



General Tax Authority

# Tax Warehouse License Renewal

**VERSION**

Version 1.1 30 June 2020

Table of Contents

<b>1</b>	<b>Purpose of this document</b> .....	<b>3</b>
<b>2</b>	<b>Process to be followed to submit a Tax Warehouse License Renewal application</b> .....	<b>4</b>
2.1	Instructions .....	6
2.2	Warehouse Renewal Section .....	7
2.3	Warehouse Details section .....	9
2.4	Goods Details Section .....	11
2.5	Control and Security details .....	14
2.6	Additional information .....	15
2.7	Summary .....	16
2.8	Declaration .....	18
2.9	Acknowledgement .....	19
2.10	Bank Guarantee Section .....	20
<b>3</b>	<b>Annexure - Notifications received by Taxpayer</b> .....	<b>23</b>
3.1	Steps how Taxpayer can open and view notifications on the portal .....	24
3.2	Notifications received by Taxpayer .....	24

## 1 Purpose of this document

This document covers the process of Tax Warehouse License Renewal.

This Tax Warehouse Renewal application will serve those taxpayers who have already registered a Tax Warehouse whose expiry date is within next 2 Months.

The Taxpayer is required to submit Tax Warehouse Renewal with or without change the existing details.

The Tax Warehouse Renewal will be categorized into the following sections:

- Dashboard – Select WH mangement screen.
- Warehouse Renew screen.
- Warehouse Details
- Details of Goods
- Warehouse Compliance
- Additional Information
- Summary
- Declaration
- GTA 1<sup>st</sup> level Approval
- Bank Guarantee
- Declaration
- Acknowledgement
- GTA 2<sup>nd</sup> level Approval

There can be two scenarios:

### Renewal without amending the details

- Taxpayer can review details and without changing the details can submit the Tax Warehouse Renewal application
- GTA approves/rejects Tax Warehouse Renewal application
- If approved, Renewal License is generated

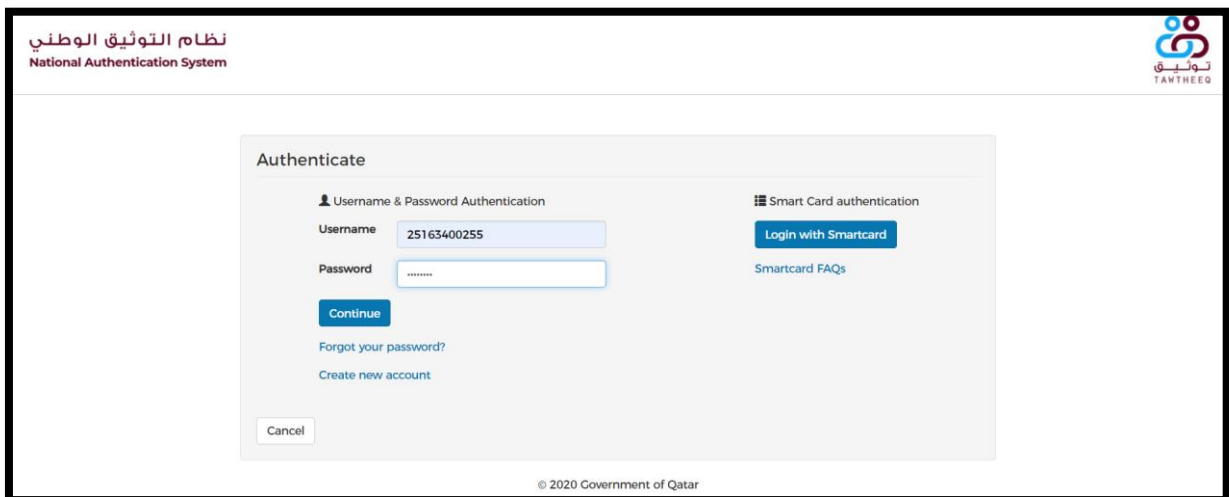
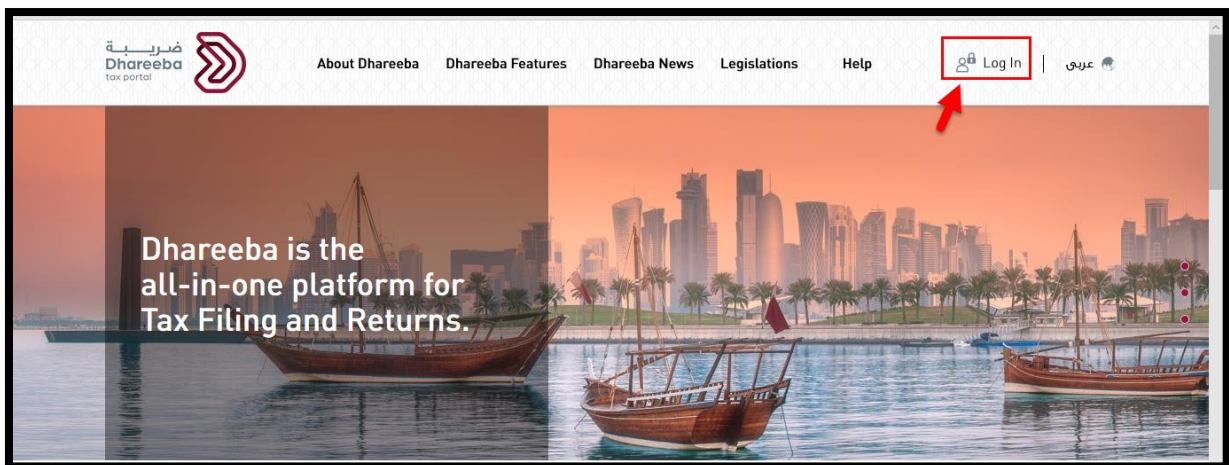
### Renewal with amending the details

- Taxpayer amends and submits the Tax Warehouse Renewal application
- GTA approves/rejects Tax Warehouse Amendment application
- Taxpayer submits Bank guarantee details
- GTA approves/rejects Bank guarantee details
- If approved, Renewal License generated.

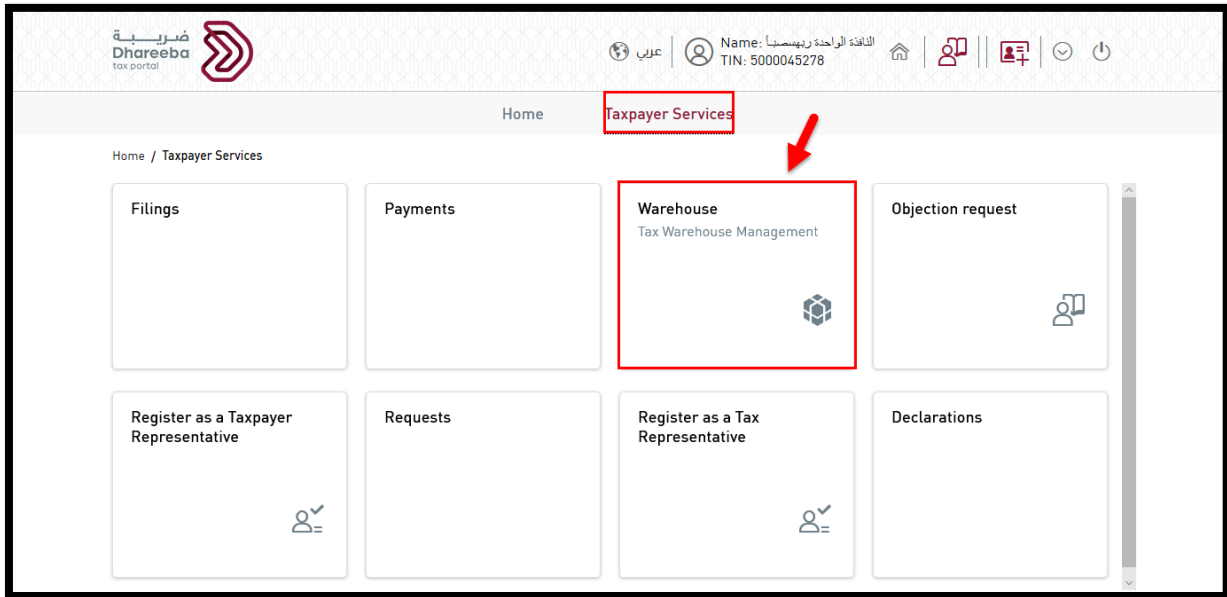
## 2 Process to be followed to submit a Tax Warehouse License Renewal application

Login through the Dhareeba which gets directed to the NAS

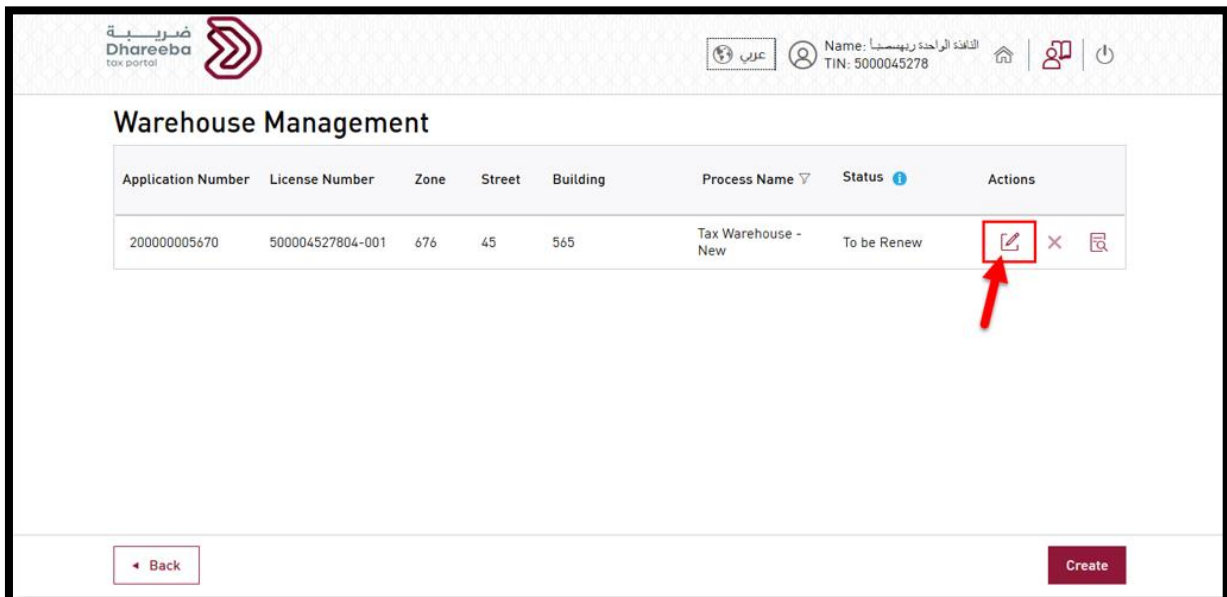
Taxpayer should login on the Dhareeba and is thereafter directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below:



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

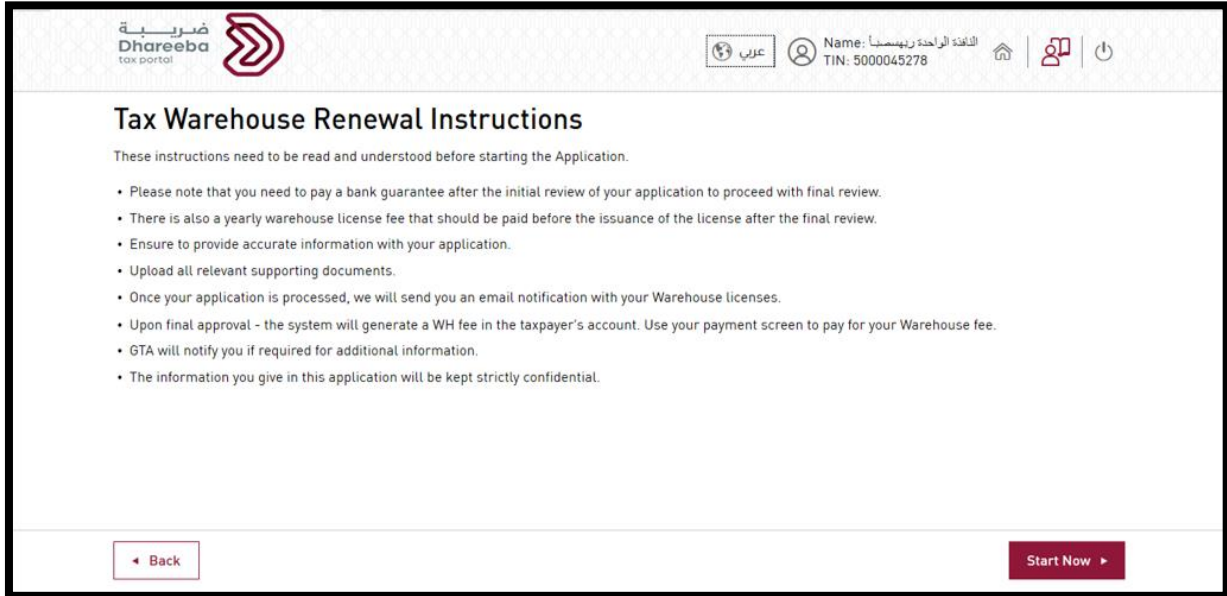


List of warehouses with the different statuses will be displayed. Taxpayer should select a Warehouse whose license is expiring in two months with Status “To be Renew”. Click on Edit button to proceed further. It will navigate to the Instructions screen.



## 2.1 Instructions

The Taxpayer should read the Tax Warehouse Renewal Instructions and click on “Start Now” button which will navigate to Warehouse Renewal section.



**ضريبة Dhareeba tax portal**

عربي Name: النافذة الواحدة رقمياً  
TIN: 5000045278

### Tax Warehouse Renewal 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.

◀ Back Start Now ▶

## 2.2 Warehouse Renewal Section

Taxpayer must select radio button YES or NO for "Do you want to change some information in the license as part of the renewal?".

**Renewal with change:** Taxpayer select YES radio button and then "What do you want to change?" section will be visible with four checkboxes.

The Taxpayer can amend details for below sections after selecting checkboxes.

- Warehouse Details
- Details of Goods
- Warehouse Compliance
- Bank Guarantee

**Renewal without change:** If Taxpayer does not want to change any details then select NO.

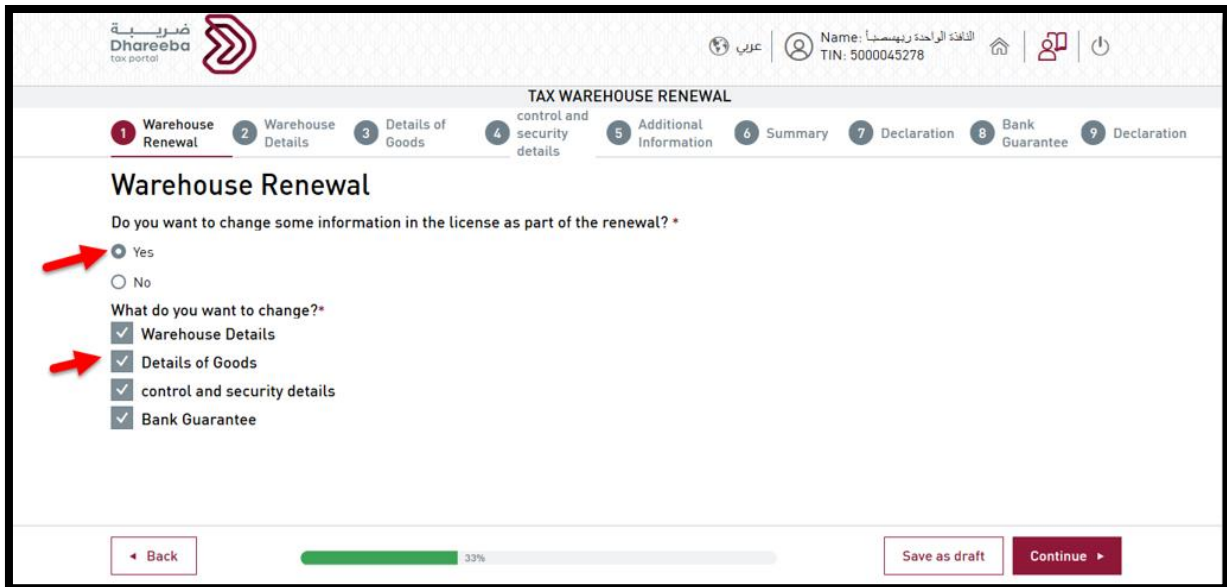


The screenshot displays the Dhareeba tax portal interface for the 'TAX WAREHOUSE RENEWAL' process. At the top, the Dhareeba logo and 'tax portal' text are visible on the left, and user information including 'Name: النافذة الواحدة رقمياً' and 'TIN: 5000045278' is on the right. A navigation bar shows steps 1 through 9: Warehouse Renewal, Warehouse Details, Details of Goods, control and security details, Additional Information, Summary, Declaration, Bank Guarantee, and Declaration. The current step is 'Warehouse Renewal'. The main content area asks 'Do you want to change some information in the license as part of the renewal? \*' with two radio button options: 'Yes' and 'No'. At the bottom, there is a 'Back' button, a progress bar at 11%, and 'Save as draft' and 'Continue' buttons.

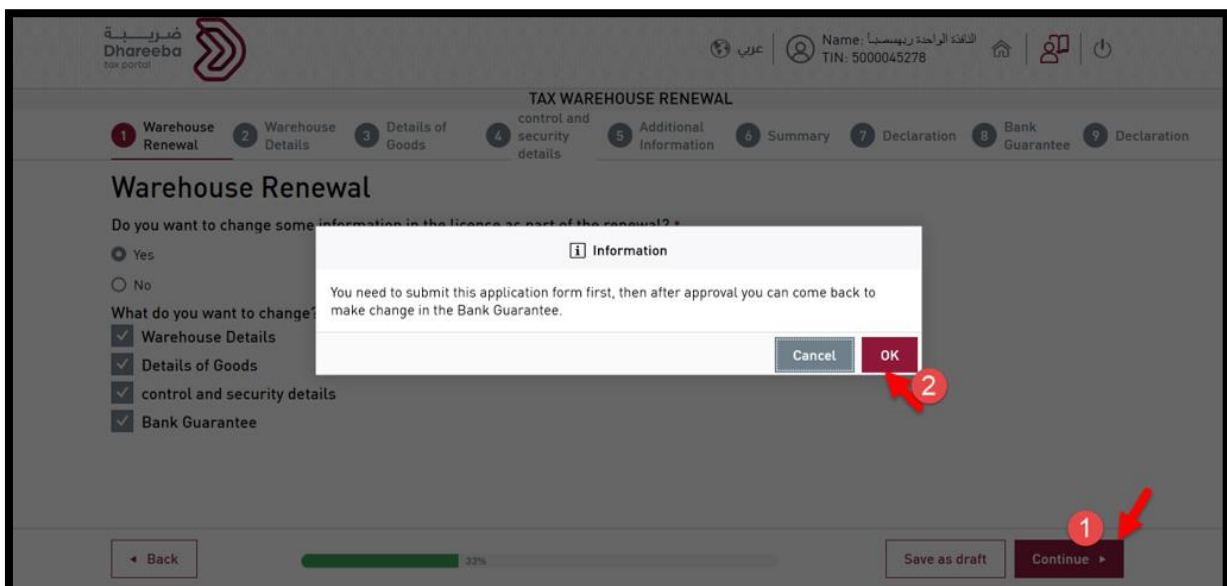
Taxpayer can select YES and must select at least one checkbox and click on Continue button.

If the Taxpayer selects a check box, that particular section in the Tax Warehouse Renewal application will be editable for the Taxpayer to make changes.

If no checkbox is ticked and Taxpayer clicks on Continue button, an error message will be displayed.



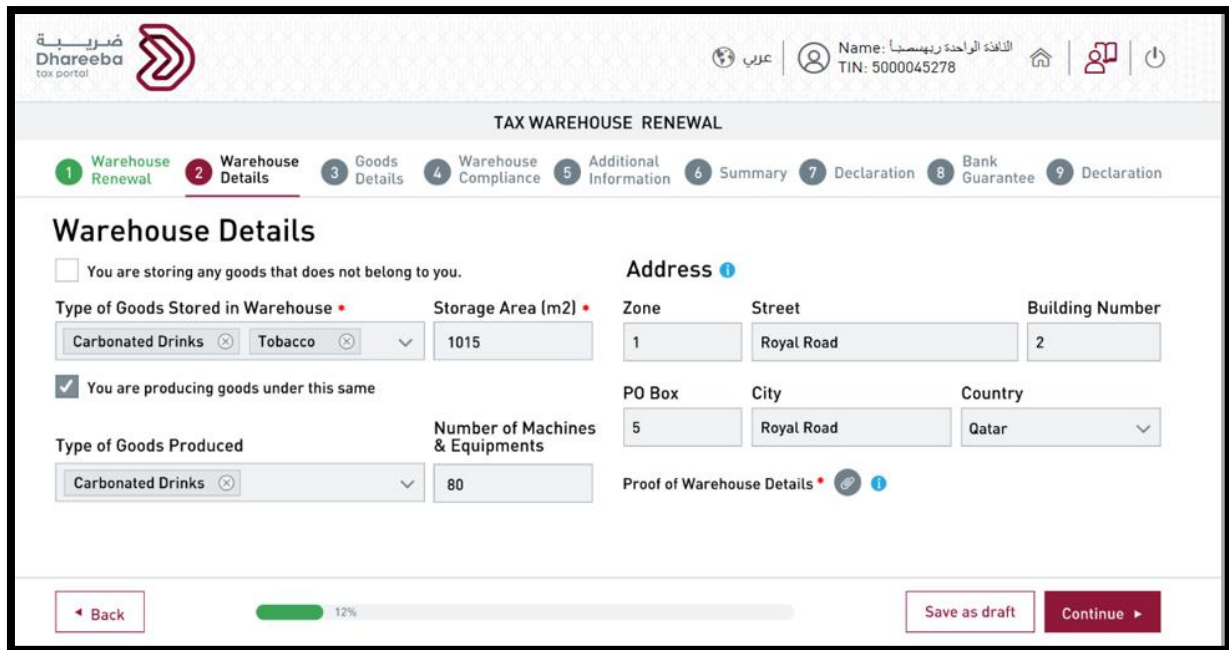
After selecting checkbox of Bank Guarantee, an informative message will be displayed as under. Taxpayer should click on OK button and click on Continue button, to navigate to the Warehouse Details section.



## 2.3 Warehouse Details section

**Renewal without change:** All the details in the Warehouse Details section will be in Display mode.

On the Warehouse Details page, the Taxpayer view the information which is previously filled by the Taxpayer at the time of Warehouse registration.

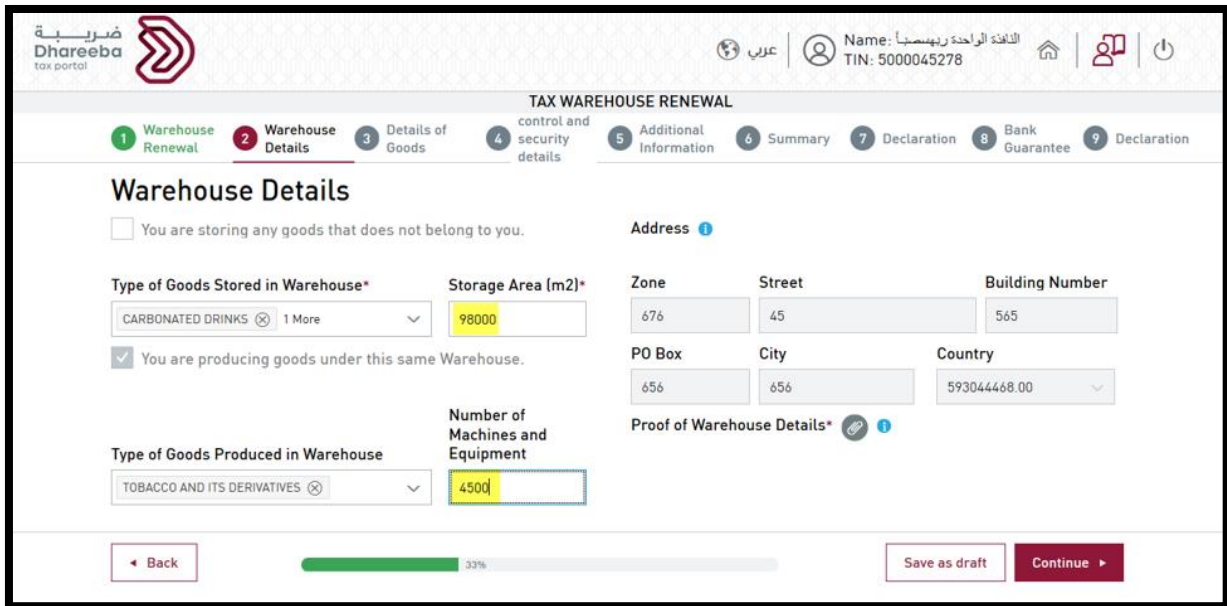


**Renewal with change:** All the details in the Warehouse Details section will be available to be edited.

By default, values selected by the Taxpayer during the Warehouse Registration will be displayed and Taxpayer can make amendments in all the fields as per preference.

- Type of Goods Stored in Warehouse
- Type of Goods Produced in Warehouse
- Number of Machines & Equipment
- Storage Area
- Proof of Warehouse Details Attachment (Mandatory to upload attachment if Taxpayer makes changes to Number of Machines & Equipment and Storage area)

Taxpayer can attach Multiple Attachment (max 10 attachments), maximum size Per Attachment is 5 MB. Following Extensions are allowed -PDF, DOC, DOCX, JPG, XLS, XLSX.



**Warehouse Details**

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

**Type of Goods Stored in Warehouse\*** CARBONATED DRINKS (1 More)

**Storage Area (m2)\*** 98000

You are producing goods under this same Warehouse.

**Type of Goods Produced in Warehouse** TOBACCO AND ITS DERIVATIVES

**Number of Machines and Equipment** 4500

**Address**

**Zone** 676 **Street** 45 **Building Number** 565

**PO Box** 656 **City** 656 **Country** 593044468.00

**Proof of Warehouse Details\***

◀ Back | 33% | Save as draft | Continue ▶

On every screen there are three buttons available:

- Back Button – to be selected by Taxpayer in order to go back to previous screen
- Save as Draft Button – to be selected by Taxpayer in order to Save the Details. Once Save as draft is clicked then Cancel button will be visible on the screen.
- Cancel Button – to be selected by Taxpayer in order to cancel the application.
- Continue Button – to be selected by Taxpayer in order to move to Next page

Once the Taxpayer has filled all the mandatory details on Warehouse Details page, the Taxpayer should click on Continue to proceed on Goods Details page.

## 2.4 Goods Details Section

### Renewal without change:

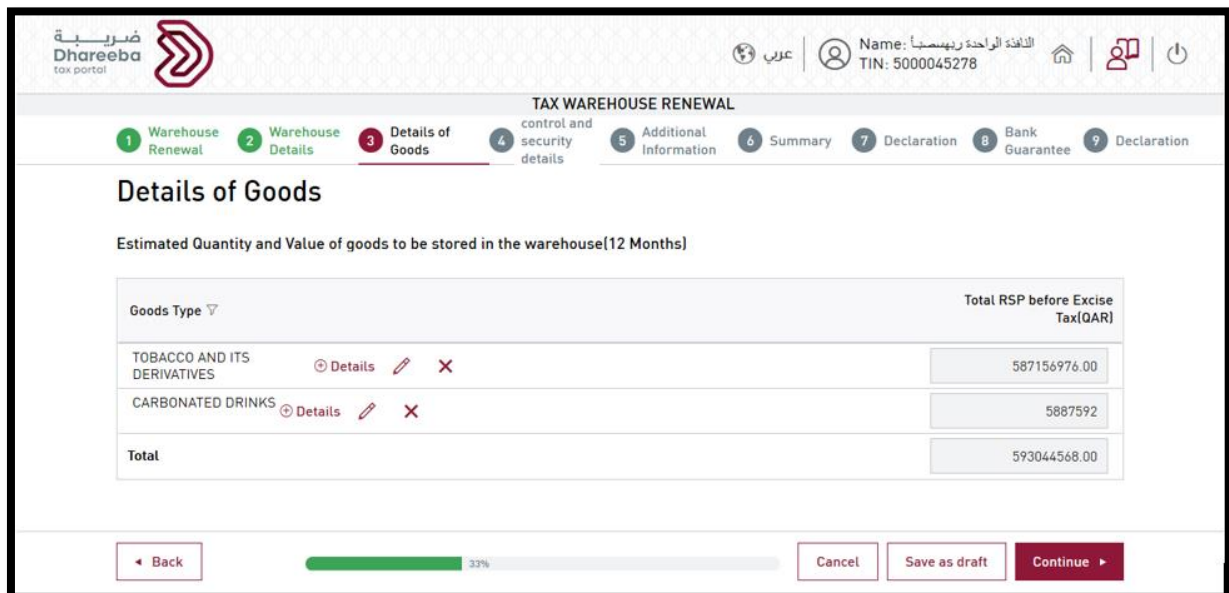
All the details in the Details of Goods section will be in Display mode.

On the Details of Goods page, the Taxpayer view the information which is previously filled by the Taxpayer at the time of Warehouse registration.

**Renewal with change:** All the details in the Details of Goods section will be available to be edited.

Below buttons should be available besides each goods type.

- ADD-to add more goods
- EDIT-To amend Details
- CANCEL-To delete the Goods type



**TAX WAREHOUSE RENEWAL**

1 Warehouse Renewal 2 Warehouse Details 3 **Details of Goods** 4 control and security details 5 Additional Information 6 Summary 7 Declaration 8 Bank Guarantee 9 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 <span>⊕ Details</span> <span>✎</span> <span>✕</span>	587156976.00
CARBONATED DRINKS <span>⊕ Details</span> <span>✎</span> <span>✕</span>	5887592
<b>Total</b>	<b>593044568.00</b>

◀ Back  33% Cancel Save as draft Continue ▶

**Details of Goods – Schedule** – In case Taxpayer clicks on + Details, a Details of Goods Schedule will open. Taxpayer should click on add more button to add details of goods.

### 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)
No data						
<b>Total</b>						

+ Add More

Back Cancel Save

44%

A new line appears for Taxpayer to add details of goods.

### Details of Goods - Schedule

TAX WAREHOUSE RENEWAL

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

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)
240311000010002001	AFZAL HOOKAH PRE...	ST	12.00	1233.00	123890.00	1486680
<b>Total</b>						1486680

+ Add More

Back Cancel Save

44%

The Taxpayer can edit or delete details of goods.

### Details of Goods - Schedule

TAX WAREHOUSE RENEWAL

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

TOBACCO AND ITS DERIVATIVES

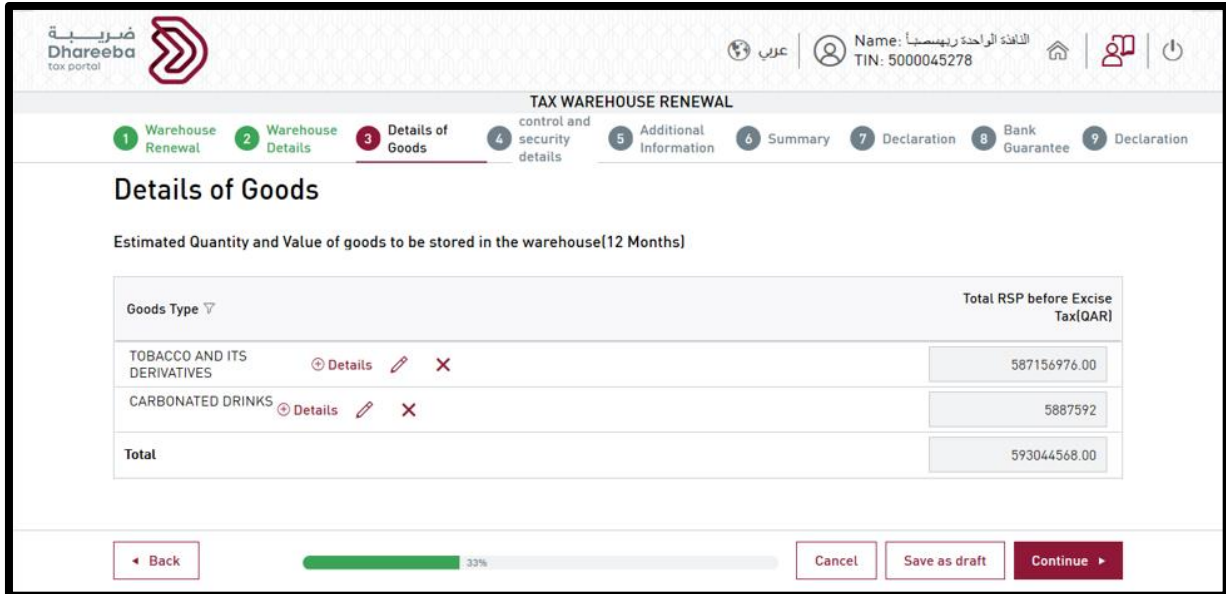
SKU Code	Description	Unit of Measures	RSP Before ET (QAR)	Current Stock (QTY)	Estimated QTY for Next 12 Months	Total RSP before Excise Tax (QAR)
240311000010002001	AFZAL HOOKAH PRE...	ST	12.00	1233.00	123890.00	1486680
240220000010001006	ACE RED 20'S	ST	900.00	900.00	900.00	810000
<b>Total</b>						2296680

Back Cancel Save

44%

Taxpayer should click on Back button to navigate to the Goods details screen.

After amending the details Taxpayer should click on Continue button to proceed on Warehouse Control and Security details screen.



**TAX WAREHOUSE RENEWAL**

1 Warehouse Renewal 2 Warehouse Details 3 **Details of Goods** 4 control and security details 5 Additional Information 6 Summary 7 Declaration 8 Bank Guarantee 9 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 <span>⊕ Details</span> <span>✎</span> <span>✕</span>	587156976.00
CARBONATED DRINKS <span>⊕ Details</span> <span>✎</span> <span>✕</span>	5887592
<b>Total</b>	<b>593044568.00</b>

◀ Back  33% Cancel Save as draft Continue ▶

## 2.5 Control and Security details

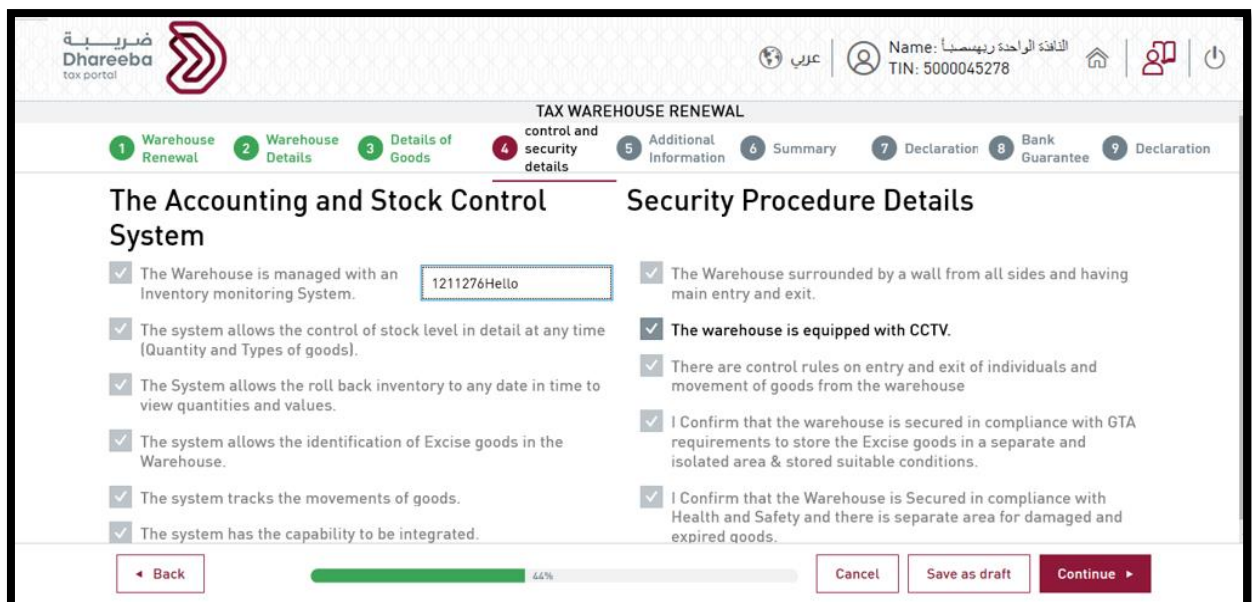
Renewal without change: All the details from Taxpayer Warehouse Registration application will be displayed.

Renewal with change: The Control and Security details page will open in editable mode.

The 'Control and Security details' section has 2 parts: 'Accounting & Stock Control System' and 'Security Procedure'.

All the check box would be prefilled and in display mode except below:

- "The Accounting and Stock Control System "-The Warehouse is managed with an Inventory Stock System- the field would be prefilled and available for editing.
- "Security Procedure Details "-The Warehouse is equipped with CCTV- the field would be prefilled and available for editing.



**TAX WAREHOUSE RENEWAL**

1 Warehouse Renewal 2 Warehouse Details 3 Details of Goods 4 **control and security details** 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 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 & stored 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 44% Cancel Save as draft Continue ▶

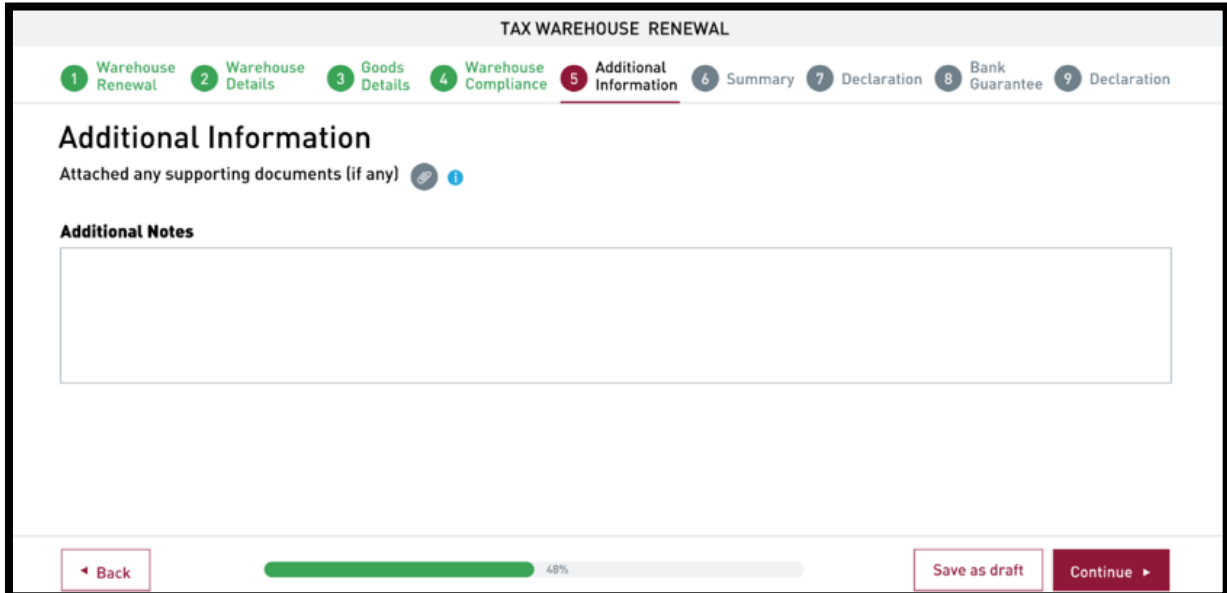
At any time, the Taxpayer can save the form. An application number will be displayed on the screen.

Clicking on "Continue" button would navigate the Taxpayer to the "Additional Information" page.

## 2.6 Additional information

Additional information page is optional.

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



The screenshot displays the 'TAX WAREHOUSE RENEWAL' process. The progress bar indicates 48% completion. The current step is 'Additional Information', which includes a section for 'Attached any supporting documents (if any)' and a text area for 'Additional Notes'. Navigation buttons for 'Back', 'Save as draft', and 'Continue' are visible at the bottom.

After adding necessary details, taxpayer will click Continue button & will be navigated to 'Summary' page.

## 2.7 Summary

Summary page is displayed as under with summarized view of all details.

The Taxpayer should verify the details and can select Edit button to go back to the earlier information and make changes wherever required.

Renewal without change: In case there is no change, then 'Current Details' & 'New Details' will have the same information.

Renewal with change: Then the summary screen will appear with Current and new details (in red).

**Address**

Zone	676	PO Box	656
Street	45	City	656
Building Number	565	Country	593044468.0 0

**New Details**

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)	98001	Proof of Warehouse Details
-----------------------------------	---	-------------------	-------	----------------------------

You are producing goods under this same Warehouse.

Type of Goods Produced in Warehouse	TOBACCO AND ITS DERIVATIVES	Number of Machines and Equipment	4501
-------------------------------------	-----------------------------	----------------------------------	------

**Address**

Zone	676	PO Box	656
Street	45	City	656
Building Number	565	Country	593044468.0 0

← Back

99%

Continue →

ضريبة  
Dhareeba  
tax portal

عربي | Name: الناقد الواحد ربيعاً  
TIN: 5000045278

TOBACCO AND ITS DERIVATIVES	ST	67676.00	587156976.00
CARBONATED DRINKS	ML	7676.00	5887492.00
<b>Total</b>			593044468.00

New Details

Goods Type	Unit of Measures	Estimated Quantity for Next 12 Months	Total RSP before Excise Tax(QAR)
CARBONATED DRINKS	ML	7690.00	5887592.00
TOBACCO AND ITS DERIVATIVES	ST	67676.00	587156976.00
<b>Total</b>			593044468.00

◀ Back  66% Cancel Save as draft Continue ▶

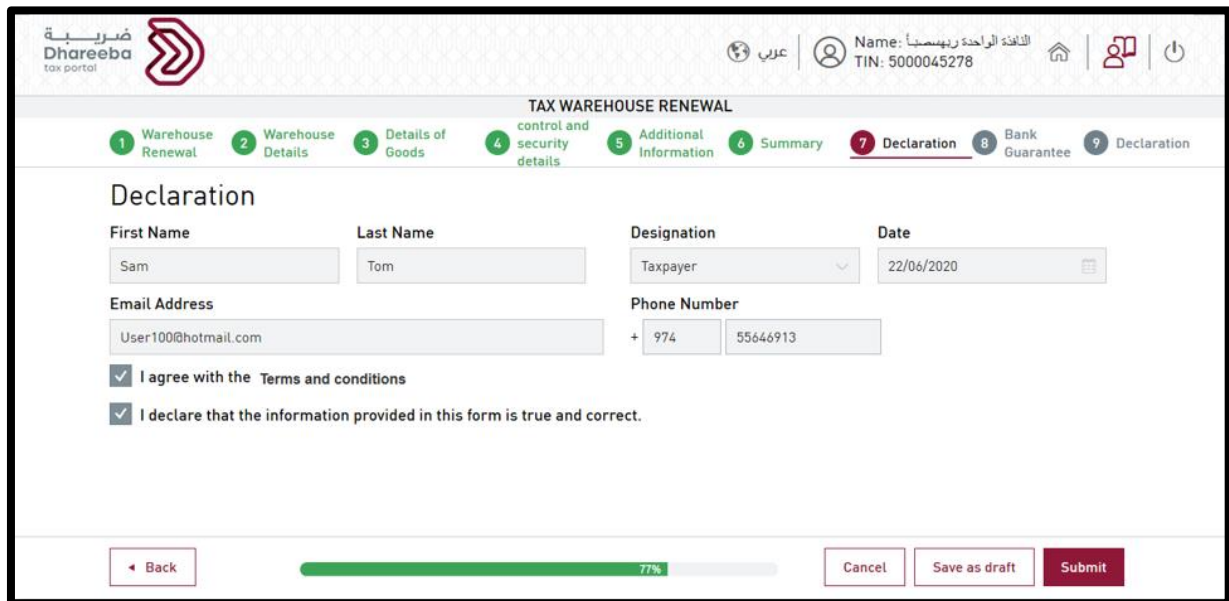
Taxpayer should click on Continue button to proceed to Declaration page.

## 2.8 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 check boxes for confirmation and click on Submit button to submit the form.

Clicking on submit button should navigate the user to the Acknowledgement Screen.



The screenshot displays the 'Dhareeba tax portal' interface for 'TAX WAREHOUSE RENEWAL'. The user is logged in as 'Name: النافذة الواحدة رقمياً' with TIN: 5000045278. The progress bar indicates 77% completion. The 'Declaration' step is highlighted in red. The form contains the following fields:

Field	Value
First Name	Sam
Last Name	Tom
Designation	Taxpayer
Date	22/06/2020
Email Address	User100@hotmail.com
Phone Number	+ 974 55646913

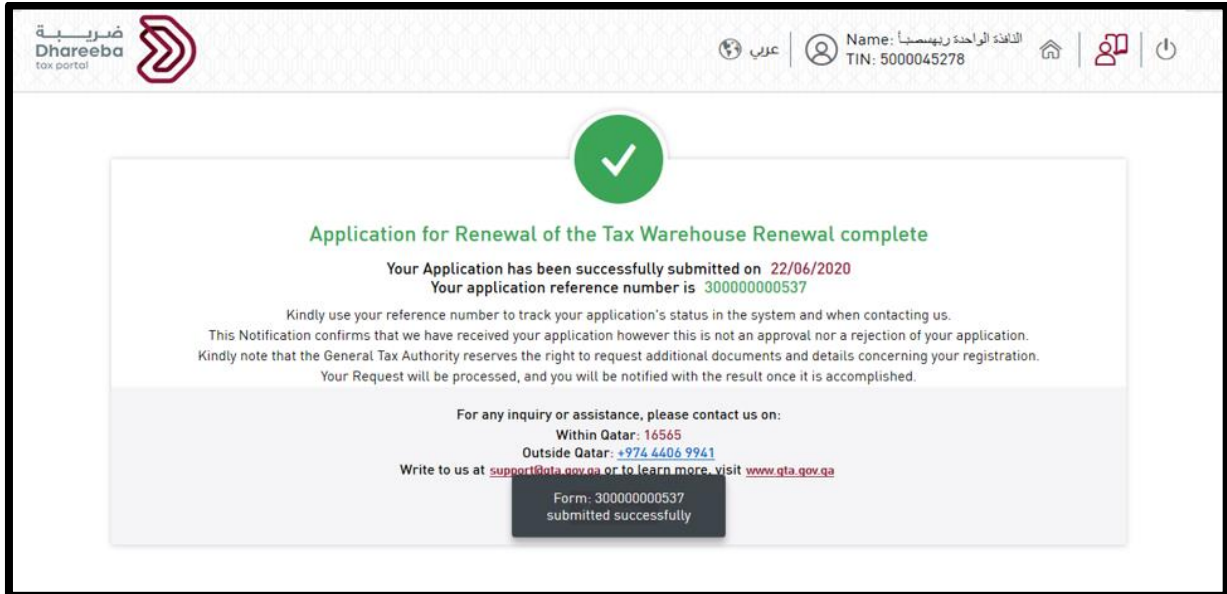
Below the form, there are two checked checkboxes:

- I agree with the Terms and conditions
- I declare that the information provided in this form is true and correct.

At the bottom, there are buttons for 'Back', 'Cancel', 'Save as draft', and 'Submit'.

## 2.9 Acknowledgement

An acknowledgement is displayed showing the form Renewal of the Tax Warehouse Application reference number.



ضريبة Dhareeba tax portal

عربي | Name: النافذة الواحدة ريبسمبياً TIN: 5000045278

Application for Renewal of the Tax Warehouse Renewal complete

Your Application has been successfully submitted on 22/06/2020  
Your application reference number is 300000000537

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

Form: 300000000537  
submitted successfully

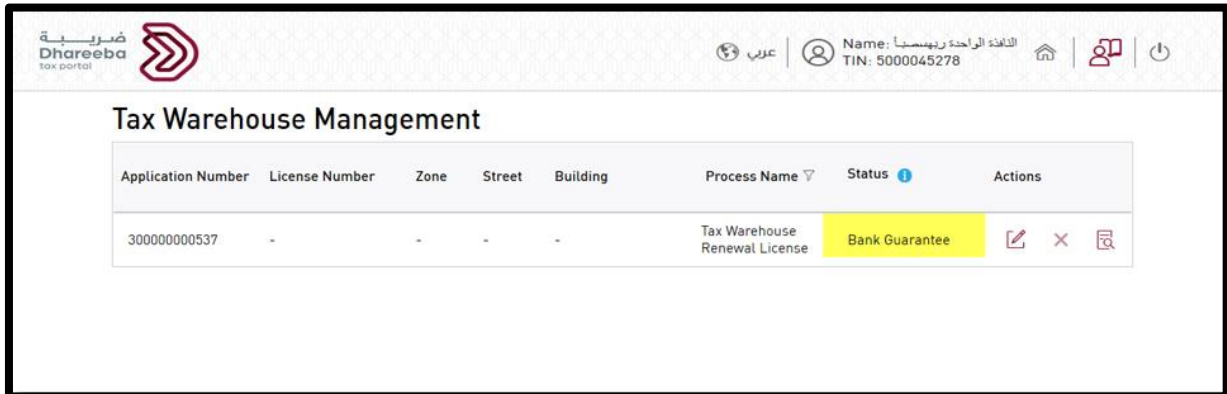
After submission of the Renewal of the Tax Warehouse Application, GTA will review the same and can approve/reject or request for additional information from the Taxpayer.

Once GTA approves the form, the Taxpayer must complete the Bank Guarantee form.

## 2.10 Bank Guarantee Section

Once the Renewal of the Tax Warehouse Application is approved by GTA, the Bank Guarantee application will be available in the Warehouse Management with the Status “Bank Guarantee”.

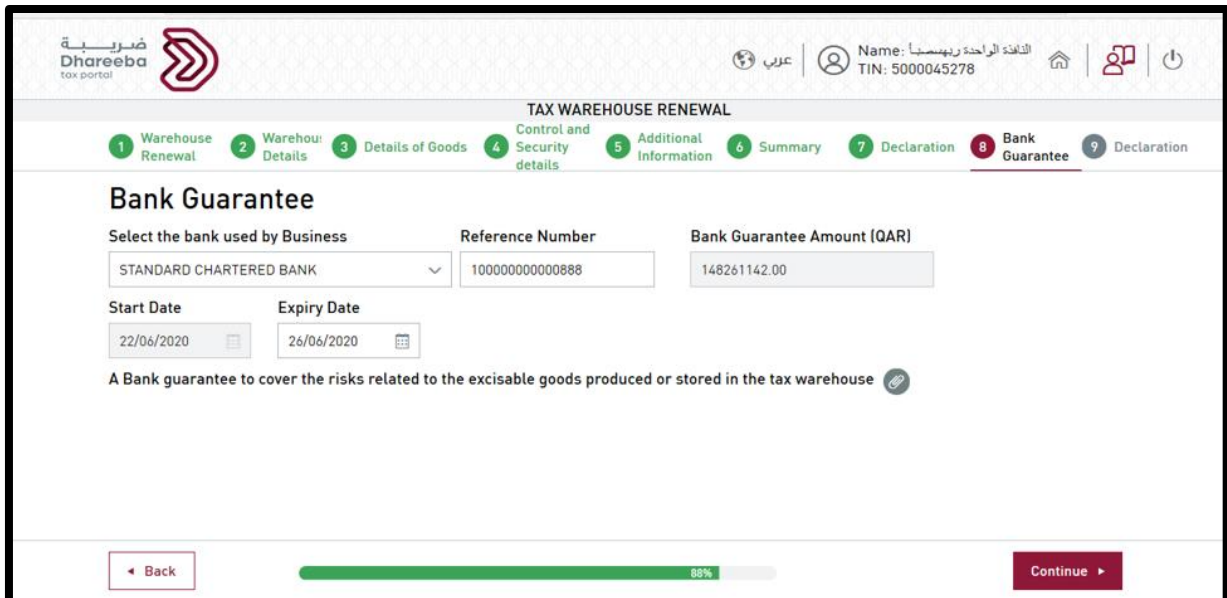
The Taxpayer should click on Edit button.



The screenshot shows the Dhareeba Tax Portal interface. At the top, there is a header with the Dhareeba logo and user information: Name: الناقد الواحدة ريبيسيا, TIN: 5000045278. The main section is titled 'Tax Warehouse Management' and contains a table with the following data:

Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
300000000537	-	-	-	-	Tax Warehouse Renewal License	Bank Guarantee	[Edit] [Delete] [Print]

The below screen would appear with Bank Guarantee amount and Start Date will be in non-editable mode. Taxpayer can amend the Bank used by the Business, Reference number and Expiry date, can attach documents and should click continue button to navigate to Declaration screen.

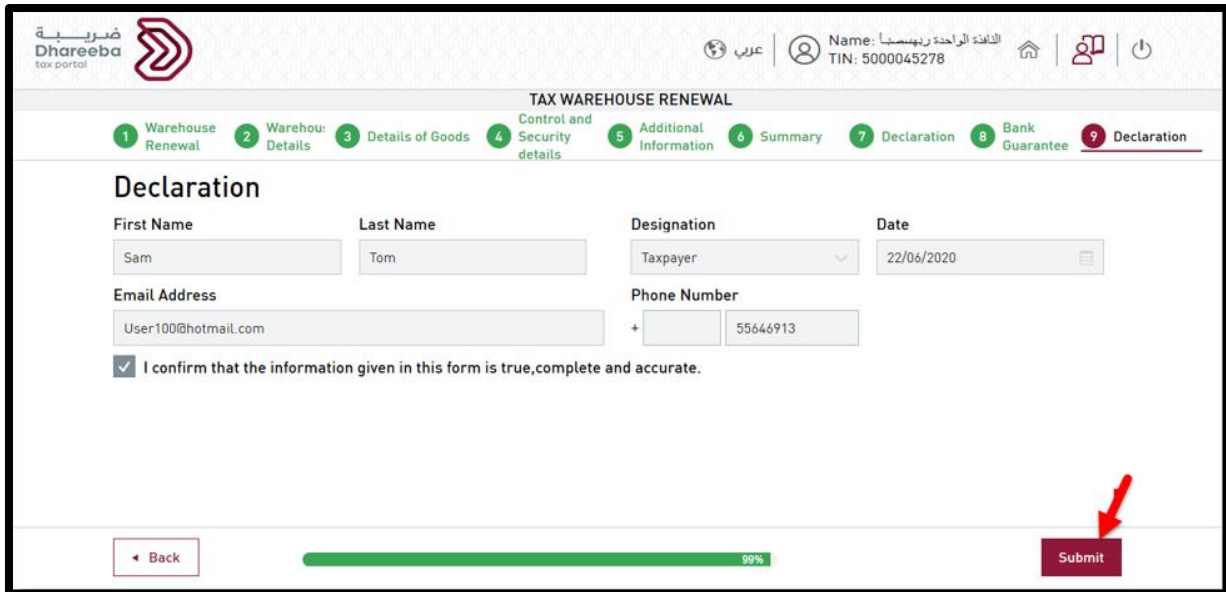


The screenshot shows the 'Bank Guarantee' form within the 'TAX WAREHOUSE RENEWAL' process. The progress bar at the top indicates the current step is 'Bank Guarantee' (88% complete). The form fields are as follows:

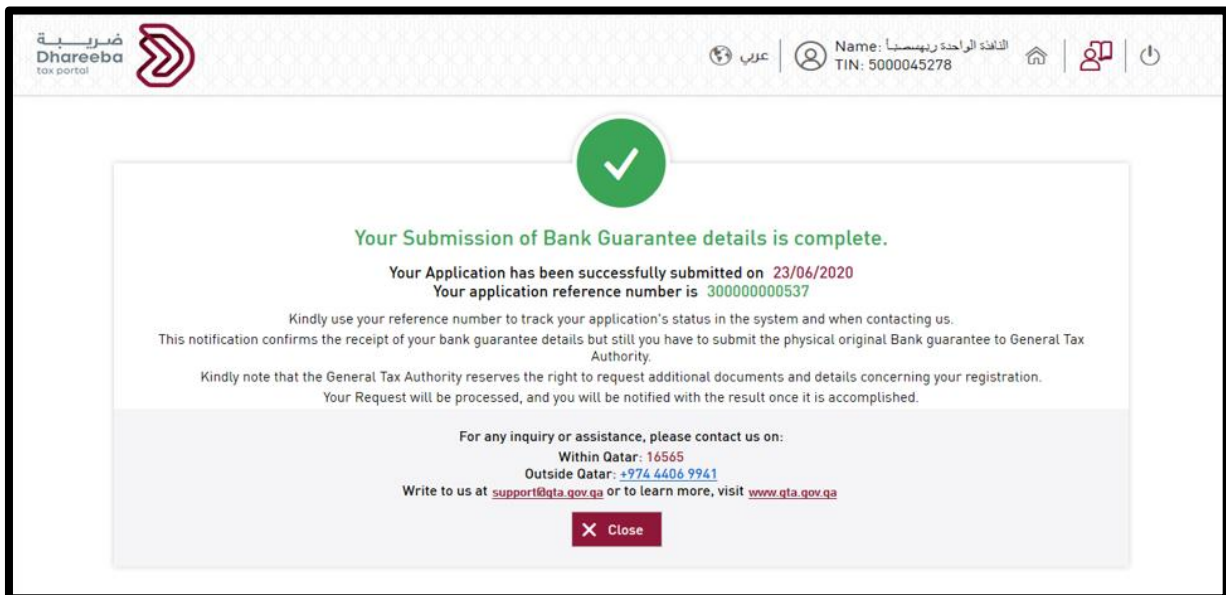
- Select the bank used by Business:** STANDARD CHARTERED BANK
- Reference Number:** 100000000000888
- Bank Guarantee Amount (QAR):** 148261142.00
- Start Date:** 22/06/2020
- Expiry Date:** 26/06/2020

At the bottom, there is a note: "A Bank guarantee to cover the risks related to the excisable goods produced or stored in the tax warehouse" with a document icon. Navigation buttons for 'Back' and 'Continue' are visible at the bottom of the form.

Taxpayer must select the checkbox to confirm that the information given in this form is true, complete and accurate and click on Submit button.



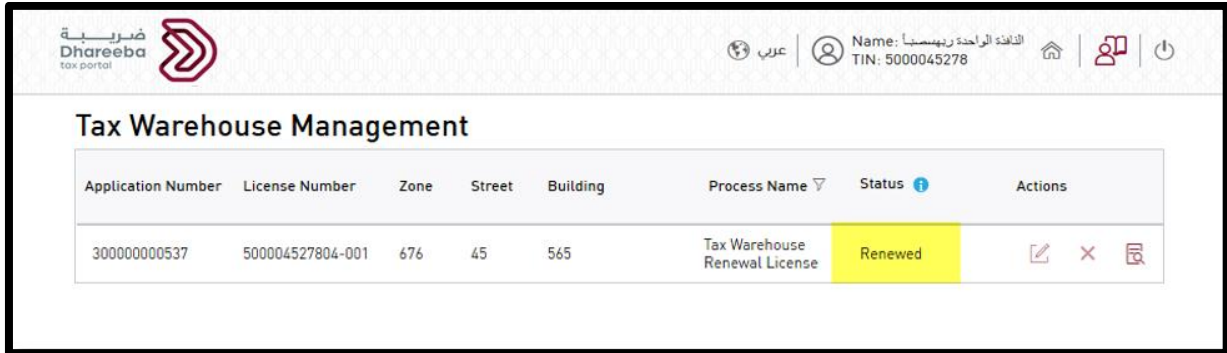
Acknowledgement page will be displayed after submitting, displaying the Submission of Bank Guarantee application reference number. Taxpayer should click on the close button to navigate to the dashboard.






Clicking on the close button should navigate the user to the dashboard.

After submission of the Submission of Bank Guarantee Application, GTA will review the same and can approve/reject or request for additional information from the Taxpayer.

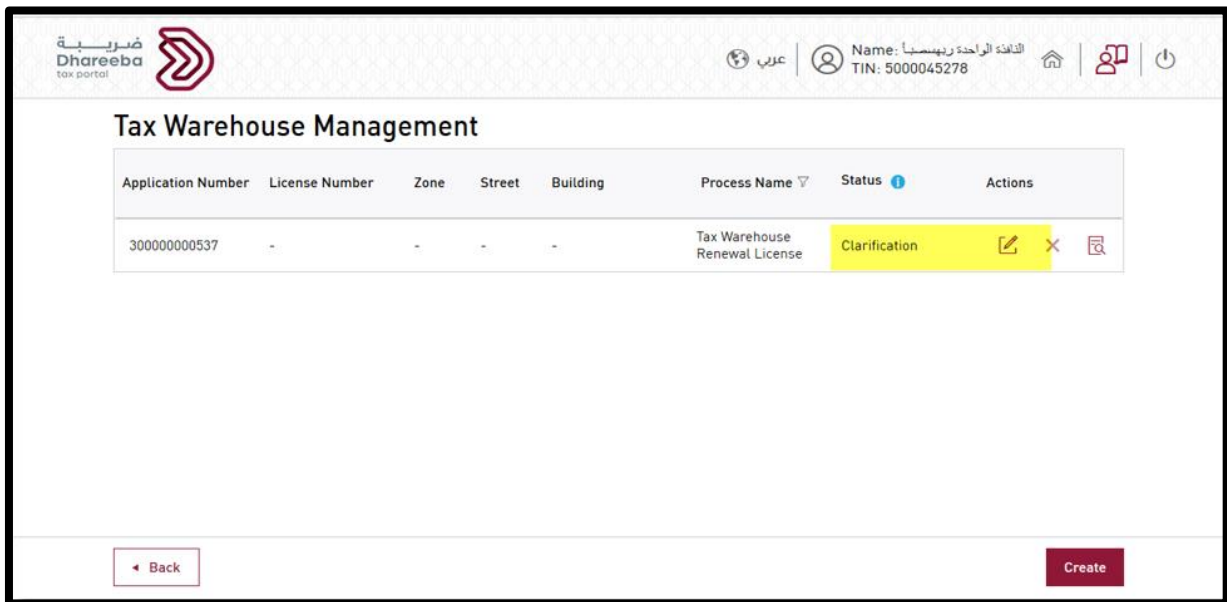
Once GTA approves the form, the status of the Warehouse in the Tax Warehouse Management will be in 'Renewed' status.






Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
300000000537	500004527804-001	676	45	565	Tax Warehouse Renewal License	Renewed	  

The validity period will be extended by one year from the next day of its expiry date irrespective of the approval date.

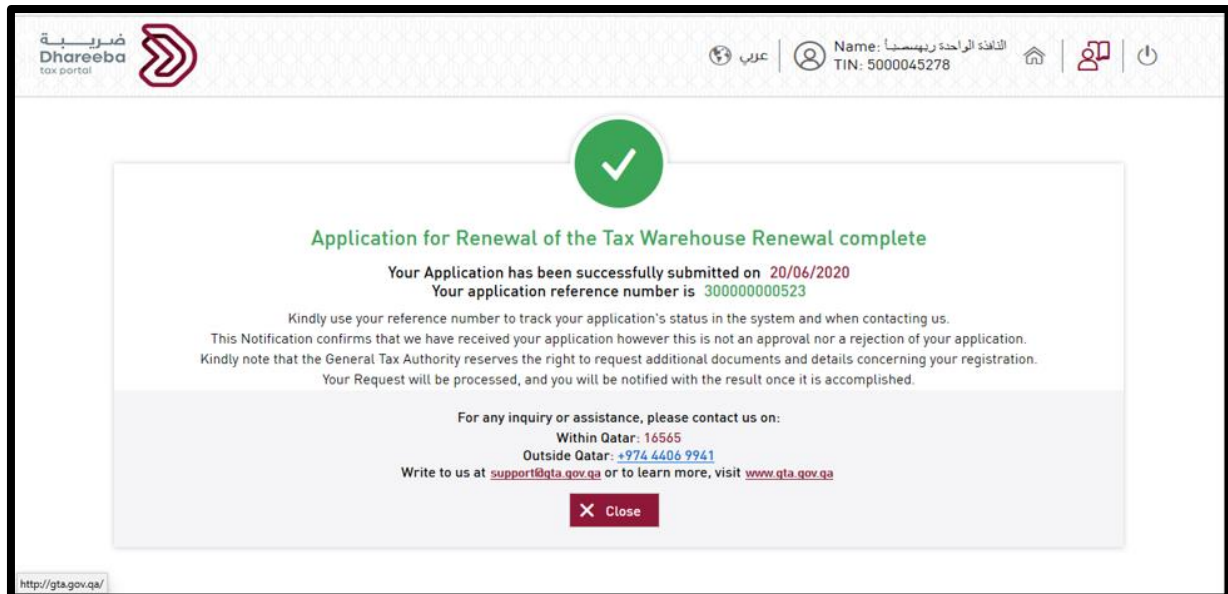
In case GTA rejects the application, the status will be "Rejected" and in case the application is sent back by GTA to the Taxpayer for more clarification, status will be "Clarification".



Application Number	License Number	Zone	Street	Building	Process Name	Status	Actions
300000000537	-	-	-	-	Tax Warehouse Renewal License	Clarification	  

← Back
Create

Taxpayer can amend details and then can submit the application back to GTA for approval.

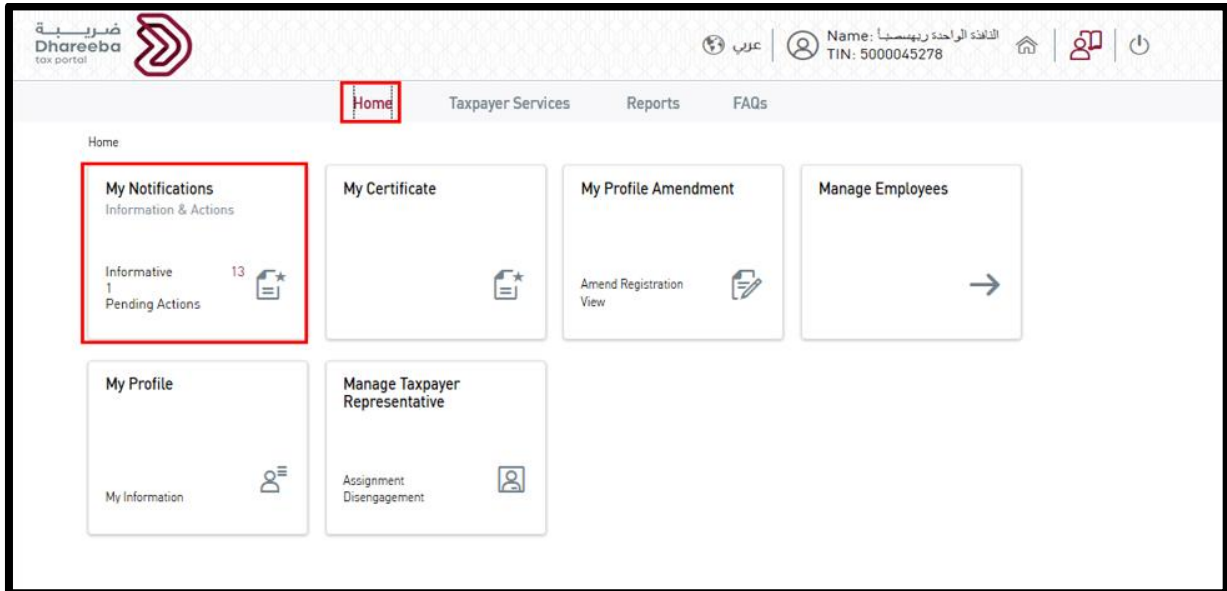


The screenshot shows the Dhareeba tax portal interface. At the top left, the logo for Dhareeba (ضريبة) is visible. The top right corner displays the user's name in Arabic (الناقدة الواحدة ربهسسياً) and TIN (5000045278). The main content area features a green checkmark icon and the heading "Application for Renewal of the Tax Warehouse Renewal complete". Below this, it states: "Your Application has been successfully submitted on 20/06/2020" and "Your application reference number is 30000000523". A disclaimer follows: "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." Contact information is provided: "For any inquiry or assistance, please contact us on: Within Qatar: 16565, Outside Qatar: +974 4406 9941". It also includes the email [support@qta.gov.qa](mailto:support@qta.gov.qa) and the website [www.qta.gov.qa](http://www.qta.gov.qa). A "Close" button is located at the bottom of the notification box. The browser address bar at the bottom left shows <http://gta.gov.qa/>.

### 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	Title	Description	Action	Status
22/06/2020	200000005670	Warehouse and Bank Guarantee	Approval - Warehouse	Excise	Informative
22/06/2020	200000005670	Warehouse and Bank Guarantee	Acknowledgement of Bank Guarantee	Excise	Informative
22/06/2020	200000005671	Taxpayer Representative	Application Submission - Taxpayer Representative	Taxpayer Representative	Informative
22/06/2020	200000005670	Warehouse and Bank Guarantee	Approval - Bank Guarantee	Excise	Informative
22/06/2020	300000000537	Tax Warehouse - Renewal	Acknowledgement Letter - Tax Warehouse Renewal	Excise	Informative
23/06/2020	300000000537	Bank Guarantee - Renewal	Acknowledgement Letter - Bank Guarantee Renewal	Excise	Informative
23/06/2020	300000000537	Bank Guarantee - Renewal	Clarification Letter for missing info - Bank Guarantee Renewal	Excise	Pending Action
23/06/2020	300000000537	Tax Warehouse - Renewal	Acknowledgement Letter - Tax Warehouse Renewal	Excise	Informative
23/06/2020	300000000537	Bank Guarantee - Renewal	Additional information received - Bank Guarantee Renewal	Excise	Informative
23/06/2020	300000000537	Bank Guarantee - Renewal	Approval - Bank Guarantee Renewal	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 Renewal application

Acknowledgement of receiving Bank Guarantee Renewal application

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

Provide Documents, clarifications and information required for Bank Guarantee Renewal application

Acknowledgement of receiving Documents, clarifications and information required for Tax Warehouse Renewal application

Acknowledgement of receiving Documents, clarifications and information required for Bank Guarantee Renewal application

Approval of Tax Warehouse Renewal application

Approval of Bank Guarantee Renewal application

Rejection of Tax Warehouse Renewal application

Rejection of Bank Guarantee Renewal application

End of Document