

User Manual

The 100 % Financial Penalty Exemption Initiative*

Dhareeba Tax Portal

Introduction

The General Tax Authority in the State of Qatar announces the issuance of a guide aimed at clarifying the processes and procedures related to using the electronic "Dhareeba" portal, in accordance with tax laws and regulations.

This guide is based on clearly and effectively explaining the electronic services provided through the "Dhareeba" portal, with the aim of facilitating the process for taxpayers and clients.

This user guide has been issued for the 100% Financial Penalty Exemption Initiative according to the regulations and conditions..

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01

Purpose of this Document



01 | Purpose of This Document

The '100% Financial Penalty Exemption Initiative' aims to support taxpayers' voluntary tax compliance and facilitate the correction of their tax situations. This improves the efficiency of Qatar's tax system and strengthens trust between taxpayers and the General Tax Authority.

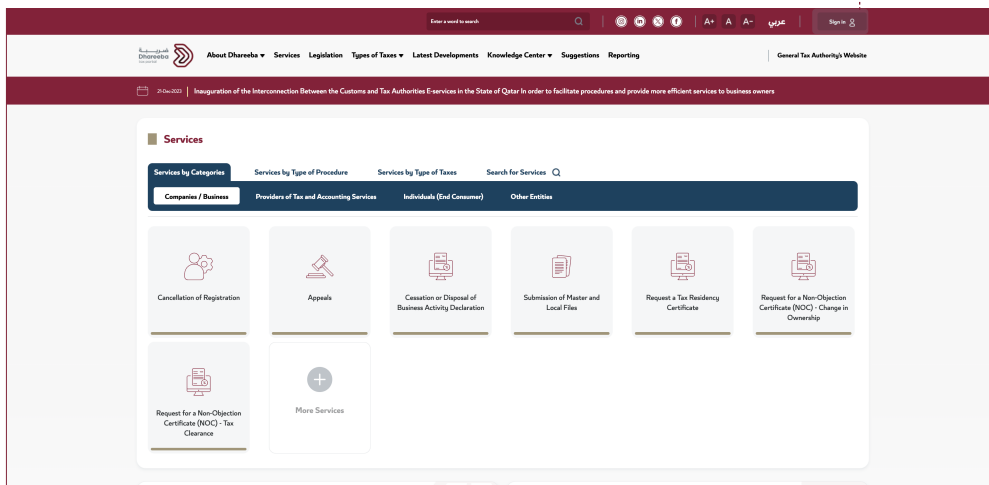
Criteria:

- 01 **Registration in the Dhareeba Tax portal and ensuring the accuracy of the data.**
- 02 **Submitting all tax returns, financial data, and supporting documents correctly and paying the tax before submitting a request to benefit from the initiative.**
- 03 **The taxpayer commits to complying with tax obligations by submitting returns and paying taxes for a period of 3 years.**

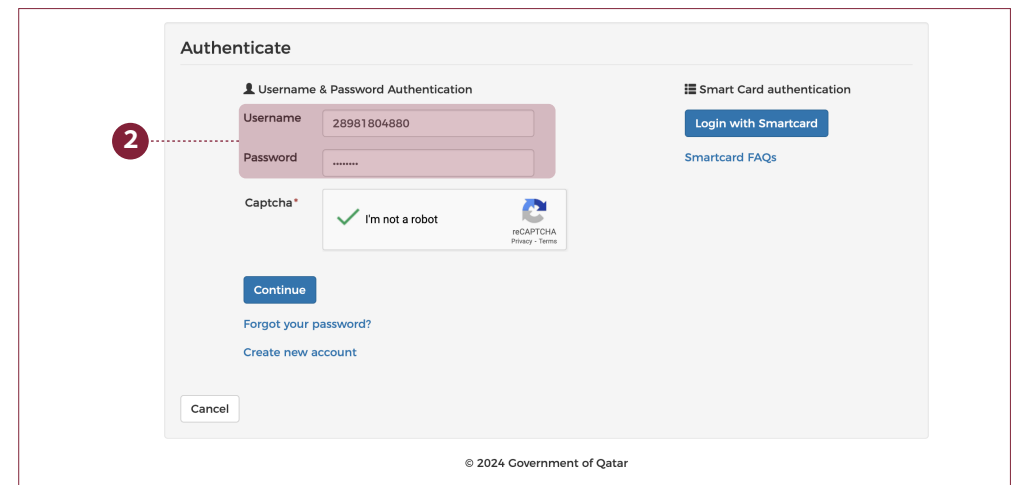
02

Steps to Request a Financial Penalty Exemption

2-1 | Log in through the Dhareeba Tax Portal



- 1 Taxpayers should **"log in"** to the Dhareeba Tax Portal. and select **"Sign In"** where they will be automatically directed to the Login page.

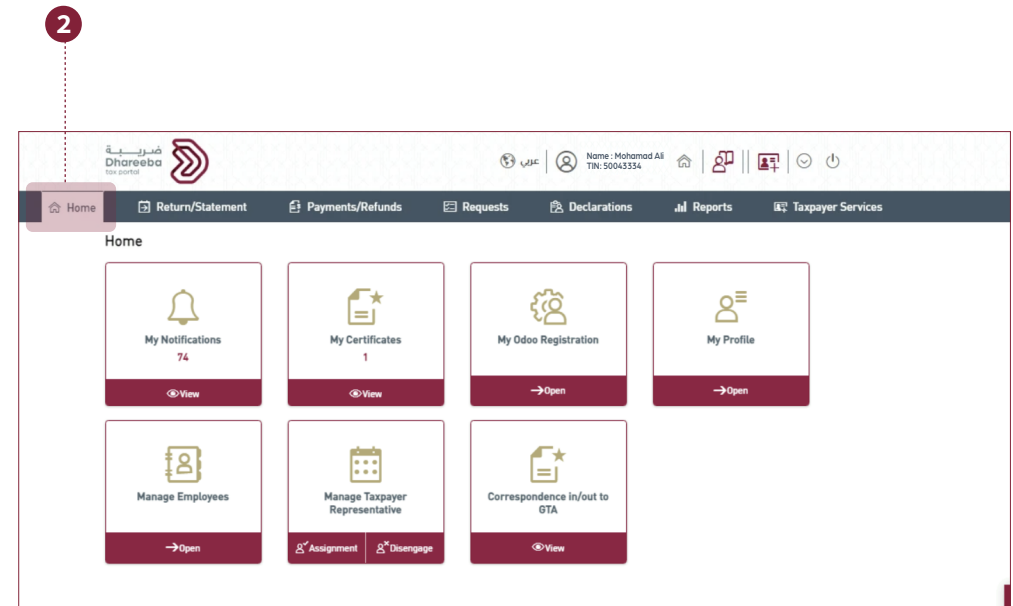


- 2 Taxpayers will be directed to the National Authentication System (NAS) portal, where they can **"log in"** using their **QID and password**, as shown above.

2-2 | The Dashboard

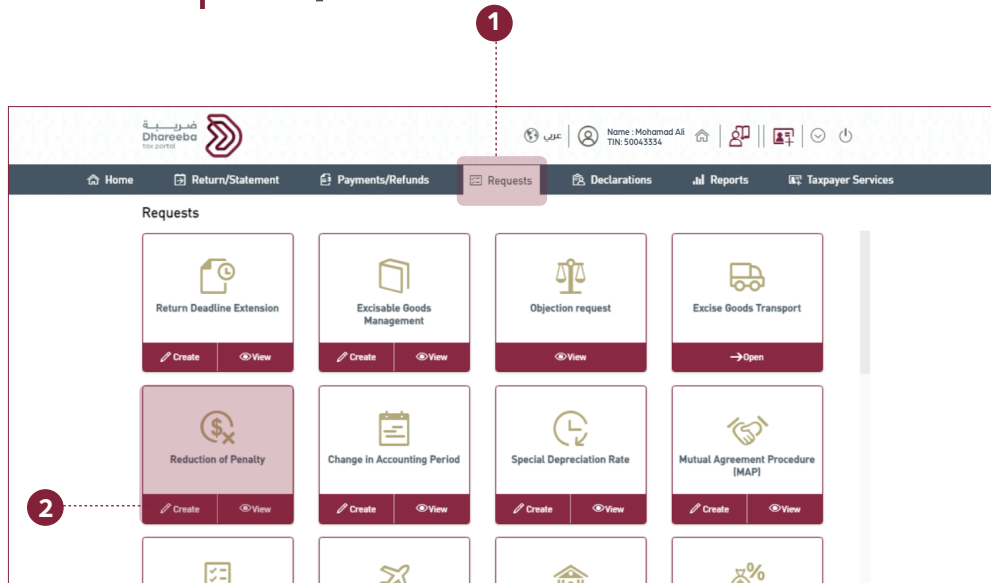


- 1 After a successful login, taxpayers will be directed to the above screen. Taxpayer should select the **TIN** for which the penalty exemption request is to be submitted.



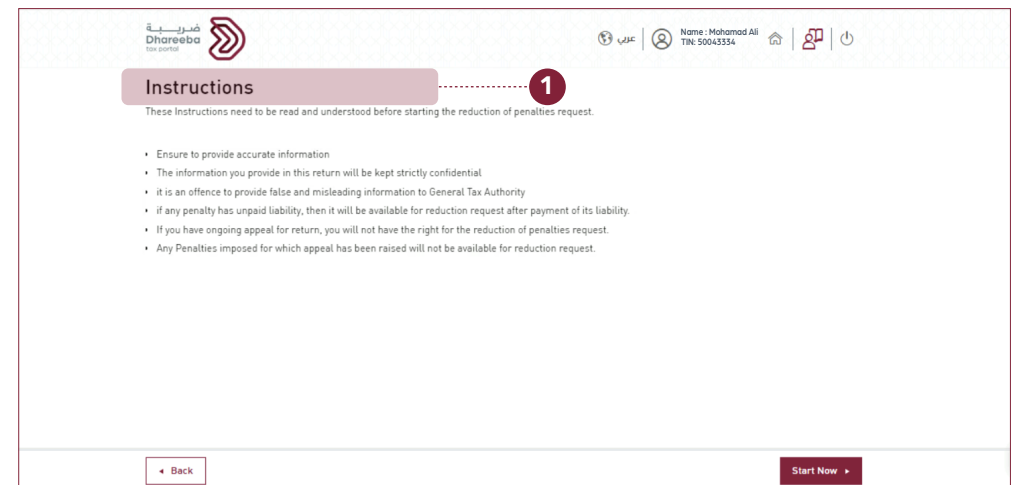
- 2 Taxpayer will be directed to the **"Home"** page on the Dashboard.

2-3 | Requests



- 1 Taxpayers should select the **"Requests"** tab.
- 2 Taxpayers should then click on the **"Create"** button on the **"Reduction of Penalty"** tile.

2-4 | Instructions



- 1 Taxpayers should read the Instructions and Select the **"Start Now"** button to proceed.

2-5 | Qualified for the Exemption

- 1 Taxpayers will receive confirmation that they are eligible for the Financial Penalty Exemption Initiative.

2-6 | Penalty Selection

Reference #	Tax Type	Description	Due Date	Original Penalty	Outstanding Penalty	Required reduction amount	Currency	Payment Status
091100013572	Excise Tax	2023 Q4		35,000.00	35,000.00		QAR	Overdue.
091100013572	Excise Tax	Error. info submission Penalty	15/01/20...	17,000.00	17,000.00	17,000.00	QAR	
091100013572	Excise Tax	Failure to explain Penalty	15/01/20...	18,000.00	18,000.00	18,000.00	QAR	
091100013573	Excise Tax	2024 Q1		130,082.00	130,082.00		QAR	Overdue.
091100013573	Excise Tax	Late Lodgement Penalty	02/12/20...	115,500.00	115,500.00	115,500.00	QAR	
091100013573	Excise Tax	Late payment Penalty	02/12/20...	3,582.00	3,582.00	3,582.00	QAR	

- 1 Taxpayers will be navigated to the **"Select Penalty"** screen where they have the option to select all penalties by pressing the **"Select all"** button. Taxpayers should click the **checkbox** next to the header of the table and click on **"Continue"**.

2-7 | Select Reasons

- 1 Taxpayers will be directed to the next screen **"Select Reasons"**.
- 2 The reason is auto-populated, Taxpayer should tick the **"Responsibility commitment"** checkbox and click on **"Continue"**.

2-8 | Additional Information

- 1 Taxpayers will be directed to the **"Additional Information"** screen where they can fill the optional field and attach any document(s) , then click on the **"Continue"** button.

2- 9 | Summary

Request Number: 091100013953 Reduction of Penalty Request

1 Select Penalty 2 Select Reasons 3 Additional Information 4 Summary 5 Declaration

1. Select Penalty [Edit](#)

Reference #	Tax Type	Description	Due Date	Original Penalty	Outstanding Penalty	Required reduction amount	Currency
<input checked="" type="checkbox"/> > 091100013572	Excise Tax	2023 Q4		35000.00	35000.00	35000.00	QAR

2. Select Reasons [Edit](#)

Reasons for Reduction of Penalty Request

Conditional Exemption Initiative from Penalties

3. Additional Information [Edit](#)

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

In the **"Summary"** section, taxpayers can view summarized information of the form. Taxpayers should verify the details and can select the **"Edit"** button to go back to the previous information and make changes wherever required.

2- 10 | Declaration

Request Number: 091100013953 Reduction of Penalty Request

1 Select Penalty 2 Select Reasons 3 Additional Information 4 Summary 5 Declaration

Declaration

I hereby confirm that the information provided in this request is complete, true and correct to the best of my knowledge and belief and I, the undersigned, am authorised to make this representation on behalf of the aforementioned entity.

First Name Last Name Designation Date

Email Address Phone Number

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

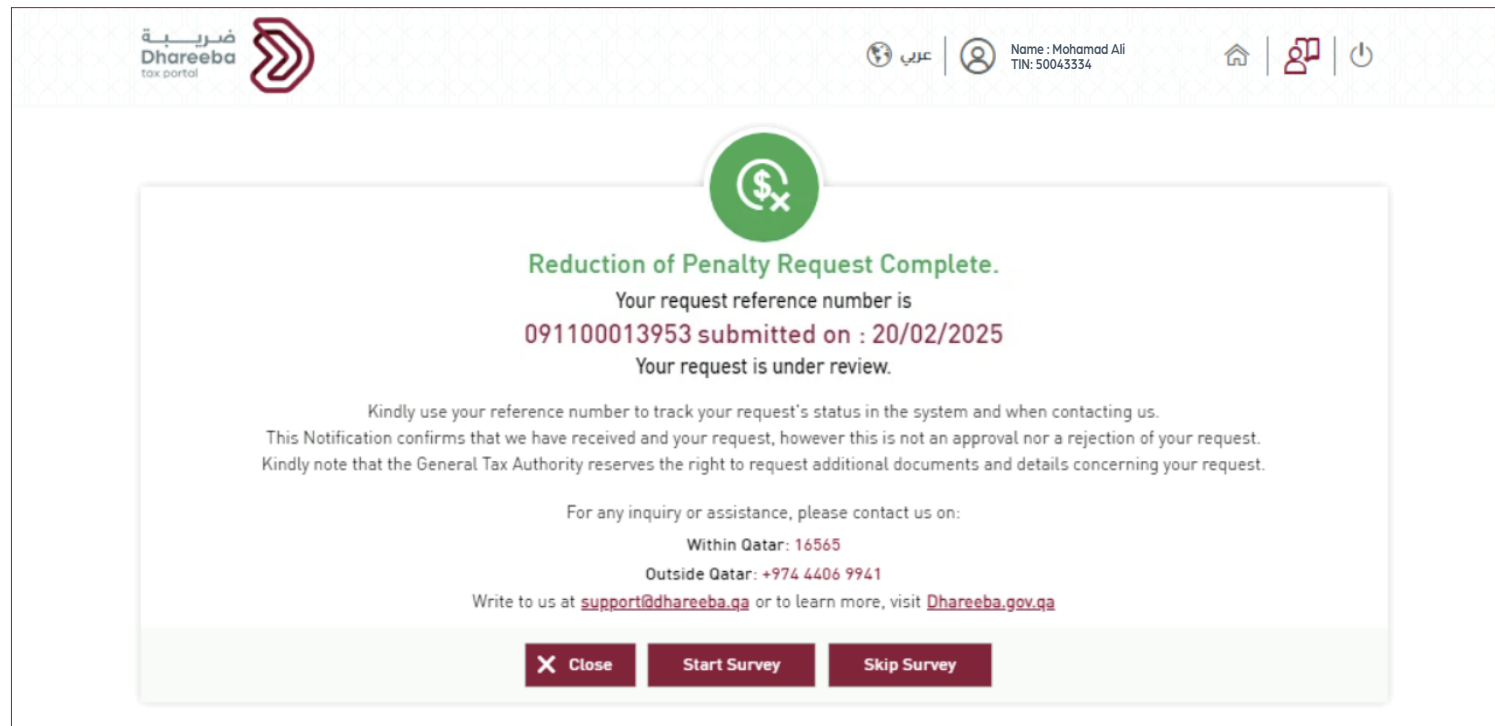
[Back](#) [Save as draft](#) [Submit](#)

After clicking on the **"Continue"** button, taxpayers will be directed to the **"Declaration"** screen where the details in all the fields will be prepopulated from National Authentication Section Sign-up.

Taxpayers should tick the **declaration checkbox**. The **"Submit"** button will then be displayed. Taxpayers should click on the **"Submit"** button.

2-11 | Acknowledgment

After clicking on the **"Submit"** button, the data is processed and a confirmation screen appears.

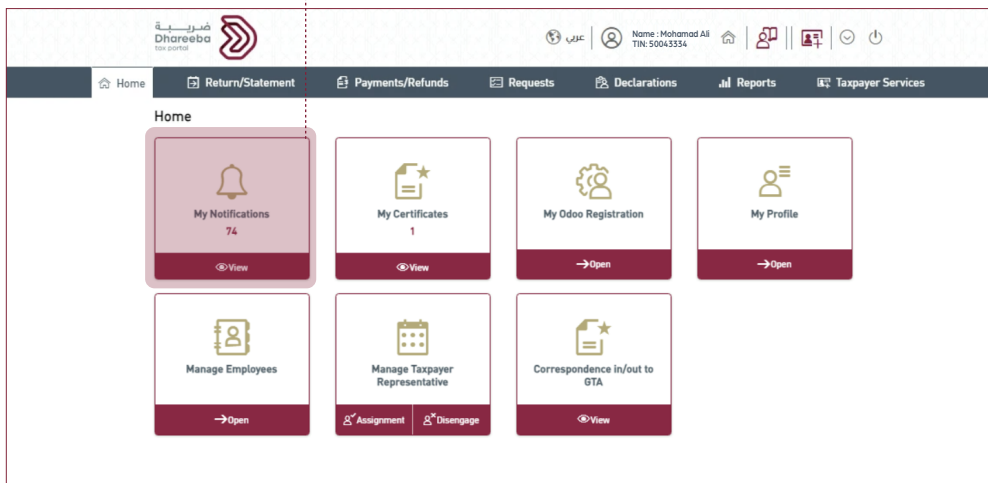


03

Annexure



3-1 | Opening and Viewing Notifications on the Portal



Steps on how Taxpayers can open and view notifications on the portal.

Taxpayers should log in to the portal and click on **"View"** button on the **"My Notifications"** tile under the **"Home"** tab.

The Taxpayers can check and download the notifications received from GTA.

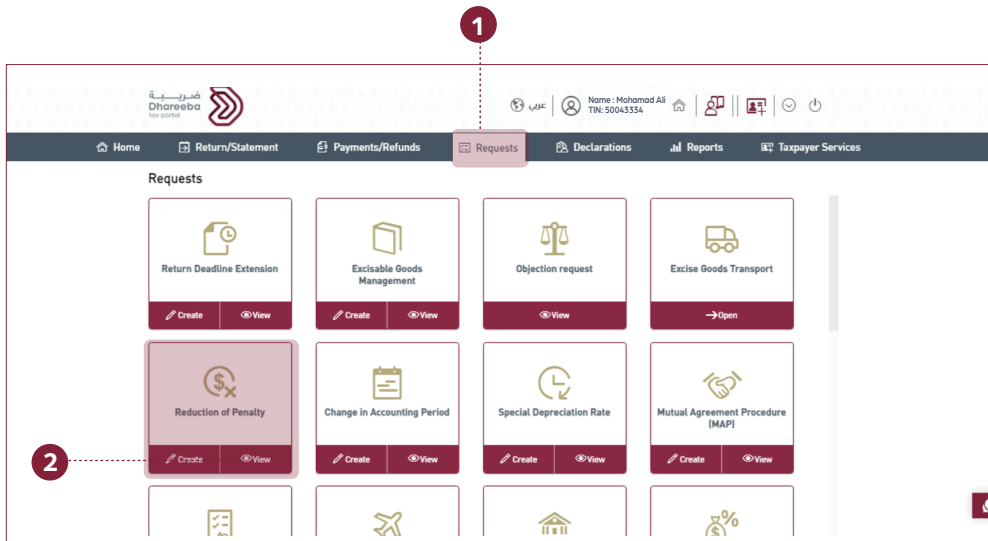


Taxpayers can view and download notifications from GTA.

Taxpayers will receive an SMS, email and PDF on their mobile phones and the Dashboard upon submission.

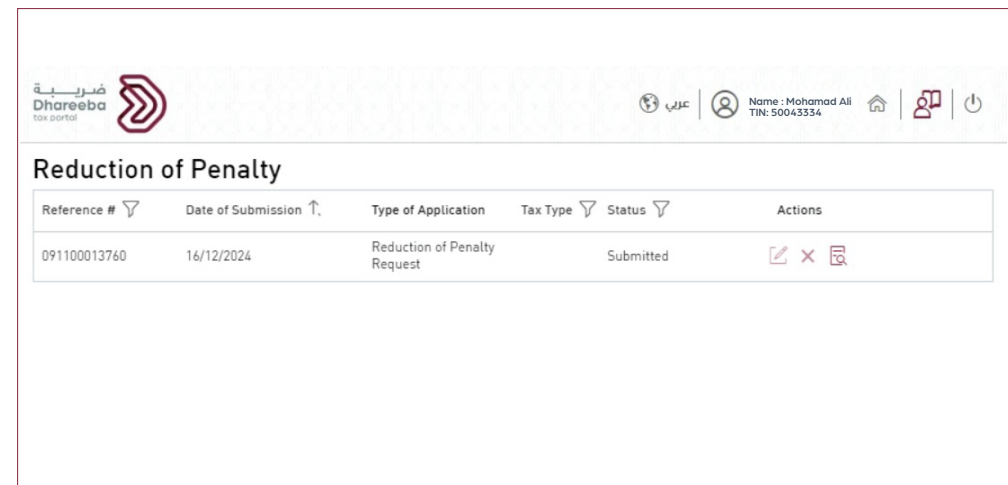
Taxpayers will receive an SMS, email and PDF upon Approval.

3-2 | Status of the Request



- 1 Taxpayers should click on the Requests Tab.
- 2 Select the **"View"** option on the Penalty Exemption tile.






3-3 | Status of Submission



The status of the request will initially be **"Submitted"**

3-4 | Status of the Approval

The status of the request will then be **"Approved"**.

<div><div><div>ضريبة</div><div>Dhareeba</div><div>tax portal</div></div><div></div></div> <div><div>عربي</div><div> Name : Mohamad Ali TIN: 50043354</div><div></div><div></div><div></div></div>					
Reduction of Penalty					
Reference #	Date of Submission	Type of Application	Tax Type	Status	Actions
091100013760	16/12/2024	Reduction of Penalty Request		Approved	