



General Tax Authority

Tax Warehouse Registration

VERSION

Version – 1.3 30 June 2020

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1 Introduction

The objective of this document is to explain how to apply for **New Tax Warehouse** in the system.

A Taxpayer who has a valid TIN should be able to register for a Warehouse if he is storing or producing any Excise Goods.

The Registration should be submitted to GTA within:

- 30 days prior to the actual or intention of involvement in any of the activities that requires Excise tax Registration.
- 90 days from the date of enforcement of the Excise Tax Law for persons who are involved in such activities by that date (transitional period) ;

The responsibility of registering as a taxable person lies with the businesses that shall follow the below steps:

- Login to the Dhareeba Portal.
- Fill out the Registration form and submit it with the required documents.

The Authority shall, within 30 days, decide on the application for Registration and notify the applicant of its request and shall issue a tax number in case of approval.

2 Classification of Taxpayers to register Warehouse

The taxpayers who are registered for Excise Tax/Income Tax can apply for Warehouse if a Warehouse is maintained by them.

3 Steps of Warehouse Registration.

A registered Taxpayer should login to Dhareeba and authenticate login via the NAS (National Authentication system).

After connecting to NAS and entering the "Taxpayer Services" space, Taxpayer should select "Warehouse" tile.

A taxpayer may apply for Warehouses following the process described in this document.

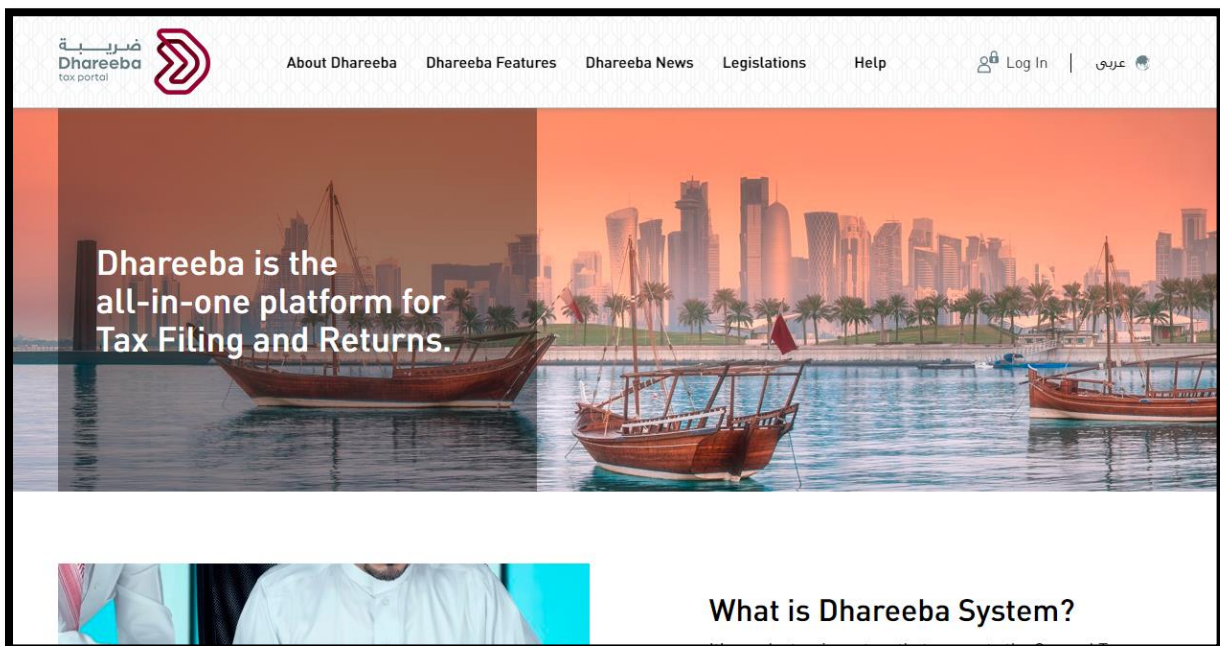
The Registration process comprises of interactive screens. When the Taxpayer makes a choice, required fields will automatically appear on the screen.

3.1 Login Screen

The Taxpayer needs to access the GTA NAS Portal via Dhareeba public link

<https://dhareeba.gov.qa>

On entering this portal URL, the taxpayer should click on log-in to access GTA NAS Portal.



Taxpayer should enter Username and Password and click on "Continue" or alternately the taxpayer should Login with Smartcard to access the Taxpayer dashboard.

نظام التوثيق الوطني
National Authentication System

توثيق
TAWTHEEQ

Authenticate

Username & Password Authentication

Username:

Password:

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

[Cancel](#)

Smart Card authentication

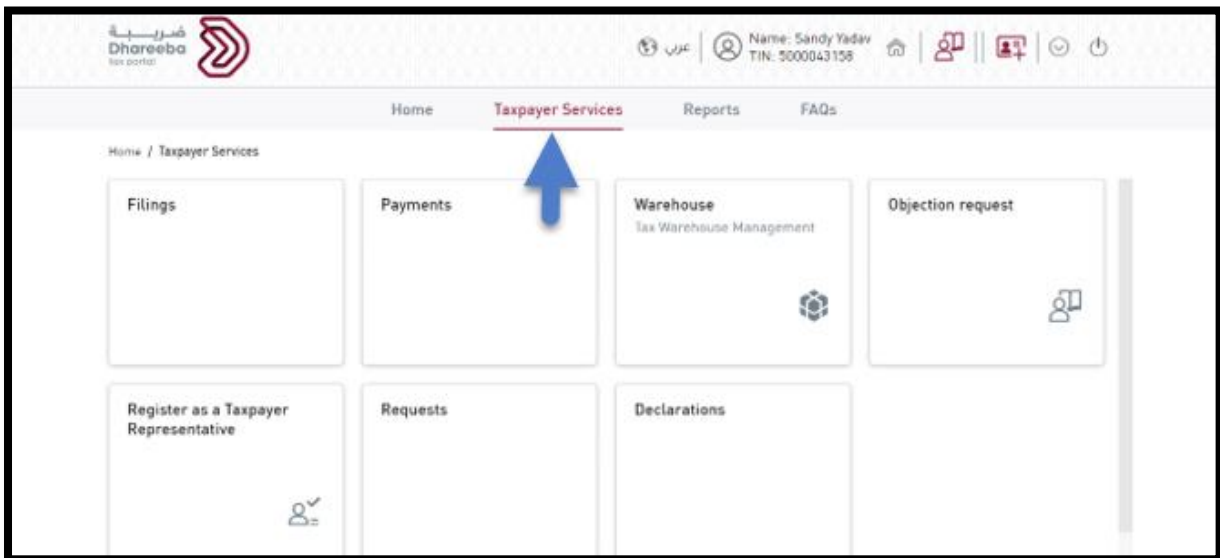
[Login with Smartcard](#)

[Smartcard FAQs](#)

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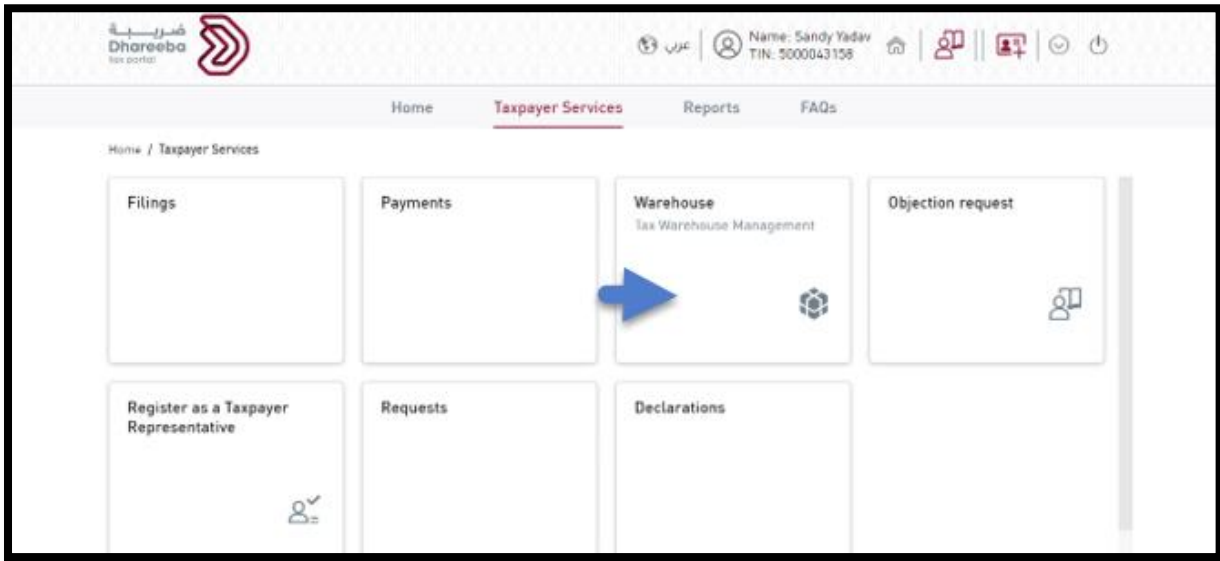
3.2 Welcome Screen

After successful log-in, on the Taxpayer dashboard, Taxpayer should click on “Taxpayer Services” tab.



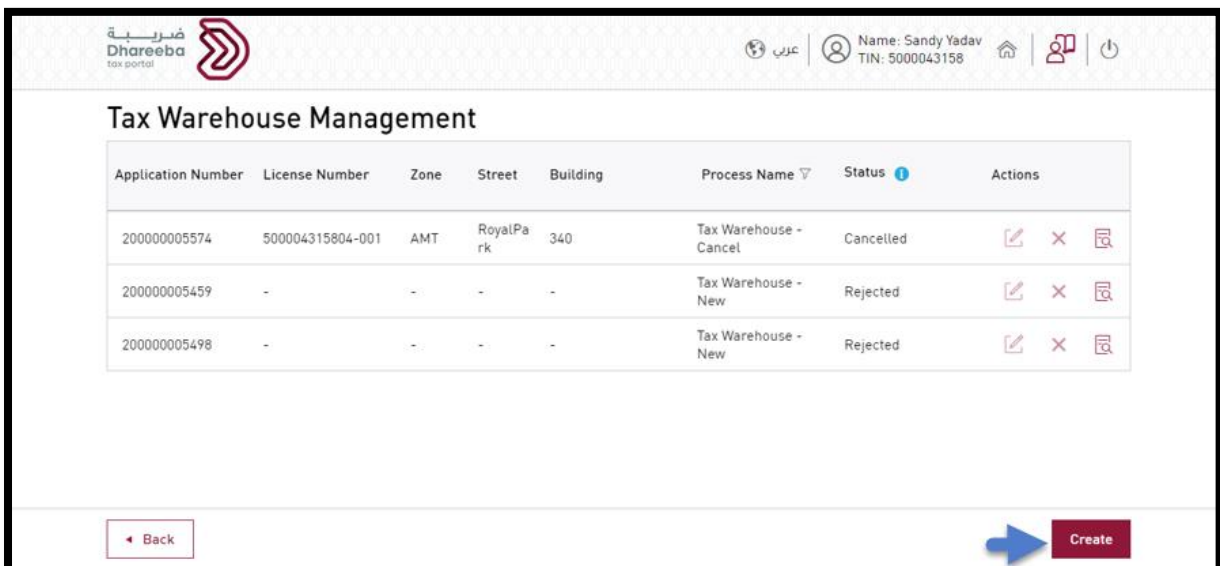
3.3 Warehouse Screen

Warehouse Tile appears under Taxpayer Services tab and Taxpayer should click on Warehouse Tile,



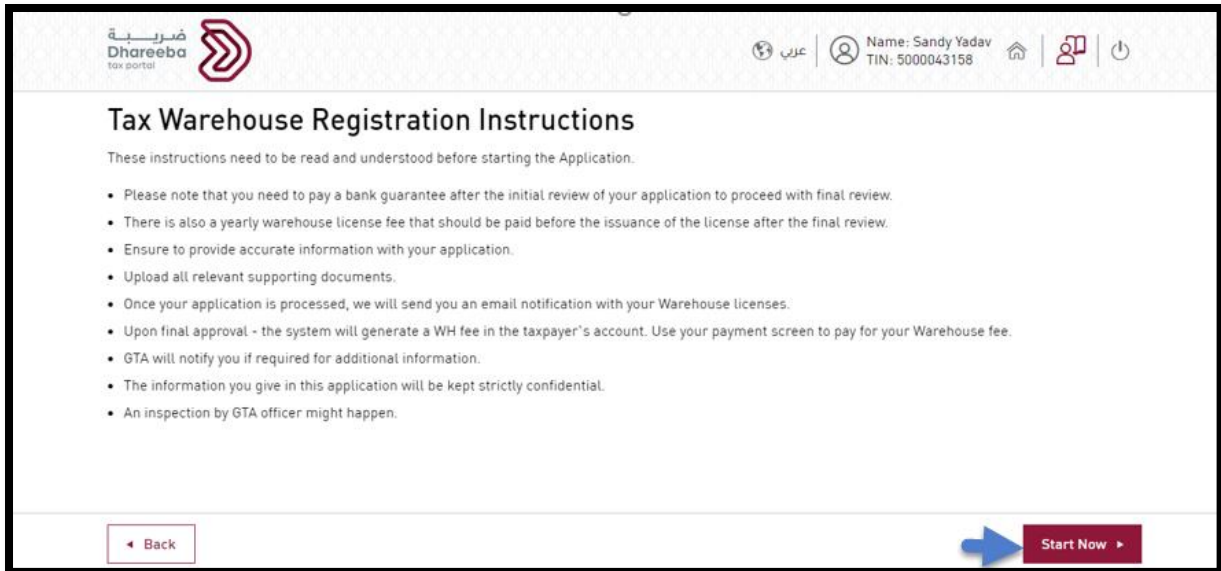
3.4 Warehouse Management

The Taxpayer should land to Warehouse Management Screen. In order to fill the Warehouse Registration form, Taxpayer should click on create Button, this will open the Instructions Screens.



3.5 Instructions

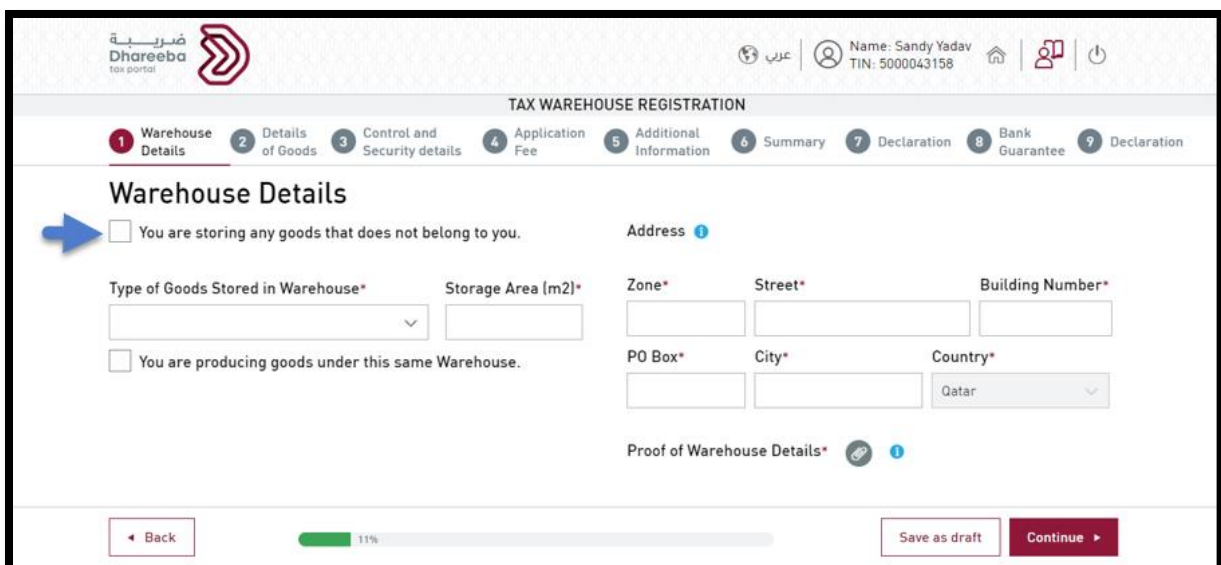
Taxpayer should read all the instructions carefully. Once taxpayer clicks on Start Now, this leads to the "Warehouse Details" section. And Clicking on Back button on Instruction screen, taxpayer can go back to "Warehouse Management" screen.



The screenshot shows the 'Tax Warehouse Registration Instructions' page. At the top left is the Dhareeba logo. The top right shows user information: 'Name: Sandy Yadav', 'TIN: 5000043158', and navigation icons. The main content area contains a list of instructions for the application process. At the bottom, there is a 'Back' button on the left and a 'Start Now' button on the right, which is highlighted with a blue arrow.

3.6 Warehouse Details

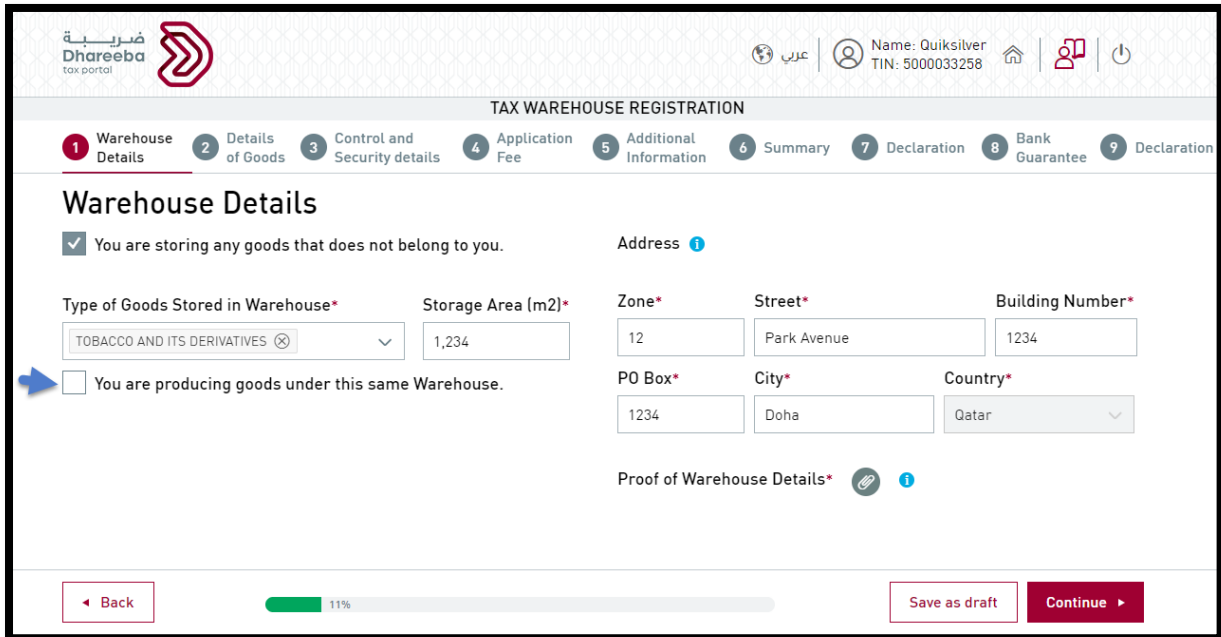
Here on Warehouse Details Page, taxpayer will see a checkbox, "You are storing the goods that does not belong to you?" If applicable to Taxpayer, select the checkbox.



The screenshot shows the 'Warehouse Details' registration form. At the top, there is a progress bar with steps 1 through 9. Step 1, 'Warehouse Details', is currently active. The form includes a checkbox for 'You are storing any goods that does not belong to you.' with a blue arrow pointing to it. Below this are fields for 'Type of Goods Stored in Warehouse*', 'Storage Area (m2)*', 'Zone*', 'Street*', and 'Building Number*'. There is also a checkbox for 'You are producing goods under this same Warehouse.'. Further down are fields for 'PO Box*', 'City*', and 'Country*' (set to Qatar). At the bottom, there is a 'Proof of Warehouse Details*' section with a document icon and a question mark. A progress bar at the bottom shows 11% completion. Navigation buttons 'Back', 'Save as draft', and 'Continue' are visible.

Based on what the Taxpayer has declared in Excise screen of Taxpayer Registration form for question "Are you a producer of Excise goods?" another Checkbox will appear, "You are

producing goods under the same Warehouse”. If applicable to Taxpayer, select the checkbox.



Warehouse Details

You are storing any goods that does not belong to you.

You are producing goods under this same Warehouse.

Address

Type of Goods Stored in Warehouse*
TOBACCO AND ITS DERIVATIVES

Storage Area (m2)*
1,234

Zone*
12

Street*
Park Avenue

Building Number*
1234

PO Box*
1234

City*
Doha

Country*
Qatar

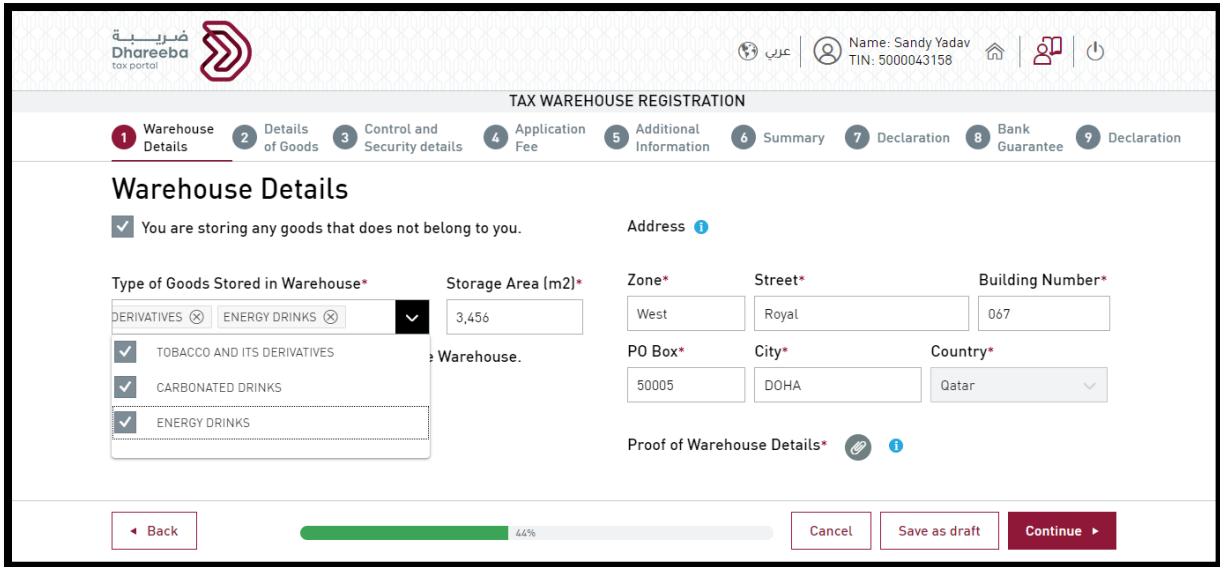
Proof of Warehouse Details*

◀ Back 11% Save as draft Continue ▶

Based on the checkbox selection, Taxpayer should select the “Type of Goods Stored in Warehouse” and “Type of Goods Produced in Warehouse” from the dropdown selection.

The following is the list of goods that taxpayer can select from the dropdown list of “Type of Goods Stored in Warehouse” and “Type of Goods Produced in Warehouse”:

- 1-Carbonated Drinks
- 2-Energy Drinks
- 3-Tobacco and its Derivatives

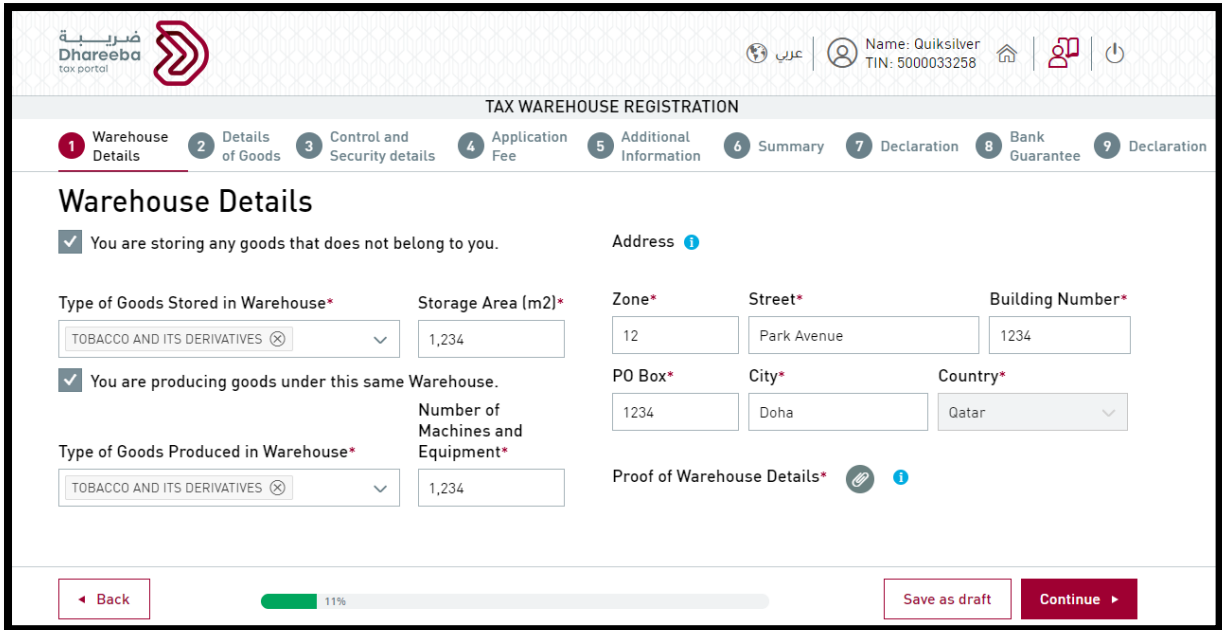


Taxpayer must also enter the details in mandatory fields:

1. Number of Machines & Equipment
2. Storage Area (Square Meters)
3. Address

In the section for Address, the Taxpayer should fill the Warehouse Address.

1. Zone
2. Street
3. Building Number
4. PO Box
5. City
6. Country



Warehouse Details



You are storing any goods that does not belong to you.

Address

Type of Goods Stored in Warehouse* Storage Area (m2)* Zone* Street* Building Number*

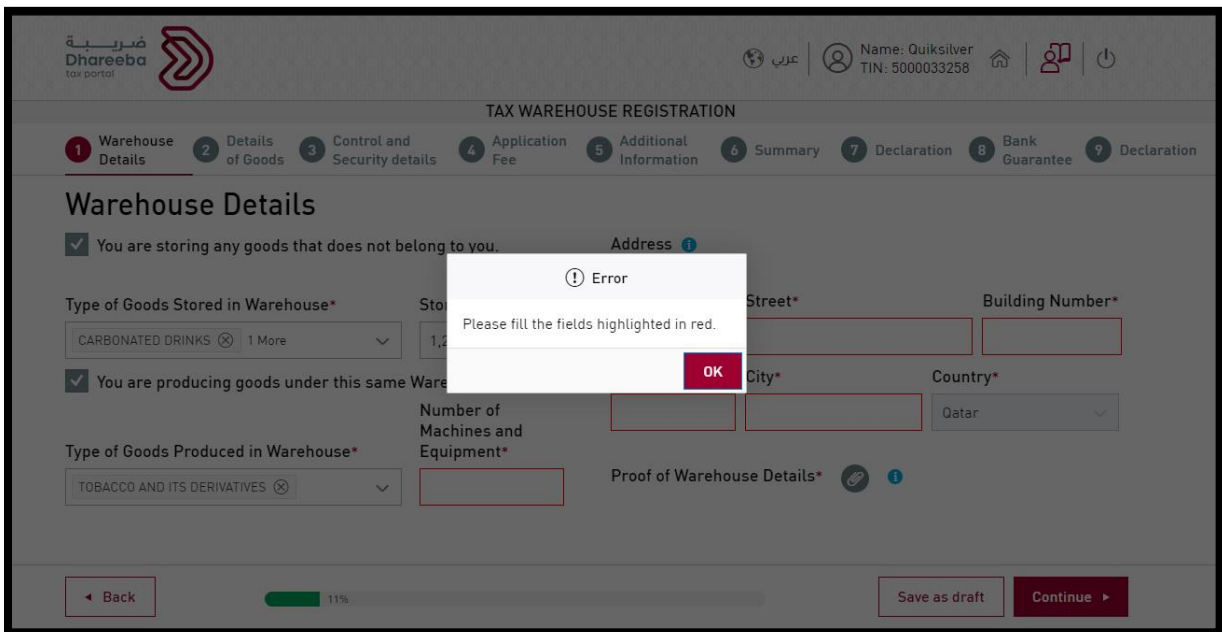
You are producing goods under this same Warehouse.

Type of Goods Produced in Warehouse* Number of Machines and Equipment* PO Box* City* Country*

Proof of Warehouse Details*  

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

In case taxpayer does not fill mandatory fields then error message display i.e. “Please fill fields highlighted in RED”



Warehouse Details



You are storing any goods that does not belong to you.

Address

Type of Goods Stored in Warehouse* Storage Area (m2)* Zone* Street* Building Number*

You are producing goods under this same Warehouse.

Type of Goods Produced in Warehouse* Number of Machines and Equipment* PO Box* City* Country*

Proof of Warehouse Details*  

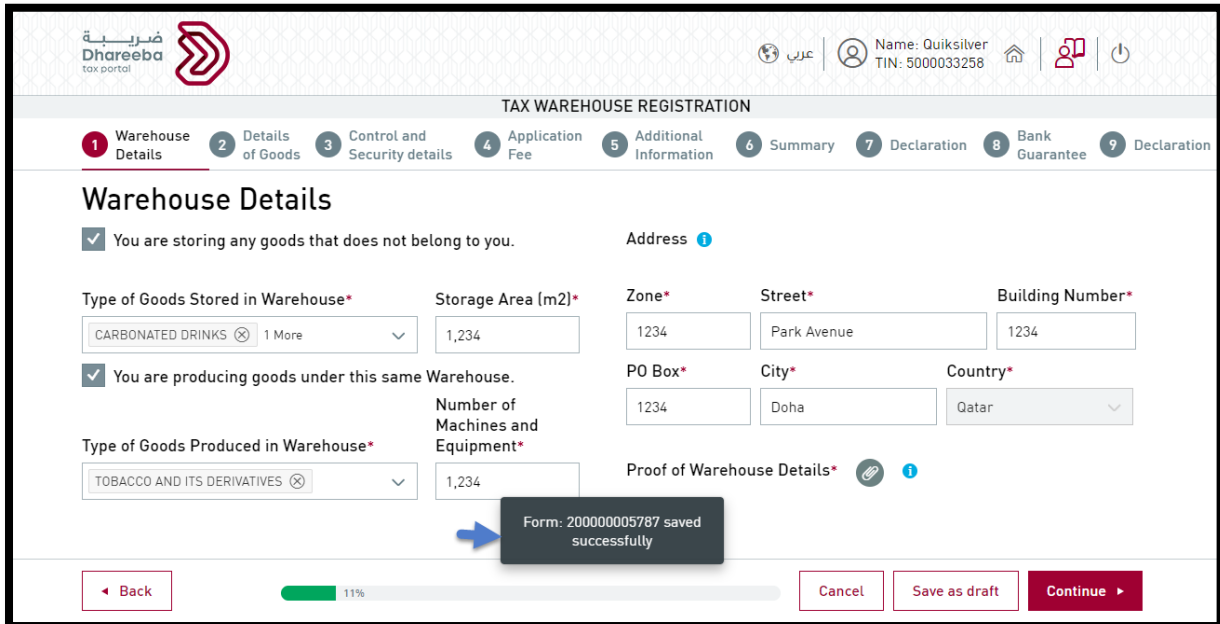
[Back](#) [Save as draft](#) [Continue](#)

! Error

Please fill the fields highlighted in red.

[OK](#)

The Taxpayer requires to mandatorily upload an Attachment for the “Proof of Warehouse details” after compulsorily saving the Form. On clicking on "Save as Draft" the system saves the form data and displays an Application reference Number, thereafter, enabling the Taxpayer to upload the attachment. Taxpayer should upload attachment and click on Continue.

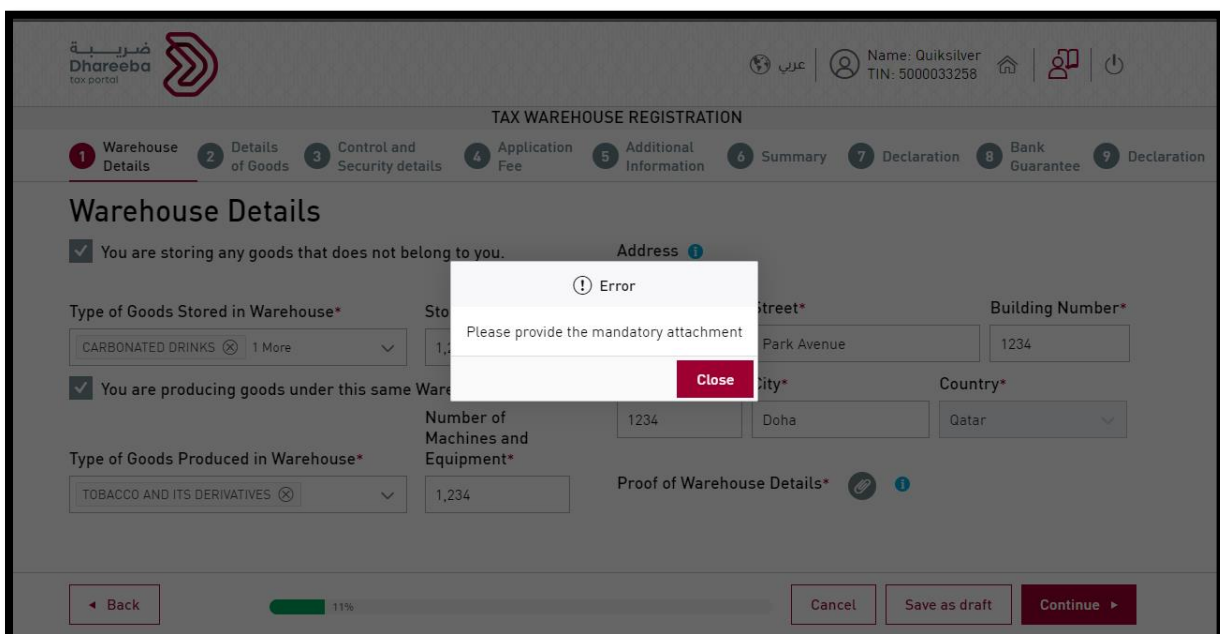


The screenshot shows the 'Warehouse Details' form in the Dhareeba tax portal. The form is titled 'TAX WAREHOUSE REGISTRATION' and includes a progress bar at the top with steps 1 through 9. Step 1, 'Warehouse Details', is currently active. The form contains several fields: 'Type of Goods Stored in Warehouse*' (CARBONATED DRINKS), 'Storage Area (m2)*' (1,234), 'Zone*' (1234), 'Street*' (Park Avenue), 'Building Number*' (1234), 'PO Box*' (1234), 'City*' (Doha), and 'Country*' (Qatar). There are also checkboxes for 'You are storing any goods that does not belong to you.' and 'You are producing goods under this same Warehouse.' A 'Proof of Warehouse Details*' field is present with an attachment icon. A blue arrow points to a dark grey notification box that says 'Form: 200000005787 saved successfully'. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as draft', and 'Continue'. A progress bar shows 11% completion.

Attachments Rules:

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.

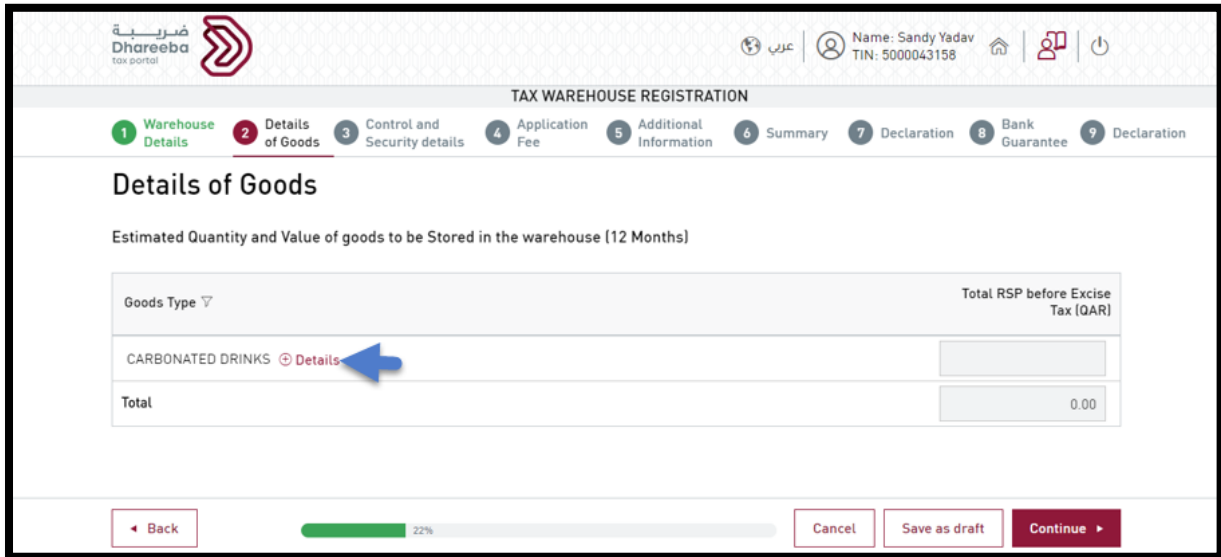
Proof of Warehouse attachment is mandatory, if taxpayer does not upload any attachment and clicks on continue then error message displays “Please provide the mandatory attachment”.



This screenshot shows the same 'Warehouse Details' form as above, but with an error message displayed. The error message is a white box with a red 'Error' icon and the text 'Please provide the mandatory attachment'. A red 'Close' button is visible on the error message. The rest of the form and navigation buttons are the same as in the previous screenshot.

3.7 Goods Details

In the Details of Goods section, the “Total RSP before Excise Tax (QAR)” will be auto calculated and filled based on what the Taxpayer declares in the next section “Goods Details-Schedule”. To access the “Goods Details-Schedule”, the taxpayer should click on “+Details” button appearing next to each Goods Type.



Goods Type ▾	Total RSP before Excise Tax (QAR)
CARBONATED DRINKS ⊕ Details	
Total	0.00

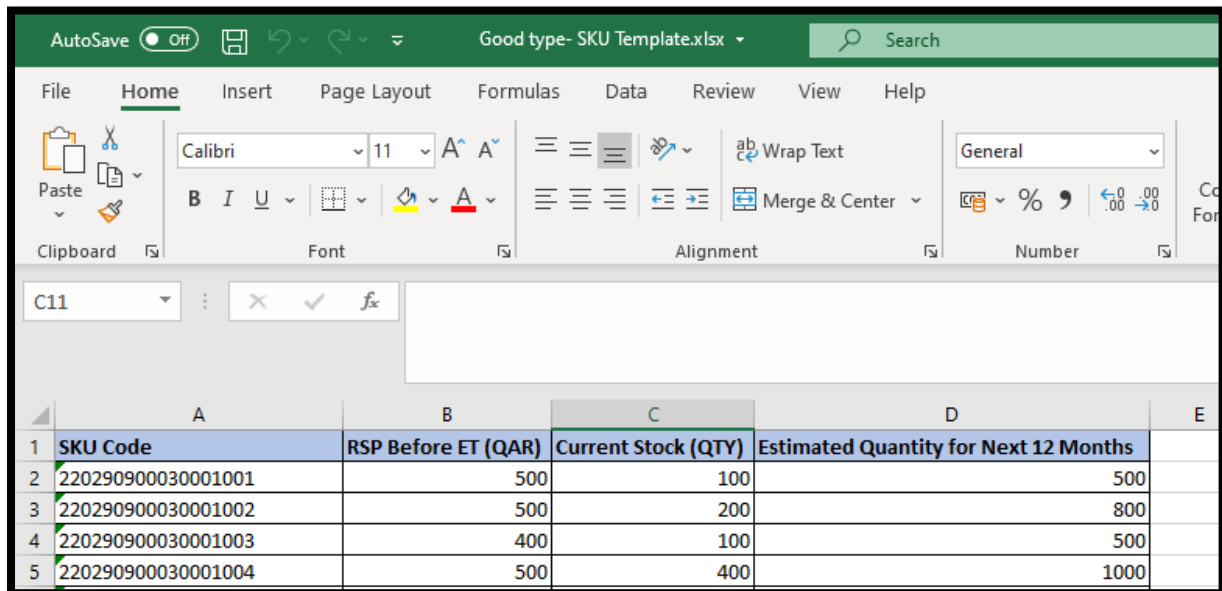
3.8 Goods Details-Schedule

When taxpayer clicks on 'Details' button of goods added during 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 look as shown below



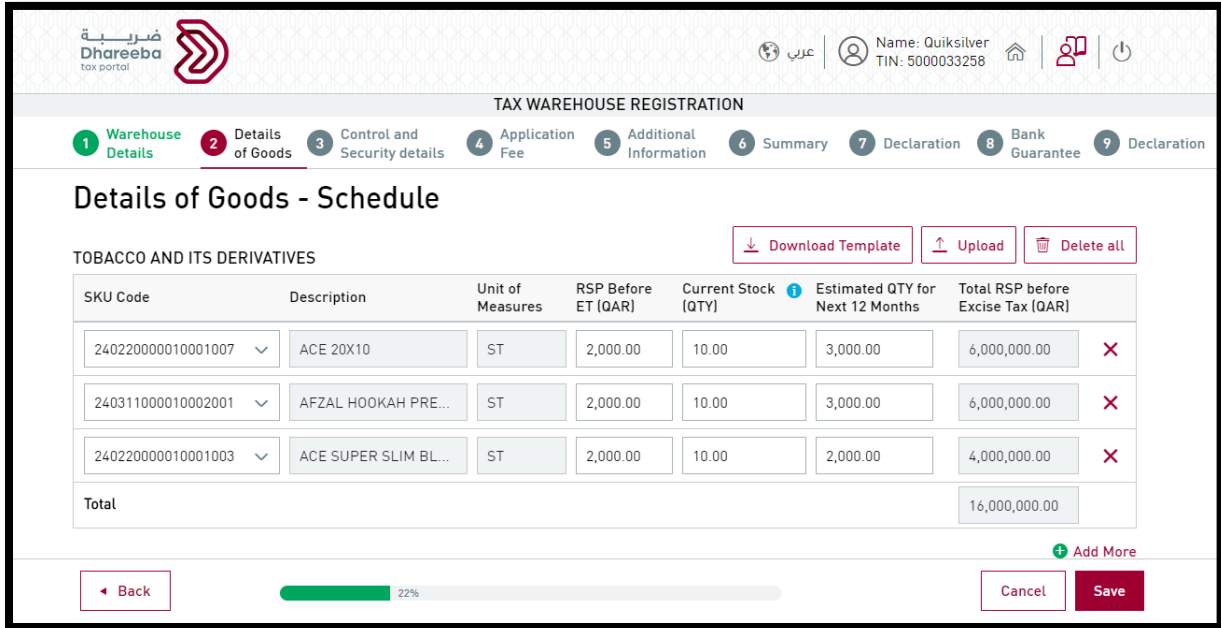
	A	B	C	D	E
1	SKU Code	RSP Before ET (QAR)	Current Stock (QTY)	Estimated Quantity for Next 12 Months	
2	220290900030001001	500	100	500	
3	220290900030001002	500	200	800	
4	220290900030001003	400	100	500	
5	220290900030001004	500	400	1000	

The system requires the Taxpayer to confirm the upload.

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



TAX WAREHOUSE REGISTRATION

1 Warehouse Details 2 Details of Goods 3 Control and Security details 4 Application Fee 5 Additional Information 6 Summary 7 Declaration 8 Bank Guarantee 9 Declaration

Details of Goods - Schedule

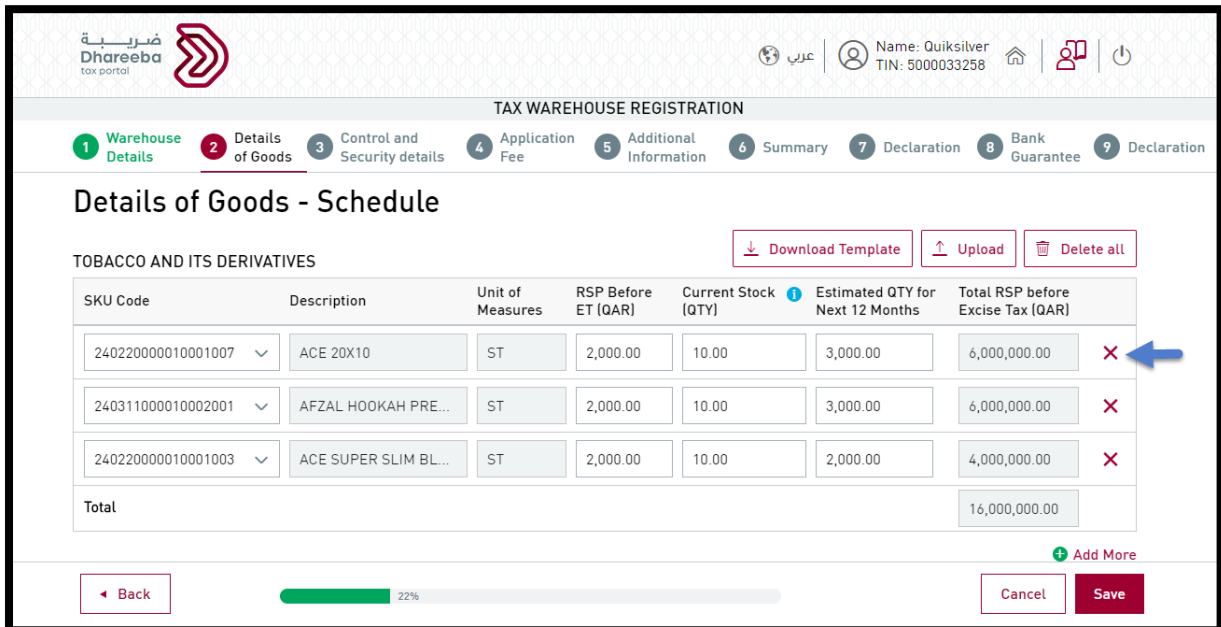
TOBACCO AND ITS DERIVATIVES

Download Template Upload Delete all

SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)	
240220000010001007	ACE 20X10	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240311000010002001	AFZAL HOOKAH PRE...	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240220000010001003	ACE SUPER SLIM BL...	ST	2,000.00	10.00	2,000.00	4,000,000.00	X
Total						16,000,000.00	

Back 22% Cancel Save Add More

In case Taxpayer wishes to delete any row, click on cross button and the row will be deleted without giving any pop-up warning message.



TAX WAREHOUSE REGISTRATION

1 Warehouse Details 2 Details of Goods 3 Control and Security details 4 Application Fee 5 Additional Information 6 Summary 7 Declaration 8 Bank Guarantee 9 Declaration

Details of Goods - Schedule

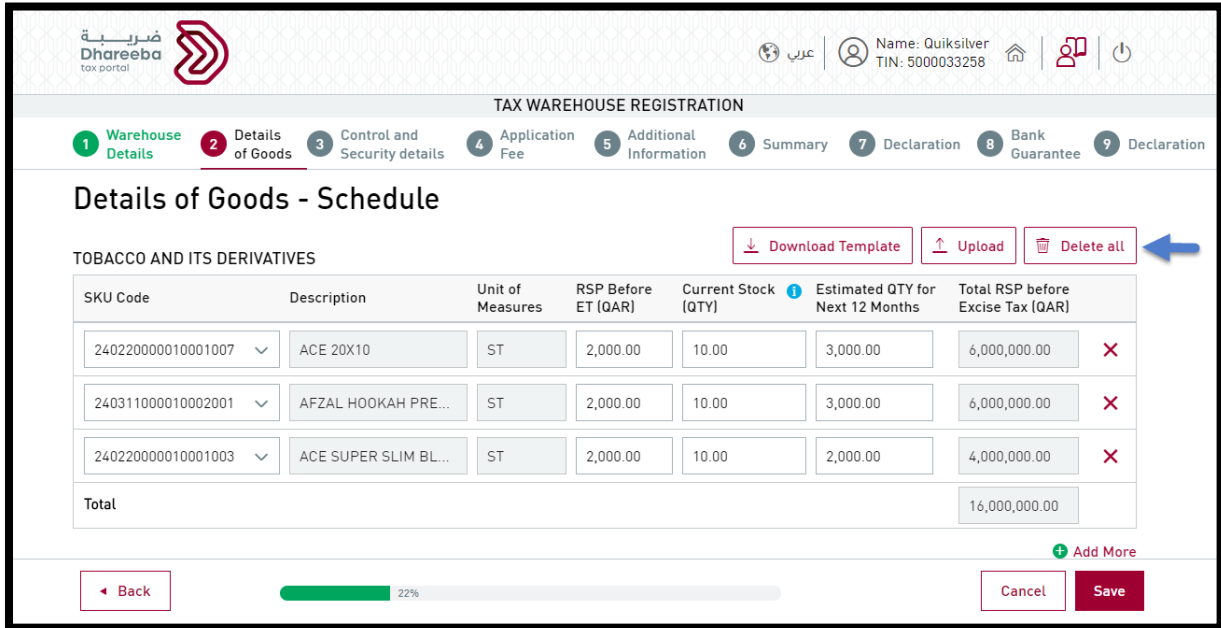
TOBACCO AND ITS DERIVATIVES

Download Template Upload Delete all

SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)	
240220000010001007	ACE 20X10	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240311000010002001	AFZAL HOOKAH PRE...	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240220000010001003	ACE SUPER SLIM BL...	ST	2,000.00	10.00	2,000.00	4,000,000.00	X
Total						16,000,000.00	

Back 22% Cancel Save Add More

But if taxpayer tries to Delete all records at one time by clicking on “Delete All” Button, System will show a pop-up warning message, if taxpayer really wants to delete?”



TAX WAREHOUSE REGISTRATION

1 Warehouse Details | 2 Details of Goods | 3 Control and Security details | 4 Application Fee | 5 Additional Information | 6 Summary | 7 Declaration | 8 Bank Guarantee | 9 Declaration

Details of Goods - Schedule

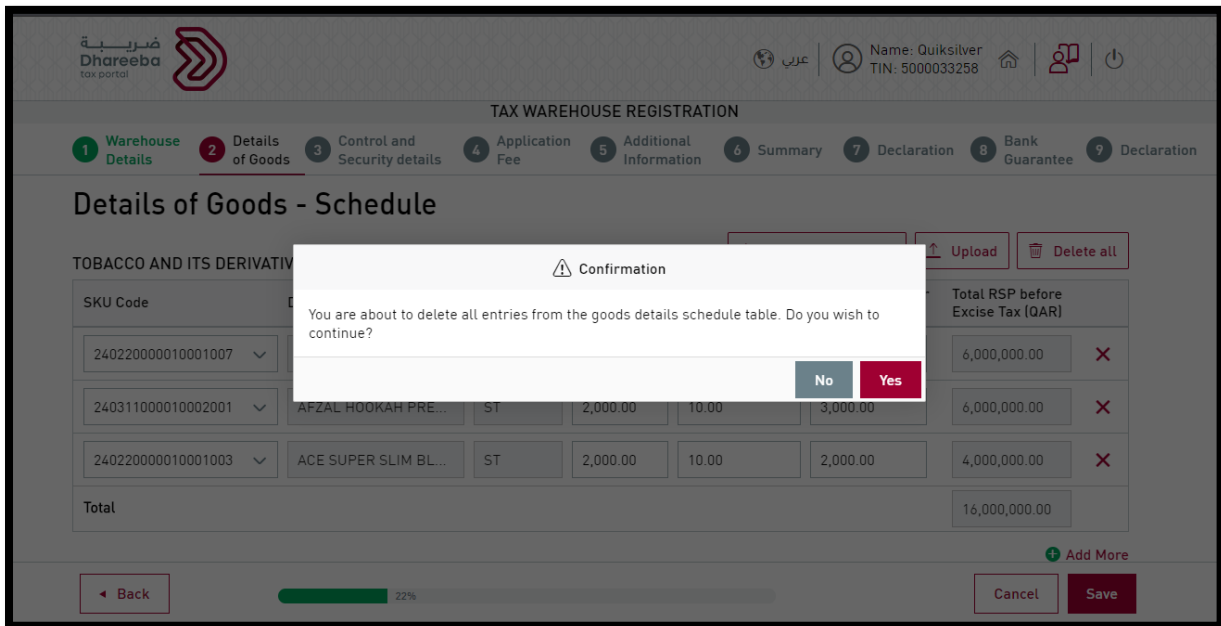
TOBACCO AND ITS DERIVATIVES

Download Template | Upload | Delete all

SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)	
240220000010001007	ACE 20X10	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240311000010002001	AFZAL HOOKAH PRE...	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240220000010001003	ACE SUPER SLIM BL...	ST	2,000.00	10.00	2,000.00	4,000,000.00	X
Total						16,000,000.00	

Back | 22% | Cancel | Save

If Taxpayer selects Yes, All the rows will be deleted.



TAX WAREHOUSE REGISTRATION

1 Warehouse Details | 2 Details of Goods | 3 Control and Security details | 4 Application Fee | 5 Additional Information | 6 Summary | 7 Declaration | 8 Bank Guarantee | 9 Declaration

Details of Goods - Schedule

TOBACCO AND ITS DERIVATIVES

Upload | Delete all

Confirmation

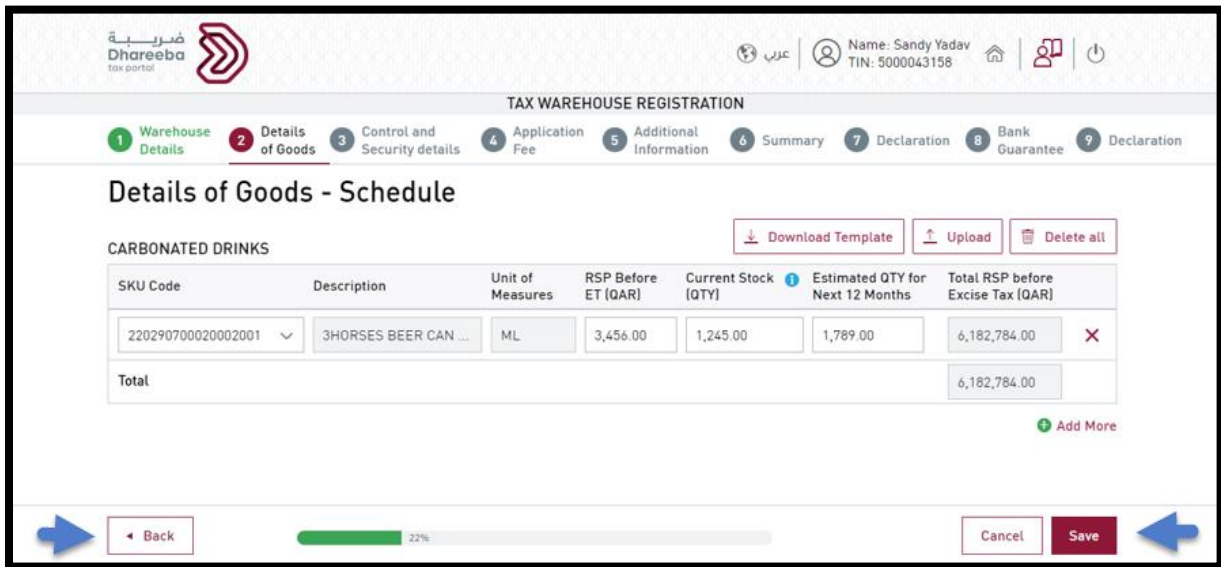
You are about to delete all entries from the goods details schedule table. Do you wish to continue?

No Yes

SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)	
240220000010001007	ACE 20X10	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240311000010002001	AFZAL HOOKAH PRE...	ST	2,000.00	10.00	3,000.00	6,000,000.00	X
240220000010001003	ACE SUPER SLIM BL...	ST	2,000.00	10.00	2,000.00	4,000,000.00	X
Total						16,000,000.00	

Back | 22% | Cancel | Save

Clicking on “Back” button, Taxpayer should get a pop-up message: “Please save the details.” with “Ok” button, clicking on which entered details get saved and Taxpayer should be navigated to the details of goods screen



TAX WAREHOUSE REGISTRATION

1 Warehouse Details 2 Details of Goods 3 Control and Security details 4 Application Fee 5 Additional Information 6 Summary 7 Declaration 8 Bank Guarantee 9 Declaration

Details of Goods - Schedule

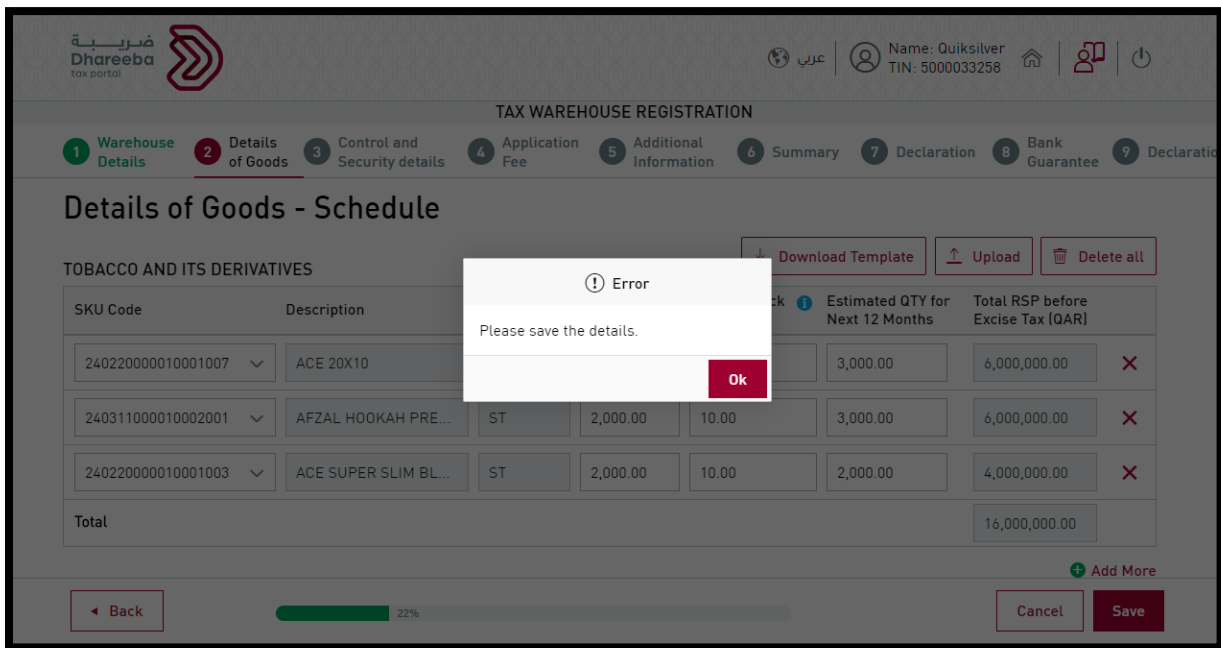
CARBONATED DRINKS

Download Template Upload Delete all

SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)
220290700020002001	3HORSES BEER CAN ...	ML	3,456.00	1,245.00	1,789.00	6,182,784.00
Total						6,182,784.00

Add More

Back Cancel Save



TAX WAREHOUSE REGISTRATION

1 Warehouse Details 2 Details of Goods 3 Control and Security details 4 Application Fee 5 Additional Information 6 Summary 7 Declaration 8 Bank Guarantee 9 Declaration

Details of Goods - Schedule

TOBACCO AND ITS DERIVATIVES

Download Template Upload Delete all


SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)
240220000010001007	ACE 20X10				3,000.00	6,000,000.00
240311000010002001	AFZAL HOOKAH PRE...	ST	2,000.00	10.00	3,000.00	6,000,000.00
240220000010001003	ACE SUPER SLIM BL...	ST	2,000.00	10.00	2,000.00	4,000,000.00
Total						16,000,000.00

Add More

Back Cancel Save

Error
Please save the details.
Ok

Clicking on continue over Details of Goods Section will navigate the screen to Control and Security Details



عربي | Name: Quiksilver | TIN: 5000033258 | Home | Logout | Power

TAX WAREHOUSE REGISTRATION

1

 Warehouse
Details

2

 Details
of Goods

3

 Control and
Security details

4

 Application
Fee

5

6

7

8

9

◀ Back

22%

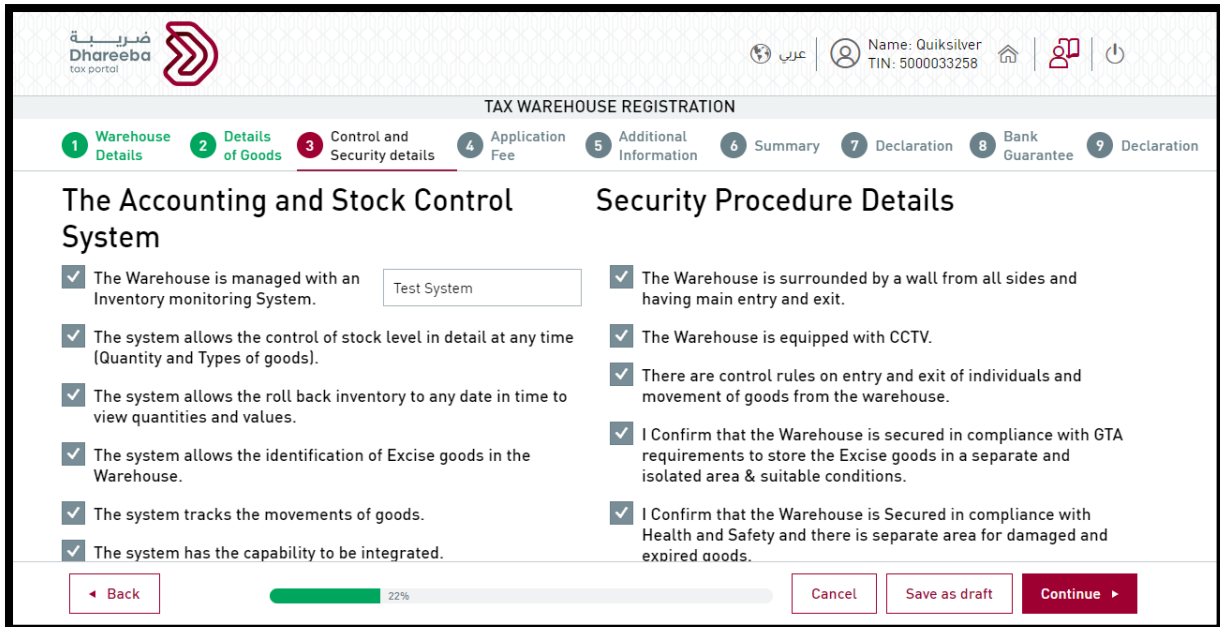
Cancel

Save as draft

Continue ▶ ←

3.9 Control and Security Details

This section will be having two parts, both will be having list of questions which need to be checked by Taxpayer:



The screenshot displays the 'TAX WAREHOUSE REGISTRATION' process. The current step is '3 Control and Security details'. The form is divided into two main sections: 'The Accounting and Stock Control System' and 'Security Procedure Details'. Both sections contain a list of statements with checkboxes for confirmation. A progress bar at the bottom indicates 22% completion. Navigation buttons for 'Back', 'Cancel', 'Save as draft', and 'Continue' are visible.

TAX WAREHOUSE REGISTRATION

1 Warehouse Details | 2 Details of Goods | **3 Control and Security details** | 4 Application Fee | 5 Additional Information | 6 Summary | 7 Declaration | 8 Bank Guarantee | 9 Declaration

The Accounting and Stock Control System

- The Warehouse is managed with an Inventory monitoring System.
- The system allows the control of stock level in detail at any time (Quantity and Types of goods).
- The system allows the roll back inventory to any date in time to view quantities and values.
- The system allows the identification of Excise goods in the Warehouse.
- The system tracks the movements of goods.
- The system has the capability to be integrated.

Security Procedure Details

- The Warehouse is surrounded by a wall from all sides and having main entry and exit.
- The Warehouse is equipped with CCTV.
- There are control rules on entry and exit of individuals and movement of goods from the warehouse.
- I Confirm that the Warehouse is secured in compliance with GTA requirements to store the Excise goods in a separate and isolated area & suitable conditions.
- I Confirm that the Warehouse is Secured in compliance with Health and Safety and there is separate area for damaged and expired goods.

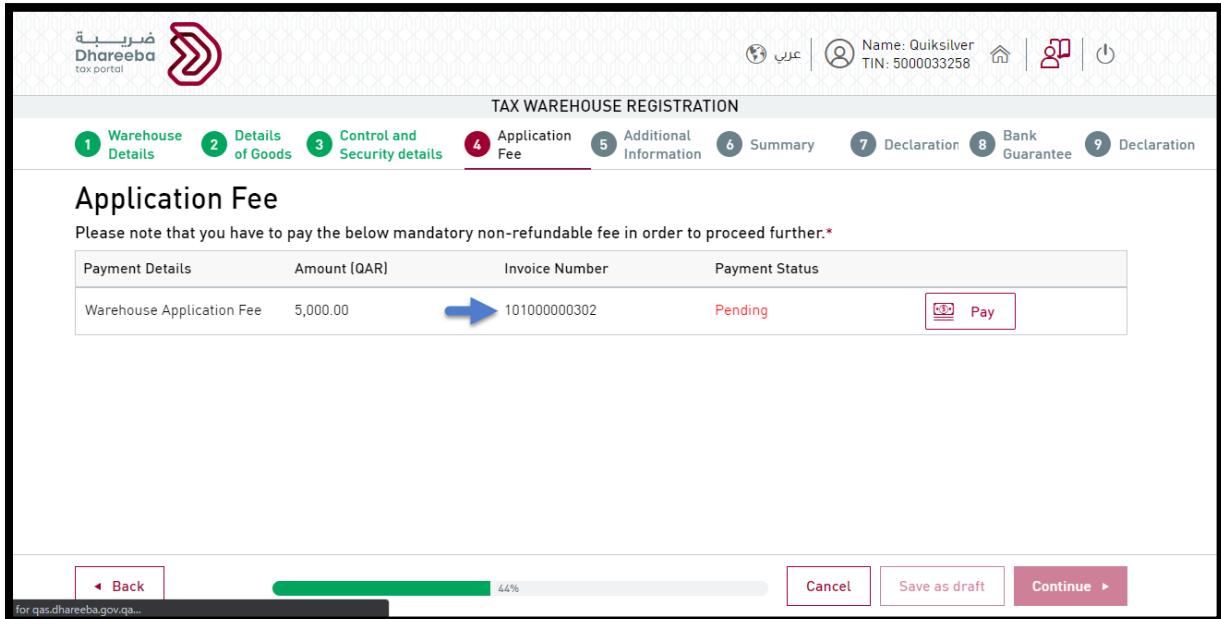
◀ Back | 22% | Cancel | Save as draft | Continue ▶

3.10 Application Fee

The Application Fee needs to be paid to Register for Warehouse which will be mandatory and non-refundable fee to proceed further.

Clicking on Pay button will display a Unique Invoice Number.

The status of Application will be shown to taxpayer as “PENDING” till the time payment is not made.



TAX WAREHOUSE REGISTRATION

1 Warehouse Details | 2 Details of Goods | 3 Control and Security details | **4 Application Fee** | 5 Additional Information | 6 Summary | 7 Declaration | 8 Bank Guarantee | 9 Declaration

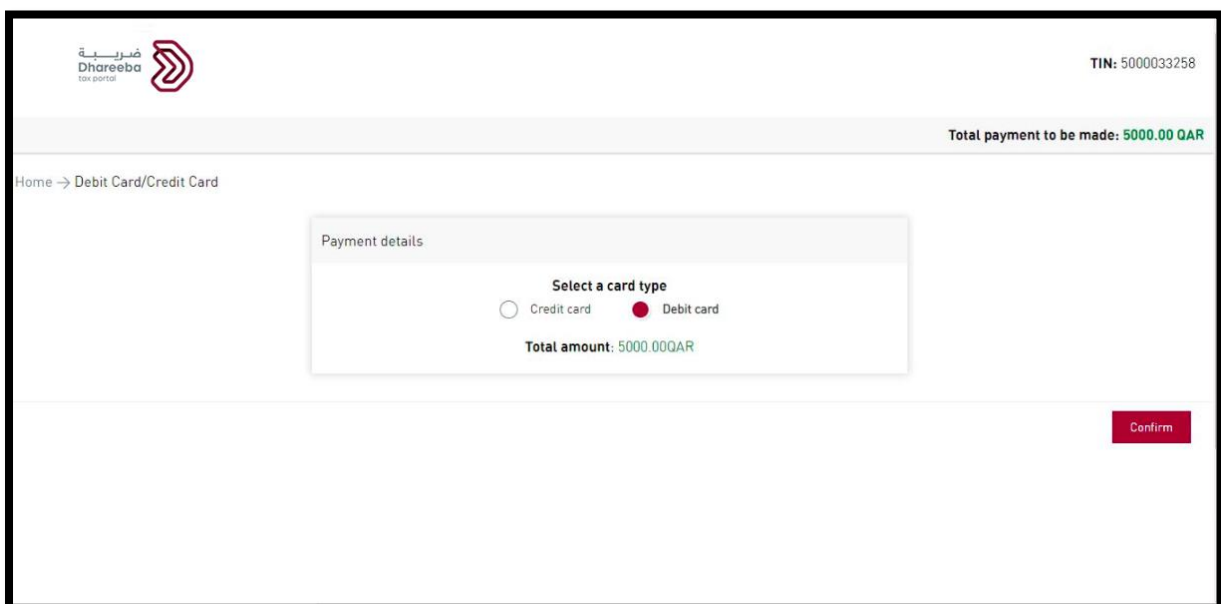
Application Fee

Please note that you have to pay the below mandatory non-refundable fee in order to proceed further.*

Payment Details	Amount (QAR)	Invoice Number	Payment Status
Warehouse Application Fee	5,000.00	101000000302	Pending

Buttons: Back, Cancel, Save as draft, Continue

Taxpayer will, make payment by using Credit card or debit card



TIN: 5000033258

Total payment to be made: 5000.00 QAR

Home → Debit Card/Credit Card

Payment details

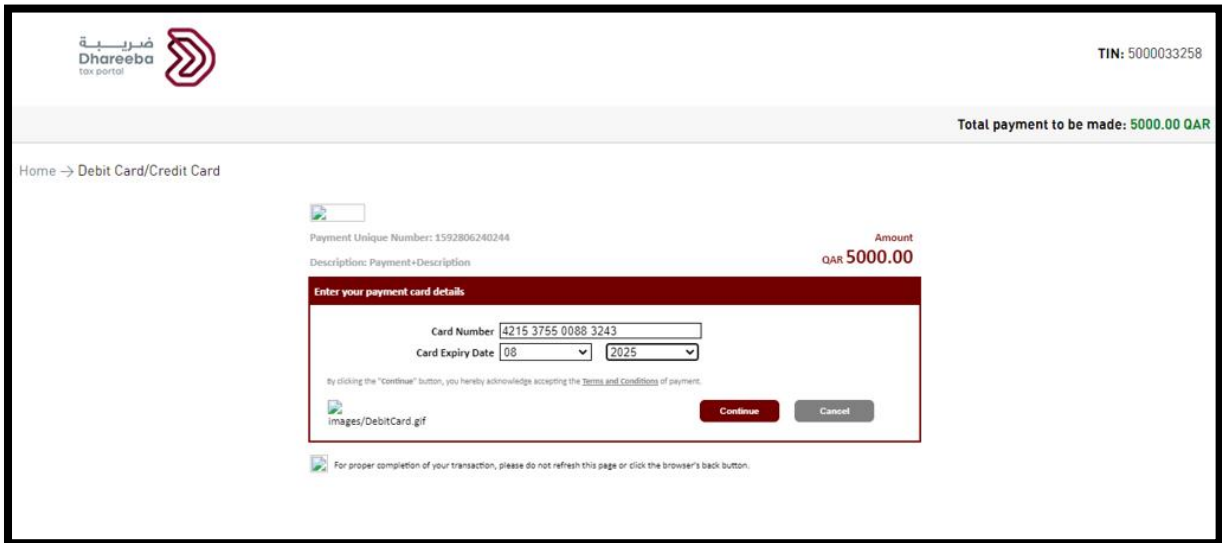
Select a card type

Credit card Debit card

Total amount: 5000.00QAR

Confirm

Add card details and click on continue



ضريبة Dhareeba tax portal TIN: 5000033258

Total payment to be made: 5000.00 QAR

Home → Debit Card/Credit Card

Payment Unique Number: 1592806240244
Description: Payment+Description
Amount: QAR 5000.00

Enter your payment card details

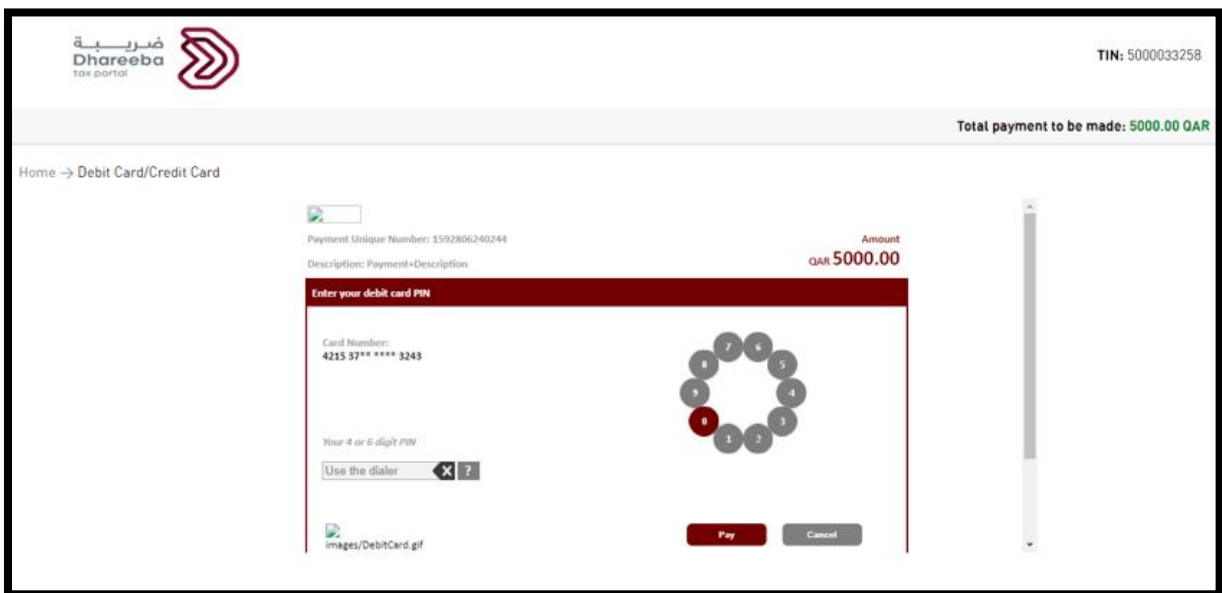
Card Number: 4215 3755 0088 3243
Card Expiry Date: 08 / 2025

By clicking the "Continue" button, you hereby acknowledge accepting the [Terms and Conditions](#) of payment.

[images/DebitCard.gif](#) [Continue](#) [Cancel](#)

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

Click on Pay after Entering PIN



ضريبة Dhareeba tax portal TIN: 5000033258

Total payment to be made: 5000.00 QAR

Home → Debit Card/Credit Card

Payment Unique Number: 1592806240244
Description: Payment+Description
Amount: QAR 5000.00

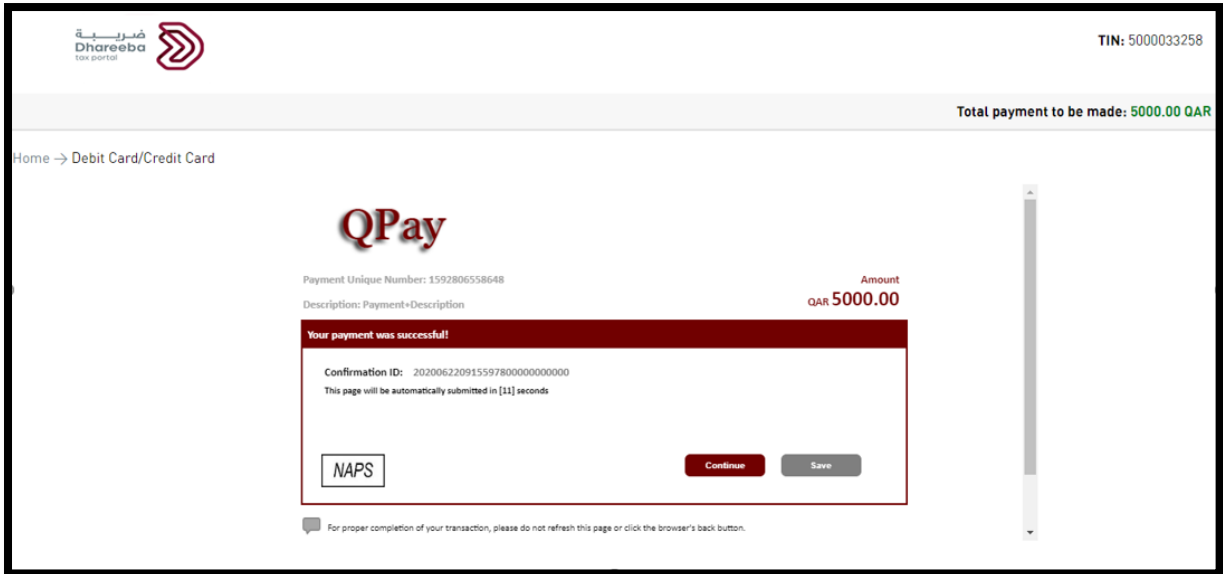
Enter your debit card PIN

Card Number: 4215 37** **** 3243

Your 4 or 6 digit PIN

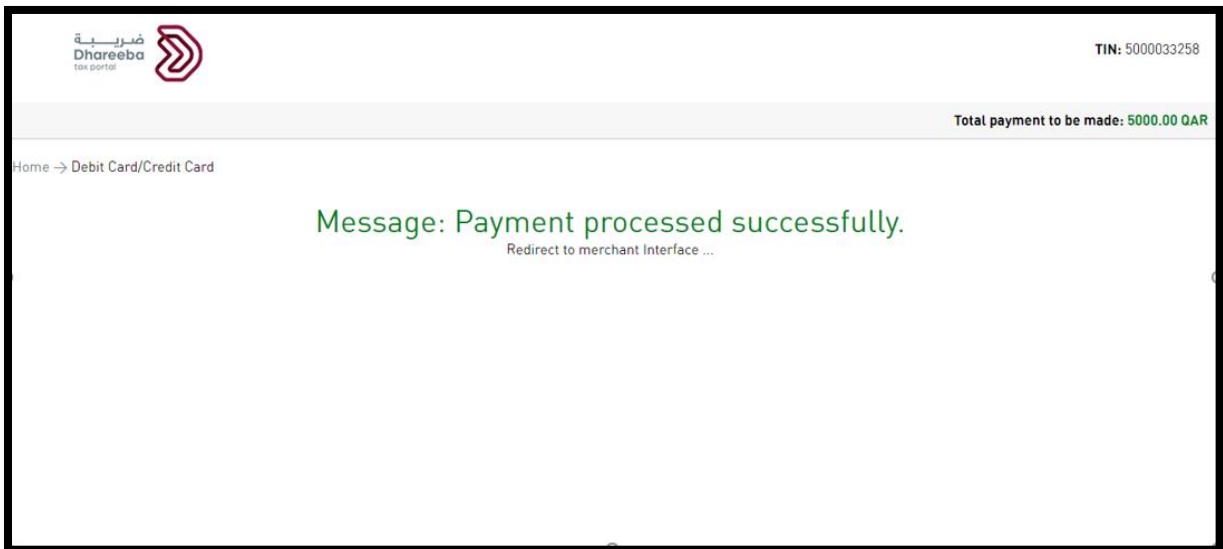
[Use the dialer](#) [X](#) [?](#)

[images/DebitCard.gif](#) [Pay](#) [Cancel](#)



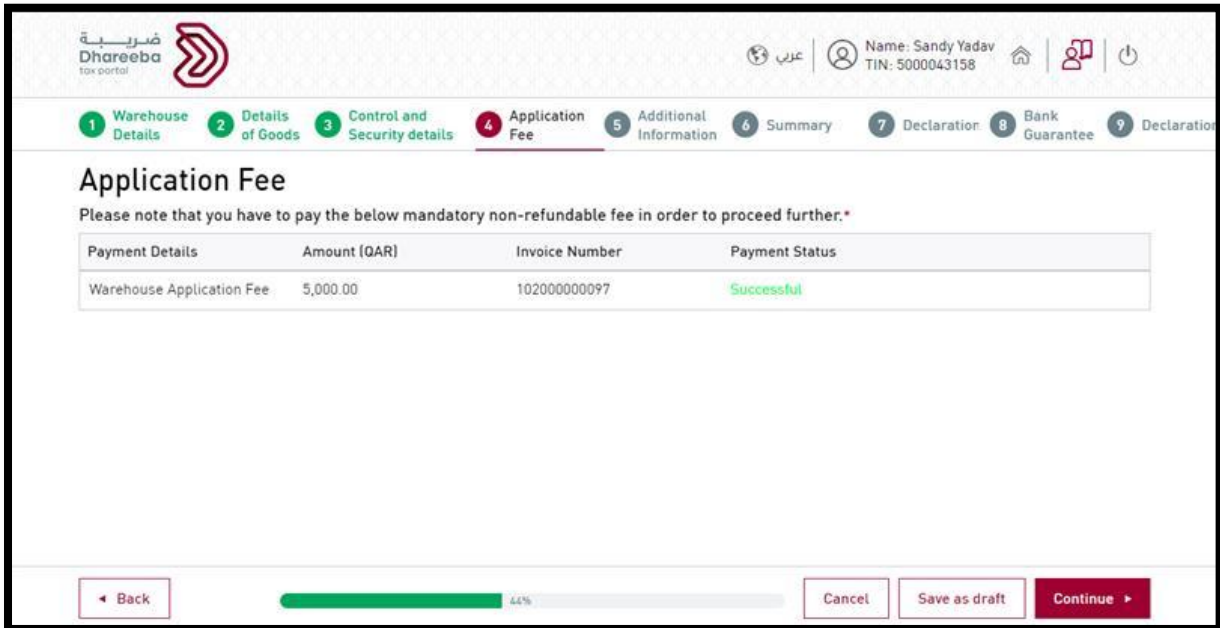
The screenshot shows the Dhareeba tax portal interface. At the top left is the Dhareeba logo and 'ضريبة Dhareeba tax portal'. At the top right is the TIN: 5000033258. Below the header, it says 'Total payment to be made: 5000.00 QAR'. The main content area shows a breadcrumb 'Home → Debit Card/Credit Card' and the 'QPay' logo. Below the logo, it displays 'Payment Unique Number: 1592806558648' and 'Description: Payment+Description'. The amount is shown as 'QAR 5000.00'. A red box contains the message 'Your payment was successful!' and 'Confirmation ID: 20200622091559780000000000'. Below this, it says 'This page will be automatically submitted in [11] seconds'. There are three buttons: 'NAPS', 'Continue', and 'Save'. At the bottom, a small note says 'For proper completion of your transaction, please do not refresh this page or click the browser's back button.'

Payment message successfully displays



The screenshot shows the Dhareeba tax portal interface after a successful payment. It features the same header and TIN as the previous screenshot. The main content area shows a breadcrumb 'Home → Debit Card/Credit Card' and a large green message: 'Message: Payment processed successfully.' Below the message, it says 'Redirect to merchant Interface ...'.

After fee will be paid the status of Application will turn to “SUCCESSFUL” from “PENDING” then enable the continue button. Pay Button will get disabled.



The screenshot shows the Dhareeba tax portal interface. At the top, there is a navigation bar with the Dhareeba logo and user information: Name: Sandy Yadav, TIN: 5000043158. Below the navigation bar is a progress indicator with steps 1 through 9. Step 4, 'Application Fee', is currently selected and highlighted in red. The main content area is titled 'Application Fee' and includes a note: 'Please note that you have to pay the below mandatory non-refundable fee in order to proceed further.*'. Below this note is a table with the following data:

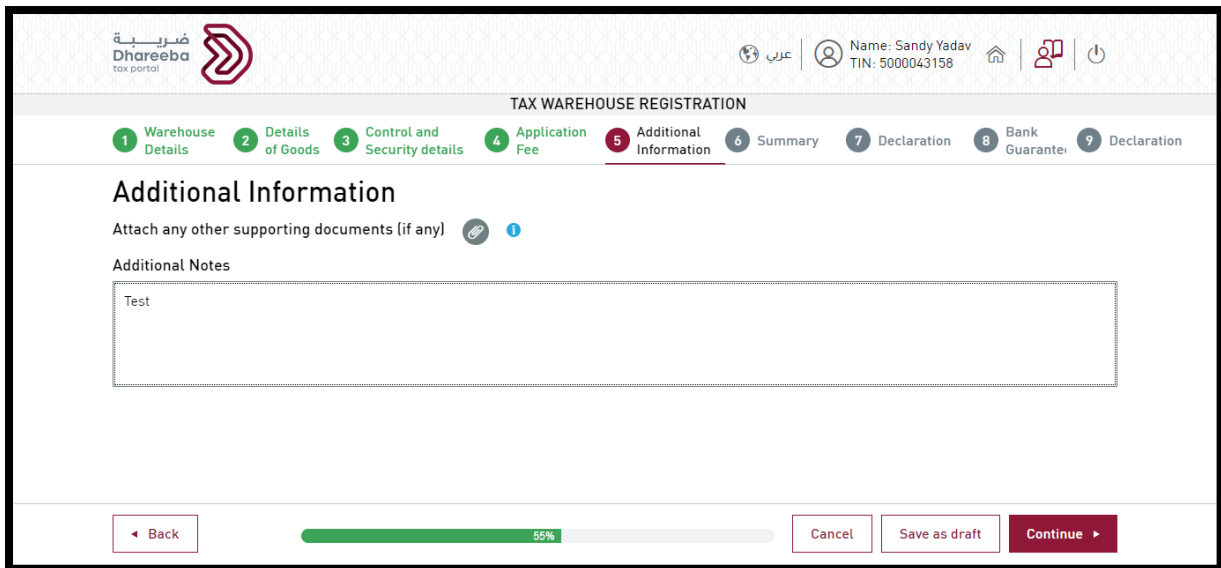
Payment Details	Amount (QAR)	Invoice Number	Payment Status
Warehouse Application Fee	5,000.00	102000000097	Successful

At the bottom of the screen, there is a navigation bar with a 'Back' button, a progress bar showing 44% completion, and three buttons: 'Cancel', 'Save as draft', and 'Continue'.

3.11 Additional Information

Additional Information section will enable taxpayer to add Additional Notes which he wants to put with Attachment (if any) as supporting documents. Either of one should be mandatory to add for taxpayer to proceed.

Clicking on Continue will take taxpayer to Summary Screen where taxpayer can view all his filled information and accordingly can Re-modify it by clicking on Edit. If required.



ضريبة
Dhareeba
tax portal

عربي | Name: Sandy Yadav
TIN: 5000043158

TAX WAREHOUSE REGISTRATION

1 Warehouse Details 2 Details of Goods 3 Control and Security details 4 Application Fee 5 **Additional Information** 6 Summary 7 Declaration 8 Bank Guarantee 9 Declaration

Additional Information

Attach any other supporting documents (if any)

Additional Notes


Test

◀ Back 55% Cancel Save as draft Continue ▶

3.12 Summary

Summary screen will show all the information filled on previous screens by taxpayer. Taxpayer can go through the Summary form and check if on any section he wishes to visit again.

On clicking on Edit button, will take taxpayer to that section, and enable it for editing.



العربي | Name: Quiksilver | TIN: 5000033258

TAX WAREHOUSE REGISTRATION

1 Warehouse Details

2 Details of Goods

3 Control and Security details

4 Application Fee

5 Additional Information

6 Summary

7 Declaration

8 Bank Guarantee

9 Declaration

Summary

1.Warehouse Registration [Edit](#)

You are storing any goods that does not belong to you.

Type of Goods Stored in Warehouse	TOBACCO AND ITS DERIVATIVES,CARBONATED DRINKS	Storage Area (m2)	1,234	Proof of Warehouse Details 1
-----------------------------------	---	-------------------	-------	-------------------------------

You are producing goods under this same Warehouse.

Type of Goods Produced in Warehouse	TOBACCO AND ITS DERIVATIVES	Number of Machines and Equipment	1,234
-------------------------------------	-----------------------------	----------------------------------	-------

Address

Zone	1234	PO Box	1234
Street	Park Avenue	City	Doha
Building Number	1234	Country	Qatar

2.Details of Goods [Edit](#)

Goods Type	Unit of Measures	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)
TOBACCO AND ITS DERIVATIVES	ST	8,000.00	16,000,000.00
CARBONATED DRINKS	ML	12,345.00	1,518,435.00
Total			17,518,435.00

3.control and security details [Edit](#)

The Accounting and Stock Control System

- The Warehouse is managed with an Inventory monitoring System. Test System
- The system allows the control of stock level in detail at any time (Quantity and Types of goods).
- The system allows the roll back inventory to any date in time to view quantities and values.
- The system allows the identification of Excise goods in the Warehouse.
- The system tracks the movements of goods.
- The system has the capability to be integrated.

Security Procedure Details

- The Warehouse is surrounded by a wall from all sides and having main entry and exit.
- The Warehouse is equipped with CCTV.
- There are control rules on entry and exit of individuals and movement of goods from the warehouse.
- I Confirm that the Warehouse is secured in compliance with GTA requirements to store the Excise goods in a separate and isolated area & suitable conditions.
- I Confirm that the Warehouse is Secured in compliance with Health and Safety and there is separate area for damaged and expired goods.

4.Application Fee

Payment Details	Amount (QAR)	Invoice Number	Payment Status
Warehouse Application Fee	5,000.00	101000000302	Successful

5.Additional Information [Edit](#)

Additional Notes

Additional Info

Attach any other supporting documents (if any)

← Back

66%

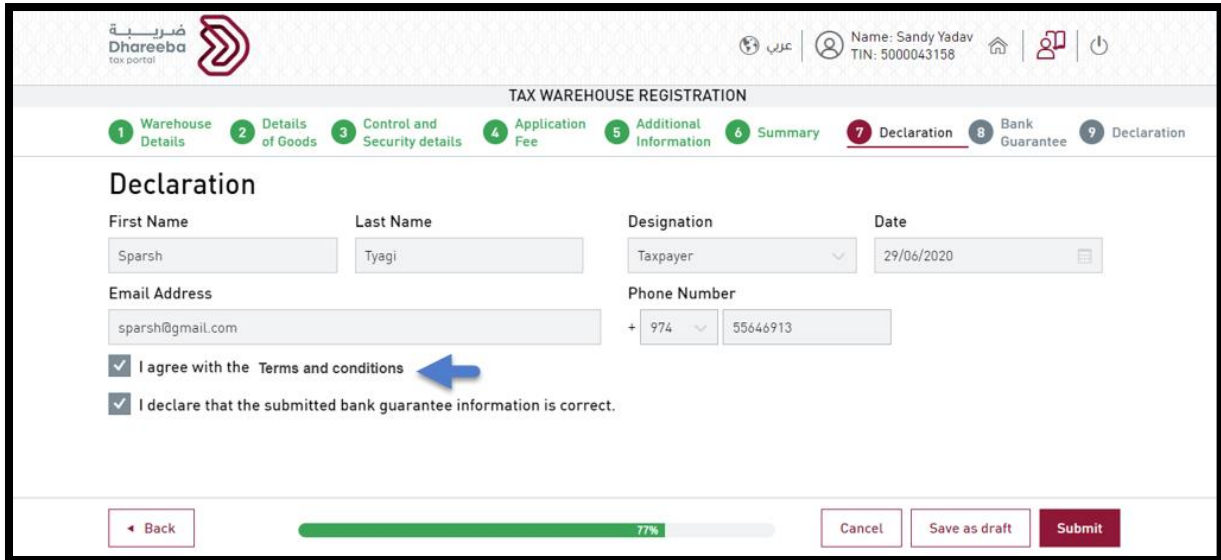
Cancel

Save as draft

Continue →

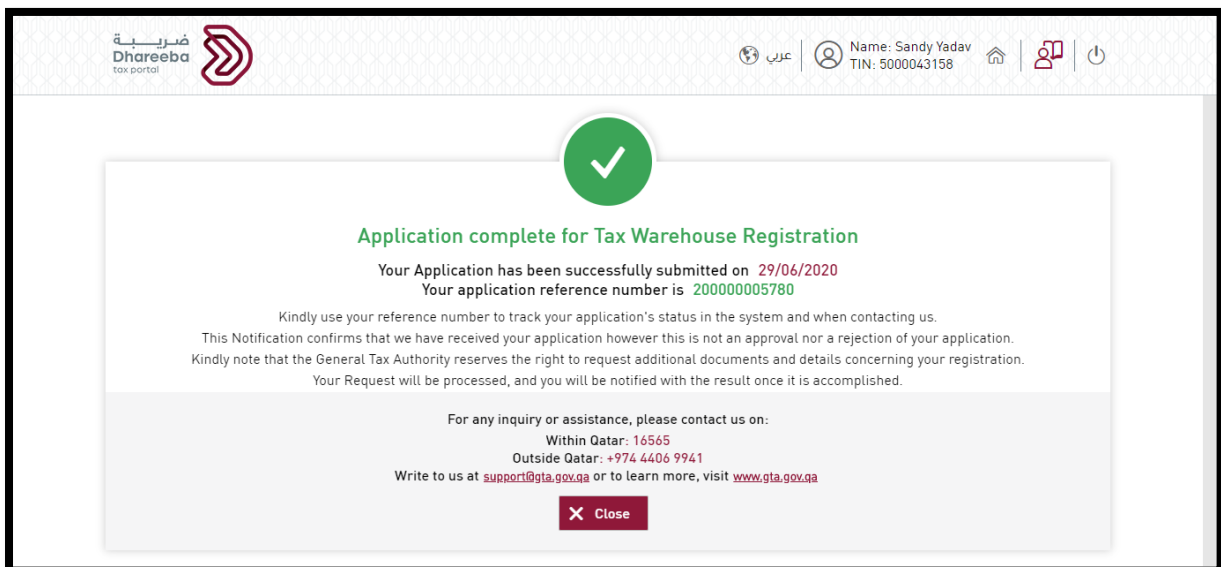
3.13 Declaration

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 & click 'Submit' button.



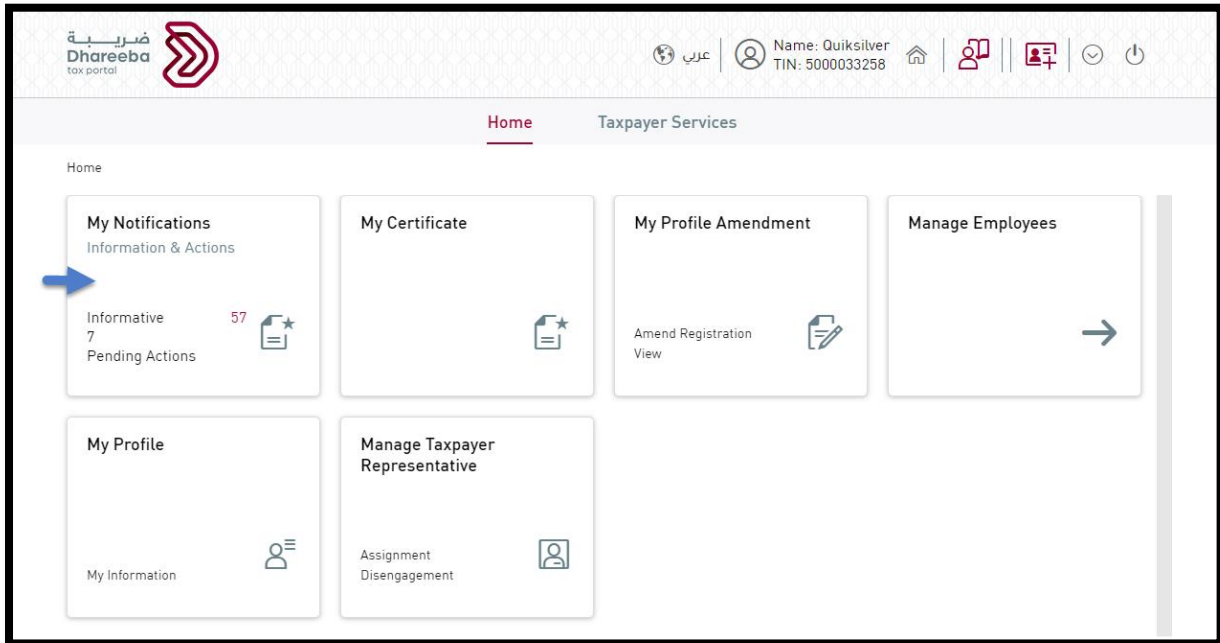
3.14 Acknowledgment

Clicking on submit button on previous screen should navigate the user to the Acknowledgement Screen. Application reference number will be given to Taxpayer on Acknowledgement screen which he can use for his further reference.



3.15 Notifications

Once the Warehouse Registration Application is submitted, Taxpayer should login again to the account and click on My Notifications tab. Taxpayer will see Submission of Application-Warehouse PDF that can be viewed and downloaded.



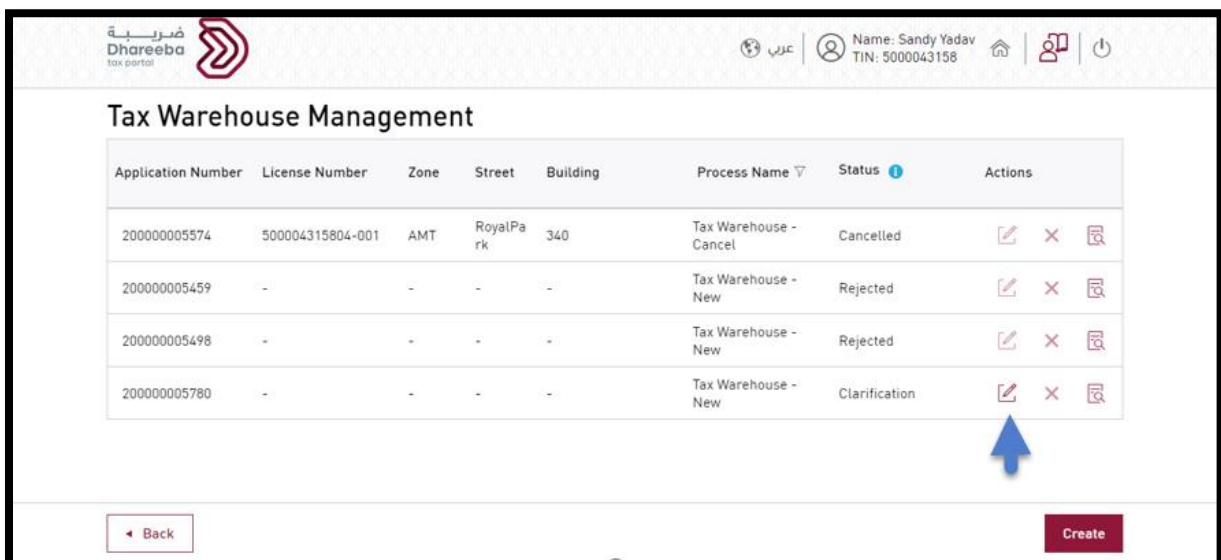
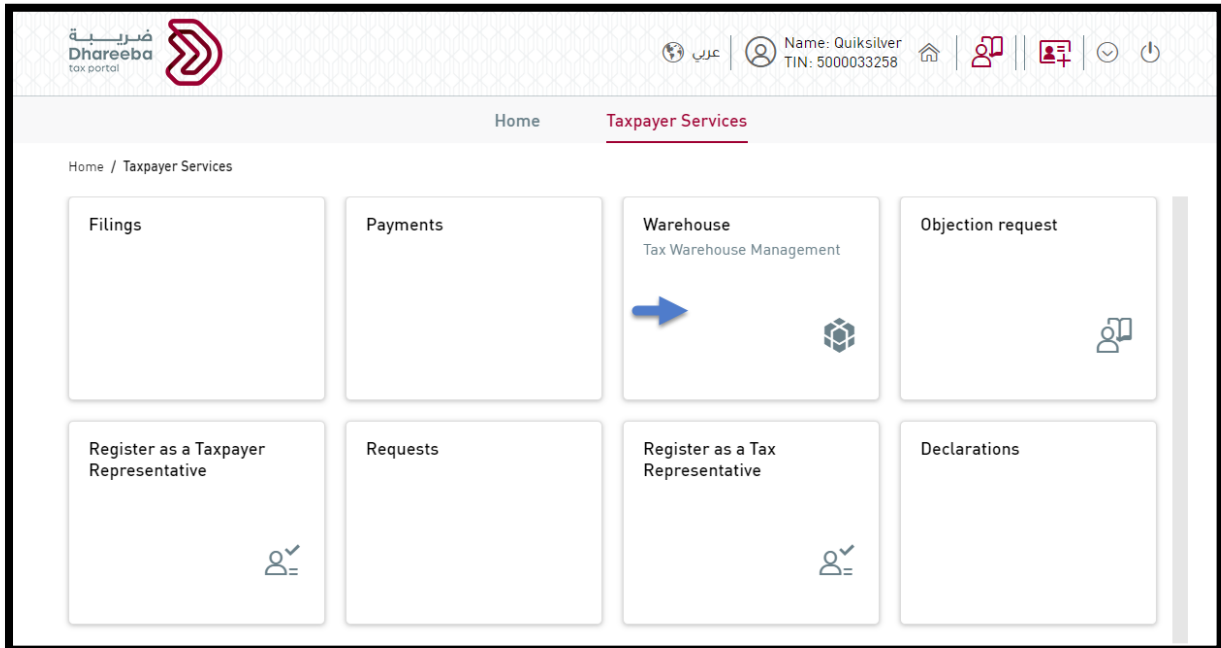
▼ Date of the issue	▼ Reference Number	▼ Application Type	▼ Subject	▼ Tax Type	▼ Classification	
14/06/2020	200000005461	Warehouse and Bank Guarantee	Submission of Application-Warehouse	Excise	Informative	↓
14/06/2020	200000005461	Warehouse and Bank Guarantee	Approval -Warehouse	Excise	Informative	↓
14/06/2020	200000005461	Warehouse and Bank Guarantee	Acknowledgement of Bank Guarantee	Excise	Informative	↓
14/06/2020	200000005461	Warehouse and Bank Guarantee	Approval- Bank Guarantee	Excise	Informative	↓

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.


In the event the GTA tax-officers send the application back to the Taxpayer requesting for Additional Information, Taxpayer will receive an Email on the registered Email address provided as well as an SMS on registered Mobile number and notification on Portal.

3.16 Re-login by Taxpayer for Additional Information

Taxpayer will have to re-login to the portal to submit the additional information asked by GTA and can view application under Warehouse management with Status "For Additional Information" against his Application Number.



- Instructions Screen



عربي | Name: Sandy Yadav
TIN: 5000043158 | 🏠 | 👤 | 🔌


Tax Warehouse Registration Instructions

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

- Please note that you need to pay a bank guarantee after the initial review of your application to proceed with final review.
- There is also a yearly warehouse license fee that should be paid before the issuance of the license after the final review.
- Ensure to provide accurate information with your application.
- Upload all relevant supporting documents.
- Once your application is processed, we will send you an email notification with your Warehouse licenses.
- Upon final approval - the system will generate a WH fee in the taxpayer's account. Use your payment screen to pay for your Warehouse fee.
- GTA will notify you if required for additional information.
- The information you give in this application will be kept strictly confidential.
- An inspection by GTA officer might happen.

◀ Back
Start Now ▶

- Warehouse details:



عربي | Name: Sandy Yadav
TIN: 5000043158 | 🏠 | 👤 | 🔌

TAX WAREHOUSE REGISTRATION

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

Warehouse Details

You are storing any goods that does not belong to you.

You are producing goods under this same Warehouse.

Address ⓘ

Type of Goods Stored in Warehouse*	Storage Area (m2)*	Zone*	Street*	Building Number*
ENERGY DRINKS ⓘ 2 More	3,456	West	Royal Park	067
PO Box*	City*	Country*		
50005	DOHA	Qatar		

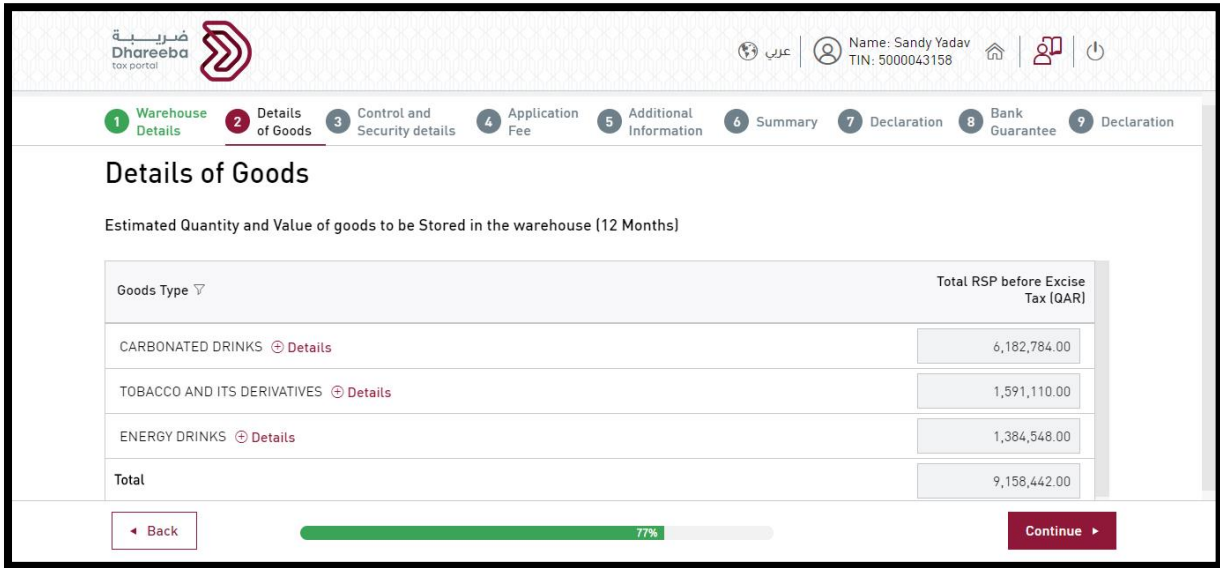
Proof of Warehouse Details* ⓘ

◀ Back

77%

Continue ▶

- Details of Goods:



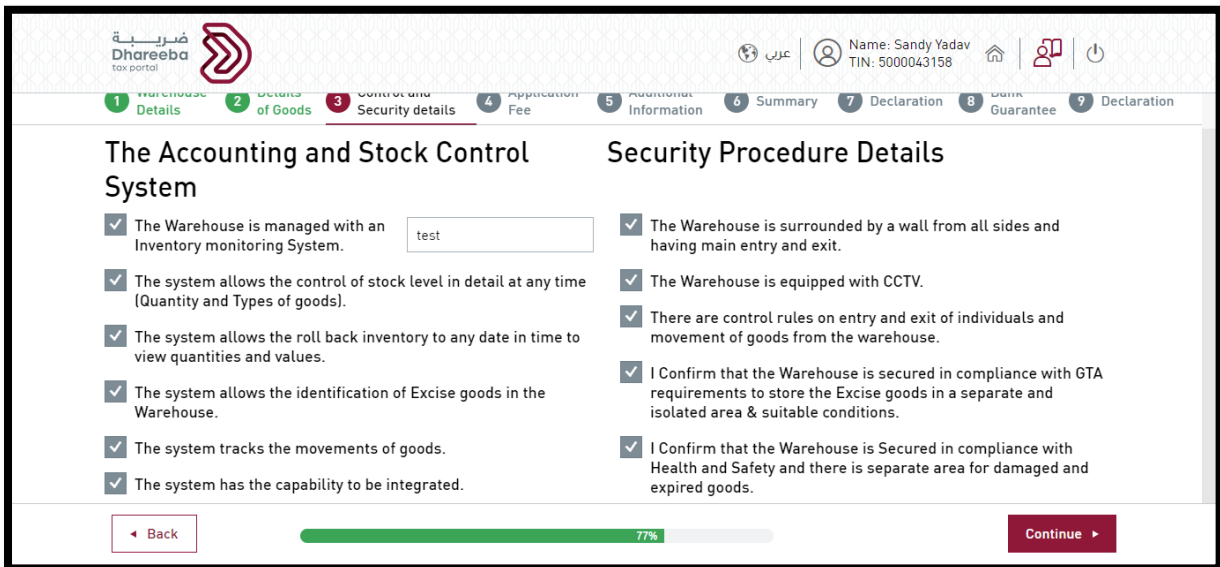
Details of Goods

Estimated Quantity and Value of goods to be Stored in the warehouse (12 Months)

Goods Type	Total RSP before Excise Tax (QAR)
CARBONATED DRINKS Details	6,182,784.00
TOBACCO AND ITS DERIVATIVES Details	1,591,110.00
ENERGY DRINKS Details	1,384,548.00
Total	9,158,442.00

◀ Back Continue ▶

- Control and Security Details



The Accounting and Stock Control System

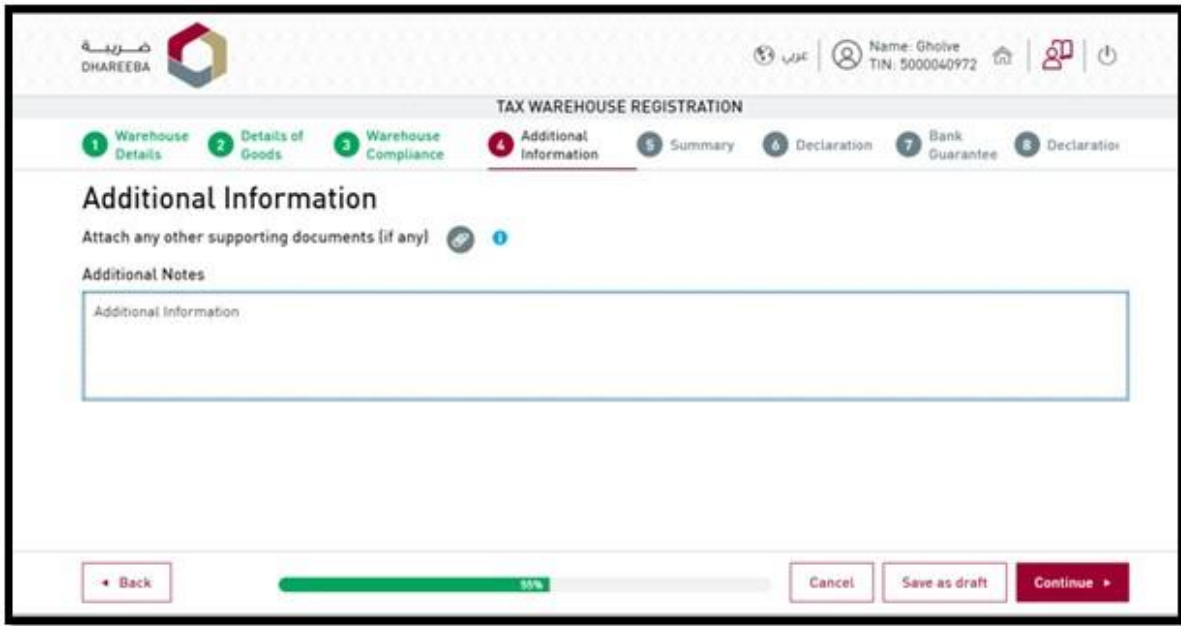
- The Warehouse is managed with an Inventory monitoring System.
- The system allows the control of stock level in detail at any time (Quantity and Types of goods).
- The system allows the roll back inventory to any date in time to view quantities and values.
- The system allows the identification of Excise goods in the Warehouse.
- The system tracks the movements of goods.
- The system has the capability to be integrated.

Security Procedure Details

- The Warehouse is surrounded by a wall from all sides and having main entry and exit.
- The Warehouse is equipped with CCTV.
- There are control rules on entry and exit of individuals and movement of goods from the warehouse.
- I Confirm that the Warehouse is secured in compliance with GTA requirements to store the Excise goods in a separate and isolated area & suitable conditions.
- I Confirm that the Warehouse is Secured in compliance with Health and Safety and there is separate area for damaged and expired goods.

◀ Back Continue ▶

- Additional Information:



The screenshot displays the 'TAX WAREHOUSE REGISTRATION' process in the DHAREEBA system. The current step is 'Additional Information', which is highlighted in red in the progress bar. The progress bar shows 55% completion. The interface includes a header with the DHAREEBA logo and user information (Name: Gholve, TIN: 5000040972). The main content area is titled 'Additional Information' and contains a text box for 'Additional Notes'. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as draft', and 'Continue'.

• Summary Screen:

ضريبة
Dhareeba
tax portal

عربي
Name: Quiksilver
TIN: 500033258
🏠
👤
🔌

TAX WAREHOUSE REGISTRATION

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

Summary

1. Warehouse Registration Edit

You are storing any goods that does not belong to you.

Type of Goods Stored in Warehouse	TOBACCO AND ITS DERIVATIVES, CARBONATED DRINKS	Storage Area (m2)	1,234	Proof of Warehouse Details i
-----------------------------------	--	-------------------	-------	--

You are producing goods under this same Warehouse.

Type of Goods Produced in Warehouse	TOBACCO AND ITS DERIVATIVES	Number of Machines and Equipment	1,234	
-------------------------------------	-----------------------------	----------------------------------	-------	--

Address i

Zone	1234	PO Box	1234
Street	Park Avenue	City	Doha
Building Number	1234	Country	Qatar

2. Details of Goods Edit

Goods Type	Unit of Measures	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)
TOBACCO AND ITS DERIVATIVES	ST	8,000.00	16,000,000.00
CARBONATED DRINKS	ML	12,345.00	1,518,435.00
Total			17,518,435.00

3. Control and Security details Edit

The Accounting and Stock Control System

- The Warehouse is managed with an Inventory monitoring System. Test System
- The system allows the control of stock level in detail at any time (Quantity and Types of goods).
- The system allows the roll back inventory to any date in time to view quantities and values.
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- The Warehouse is surrounded by a wall from all sides and having main entry and exit.
- The Warehouse is equipped with CCTV.
- There are control rules on entry and exit of individuals and movement of goods from the warehouse.
- I Confirm that the Warehouse is secured in compliance with GTA requirements to store the Excise goods in a separate and isolated area & suitable conditions.
- I Confirm that the Warehouse is Secured in compliance with Health and Safety and there is separate area for damaged and expired goods.

4. Application Fee

Payment Details	Amount (QAR)	Invoice Number	Payment Status
Warehouse Application Fee	5,000.00	101000000302	Successful

5. Additional Information Edit

Additional Notes i Additional Info

Attach any other supporting documents (if any) 📎

◀ Back

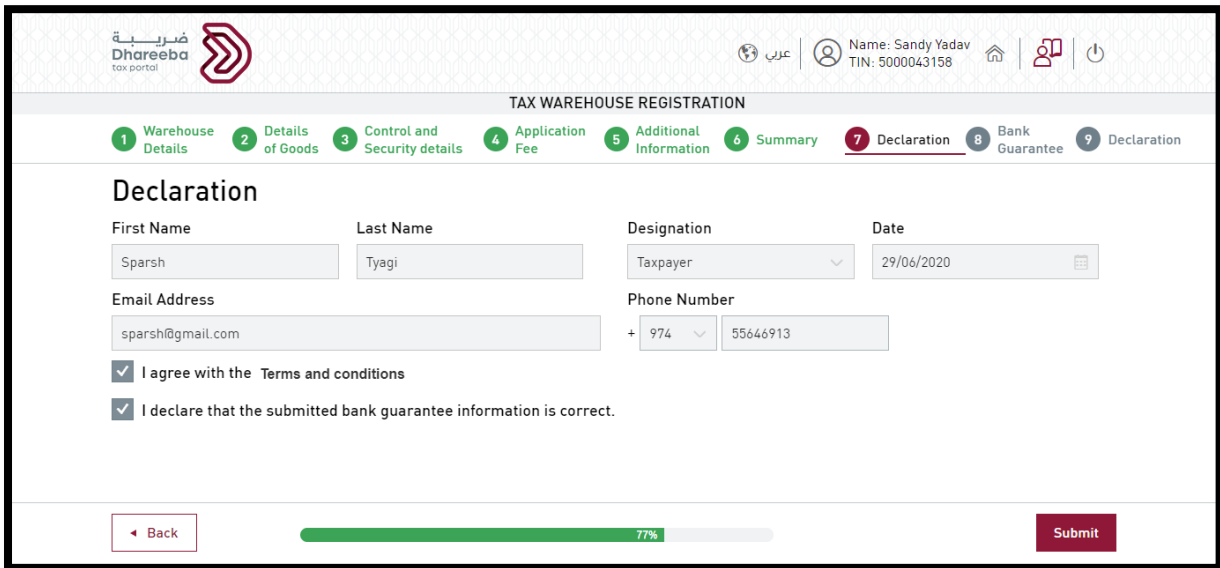
66%

Cancel

Save as draft

Continue ▶

- Declaration Screen:



Declaration

First Name: Sparsh, Last Name: Tyagi, Designation: Taxpayer, Date: 29/06/2020

Email Address: sparsh@gmail.com, Phone Number: +974 55646913

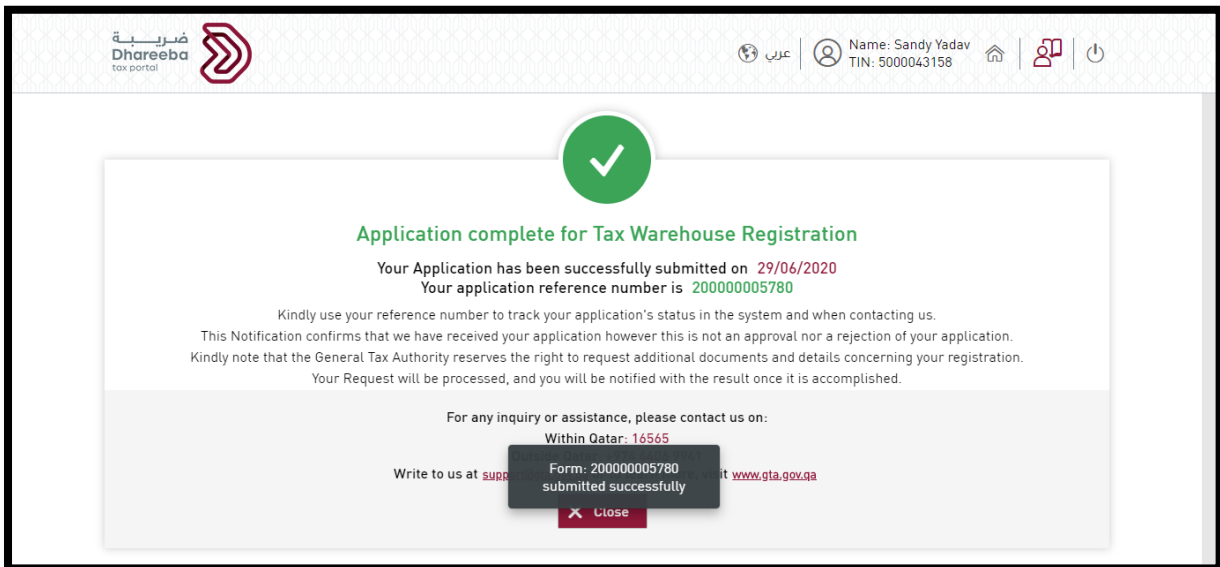
I agree with the Terms and conditions

I declare that the submitted bank guarantee information is correct.

Progress: 77%

Buttons: Back, Submit

- Acknowledgement Screen:



Application complete for Tax Warehouse Registration

Your Application has been successfully submitted on 29/06/2020
Your application reference number is 200000005780

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
www.gta.gov.qa

Write to us at support@gta.gov.qa or supp...@gta.gov.qa at www.gta.gov.qa

Form: 200000005780 submitted successfully

Close

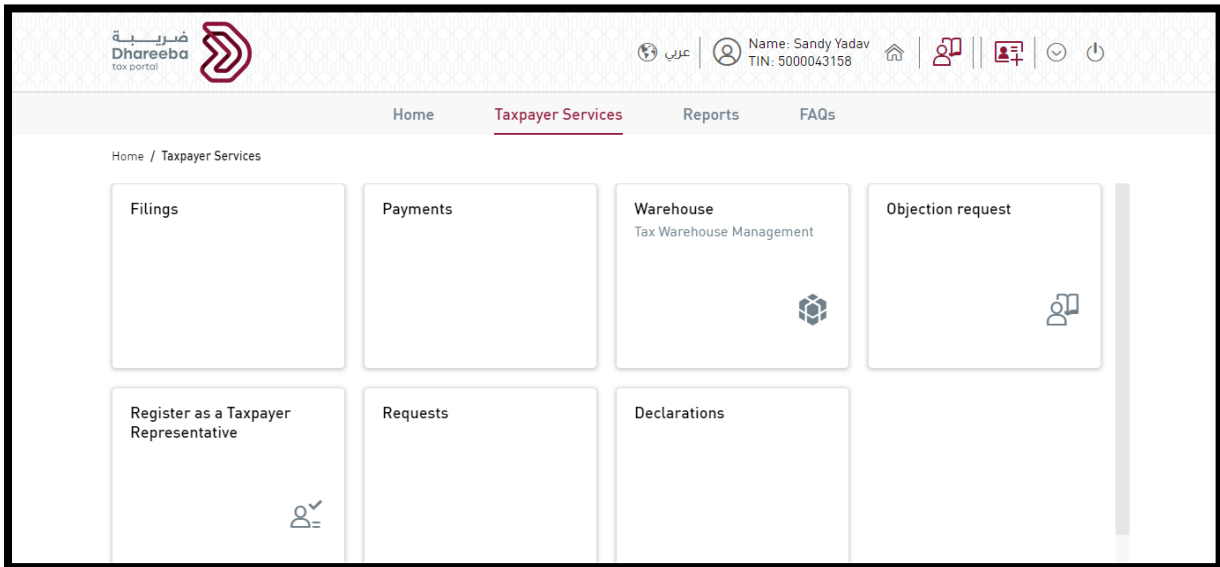
After resubmitting the form for Additional Information, Taxpayer will receive Email on provided registered Email address and SMS on registered Mobile number and notification on Portal.

After Approval of Warehouse Information, Taxpayer will receive Email on provided registered Email address and SMS on registered Mobile number.

4 Bank Guarantee

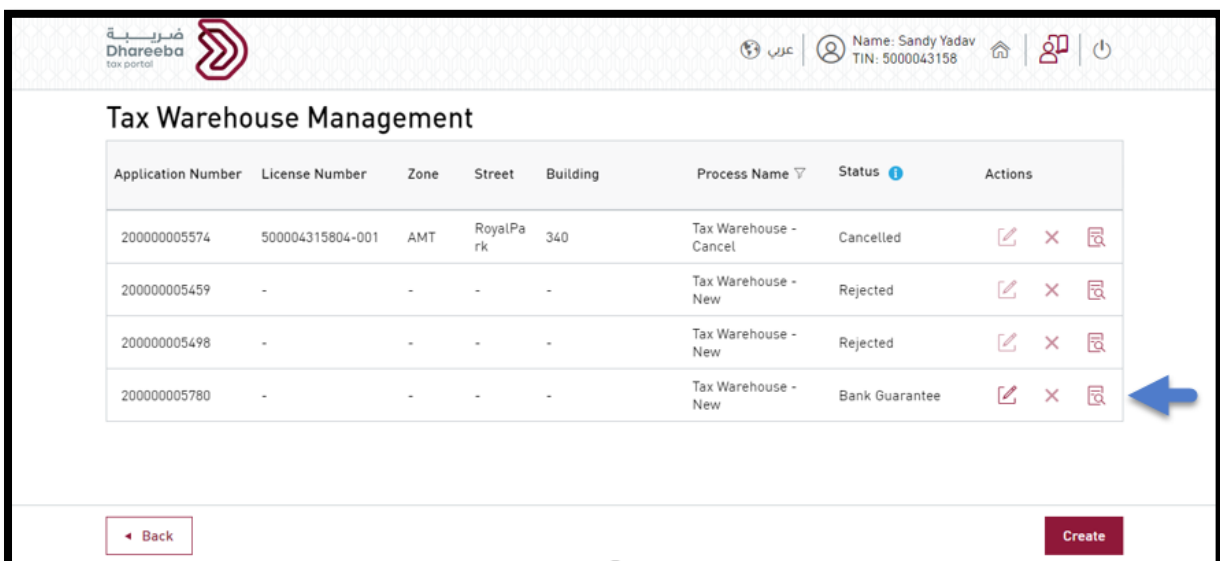
Once the Warehouse License application is approved, the Taxpayer must fill the bank guarantee Information. The Bank Guarantee Screen is enabled once the Warehouse License application is approved by GTA Tax Officers.

To fill the form for Bank Guarantee Section, Taxpayer should click on "Warehouse" tile under "Taxpayer Services"



Taxpayer will be redirected to "Warehouse Management" page where Taxpayer should select the Warehouse License application and fill in the Bank Guarantee details.

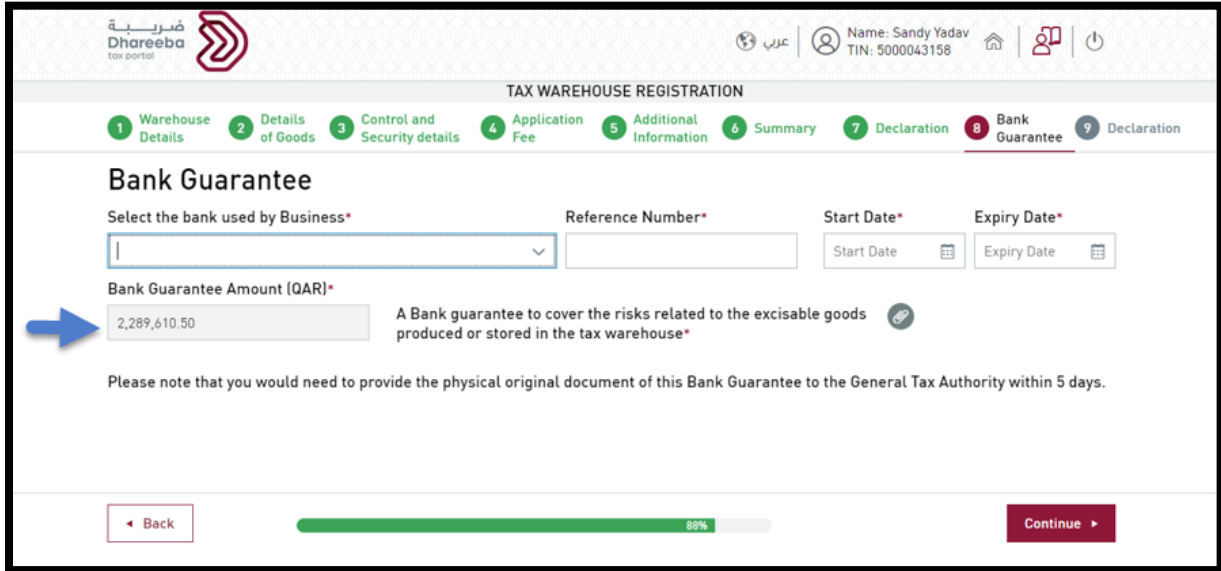
Edit, cancel and display buttons should appear as enabled to taxpayer.



Bank Guarantee Amount will be calculated by using the formula: -

Bank Guarantee Amount = Total Excise Tax Due(QAR) X 25%

Bank guarantee amount will be pre-filled and should appear as greyed out in display mode



Bank Guarantee

Select the bank used by Business* Reference Number* Start Date* Expiry Date*

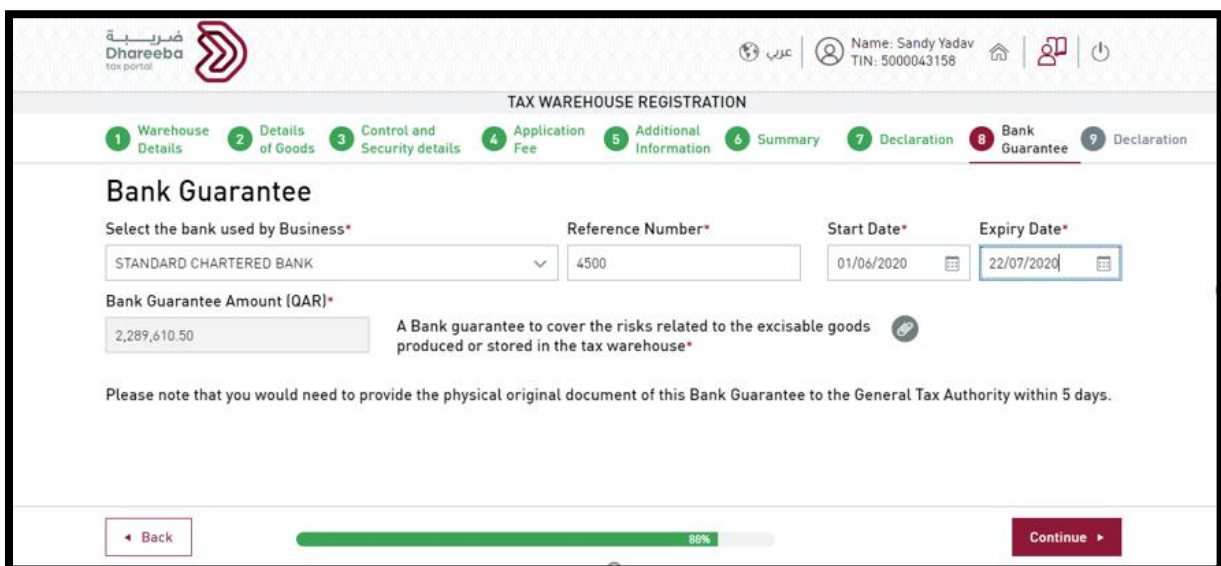
Bank Guarantee Amount (QAR)* 2,289,610.50 A Bank guarantee to cover the risks related to the excisable goods produced or stored in the tax warehouse*

Please note that you would need to provide the physical original document of this Bank Guarantee to the General Tax Authority within 5 days.

Back Continue

The below fields must be filled by taxpayer in order to proceed further:

- 1-Select the bank used by business
- 2-Reference number
- 3-Start date
- 4-Expiry date.



Bank Guarantee

Select the bank used by Business* Reference Number* Start Date* Expiry Date*

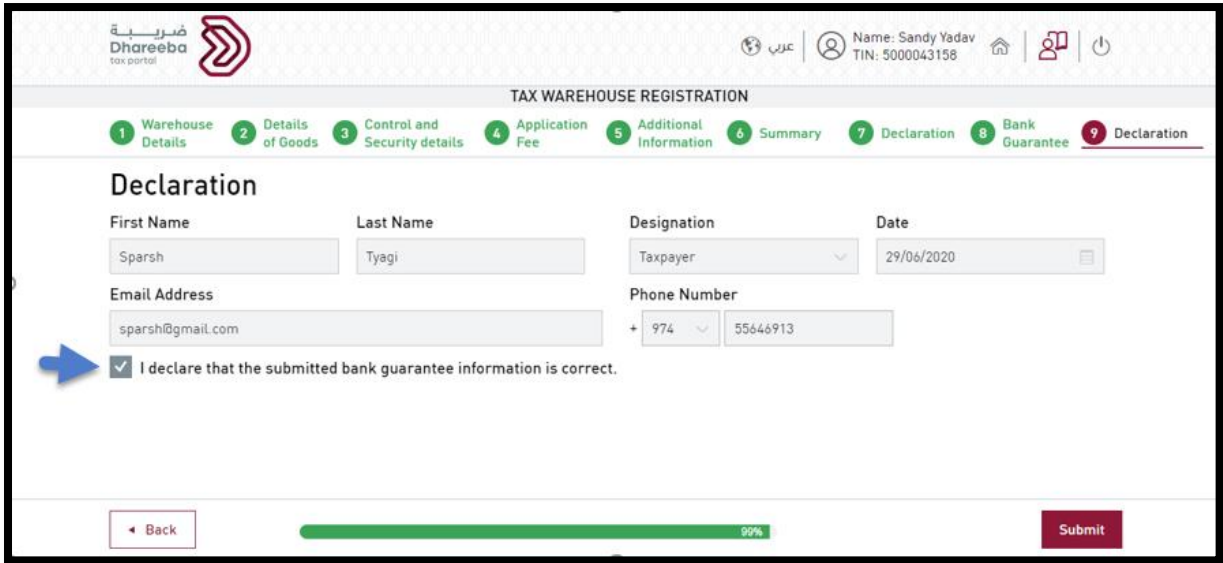
STANDARD CHARTERED BANK 4500 01/06/2020 22/07/2020

Bank Guarantee Amount (QAR)* 2,289,610.50 A Bank guarantee to cover the risks related to the excisable goods produced or stored in the tax warehouse*

Please note that you would need to provide the physical original document of this Bank Guarantee to the General Tax Authority within 5 days.

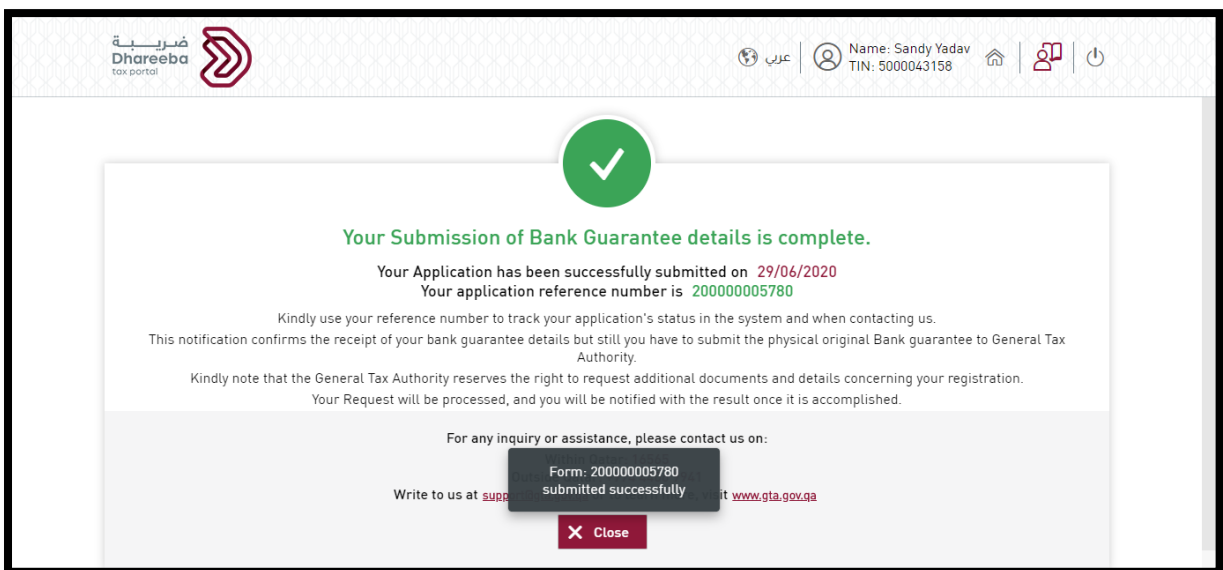
Back Continue

Declaration screen



4.1 Acknowledgement

On clicking "Submit" button an Acknowledgement screen will appear with the Reference Number.



Notifications

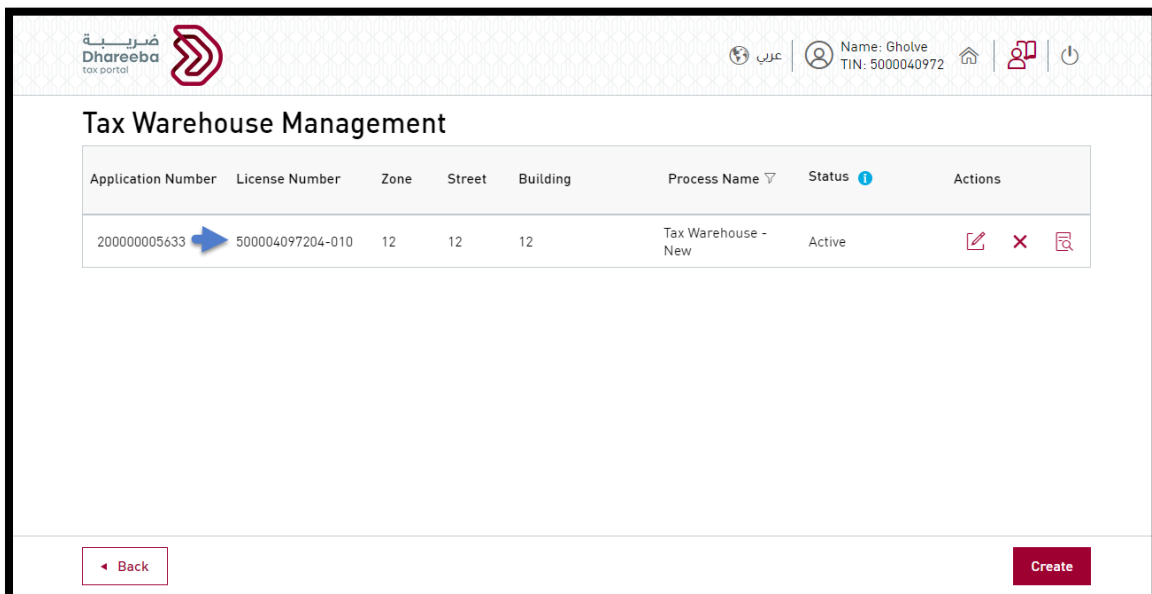
After Submission of Bank guarantee Information, Taxpayer will receive Email on registered Email address and SMS on registered Mobile number and notification on Portal.

In the event the GTA tax-officers send the application back to the Taxpayer requesting for Additional Information, Taxpayer will receive an Email on the registered Email address provided as well as an SMS on registered Mobile number and notification on Portal.




After re-submitting the form, Taxpayer will receive Email on the E-mail Address he has provided, SMS on the Mobile Number he has provided & Notifications on Portal.

After Approval of Bank Guarantee Information from GTA Tax officers, Taxpayer will be able to see the License Number over portal and will receive Email on the E-mail Address he has provided, SMS on the Mobile Number the Taxpayer has provided & Notifications on Portal.

Taxpayer needs to click on the Warehouse Management, to check the allotted License Number against the Application Number.



Tax Warehouse Management

Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
200000005633	500004097204-010	12	12	12	Tax Warehouse - New	Active	  

[Back](#) [Create](#)

5 Rejection of Warehouse Application:

When Tax Officer Rejects the application for some reason, Taxpayer will receive Email on the E-mail Address he has provided, SMS on the Mobile Number he has provided & Notifications on Portal.

6 Rejection of Bank Guarantee Application:

When Tax Officer Rejects the bank Guarantee application for some reason, Taxpayer will receive Email on the E-mail Address he has provided, SMS on the Mobile Number he has provided & Notifications on Portal.

End of Document