

Qatar – Contract Declaration in Dhareeba



1) Why contract declaration matters

Primary compliance drivers

- Mandatory contract notification must be submitted via the Dhareeba portal within 30 days of execution (or authority request).
- Late reporting exposes the declarant (payer or payee) to a financial penalty per contract.
- Contract reporting is now a key upstream dependency for related filings (e.g., withholding tax statements must be linked to reported contracts).

30 days

Submission window from contract execution / authority request

QAR 10,000

Late declaration penalty (per contract, charged to the declarant)

2) Scope: who must submit and when

Entities expected to notify contracts

Always in scope (regardless of value)

- Contracts with non-residents with no Permanent Establishment in Qatar (any value).
- Applies across: ministries, government bodies, public authorities, companies, associations/foundations, and individual enterprises.

Value thresholds (resident or non-resident with PE)

- Service contracts: \geq QAR 200,000
- Construction contracts: \geq QAR 500,000
- Supply + services contracts: \geq QAR 500,000

Operational decision rule

If the contract is (a) with a non-resident without PE, OR (b) above the value thresholds, treat it as reportable and declare in Dhareeba within 30 days.

3) Data & documents to prepare (before you log in)

Contract essentials

- Internal contract reference number
- Start / end dates (or “open contract”)
- Contract type and value / currency
- Link to existing contract (if applicable)

Parties & residency

- Payer vs Payee selection (receiver vs provider)
- Residential status classification
- Counterparty details (may include multiple parties)
- Your Tax Identification Number (if registered)

Attachments & audit trail

- Upload supporting document for the contract reference
- Optional supporting documents / notes
- Named owner for submission + approver
- Retain acknowledgement PDF and notifications

4) Dhareeba workflow (end-to-end)

Registered vs. unregistered entry points

Registered taxpayer: Dashboard → Declarations → Contract Declaration

Unregistered taxpayer: Dashboard → Other Services → Contract Declaration

1 Sign in via NAS

2 Select payer / payee

3 Enter taxpayer info

4 Contract details + upload

5 Party details (add parties)

6 Additional info (optional)

7 Summary review

8 Declaration + submit

Output: Acknowledgement issued; notifications available on portal (and via SMS/email/PDF where enabled).

5) Controls to run (and common failure modes)

Minimum control set (recommended)

- Confirm reportability (non-resident without PE or threshold exceeded).
- Validate counterparty residency / PE status evidence on file.
- Align contract value, dates, and scope with executed agreement.
- Upload the correct contract reference document (named, versioned).
- Capture acknowledgement PDF + reference number in your contract register.

Common failure modes

- Missed 30-day window → late declaration penalty exposure.
- Incorrect payer/payee selection → misaligned obligation owner.
- Mismatched party details / residency status → rework and delays.
- Missing attachment for contract reference → submission friction.
- Not retaining acknowledgement → weak audit trail and downstream filing issues.

Next actions

- 1) Stand up a contract register with Dhareeba reference numbers.
- 2) Define RACI: contract owner → tax reviewer → submitter.
- 3) For high volume: evaluate bulk processes / templates supported in Dhareeba updates.