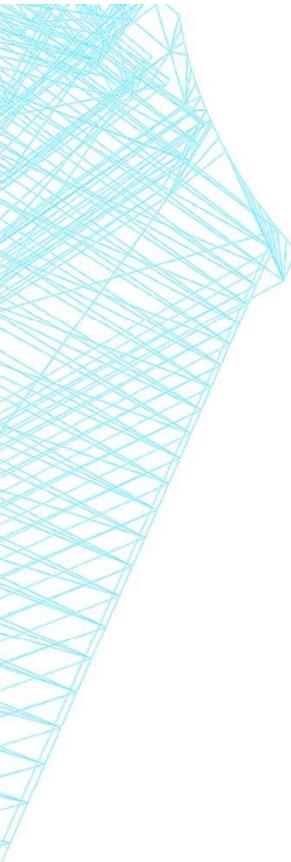


DHAREEBA



**Adding MSPartner as Taxpayer Representative,
Step by Step Guide**

Private document for our clients only



ABOUT DHAREEBA

Dhareeba is a new tax portal by General Tax Authority – Qatar for managing your tax matters online. Dhareeba is a simple but more robust tax tool with additional level of automation, authorisation and work integration.

In order to access Dhareeba, the authorized representative's registration with National Authorization System – NAS is mandatory. You need to ensure that the mobile number registered with MOCI for authorized representative is readily available for ensuring quick Dhareeba registration.

Failure to register your business by 30 September 2020, could result in penalty which may be easily avoided **if you follow the simple “Steps 1 to 6” given in next section.**

Should you have any doubts, our tax team at MSPartner is always at your service to get through with your registration successfully.

Kindly note, our Firm’s Taxpayer representative Registration number is “20077 – Manikanda rajan & Partner”.

Authenticate

Username & Password Authentication

Username

Password

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

[Cancel](#)

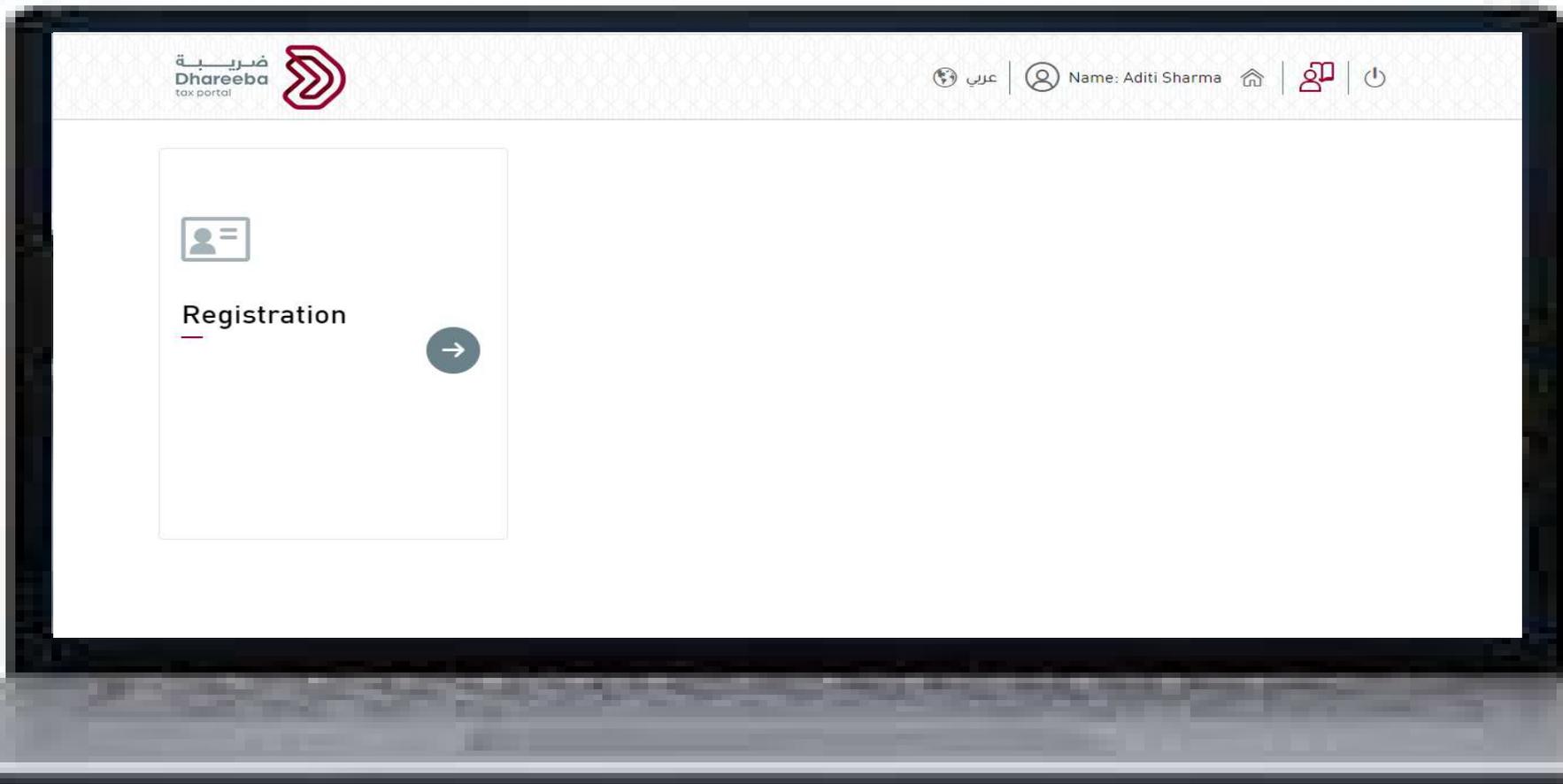
Smart Card authentication

[Login with Smartcard](#)

[Smartcard FAQs](#)

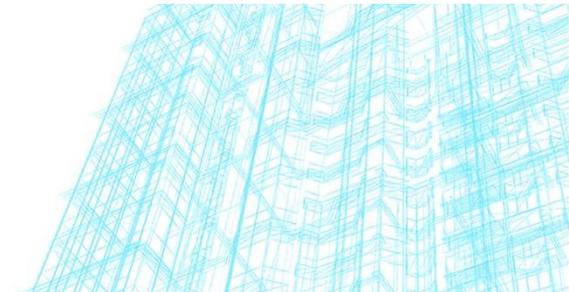
STEP 1

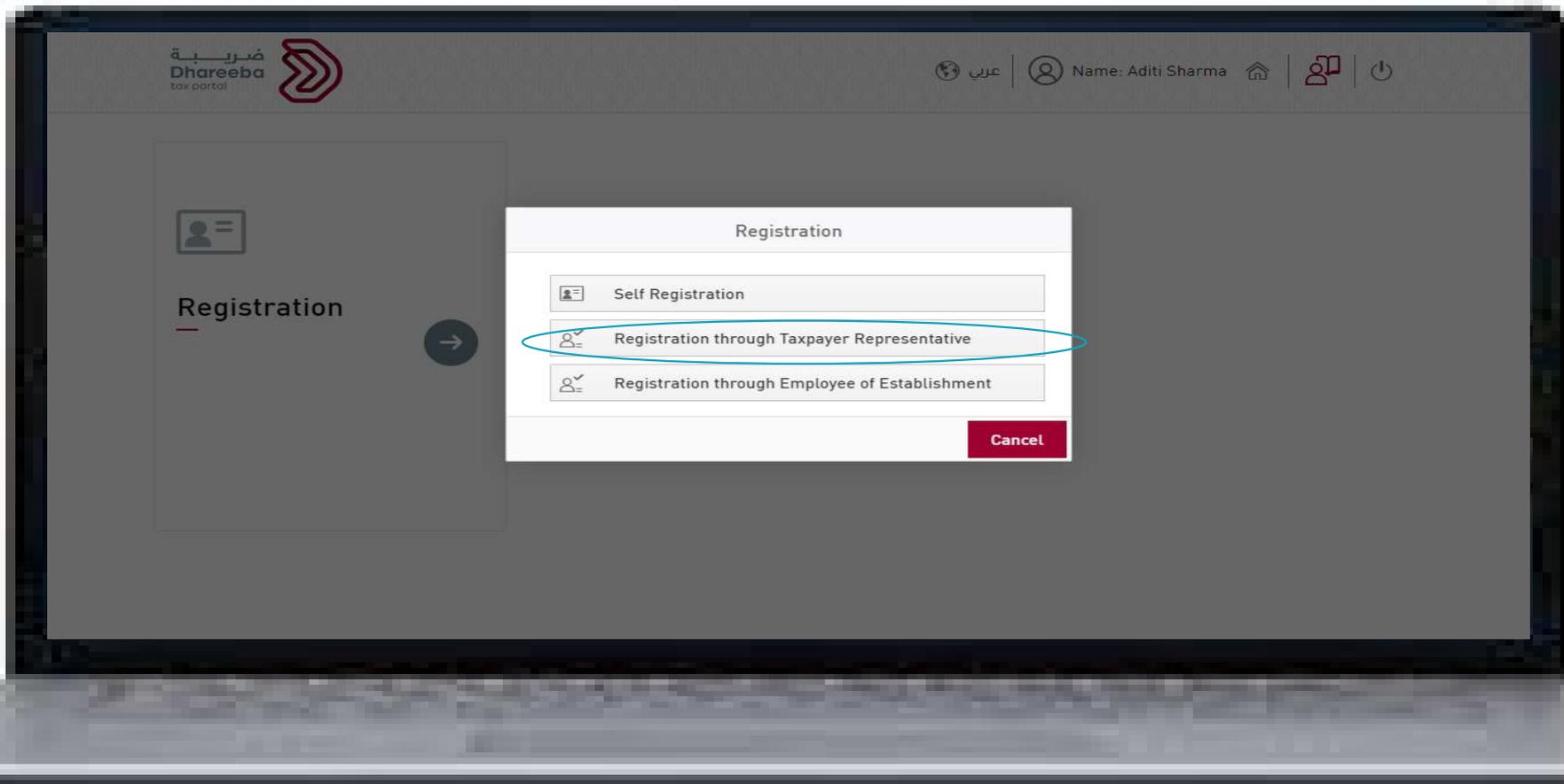
1. Login to <https://dhareeba.gov.qa/>
2. Use NAS login details (the Login person and his mobile should be registered with MOCI as authorized person)



STEP 2

1. Please click on Registration tile (button)
2. You will see 3 options as shown in the next slide





STEP 3

1. Select “Registration” through Taxpayer representative
2. If you are performing Self Registration, you may need to add Taxpayer at a later stage

Instructions for Assignment of Taxpayer Representative

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

- Please ensure to provide accurate information in your application.
- Please upload all the relevant supporting documents.
- Once the appointment application is processed by the Taxpayer Representative, we will send you an email notification.
- We will notify you if we require more information.
- The information you provide in this application will be kept strictly confidential.

It is an offence to provide false and misleading information to the Taxpayer Representative.

[◀ Back](#)[Start Now ▶](#)

STEP 4

1. Select “Start now” after reading the instructions carefully
2. In next page, you will add MSPartner as your Taxpayer Representative.

ضريبة
Dhareeba
tax portal

عربي | Name: Aditi Sharma

Appointment of Taxpayer Representative

Level of Authorization i *
 Authorization From*
 To Date *

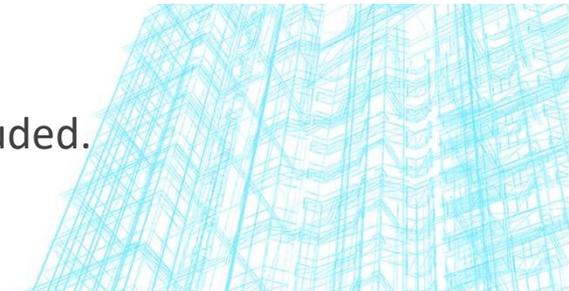
Select Service(s) for Appointment

Representative Number / Name	Taxpayer Registration
<input type="text" value="v"/>	<input type="checkbox"/>

◀ Back Submit

STEP 5

1. You will see this page on the screen
2. Read it carefully to familiarize with data to be included.



ضريبة
Dhareeba
tax portal

عربي | Name: Aditi Sharma | Home | Profile | Logout

Appointment of Taxpayer Representative

Level of Authorization ^{i *} Authorization From* To Date *

Full Access 01/08/2020 01/08/2021

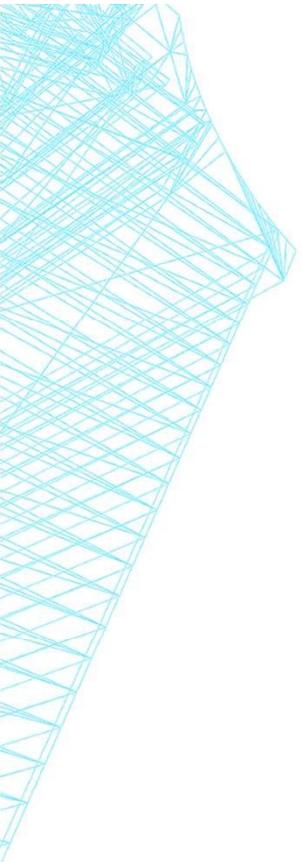
Select Service(s) for Appointment

Representative Number / Name	Taxpayer Registration
20077 - مانيكر اندرجان وشريكه محاسبون قانونيون-20077	<input checked="" type="checkbox"/>

◀ Back Submit

STEP 6

1. Select "Full Access" from the dropdown menu for Level of Authorisation
2. Enter Authorization date
3. Select "20077 – Manikanda rajan & Partner" from the list (Arabic)
4. Click "Taxpayer Registration" and finally, click "Submit"



WELL DONE!

MSP
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