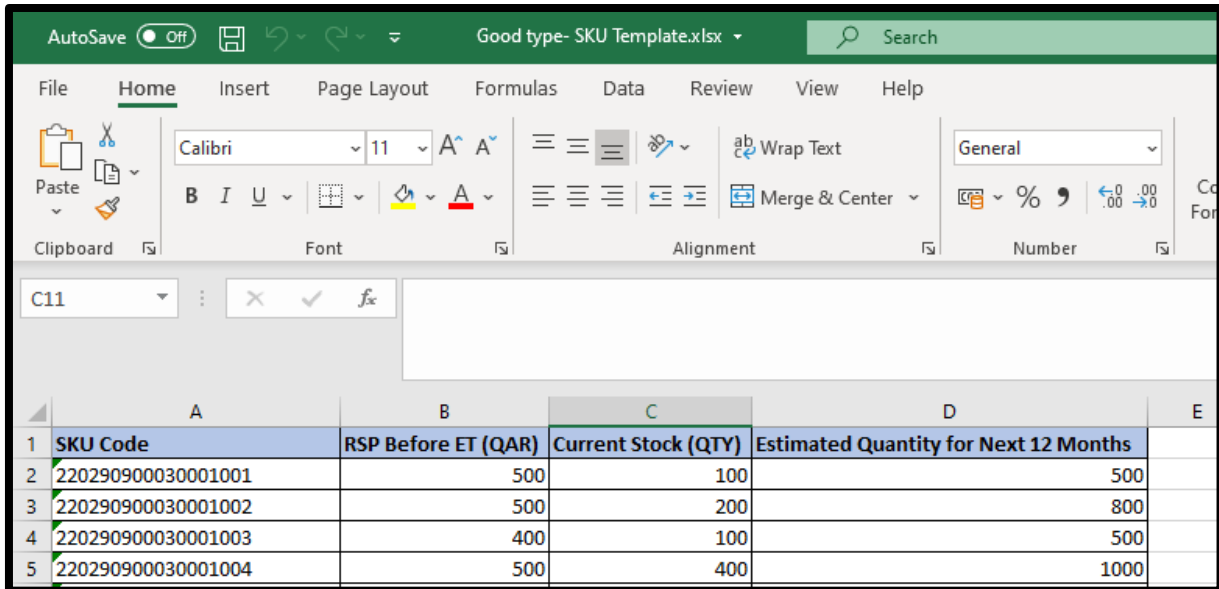
- Download Template
- Upload
- Delete All
- Add more

Taxpayer can add details of goods using 'Download Template' option.



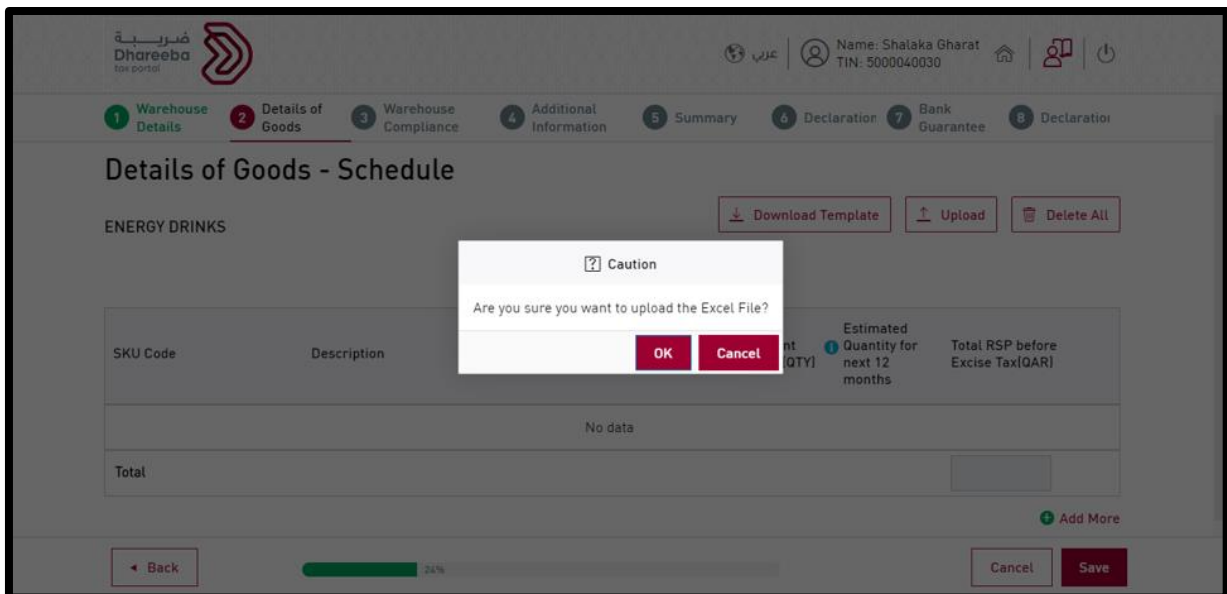
When 'Download Template' option is clicked, then an excel template will be downloaded. Taxpayer should fill the details in the template. Then click 'Upload' button to upload the file.

The excel template will appear as shown below:



SKU Code	RSP Before ET (QAR)	Current Stock (QTY)	Estimated Quantity for Next 12 Months
220290900030001001	500	100	500
220290900030001002	500	200	800
220290900030001003	400	100	500
220290900030001004	500	400	1000

The Taxpayer can select OK to upload the excel template.




Caution
Are you sure you want to upload the Excel File?

Buttons: OK, Cancel

Once the file is uploaded, then all the details will be displayed on the screen.

Taxpayer can add details of new goods manually. Multiple rows can be added using 'Add More' button.



عربي | Name: Shalaka Gharat | TIN: 5000040030

Details of Goods - Schedule

ENERGY DRINKS

Download Template | Upload | Delete All

SKU Code	Description	Unit of Measures	RSP Before ET(QAR)	Current Stock(QTY)	Estimated Quantity for next 12 months	Total RSP before Excise Tax(QAR)
220290900030001...	28 BLACK ACAI 250ML	ML	500.00	100.00	500.00	250000.00
220290900030001...	28 BLACK EDRINK CLASSIC 2...	ML	500.00	200.00	800.00	400000.00
220290900030001...	28 BLACK EDRINK SFREE 250			100.00	500.00	200000.00
220290900030001...	28 DRINKS ACAI 330ML			400.00	1000.00	500000.00

Back

24%

Cancel | Save

The file has successfully been uploaded. System is validating the uploaded records.

2.2.3 Details of Goods - Schedule: Edit button

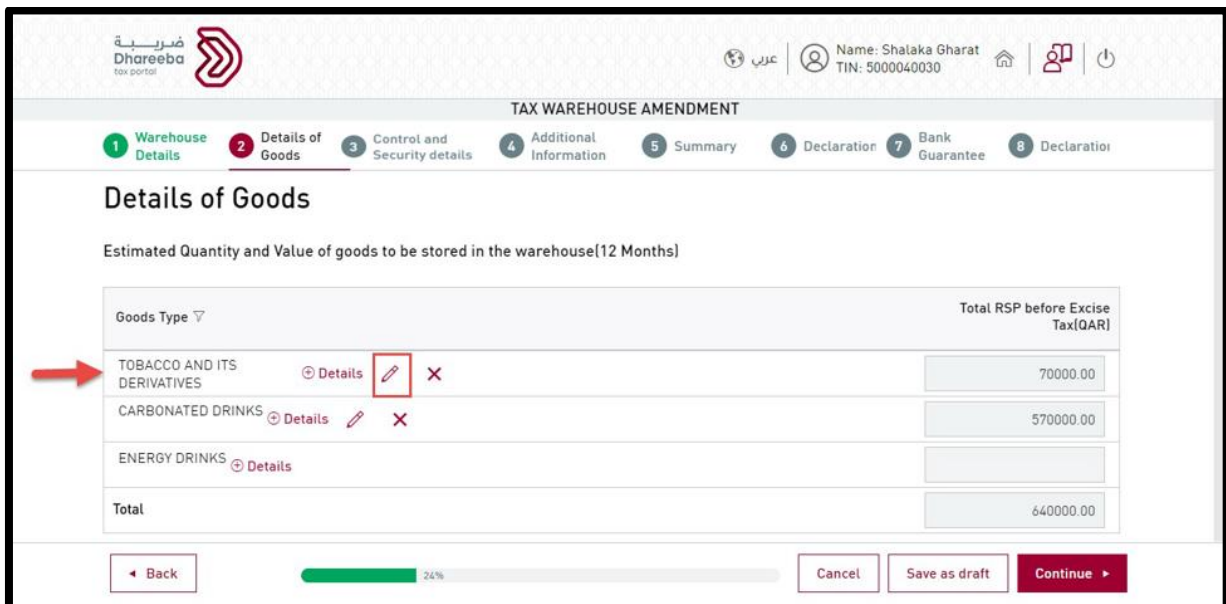
When Taxpayer clicks on 'Edit' button for goods which that were added by Taxpayer during Tax Warehouse Registration, then a 'Details of Goods - Schedule' table will be displayed. On this screen, Taxpayer can edit only the following fields:

- RSP Before ET (QAR)
- Current Stock (QTY)

If the Taxpayer changes the value of 'RSP before ET (QAR), then 'Total RSP before Excise Tax (QAR)' would be calculated as:

- $RSP\ Before\ ET\ (QAR) \times Estimated\ Quantity\ for\ Next\ 12\ Months$

After entering the required details Taxpayer should click 'Save' button to be navigated to 'Details of Goods' page.



TAX WAREHOUSE AMENDMENT

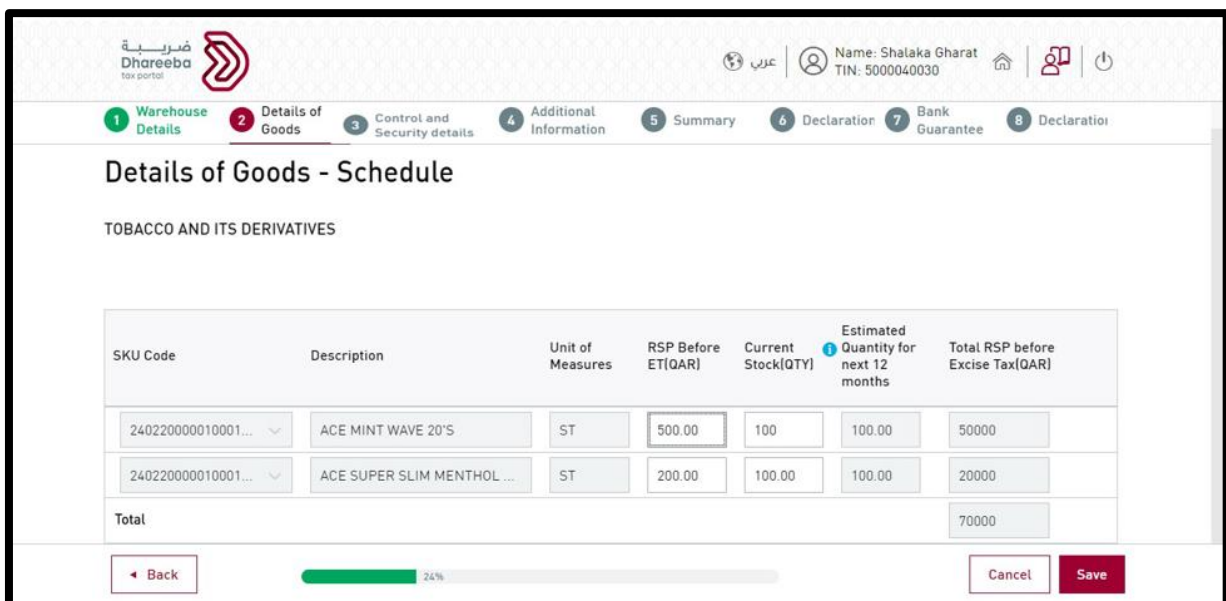
1 Warehouse Details 2 Details of Goods 3 Control and Security details 4 Additional Information 5 Summary 6 Declaration 7 Bank Guarantee 8 Declaration

Details of Goods

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 Details Edit Delete	70000.00
CARBONATED DRINKS Details Edit Delete	570000.00
ENERGY DRINKS Details	
Total	640000.00

Back Cancel Save as draft Continue



Details of Goods - Schedule

TOBACCO AND ITS DERIVATIVES

SKU Code	Description	Unit of Measures	RSP Before ET(QAR)	Current Stock(QTY)	Estimated Quantity for next 12 months	Total RSP before Excise Tax(QAR)
240220000010001...	ACE MINT WAVE 20'S	ST	500.00	100	100.00	50000
240220000010001...	ACE SUPER SLIM MENTHOL...	ST	200.00	100.00	100.00	20000
Total						70000


Back Cancel Save




2.2.4 Details of Goods - Schedule: Delete button

When Taxpayer clicks on 'Delete' button of goods added during registration, then a 'Details of Goods - Schedule' table will be displayed. All the details on the screen will be in display mode. 'Delete' button will be displayed at the end of each row as shown below.

When Taxpayer clicks on 'Delete' button at the end of row, that row will be deleted. Also, the total of 'Total RSP before Excise Tax (QAR)' will be updated.

After deleting the required details Taxpayer will click 'Save' button and will be navigated to 'Details of Goods' page.



عربي |  |  | 

Name: Carrefour
TIN: 500009876

TAX WAREHOUSE AMENDMENT

1 Warehouse Details

2 Details of Goods

3 Control and Security details

4 Additional Information

5 Summary

6 Declaration

7 Bank Guarantee

8 Declaration


Details of Goods - Schedule

Carbonated Drinks

SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated Quantity for next 12 months	Total RSP before Excise Tax (QAR)
2000015	Pepsi 50MI	Packs	14.50	10,000	20,000	290,000.00 ✘
2000020	Fanta 1L	Litres	22.00	15,000	25,000	550,000.00 ✘
2000003	Coca Cola	Packs	15.00	20,000	30,000	450,000.00 ✘
Total						1,290,000.00

◀ Back

24%

Save 

2.3 Control & Security Details

The 'Control & Security Details' section has two parts: 'Accounting & Stock Control System' and 'Security Procedure'.

2.3.1 The Accounting & Stock Control System

In this section, all the checkboxes will be prefilled as per details submitted by Taxpayer in the Tax Warehouse Registration form and will be in display mode.

Here Taxpayer cannot edit any of the checkboxes.

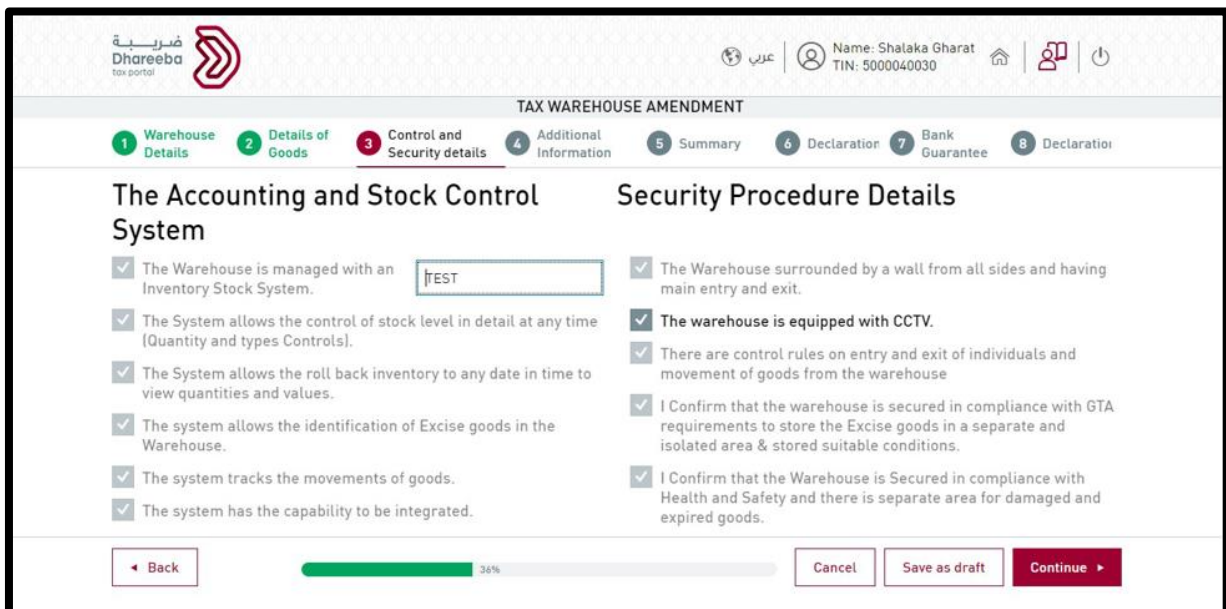
Taxpayer can edit the name of 'The Warehouse is managed with an Inventory Stock System' if the checkbox for 'The Warehouse is managed with an Inventory Stock System' is selected.

2.3.2 Security Procedure Details

In this section, all the checkboxes will be prefilled as per details submitted by Taxpayer in the Tax Warehouse Registration form and will be in display mode.

The checkbox for 'The Warehouse is equipped with CCTV' will be in editable mode. Taxpayer can select or de-select this checkbox.

After making the necessary changes Taxpayer can click Continue button and will be navigated to 'Additional Information' page.

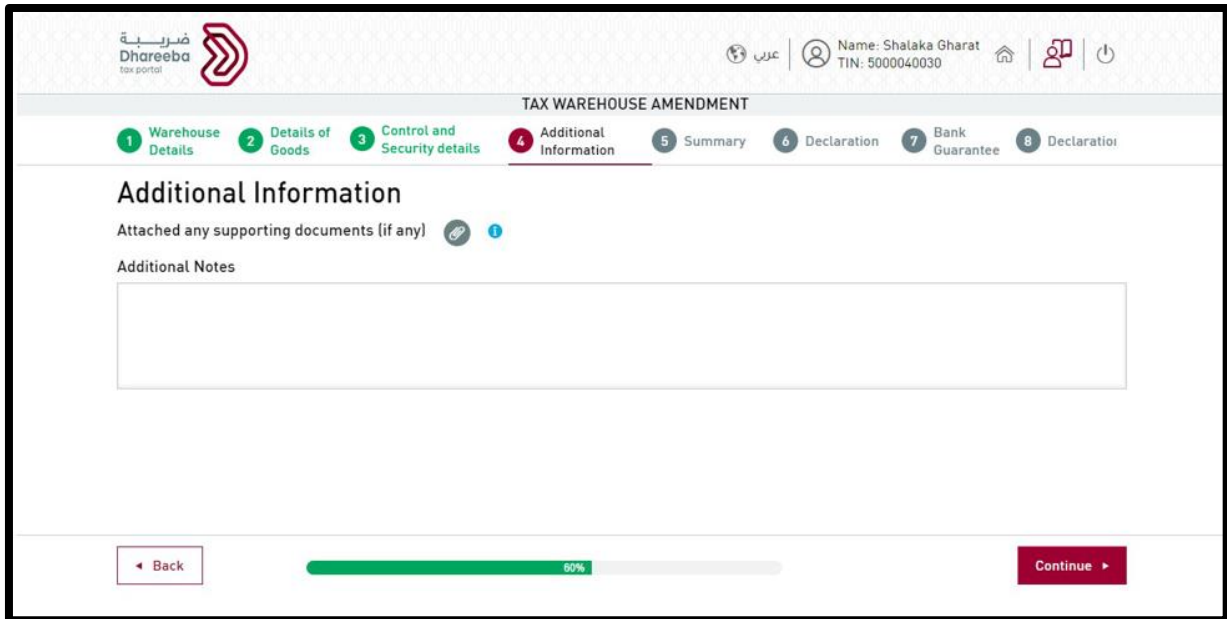


The screenshot displays the 'TAX WAREHOUSE AMENDMENT' form. The navigation bar includes steps: 1 Warehouse Details, 2 Details of Goods, 3 Control and Security details (active), 4 Additional Information, 5 Summary, 6 Declaration, 7 Bank Guarantee, and 8 Declaration. The form is divided into two columns: 'The Accounting and Stock Control System' and 'Security Procedure Details'. Under 'The Accounting and Stock Control System', there are six checked items, with the first item 'The Warehouse is managed with an Inventory Stock System.' having an input field containing 'TEST'. Under 'Security Procedure Details', there are five checked items, including 'The warehouse is equipped with CCTV.' which is in an editable state. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as draft', and 'Continue', along with a progress bar showing 36% completion.

2.4 Additional Information

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

After adding necessary details, Taxpayer should click Continue button to be navigated to 'Summary' page

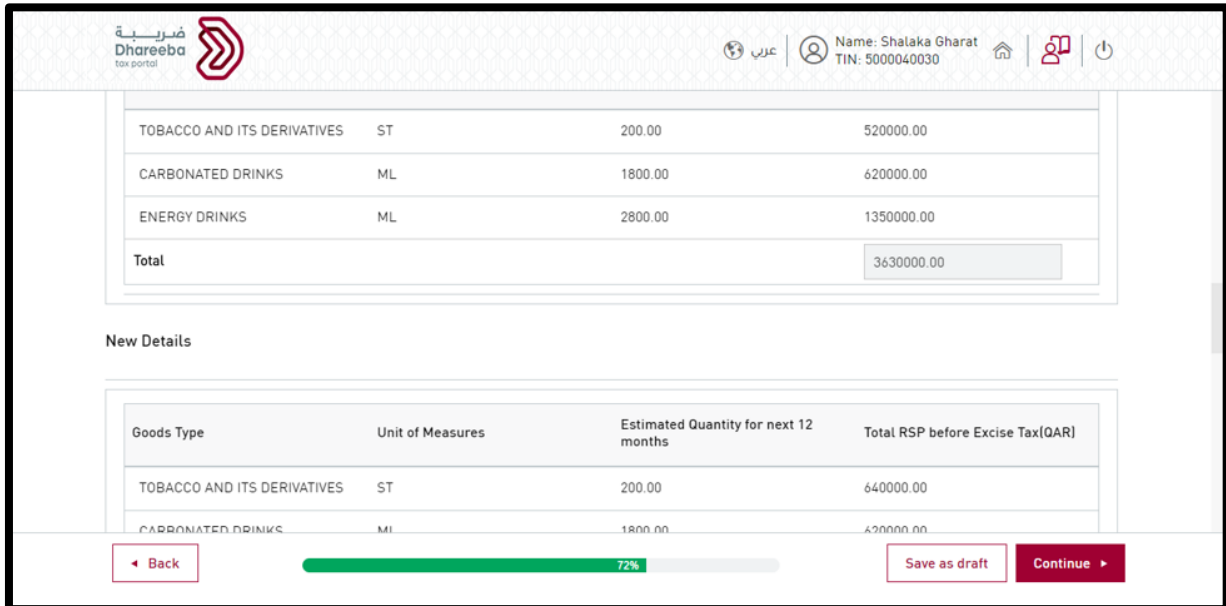


2.5 Summary

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

'Current Details' will show the details before any change was made by Taxpayer and 'New Details' will show the Amendment made by Taxpayer. The changed Details will be highlighted in RED colour.

In case there is no change, then 'Current Details' and 'New Details' will have same information.



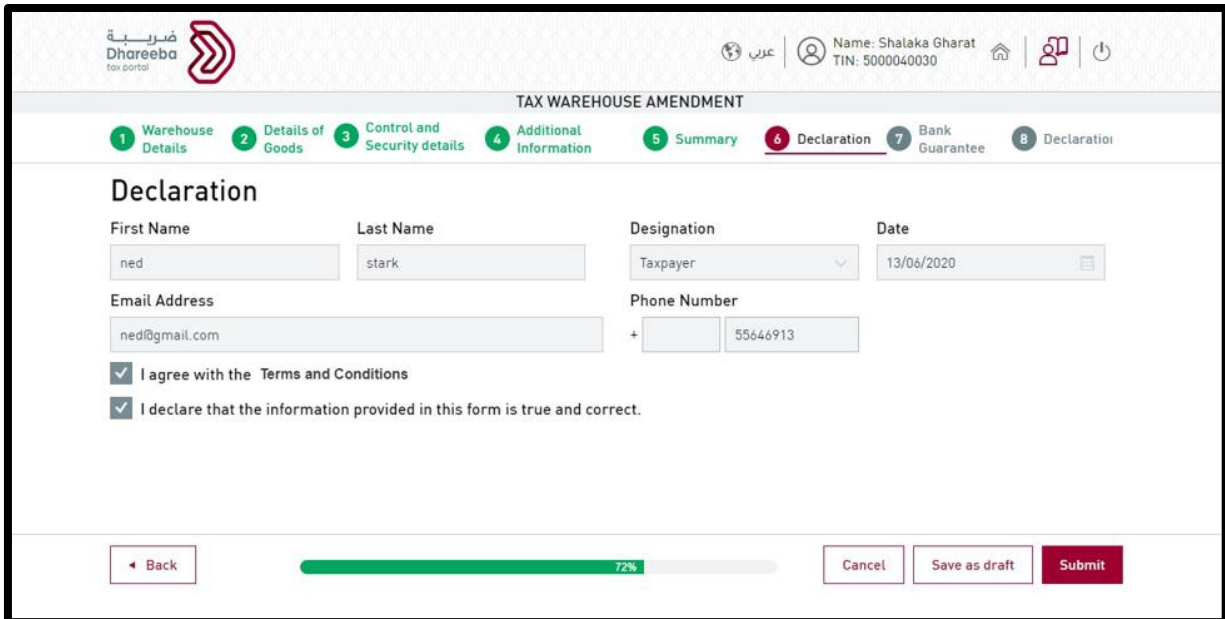
Goods Type	Unit of Measures	Estimated Quantity for next 12 months	Total RSP before Excise Tax(QAR)
TOBACCO AND ITS DERIVATIVES	ST	200.00	520000.00
CARBONATED DRINKS	ML	1800.00	620000.00
ENERGY DRINKS	ML	2800.00	1350000.00
Total			3630000.00

Goods Type	Unit of Measures	Estimated Quantity for next 12 months	Total RSP before Excise Tax(QAR)
TOBACCO AND ITS DERIVATIVES	ST	200.00	640000.00
CARBONATED DRINKS	ML	1800.00	620000.00

72%

2.6 Declaration

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



TAX WAREHOUSE AMENDMENT

1 Warehouse Details 2 Details of Goods 3 Control and Security details 4 Additional Information 5 Summary 6 Declaration 7 Bank Guarantee 8 Declaration

Declaration

First Name: ned Last Name: stark Designation: Taxpayer Date: 13/06/2020

Email Address: ned@gmail.com Phone Number: +55646913

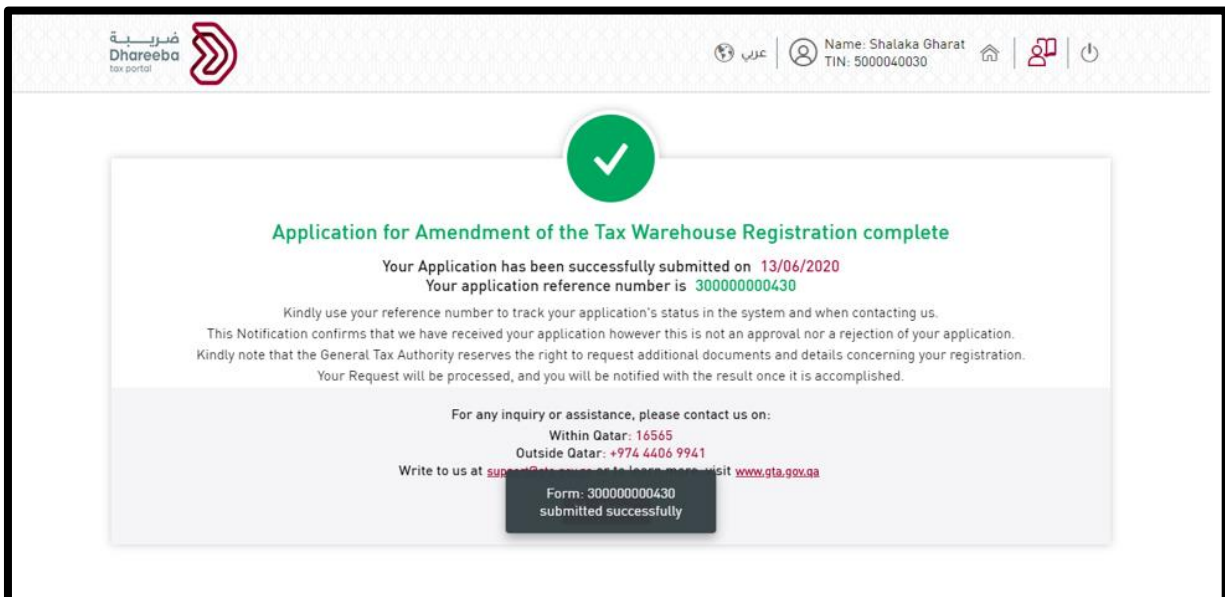
I agree with the Terms and Conditions

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

Back | 72% | Cancel | Save as draft | Submit

Acknowledgement

After submission, an acknowledgement is displayed showing the form number.



Application for Amendment of the Tax Warehouse Registration complete

Your Application has been successfully submitted on 13/06/2020
Your application reference number is 30000000430

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.

For any inquiry or assistance, please contact us on:
Within Qatar: 16565
Outside Qatar: +974 4406 9941
Write to us at support@gtat.gov.qa or visit www.gtat.gov.qa

Form: 30000000430 submitted successfully

The form is sent to GTA for approval.

2.7 Approval/Rejection

The Tax Warehouse Amendment application is processed by GTA. GTA may approve, reject, or request for additional information from the Taxpayer.

Where there is no change in the Bank Guarantee details of the Tax Warehouse Amendment application, once GTA approves the form the Warehouse status will be updated to 'Active'.

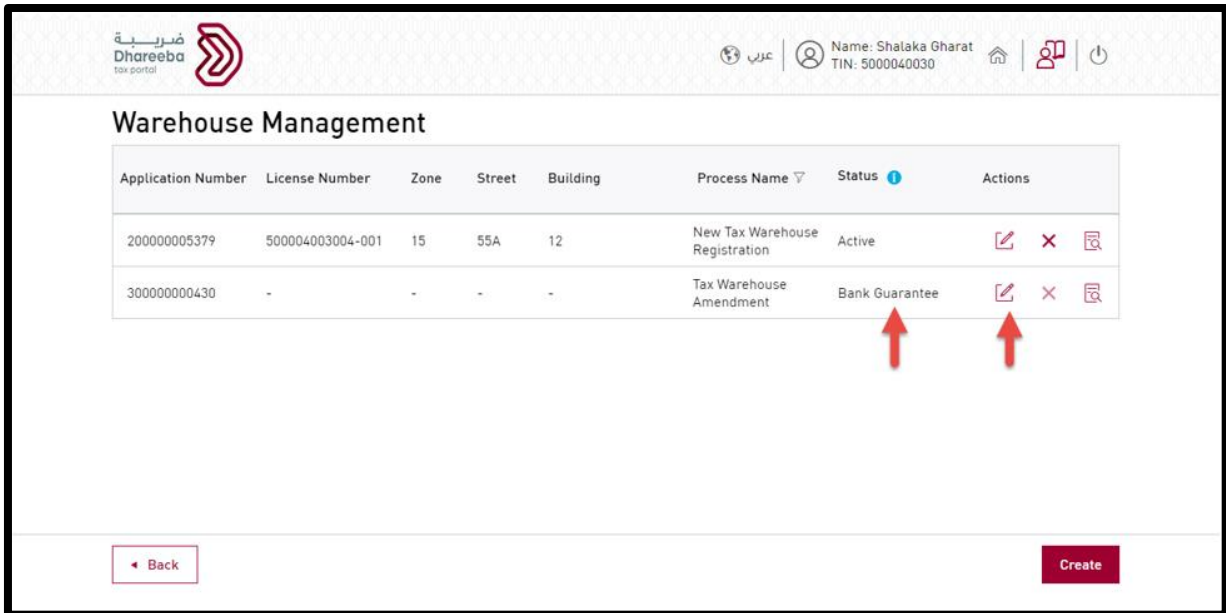
Where there are changes in the Bank Guarantee details of the Tax Warehouse Amendment application, then Taxpayer must submit the Bank Guarantee details.







The Taxpayer should update the Bank Guarantee details in 'Warehouse Management' section. The Tax Warehouse Amendment application will appear with a status 'Bank Guarantee'

2.8 Bank Guarantee Section

The Taxpayer should access the Tax Warehouse Amendment application with the status "Bank Guarantee" from Warehouse Management page".

Taxpayer should click on Edit button.

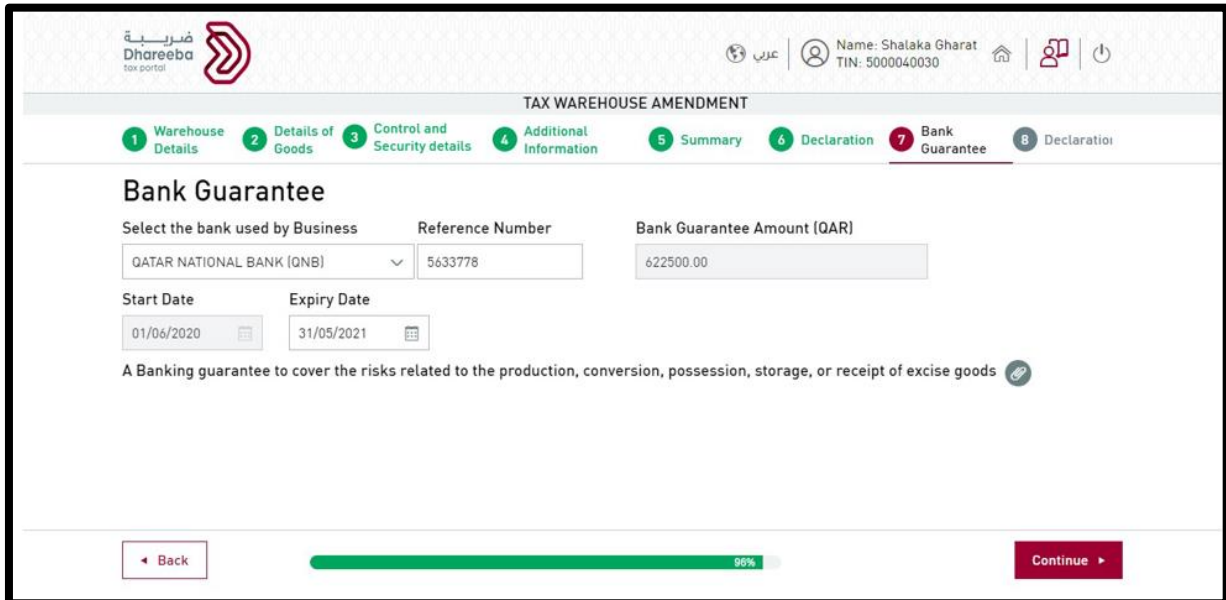


Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
200000005379	500004003004-001	15	55A	12	New Tax Warehouse Registration	Active	  
300000000430	-	-	-	-	Tax Warehouse Amendment	Bank Guarantee	  

After clicking on the edit button in Warehouse Management, the form would open with all the screens in display mode except the 'Bank Guarantee' section. The information in 'Bank Guarantee' section will be prefilled.

Taxpayer can edit 'Bank used by the Business', 'Reference Number', 'Expiry date' and attach 'A Banking guarantee to cover the risks related to the production, conversion, possession, storage, or receipt of excise goods' document.

Taxpayer should click on 'Continue' button to be navigated to 'Declaration' section.



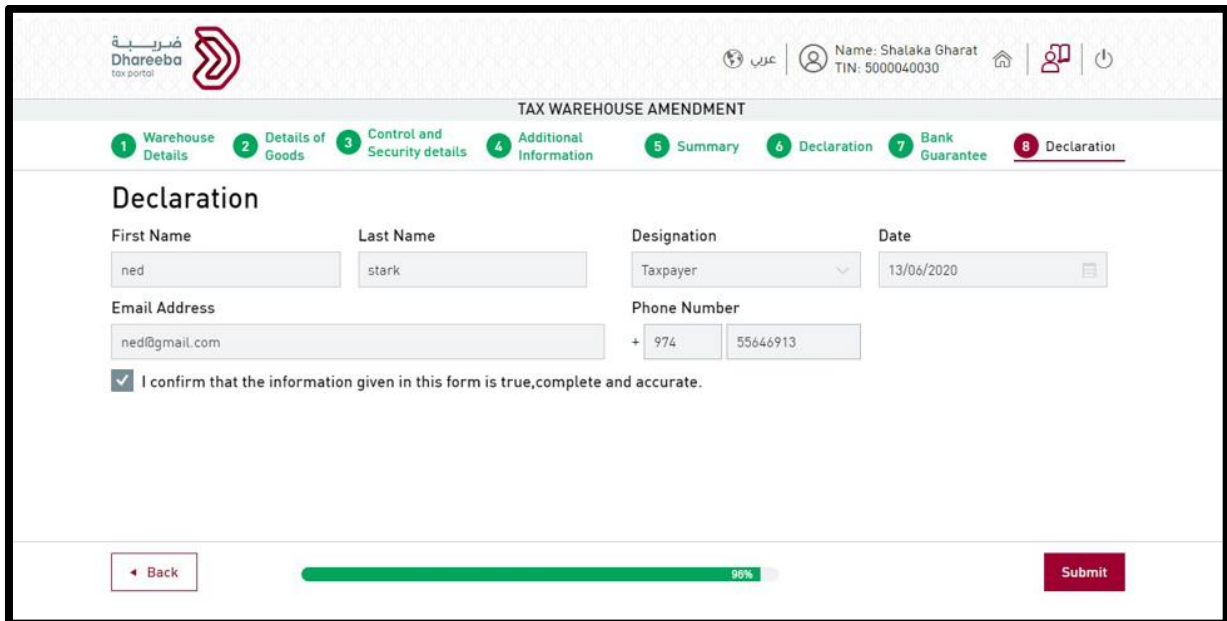
The screenshot displays the 'Bank Guarantee' section of the 'TAX WAREHOUSE AMENDMENT' process. The progress bar at the top indicates the current step is 7 out of 8. The form contains the following fields and options:

- Select the bank used by Business:** A dropdown menu showing 'QATAR NATIONAL BANK (QNB)'.
- Reference Number:** A text input field containing '5633778'.
- Bank Guarantee Amount (QAR):** A text input field containing '622500.00'.
- Start Date:** A date picker showing '01/06/2020'.
- Expiry Date:** A date picker showing '31/05/2021'.
- Attachment:** A checkbox labeled 'A Banking guarantee to cover the risks related to the production, conversion, possession, storage, or receipt of excise goods'.

At the bottom of the form, there is a 'Back' button on the left, a progress indicator showing '98%' completion, and a 'Continue' button on the right.

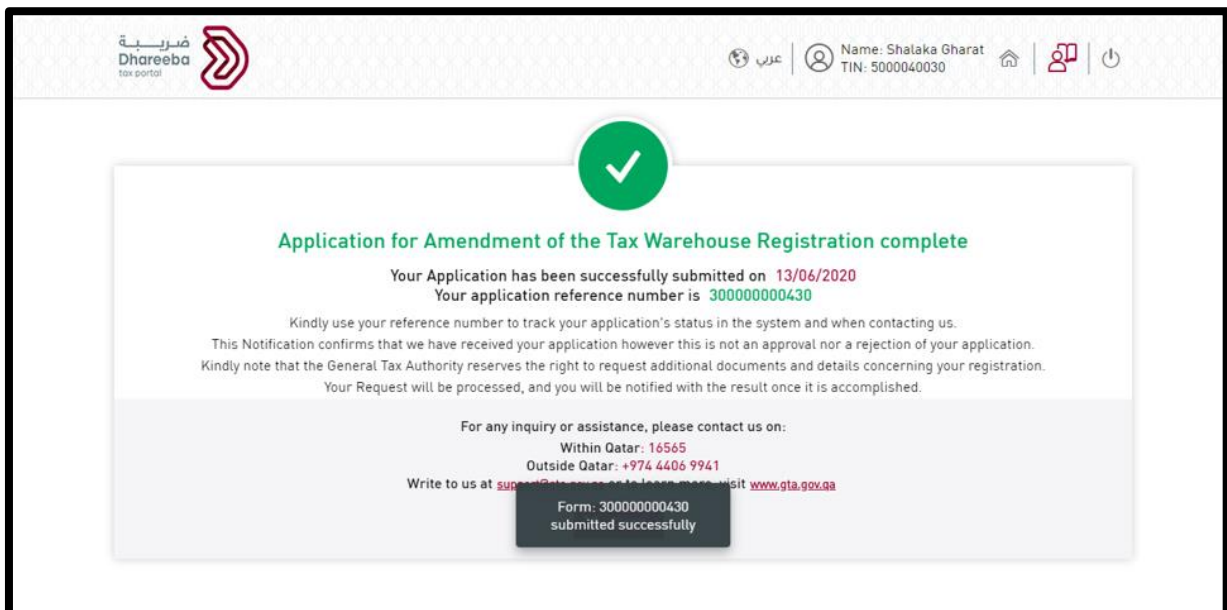
2.9 Declaration

The next page is the Declaration page where the Taxpayer should select the check box for confirmation 'I confirm that the information given in this form is true, complete and accurate' and click on 'Submit' button to submit the form.



Acknowledgement

After submission, an acknowledgement is displayed with the Tax Warehouse Amendment application number.



2.10 Approval/Rejection

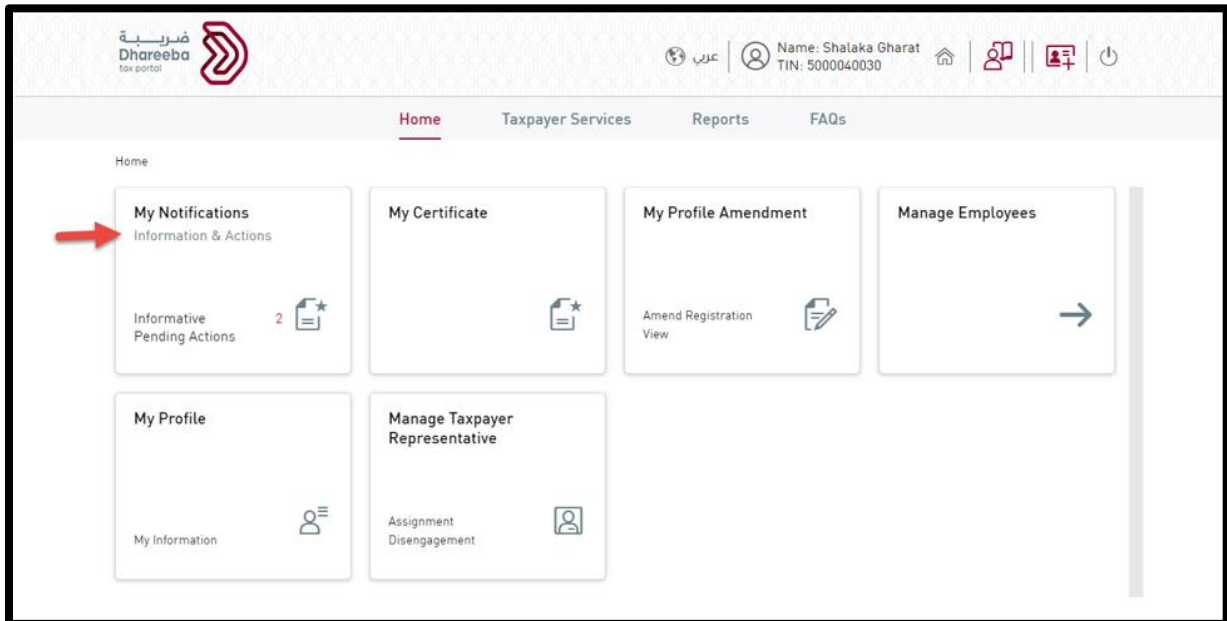
The Tax Warehouse Amendment application with the updated Bank Guarantee is processed by GTA. GTA may approve, reject, or request for additional information from the Taxpayer.

Once GTA approves the form the Warehouse status will be updated to 'Active'.

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	TIN	Subject	Description	Category	Status	Action
16/06/2020	300000000473	Tax Warehouse - Amendment	Documents, clarifications and information required for your Tax Warehouse amendment application.	Excise	Pending Action	↓
16/06/2020	300000000473	Tax Warehouse - Amendment	Acknowledgement of receiving documents, clarifications and information to complete your Tax Warehouse	Excise	Informative	↓
16/06/2020	300000000473	Tax Warehouse - Amendment	Acknowledgement of receiving Tax Warehouse amendment application	Excise	Informative	↓
16/06/2020	300000000473	Tax Warehouse - Amendment	Your Warehouse Amendment Application is rejected.	Excise	Informative	↓
16/06/2020	200000005546	Warehouse and Bank Guarantee	Submission of Application-Warehouse	Excise	Informative	↓

3.2 Notifications received by Taxpayer

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

Acknowledgement of receiving Tax Warehouse Amendment application

Acknowledgement of receiving Tax Warehouse Amendment application (for Bank Guarantee)

Provide Documents, clarifications and information required for Tax Warehouse Amendment application

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Approval of Tax Warehouse Amendment application

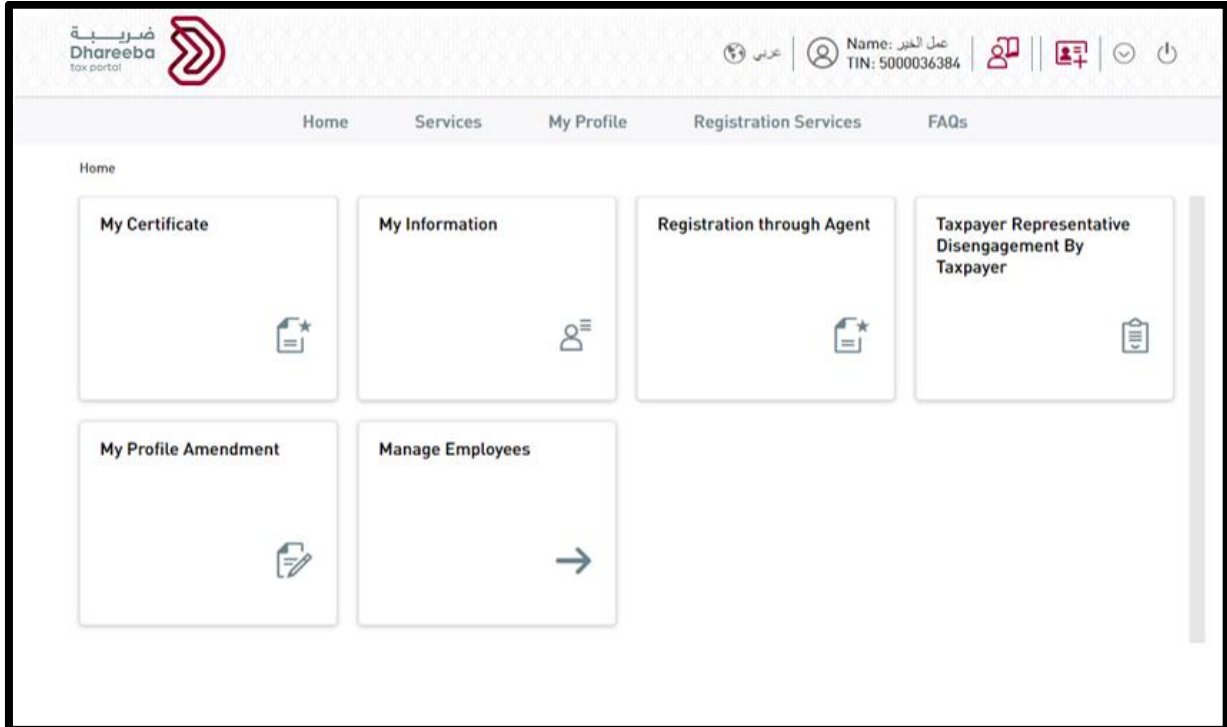
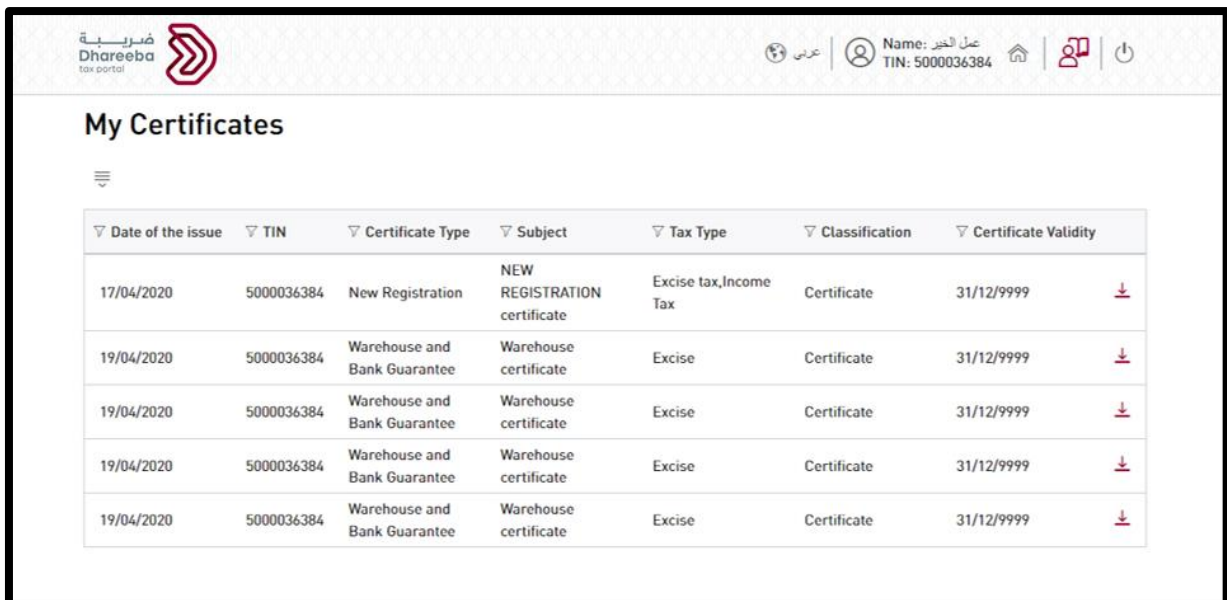
Approval of Tax Warehouse Amendment application (for Bank Guarantee)






Rejection of Tax Warehouse Amendment application

Renewal of Tax Warehouse Amendment application (for Bank Guarantee)

Tax Card

Taxpayer will receive a Tax Card under “My Certificate” Tile in “My Profile” Section. Taxpayer should click on “My Certificate”.

▼ Date of the issue	▼ TIN	▼ Certificate Type	▼ Subject	▼ Tax Type	▼ Classification	▼ Certificate Validity
17/04/2020	5000036384	New Registration	NEW REGISTRATION certificate	Excise tax, Income Tax	Certificate	31/12/9999 
19/04/2020	5000036384	Warehouse and Bank Guarantee	Warehouse certificate	Excise	Certificate	31/12/9999 
19/04/2020	5000036384	Warehouse and Bank Guarantee	Warehouse certificate	Excise	Certificate	31/12/9999 
19/04/2020	5000036384	Warehouse and Bank Guarantee	Warehouse certificate	Excise	Certificate	31/12/9999 
19/04/2020	5000036384	Warehouse and Bank Guarantee	Warehouse certificate	Excise	Certificate	31/12/9999 

ترخيص المستودع الضريبي / Tax Warehouse License



TIN Number/رسم التعريف الضريبي: 5000033258

Date/التاريخ: 06-07-2020

Farmers License/رخصة المزارعين

:6314

The General Tax Authority of Qatar certifies that the following entity has obtained Tax Warehouse License

تشهد الهيئة العامة للضرائب في دولة قطر ان الجهة التالية قد حصلت على ترخيص مستودع ضريبي

Legal Name

الاسم القانوني:

Address

12, Park street avenue dashmesh nagar

العنوان:

123444, 12344

12344, Qatar

Tax Warehouse License Number

500003325804-005

رقم ترخيص المستودع الضريبي:

Valid From

30-06-2020

صالح من تاريخ:

Valid To

01-07-2020

صالح حتى تاريخ:

Purpose

Storage & Production Purpose Only

الغرض:

Types of The Goods

TOBACCO AND ITS DERIVATIVES

أنواع السلع:

الهيئة العامة للضرائب
GENERAL TAX AUTHORITY



هذه الوثيقة مستخرجة من النظام الآلي و ليس من الضروري التوقيع عليها

This is a system generated document and does not require to be signed.

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