



Ministry of Finance

## Tax Services System



# User Guide

For Applicants

Tax Services System

Version 4.0

## Ministry of Finance

For any inquiries or feedback, please contact us via the service email: [infotaxcert@mof.gov.kw](mailto:infotaxcert@mof.gov.kw)

or call our service numbers: (22480000) – (22482837) – (22482887) – (22482893)





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## Introduction

The Tax Services System enables companies, institutions, and individuals to register their information online, obtain a Tax Identification Number (TIN), and request or issue various tax-related certificates based on their needs.

Through an intuitive and streamlined interface, users can enter their basic details, upload the required documents, and submit their requests electronically to the relevant authorities. The system automatically processes submissions and notifies applicants via email and SMS.

This solution is a fully integrated digital platform that replaces traditional paper-based processes with an efficient online workflow. Developed in alignment with the government's e-Government strategy, the system offers high accuracy.

## Who Should Use This Guide

This guide is intended for all users dealing with the financial and tax sectors, including Kuwaiti, Gulf and Foreign companies, institutions, and individuals.

## Assumptions Before Using the Guide

It is assumed that users are already familiar with using Windows, including mouse functions, menus, and commands. Users should also know how to access the internet using browsers on personal or mobile devices, as well as how to open, save, and close documents and files.





## Login

The login screen is divided into two sections:

### 1. Instructions Section:

This section contains important information that users should review before using the service, such as the target audience and general guidance for applicants.

الرئيسية | الوزارة الداخلية | بريد الموظفين | تواصل معنا



Tax Services System

### Login

Email Address

Password

Login

[Sign up](#)  
[Forget Password?](#)  
[Forget Email?](#)

#### Tax Electronic Services

The target group for tax e-service.

- | Companies (Kuwaiti, Gulf or foreign)
- | Individual institutions (Kuwaiti or Gulf)
- | Individuals (Kuwaiti, Gulf or foreign )

The available tax e-services:

- | New Registration
- | Edit Registration
- | Domestic Minimum Top-up Tax - Kuwait (DMTT) Registration
- | Reserved Warranty Release Certificate Request (for the Current Year)
- | Reserved Warranty Release Certificate Request (for Previous Years)
- | Tax Residency Certificate Request

This page provides users with quick access to all **updated user manuals**, helpful guides, and important instructions needed before using the Tax Services System.

Users can download the latest manuals, learn how to create an account, and understand how to register in Tax Services System.

Additionally, this page includes official contact details for inquiries and support, allowing applicants to reach the concerned departments directly for assistance.

Tax Services System

[Login](#) [User Guide](#) عربي

#### User Guide

[Download User Manual - PDF](#)

[How to create account](#)

[How to register in TCRS](#)

#### For Inquiries

For any inquiries or comments please contact us:

✉ Email Address: [info\\_taxcert@mof.gov.kw](mailto:info_taxcert@mof.gov.kw)

☎ Telephone : 22482893 – 22482887 – 22482837

For inquiries and communication regarding the Multinational Entities Tax Law, please contact us:

✉ Email Address: [Dmtt@mof.gov.kw](mailto:Dmtt@mof.gov.kw)

☎ Telephone : 22487326 - 22487310



## 2. Login Section:

If the user already has an account, they can log in by entering their registered email address and password.



If the user does not have an account, they can create one by clicking on the “Sign Up” button.

الرئيسية | بوابة المالك | بوابة المالك | بوابة المالك

Tax Services System

### Login

Email Address

Password

Login

| Sign up

| Forget Password?

| Forget Email?

User Guide | المستخدم

### Tax Electronic Services

The target group for tax e-service:

- | Companies (Kuwaiti, Gulf or Foreign)
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All companies that are subject to tax laws applied in the State of Kuwait and were not registered with the tax administration must apply for registration before requesting the certificate of release of the impounded income tax guarantee.

**Dear Ministry of Finance Applicants,**

Please note that a payment for service will be collected for the issuance of Tax certificates by the Tax Sector.

**Note:**

- | Every Constituent Entity (CE) must have a valid registration number.
- | If the Ultimate Parent Entity (UPE) is located in Kuwait, it must act as the Filing CE.
- | If the UPE is not located in Kuwait, the Filing CE must be officially authorized.



If the user has forgotten their email address, they can recover it and proceed to log in. (See the “Email Recovery” section for more information.)





### Login

Email Address

Password

Login

[Sign up](#)  
[Forgot Password?](#)  
[Forgot Email?](#)

### Tax Electronic Services

The target group for tax e-service:

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- If the UPE is not located in Kuwait, the Filing CE must be officially authorized.



If the user has forgotten their password, they can recover it and then log in. (See the “Password Recovery” section for more information.)

### Login

Email Address

Password

Login

[Sign up](#)  
[Forgot Password?](#)  
[Forgot Email?](#)

### Tax Electronic Services

The target group for tax e-service:

- Companies (Kuwaiti, Gulf or Foreign)
- Individual Institutions (Kuwaiti or Gulf)
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- If the Ultimate Parent Entity (UPE) is located in Kuwait, it must act as the Filing CE.
- If the UPE is not located in Kuwait, the Filing CE must be officially authorized.





## Create an Account (Sign Up)

The account creation screen includes a login link that redirects users to the main login page. To create a new account, the user must follow these steps:

### Select Account Type

The user must choose one of the following account types:

- Company
- Institution
- Individual
- Public Benefit Organization

Then, click the Next button to proceed.



## Tax Services System

Login User Guide عربي

**Choose an account type\***

Company

Institute

Individual

Public Benefit office

➔

Next >

**For Inquiries**

For any inquiries or comments please contact us:

✉ Email Address: [info\\_taxcert@mof.gov.kw](mailto:info_taxcert@mof.gov.kw)

☎ Telephone: 22482893 – 22482887 – 22482837

For inquiries and communication regarding the Multinational Entities Tax Law, please contact us:

✉ Email Address: [dmnt@mof.gov.kw](mailto:dmnt@mof.gov.kw)

☎ Telephone: 22487326 – 22487310

## Select Nationality

The user must specify the account nationality based on the selected account type:

- Company Nationality:
  - i. Kuwaiti
  - ii. Gulf
  - iii. Foreign

## Tax Services System

Login User Guide عربي

Account Type
Company Nationality
Basic Information
Register the account

**Company Nationality\***

Kuwaiti

Gulf

Foreign

➔

Back <

Next >





➤ Institution Nationality:

iv. Kuwaiti

- i. Sole Proprietorship
- ii. Industrial Establishment
- iii. Engineering Office
- iv. Law Firm
- v. Auditing Office
- vi. Medical Center
- vii. Private Training Institute

v. Gulf

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## Tax Services System

Login User Guide عربي

### Institute Type\*

Individual Institution	Industrial Facility
Engineering Office	Law Firm
Medical Center	Auditing Office
The National Training Institution	

< Back
Next >

➤ Individual Nationality:

- i. Kuwaiti Individual
- ii. Gulf Individual
- iii. Foreign Individual

## Tax Services System

Login User Guide عربي

### Nationality\*

Kuwaiti Individual	Foreign Individual	Gulf Individual
--------------------	--------------------	-----------------

< Back
Next >





- Public Benefit Organization: Kuwaiti (the system automatically selects this)

Click **Next** to proceed or **Back** to and modify the account type.

## Enter Basic Information

The user must enter essential information that helps the system retrieve account details if they are already registered in the tax system.



All mandatory fields are marked with an asterisk (\*), and must be completed to proceed.  
Below are the required fields based on account type:

### ➤ Company

#### 1. Kuwaiti Company:

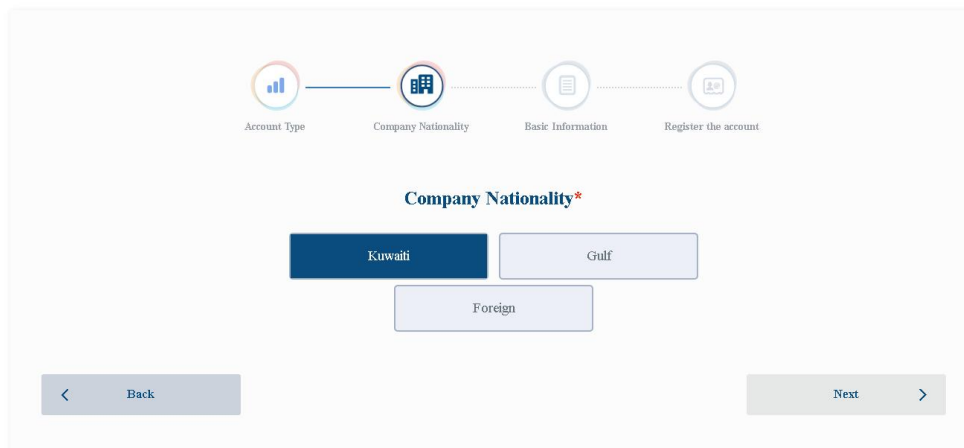
- Commercial License No.\*
- Tax No (MOF)
- Company Civil ID
- Legal entity type \*
- Do you have a KDIPA License?

#### 2. GCC Company:

- Tax No (MOF)
- Identification Number \*
  - Global Number
  - Commercial License Number
- Legal entity type \*

#### 3. Foreign Company:

- ☐ Tax No (MOF)
- ☐ Do you have a KDIPA License?



Account Type Company Nationality Basic Information Register the account

### Company Nationality\*

Kuwaiti Gulf Foreign

Back Next





## ➤ Institute

### 1. Kuwaiti Institution:

- Individual Institution
  - Institute Civil ID Number\*
  - Tax No (MOF)
- Industrial Facility:
  - Institute Civil ID Number\*
  - Tax No (MOF)
- Engineering Office
  - Institute Civil ID Number\*
  - Tax No (MOF)
- Law Firm
  - Institute Civil ID Number\*
  - Tax No (MOF)
- Auditing Office
  - Institute Civil ID Number\*
  - Tax No (MOF)
- Medical Center
  - Institute Civil ID Number\*
  - Tax No (MOF)
- The National Training Institute:
  - Institute Civil ID Number\*
  - Tax No (MOF)

### 2. Gulf Institution:

- Tax No (MOF)
- Identification Number \*
  - Global Number
  - Commercial License Number





## Tax Services System

Login User Guide عربي

## ➤ Individual

### 1. Kuwaiti Individual:

- Civil ID Number of the individual \*

### 2. GCC Individual:

- Passport Number of the individual \*

### 3. Foreign Individual:

- Civil ID Number of the individual \*

## Tax Services System

Login User Guide عربي

## ➤ Public Benefit Organization

- Civil ID Number \*





## Tax Services System

Choose an account type\*

Company

Institute

Individual

Public Benefit office

Next >

## Tax Services System

Account Type Basic Information Register the account

Basic Information

Civil Id \*

Back < Next >

After completing the required fields, click **Next** button to proceed, or click **Back** to return and modify the account nationality.

## Account Registration

This is the second-to-last step in creating an account, where the user can review previously entered information—such as account type and nationality—and then complete the remaining fields to finalize registration.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.

The user is required to provide the following information:

- Email Address \*



Must be a valid and accessible email address.





- Password \*



The password must comply with the Ministry's policy: at least one letter, one number, and a minimum of eight characters.

- Confirm Password \*
- Mobile Number \*



The mobile number must be valid and reachable to enable SMS notifications and primary email recovery.

- Alternative Email Address \*

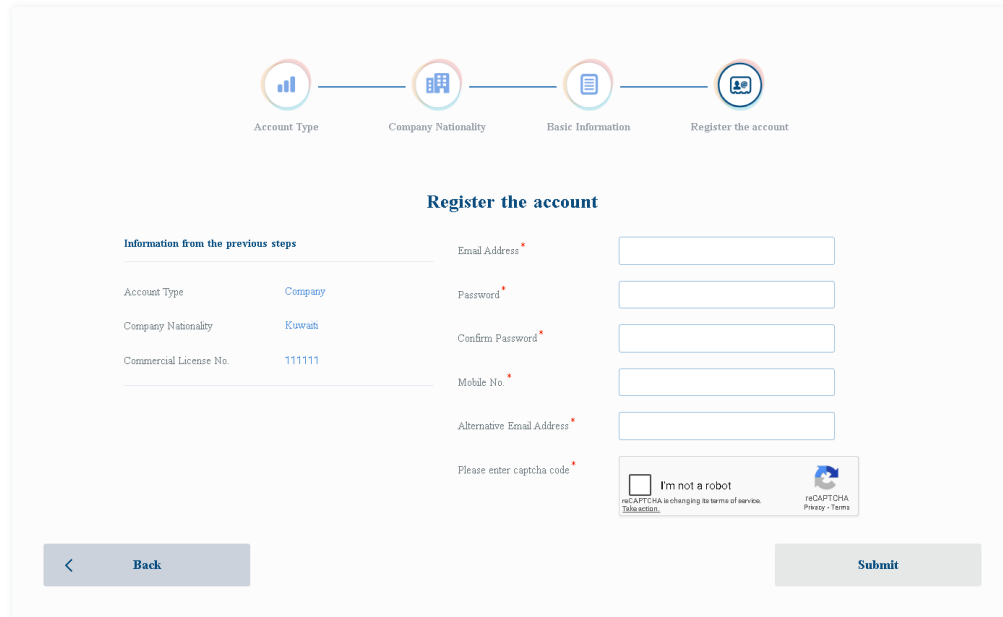


Must be a valid and different email address from the primary one, used for email recovery.

- Text Verification Procedure

After filling out the above, click **Submit** to create the account, or click **Back** to return and edit any previous details.

## Tax Services System



The screenshot shows the 'Register the account' step of the registration process. At the top, a progress bar indicates four steps: Account Type, Company Nationality, Basic Information, and Register the account (the current step). Below the progress bar, the 'Register the account' section contains a table for 'Information from the previous steps' and a form for registration details.

Information from the previous steps	
Account Type	Company
Company Nationality	Kuwaiti
Commercial License No.	111111

Registration form fields:

- Email Address \*
- Password \*
- Confirm Password \*
- Mobile No. \*
- Alternative Email Address \*
- Please enter captcha code \*

At the bottom, there is a 'Back' button on the left and a 'Submit' button on the right. A reCAPTCHA widget is also present, showing 'I'm not a robot' and 'reCAPTCHA is changing to terms of service. Take action.' with links for 'Privacy' and 'Terms'.

## Account Confirmation

After completing the registration, a confirmation email will be sent to the primary email address provided. The user must click the confirmation link in the email to activate the account.



Users cannot access the service without confirming their account. (Always check the spam/junk folder for the confirmation email)





Tax Services System Login User Guide عربي

Your account is created successfully

Please confirm your account by clicking on the link sent to your registered email

**For Inquiries**

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☎ Telephone : 22482893 – 22482887 – 22482837

For inquiries and communication regarding the Multinational Entities Tax Law, please contact us:

✉ Email Address: [Dmrt@mof.gov.kw](mailto:Dmrt@mof.gov.kw)

☎ Telephone : 22487326

## Password Recovery

If the user forgets their password, they can reset it by entering the registered email address in the Password Recovery screen and clicking **Recover**.



A confirmation email and SMS will be sent to complete the process. (Always check the spam/junk folder for the confirmation email)

Tax Services System Login User Guide عربي

**Forget Password?**

Email Address\*

Recover

## Email Recovery

To recover the primary email address, the user must:

1- Enter one of the following account-linked identifiers:

- Commercial License Number
- MOF Tax No.
- Civil ID Number.

Then click Recover to proceed.





Tax Services System [Login](#) [User Guide](#) [عربي](#)

### Forget Email?

Identification type \*

Identification number \*

[Recover](#)

2- Choose one of the following recovery methods:

- Via Mobile Number
- Via Alternative Email Address



If using the alternative email, the system will send the primary email address to that registered alternative address. (Always check the spam/junk folder for the confirmation email)



If the mobile number option is selected, the primary email address will be retrieved by sending an SMS containing the address to the registered mobile number.

Tax Services System [Login](#) [User Guide](#) [عربي](#)

### Forget Email?

Mobile No.

Alternative Email Address ☒ G@G.CO

[Back](#) [Recover](#)

**Note:**  
The registered email will be retrieved through an email sent to your alternative email, please check it  
The registered email will be retrieved through an SMS sent to your mobile number, please check it





## Home Page

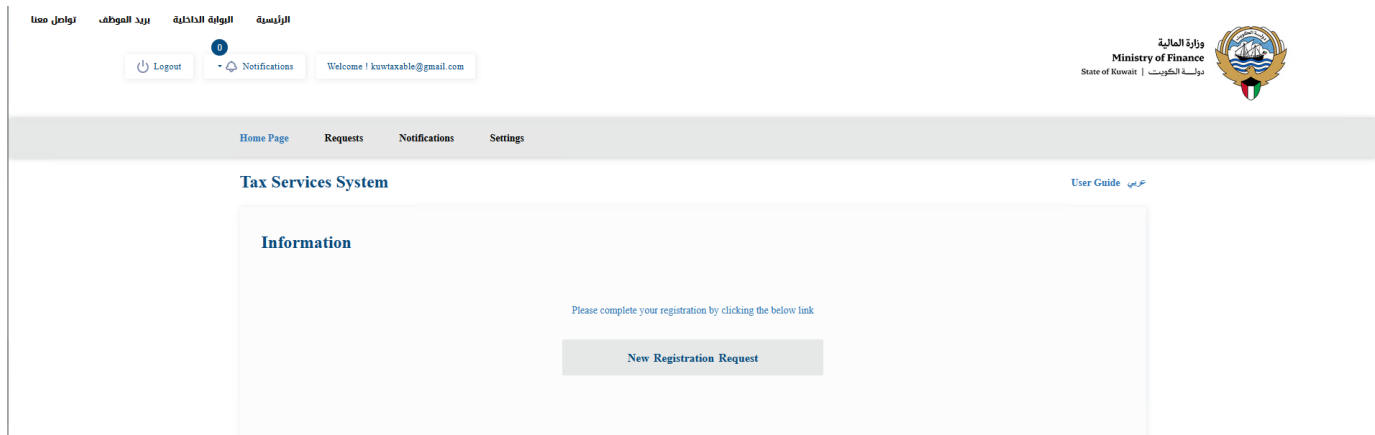
The home page consists of two main sections:

### User Information

In this section, users can review their information already registered in the system.



If the user is newly registered or has incomplete data, a "New Registration Request" button will appear, allowing them to submit their registration details. (For more information, refer to the “New Registration Request” section.)



The screenshot shows the user interface of the Tax Services System. At the top, there is a header with navigation links in Arabic: الرئيسية (Home), البريد الإلكتروني (Email), تواصل معنا (Contact Us), and a logo for the Ministry of Finance, State of Kuwait. Below the header, there is a navigation bar with links: Home Page, Requests, Notifications, and Settings. The main content area is titled "Tax Services System" and includes a "User Guide" link in Arabic. A central box labeled "Information" contains the text: "Please complete your registration by clicking the below link" and a button labeled "New Registration Request".



**Information**

MOF Tax No.

Company name (in Arabic)

Company name (in English)

Legal entity type

Main Activity

Nationality

رأب الأربابفة

**Services**

Update Account Information Request

Tax Residency Certificate Request To whom it may concern Addressed Abroad - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate

DMTT Registration Request

**For Inquiries**

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☎ Telephone : 22482893 – 22482887 – 22482837

For inquiries and communication regarding the Multinational Entities Tax Law, please contact us:

✉ Email Address: [dmmt@mof.gov.kw](mailto:dmmt@mof.gov.kw)

☎ Telephone : 22487326 – 22487310

## Services

The system provides several services that users can request, including:

- New Registration Request
- Update Account Information Request
- Tax Residency Certificate Request
- Tax Release Certificate of Income Tax Gurantee (Current Year)
- Tax Release Certificate of Income Tax Gurantee (Previous Year)
- DMTT Registration Request

The registration number will only appear in the User Information section after the new registration request is approved.



No services or certificates can be requested unless the registration request has been completed.



Users cannot submit a Update Account Information unless their initial registration has been approved.



Only one General Guarantee Release Certificate request is allowed per year.



## New Registration Request

Users can initiate a new registration request either from the User Information section or the Services section by clicking the "**New Registration Request**" button.



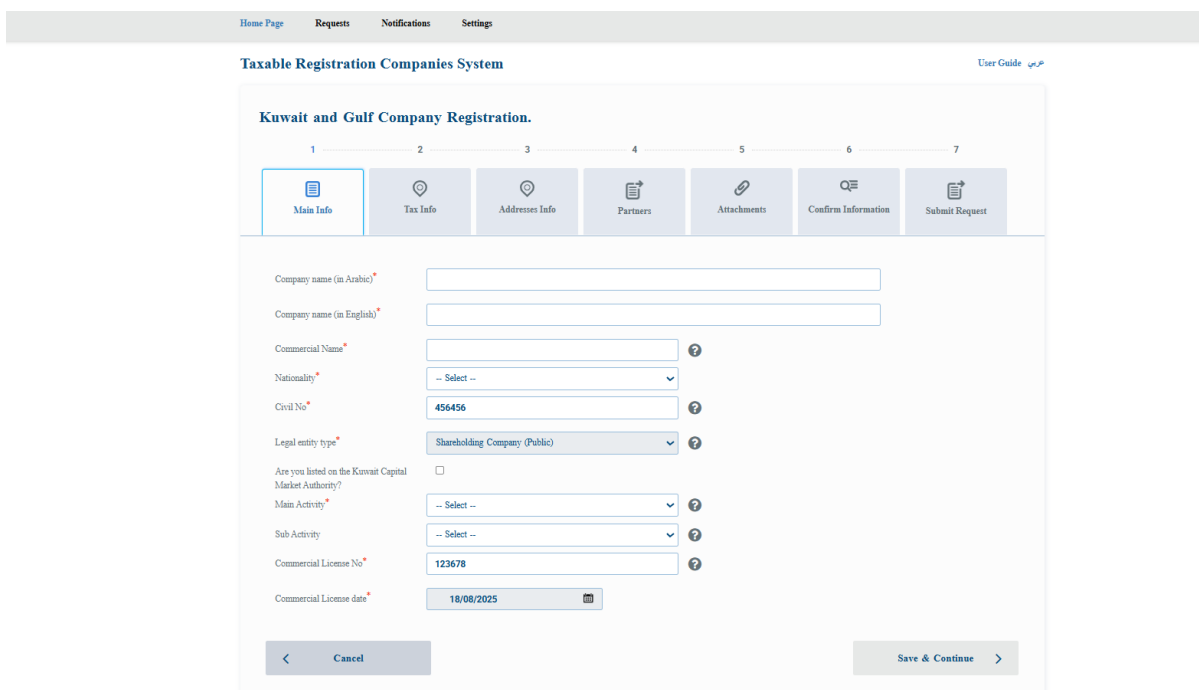
The required information will vary depending on the account type.



The system includes a **Save & Continue** feature that allows users to save their progress and return later to complete the request.

To register their data in the tax system, users must follow these steps:

- Enter Primary Information: Users must fill in all required fields on this screen and then click Save & Continue to proceed to the address section.



The screenshot displays the 'Taxable Registration Companies System' interface. At the top, there is a navigation bar with links: Home Page, Requests, Notifications, and Settings. Below this, the title 'Taxable Registration Companies System' is shown, along with a 'User Guide' link. The main section is titled 'Kuwait and Gulf Company Registration.' and features a progress bar with seven steps: 1. Main Info, 2. Tax Info, 3. Addresses Info, 4. Partners, 5. Attachments, 6. Confirm Information, and 7. Submit Request. The 'Main Info' step is currently active. The form contains the following fields:

- Company name (in Arabic)\*: Text input field.
- Company name (in English)\*: Text input field.
- Commercial Name\*: Text input field with a help icon.
- Nationality\*: Dropdown menu with 'Select --' and a help icon.
- Civil No\*: Text input field with value '456456' and a help icon.
- Legal entity type\*: Dropdown menu with 'Shareholding Company (Public)' and a help icon.
- Are you listed on the Kuwait Capital Market Authority?: Checkbox (unchecked).
- Main Activity\*: Dropdown menu with 'Select --' and a help icon.
- Sub Activity\*: Dropdown menu with 'Select --' and a help icon.
- Commercial License No\*: Text input field with value '123678' and a help icon.
- Commercial License date\*: Text input field with value '18/08/2025' and a calendar icon.

At the bottom of the form, there are two buttons: 'Cancel' and 'Save & Continue'.

- Enter Address Users must enter their address information to complete this step and then click **Save & Continue** to move on to document upload.

If the account nationality is Kuwaiti, standard address fields will be shown. If the account is non-Kuwaiti, a free-text field will be provided for the address.





Home Page Requests Notifications Settings

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Tax Services System

New Registration Request - Kuwaiti Company

1 Main information 2 Title 3 Attachments 4 Confirm the data 5 Submit the request

Governorate\*  Area\*   
 Block No\*  Street Name\*   
 Jadda No  Floor No   
 Building No\*  Phone Number\*   
 Fax Office No  E-mail\*   
 Fax  Postal code   
 Mail box

Back Save & Continue

- Upload Attachments: Users must upload the required documents to proceed and confirm the data by clicking Save & Continue.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.



Required Attachments by Account Type:

- Kuwaiti Company:
  - Authorized Signature \*
  - Commercial License \*
  - Shareholders' Register (for closed joint-stock companies only)
- GCC Company
  - Commercial License \*
  - Articles of Incorporation \*
  - Amendment Contract
  - Proof of Nationality
- Kuwaiti Institution
  - Sole Proprietorship
    - Authorized Signature \*
    - Institution License \*
  - Industrial Establishment
    - Authorized Signature \*
    - Industrial License \*
  - Engineering Office
    - Authorized Signature \*
    - Engineering Society License \*
  - Law Firm





- Authorized Signature \*
- Legal Practice Membership Certificate \*
- Auditing Office
  - Authorized Signature \*
  - Office License \*
- Medical Center
  - Authorized Signature \*
  - Center License \*
- Private Training Institute
  - Authorized Signature \*
  - Institute License \*
- Public Benefit Organization
  - Authorized Signature \*
  - Organization License \*
- GCC Institution

## Commercial License \*

- Articles of Incorporation \*
- Amendment Contract
- Proof of Nationality
- Kuwaiti Individual
  - Civil ID copy \*
- GCC Individual
  - Passport copy \*
- Foreign Individual
  - Civil ID copy \*
  - Passport copy \*

## Document and Scanning Requirements:

1- Files must be in PDF image format.

2- File size must be between 1 MB and 4 MB.

3-Multi-page documents must be scanned and attached as a single file, in correct order (front page first, then back, etc.).

4- Avoid attaching blank pages.





**New Registration Request - Kuwaiti Company**

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Commercial license \* [Choose File](#) [Show](#) [Delete](#)

Signature Approval \* [Choose File](#) [Show](#) [Delete](#)

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present.

[Back](#) [Save & Continue](#)

- Data Confirmation: Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

**New Registration Request - Kuwaiti Company**

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Company name (in Arabic) \* **شركة** Address **المحافظة : Al Ahmadi Governorate**

Company name (in English) \* **KFH** **المحافظة : الاحمدي**

Commercial License No \* **98771** **الشارع : 1**

Commercial License date \* **01/10/2025** **البلد : 1**

City No \* **27014** Phone Number **66351265**

Nationality \* **Kuwait** E-mail **test98@g.com**

Legal entity type \* **Shareholding Company (Closed)** Mail box

Main Activity \* **ملاوون تجويل** Fax

Postal code **Al Ahmadi Governorate-Ahmad-Block 1-**

Attachments

Commercial license \* [Show](#)

Signature Approval \* [Show](#)

[Back](#) [Next](#)





**Submit Request** The submission screen varies based on the type of account. To successfully submit the request, the user must follow the appropriate steps:

**Kuwaiti Company:**

- Confirm data accuracy by checking the first acknowledgment box.
- Answer whether there are any foreign individual partners (Yes/No).
- If Yes, the user must:
  - Add each foreign partner along with their Civil ID in the partners table.
  - Use the Add Partner button to include a new partner.
  - Use the Delete button next to a partner to remove them.
  - Acknowledge the foreign natural person declaration by checking the second acknowledgment box.
- GCC Company
  - Confirm data accuracy by checking the first acknowledgment box.
  - Answer whether there are any foreign individual partners (Yes/No).
  - If Yes, the user must:
    - Add each foreign partner along with their Civil ID in the partners table.
    - Use the Add Partner button to include a new partner.
    - Use the Delete button next to a partner to remove them.
    - Acknowledge the foreign natural person declaration by checking the second acknowledgment box.
- Kuwaiti Institution
  - Sole Proprietorship
    - Confirm data accuracy by checking the first acknowledgment box.
  - Industrial Establishment
    - Confirm data accuracy by checking the first acknowledgment box.
  - Engineering Offices
    - Confirm data accuracy by checking the first acknowledgment box.
  - Law Firm
    - Confirm data accuracy by checking the first acknowledgment box.
  - Auditing Office
    - Confirm data accuracy by checking the first acknowledgment box.
  - Medical Centers
    - Confirm data accuracy by checking the first acknowledgment box.
  - Private Training Institute
    - Confirm data accuracy by checking the first acknowledgment box.
- Public Benefit Organization:
  - Confirm data accuracy by checking the first acknowledgment box.
- GCC Institution
  - Confirm data accuracy by checking the first acknowledgment box.
- Kuwaiti Individual
  - Confirm data accuracy by checking the first acknowledgment box.
- GCC Individual
  - Confirm data accuracy by checking the first acknowledgment box.



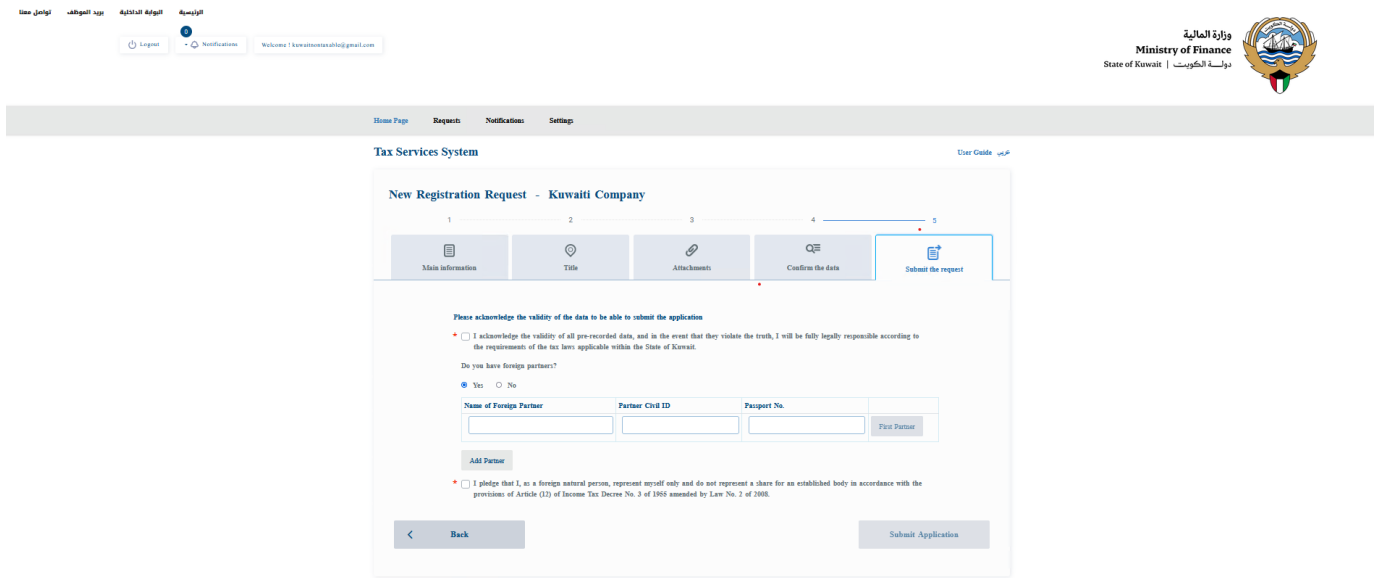


- Foreign Individual
  - Confirm data accuracy by checking the first acknowledgment box.
  - Acknowledge the foreign natural person declaration by checking the second acknowledgment box.

The user must click the Submit Request button as the final step.



Requests cannot be submitted unless all applicable acknowledgments are checked based on account type.



After the new registration request is successfully submitted, a confirmation message will appear displaying the request number. A confirmation email will be sent to the registered primary email address to verify receipt of the request. An SMS will also be sent to confirm that the request has been received.



In case of any issues during the submission process, please contact the Ministry of Finance using the phone numbers or email address provided in the system.

## New Registration Request





## ➤ Kuwaiti Company

## i. Kuwaiti Company Taxable

Kuwaiti Companies Taxable can apply for the new registration request.

The screenshot shows the 'Tax Services System' interface. At the top, there is a navigation bar with links for 'الرئيسية' (Home), 'الوزارة الداخلية' (Ministry of Interior), 'بريد الموظف' (Employee Mail), and 'تواصل معنا' (Contact Us). Below this, there is a 'Logout' button and a 'Notifications' button. The main content area is titled 'Tax Services System' and contains a section for 'Information' with a button labeled 'New Registration Request'.

The screenshot shows the 'Taxable Registration Companies System' interface. At the top, there is a navigation bar with links for 'الرئيسية' (Home), 'الوزارة الداخلية' (Ministry of Interior), 'بريد الموظف' (Employee Mail), and 'تواصل معنا' (Contact Us). Below this, there is a 'Logout' button and a 'Notifications' button. The main content area is titled 'Taxable Registration Companies System' and contains a section for 'Account Confirmation - Kuwaiti Company'. The form includes a dropdown for 'Legal entity type' (Shareholding Company), a checkbox for 'Would you like to continue entering the information for the Multinational Enterprise (MNE) Group Tax Registration?', and a checkbox for 'Do you have a KDIPA License?'. There are 'Cancel' and 'Save & Continue' buttons at the bottom.

Under the Kuwaiti request, the user will fill out the Long Form. The window will consist of 7 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:
  - i. Company Name Arabic \*
  - ii. Company Name English \*
  - iii. Commercial Name \*
  - iv. Nationality \*
  - v. Civil no \*
  - vi. Legal Entity Type \*





- vii. Are you listed in Kuwait Capital Market Authority
- viii. Main Activity \*
- ix. Sub Activity\*
- x. Commercial License No. \*
- xi. Commercial License Date. \*

Home Page Requests Notifications Settings

Taxable Registration Companies System User Guide عربي

### Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Addresses Info Partners Attachments Confirm Information Submit Request

Company name (in Arabic) \*

Company name (in English) \*

Commercial Name \*

Nationality \*

Civil No \*

Legal entity type \*

Are you listed on the Kuwait Capital Market Authority?

Main Activity \*

Sub Activity \*

Commercial License No \*

Commercial License date \*

Cancel Save & Continue

## 2. Tax Info Tab:

Under the Taxable Period section, the user must select **Fiscal Period From**, **Fiscal Period To**, **To Date**, and **Activity Start Date**. All fields are mandatory (\*)

Home Page Requests Notifications Settings

Taxable Registration Companies System User Guide عربي

### Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Addresses Info Partners Attachments Confirm Information Submit Request

**Taxable Period**

Fiscal Period From \* Fiscal Period To \* Activity Start Date \*

**Taxable Exemption**

Do You Have CIT Exemption? ☐ Yes ☒ No

Back Save & Continue

If "Do you have CIT Exemption?" is set to Yes, then the following fields become mandatory:





- Exemption Date From \*
- Exemption Date To\*
- Exemption Reason \*

الرئيسية | الوزارة الداخلية | بريد الموقوف | تواصل معنا | [Logout](#) | [Notifications](#) | Welcome | kuwaittaxable@gmail.com

Home Page | Requests | Notifications | Settings

### Taxable Registration Companies System

User Guide

#### Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info | **Tax Info** | Address Info | Partners | Attachments | Confirm Information | Submit Request

**Taxable Period**

Fiscal Period From: [Calendar Icon] Fiscal Period To: [Calendar Icon] Activity Start Date: [Calendar Icon]

**Taxable Exemption**

Do You Have CIT Exemption? ☒ Yes ☐ No

Exemption Date From: [Calendar Icon] Exemption Date To: [Calendar Icon]

Exemption Reason: -- Select --

[< Back](#) [Save & Continue >](#)

### 3. Address Tab:

- The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out

الرئيسية | الوزارة الداخلية | بريد الموقوف | تواصل معنا | [Logout](#) | [Notifications](#) | Welcome | kuwaittaxable@gmail.com

Home Page | Requests | Notifications | Settings

### Taxable Registration Companies System

User Guide

#### Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info | Tax Info | **Address Info** | Partners | Attachments | Confirm Information | Submit Request

**Main Address**

\* Governorate: -- Select -- \* Area: -- Select -- Postal code: -- Select --

\* Street Name: [Text Field] \* Building No: [Text Field] \* Block No: [Text Field]

Flat Office No: [Text Field] Mail box: [Text Field] Floor Number: [Text Field]

Fax: [Text Field] \* BACI Number: [Text Field] \* Phone Number: 66394393

\* E-mail: kuwaittaxable@gmail.com

Is Correspondence Address differ from Main Address? ☐ Yes ☒ No

[< Back](#) [Save & Continue >](#)

- If "Is Correspondence Address different from Main Address?" is selected as Yes, then all fields marked with “\*” (mandatory fields) in the Correspondence Address section must be completed.





**Taxable Registration Companies System** User Guide

**Kuwait and Gulf Company Registration.**

1 2 3 4 5 6 7

Main Info Tax Info **Addresses Info** Partners Attachments Confirm Information Submit Request

**Main Address**

Governorate  Area  Postal code   
 Street Name  Building No  Block No   
 Flat Office No  Mail box  Floor Number   
 Fax  P.O. Box Number  Phone Number  E-mail

Is Correspondence Address differ from Main Address? ☒ Yes ☐ No

**Correspondence Address**

Correspondence Reference Name  Designation  Civil No   
 P.O. Box Number   
 Governorate  Area  Block No   
 Street Name  Building No  Floor Number   
 Flat Office No  Mail box  Phone Number   
 Fax  Postal code  E-mail

[Back](#) [Save & Continue](#)

#### 4. Partners Tab:

- i. Under this tab, the user will see the following questions, where the automatic selection would be “No” which can be changed by the user.
  - i. Do you have a Foreign Partner Company?
  - ii. Do you have a Foreign Agency Partner?
  - iii. Do you have a Foreign Contractor?

الرجوع إلى الصفحة الرئيسية | تسجيل الدخول | الترخيص | الترخيص | الترخيص | الترخيص

Home Page Request Notifications Settings

**Taxable Registration Companies System** User Guide

**Kuwait and Gulf Company Registration.**

1 2 3 4 5 6 7

Main Info Tax Info Addresses Info **Partners** Attachments Confirm Information Submit Request

Do you have Foreign Partner Company? ☐ Yes ☒ No  
 Do you have Foreign Agency Partner? ☐ Yes ☒ No  
 Do you have Foreign Contractor? ☐ Yes ☒ No

[Back](#) [Save & Continue](#)

- ii. The user can change the selection to “Yes” and proceed to the next page, or proceed without changing the selection. However, if “Yes” is selected, all **mandatory fields marked with “\*”** must be filled out before proceeding.





## Taxable Registration Companies System

User Guide

**Kuwait and Gulf Company Registration.**

1 2 3 4 5 6 7

Main Info Tax Info Address Info **Partners** Attachments Confirm Information Submit Request

Do you have Foreign Partner Company ? ☒ Yes ☐ No

Partner #	Tax Number	Company Name	Partner Share (%)	Nationality	Contact Info	Add
1			0	-- Select --		

Do you have Foreign Agency Partner ? ☒ Yes ☐ No

Partner #	Agency Name	Nationality	Start Date	End Date	Address	Contact Info	Add
1		-- Select --					

Do you have Foreign Contractor ? ☒ Yes ☐ No

Partner #	Contractor Name	Nationality	Start Date	End Date	Address	Contact Info	Add
1		-- Select --					

< Back Save & Continue >

## 5. Attachments Tab:

- i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
  - i. Commercial License \*
  - ii. Memorandum of Association \*
  - iii. Signature Approval \*
  - iv. Civil Id Copy \*
  - v. Commercial Name \*
  - vi. Exemption
  - vii. Authorization to the Audit Office \*
  - viii. Agency Registration Certificate for each active agency \*
  - ix. Agency Agreement for Operation within Kuwait
  - x. Foreign agencies operation with Commercial Number
- ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines












## Taxable Registration Companies System

[User Guide](#)
[عربي](#)

## Kuwait and Gulf Company Registration.

1 ————— 2 ————— 3 ————— 4 ————— 5 ————— 6 ————— 7

 Main Info	 Tax Info	 Addresses Info	 Partners	 Attachments	 Confirm Information	 Submit Request
--	---	---	---	--	--	---

• Commercial license	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
• Memorandum of Association	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
• Signature Approval	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
• Civil Id Copy	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
• Commercial Name	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
Exemption	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
• Authorization to the Audit Office	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
• Agency Registration Certificate for each active agency	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
Agency Agreement for operations within Kuwait	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>
Foreign agencies operating with Commercial number	<input type="button" value="-- Choose File"/> <input type="button" value="No File"/>

## General guidelines

The file type must be in PDF format.

File size should not be more than (4MB).

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

[Back](#)[Save & Continue](#)





## 6. Confirm Information Tab

- i. Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.

Home Page Requests Notifications Settings

Taxable Registration Companies System User Guide عربي

**Kuwait and Gulf Company Registration.**

1 2 3 4 5 6 7

Main Info Tax Info Addresses Info Partners Attachments **Confirm Information** Submit Request

Company name (in Arabic)\*  
Company name (in English)\*  
Commercial Name\*  
Commercial License No\*  
Commercial License date\*  
Civil No\*  
Nationality\*  
Legal entity type\*  
Main Activity\*  
Sub Activity\*

Address  
Phone Number  
E-mail  
Mail box  
Fax  
Postal code

Attachments

- \* Commercial license
- \* Memorandum of Association
- \* Signature Approval
- \* Civil Id Copy
- \* Commercial Name
- \* Authorization to the Audit Office
- \* Agency Registration Certificate for each active agency

Taxable Period

Fiscal Period From	29/09/2025
Fiscal Period To	15/10/2025
Activity Start Date	28/09/2025





## 7. Submit Request Tab:

- i. The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.

الرئيسية | الوزارة الداخلية | بريد الموظف | تواصل معنا

Logout | Notifications | Welcome | kuwtaxable@gmail.com

وزارة المالية - دولة الكويت  
MINISTRY OF FINANCE - KUWAIT

Home Page | Requests | Notifications | Settings

**Taxable Registration Companies System** User Guide عربي

**Kuwait and Gulf Company Registration.**

1 ..... 2 ..... 3 ..... 4 ..... 5 ..... 6 ..... 7

Main Info | Tax Info | Addresses Info | Partners | Attachments | Confirm Information | **Submit Request**

Please acknowledge the validity of the data to be able to submit the application

\* ☒ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

[< Back](#) [Submit Application](#)

## ii. Kuwaiti Company Non-Taxable

Kuwaiti Companies Non-Taxable can apply for the new registration request.

الرئيسية | الوزارة الداخلية | بريد الموظف | تواصل معنا

Logout | Notifications | Welcome | kuwaitnontaxable@gmail.com

وزارة المالية  
Ministry of Finance  
State of Kuwait | دولة الكويت

Home Page | Requests | Notifications | Settings

**Tax Services System** User Guide عربي

**Information**

Please complete your registration by clicking the below link:

[New Registration Request](#)





## Account Confirmation - Kuwaiti Company

Legal entity type

Single Person Company

☐ Do you have a KDIPA License?

&lt; Cancel

Save &amp; Continue

Under the Kuwaiti request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- i. Company Name Arabic \*
- ii. Company Name English \*
- iii. Civil no \*
- iv. Legal Entity Type \*
- v. Main Activity \*
- vi. Nationality \*
- vii. Commercial License No. \*
- viii. Commercial License Date. \*

## New Registration Request - Kuwaiti Company

1 2 3 4 5



Main Information



Title



Attachments



Confirm the data



Submit the request

Company name (in Arabic) \*

Company name (in English) \*

Civil No \* 27014 ?

Legal entity type \* Limited Liability Company ?

Main Activity \* -- Select -- ?

Nationality \* Kuwait

Commercial License No \* 123678 ?

Commercial License date \* 01/10/2025

Save &amp; Continue &gt;

2. Address Tab:

- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.





## New Registration Request - Kuwaiti Company

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Government\*  Area\*

Block No\*  Street Name\*

Field No\*  Floor No\*

Building No\*  Phone Number\*

Flat Office No\*  E-mail\*

Fax\*  Postal code\*

Mail box\*

[< Back](#) [Save & Continue >](#)

## 3. Attachments Tab:

- Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
  - Commercial License \*
  - Signature Approval \*
- The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.

## New Registration Request - Kuwaiti Company

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Commercial license\*  [Choose File](#) [Share](#) [Delete](#)

Signature Approval\*  [Choose File](#) [Share](#) [Delete](#)

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present.

[< Back](#) [Save & Continue >](#)





## 4. Confirm Information Tab

- Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.

Tax Services System User Guide

New Registration Request - Kuwaiti Company

1 2 3 4 5

Main Information Title Attachments **Confirm the data** Submit the request

Company name (in Arabic)\*  
Company name (in English)\*  
Commercial License No\*  
Commercial License date\*  
Civil No\*  
Nationality\*  
Legal entity type\*  
Main Activity\*

Address  
Phone Number  
E-mail  
Mail box  
Fax  
Postal code

Attachments  
Commercial license   
Signature Approval

## 5. Submit Request Tab:

- The user will acknowledge the validity of the data by checking the checkbox and will click on the “**Submit Application**” button.

Tax Services System User Guide

New Registration Request - Kuwaiti Company

1 2 3 4 5

Main Information Title Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

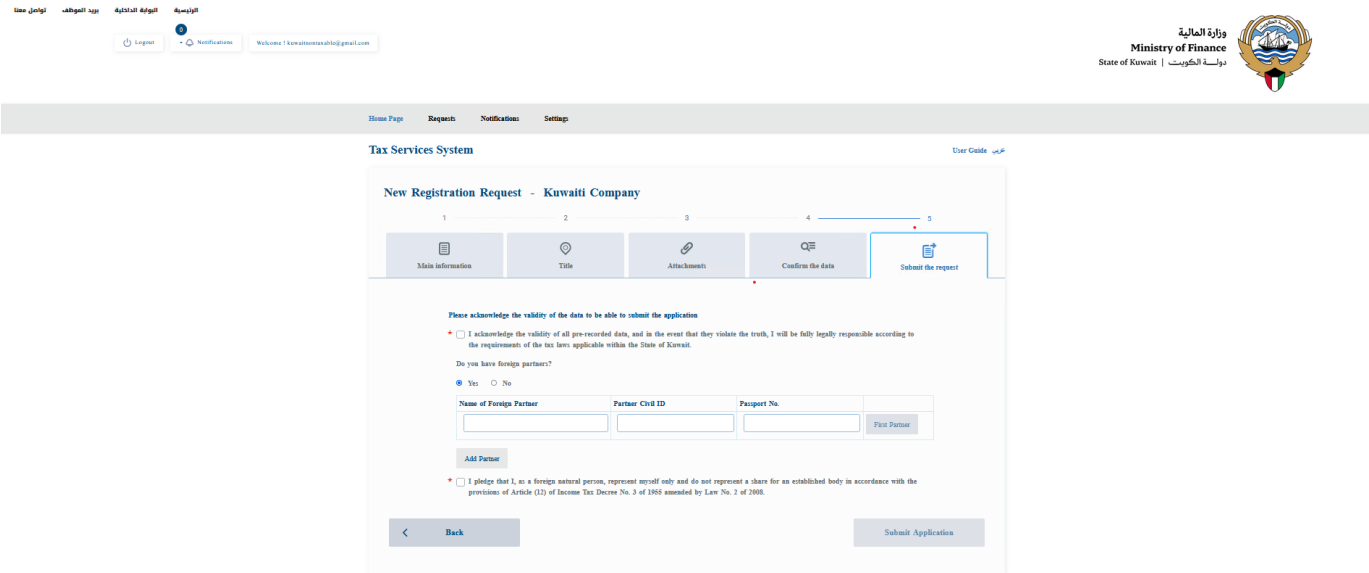
Do you have foreign partners?

☐ Yes ☒ No





6. If "Do you have foreign partners?" is selected as **Yes**, the user must provide the required details of the foreign partners before proceeding.



Home Page Requests Notifications Settings

Ministry of Finance  
State of Kuwait | دولة الكويت

Tax Services System

New Registration Request - Kuwaiti Company

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

Do you have foreign partners?

☒ Yes ☐ No

Name of Foreign Partner	Partner Civil ID	Passport No.	First Partner

Add Partner

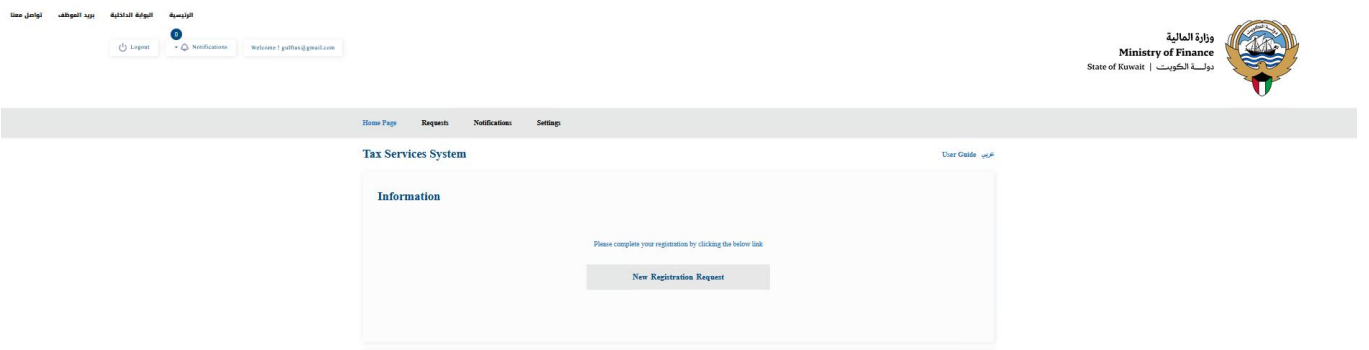
☐ I pledge that I, as a foreign natural person, represent myself only and do not represent a share for an established body in accordance with the provisions of Article (12) of Income Tax Decree No. 3 of 1965 amended by Law No. 2 of 2008.

Back Submit Application

## ➤ GULF Company

### i. Gulf Company Taxable

Gulf Companies Taxable can apply for the new registration request.



Home Page Requests Notifications Settings

Ministry of Finance  
State of Kuwait | دولة الكويت

Tax Services System

Information

Please complete your registration by clicking the below link

New Registration Request





Home Page Requests Notifications Settings

Home Page Requests Notifications Settings

Account Confirmation - Gulf Company

Legal entity type: Shareholding Company (CI)

☐ Would you like to continue entering the information for the Multinational Enterprise (MNE) Group Tax Registration?

[< Cancel](#) [Save & Continue](#)

Under the Gulf request, the user will fill out the Long Form. The window will consist of 7 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- i. Company Name Arabic \*
- ii. Company Name English \*
- iii. Commercial Name \*
- iv. Nationality \*
- v. Legal Entity Type \*
- vi. Are you listed in Kuwait Capital Market Authority?
- vii. Main Activity \*
- viii. Sub Activity\*
- ix. Commercial License No. \*
- x. Commercial License Date. \*

Home Page Requests Notifications Settings

Home Page Requests Notifications Settings

Taxable Registration Companies System

Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Address Info Partners Attachments Confirm Information Submit Request

Company name (in Arabic)\*

Company name (in English)\*

Commercial Name\*

Nationality\*

Global Number\*

Legal entity type\*

Are you listed on the Kuwait Capital Market Authority?

Main Activity\*

Sub Activity\*

Commercial License No.

Commercial License date\*

[< Cancel](#) [Save & Continue >](#)





## 2. Tax Info Tab:

Under the Taxable Period section, the user must select **Fiscal Period From**, **Fiscal Period To**, **To Date**, and **Activity Start Date**. All fields are mandatory (\*).

**Taxable Registration Companies System**

**Kuwait and Gulf Company Registration.**

1 2 3 4 5 6 7

Main Info **Tax Info** Address Info Partners Attachments Confirm Information Submit Request

**Taxable Period**

Fiscal Period From \*  Fiscal Period To \*  Activity Start Date \*

**Taxable Exemption**

Do You Have CIT Exemption? ☐ Yes ☒ No

[< Back](#) [Save & Continue >](#)

. If "Do you have CIT Exemption?" is set to Yes, then the following fields become mandatory:

- Exemption Date From \*
- Exemption Date To\*
- Exemption Reason \*

**Taxable Registration Companies System**

**Kuwait and Gulf Company Registration.**

1 2 3 4 5 6 7

Main Info **Tax Info** Address Info Partners Attachments Confirm Information Submit Request

**Taxable Period**

Fiscal Period From \*  Fiscal Period To \*  Activity Start Date \*

**Taxable Exemption**

Do You Have CIT Exemption? ☒ Yes ☐ No

Exemption Date From \*  Exemption Date To \*

Exemption Reason \*

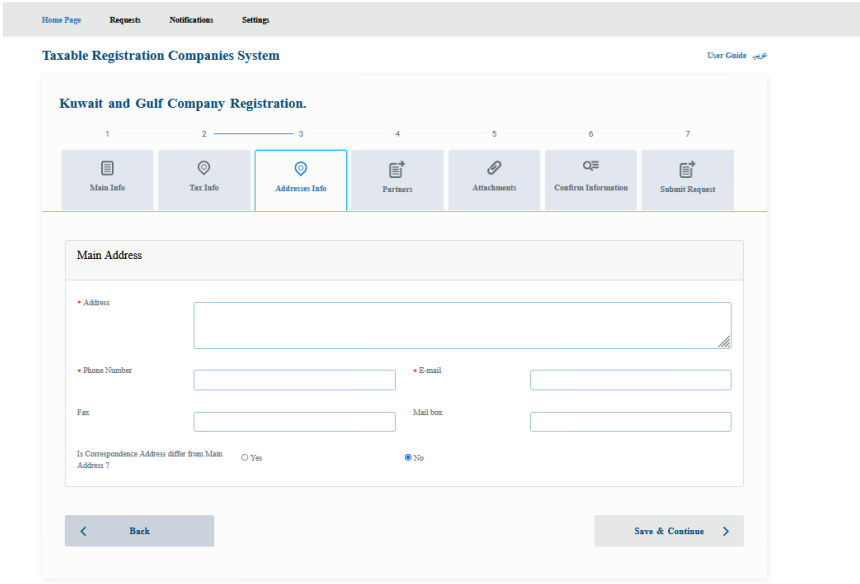
[< Back](#) [Save & Continue >](#)





## 3. Address Tab:

- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out



Home Page Request Notifications Settings

Taxable Registration Companies System User Guide

Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info **Addresses Info** Partners Attachments Confirm Information Submit Request

**Main Address**

\* Address

\* Phone Number

\* E-mail

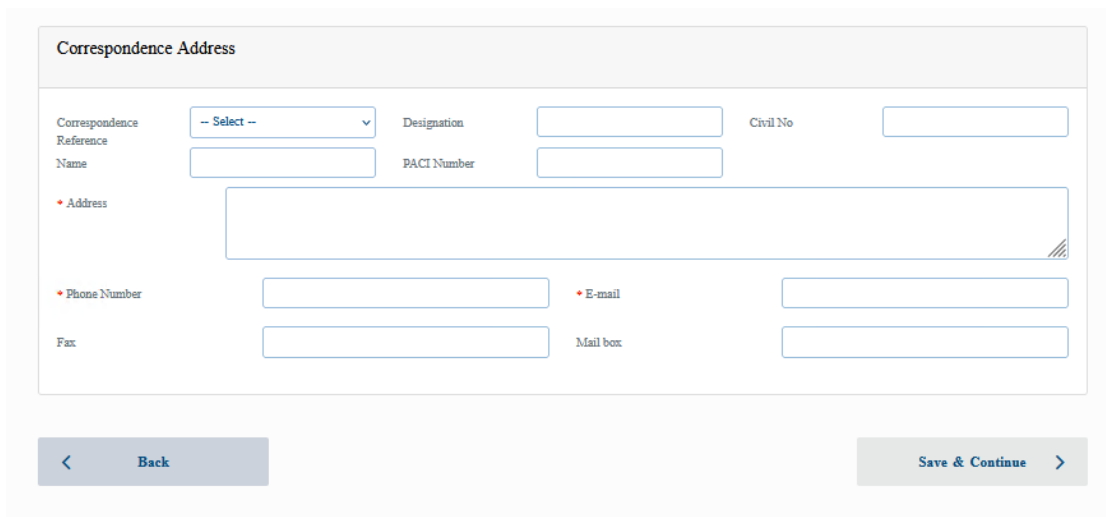
Fax

Mail box

Is Correspondence Address differ from Main Address? ☐ Yes ☒ No

< Back Save & Continue >

- ii. If "Is Correspondence Address different from Main Address?" is selected as Yes, then all fields marked with “\*” (mandatory fields) in the Correspondence Address section must be completed.



**Correspondence Address**

Correspondence Reference -- Select --

Name

Designation

PACI Number

Civil No

\* Address

\* Phone Number

\* E-mail

Fax

Mail box

< Back Save & Continue >

## 4. Partners Tab:

- i. Under this tab, the user will see the following questions, where the automatic selection would be “No” which can be changed by the user.
  - i. Do you have a Foreign Partner Company?
  - ii. Do you have a Foreign Agency Partner?
  - iii. Do you have a Foreign Contractor?





## Taxable Registration Companies System

## Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Address Info **Partners** Attachments Confirm Information Submit Request

Do you have Foreign Partner Company ? ☐ Yes ☒ No

Do you have Foreign Agency Partner ? ☐ Yes ☒ No

Do you have Foreign Contractor ? ☐ Yes ☒ No

[< Back](#) [Save & Continue >](#)

- ii. The user can change the selection to “Yes” and proceed to the next page, or proceed without changing the selection. However, if “Yes” is selected, all **mandatory fields marked with “\*”** must be filled out before proceeding.

## Taxable Registration Companies System

## Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Address Info **Partners** Attachments Confirm Information Submit Request

Do you have Foreign Partner Company ? ☒ Yes ☐ No

Partner #	*Tax Number	*Company Name	*Partner Share (%)	*Nationality	*Contact Info	Add
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Do you have Foreign Agency Partner ? ☒ Yes ☐ No

Partner #	*Agency Name	*Nationality	Start Date	End Date	Address	*Contact Info	Add
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Do you have Foreign Contractor ? ☒ Yes ☐ No

Partner #	*Contractor Name	*Nationality	Start Date	End Date	Address	*Contact Info	Add
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

[< Back](#) [Save & Continue >](#)

## 5. Attachments Tab:

- i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
- Commercial License \*
  - Memorandum of Association \*
  - Signature Approval \*
  - Civil Id Copy \*
  - Commercial Name \*
  - Exemption
  - Authorization to the Audit Office \*





- viii. Agency Registration Certificate for each active agency \*
  - ix. Agency Agreement for Operation within Kuwait
  - x. Foreign agencies operation with Commercial Number
- ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines

## Taxable Registration Companies System

## Kuwait and Gulf Company Registration.

1234567

Main Info

Tax Info

Addresses Info

Partners

Attachments

Confirm Information

Submit Request

• Commercial license	-- Choose File -- No File
• Memorandum of Association	-- Choose File -- No File
• Signature Approval	-- Choose File -- No File
• Civil Id Copy	-- Choose File -- No File
• Commercial Name	-- Choose File -- No File
Exemption	-- Choose File -- No File
• Authorization to the Audit Office	-- Choose File -- No File
• Agency Registration Certificate for each active agency	-- Choose File -- No File
Agency Agreement for operations within Kuwait	-- Choose File -- No File
Foreign agencies operating with Commercial number	-- Choose File -- No File

**General guidelines**

The file type must be in PDF format.

File size should not be more than (4MB).

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

<   **Back**

**Save & Continue**





## 6. Confirm Information Tab

- i. Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.

Home Page Requests Notifications Settings

Taxable Registration Companies System User Guide كتيب

### Kuwait and Gulf Company Registration.

1 2 3 4 5 6 7

Main Info
Tax Info
Addresses Info
Partners
Attachments
Confirm Information
Submit Request

Company name (in Arabic) \*  
Company name (in English)\*  
Commercial Name\*  
Commercial License No\*  
Global Number\*  
Nationality\*  
Legal entity type\*  
Main Activity\*  
Sub Activity\*

Address  
Phone Number  
E-mail  
Mail box  
Fax

\* Commercial license Show  
\* Memorandum of Association Show  
\* Signature Approval Show  
\* Civil Id Copy Show  
\* Commercial Name Show  
\* Authorization to the Audit Office Show  
\* Agency Registration Certificate for each active agency Show

Taxable Period
Fiscal Period From 29/09/2025  
Fiscal Period To 01/10/2025  
Activity Start Date 12/10/2025  
Exemption Date From 30/09/2025  
Exemption Date To 16/10/2025  
Exemption Reason Law No 26 Year 1995

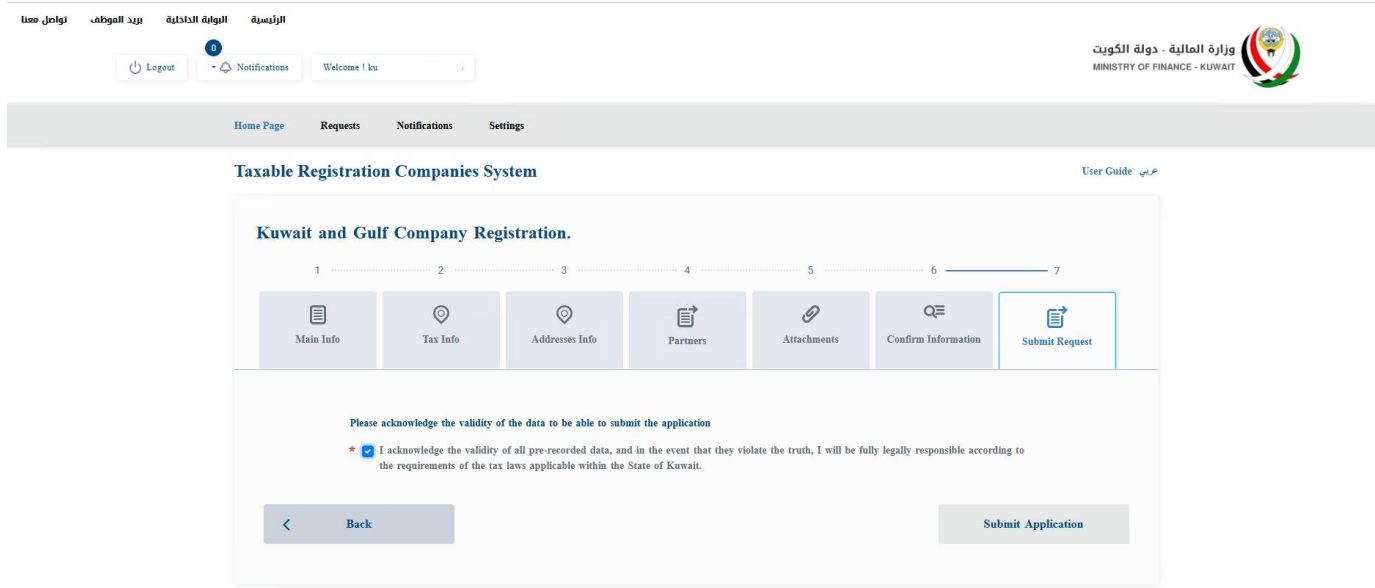
Back
Save & Continue





## 7. Submit Request Tab:

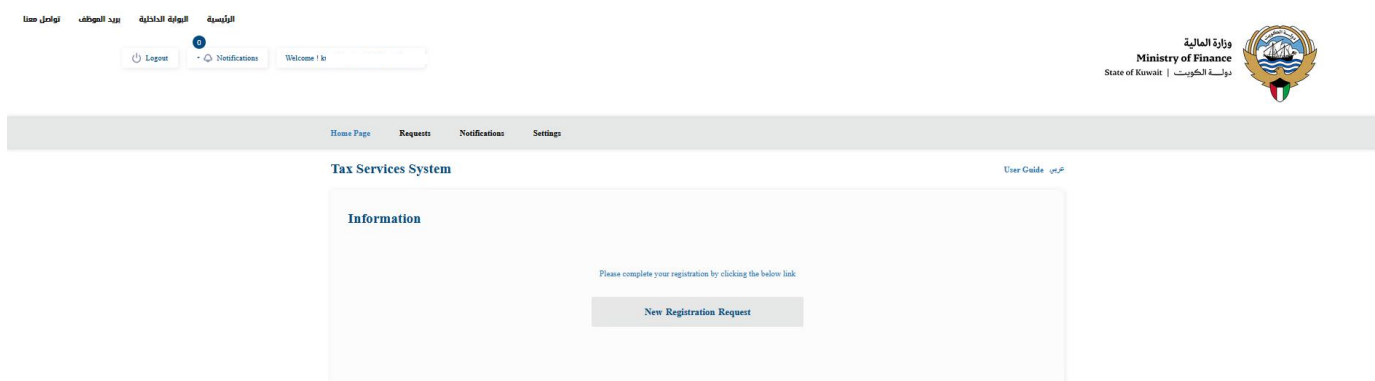
- i. The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.



The screenshot shows the 'Taxable Registration Companies System' interface. At the top, there is a navigation bar with links for 'الرئيسية', 'البنية التحتية', 'بريد الموظف', and 'تواصل معنا'. Below this is a user profile section with 'Logout', 'Notifications', and 'Welcome | ku'. The main header includes 'Home Page', 'Requests', 'Notifications', and 'Settings'. The title 'Taxable Registration Companies System' is displayed, along with a 'User Guide' link. The main content area is titled 'Kuwait and Gulf Company Registration.' and features a progress bar with steps 1 through 7. Step 7, 'Submit Request', is the active step. Below the progress bar, there is a section titled 'Please acknowledge the validity of the data to be able to submit the application'. It contains a checkbox that is checked, with the text: 'I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.' At the bottom of this section are two buttons: 'Back' and 'Submit Application'.

## ii. Gulf Company Non-Taxable

Gulf Companies Non-Taxable can apply for the new registration request.



The screenshot shows the 'Tax Services System' interface. At the top, there is a navigation bar with links for 'الرئيسية', 'البنية التحتية', 'بريد الموظف', and 'تواصل معنا'. Below this is a user profile section with 'Logout', 'Notifications', and 'Welcome | ku'. The main header includes 'Home Page', 'Requests', 'Notifications', and 'Settings'. The title 'Tax Services System' is displayed, along with a 'User Guide' link. The main content area is titled 'Information' and contains the text: 'Please complete your registration by clicking the below link:'. Below this text is a button labeled 'New Registration Request'.



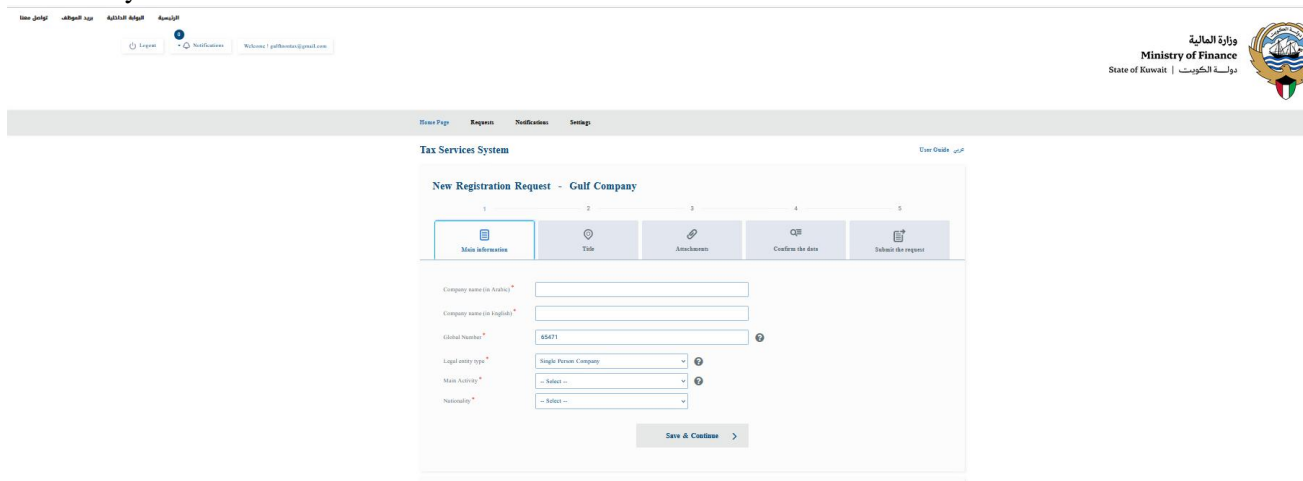


Under the Gulf request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- i. Company Name Arabic \*
- ii. Company Name English \*
- iii. Global Number \*
- iv. Legal Entity Type \*
- v. Main Activity \*
- vi. Nationality\*

\*



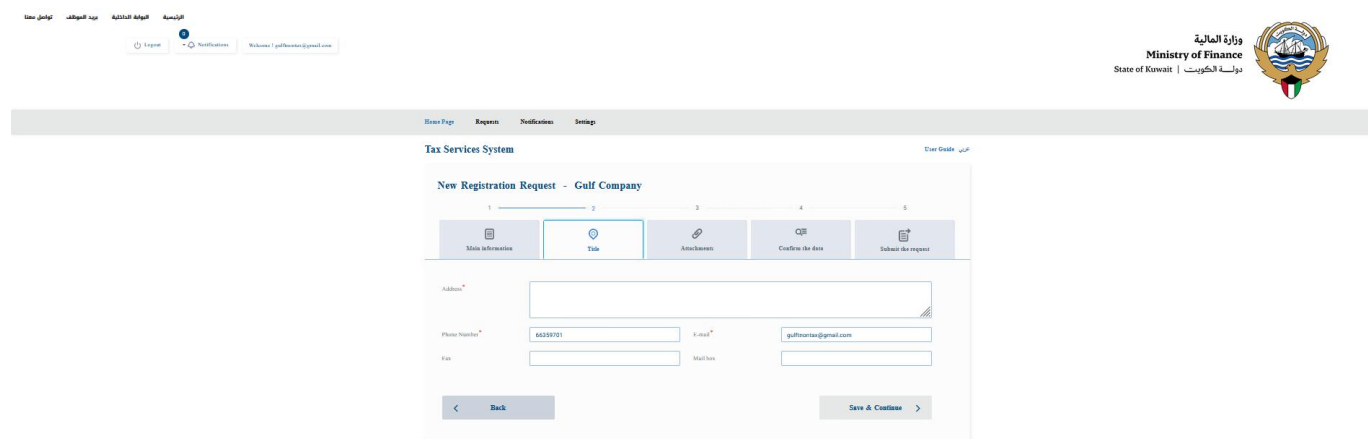
The screenshot shows the 'Main Information' tab of the 'New Registration Request - Gulf Company' form. The form includes the following fields:

- Company name (in Arabic) \*
- Company name (in English) \*
- Global Number \*
- Legal entity type \*
- Main Activity \*
- Nationality \*

Below the form is a 'Save & Continue' button. The top navigation bar shows 'Main Information', 'Title', 'Attachments', 'Confirm the data', and 'Submit the request' tabs. The top right corner displays the Ministry of Finance logo and the State of Kuwait emblem.

2. Address Tab:

- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.



The screenshot shows the 'Address' tab of the 'New Registration Request - Gulf Company' form. The form includes the following fields:

- Address \*
- Phone Number \*
- Fax \*
- E-mail \*
- Mail box \*

Below the form are 'Back' and 'Save & Continue' buttons. The top navigation bar shows 'Main Information', 'Title', 'Attachments', 'Confirm the data', and 'Submit the request' tabs. The top right corner displays the Ministry of Finance logo and the State of Kuwait emblem.





## 3. Attachments Tab:

- i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
  - i. Commercial License \*
  - ii. Signature Approval \*
  - iii. Proof of citizenship certificate \*
- ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.

Tax Services System

New Registration Request - Gulf Company

1 2 3 4 5

Main Information Title Attachments Confirm the data Submit the request

Commercial license \*

Memorandum of Association \*

Contract Amendment

Proof of citizenship certificate (only for UAE) \*

**General guidelines**  
The file types must be in PDF format.  
File size should not be more than 40MB.  
The attached photos must be clear to read.  
You must adhere to the formal sequence if more than one page is present.

[Back](#) [Save & Continue](#)

## 4. Confirm Information Tab

- i. Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.

Tax Services System

New Registration Request - Gulf Company

1 2 3 4 5

Main Information Title Attachments Confirm the data Submit the request

Company name (in Arabic)\*

Company name (in English)\*

Global Identifier\*

Nationality\*

Legal entity type\*

Main Activity\*

Address

Phone Number

E-mail

Mail box

Fax

Attachments

Commercial license \*

Memorandum of Association \*

Contract Amendment

Proof of citizenship certificate (only for UAE) \*

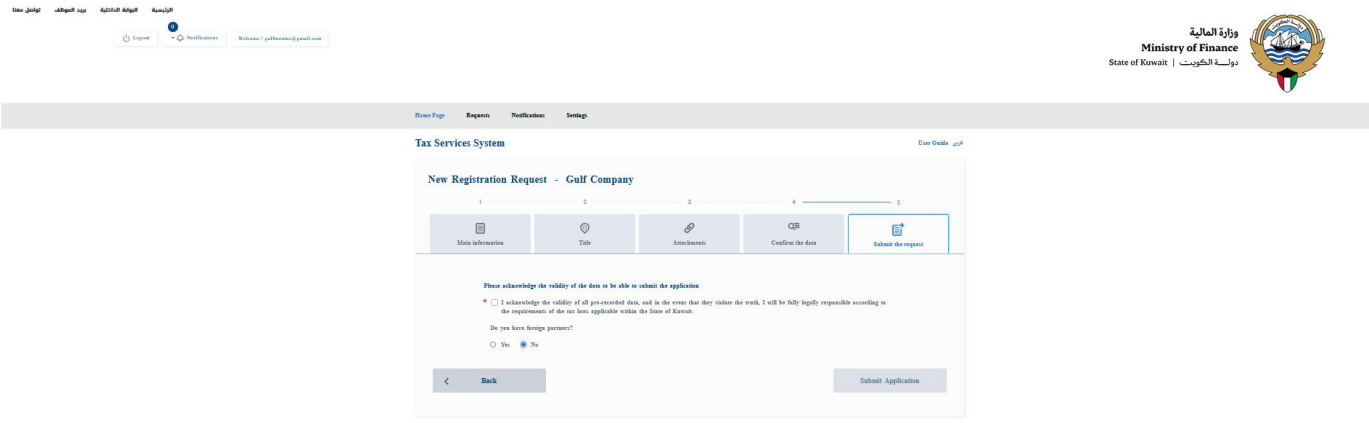
[Back](#) [Next](#)





## 5. Submit Request Tab:

- i. The user will acknowledge the validity of the data by checking the checkbox and will click on the **“Submit Application”** button.



Home Page Requests Notifications Settings

Tax Services System

New Registration Request - Gulf Company

1 2 3 4 5

Make Information Title Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

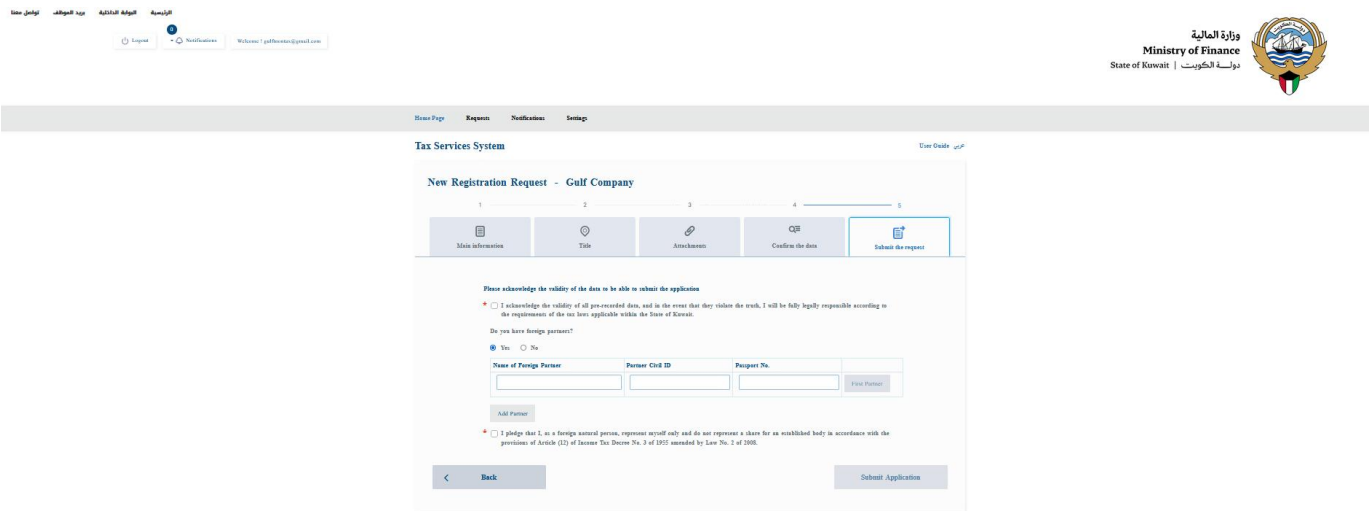
☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the law applicable within the State of Kuwait.

Do you have foreign partners?

☐ Yes ☒ No

[< Back](#) [Submit Application](#)

- ii. If "Do you have foreign partners?" is selected as **Yes**, the user must provide the required details of the foreign partners before proceeding.



Home Page Requests Notifications Settings

Tax Services System

New Registration Request - Gulf Company

1 2 3 4 5

Make Information Title Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the law applicable within the State of Kuwait.

Do you have foreign partners?

☒ Yes ☐ No

Name of Foreign Partner Partner Civil ID Partner No. [Add Partner](#)

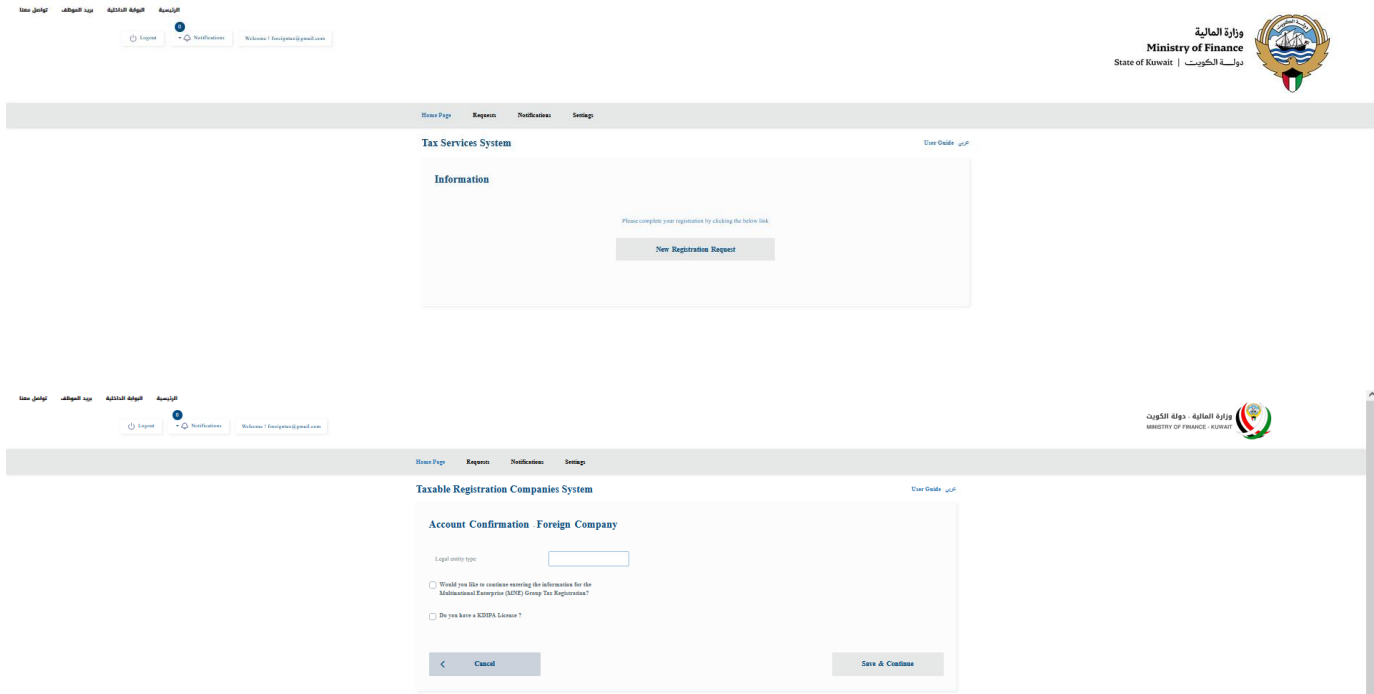
[< Back](#) [Submit Application](#)





## Foreign Company

Foreign Companies Taxable can apply for the new registration request.



The screenshot shows the 'Tax Services System' interface. At the top, there is a navigation bar with links for 'Home Page', 'Requests', 'Notifications', and 'Settings'. Below this, the 'Information' section contains a message: 'Please complete your registration by clicking the below link.' and a button labeled 'New Registration Request'.

Under the Foreign Company request, the user will fill out the Long Form. The window will consist of 7 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:
  - i. Company Name Arabic \*
  - ii. Company Name English \*
  - iii. Commercial Name \*
  - iv. Nationality \*
  - v. Legal Entity Type \*
  - vi. Main Activity \*
  - vii. Sub Activity





## Foreign Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Address Info Partners Attachments Confirm Information Submit Request

Company name (in Arabic)\*  
 Company name (in English)\*  
 Commercial Name\*  
 Nationality\*  
 Legal entity type\*  
 Main Activity\*  
 Sub Activity\*

Cancel Save & Continue

## 2. Tax Info Tab:

Under the Taxable Period section, the user must select **Fiscal Period From**, **Fiscal Period To**, **To Date**, and **Activity Start Date**. All fields are mandatory (\*).

## Foreign Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Address Info Partners Attachments Confirm Information Submit Request

Taxable Period

Fiscal Period From\* Fiscal Period To\* Activity Start Date\*

Taxable Exemption

Do you have CIT Exemption? Yes No

Back Save & Continue

. If "Do you have CIT Exemption?" is set to Yes, then the following fields become mandatory:

- Exemption Date From \*
- Exemption Date To\*
- Exemption Reason \*





**Kuwait and Gulf Company Registration.**

1 2 3 4 5 6 7

Main Info | **Tax Info** | Address Info | Partners | Attachments | Confirm Information | Submit Request

**Taxable Period**

Fiscal Period From:  Fiscal Period To:  Activity Start Date:

**Taxable Exemption**

Do You Have CIT Exemption? ☒ Yes ☐ No

Exemption Date From:  Exemption Date To:

Exemption Reason:

[< Back](#) [Save & Continue >](#)

## 3. Address Tab:

- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.

**Foreign Company Registration.**

1 2 3 4 5 6 7

Main Info | Tax Info | **Address Info** | Partners | Attachments | Confirm Information | Submit Request

**Main Address**

\* Address:

\* Phone Number:  \* E-mail:

Fax:  Mail box:

Is Correspondence Address differ from Main Address? ☐ Yes ☒ No

[< Back](#) [Save & Continue >](#)

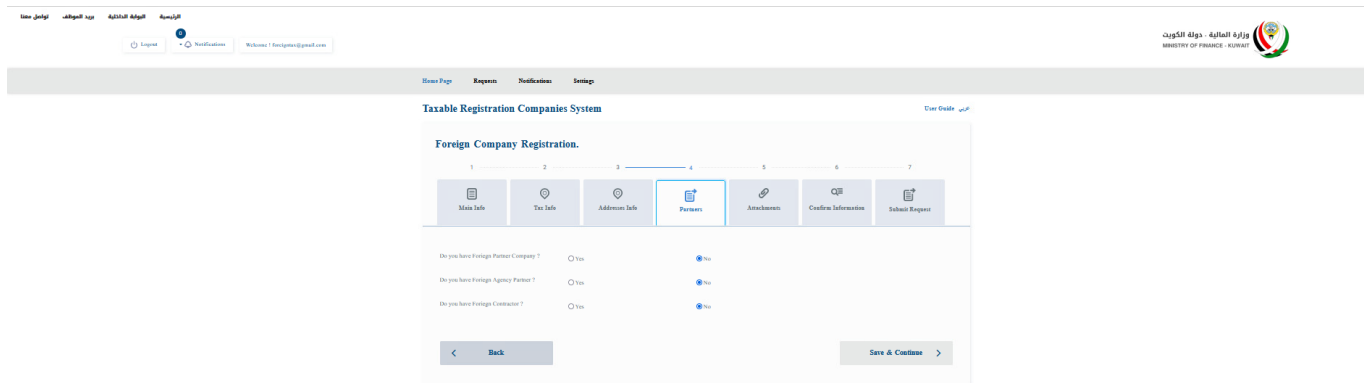
- ii. If "Is Correspondence Address differ from Main Address?" is selected as Yes, then all fields marked with “\*” (mandatory fields) in the Correspondence Address section must be completed.





## 4. Partners Tab:

- i. Under this tab, the user will see the following questions, where the automatic selection would be “No” which can be changed by the user.
  - i. Do you have a Foreign Partner Company?
  - ii. Do you have a Foreign Agency Partner?
  - iii. Do you have a Foreign Contractor?



**Taxable Registration Companies System**

**Foreign Company Registration.**

1 2 3 4 5 6 7

Main Info Tax Info Address Info **Partners** Attachments Confirm Information Submit Request

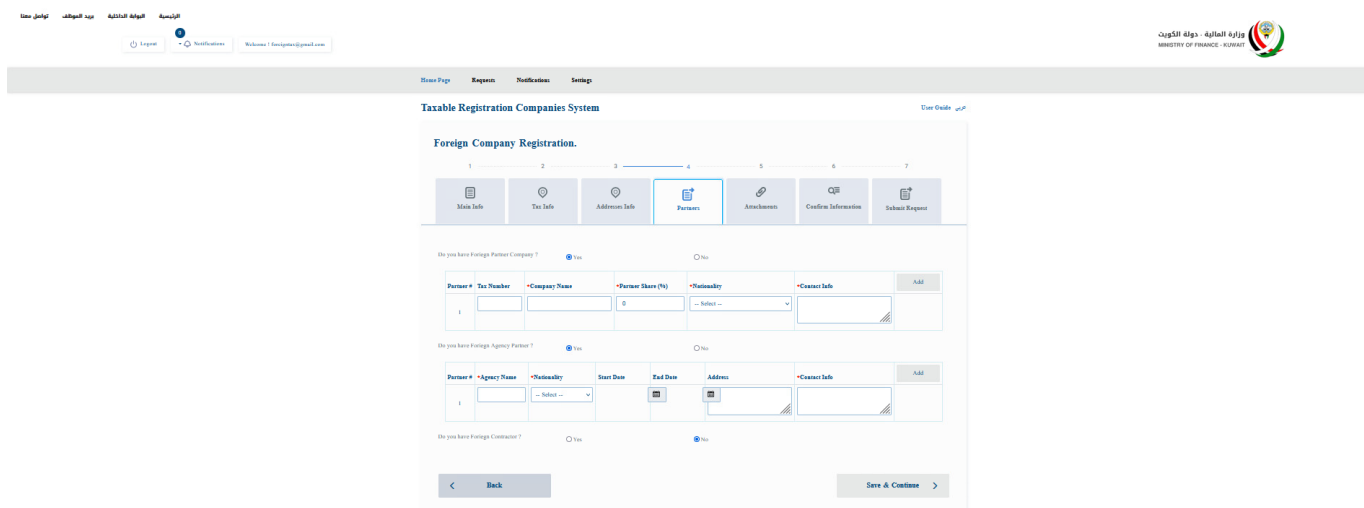
Do you have Foreign Partner Company? ☐ Yes ☒ No

Do you have Foreign Agency Partner? ☐ Yes ☒ No

Do you have Foreign Contractor? ☐ Yes ☒ No

< Back Save & Continue >

- ii. The user can change the selection to “Yes” and proceed to the next page, or proceed without changing the selection. However, if “Yes” is selected, all **mandatory fields marked with “\*”** must be filled out before proceeding.



**Taxable Registration Companies System**

**Foreign Company Registration.**

1 2 3 4 5 6 7

Main Info Tax Info Address Info **Partners** Attachments Confirm Information Submit Request

Do you have Foreign Partner Company? ☒ Yes ☐ No

Partner #	*Tax Number	*Company Name	*Partner Share (%)	*Nationality	*Contact Info	Add
1			0	-- Select --		

Do you have Foreign Agency Partner? ☒ Yes ☐ No

Partner #	*Agency Name	*Nationality	*Start Date	*End Date	*Address	*Contact Info	Add
1	-- Select --						

Do you have Foreign Contractor? ☐ Yes ☒ No

< Back Save & Continue >

## 5. Attachments Tab:

- i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
  - i. Commercial License
  - ii. Memorandum of Association \*
  - iii. Signature Approval
  - iv. Civil Id Copy \*
  - v. Commercial Name \*





- vi. Exemption
- vii. Authorization to the Audit Office \*
- viii. Agency Registration Certificate for each active agency \*
- ix. Agency Agreement for Operation within Kuwait
- x. Foreign agencies operation with Commercial Number
- ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines

## Taxable Registration Companies System

User Guide عربي

## Foreign Company Registration.

1234567

Main Info

Tax Info

Addresses Info

Partners

Attachments

Confirm Information

Submit Request

☐ Commercial license

☐ Memorandum of Association

☐ Signature Approval

☐ Civil Id Copy

☐ Commercial Name

☐ Exemption

☐ Authorization to the Audit Office

☐ Agency Registration Certificate for each active agency

☐ Agency Agreement for operations within Kuwait

☐ Foreign agencies operating with Commercial number

-- Choose File -- No File

-- Choose File -- No File

-- Choose File -- No File

-- Choose File -- No File

-- Choose File -- No File

-- Choose File -- No File

-- Choose File -- No File

-- Choose File -- No File

-- Choose File -- No File

**General guidelines**

The file type must be in PDF format.

File size should not be more than (4MB).

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

< **Back**

**Save & Continue**





## 6. Confirm Information Tab

- i. Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.

[Home Page](#)   [Requests](#)   [Notifications](#)   [Settings](#)

**Taxable Registration Companies System**
User Guide عربي

### Foreign Company Registration.

1234567

Main Info

Tax Info

Addresses Info

Partners

Attachments

Confirm Information

Submit Request

Company name (in Arabic) \*

Company name (in English) \*

Commercial Name \*

Commercial License No \*

Civil No \*

Nationality \*

Legal entity type \*

Main Activity \*

Sub Activity \*

Address

Phone Number

E-mail

Mail box

Fax

Postal code

Attachments

Commercial license Show

\* Memorandum of Association Show

Signature Approval Show

\* Civil Id Copy Show

\* Commercial Name Show

\* Authorization to the Audit Office Show

\* Agency Registration Certificate for each active agency Show

**Taxable Period**

Fiscal Period From: 28/09/2025

Fiscal Period To: 28/09/2025

Activity Start Date: 06/10/2025

Double Taxation? ☐

Neutral Area? ☐

< Back

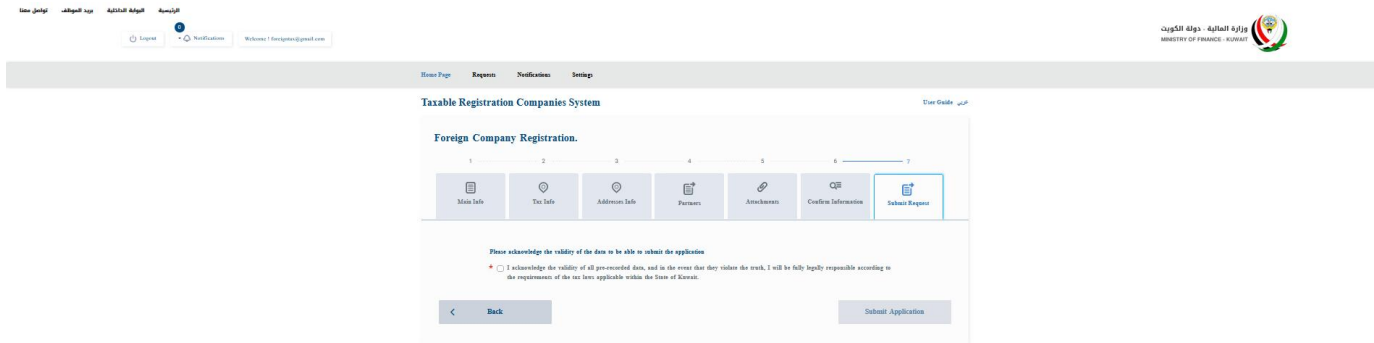
Save & Continue





## 7. Submit Request Tab:

- i. The user will acknowledge the validity of the data by checking the checkbox and will click on the **“Submit Application”** button.



Home Page Request Notifications Settings

Taxable Registration Companies System

Foreign Company Registration.

1 2 3 4 5 6 7

Main Info Tax Info Address Info Partners Attachments Confirm Information **Submit Request**

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they contain the truth, I will be fully legally responsible according to the requirements of the law then applicable within the State of Kuwait.

[Back](#) [Submit Application](#)





## DMTT Registration Request

Taxable and Non-Taxable companies can apply for the DMTT Request. The user will click on the DMTT link after the Online Registration Request is approved.

The screenshot shows the 'Tax Services System' interface. At the top, there are navigation links: Home Page, Requests, Notifications, and Settings. Below this, the 'Tax Services System' header is visible, along with a 'User Guide' link. The main content area is divided into two sections: 'Information' and 'Services'. The 'Information' section contains fields for MCF Tax No., Company name (in Arabic), Company name (in English), Legal entity type, and Main Activity. The 'Services' section lists several options: Update Account Information Request, Tax Residency Certificate Request To whom it may concern Addressed Ahead - 50.00 Kuwaiti Dinar per Certificate, Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate, Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate, and DMTT Registration Request, which is highlighted with a red box.

The user will see “**UPE General Information**”. In this Tab, the user will fill in their Parent Entity Details. All the fields marked with “\*” are mandatory.

The screenshot shows the 'UPE General Information' form. The form has a header with five tabs: UPE General Information, Constituent Entities General Information, Financial Information of MNE Group, Contact Details, and Declaration. The 'UPE General Information' tab is active. The form contains the following fields: Ultimate Parent Entity TIN (text input), Ultimate Parent Entity Name \* (text input), Ultimate Parent Entity Country of Residency \* (dropdown menu), MNE Group Ownership Structure \* (file upload button), Proposed Effective Date of Registration \* (date picker), and Fiscal Year of the MNE Group \* (date picker). The 'Save & Continue' button is highlighted in blue.

After proceeding to the “**Constituent Entities General Information**” Tab, the user can enter their subsidiary companies' details. Clicking on the “**Add Constituent Entity**” button will allow the user to add multiple subsidiaries. The user must attach the Authorization letter issued by the UPE in the General Information section.





UPE General Information

Constituent Entities General Information

Financial Information of MNE Group

Contact Details

Declaration

### Constituent Entities General Information

Filing Constituent Entity (Representative)

Authorization letter issued by UPE

[+ Add Constituent Entity](#)

Constituent Entity 1

Tax Identification Number (TIN) \*

Commercial Number

Civil ID Number

Proposed Effective Date of Registration \*

GloBE Status \*

☐ Constituent entity  
☐ Flow-through entity (tax transparent or reverse hybrid)  
☐ Flow-through entity

Commercial Name

Proof Of Consent

Proof Of Affiliation \*

The user can fill up the “**Financial Information of the group**” Tab, all the fields marked with “\*” are mandatory. The “**UPE Global Consolidated Financial Information**” is a mandatory section.

DMTT Registration

1

2

3

4

5

UPE General Information

Constituent Entities General Information

Financial Information of MNE Group

Contact Details

Declaration

### MNE Group Jurisdictional Financial Information

Financial Year	Start date	End date	Currency	Revenue	Profits	Exchange Rate to EUR	Exchange Rate Source	Revenue
2024	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
2023	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
2022	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
2021	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

56





## UPE Global Consolidated Financial Information



Financial Year	Start date	End date	Currency	Revenue	Profits	Exchange Rate to EUR	Exchange Rate Source	Revenue
2024	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	CBK	0.00
2023	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	CBK	0.00
2022	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	CBK	0.00
2021	<input type="text"/>	<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	CBK	0.00

## Country by Country Reporting data (CbCR)



CbCR FY - 2024	<input type="text" value="-- Choose File --"/> <input type="text" value="No File"/>	CbCR FY - 2022	<input type="text" value="-- Choose File --"/> <input type="text" value="No File"/>
CbCR FY - 2023	<input type="text" value="-- Choose File --"/> <input type="text" value="No File"/>	CbCR FY - 2021	<input type="text" value="-- Choose File --"/> <input type="text" value="No File"/>

[< Back](#)[Save & Continue >](#)

Under the “Contact Details” Tab. The user will provide the Representative company’s contact information and will choose the Audit Firm Name and attach the Letter of Authorization for Audit Firm.

- UPE General Information
- Constituent Entities General Information
- Financial Information of MNE Group
- Contact Details**
- Declaration

## Contact information for the Constituent Entity (Representative)

Contact Name *	<input type="text"/>	Job Title	<input type="text"/>
Country *	-- Select --	Phone number *	<input type="text"/>
Contact Email *	<input type="text"/>		

## Audit Firm Detail

Audit Firm Name *	-- Select --	Letter of authorization for audit firm *	<input type="text" value="-- Choose File --"/> <input type="text" value="No File"/>
-------------------	--------------	--	---

[< Back](#)[Save & Continue >](#)





The user must check the checkbox by verifying all the information are true to their knowledge and Submit the request by clicking the “**Submit Application**” button.

**DMTT Registration** ?

1

2

3

4

5

UPE General Information

Constituent Entities General Information

Financial Information of MNE Group

Contact Details

Declaration

\*

☒

I hereby declare that the submitted information is true to the best of my knowledge and I certify that I am authorized to complete this form for the MNE group.

?

<

Back

Submit Application

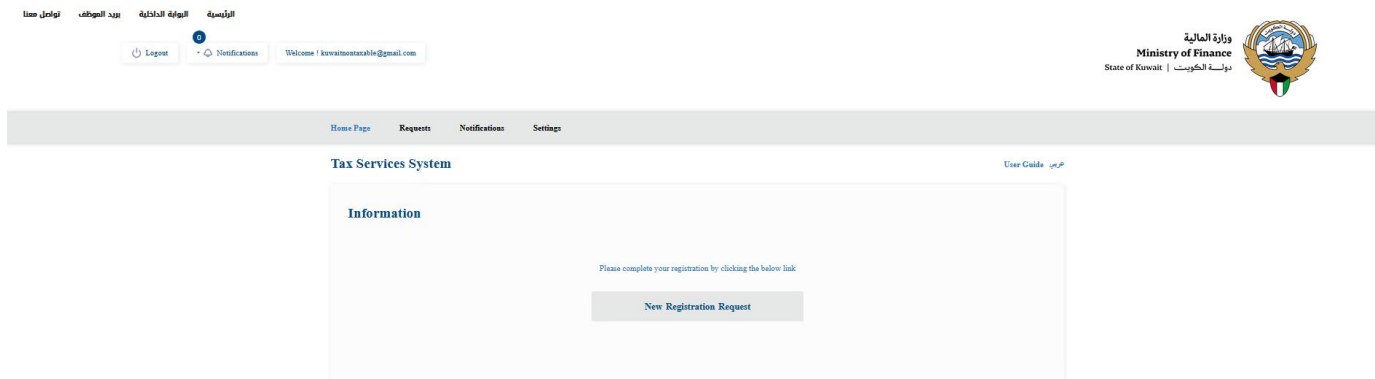




## ➤ Individual

### 1. Kuwaiti Individual:

Kuwaiti Individuals can apply for the new registration request.

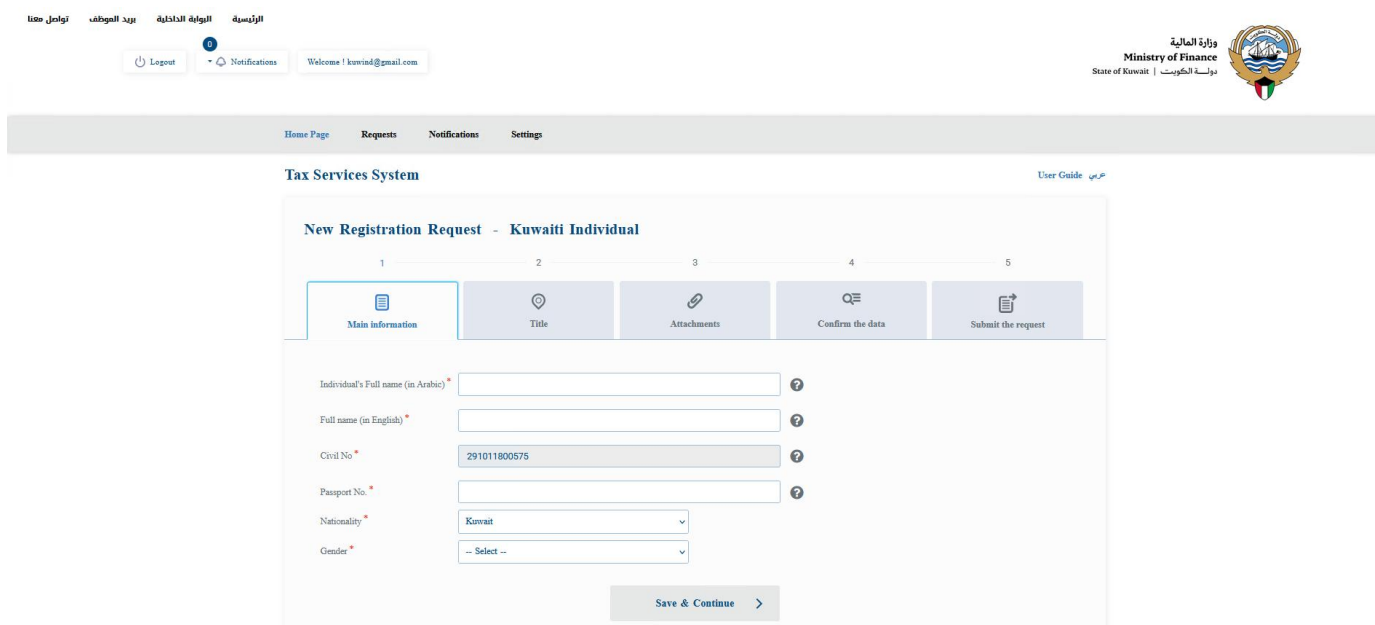


The screenshot shows the home page of the Tax Services System. At the top, there is a navigation bar with links for Home Page, Requests, Notifications, and Settings. Below this, a large box titled "Information" contains a message: "Please complete your registration by clicking the below link." and a button labeled "New Registration Request". The user is logged in as "kuwaitnatashah@gmail.com".

Under the Kuwaiti request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- i. Individual Full Name (in Arabic) \*
- ii. Full Name (in English) \*
- iii. Civil no \*
- iv. Passport No\*
- v. Nationality \*
- vi. Gender



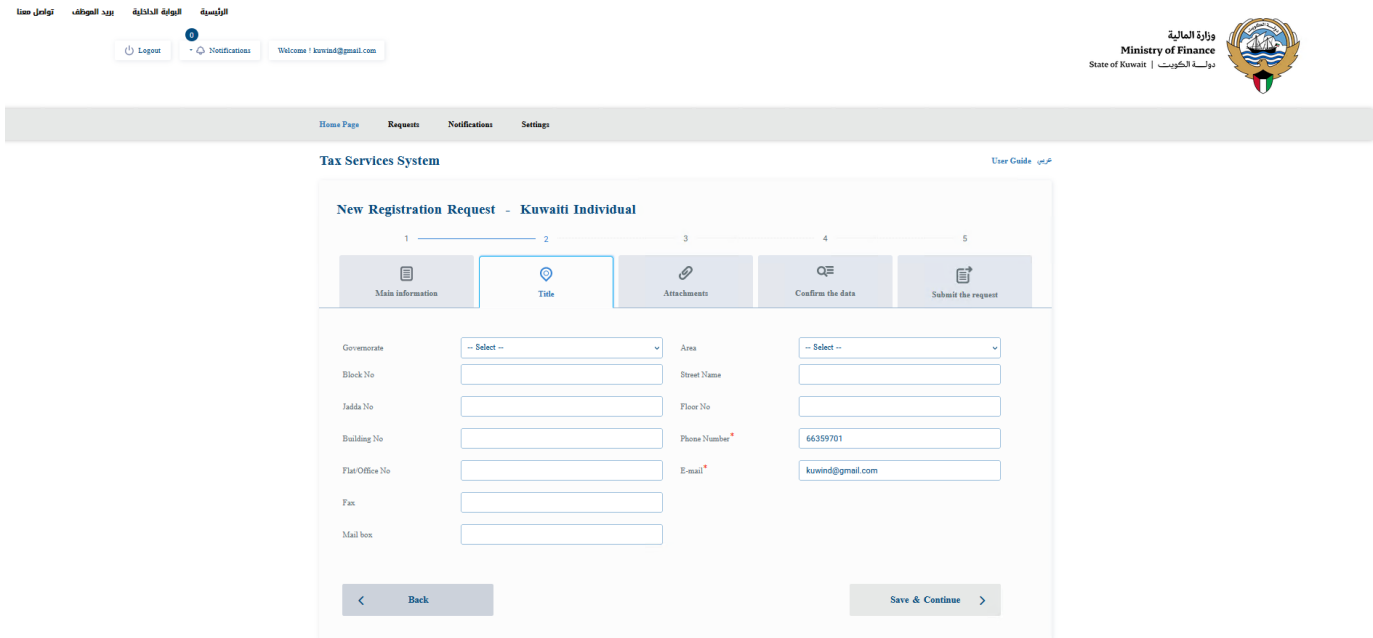
The screenshot shows the "New Registration Request - Kuwaiti Individual" form. The form has five tabs: Main information, Title, Attachments, Confirm the data, and Submit the request. The "Main information" tab is active, showing fields for Individual's Full name (in Arabic) \*, Full name (in English) \*, Civil No (291011800575), Passport No. \*, Nationality (Kuwait), and Gender (\* -- Select --). A "Save & Continue" button is at the bottom right.





## 2. Address Tab:

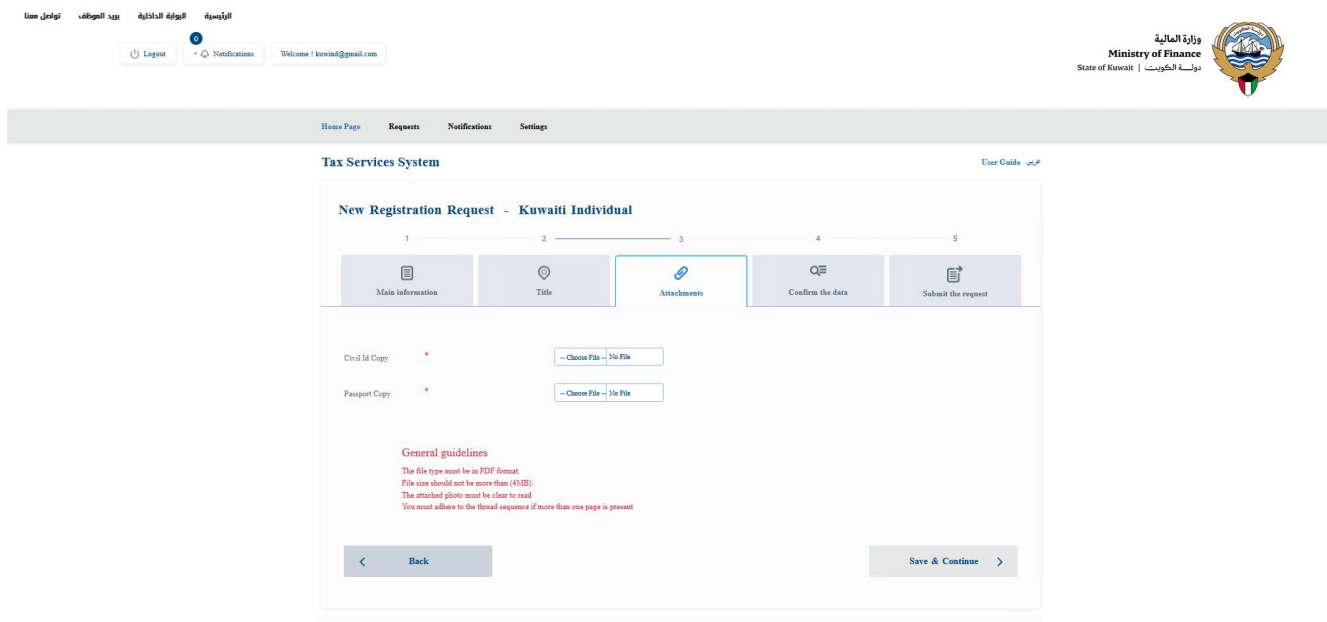
- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.



The screenshot shows the 'New Registration Request - Kuwaiti Individual' form in the 'Address' tab. The form includes fields for Governorate, Block No, Jadda No, Building No, Flat/Office No, Fax, Mail box, Area, Street Name, Floor No, Phone Number, and E-mail. The 'Phone Number' and 'E-mail' fields are marked with an asterisk (\*), indicating they are mandatory. The form also has a 'Back' button and a 'Save & Continue' button.

## 3. Attachments Tab:

- i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
  - i. Civil Id Copy \*
  - ii. Passport Copy \*
- ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.



The screenshot shows the 'New Registration Request - Kuwaiti Individual' form in the 'Attachments' tab. The form includes fields for 'Civil Id Copy' and 'Passport Copy', both marked with an asterisk (\*). Each field has a 'Choose File' button and a 'No File' button. Below the fields, there are 'General guidelines' for the attachments, including file type (PDF), file size (less than 5MB), and a requirement for clear photos. The form also has a 'Back' button and a 'Save & Continue' button.





## 4. Confirm Information Tab

- i. Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.

## 5. Submit Request Tab:

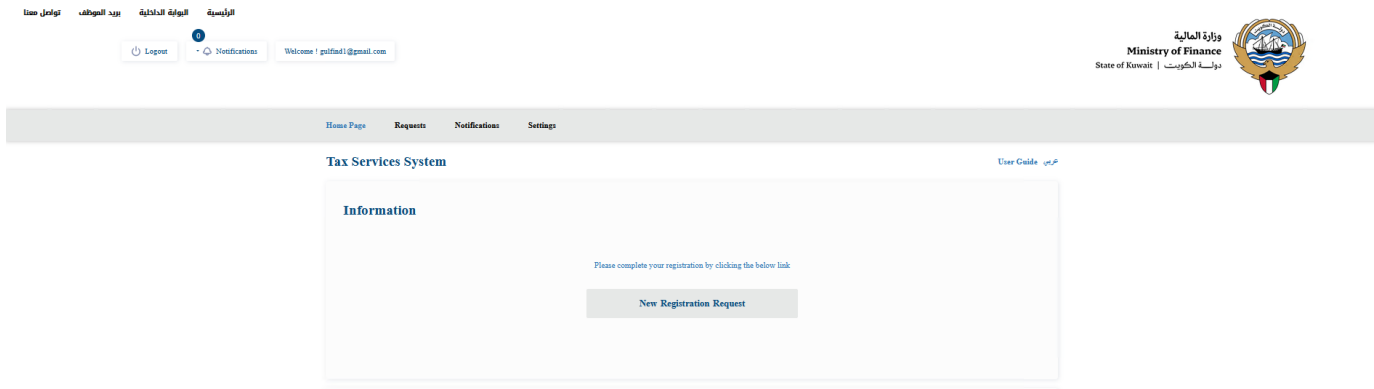
- i. The user will acknowledge the validity of the data by checking the checkbox and will click on the “**Submit Application**” button.





## 2. Gulf Individual:

Gulf Individuals can apply for the new registration request.

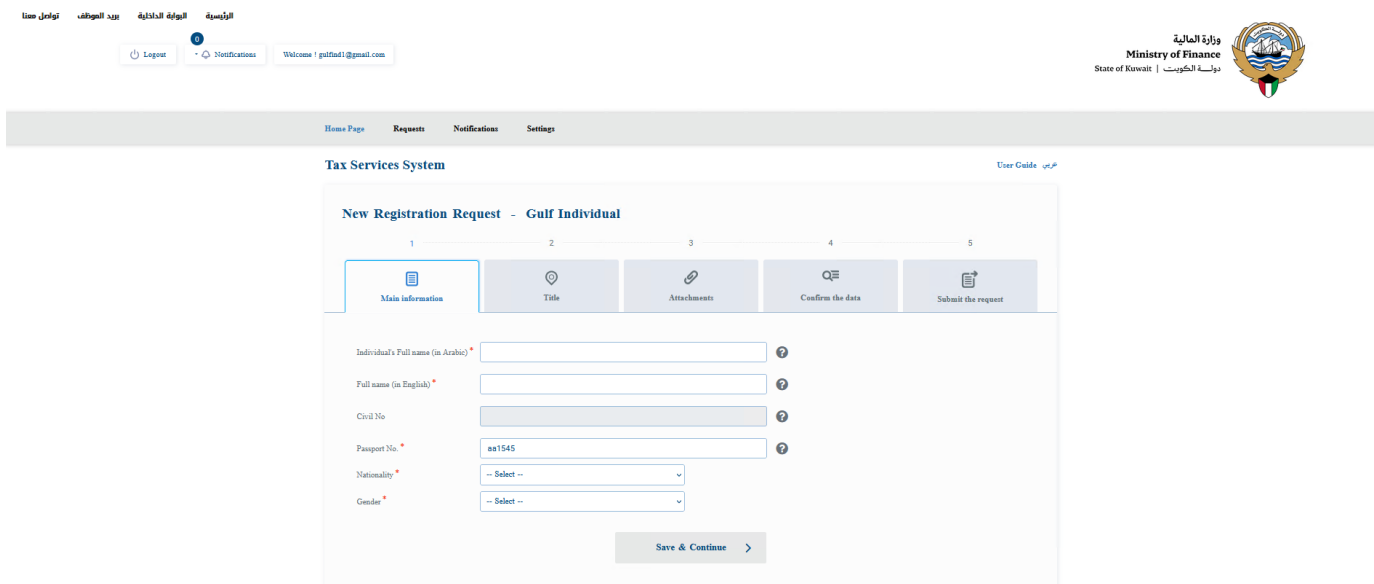


The screenshot shows the home page of the Tax Services System. At the top, there is a navigation bar with links for Home Page, Requests, Notifications, and Settings. Below this, a large box titled "Information" contains a message: "Please complete your registration by clicking the below link" and a button labeled "New Registration Request". The user is logged in as "gulfindi1@gmail.com".

Under the Gulf request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- i. Individual Full Name (in Arabic) \*
- ii. Full Name (in English) \*
- iii. Civil no
- iv. Passport No \*
- v. Nationality \*
- vi. Gender \*



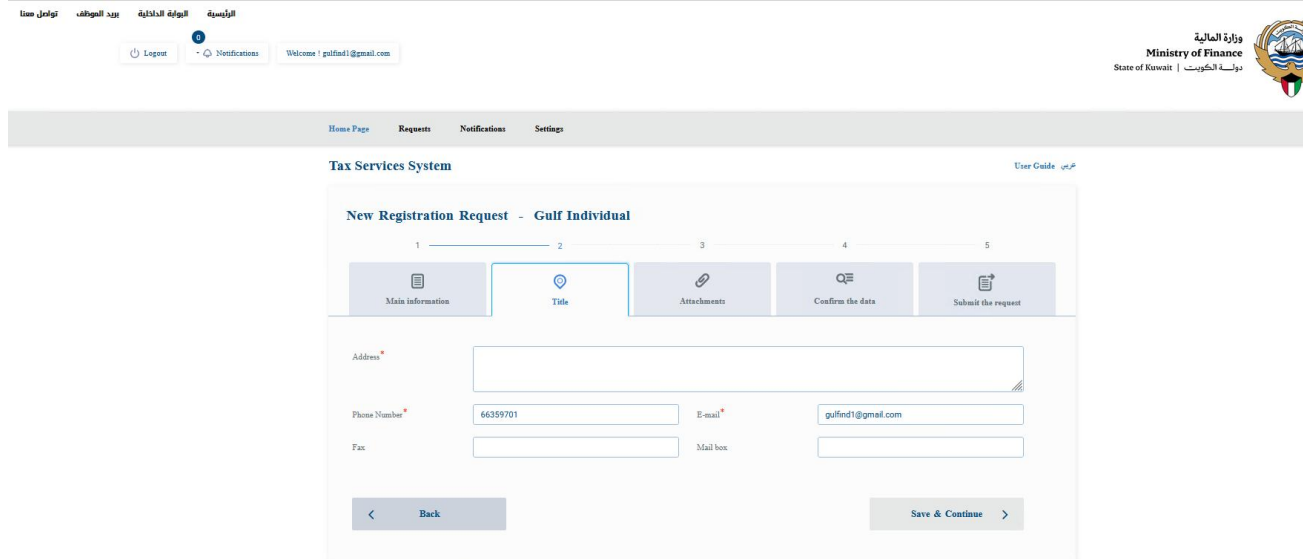
The screenshot shows the "New Registration Request - Gulf Individual" form. The form has five tabs: Main information, Title, Attachments, Confirm the data, and Submit the request. The "Main information" tab is active, showing fields for Individual's Full name (in Arabic), Full name (in English), Civil No, Passport No, Nationality, and Gender. All fields are marked with an asterisk (\*) indicating they are mandatory. The "Passport No" field contains the value "aa1545". The "Nationality" and "Gender" fields are dropdown menus with "-- Select --" as the current selection. A "Save & Continue" button is at the bottom right.





## 2. Address Tab:

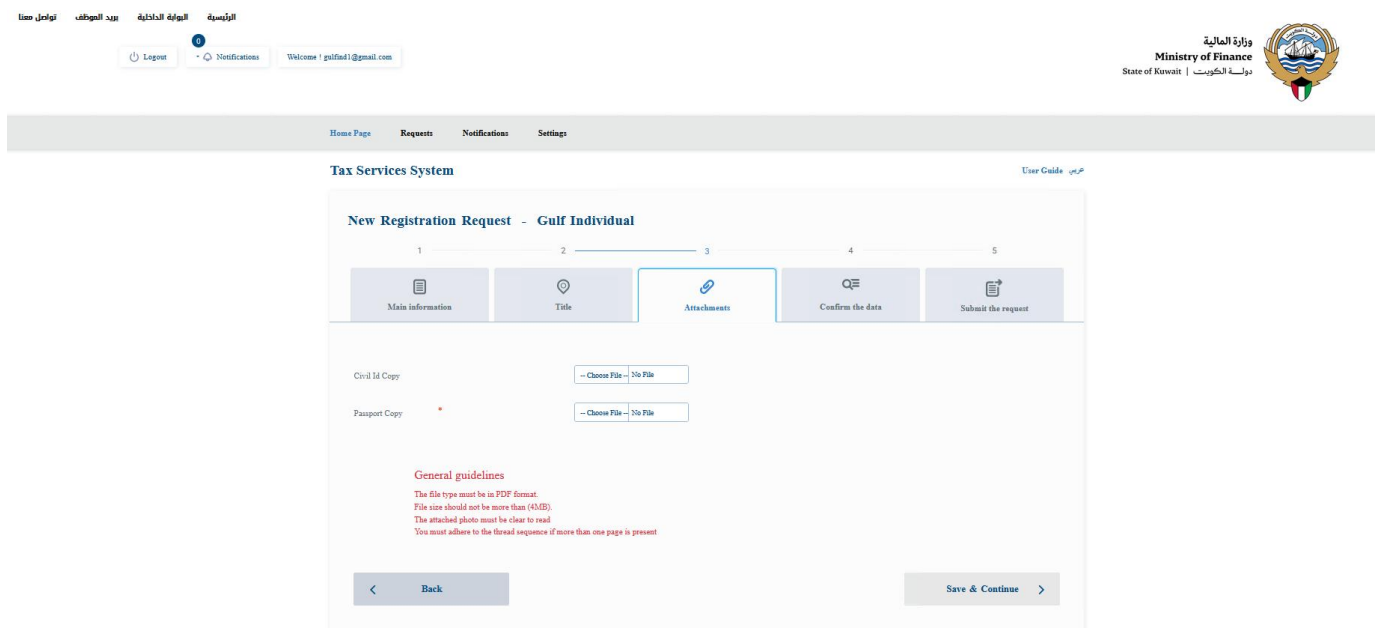
- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.



The screenshot shows the 'New Registration Request - Gulf Individual' form in the 'Address' tab. The form includes fields for Address\*, Phone Number\*, E-mail\*, and Fax. The E-mail field is pre-filled with 'gulfnd1@gmail.com'. The Phone Number field is pre-filled with '66359701'. There are 'Back' and 'Save & Continue' buttons at the bottom.

## 3. Attachments Tab:

- i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
  - i. Civil Id Copy
  - ii. Passport Copy \*
- ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.



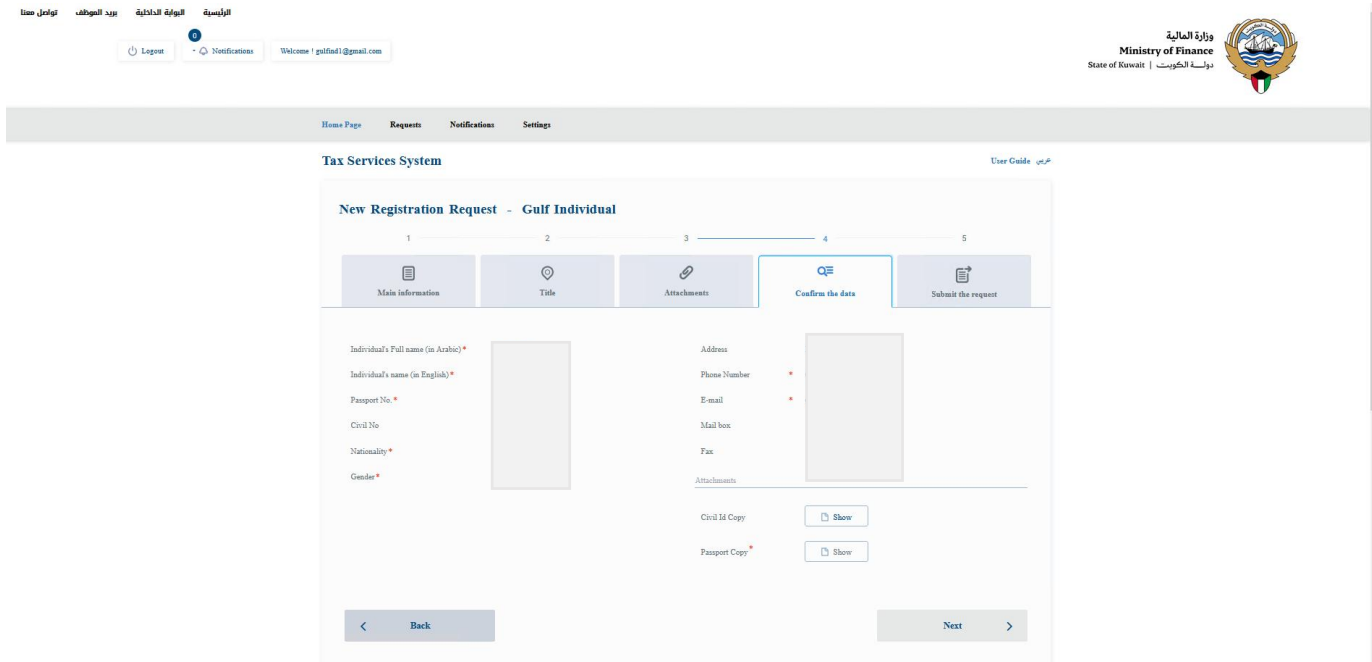
The screenshot shows the 'New Registration Request - Gulf Individual' form in the 'Attachments' tab. It displays upload buttons for 'Civil Id Copy' and 'Passport Copy \*'. Below these, 'General guidelines' are listed: 'The file type must be in PDF format.', 'File size should not be more than (4MB).', 'The attached photo must be clear to read', and 'You must adhere to the literal sequence if more than one page is present.' There are 'Back' and 'Save & Continue' buttons at the bottom.





## 4. Confirm Information Tab

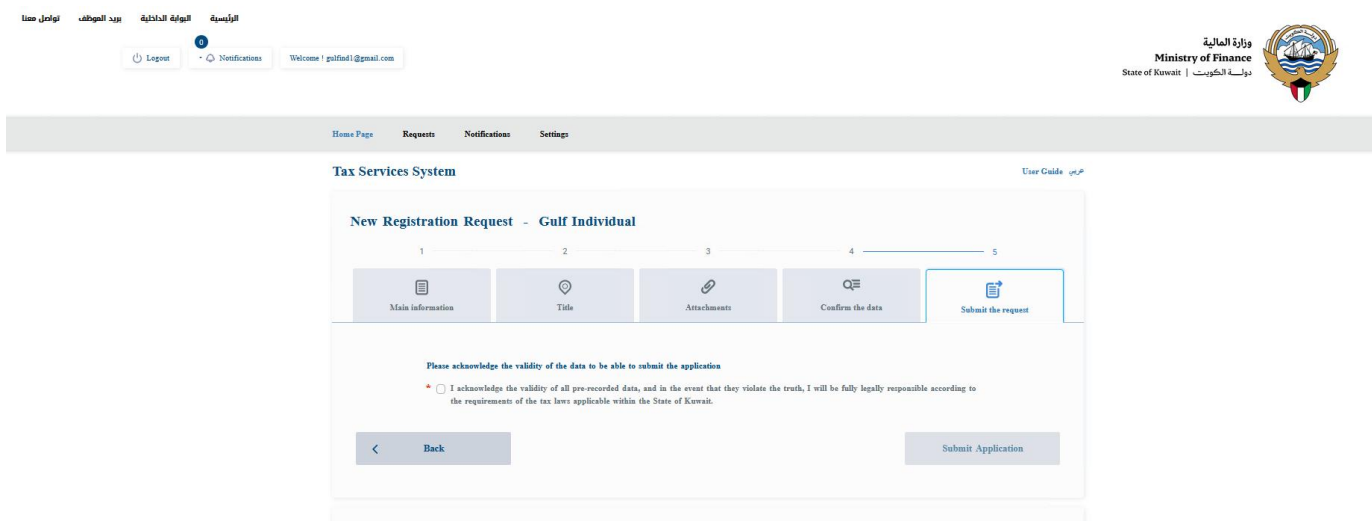
- Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.



The screenshot shows the 'Confirm the data' tab in the 'New Registration Request - Gulf Individual' process. The interface includes a progress bar at the top with five steps: 1. Main information, 2. Title, 3. Attachments, 4. Confirm the data (active), and 5. Submit the request. Below the progress bar, there are two columns of input fields. The left column contains: Individual's Full name (in Arabic) \*, Individual's name (in English) \*, Passport No. \*, Civil No., Nationality \*, and Gender \*. The right column contains: Address, Phone Number \*, E-mail \*, Mail box, Fax, and Attachments. Below these fields are two 'Show' buttons for 'Civil ID Copy' and 'Passport Copy \*'. At the bottom, there are 'Back' and 'Next' buttons.

## 5. Submit Request Tab:

- The user will acknowledge the validity of the data by checking the checkbox and will click on the “**Submit Application**” button.



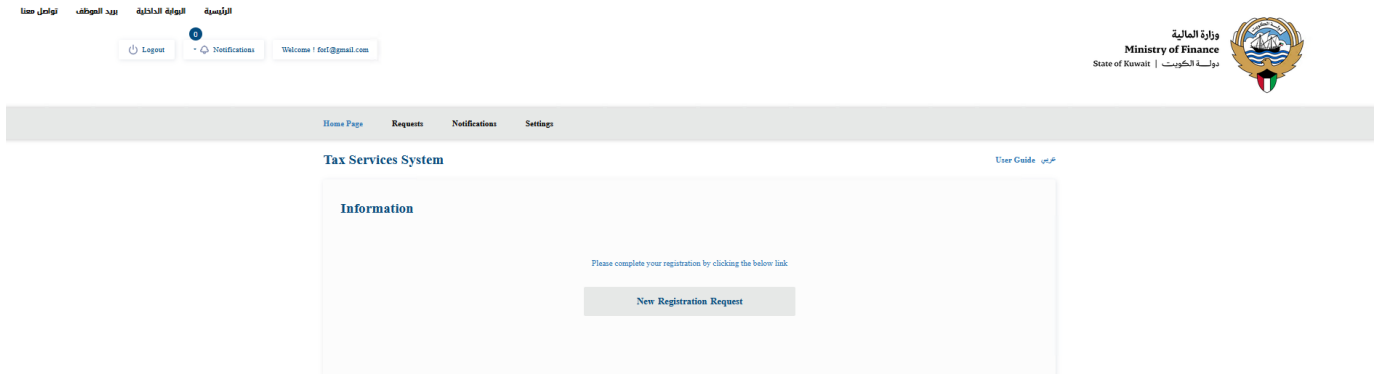
The screenshot shows the 'Submit the request' tab in the 'New Registration Request - Gulf Individual' process. The interface includes a progress bar at the top with five steps: 1. Main information, 2. Title, 3. Attachments, 4. Confirm the data, and 5. Submit the request (active). Below the progress bar, there is a section for acknowledging the validity of the data. It contains a paragraph: 'Please acknowledge the validity of the data to be able to submit the application'. Below this is a checkbox with the text: 'I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.' At the bottom, there are 'Back' and 'Submit Application' buttons.





### 3. Foreign Individual:

Foreign Individuals can apply for the new registration request.

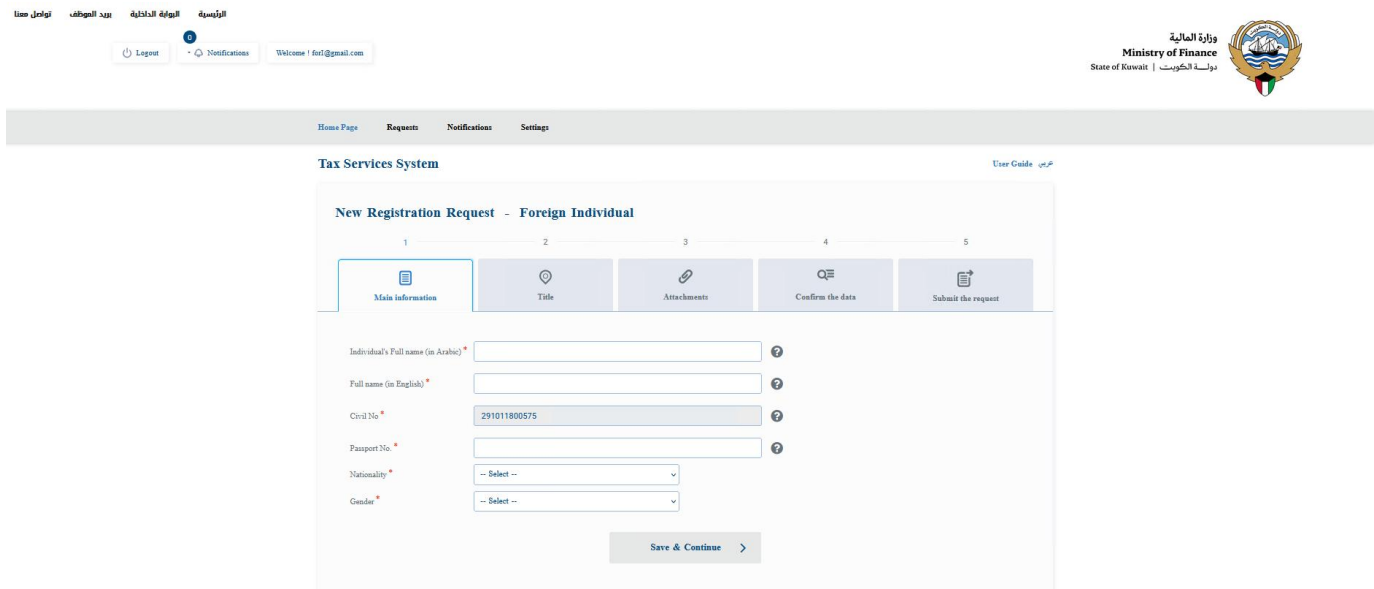


The screenshot shows the 'Tax Services System' home page. At the top, there is a navigation bar with links for 'الرئيسية' (Home), 'الطلبات' (Requests), 'البيانات الشخصية' (Personal Data), 'البيانات الضريبية' (Tax Data), and 'تواصل معنا' (Contact Us). Below this, there is a 'Logout' button and a 'Notifications' button. A welcome message 'Welcome ! fari@gmail.com' is displayed. On the right side, there is a logo for the Ministry of Finance, State of Kuwait. The main content area is titled 'Tax Services System' and contains a section for 'Information' with a link to 'New Registration Request'.

Under the Foreign request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- Individual Full Name (in Arabic) \*
- Full Name (in English) \*
- Civil no \*
- Passport No\*
- Nationality \*
- Gender\*



The screenshot shows the 'New Registration Request - Foreign Individual' form. The form is divided into five tabs: 'Main information', 'Title', 'Attachments', 'Confirm the data', and 'Submit the request'. The 'Main information' tab is active, showing the following fields: 'Individual's Full name (in Arabic) \*', 'Full name (in English) \*', 'Civil No \*' (with the value '291011800575'), 'Passport No \*', 'Nationality \*' (with a dropdown menu), and 'Gender \*' (with a dropdown menu). A 'Save & Continue' button is located at the bottom right of the form.





## 2. Address Tab:

- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.

Home Page Requests Notifications Settings

Tax Services System User Guide عربي

### New Registration Request - Foreign Individual

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Governorate

Block No

Jadda No

Building No

Flat/Office No

Fax

Mail box

Area

Street Name

Floor No

Phone Number

E-mail

[< Back](#) [Save & Continue >](#)

## 3. Attachments Tab:

- i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments
  - i. Civil Id Copy \*
  - ii. Passport Copy \*
- ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.

الدخول تسجيل جديد  
 Login Register  
 Welcome! forl@gmail.com

Home Page Requests Notifications Settings

Tax Services System User Guide عربي

### New Registration Request - Foreign Individual

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Civil Id Copy

Passport Copy

**General guidelines**  
 The file type must be in PDF format.  
 The size should not be more than 400KB.  
 The attached photos must be clear to read.  
 You must adhere to the general guidelines if more than one page is present.

[< Back](#) [Save & Continue >](#)





## 4. Confirm Information Tab


- i. Under the Confirm Information tab, the user will see all his details filled by them, he/she can review it on the page, and in case of changes, the user will click on the “**Back**” button and edit the information under the Tab.


Home Page   Requests   Notifications   Settings


**Tax Services System** User Guide عربي


### New Registration Request - Foreign Individual


1 2 3 4 5

 Main information

 Title

 Attachments

 Confirm the data

 Submit the request

Individual's Full name (in Arabic) \*

Individual's name (in English) \*

Civil No \*

Passport No. \*

Nationality \*

Gender \*

Address

Phone Number \*

E-mail \*

Mail box

Fax

Attachments

Civil Id Copy \* Show

Passport Copy \* Show

< Back
Next >

## 5. Submit Request Tab:

- i. The user will acknowledge the validity of the data and Pledge by checking the both checkboxes and then click on the “**Submit Application**” button.





## New Registration Request - Foreign Individual

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

☐ I pledge that I, as a foreign natural person, represent myself only and do not represent a share for an established body in accordance with the provisions of Article (12) of Income Tax Decree No. 3 of 1988 amended by Law No. 2 of 2008.

[Back](#) [Submit Application](#)

## ➤ Institute:

1. **Kuwaiti**
  - i. Individual Institution

Kuwaiti Individual Institutions can apply for the new registration request.



## Information

Please complete your registration by clicking the below link

[New Registration Request](#)





Under the Kuwaiti Individual Institution request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- Owner Name (in Arabic) \*
- Organization Name (in Arabic) \*
- Organization Name (in English) \*
- Civil No \*
- Legal entity type\*
- Nationality \*
- Commercial License No.
- Commercial License Date.

## Tax Services System

User Guide

**New Registration Request - Individual Institute**

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Owner Name \* First Second Third Fourth

Organization name (in Arabic) \*

Organization name (in English) \*

Civil No \* 256124

Legal entity type \* -- Select --

Main Activity \* -- Select --

Nationality \* Kuwait

Commercial License No.

Commercial License date

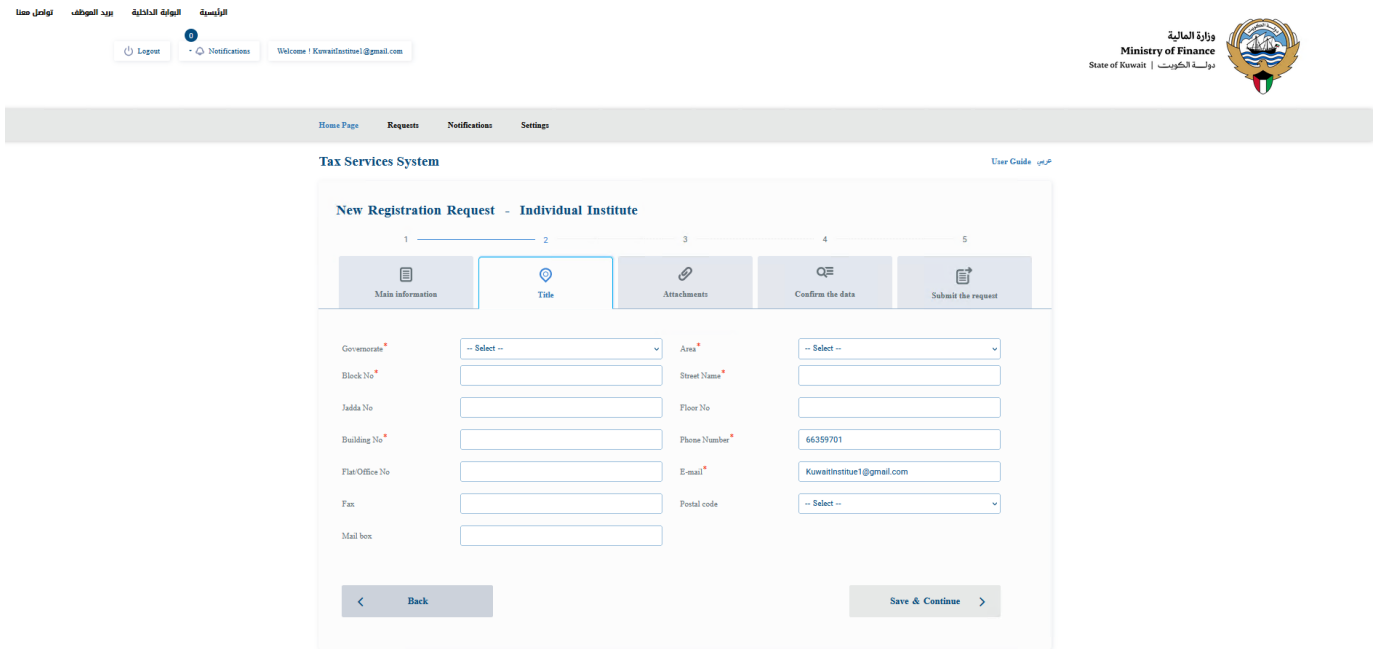
Save & Continue >





## 2. Address Tab:

- i. The user will fill out the registered address of the institution. All mandatory fields marked with “\*” must be filled out.



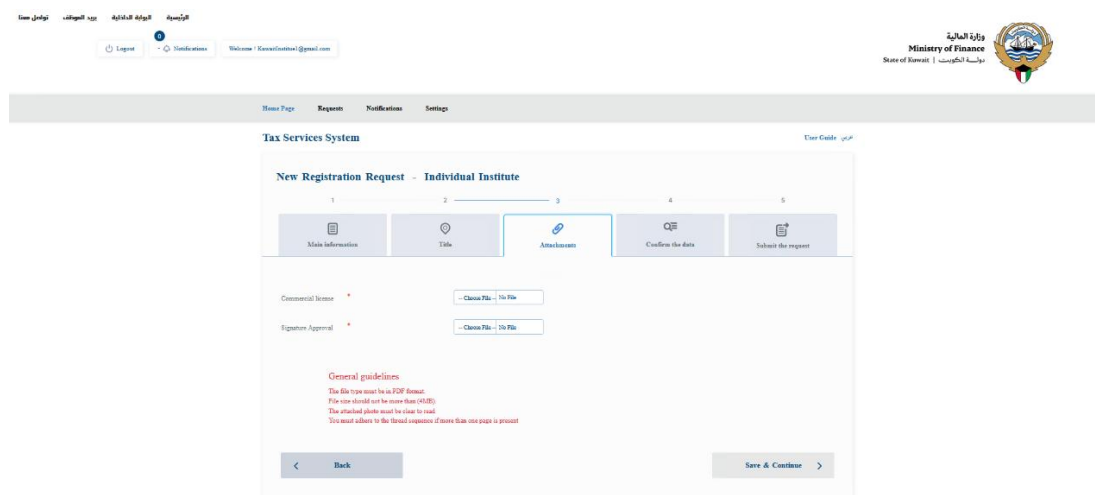
The screenshot shows the 'New Registration Request - Individual Institute' form in the 'Address' tab. The form is divided into five steps: 1. Main information, 2. Title, 3. Attachments, 4. Confirm the data, and 5. Submit the request. The 'Title' tab is currently active. The form contains the following fields:

- Governorate: -- Select --
- Block No: [Text Field]
- Jadda No: [Text Field]
- Building No: [Text Field]
- Floor Office No: [Text Field]
- Fax: [Text Field]
- Mail box: [Text Field]
- Area: -- Select --
- Street Name: [Text Field]
- Floor No: [Text Field]
- Phone Number: 66359701
- E-mail: Kuwaitinstitute1@gmail.com
- Postal code: -- Select --

Buttons: Back, Save & Continue

## 3. Attachments Tab:

- i. The user will upload the following mandatory documents:
- Commercial License \*
  - Signature Approval \*



The screenshot shows the 'New Registration Request - Individual Institute' form in the 'Attachments' tab. The form is divided into five steps: 1. Main information, 2. Title, 3. Attachments, 4. Confirm the data, and 5. Submit the request. The 'Attachments' tab is currently active. The form contains the following fields:

- Commercial license: -- Choose File -- No File
- Signature Approval: -- Choose File -- No File

General guidelines:

- The file type must be in PDF format.
- File size should not be more than (40KB).
- The attached photo must be clear to read.
- You must adhere to the formal requirements of more than one page is present.

Buttons: Back, Save & Continue





4. Confirm Information Tab:
  - i. The user will review all filled details and can go back to edit if needed.

**New Registration Request - Individual Institute**

1 2 3 4 5

Main information Title Attachments **Confirm the data** Submit the request

Owner Name \*

Organization name (in Arabic) \*

Organization name (in English) \*

Commercial License No

Commercial License date

Civil No \*

Nationality \*

Legal entity type \*

Main Activity \*

Address

Phone Number

E-mail

Mail box

Fax

Postal code

Attachments

Commercial license \* [Show](#)

Signature Approval \* [Show](#)

[< Back](#) [Next >](#)

5. Submit Request Tab:
  - i. The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.

**Tax Services System** User Guide عربي

**New Registration Request - Individual Institute**

1 2 3 4 5

Main information Title Attachments **Confirm the data** Submit the request

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

[< Back](#) [Submit Application](#)





## ii. Industrial Facility

Kuwaiti Industrial Facilities can apply for new registration requests.

The screenshot displays the 'Tax Services System' interface. At the top, there's a header with navigation links: 'Home Page', 'Requests', 'Notifications', and 'Settings'. Below this, a 'User Guide' link is visible. The main content area is titled 'Information' and contains a message: 'Please complete your registration by clicking the below link'. A button labeled 'New Registration Request' is prominently displayed in the center of the page.

Under the Kuwaiti Industrial Facilities request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:

- Owner Name (in Arabic) \*
- Organization Name (in Arabic) \*
- Organization Name (in English) \*
- Civil No \*
- Legal entity type\*
- Main Activity \*
- Nationality \*
- Commercial License No \*
- Commercial License Date \*





## New Registration Request - Industrial Institute

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Owner Name \* First Second Third Fourth

Organization name (in Arabic) \*

Organization name (in English) \*

Civil No \* 12374

Legal entity type \* -- Select --

Main Activity \* -- Select --

Nationality \* Kuwait

Commercial License No \*

Commercial License date \*

Save & Continue >

## 2. Address Tab:

i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.

## New Registration Request - Industrial Institute

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Governorate \* -- Select --

Area \* -- Select --

Block No \*

Street Name \*

Jadda No \*

Floor No \*

Building No \*

Phone Number \* 66359701

Flat/Office No \*

E-mail \* KuwaitIndustrial@gmail.com

Fax \*

Postal code \* -- Select --

Mail box \*

< Back

Save & Continue >



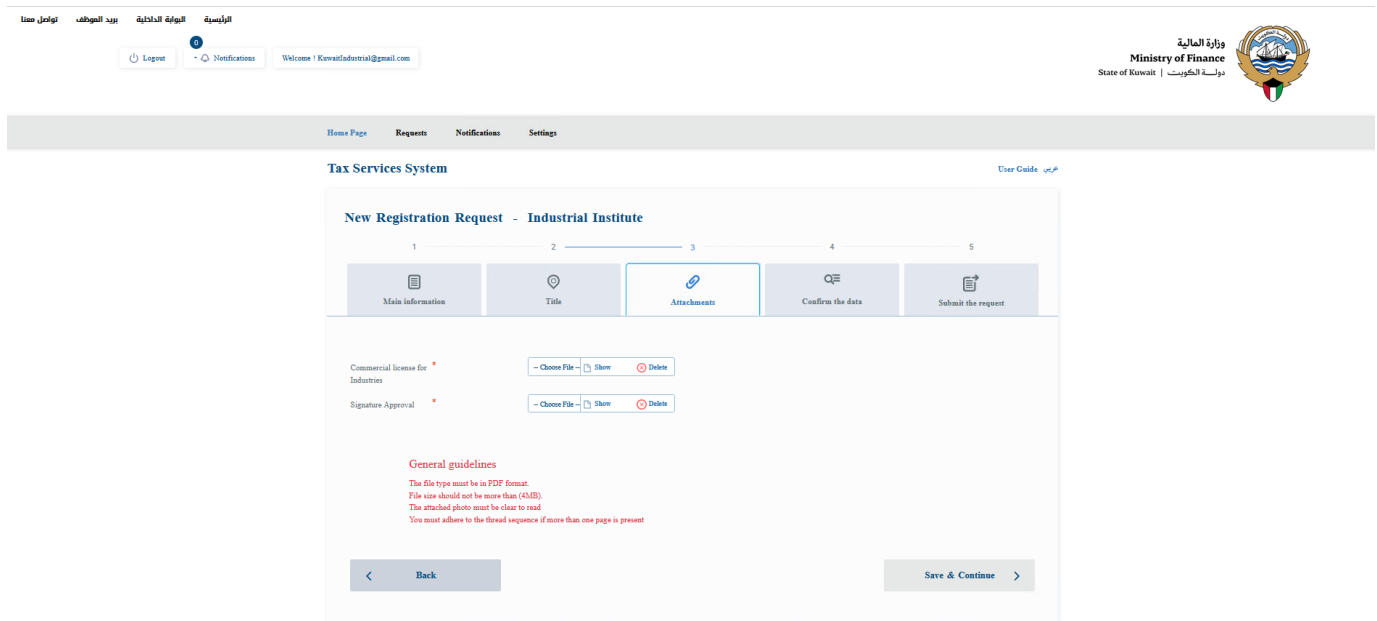


### 3. Attachments Tab:

i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

- Commercial License \*
- Signature Approval\*

ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.



The screenshot displays the 'Tax Services System' interface. At the top, there's a navigation bar with links for 'Home Page', 'Requests', 'Notifications', and 'Settings'. The main content area is titled 'New Registration Request - Industrial Institute'. It features a progress bar with five steps: 1. Main Information, 2. Title, 3. Attachments (currently active), 4. Confirm the data, and 5. Submit the request. Under the 'Attachments' tab, there are two mandatory fields: 'Commercial license for Industries' and 'Signature Approval', each with a 'Choose File' button, a 'Show' button, and a 'Delete' button. Below these fields, 'General guidelines' are listed in red text: 'The file type must be in PDF format', 'File size should not be more than (4MB)', 'The attached photo must be clear to read', and 'You must adhere to the thread sequence if more than one page is present'. At the bottom of the form, there are 'Back' and 'Save & Continue' buttons.

### 4. Confirm Information Tab:

Under the Confirm Information tab, the user will see all their details filled by them. He/she can review it on the page, and in case of changes, the user will click on the “Back” button and edit the information under the Tab.





### New Registration Request - Industrial Institute

12345

Main information

Title

Attachments

Confirm the data

Submit the request

Owner Name \*

Organization name (in Arabic) \*

Organization name (in English) \*

Commercial License No \*

Commercial License date \*

Civil No \*

Nationality \*

Legal entity type \*

Main Activity \*

Address

Phone Number

E-mail

Mail box

Fax

Postal code

Attachments

Commercial license for Industries \*

Show

Signature Approval \*

Show

Back

Next

## 5. Submit Request Tab:

- The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.

### New Registration Request - Industrial Institute

12345

Main information

Title

Attachments

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

Back

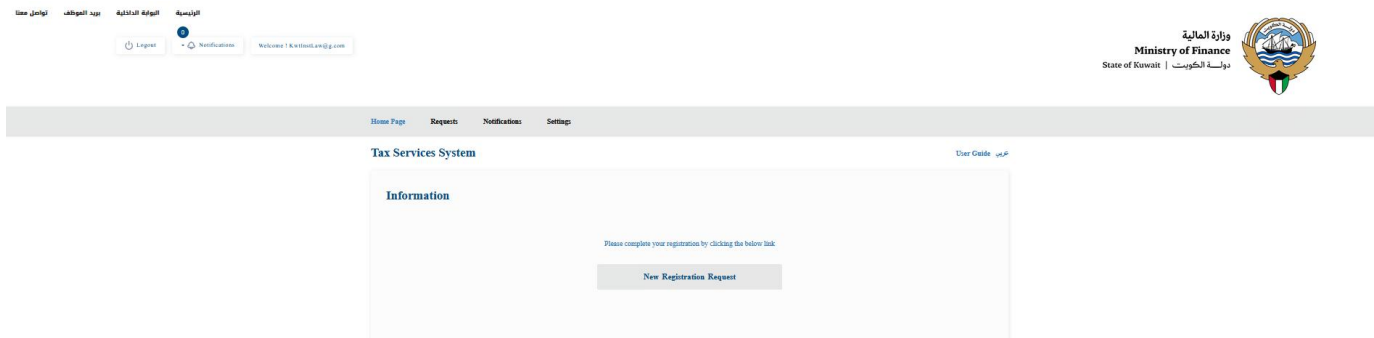
Submit Application





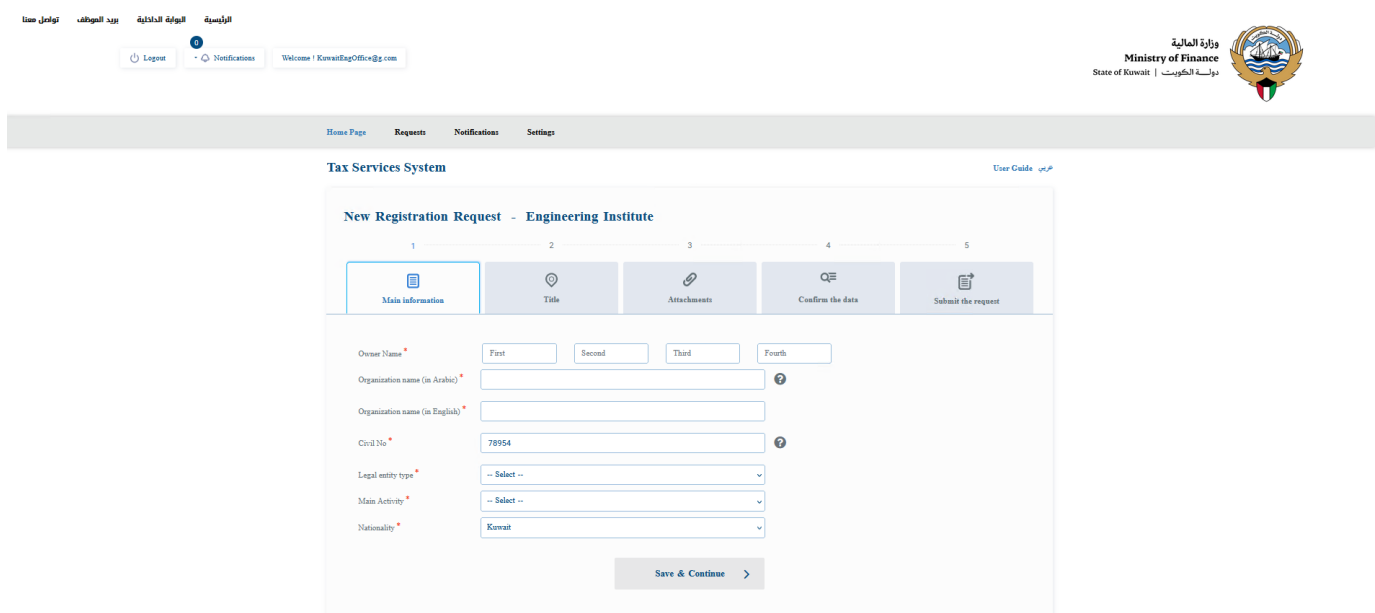
### iii. Engineering Office

Kuwaiti Engineering Offices can apply for the new registration request.



Under the Kuwaiti Engineering Office request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:
  - o Owner Name (in Arabic) \*
  - o Organization Name (in Arabic) \*
  - o Organization Name (in English) \*
  - o Civil No \*
  - o Legal entity type \*
  - o Nationality \*
  - o Commercial License No.
  - o Commercial License Date.

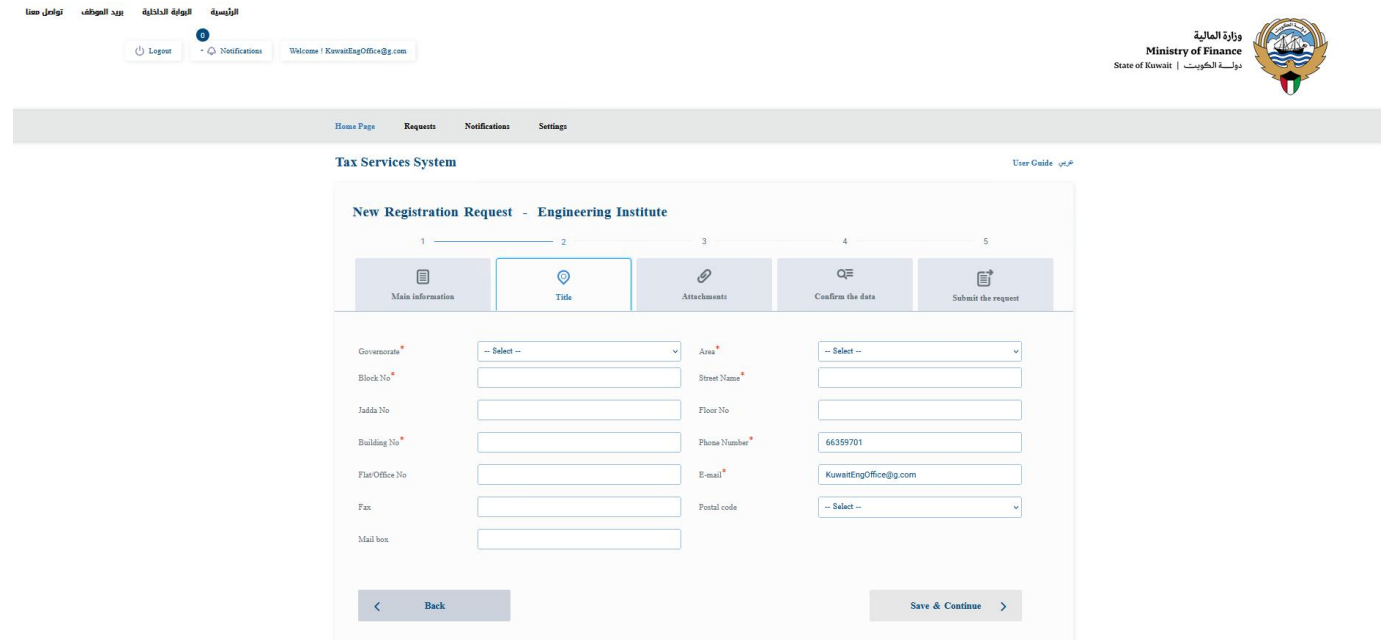






## 2. Address Tab:

- The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.



The screenshot shows the 'New Registration Request - Engineering Institute' form in the 'Address' tab. The form includes the following fields:

- Governorate \*
- Block No \*
- Jadda No \*
- Building No \*
- Flat/Office No \*
- Fax \*
- Mail box \*
- Area \*
- Street Name \*
- Floor No \*
- Phone Number \*
- E-mail \*
- Postal code \*

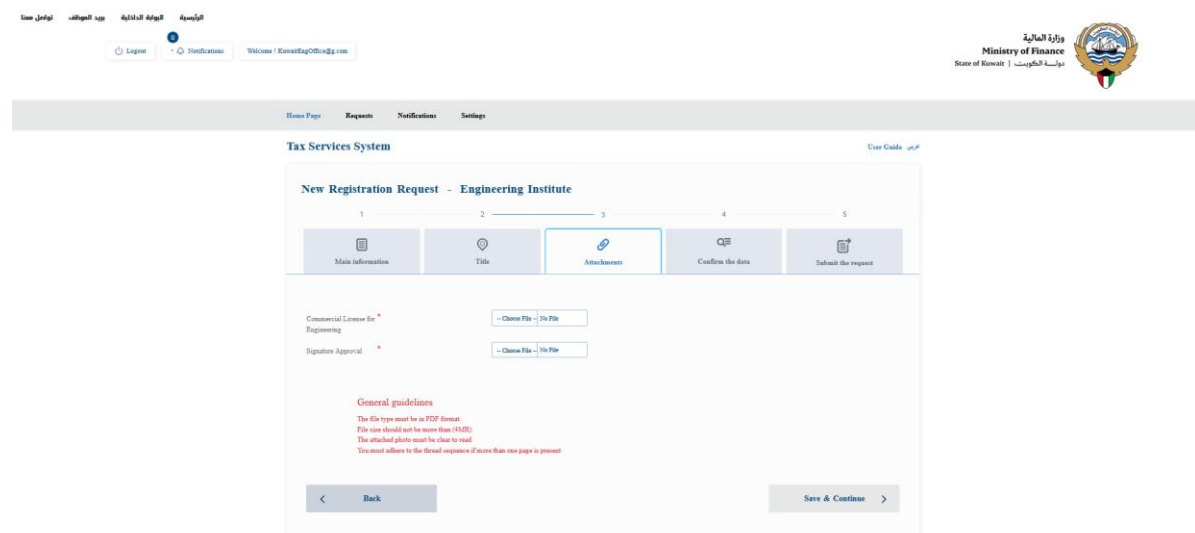
Navigation buttons: Back, Save & Continue.

## 3. Attachments Tab:

- Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

- Commercial License for Engineering \*
- Signature Approval \*

- The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.



The screenshot shows the 'New Registration Request - Engineering Institute' form in the 'Attachments' tab. The form includes the following fields:

- Commercial License for Engineering \*
- Signature Approval \*

General guidelines:

- The file type must be in PDF format.
- The size should not be more than 10MB.
- The attached photo must be clear to read.
- You must adhere to the thread sequence if more than one page is present.

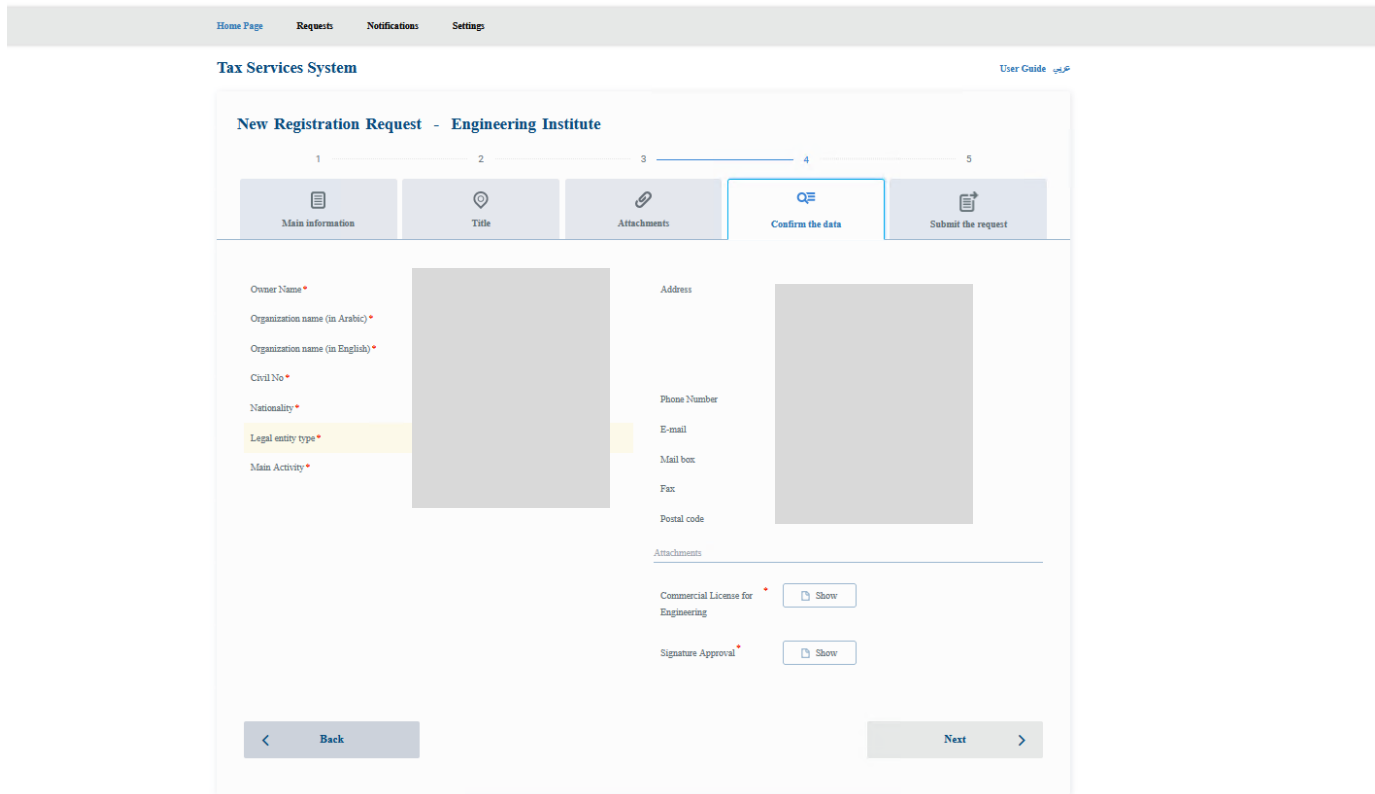
Navigation buttons: Back, Save & Continue.





## 4. Confirm Information Tab:

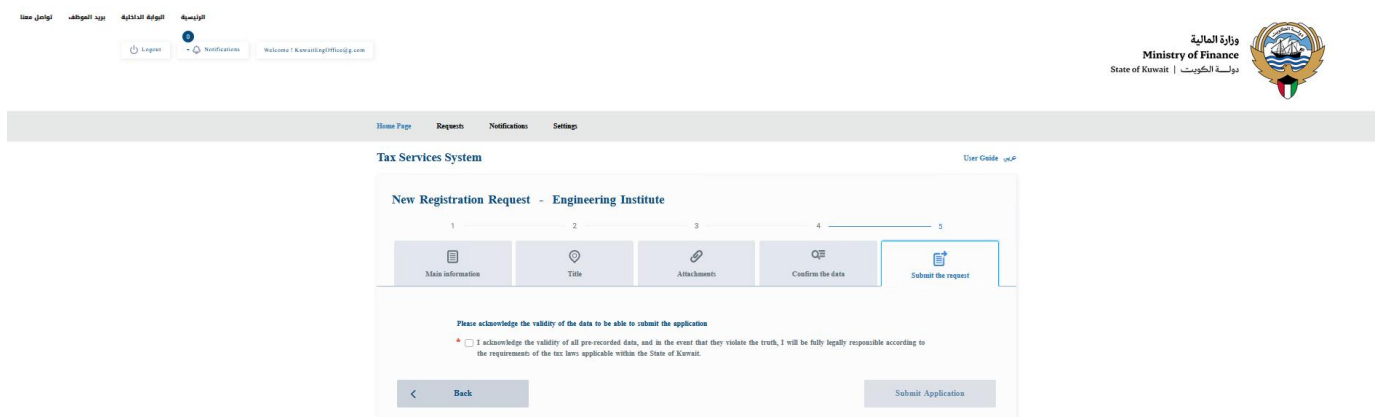
- i. Under the Confirm Information tab, the user will see all their details filled by them. He/she can review it on the page, and in case of changes, the user will click on the “Back” button and edit the information under the Tab.



The screenshot shows the 'New Registration Request - Engineering Institute' form in the 'Confirm the data' step. The form is divided into two columns. The left column contains fields for: Owner Name, Organization name (in Arabic), Organization name (in English), Civil No, Nationality, Legal entity type (highlighted in yellow), and Main Activity. The right column contains fields for: Address, Phone Number, E-mail, Mail box, Fax, and Postal code. Below these fields are sections for Attachments, including 'Commercial License for Engineering' and 'Signature Approval', each with a 'Show' button. At the bottom, there are 'Back' and 'Next' buttons.

## 5. Submit Request Tab:

- i. The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.



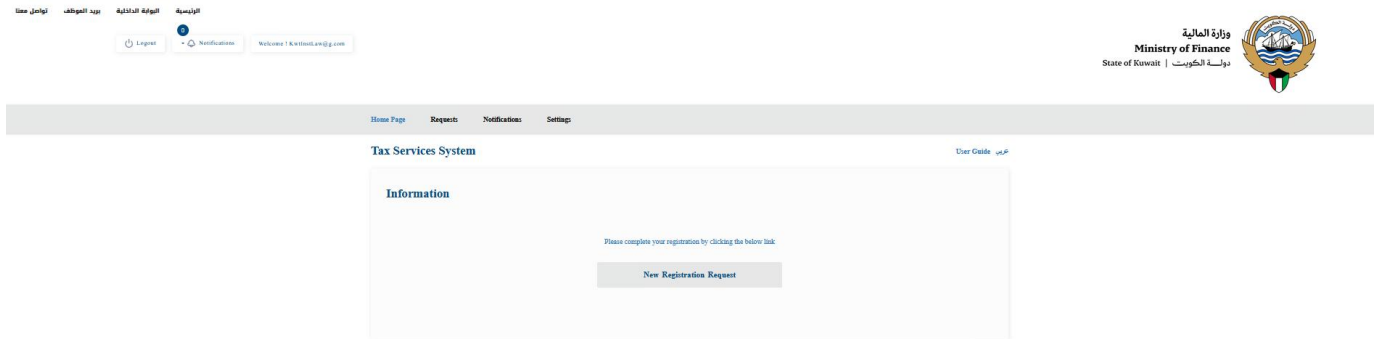
The screenshot shows the 'New Registration Request - Engineering Institute' form in the 'Submit the request' step. The form displays a message: 'Please acknowledge the validity of the data to be able to submit the application'. Below this message is a checkbox with the text: 'I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.' At the bottom, there are 'Back' and 'Submit Application' buttons.





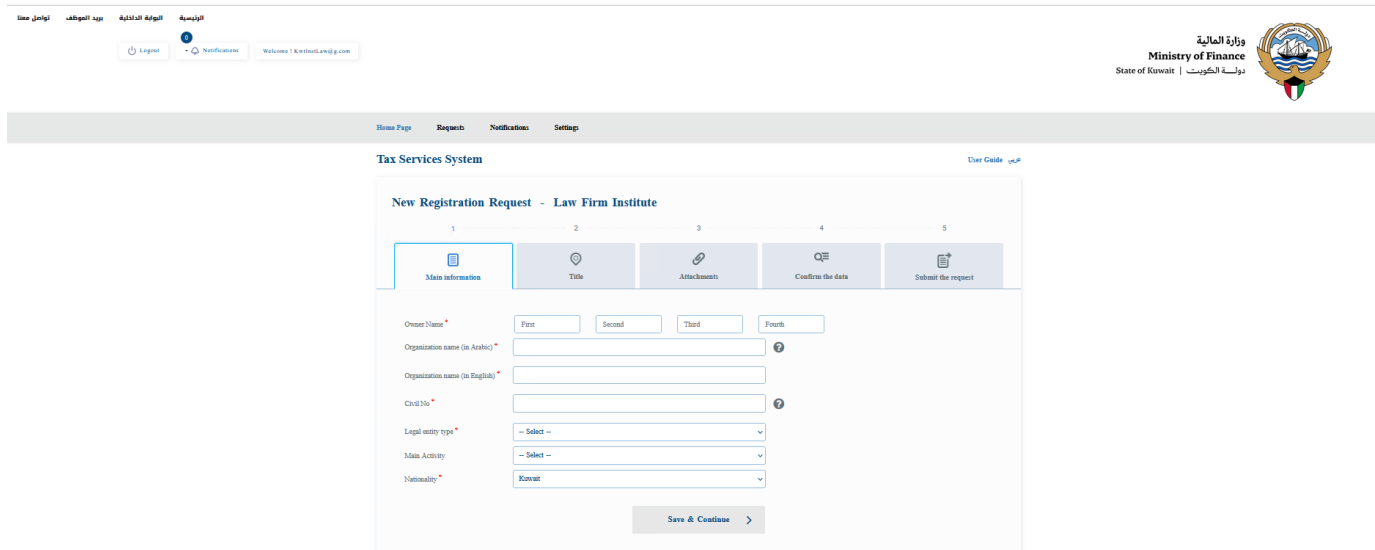
## iv. Law Firm

Kuwaiti Law Firms can apply for the new registration request.



Under the Kuwaiti Law Firm request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:
  - o Owner Name (in Arabic) \*
  - o Organization Name (in Arabic) \*
  - o Organization Name (in English) \*
  - o Civil No \*
  - o Legal entity type \*
  - o Nationality \*
  - o Main Activity.

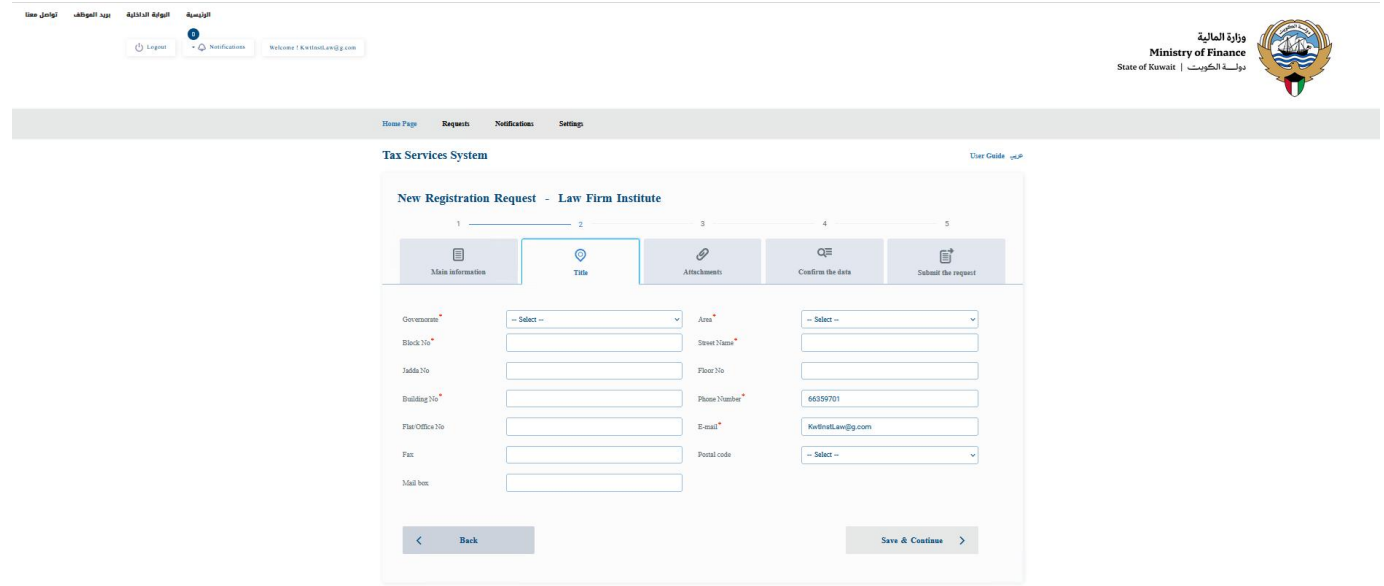






## 2. Address Tab:

i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.



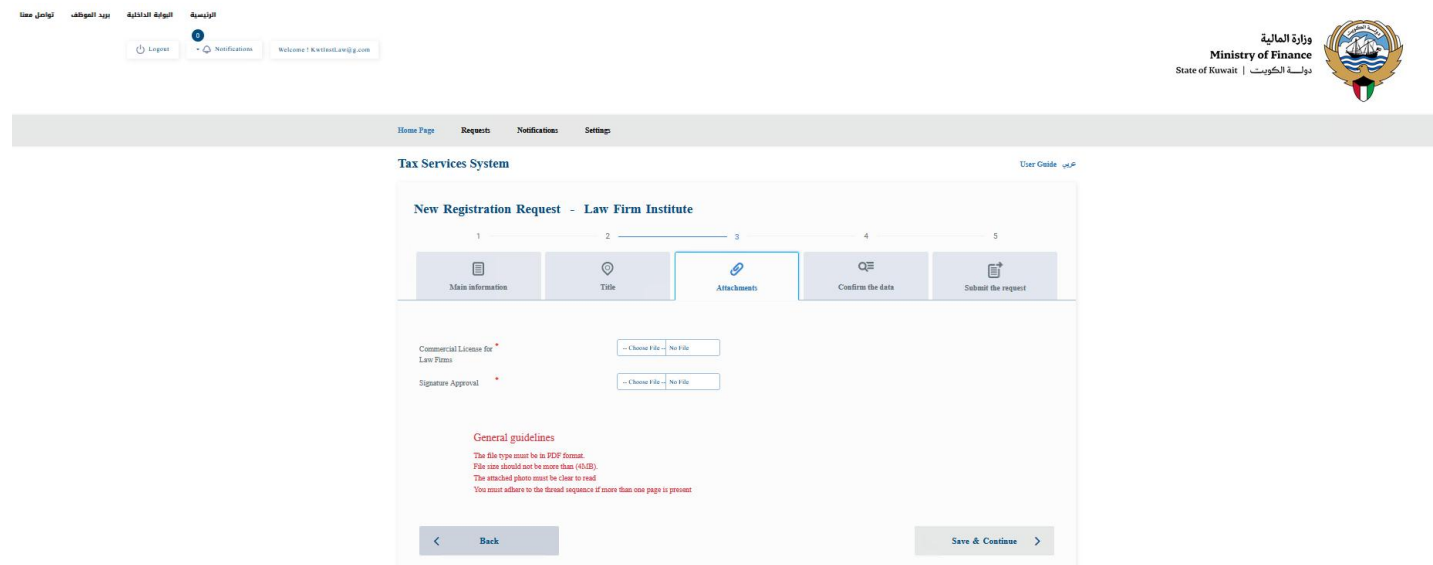
The screenshot shows the 'New Registration Request - Law Firm Institute' form in the 'Address' tab. The form includes fields for Government, Block No, Jadda No, Building No, Flat/Office No, Fax, Mail box, Area, Street Name, Floor No, Phone Number, E-mail, and Postal code. A 'Save & Continue' button is at the bottom right.

## 3. Attachments Tab:

i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

- Commercial License for Law Firm \*
- Signature Approval\*

ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.



The screenshot shows the 'New Registration Request - Law Firm Institute' form in the 'Attachments' tab. It displays two mandatory upload fields: 'Commercial License for Law Firms' and 'Signature Approval', each with a 'Choose File' button and a 'No File' option. Below these fields, 'General guidelines' are listed: 'The file type must be in PDF format', 'File size should not be more than (40KB)', 'The attached photo must be clear to read', and 'You must adhere to the thread sequence if more than one page is present'. A 'Save & Continue' button is at the bottom right.





الجمعية التونسية  
TAX, alliance source développement

- Home PageRequestsNotificationsSettings

Tax Services System

User Guideعربي

New Registration Request - Law Firm Institute

12345

Main information

Title

Attachments

Confirm the data

Submit the request

Owner Name \*

Organization name (in Arabic) \*

Organization name (in English)

Civil No \*

Nationality \*

Legal entity type \*

Main Activity

Address

Phone Number

E-mail

Mail box

Fax

Postal code

Attachments

Commercial License for Law Firms \*

Signature Approval \*

Show

Show

Back

Next

- 81





## Tax Services System

[illegible]

## v. Medical Center

Kuwaiti Medical Centers can apply for the new registration request.

The screenshot displays the user interface of the Ministry of Finance Tax Services System. At the top, there is a header bar with the Ministry of Finance logo on the right, which includes the text 'وزارة المالية' (Ministry of Finance), 'Ministry of Finance', and 'دولة الكويت' (State of Kuwait). Below the logo is the national emblem of Kuwait. On the left side of the header, there are navigation links: 'الرئيسية' (Home), 'الدولة الإلكترونية' (Electronic State), 'نموذج الطلب' (Request Form), and 'تسجيل الدخول' (Login). A 'Login' button is visible, along with a notification bell icon and a 'Notifications' link. A welcome message 'Welcome! gulfstates@g.gov' is displayed. Below the header is a secondary navigation bar with links: 'Home Page', 'Requests', 'Notifications', and 'Settings'. The main content area is titled 'Tax Services System' and 'User Guide'. It features an 'Information' section with a message: 'Please complete your registration by clicking the below link'. Below this message is a button labeled 'New Registration Request'.

Under the Kuwaiti Medical Center request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:
  - o Owner Name (in Arabic) \*
  - o Organization Name (in Arabic) \*
  - o Organization Name (in English) \*
  - o Civil No \*
  - o Legal entity type \*
  - o Nationality \*
  - o Main Activity.





Home Page Requests Notifications Settings

Tax Services System [User Guide](#)

### New Registration Request - Medical Center

1 Main information 2 Title 3 Attachments 4 Confirm the data 5 Submit the request

Owner Name \*  First  Second  Third  Fourth

Organization name (in Arabic) \*

Organization name (in English) \*

Card No \*  5471

Legal entity type \*  -- Select --

Main Activity \*  -- Select --

Nationality \*  Kuwait

[Save & Continue](#)

## 2. Address Tab:

i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.

Home Page Requests Notifications Settings

Tax Services System [User Guide](#)

### New Registration Request - Medical Center

1 Main information 2 Title 3 Attachments 4 Confirm the data 5 Submit the request

Overseas \*  -- Select --

Block No \*

Jada No

Building No

Flat/Office No

Fax

Mail box

Area \*  -- Select --

Street Name \*

Floor No

Phone Number \*  6639701

E-mail \*  ksmmedical@gmail.com

Postal code  -- Select --

[Back](#)
[Save & Continue](#)

## 3. Attachments Tab:

i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

1. Commercial License \*
2. Signature Approval\*

ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.





**Tax Services System** User Guide عربي

**New Registration Request - Medical Center**

1 2 3 4 5

Main information Title **Attachments** Confirm the data Submit the request

Occupation License

Signature Approval

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (5MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present.

[< Back](#) [Save & Continue >](#)

#### 4. Confirm Information Tab:

- i. Under the Confirm Information tab, the user will see all their details filled by them. He/she can review it on the page, and in case of changes, the user will click on the “Back” button and edit the information under the Tab.

**Tax Services System** User Guide عربي

**New Registration Request - Medical Center**

1 2 3 4 5

Main information Title Attachments **Confirm the data** Submit the request

Owner Name \*

Organization name (in Arabic) \*

Organization name (in English) \*

Civil No \*

Nationality \*

Legal entity type \*

Main Activity \*

Address

Phone Number

E-mail

Mail box

Fax

Postal code

**Attachments**

Occupation License

Signature Approval

[< Back](#) [Next >](#)





## 5. Submit Request Tab:

- i. The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.

Home Page Requests Notifications Settings

Tax Services System

New Registration Request - Medical Center

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the law then applicable within the State of Kuwait.

< Back Submit Application

## vi. Auditing Office

Kuwaiti Auditing Offices can apply for the new registration request.

Home Page Requests Notifications Settings

Tax Services System

Information

Please complete your registration by clicking the below link

New Registration Request

Under the Kuwaiti Auditing Office request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:
  - o Owner Name (in Arabic) \*
  - o Organization Name (in Arabic) \*
  - o Organization Name (in English) \*
  - o Civil No \*
  - o Legal entity type \*
  - o Nationality \*
  - o Main Activity \*





## Tax Services System

User Guide

## New Registration Request - Audit Office

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Owner Name \* First Second Third Fourth

Organization name (in Arabic) \*

Organization name (in English) \*

Card No \* 78543

Legal entity type \* -- Select --

Main Activity \* -- Select --

Nationality \* Kuwait

Save & Continue >

## 2. Address Tab:

- i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.

## Tax Services System

User Guide

## New Registration Request - Audit Office

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

Governorate \* -- Select -- Area \* -- Select --

Block No \* Street Name \* Floor No \*

Building No \* Phone Number \* 66359701

Flat Office No \* E-mail \* kwtaxauditor@g.com

Fax \* Postal code \* -- Select --

Mail box

< Back Save & Continue >



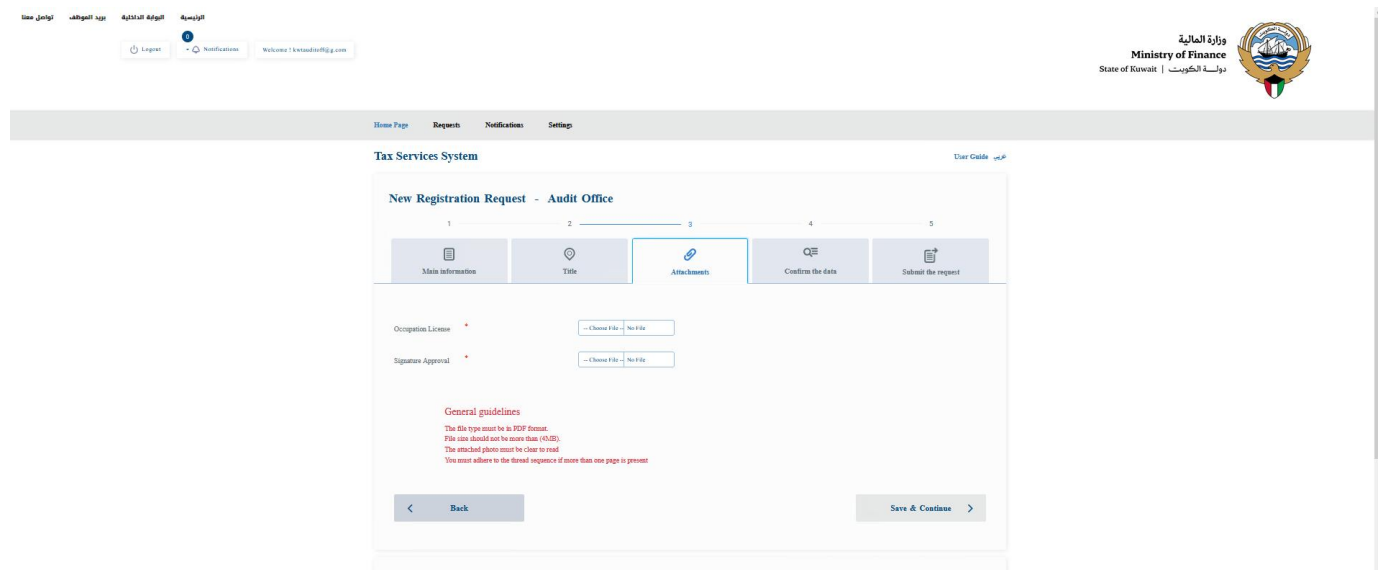


### 3. Attachments Tab:

i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

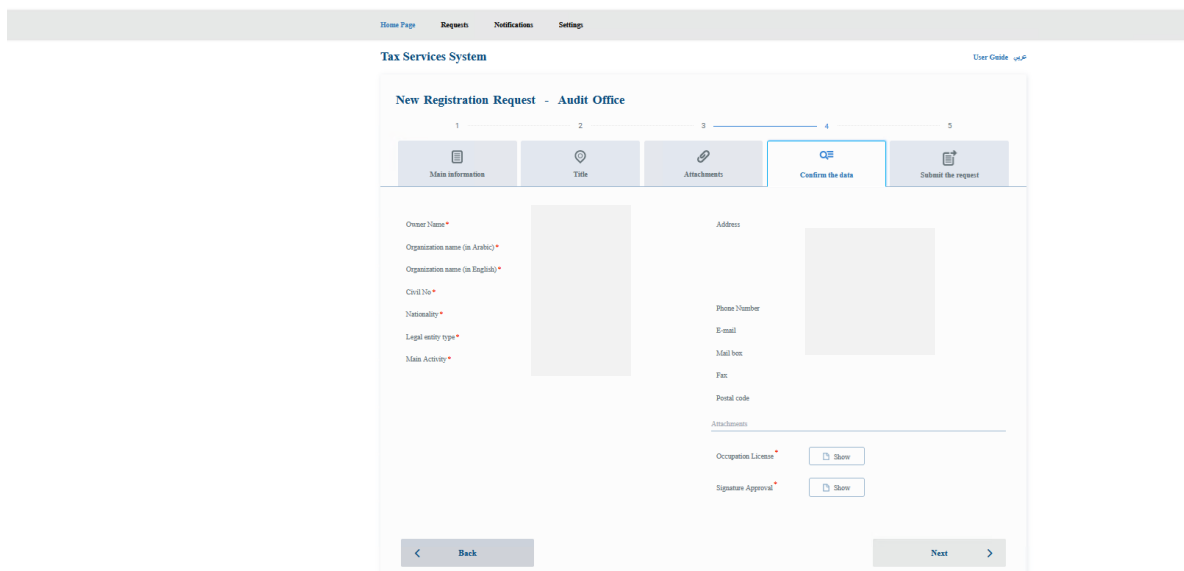
1. Commercial License \*
2. Signature Approval\*

ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.



### 4. Confirm Information Tab:

i. Under the Confirm Information tab, the user will see all their details filled by them. He/she can review it on the page, and in case of changes, the user will click on the “Back” button and edit the information under the Tab.

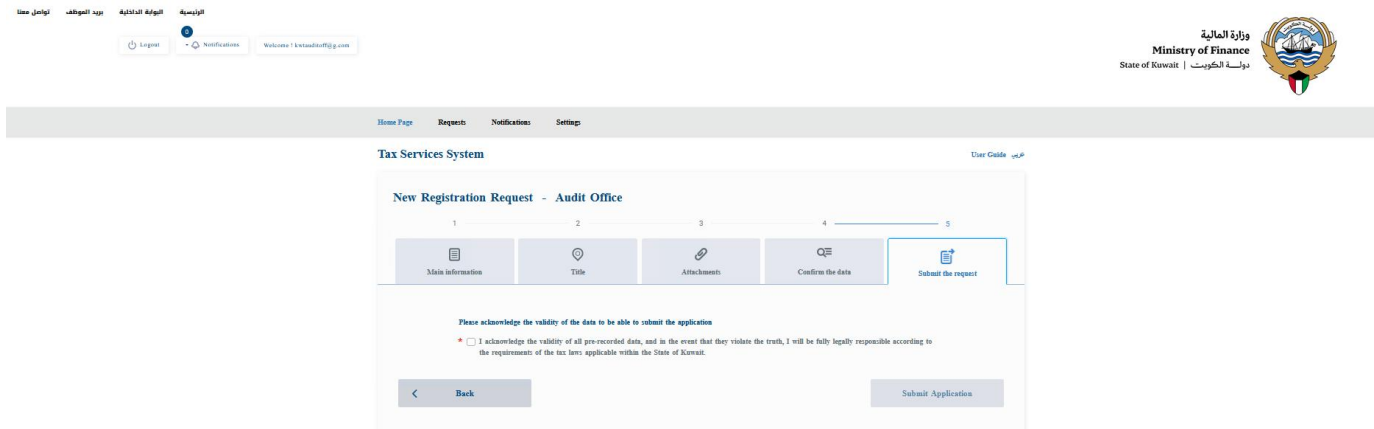






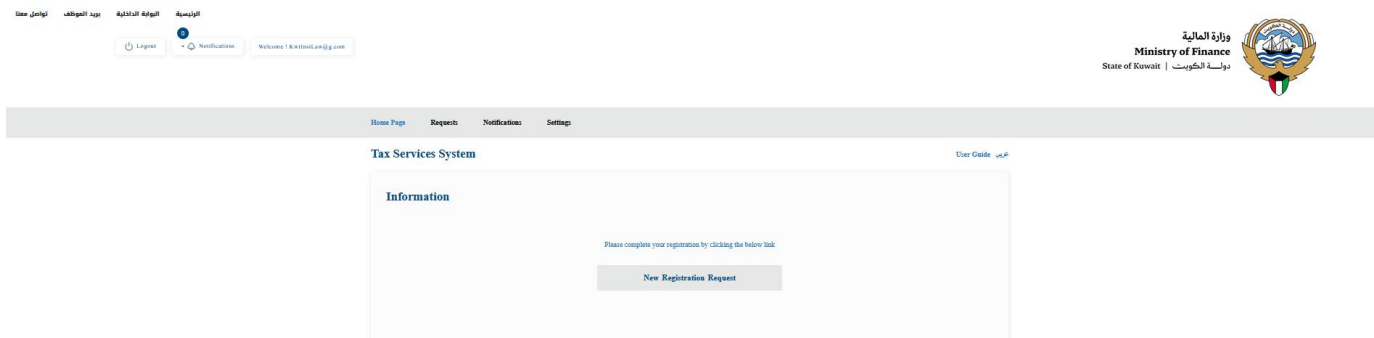
## 5. Submit Request Tab:

- The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.



## vii. The National Training Institute

The National Training Institute can apply for the new registration request.



Under the National Training Institute request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

- Main Info Tab: This tab consists of the following details of the company:
  - o Owner Name (in Arabic) \*
  - o Organization Name (in Arabic) \*
  - o Organization Name (in English) \*
  - o Civil No \*
  - o Legal entity type \*
  - o Nationality \*
  - o Main Activity \*





**Tax Services System** User Guide

**New Registration Request - Private Training Institute**

1 Main information 2 Title 3 Attachments 4 Confirm the data 5 Submit the request

Owner Name \*  First  Second  Third  Fourth

Organization name (in Arabic) \*

Organization name (in English) \*

Civil No \*  23131

Legal entity type \*  -- Select --

Main Activity \*  -- Select --

Nationality \*  Kuwait

**Save & Continue**

## 2. Address Tab:

i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.

**Tax Services System** User Guide

**New Registration Request - Private Training Institute**

1 Main information 2 Title 3 Attachments 4 Confirm the data 5 Submit the request

Governorate \*  -- Select -- Area \*  -- Select --

Block No \*  Street Name \*

Building No \*  Floor No

Phone No \*  Phone Number \*  66399701

Flat Office No  E-mail \*  kvnational@g.gov

Fac \*  Postal code  -- Select --

Mail box

**Back** **Save & Continue**

## 3. Attachments Tab:

i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

1. Commercial License \*
2. Signature Approval\*

ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.





الجمعية التونسية  
TAX, alliance source développement

4. **Confirm Information Tab:**
  - i. Under the Confirm Information tab, the user will see all their details filled by them. He/she can review it on the page, and in case of changes, the user will click on the “Back” button and edit the information under the Tab.

5. **Submit Request Tab:**
  - i. The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.





## Tax Services System



الرئيسية

الوزارة المالية

الدولة الكويت

نظامي جديد

Logout

Notifications

Welcome | kataranash@g.com

وزارة المالية

Ministry of Finance

دولة الكويت | State of Kuwait

Home Page

Requests

Notifications

Settings

Tax Services System

User Guide عربي

New Registration Request - Private Training Institute

1

2

3

4

5

Main information

Title

Attachment

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐

I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

Back

Submit Application

## 2. Gulf

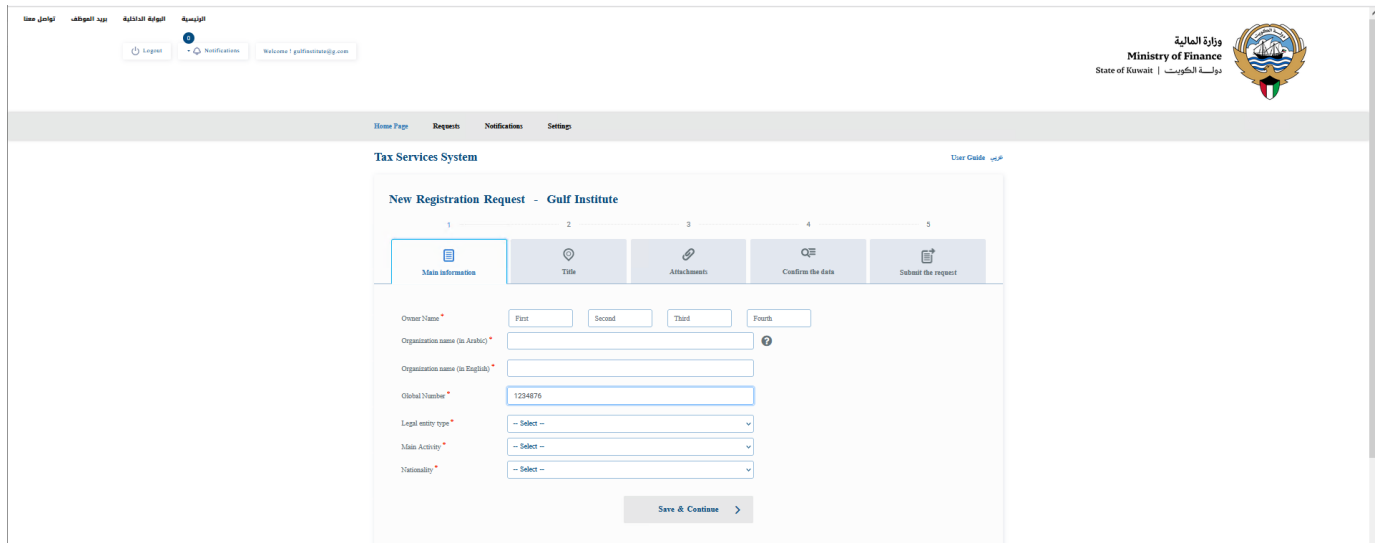
Gulf Institutions can apply for the new registration request.

The image shows the login page of the Ministry of Finance Tax Services System. At the top, there is a header with the Ministry of Finance logo and name in Arabic and English, and the State of Kuwait. Below the header, there is a navigation bar with links to Home Page, Requests, Notifications, and Settings. The main content area is titled "Tax Services System" and contains a section for "Information" with a link to "New Registration Request". The page is in Arabic and has a light blue and white color scheme.

Under the Gulf request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

1. Main Info Tab: This tab consists of the following details of the company:
  - o Owner Name (in Arabic) \*
  - o Organization Name (in Arabic) \*
  - o Organization Name (in English) \*
  - o Global Number \*
  - o Legal entity type \*
  - o Nationality \*
  - o Main Activity \*.



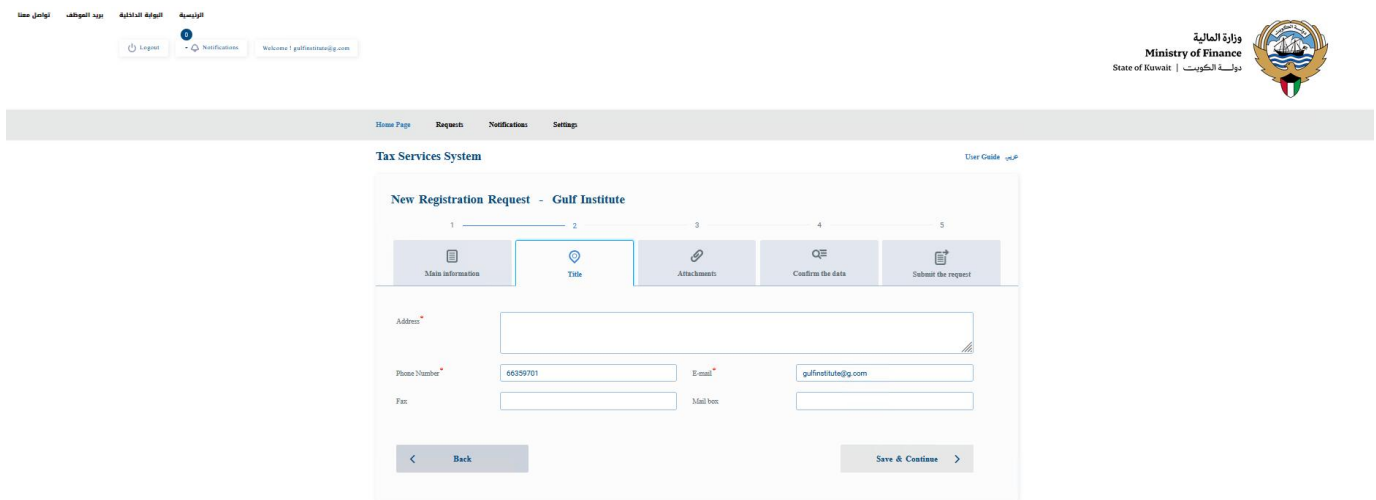
The screenshot shows the 'New Registration Request' form for 'Gulf Institute'. The form is divided into five steps: 1. Main information, 2. Title, 3. Attachments, 4. Confirm the data, and 5. Submit the request. Step 1 is currently active. The form includes the following fields:

- Owner Name: First, Second, Third, Fourth (text input fields)
- Organization name (in Arabic): (text input field)
- Organization name (in English): (text input field)
- Global Number: 12345678 (text input field)
- Legal entity type: (dropdown menu)
- Main Activity: (dropdown menu)
- Nationality: (dropdown menu)

At the bottom right of the form is a 'Save & Continue' button with a right arrow.

## 2. Address Tab:

i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.



The screenshot shows the 'New Registration Request' form for 'Gulf Institute', Step 2: Title. The form is divided into five steps: 1. Main information, 2. Title, 3. Attachments, 4. Confirm the data, and 5. Submit the request. Step 2 is currently active. The form includes the following fields:

- Address: (text input field)
- Phone Number: 66359701 (text input field)
- E-mail: gulf@institute.gi.com (text input field)
- Fax: (text input field)
- Mail box: (text input field)

At the bottom left of the form is a 'Back' button with a left arrow. At the bottom right is a 'Save & Continue' button with a right arrow.

## 3. Attachments Tab:

i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

1. Commercial License \*
2. Proof of Citizenship certificate \*

ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.





## New Registration Request - Gulf Institute

1
2
3
4
5

Main information
Title
Attachments
Confirm the data
Submit the request

Commercial license \*
Choose File No File

Proof of citizenship certificate (Only for UAE) \*
Choose File No File

General guidelines  
The file type must be in PDF format.  
File size should not be more than (5MB).  
The attached photo must be clear to read.  
You must adhere to the thread sequence if more than one page is present.

Back
Save & Continue

#### 4. Confirm Information Tab:

- Under the Confirm Information tab, the user will see all their details filled by them. He/she can review it on the page, and in case of changes, the user will click on the “Back” button and edit the information under the Tab.

## New Registration Request - Gulf Institute

1
2
3
4
5

Main information
Title
Attachments
Confirm the data
Submit the request

Owner Name \*
صاحب المؤسسة ميراث
Address
1

Organization name (in Arabic) \*
ميراث
Phone Number
66399701

Organization name (in English) \*
eed
E-mail
gulfinstute@g.com

Card No \*
12345678
Mail box

Nationality \*
Bahrain
Fax

Legal entity type \*
Limited Liability Holding
Postal code

Main Activity \*
تأجير سيارات
Attachments

Commercial license \*
Share

Proof of citizenship certificate (Only the UAE) \*
Share

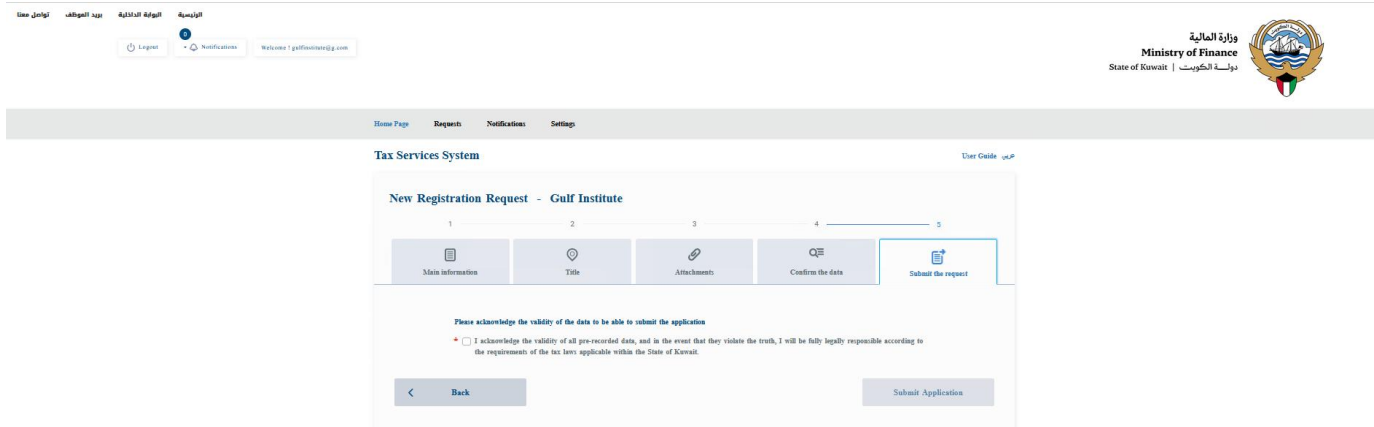
Back
Next





## 5. Submit Request Tab:

- The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.



Home Page Requests Notifications Settings

Tax Services System User Guide

New Registration Request - Gulf Institute

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

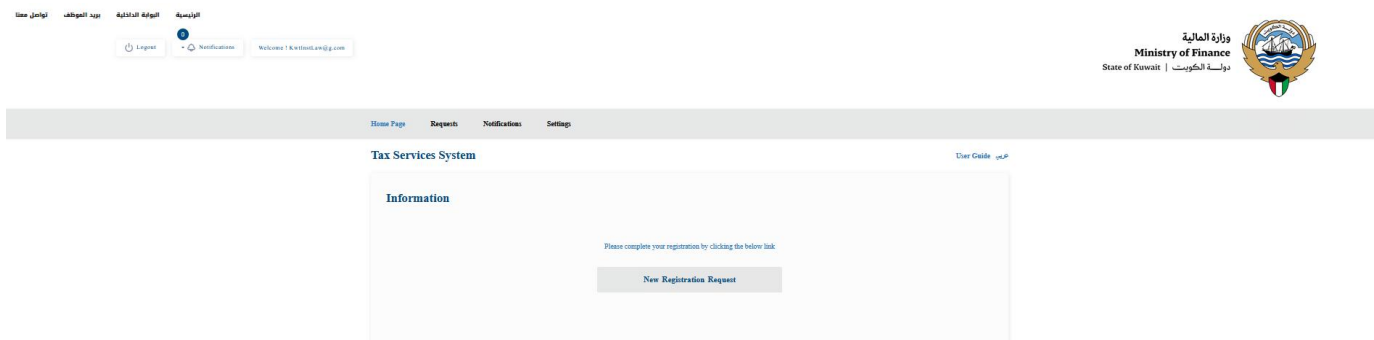
Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

Back Submit Application

## ➤ Public Benefit Office

The Public Benefit Office can apply for the new registration request.



Home Page Requests Notifications Settings

Tax Services System User Guide

Information

Please complete your registration by clicking the below link

New Registration Request

Under the National Training Institute request, the user will fill out the Long Form. The window will consist of 5 Tabs, out of which all fields marked with “\*” are mandatory fields.

- Main Info Tab: This tab consists of the following details of the company:
  - o Entity Name in Arabic \*
  - o Entity Name in English \*
  - o Civil No \*
  - o Nationality \*





Home Page Requests Notifications Settings

Tax Services System [User Guide](#)

New Registration Request - Public Benefit Office

1 2 3 4 5

Main Information Title Attachments Confirm the data Submit the request

Entry Name in Arabic \*

Entry Name in English \*

Civil No \*

Nationality \*

Save & Continue >

## 2. Address Tab:

i. The customer will fill out his/her address. All the mandatory fields marked with “\*” must be filled out.

الرئيسية | دولة الكويت | وزارة المالية | تسجيل طلب

Login | Notifications | Welcome | publicoffice@gmail.com

وزارة المالية  
Ministry of Finance  
دولة الكويت | State of Kuwait

Home Page Requests Notifications Settings

Tax Services System [User Guide](#)

New Registration Request - Public Benefit Office

1 2 3 4 5

Main Information Title Attachments Confirm the data Submit the request

Governorate \*

Block No \*

Jada No \*

Building No \*

Plot Office No \*

Fax \*

Mail box \*

Area \*

Street Name \*

Floor No \*

Phone Number \*

E-mail \*

Postal code \*

66350701

publicoffice@gmail.com

Back <

Save & Continue >

## 3. Attachments Tab:

i. Under this Tab, the user will be asked to upload their documents. Fields marked with “\*” are mandatory attachments.

1. Official declaration of the Association OR Association’s license \*
2. Signature Approval\*

ii. The general guidelines of the attachment will be displayed on the screen. The user must follow the guidelines.





**Tax Services System** User Guide

**New Registration Request - Public Benefit Office**

1 2 3 4 5

Main information Title **Attachments** Confirm the data Submit the request

Official declaration of the Association OR Association's license

Signature Approval

**General guidelines**  
The file type must be in PDF format.  
File size should not be more than (5MB).  
The attached photo must be clear to read.  
You must adhere to the thread sequence if more than one page is present.

[Back](#) [Save & Continue](#)

#### 4. Confirm Information Tab:

- Under the Confirm Information tab, the user will see all their details filled by them. He/she can review it on the page, and in case of changes, the user will click on the “Back” button and edit the information under the Tab.

**Tax Services System** User Guide

**New Registration Request - Public Benefit Office**

1 2 3 4 5

Main information Title Attachments **Confirm the data** Submit the request

Entity Name in Arabic \* Address

Entity Name in English \*

Civil No \*

Nationality \*

Phone Number

E-mail

Mail box

Fax

Postal code

Attachments

Official declaration of the Association OR Association's license

Signature Approval

[Back](#) [Next](#)

#### 5. Submit Request Tab:

- The user will acknowledge the validity of the data by checking the checkbox and will click on the “Submit Application” button.





## Tax Services System

User Guide | عربي

### New Registration Request - Public Benefit Office

1

2

3

4

5

Main information

Title

Attachments

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

< Back

Submit Application





## Update Account Information

Users can submit an Update Account Information by clicking the corresponding button under the Services section.



The required information for an Update Account Information Request varies depending on the account type.



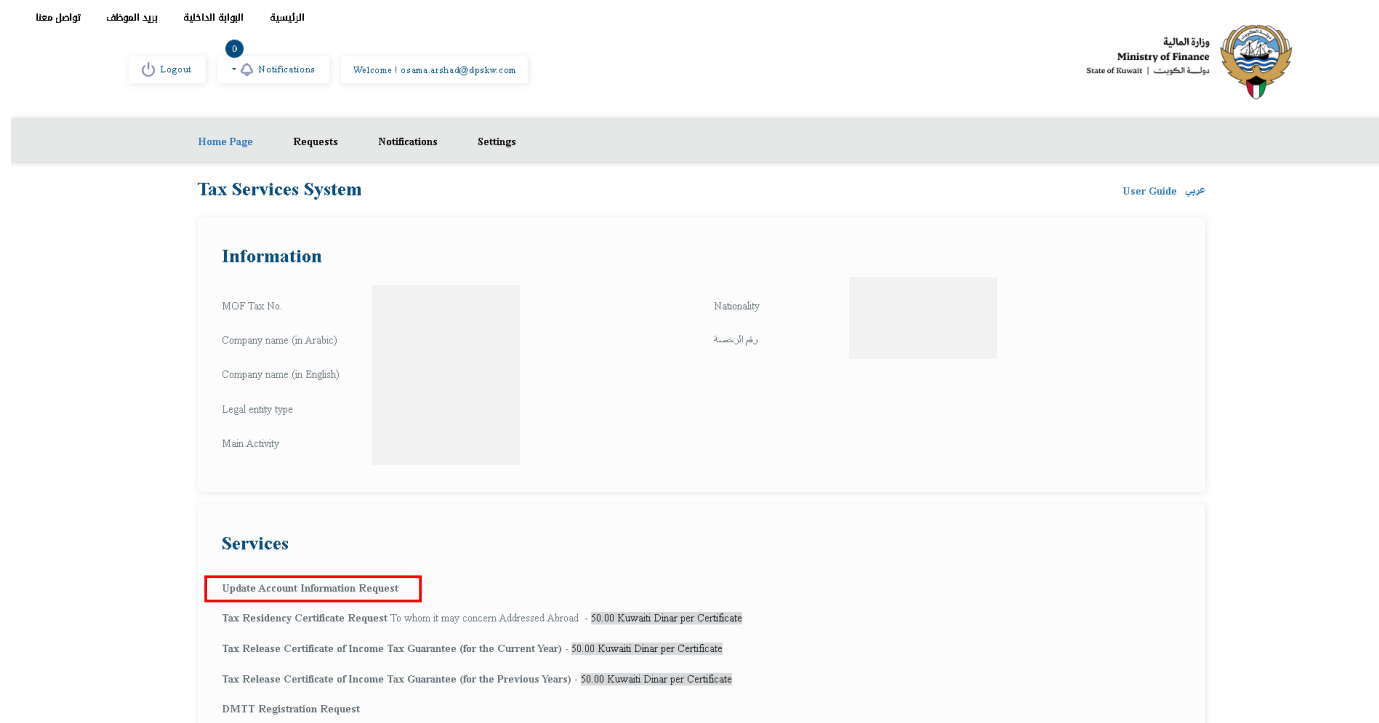
The system includes a Save & Continue feature, allowing users to save progress and return later to complete the request before final submission.

To amend their data in the tax system, users must follow these steps:

### ➤ Companies

#### 1. Kuwaiti Company

The User will click on the “Update Account Information Request” button.



The screenshot shows the user interface of the Tax Services System. At the top, there is a navigation bar with links for 'الرئيسية' (Home), 'الوزارة الداخلية' (Ministry of Interior), 'بريد الموظف' (Employee Mail), and 'اتصال معنا' (Contact Us). Below this is a user profile section with a 'Logout' button, a 'Notifications' icon, and a welcome message 'Welcome! osama.arsha@dpskw.com'. The main header includes 'وزارة المالية' (Ministry of Finance), 'Ministry of Finance', and 'دولة الكويت' (State of Kuwait). The main navigation bar has links for 'Home Page', 'Requests', 'Notifications', and 'Settings'. The 'Tax Services System' title is displayed, along with a 'User Guide' link. The 'Information' section contains fields for 'MOF Tax No.', 'Company name (in Arabic)', 'Company name (in English)', 'Legal entity type', 'Main Activity', 'Nationality', and 'رقم الرخصة' (License Number). The 'Services' section lists several options, with 'Update Account Information Request' highlighted by a red box. Other services include 'Tax Residency Certificate Request', 'Tax Release Certificate of Income Tax Guarantee (for the Current Year)', 'Tax Release Certificate of Income Tax Guarantee (for the Previous Years)', and 'DMIT Registration Request'.

The user will be redirected to their respective update forms, similar to the registration form they filled out.





Update Account Information Request - Kuwaiti Company

- 1
- 2
- 3
- 4
- 5

Main information

Title

Attachments

Confirm the data

Submit the request

Company name (in Arabic) \*

Company name (in English) \*

Civil No \*

Legal entity type \*

Main Activity \*

Nationality \*

Commercial License No \*

Commercial License date \*

Save & Continue >

The user must review and update all required fields on this and the following screens, then click **Save & Continue** to proceed through each step until reaching the final page to submit the form.

## 2. Gulf Company

The User will click on the “Update Account Information Request” button.

**Information**

MOF Tax No.

Company name (in Arabic)

Company name (in English)

Legal entity type

Main Activity

Nationality

رقم الرخصة

**Services**

**Update Account Information Request**

Tax Residency Certificate Request To whom it may concern Addressed Abroad - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate

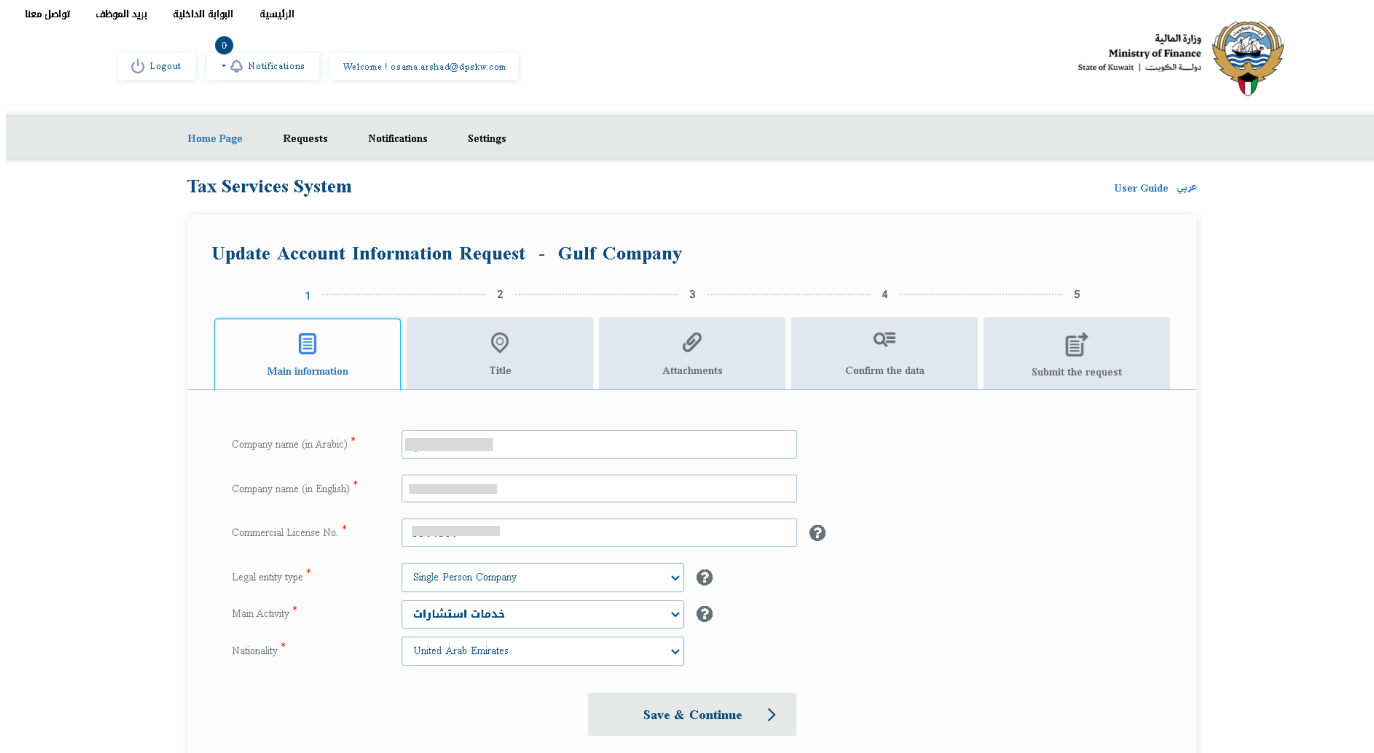
Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate

DMTT Registration Request





The user will be redirected to their respective update forms, similar to the registration form they filled out.



The screenshot shows the 'Update Account Information Request - Gulf Company' form. The form is divided into five steps: 1. Main information, 2. Title, 3. Attachments, 4. Confirm the data, and 5. Submit the request. The 'Main information' step is currently active. It contains the following fields:

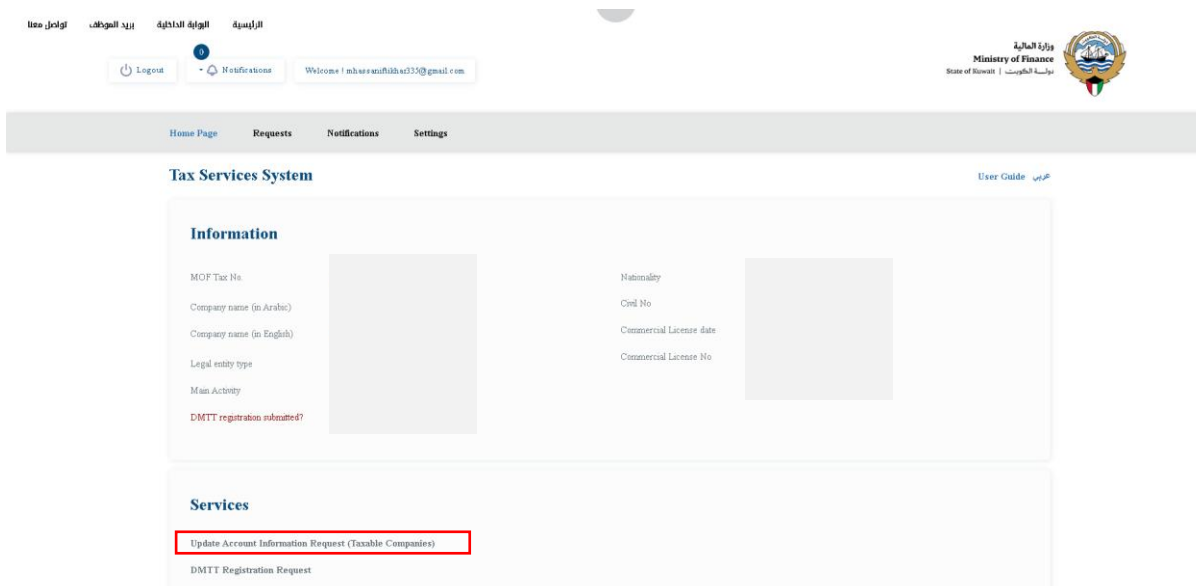
- Company name (in Arabic): [Text input field]
- Company name (in English): [Text input field]
- Commercial License No.: [Text input field]
- Legal entity type: [Dropdown menu with 'Single Person Company' selected]
- Main Activity: [Dropdown menu with 'خدمات استشارات' selected]
- Nationality: [Dropdown menu with 'United Arab Emirates' selected]

At the bottom of the form, there is a 'Save & Continue' button with a right arrow.

The user must review and update all required fields on this and the following screens, then click **Save & Continue** to proceed through each step until reaching the final page to submit the form.

### 3. Foreign Company

The User will click on the “Update Account Information Request” button.



The screenshot shows the 'Information' and 'Services' sections of the Tax Services System. The 'Information' section contains the following fields:

- MOF Tax No.
- Company name (in Arabic)
- Company name (in English)
- Legal entity type
- Main Activity
- DMTT registration submitted?
- Nationality
- Civil No.
- Commercial License date
- Commercial License No.

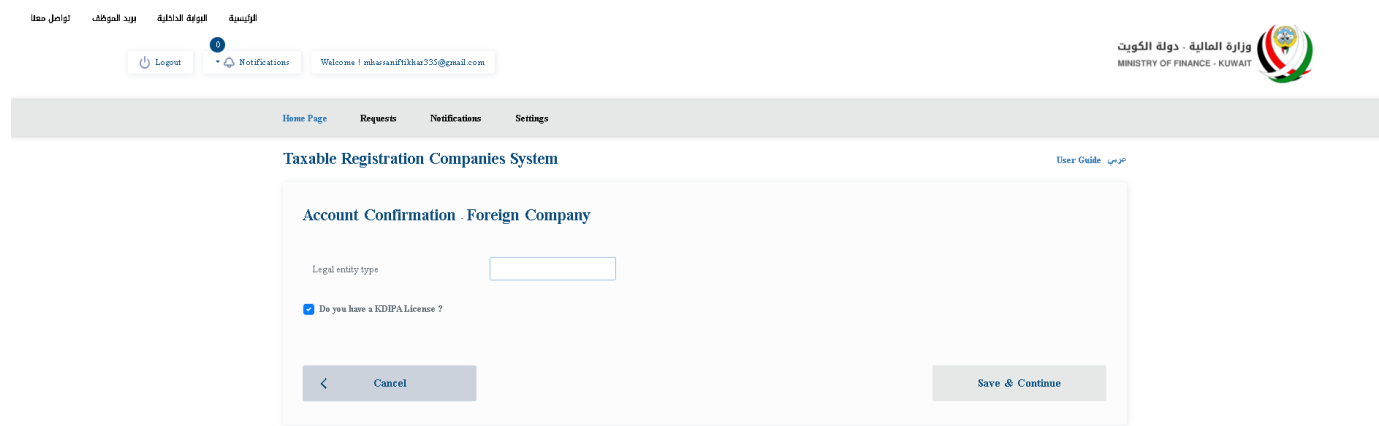
The 'Services' section contains the following buttons:

- Update Account Information Request (Taxable Companies) - This button is highlighted with a red border.
- DMTT Registration Request





The users will be redirected to their respective update forms, similar to the registration form they filled out.



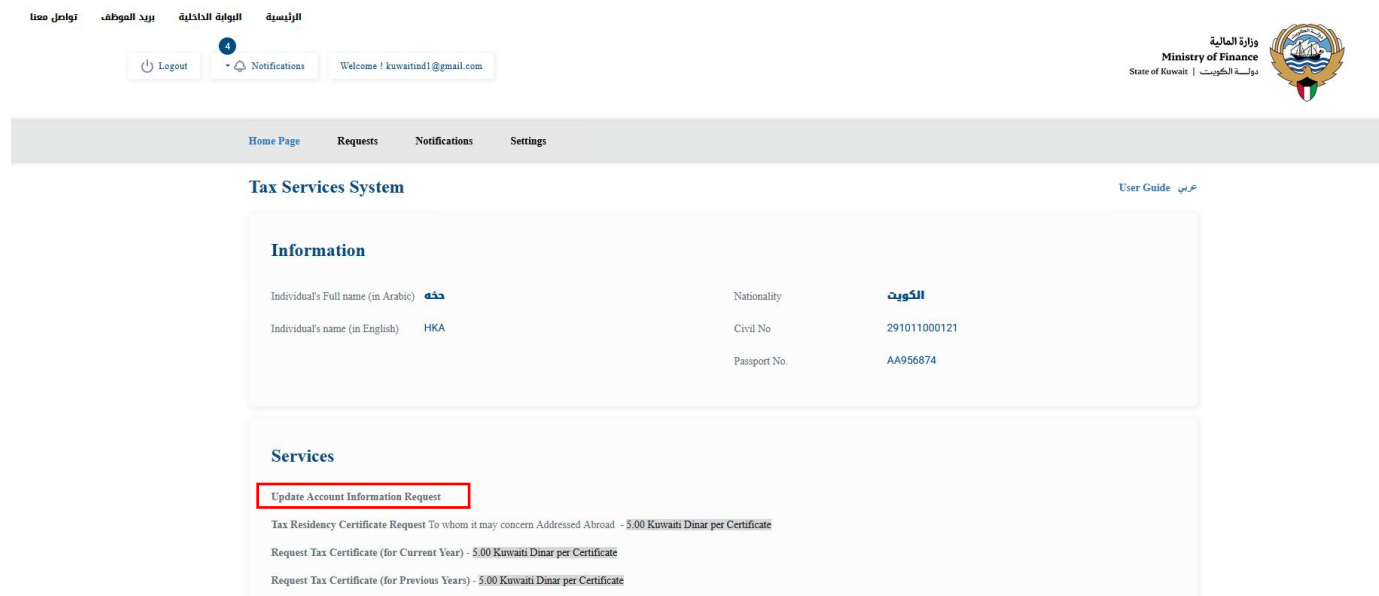
The screenshot shows the 'Account Confirmation - Foreign Company' form. It includes a 'Legal entity type' input field, a checked checkbox for 'Do you have a KDIPA License?', and 'Cancel' and 'Save & Continue' buttons. The top navigation bar includes 'Home Page', 'Requests', 'Notifications', and 'Settings'. The user is logged in as 'mbarsanif@kwa335@gmail.com'.

The user must review and update all required fields on this and the following screens, then click **Save & Continue** to proceed through each step until reaching the final page to submit the form.

### ➤ **Individuals** (Kuwaiti, Gulf, and Foreign)

The process for **Kuwaiti Individuals**, **Gulf Individuals**, and **Foreign Individuals** is the same.

The User will click on the “Update Account Information Request” button.



The screenshot shows the 'Tax Services System' interface. The 'Information' section displays user details: Individual's Full name (in Arabic) 'حكه', Nationality 'الكويت', Individual's name (in English) 'HKA', Civil No. '291011000121', and Passport No. 'AA956874'. The 'Services' section lists available services, with 'Update Account Information Request' highlighted by a red box. Other services include 'Tax Residency Certificate Request To whom it may concern Addressed Abroad - \$5.00 Kuwaiti Dinar per Certificate', 'Request Tax Certificate (for Current Year) - \$5.00 Kuwaiti Dinar per Certificate', and 'Request Tax Certificate (for Previous Years) - \$5.00 Kuwaiti Dinar per Certificate'.





### Update Account Information Request - Kuwaiti Individual

- 1
- 2
- 3
- 4
- 5

Main information

Title

Attachments

Confirm the data

Submit the request

Individual's Full name (in Arabic) \*

Full name (in English) \*

Civil No \*

Passport No \*

Nationality \*

Gender \*

[Save & Continue](#)

The user must review and update all required fields on this and the following screens, then click **Save & Continue** to proceed through each step until reaching the final page to submit the form.

### Update Account Information Request - Kuwaiti Individual

- 1
- 2
- 3
- 4
- 5

Main information

Address

Attachments

Confirm the data

Submit the request

Copy of Civil ID or Kuwait Mobila ID \*

Passport Copy \*

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (40KB).  
 The attached photo must be clear to read.  
 You must adhere to the listed sequence if more than one page is present.

[Back](#) [Save & Continue](#)





- **Data Confirmation:** Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

Home Page   Requests   Notifications   Settings

Tax Services System User Guide عربي

### Update Account Information Request - Kuwaiti Individual

1 2 3 4 5

Main information
Address
Attachments
**Confirm the data**
Submit the request

Individual's Full name (in Arabic) \*
Individual's name (in English) \*
Civil No \*
Passport No.
Nationality \*
Gender \*

Address
Phone Number
E-mail
Mail box
Fax

Attachments

Copy of Civil ID or Kuwait Mobile ID \* Show

Passport Copy \* Show

Back

Next

- **Submit Request** The submission screen varies based on the type of account. To successfully submit the request, the user must follow the appropriate steps:
  - **Kuwaiti Company:**
    - Confirm data accuracy by checking the first acknowledgment box.
    - Answer whether there are any foreign individual partners (Yes/No).
    - If Yes, the user must:
      - Add each foreign partner along with their Civil ID in the partners table.
      - Use the Add Partner button to include a new partner.
      - Use the Delete button next to a partner to remove them.
    - Acknowledge the foreign natural person declaration by checking the second acknowledgment box.
  - **GCC Company:**
    - Confirm data accuracy by checking the first acknowledgment box.
    - Answer whether there are any foreign individual partners (Yes/No).
    - If Yes, the user must:
      - Add each foreign partner along with their Civil ID in the partners table.
      - Use the Add Partner button to include a new partner.
      - Use the Delete button next to a partner to remove them.
    - Acknowledge the foreign natural person declaration by checking the second acknowledgment box.





- Kuwaiti Institution
  - Sole Proprietorship
    - Confirm data accuracy by checking the first acknowledgment box.
  - Industrial Establishment
    - Confirm data accuracy by checking the first acknowledgment box.
  - Engineering Offices
    - Confirm data accuracy by checking the first acknowledgment box.
  - Law Firm
    - Confirm data accuracy by checking the first acknowledgment box.
  - Auditing Office
    - Confirm data accuracy by checking the first acknowledgment box.
  - Medical Centers
    - Confirm data accuracy by checking the first acknowledgment box.
  - Private Training Institute
    - Confirm data accuracy by checking the first acknowledgment box.
- Public Benefit Organization:
  - Confirm data accuracy by checking the first acknowledgment box.
- GCC Institution
  - Confirm data accuracy by checking the first acknowledgment box.
- Kuwaiti Individual
  - Confirm data accuracy by checking the first acknowledgment box.
- GCC Individual
  - Confirm data accuracy by checking the first acknowledgment box.
- Foreign Individual
  - Confirm data accuracy by checking the first acknowledgment box.
  - Acknowledge the foreign natural person declaration by checking the second acknowledgment box.

The user must click the Submit Request button as the final step.



Requests cannot be submitted unless all applicable acknowledgments are checked based on account type.





## Update Account Information Request - Kuwaiti Individual

1	2	3	4	5
Main information	Address	Attachments	Confirm the data	Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

&lt; Back

Submit Application

After the Update Account Information is successfully submitted, a confirmation message will appear indicating that the request has been sent, along with the request number. An email will be sent to the registered primary email address to confirm receipt of the request, and an SMS will also be sent to notify the user of the successful submission.



In case of any issues during the submission process, please contact the Ministry of Finance using the phone numbers or email address provided in the system.





## Tax Residency Certificate Request

The user can initiate a Tax Residency Certificate request by clicking the relevant button under the Services section.

The required information varies depending on the account type. The account types that can apply are:

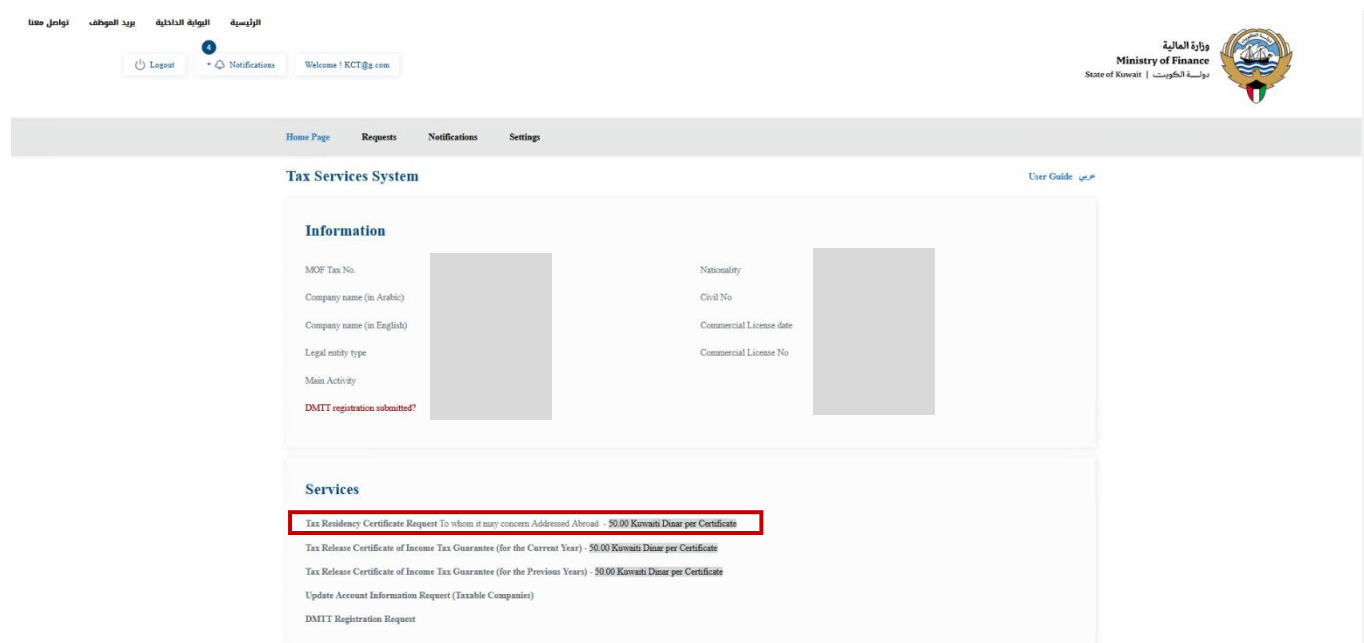
- Kuwaiti Companies Taxable
- Kuwaiti Companies Non-Taxable
- Kuwaiti Institutes (All types)
- Kuwaiti Individuals
- Foreign Individuals
- Public Benefit Office
- Government Entities



Only one tax residency certificate can be requested per year. If certificates are needed for multiple years, a separate request must be submitted for each year.

**Kuwaiti Companies Taxable** (All mandatory fields must be filled. Fields marked with asterisk \* are mandatory).

The user will click on Tax Residency Certificate Request to apply for the certificate.



The screenshot shows the user interface of the Tax Services System. At the top, there is a navigation bar with links for Home Page, Requests, Notifications, and Settings. Below this, the main content area is divided into two sections: Information and Services.

**Information Section:** This section contains a form with several fields for user information. The fields are arranged in two columns. The left column includes: MOF Tax No., Company name (in Arabic), Company name (in English), Legal entity type, Main Activity, and DMIT registration submitted?. The right column includes: Nationality, Civil No., Commercial License date, and Commercial License No. There are large gray rectangular boxes next to the Company name (in Arabic), Company name (in English), and Commercial License No. fields, indicating that these fields are mandatory and require input.

**Services Section:** This section lists various services available to the user. The first service, "Tax Residency Certificate Request To whom it may concern Addressed Abroad - 50.00 Kuwaiti Dinar per Certificate", is highlighted with a red border. Other services listed include "Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate", "Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate", "Update Account Information Request (Taxable Companies)", and "DMIT Registration Request".





## Tax Residency Certificate Request - Kuwaiti Company

1

2

3

4

Main Information

Attachments

Confirm the data

Submit the request

Company name (in Arabic) \*

Company name (in English) \*

Applicant's name \*

Applicant Job Title \*

Year \*

2025

Countries \*

Add a country

Total : 0 Grand Total :

Save & Continue >

- The user must also select the target country for which the certificate is required.

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Tax Services System

Tax Residency Certificate Request

1 2 3 4

Main Information Attachments Confirm the data Submit the request

Company name (in Arabic) \* جهنل

Company name (in English) \* HHQOL

Applicant's name \* ss

Applicant Job Title \* ss

Year \* 2025

Countries \*

Add a country

Search:

1 Afghanistan -

2 Albania +

3 Christmas Island +

4 Algeria +

5 American Samoa +

6 Andorra +

7 Angola +

8 Anguilla +

Close

#	Name	Number Of Certificates	Payment Amount
1	Afghanistan	1	50 Kuwaiti Dinar

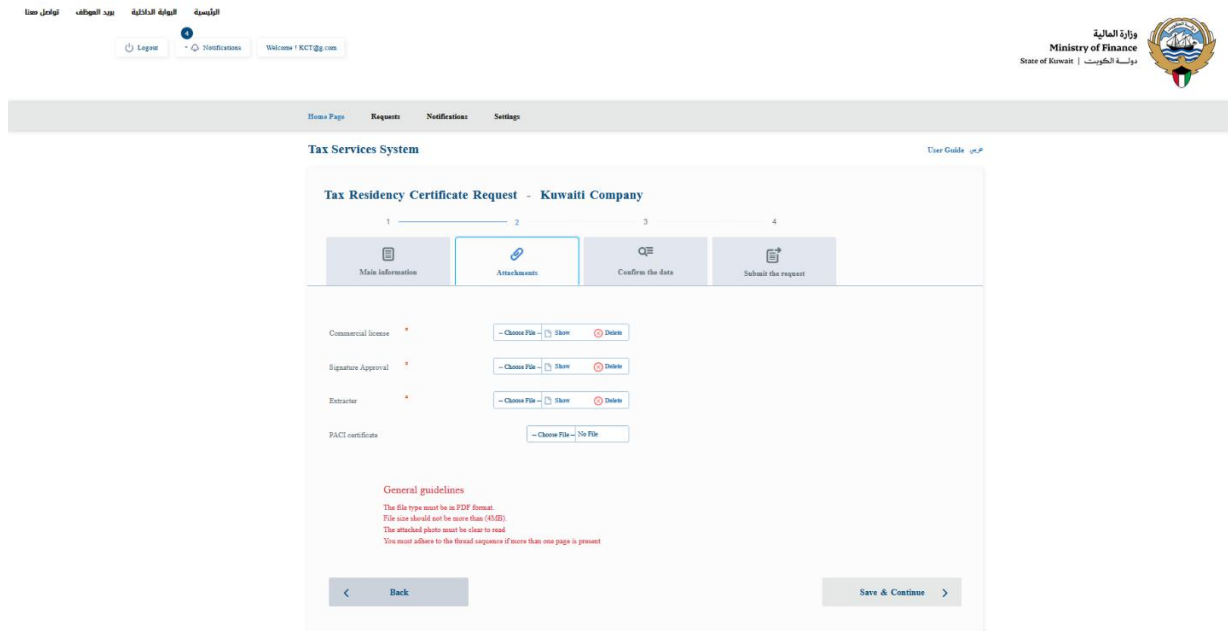




Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.



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Home Page Requests Notifications Settings

Tax Services System

Tax Residency Certificate Request - Kuwaiti Company

1 2 3 4

Make information Attachments Confirm the data Submit the request

Commercial license \* Choose File Show Delete

Signature Approval \* Choose File Show Delete

Extractor \* Choose File Show Delete

PACI certificate Choose File No File

General guidelines  
The file type must be in PDF format.  
File size should not be more than (4096).  
The attached photo must be clear to read.  
You must adhere to the thread sequence if more than one page is present.

Back Save & Continue



Required Attachments by Account Type:

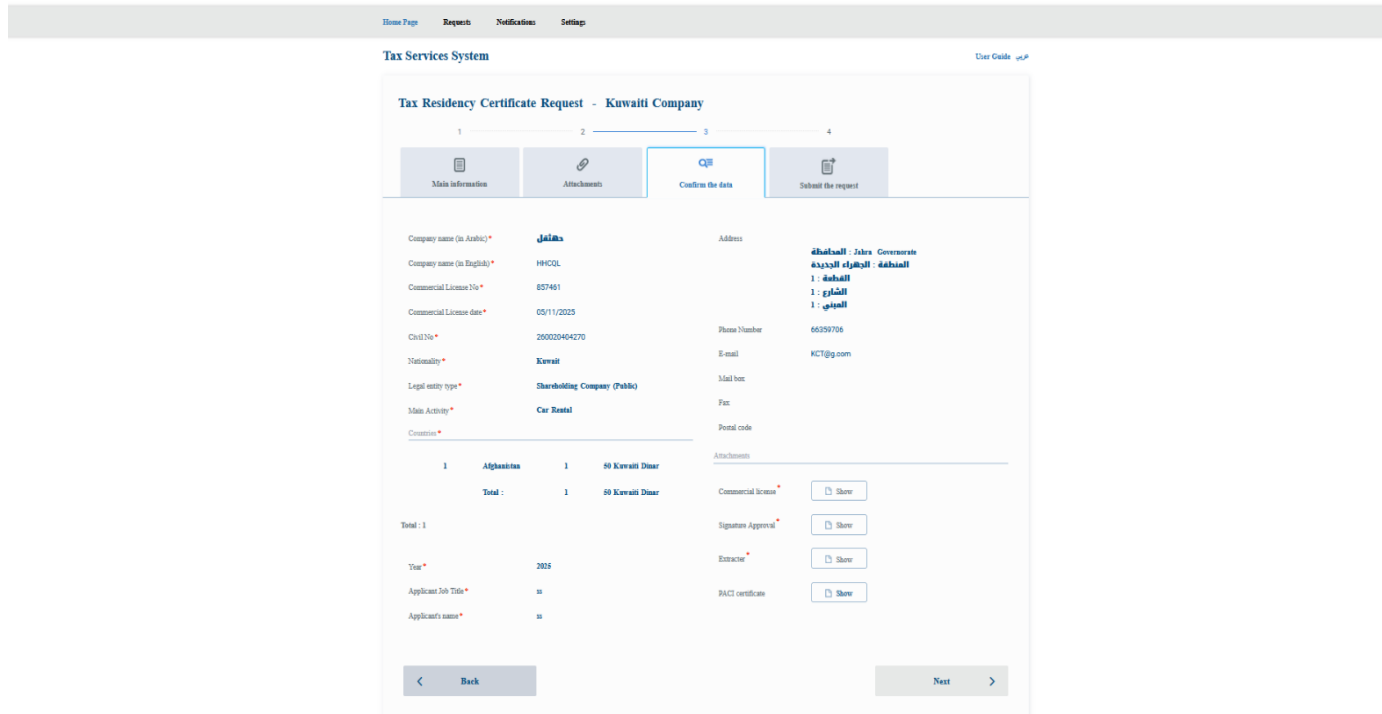
Kuwaiti Company:

- Commercial License \*
- Signature Approval \*
- Extractor \*
- PACI Certificate





- **Data Confirmation:** Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.



**Tax Services System** User Guide عربي

**Tax Residency Certificate Request - Kuwaiti Company**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Company name (in Arabic) \* **شركة** Address **المملكة : Jabra Governorate**  
 Company name (in English) \* **HHQOL** **المنطقة : المنطقة الجديدة**  
 Commercial License No \* **007461** **الشارع : 1**  
 Commercial License date \* **05/11/2025** **البلد : 1**  
 Child No \* **200020404270** Phone Number **66259706**  
 Nationality \* **Kuwait** E-mail **KCT@g.com**  
 Legal entity type \* **Shareholding Company (Public)** Mail box  
 Main Activity \* **Car Rental** Fax  
 Creation \* Postal code

1 **Afghanistan** 1 **80 Kuwaiti Dinar**  
**Total : 1 80 Kuwaiti Dinar**

Total : 1

Time \* **2025**  
 Applicant Job Title \* **u**  
 Applicant's name \* **u**

Attachments

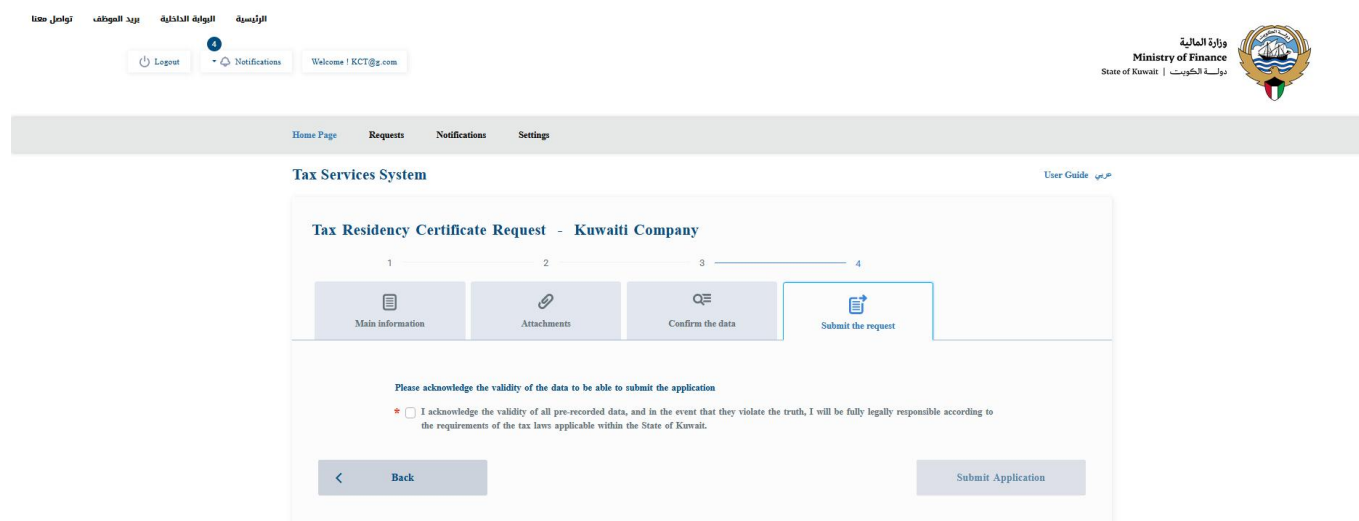
Commercial license \*   
 Signature Approval \*   
 Extractor \*   
 PACI certificate \*

- **Submit Request:** To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.

The user must click the Submit Request button as the final step.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.



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**Tax Services System** User Guide عربي

**Tax Residency Certificate Request - Kuwaiti Company**

1 2 3 4

Main information Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.





- Kuwaiti Companies Non-Taxable



Only one tax residency certificate can be requested per year. If certificates are needed for multiple years, a separate request must be submitted for each year.

**Kuwaiti Companies Non-Taxable** (All mandatory fields must be filled. Fields marked with asterisk \* are mandatory).

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Tax Services System User Guide عربي

**Information**

MOF Tax No. [ ] Nationality [ ]

Company name (in Arabic) [ ] Civil No. [ ]

Company name (in English) [ ] Commercial License date [ ]

Legal entity type [ ] Commercial License No. [ ]

Main Activity [ ]

DMIT registration submitted? [ ]

**Services**

Tax Residency Certificate Request To whom it may concern Addressed Ahead - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate

Update Account Information Request (Taxable Companies)

DMIT Registration Request

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دولة الكويت | State of Kuwait

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Tax Services System User Guide عربي

**Tax Residency Certificate Request - Kuwaiti Company**

1 2 3 4

Main information Attachments Confirm the data Submit the request

Company name (in Arabic) \* [ ]

Company name (in English) \* [ ]

Applicant's name \* [ ] Applicant Job Title \* [ ]

Year \* 2025

Countries \* [ ]

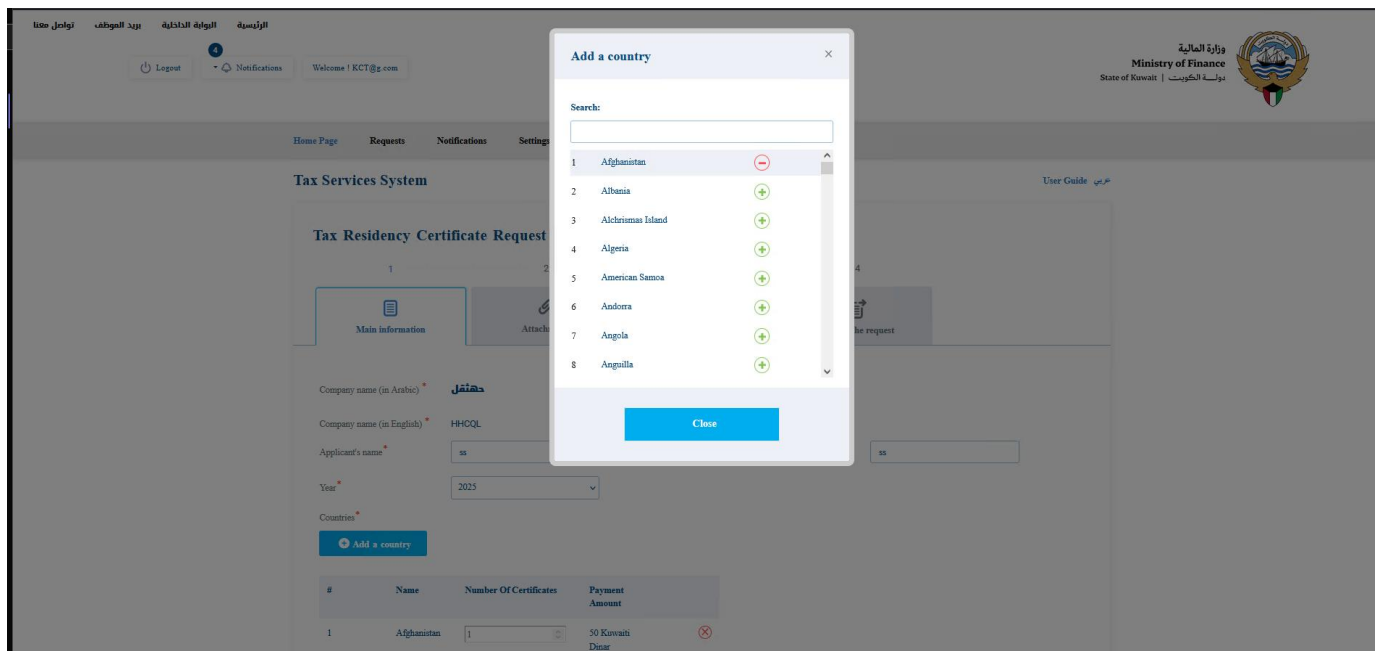
Add a country

Total : 0 Grand Total :

Save & Continue >

- The user must also select the target country for which the certificate is required.



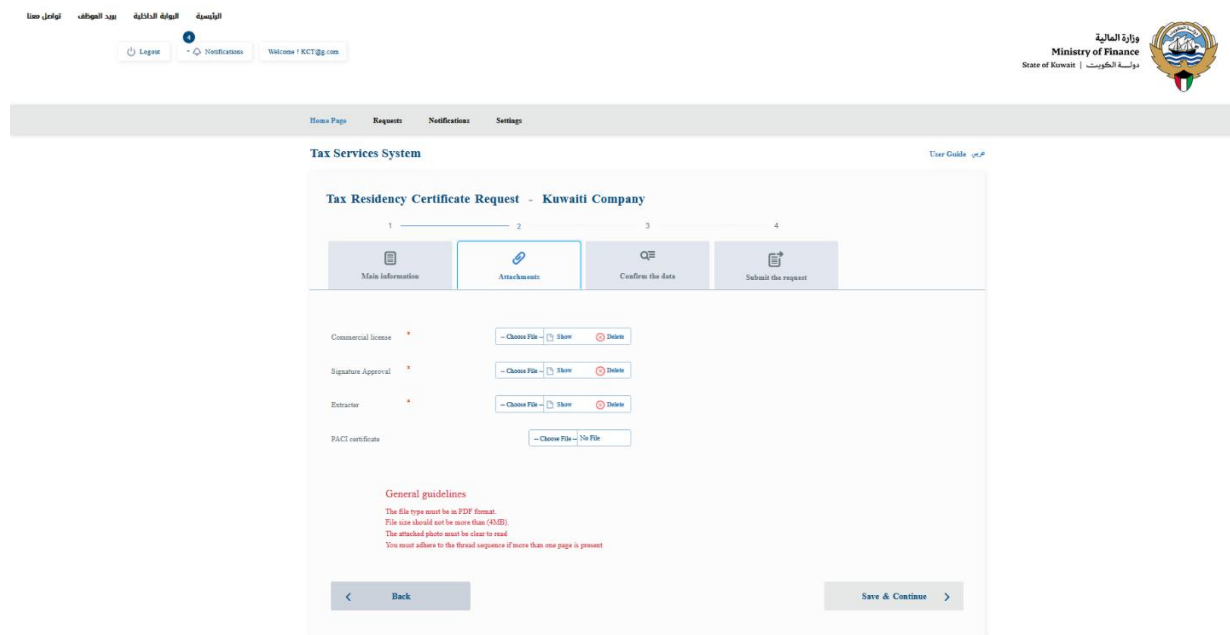
The screenshot shows the 'Tax Services System' interface. A modal titled 'Add a country' is open, displaying a list of countries with search and add/remove buttons. The background form is for a 'Tax Residency Certificate Request' and includes fields for company name, applicant name, year, and a table for countries.

#	Name	Number Of Certificates	Payment Amount
1	Afghanistan	1	50 Kuwaiti Dinar

Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.



The screenshot shows the 'Tax Services System' interface for a 'Kuwaiti Company'. The 'Attachments' step is active, showing fields for Commercial license, Signature Approval, and Entruster, each with a 'Choose File' button and a 'Delete' button. A 'PACT certificate' field is also present. The form includes a 'Back' button and a 'Save & Continue' button.

**General guidelines**  
 The file type must be in PDF format  
 File size should not be more than (400K)  
 The attached photo must be clear to read  
 You must adhere to the thread sequence if more than one page is present





## Required Attachments by Account Type:

## Kuwaiti Company:

- Commercial License \*
  - Signature Approval \*
  - Extractor \*
  - PACI Certificate
- Data Confirmation: Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

Home Page Requests Notifications Settings

Tax Services System User Guide

### Tax Residency Certificate Request - Kuwaiti Company

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Company name (in Arabic) *	المشعل	Address	المحافظة - Jekra Governorate
Company name (in English) *	HMCCL		المنطقة: الجفرة الجديدة
Commercial License No *	857481		1 : المنطقة
Commercial License date *	05/11/2025		2 : الشارع
			3 : المبنى
Child No *	200020404270	Phone Number	66358768
Nationality *	Kuwait	E-mail	KCT@gg.com
Legal entity type *	Shareholding Company (Public)	Mail box	
Main Activity *	Car Rental	Fax	
Creation *		Postal code	

1	Afghanistan	1	50 Kuwaiti Dinar
Total :		1	50 Kuwaiti Dinar

Total : 1

Year \*
 2028 || Applicant Job Title \* | is |
| Applicant's name \* | is |

Attachments

Commercial license \*

Signature Approval \*

Extractor \*

PACI certificate \*

Show

Show

Show

Show

- Submit Request: To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.

The user must click the Submit Request button as the final step.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.



## Tax Residency Certificate Request - Kuwaiti Company

1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

< Back

Submit Application

### Kuwaiti Institutes:



Only one tax residency certificate can be requested per year. If certificates are needed for multiple years, a separate request must be submitted for each year.

**Kuwaiti Institutes** (All mandatory fields must be filled. Fields marked with asterisk \* are mandatory).

### Information

MCF Tax No.		Nationality	
Company name (in Arabic)		Civil No	
Company name (in English)		Commercial License date	
Legal entity type		Commercial License No	
Main Activity			
DMIT registration submitted?			

### Services

Tax Residency Certificate Request To whom it may concern Addressed Ahead - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate

Update Account Information Request (Taxable Companies)

DMIT Registration Request



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Tax Services System User Guide

### Tax Residency Certificate Request - Individual Institute

1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Organization name (in Arabic)\*

Year\*

Applicant's name\*

Applicant Job Title\*

Countries\* [Add a country](#)

#	Name	Number Of Certificates	Payment Amount
1	Aggalla	<input type="text" value="1"/>	50 Kuwaiti Dinar

Total: 1 Grand Total: 50 Kuwaiti Dinar

Save & Continue

- The user must also select the target country for which the certificate is required.

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Tax Services System

Tax Residency Certificate Request

1

2

Main information

Attach

Company name (in Arabic) \*

Company name (in English) \*

Applicant's name \*

Year \*

Countries \*

Add a country

#

Name

Number Of Certificates

Payment Amount

1

Afghanistan

1

50 Kuwaiti Dinar

Search:

1 Afghanistan

2 Albania

3 Christmas Island

4 Algeria

5 American Samoa

6 Andorra

7 Angola

8 Anguilla

Close

User Guide عربي

**Upload Attachments** The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.





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Tax Services System User Guide عربي

### Tax Residency Certificate Request - Individual Institute

1 2 3 4

Main information Attachments Confirm the data Submit the request

Commercial license

Signature Approval

PACI certificate

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB)  
 The attached photo must be clear to read  
 You must adhere to the thread sequence if more than one page is present

#### Kuwaiti Institutes (Individual Institute):

- Commercial License \*
- Signature Approval \*
- PACI Certificate



#### Required Attachments by Account Type:

- **Industrial Establishment**
  - Signature Approval \*
  - Industrial License \*
- **Engineering Office**
  - Signature Approval \*
  - Engineering Society License \*
- **Law Firm**
  - Signature Approval \*
  - Legal Practice Membership Certificate \*
- **Auditing Office**
  - Signature Approval \*
  - Office License \*
- **Medical Center**
  - Signature Approval \*
  - Center License \*





- **Private Training Institute**
  - Signature Approval \*
  - Institute License
- **Public Benefit Organization**
  - Signature Approval \*
  - Organization License \*
- **Kuwaiti Individual**
  - Civil ID copy \*
- **Foreign Individual**
  - Civil ID copy \*
  - Passport copy \*





- **Data Confirmation:** Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

Home Page Requests Notifications Settings

Tax Services System User Guide عربي

### Tax Residency Certificate Request - Individual Institute

1 2 3 4

Main information Attachments Confirm the data Submit the request

Owner Name *	يونس بن شمس	Address	المحافظة : Al Ahmadi Governorate
Organization name (in Arabic) *	يونس		1 : المنطقة
Organization name (in English) *	SYED		1 : الشارع
Commercial License No	123	Phone Number	66359706
Commercial License date	28/10/2025	E-mail	Kindinat1@ig.com
Civil No *	300145341	Mail box	
Nationality *	Kuwait	Fax	
Legal entity type *	Limited Liability Holding	Postal code	
Main Activity *	Car Rental	Attachments	
Year *	2025	Commercial license	Show
Applicant Job Title *	يونس	Signature Approval *	Show
Applicant's name *	يونس	PACT certificate	Show
Countries *	1 Anguilla 1 50 Kuwaiti Dinar		
	Total : 1 50 Kuwaiti Dinar		

< Back Next >

- **Submit Request:** To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.

The user must click the Submit Request button as the final step.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.

Home Page Requests Notifications Settings

Tax Services System User Guide عربي

### Tax Residency Certificate Request - Individual Institute

1 2 3 4

Main information Attachments Confirm the data Submit the request

Please acknowledge the validity of the data to be able to submit the application

☒ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

< Back Submit Application





- Kuwaiti Individual

### Kuwaiti Individual



Only one tax residency certificate can be requested per year. If certificates are needed for multiple years, a separate request must be submitted for each year.

**Kuwaiti Individual** (All mandatory fields must be filled. Fields marked with asterisk \* are mandatory).

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State of Kuwait | دولة الكويت

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Tax Services System User Guide عربي

**Information**

Individual's Full name (in Arabic)  Nationality

Individual's name (in English)  Civil No.

Passport No.

**Services**

Tax Residency Certificate Request To whom it may concern Addressed Abroad - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate

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Tax Services System User Guide عربي

**Tax Residency Certificate Request - Kuwaiti Individual**

1 ..... 2 ..... 3 ..... 4

Main information | Attachments | Confirm the data | Submit the request

Individual's Full name (in Arabic) \*  Year \*

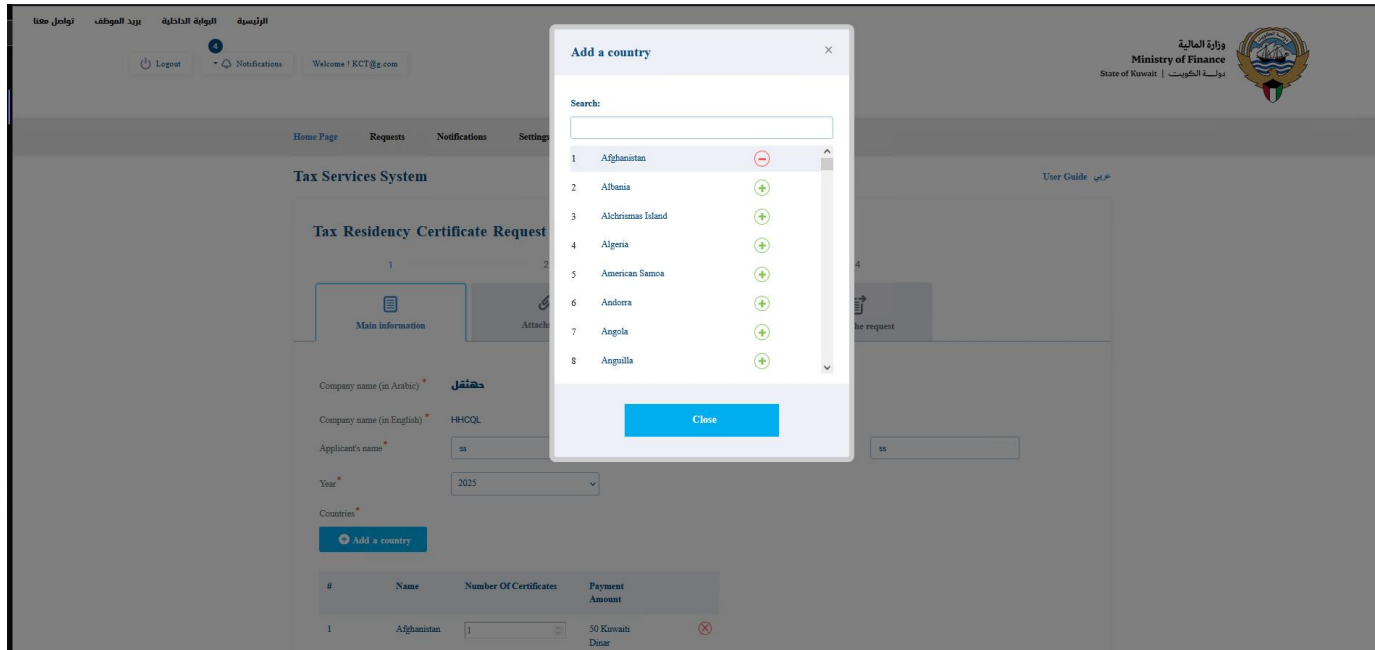
Countries \*

Total : 0 Grand Total :

>

- The user must also select the target country for which the certificate is required.



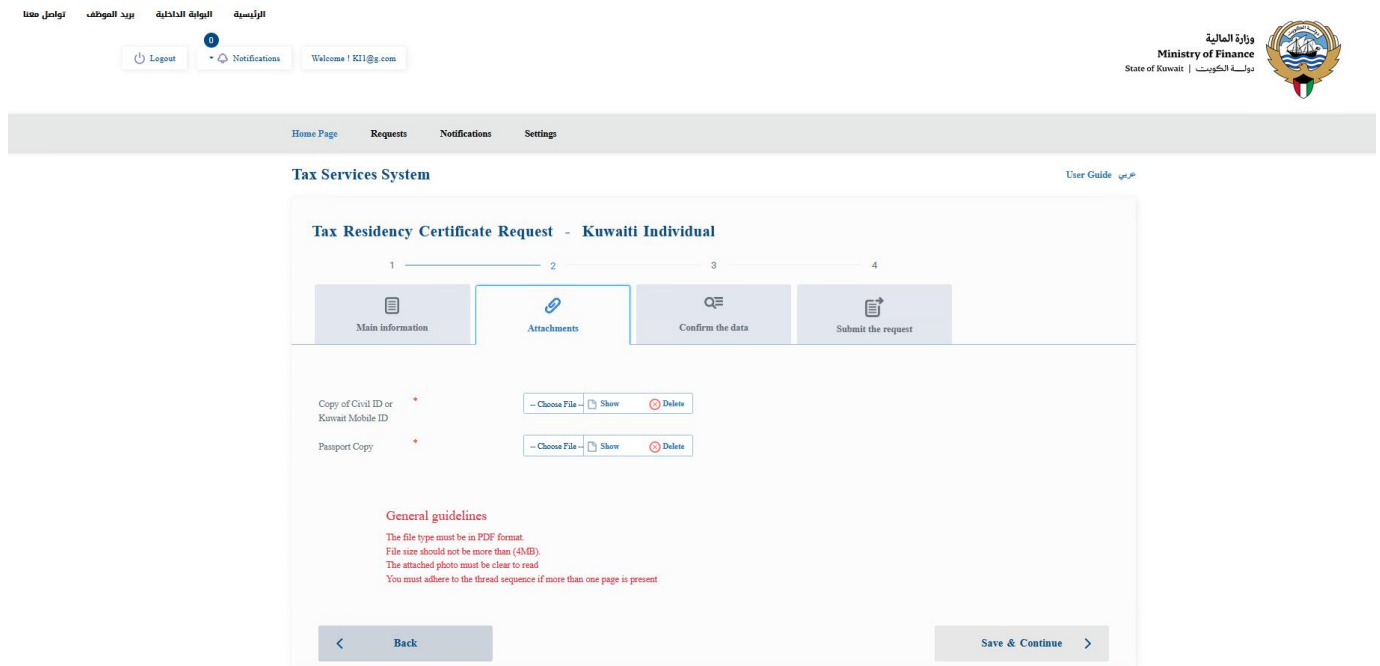



The screenshot shows the 'Tax Services System' interface. A modal titled 'Add a country' is open, displaying a list of countries with search and add buttons. The background form is titled 'Tax Residency Certificate Request' and includes fields for 'Company name (in Arabic)', 'Company name (in English)', 'Applicant's name', 'Year', and 'Countries'. A table at the bottom shows the selected country 'Afghanistan' with a payment amount of '50 Kuwaiti Dinar'.

Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.



The screenshot shows the 'Tax Services System' interface for a 'Kuwaiti Individual'. The 'Attachments' tab is active, displaying fields for 'Copy of Civil ID or Kuwait Mobile ID' and 'Passport Copy'. Each field has a 'Choose File' button, a 'Show' button, and a 'Delete' button. Below the fields, there are 'General guidelines' for file uploads. At the bottom, there are 'Back' and 'Save & Continue' buttons.

**General guidelines**

- The file type must be in PDF format.
- File size should not be more than (4MB).
- The attached photo must be clear to read
- You must adhere to the thread sequence if more than one page is present





## Required Attachments by Account Type:

## Kuwaiti Individual:

- Copy of Civil Id or Mobile Id\*
  - Passport Copy\*
- **Data Confirmation:** Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

Home Page Requests Notifications Settings

Tax Services System User Guide

### Tax Residency Certificate Request - Kuwaiti Individual

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Individual's Full name (in Arabic)\* **جاسم** Address

Individual's name (in English)\* **BLAL** Phone Number \* **66399706**

Civil No \* **28101800575** E-mail \* **KI1@g.com**

Passport No. **AB34141** Mail box

Nationality \* **Kuwait** Fax

Gender \* **Male** Attachments

Countries

#	Name	Number Of Certificates	Payment Amount
1	Afghanistan	1	5 Kuwaiti Dinar
2	Belgium	1	5 Kuwaiti Dinar
Total :		2	10 Kuwaiti Dinar

Copy of Civil ID or Kuwait Mobile ID

Passport Copy

- **Submit Request:** To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.

The user must click the Submit Request button as the final step.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.



## Tax Services System

User Guide عربي

### Tax Residency Certificate Request - Kuwaiti Individual

1 ..... 2 ..... 3 ..... 4



Main information



Attachments



Confirm the data



Submit the request

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.



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Submit Application

- Foreign Individual

### Foreign Individual



Only one tax residency certificate can be requested per year. If certificates are needed for multiple years, a separate request must be submitted for each year.

**Foreign Individual** (All mandatory fields must be filled. Fields marked with asterisk \* are mandatory).

## Tax Services System

User Guide عربي

### Information

Individual's Full name (in Arabic)

Nationality

Individual's name (in English)

Civil No

Passport No.

### Services

Tax Residency Certificate Request To whom it may concern Addressed Abroad - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate

Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate



## Tax Residency Certificate Request - Foreign Individual

1 2 3 4

Main information

Attachments

Confirm the data

Submit the request

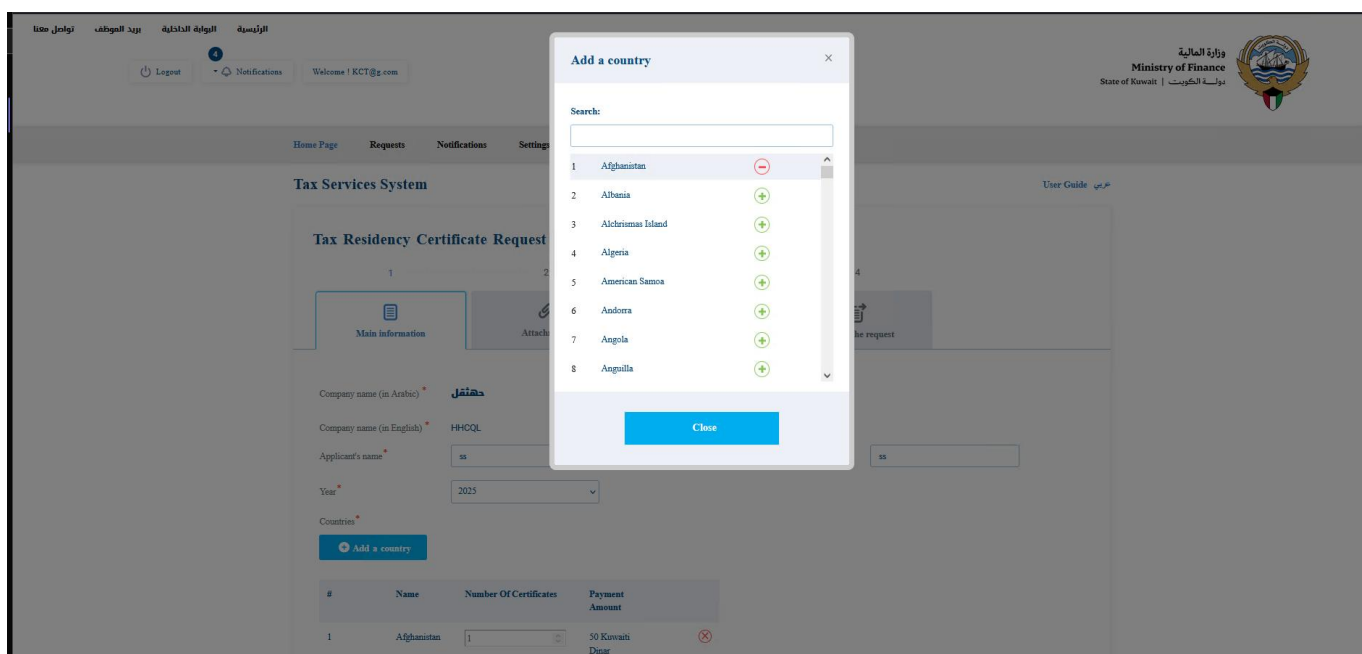
Individual's Full name (in Arabic) **سبيح** Year **2025**

Countries **+ Add a country**

Total : 0 Grand Total :

Save & Continue >

- The user must also select the target country for which the certificate is required.



**Add a country**

Search:

- Albania
- Albania
- Alchrisma Island
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla

Close

Company name (in Arabic) **جهاز**

Company name (in English) **HHOOL**

Applicant's name **ss**

Year **2025**

Countries **+ Add a country**

#	Name	Number Of Certificates	Payment Amount
1	Albania	1	50 Kuwaiti Dinar

Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.





## Tax Residency Certificate Request - Foreign Individual

1 2 3 4



Main information



Attachments



Confirm the data



Submit the request

Copy of Civil ID or  
Koroway Mobile ID \*

Choose File Show Delete

Passport Copy \*

Choose File Show Delete

## General guidelines

The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present

&lt; Back

Save &amp; Continue &gt;



## Required Attachments by Account Type:

## Foreign Individual:

- Copy of Civil Id or Mobile Id\*
- Passport Copy\*
- Data Confirmation: Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.





### Tax Residency Certificate Request - Foreign Individual

1
2
3
4

Main information

Attachments

Confirm the data

Submit the request

Individual's Full name (in Arabic) \* **سبوس**

Individual's name (in English) \* **SABESZIT**

Civil No \* **260020404273**

Passport No. \* **AA342351**

Nationality \* **Bangladesh**

Gender \* **Male**

Address

Phone Number \* **66359706**

E-mail \* **FI@g.com**

Mail box

Fax

Attachments

Copy of Civil ID or Kuwait Mobile ID **Show**

Passport Copy \* **Show**

#	Name	Number Of Certificates	Payment Amount
1	Afghanistan	1	50 Kuwaiti Dinar
2	Belgium	1	50 Kuwaiti Dinar
Total :		2	100 Kuwaiti Dinar

Back

Next

- **Submit Request:** To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.

The user must click the Submit Request button as the final step.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.



### Tax Residency Certificate Request - Foreign Individual

1
2
3
4

Main information

Attachments

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application  
☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

Back

Submit Application





- Public Benefit Office

### Public Benefit Office



Only one tax residency certificate can be requested per year. If certificates are needed for multiple years, a separate request must be submitted for each year.

**Public Benefit Office** (All mandatory fields must be filled. Fields marked with asterisk \* are mandatory).

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Home Page Requests Notifications Settings

Tax Services System User Guide عربي

**Information**

MOF Tax No. [Redacted] Nationality [Redacted]  
 Company name (in Arabic) [Redacted] Civil No. [Redacted]  
 Company name (in English) [Redacted] Commercial License date [Redacted]  
 Legal entity type [Redacted] Commercial License No. [Redacted]  
 Main Activity [Redacted]  
 DMIT registration submitted? [Redacted]

**Services**

Tax Residency Certificate Request To whom it may concern Addressed Amount - 50.00 Kuwaiti Dinar per Certificate  
 Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate  
 Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate  
 Update Account Information Request (Taxable Companies)  
 DMIT Registration Request

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Tax Services System User Guide عربي

**Tax Residency Certificate Request - Public Benefit Office**

1 2 3 4  
 Main information Attachments Confirm the data Submit the request

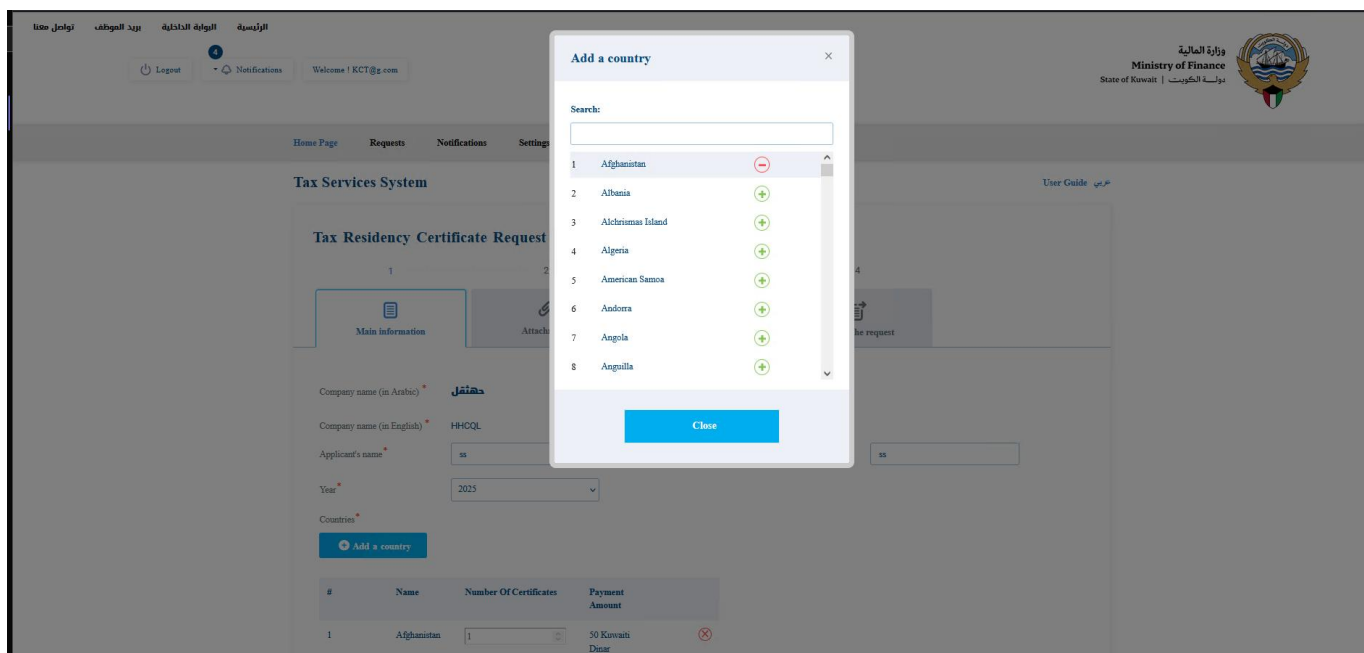
Entity Name in Arabic \* **يافيل** Year \* 2025  
 Applicant's name \* [Redacted] Applicant Job Title \* [Redacted]  
 Countries \* [Add a country](#)

Total : 0 Grand Total :

Save & Continue >

- The user must also select the target country for which the certificate is required.



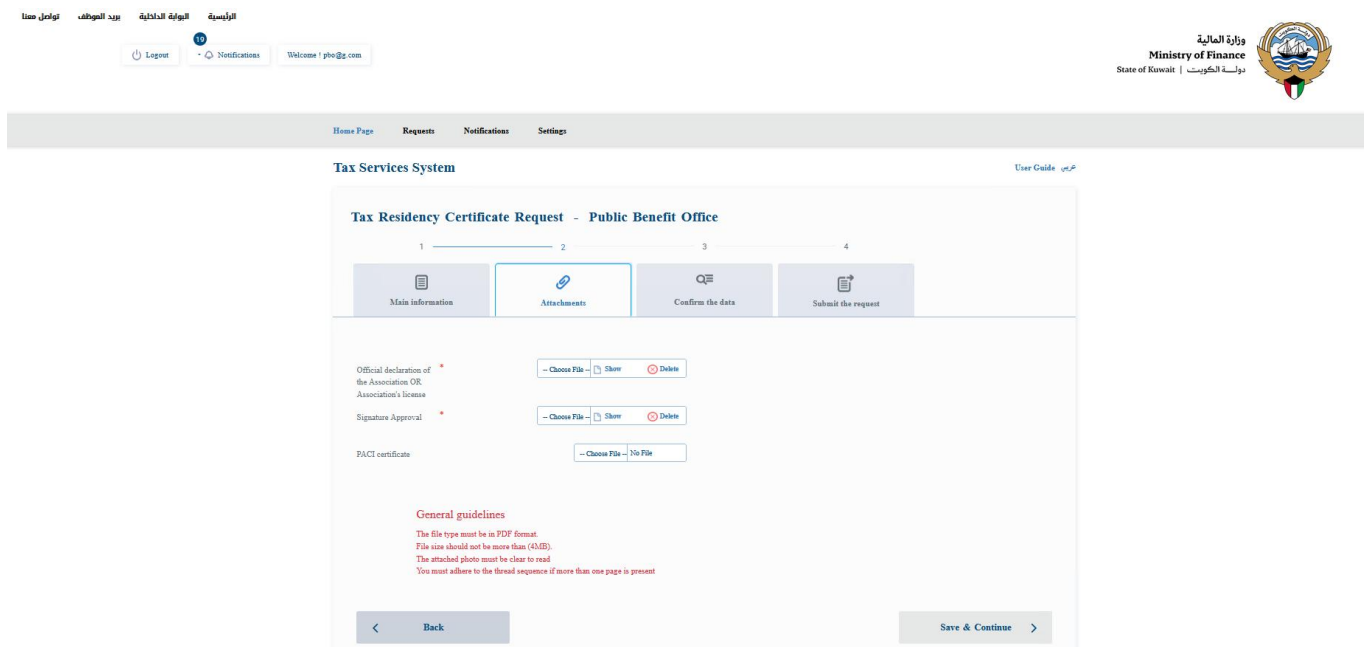



The screenshot shows the 'Tax Services System' interface. A modal titled 'Add a country' is open, displaying a list of countries with search and add buttons. The background form is titled 'Tax Residency Certificate Request' and includes fields for 'Company name (in Arabic)', 'Company name (in English)', 'Applicant's name', 'Year', and 'Countries'. A table at the bottom shows the selected country 'Afghanistan' with a payment amount of '50 Kuwaiti Dinar'.

Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.



The screenshot shows the 'Tax Residency Certificate Request - Public Benefit Office' form. The 'Attachments' tab is active, displaying fields for 'Official declaration of the Association OR Association's license', 'Signature Approval', and 'PACT certificate'. Each field has a 'Choose File' button and a 'Delete' button. Below the fields, there are 'General guidelines' and a 'Save & Continue' button.



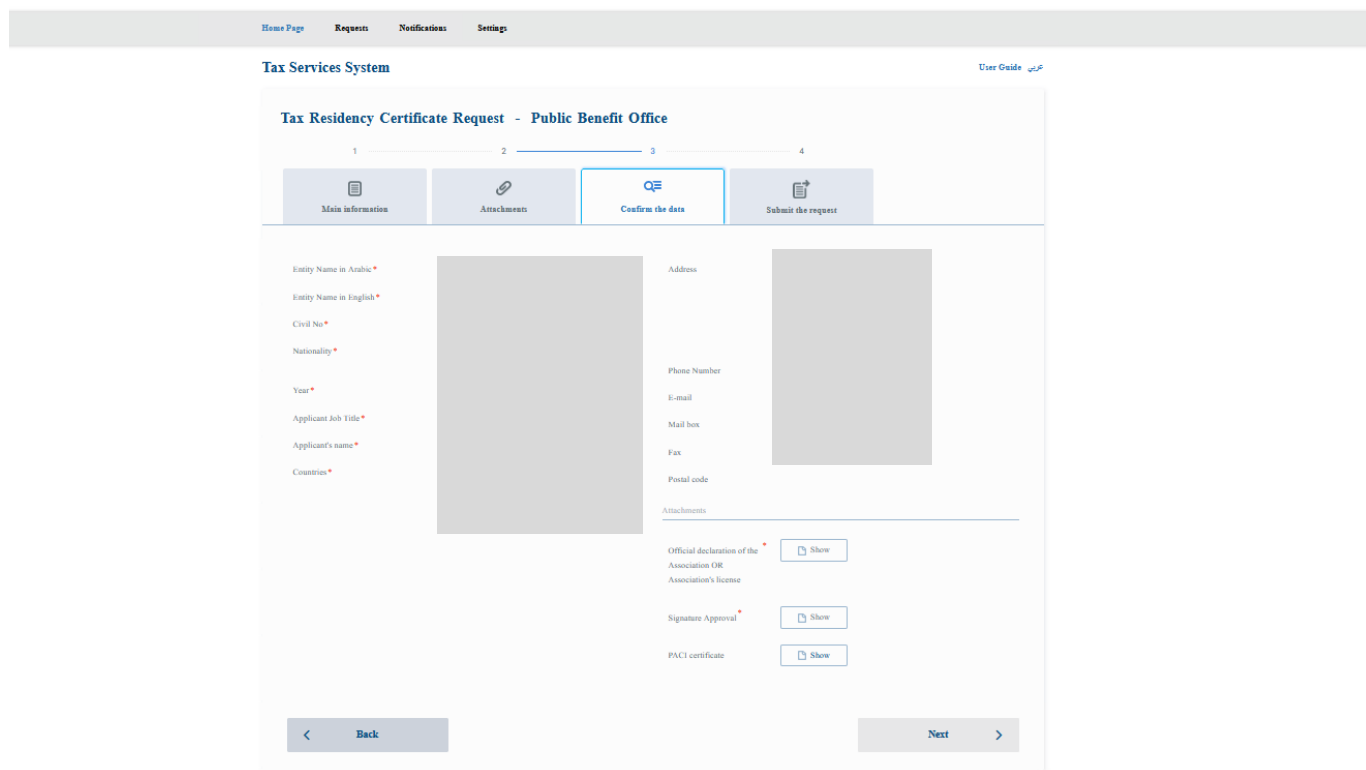
Required Attachments by Account Type:

Public Benefit Office:





- Official Declaration of the Association or Association's license \*
  - Signature Approval \*
  - PACI Certificate
- Data Confirmation: Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

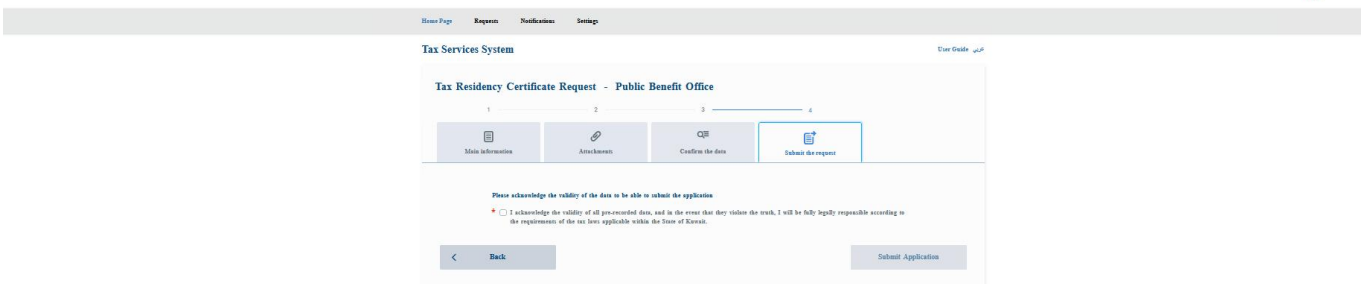


- Submit Request: To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.

The user must click the Submit Request button as the final step.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.







- Government Entity

### Government Entity



Only one tax residency certificate can be requested per year. If certificates are needed for multiple years, a separate request must be submitted for each year.

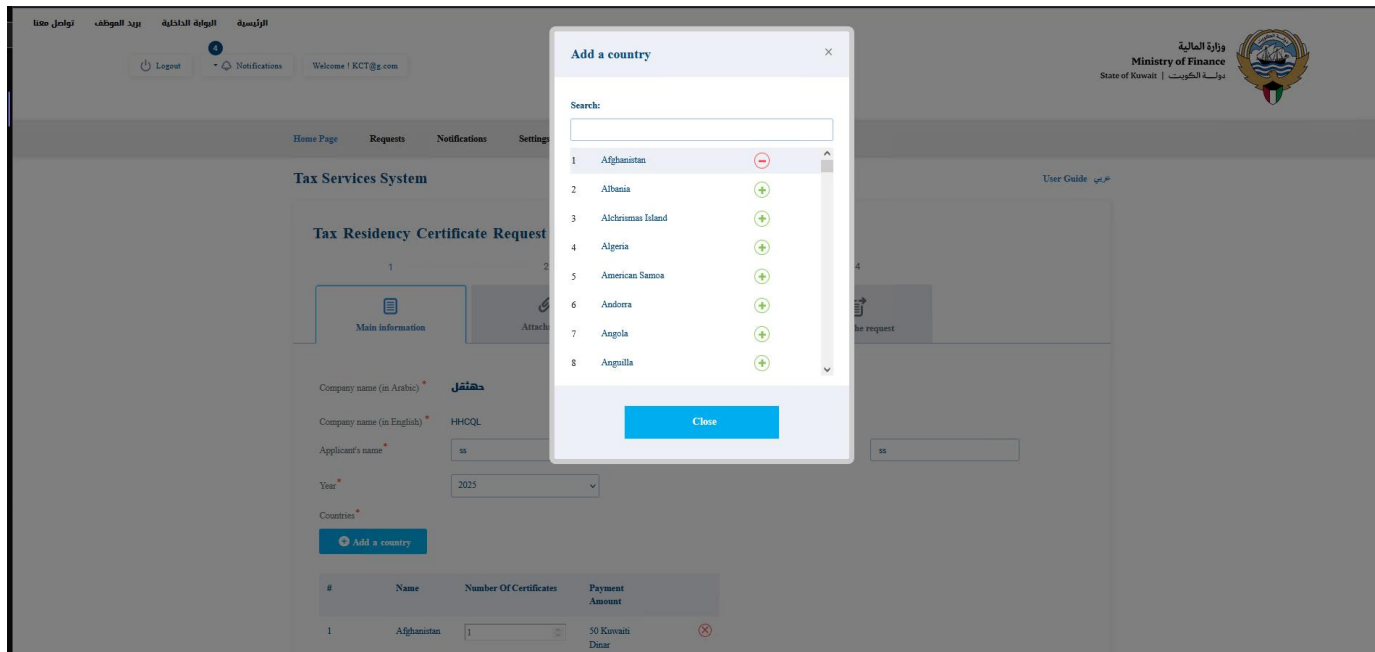
**Government Entity** (All mandatory fields must be filled. Fields marked with asterisk \* are mandatory).

The screenshot shows the 'Tax Services System' home page for a user named 'may@q.com'. The page has a header with navigation links: Home Page, Requests, Notifications, and Settings. The main content area is divided into two sections: 'Information' and 'Services'. The 'Information' section displays the user's profile details: Entity Name in Arabic (blank), Entity Name in English (MINISTRY OF YOUNG ASSOCIATION), and Civil No (blank). A yellow warning box states: 'In order to change the Civil Identity information of the Government Entity, please contact Tax Liability and Planning Department, Ministry of Finance, Kuwait'. The 'Services' section lists four available services, each with a fee of 50.00 Kuwaiti Dinar per Certificate: 'Tax Residency Certificate Request To whom it may concern Addressed Abroad', 'Tax Release Certificate of Income Tax Guarantee (for the Current Year)', 'Tax Release Certificate of Income Tax Guarantee (for the Previous Year)', and 'DMTT Registration Request'. The first service is highlighted with a red border.

The screenshot shows the 'Tax Residency Certificate Request - Government Entity' form. The form is divided into four steps: 1. Main information, 2. Attachments, 3. Confirm the date, and 4. Submit the request. The 'Main information' step is currently active. It contains the following fields: 'Entity Name in Arabic' (with a dropdown menu), 'Year' (with a dropdown menu set to 2025), 'Applicant's name' (text input), and 'Applicant Job Title' (text input). There is also a 'Countries' section with a button to 'Add a country'. At the bottom, there is a 'Total : 0 Grand Total' and a 'Save & Continue' button with a right arrow.

- The user must also select the target country for which the certificate is required.



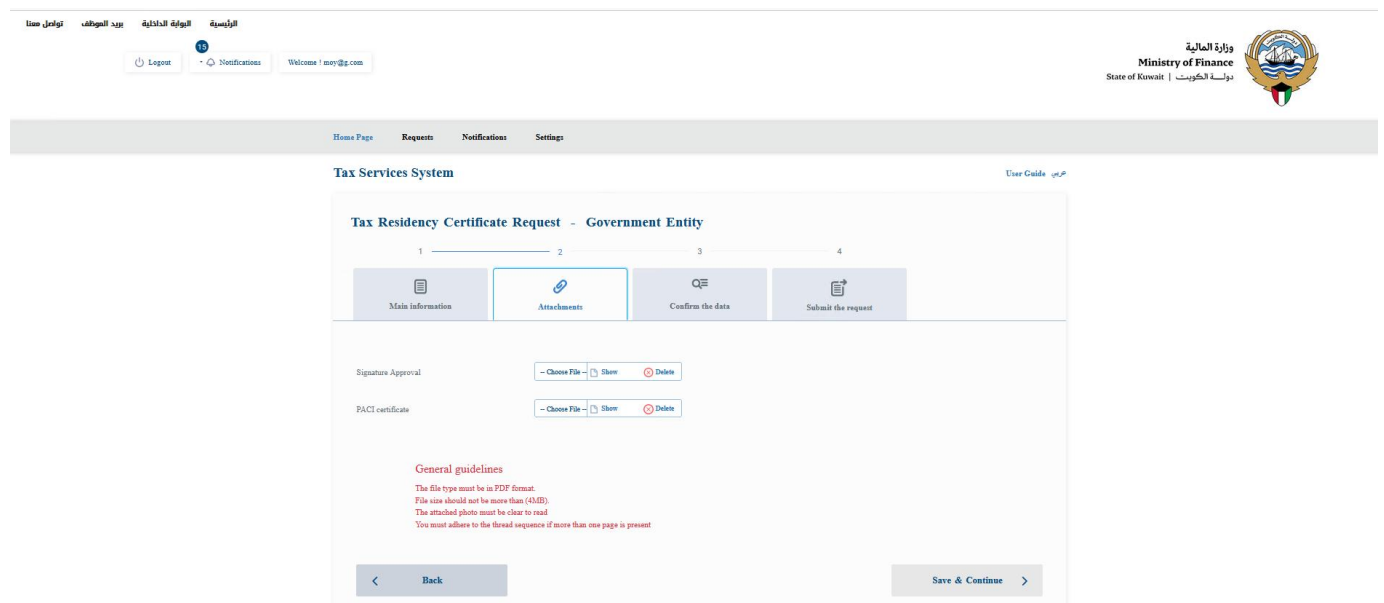



The screenshot shows the 'Tax Services System' interface. A modal titled 'Add a country' is open, displaying a list of countries with a search bar and a 'Close' button. The background form is titled 'Tax Residency Certificate Request' and includes fields for 'Company name (in Arabic)', 'Company name (in English)', 'Applicant's name', 'Year', and 'Countries'. A table at the bottom shows the added country: Afghanistan, with 1 certificate and a payment amount of 50 Kuwaiti Dinar.

Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



All mandatory fields are marked with an asterisk (\*), and must be filled in to proceed.



The screenshot shows the 'Tax Residency Certificate Request - Government Entity' form. The 'Attachments' tab is active, displaying fields for 'Signature Approval' and 'PACI certificate', each with a 'Choose File' button, a 'Show' button, and a 'Delete' button. Below these fields, there are 'General guidelines' for the attachments. At the bottom, there are 'Back' and 'Save & Continue' buttons.



Required Attachments by Account Type:

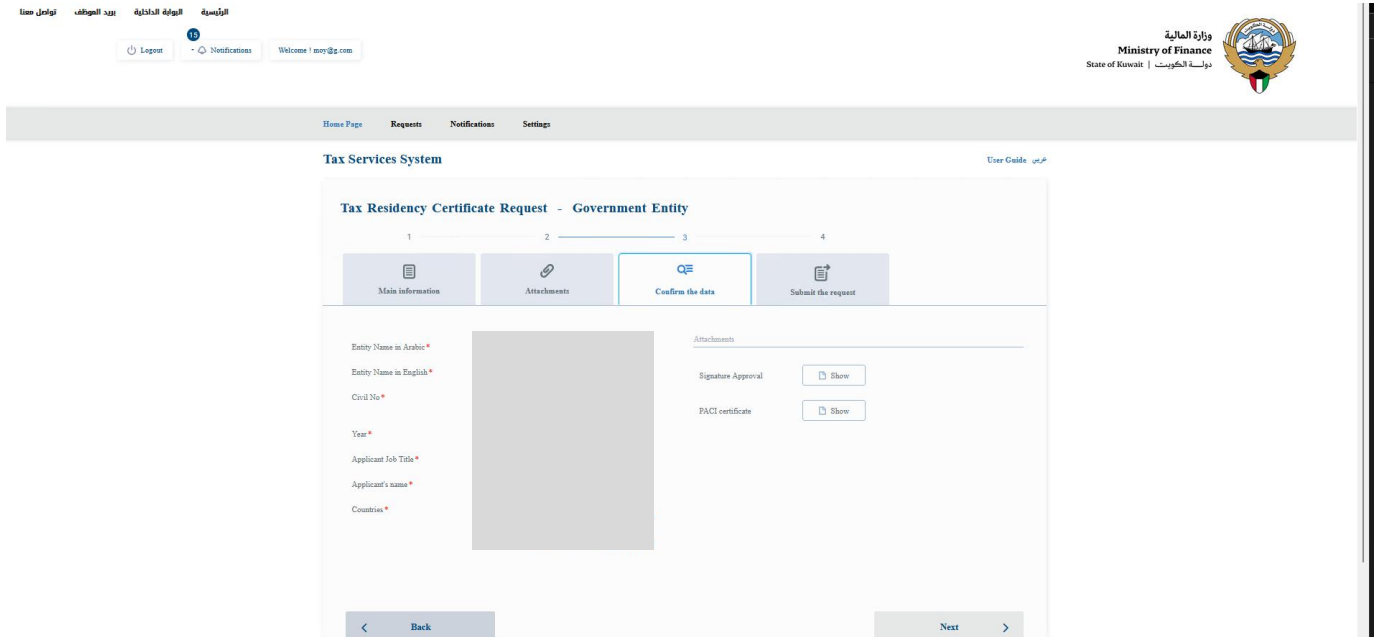
Foreign Individual:

- Signature Approval





- PACI Certificate
- Data Confirmation: Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

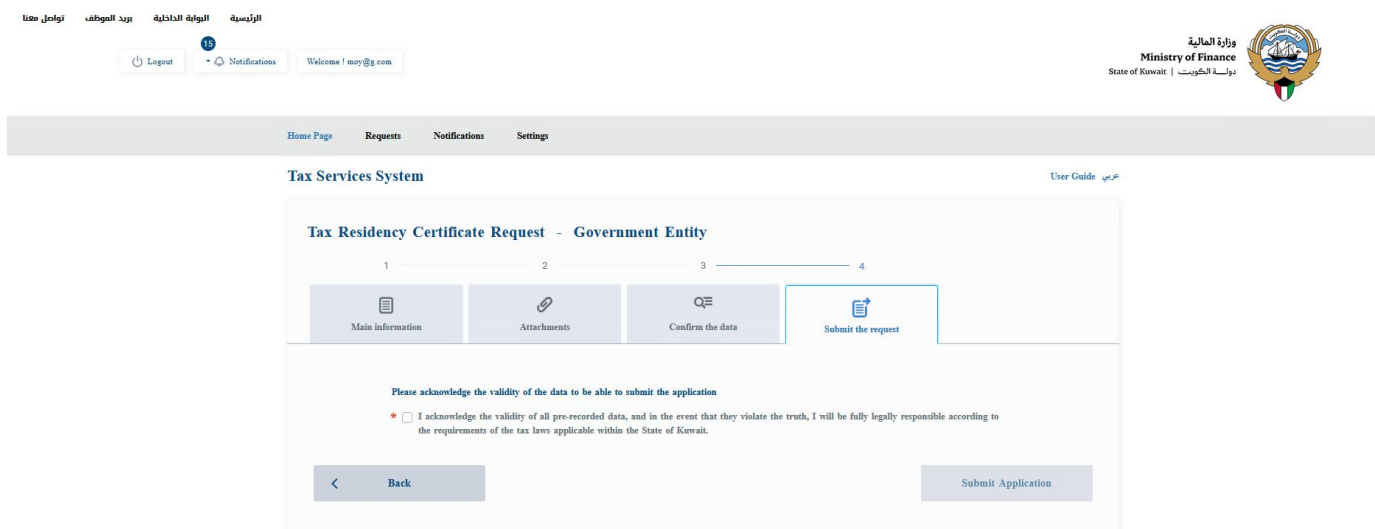


- Submit Request: To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.

The user must click the Submit Request button as the final step.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.







## Tax Release Certificate of Income Tax Guarantee (for the Current Year)

The user can request a General Guarantee Release Certificate by clicking the corresponding button under the Services section.



The required information may vary depending on the type of account.



The system includes a Save & Continue feature, allowing users to save progress and return later to complete the request before final submission.

To successfully complete and submit the request through the tax system, the user must follow these steps:

- Enter Primary Information: The user must fill in all the required fields on this screen, then click Save & Continue to proceed to the document upload step.



Users cannot request more than one certificate for the same year.



Companies with branches may submit a separate request for each branch, but not more than one per branch per year.

To apply for Tax Release Certificate the User will click on the link highlighted below.

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Tax Services System
User Guide عربي

### Information

MOF Tax No.	319120	Nationality	الكويت
Company name (in Arabic)	جھنمل	Civil No	260020404270
Company name (in English)	HHQCL	Commercial License date	05/11/2025
Legal entity type	مساهمة عامة	Commercial License No	857461
Main Activity	تأجير سيارات		
DMTT registration submitted?	No		

### Services

- Tax Residency Certificate Request To whom it may concern Addressed Abroad - 50.00 Kuwaiti Dinar per Certificate
- Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate
- Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate
- Update Account Information Request (Taxable Companies)
- DMTT Registration Request



**Kuwaiti Company**

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**Tax Services System** User Guide

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Company**

1 2 3 4

Main information Attachments Confirm the data Submit the request

Company name (in Arabic) \* **مكتبة** Year \* 2025

Applicant's name \* Applicant Job Title \*

☐ Is the certificate affiliated with the branch?

**Save & Continue**

- Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.

**Tax Services System** User Guide

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Company**

1 2 3 4

Main information Attachments Confirm the data Submit the request

Commercial license \*

Signature Approval \*

Extractor \*

Shareholder/ register \*

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the listed sequence if more than one page is present.

**Back** **Save & Continue**



All mandatory fields are marked with an asterisk (\*), and must be completed to proceed.





## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Company

1 2 3 4

Main information Attachments Confirm the data Submit the request

Commercial license

Signature Approval

Extractor

Shareholders' register

**General guidelines**  
The file type must be in PDF format.  
File size should not be more than (5MB).  
The attached photos must be clear to read.  
You must adhere to the demand sequence if more than one page is present.

[Back](#) [Save & Continue](#)

## Required Attachments by Account Type:

- Kuwaiti Company:
  - Commercial License \*
  - Signature Approval \*
  - Extractor \*
  - Shareholder's register \*
- Data Confirmation: Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Company

1 2 3 4

Main information Attachments Confirm the data Submit the request

Company name (in Arabic) *	الجيلا	Address	المحافظة : Jafra Governorate
Company name (in English) *	HH4CQL		المنطقة : المنطقة الجديدة
Commercial License No *	857461		1 : الشارع
Commercial License date *	05/11/2023		1 : المبنى
Civil No *	260020404270	Phone Number	66359706
Nationality *	Kuwait	E-mail	KCT@g.com
Legal entity type *	Shareholding Company (Public)	Mail box	
Main Activity *	Car Rental	Fax	
Year *	2028	Postal code	
Applicant Job Title *	الجيلا	Attachments	
Applicant's name *	الجيلا	Commercial license	<input type="button" value="Show"/>
		Signature Approval	<input type="button" value="Show"/>
		Extractor	<input type="button" value="Show"/>
		Shareholders' register	<input type="button" value="Show"/>

[Back](#) [Next](#)





- **Submit Request:** To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.

Home Page Requests Notifications Settings

Tax Services System [User Guide](#) عربي

### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Company

1 2 3 4

Main information Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

[Back](#) [Submit Application](#)

## Gulf Company

All mandatory fields are marked with an asterisk (\*), and must be completed to proceed.

Home Page Requests Notifications Settings

Tax Services System [User Guide](#) عربي

### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Company

1 2 3 4

**Main information** Attachments Confirm the data Submit the request

Company name (in Arabic) \* **ضمت** Year \* 2025

Applicant's name \* **ضمت** Applicant Job Title \* **ضمت**

☐ Is the certificate affiliated with the branch?

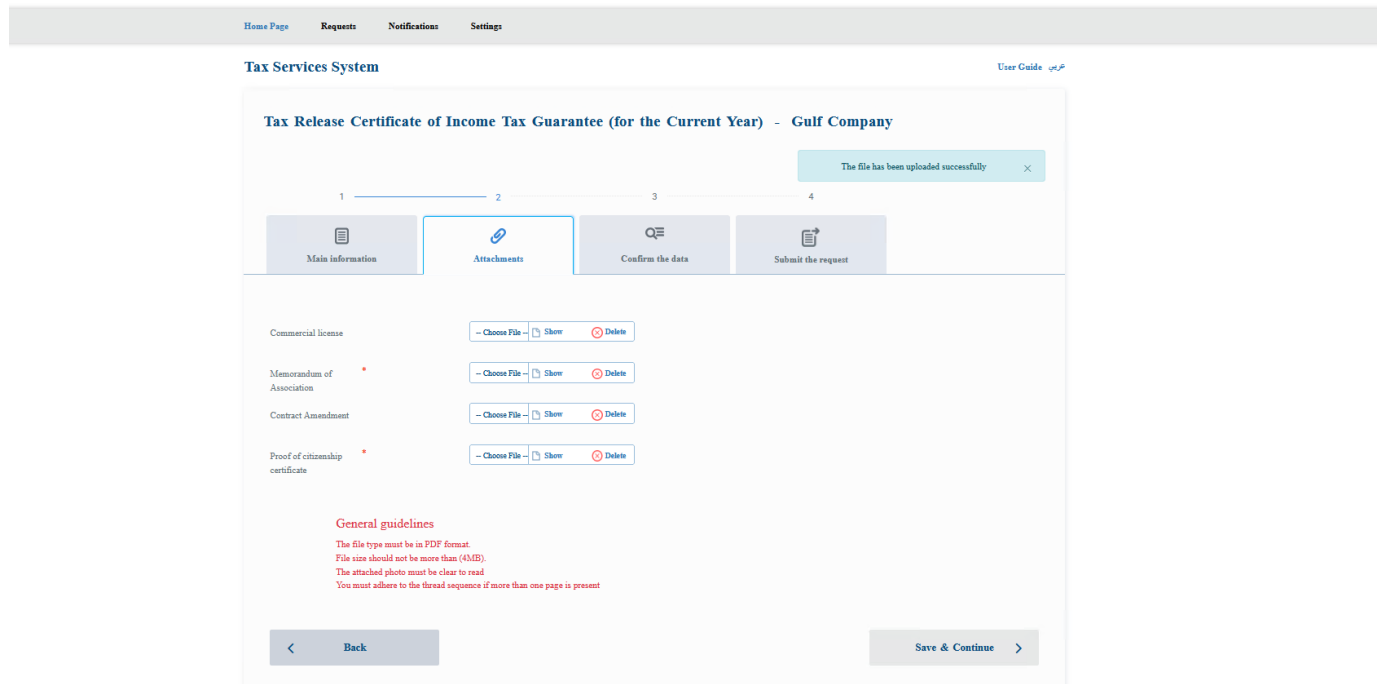
[Save & Continue](#)





### • Upload Attachments

The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.



The screenshot displays the 'Tax Services System' interface. At the top, there is a navigation bar with links for 'Home Page', 'Requests', 'Notifications', and 'Settings'. Below this, the main header reads 'Tax Services System' and 'User Guide' in Arabic. The main content area is titled 'Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Company'. A progress bar at the top indicates four steps: 1. Main information, 2. Attachments (current step), 3. Confirm the data, and 4. Submit the request. A success message at the top right states 'The file has been uploaded successfully'. The 'Attachments' section lists four required documents: 'Commercial license', 'Memorandum of Association', 'Contract Amendment', and 'Proof of citizenship certificate'. Each document has a 'Choose File' button, a 'Show' button, and a 'Delete' button. Below the list, 'General guidelines' are provided: 'The file type must be in PDF format', 'File size should not be more than (4MB)', 'The attached photo must be clear to read', and 'You must adhere to the thread sequence if more than one page is present'. At the bottom, there are 'Back' and 'Save & Continue' buttons.

### Required Attachments:

- Commercial License \*
- Signature Approval \*
- Shareholder's Register / Ownership Details \*
- GCC Company Registration Certificate \*

### • Data Confirmation:

Before submission, the user can review all previously entered information.

Click **Back** to modify details.

Click **Next** to confirm accuracy and submit.





## Tax Services System

User Guide عربي

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Company**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Year *	2025	Address	1
Applicant Job Title *	مدير	Phone Number	66359706
Applicant's name *	مدير	E-mail	gcmt@g.com
Company name (in Arabic) *	مدير	Mail box	9000
Company name (in English) *	SSEHEE	Fax	247886
Global Number *	87456111	Attachments	
Nationality *	Bahrain	Commercial license	Show
Legal entity type *	Limited Partnership by shares	Memorandum of Association *	Show
Main Activity *	Financial Services	Contract Amendment	Show
		Proof of citizenship certificate *	Show

Back Next

### • Submit Request:

Applicant must check the acknowledgment box to confirm data accuracy.  
The request cannot be submitted without completing all required acknowledgments.

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## Tax Services System

User Guide عربي

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Company**

1 2 3 4

Main information Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

Back Submit Application





## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Industrial Institute

1 ..... 2 ..... 3 ..... 4



Main information



Attachments



Confirm the data



Submit the request

Organization name (in Arabic) \* غنقىس

Year \*

2025

Applicant's name \*

Applicant Job Title \*

☐ Is the certificate affiliated with the branch?

Save &amp; Continue &gt;

## • Upload Attachments

The applicant must upload all mandatory documents and click **Save & Continue**.

All fields marked with (\*) must be filled.



## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Industrial Institute

1 ..... 2 ..... 3 ..... 4



Main information



Attachments



Confirm the data



Submit the request

Commercial license for  
Industries \*

- Choose File - Show Delete

Signature Approval \*

- Choose File - Show Delete

## General guidelines

The file type must be in PDF format

File size should not be more than (4MB)

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

&lt; Back

Save &amp; Continue &gt;

## Required Attachments:

- Commercial License for Industries \*
- Signature Approval \*





### • Data Confirmation:

User may review and edit information using the **Back** button.  
Click **Next** to confirm and proceed.

Home Page Requests Notifications Settings

Tax Services System User Guide عربي

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Industrial Institute**

1 2 3 4

Main information Attachments Confirm the data Submit the request

Owner Name \* **سيش غفلقس سؤ ابل** Address **المحافظة : Jhira Governorate**  
 Organization name (in Arabic) \* **غفلقس** **المنطقة : الجهراء القديمة**  
 Organization name (in English) \* **SSEYE** **1 : القطيفة**  
 Commercial License No \* **8741331** **1 : الشارع**  
 Commercial License date \* **27/10/2025** **1 : المبني**  
 Civil No \* **2971232312** Phone Number **66359706**  
 Nationality \* **Kuwait** E-mail **Klna2@gmail.com**  
 Legal entity type \* **Professional Corporation** Mail box  
 Main Activity \* **Beauty Salon** Fax  
 Year \* **2025** Postal code  
 Applicant Job Title \* **غفلقس** Attachments  
 Applicant's name \* **غفلقس** Commercial license for Industries **Show**  
 Signature Approval **Show**

**Back** **Next**

### • Submit Request:

Acknowledgment must be checked to submit the request.  
Submission is blocked until all acknowledgments are completed.

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Tax Services System User Guide عربي

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Industrial Institute**

1 2 3 4

Main information Attachments Confirm the data Submit the request

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

**Back** **Submit Application**





**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Institute**

1 2 3 4

Main information | Attachments | Confirm the data | Submit the request

Organization name (in Arabic) \*  Year \*

Applicant's name \*  Applicant job Title \*

☐ Is the certificate affiliated with the branch?

Save & Continue >

### • Upload Attachments

The applicant must upload all mandatory documents and click **Save & Continue**.

All fields marked with (\*) must be filled.

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Institute**

1 2 3 4

Main information | Attachments | Confirm the data | Submit the request

Commercial license

Proof of citizenship certificate \*

**General guidelines**

The file type must be in PDF format.  
File size should not be more than (4MB).  
The attached photo must be clear to read.  
You must adhere to the thread sequence if more than one page is present.

< Back | Save & Continue >

### Required Attachments:

- Commercial License\*
- Proof of citizenship certificate \*





- **Data Confirmation:**  
User may review and edit information using the **Back** button.  
Click **Next** to confirm and proceed.

Home Page Requests Notifications Settings

Tax Services System User Guide عربي

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Institute**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Owner Name *	مؤسسة ساهيل للاستشارات	Address	1
Organization name (in Arabic) *	ساهيل	Phone Number	66399706
Organization name (in English) *	SAHEL	E-mail	Gtas@gmail.com
Civil No *	854651	Mail box	
Nationality *	Oman	Fax	
Legal entity type *	Limited Liability Holding	Postal code	
Main Activity *	Car Rental	Attachments:	
Year *	2029	Commercial license	<input type="button" value="Show"/>
Applicant Job Title *	ساهيل	Proof of citizenship certificate	<input type="button" value="Show"/>
Applicant's name *	ساهيل		

- **Submit Request:**  
Acknowledgment must be checked to submit the request.  
Submission is blocked until all acknowledgments are completed.

Home Page Requests Notifications Settings

Tax Services System User Guide عربي

**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Institute**

1 2 3 4

Main information Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.





## Kuwaiti Individual

الرئيسية | النواة الداخلية | بريد الموظيف | تواصل معنا

Logout

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Notifications

Welcome ! KI@gmail.com

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## Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Individual

1

2

3

4



Main information



Attachments



Confirm the data



Submit the request

Individual's Full name (in Arabic) \* **عض**

Year \*

2025

Save &amp; Continue &gt;

## • Upload Attachments

User must upload required personal documents and click **Save & Continue**.

Mandatory fields are marked with (\*).

الرئيسية | النواة الداخلية | بريد الموظيف | تواصل معنا

Logout

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Notifications

Welcome ! KI@gmail.com

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## Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Individual

1

2

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4



Main information



Attachments



Confirm the data



Submit the request

Copy of Civil ID or  
Kuwait Mobile ID \*

Choose File Show Delete

Passport Copy \*

Choose File Show Delete

## General guidelines

The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present

&lt; Back

Save &amp; Continue &gt;

## Required Attachments:

- Copy of Civil Id or Mobile Id \*
- Passport Copy \*





### • Data Confirmation:


User may review entered data.


Click **Back** to edit or **Next** to confirm.


Home Page   Requests   Notifications   Settings
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User Guide عربي


#### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Individual

1234

  
 Main information

  
 Attachments

  
 Confirm the data

  
 Submit the request

Individual's Full name (in Arabic) \* **عض**

Individual's name (in English) \* **AWWAAD**

Civil No \* **291011800576**

Passport No. **AA198854**

Nationality \* **Kuwait**

Gender \* **Male**

Address

Phone Number \* **66359706**

E-mail \* **Ki@gmail.com**

Mail box

Fax

Attachments

Copy of Civil ID or Kuwait Mobile ID \* Show

Passport Copy \* Show

Back
Next

### • Submit Request:

Applicant must confirm the accuracy of all data by checking the acknowledgment box.

Submission is not allowed until all acknowledgments are completed.





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Tax Services System

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Kuwaiti Individual

1
2
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4

Main Information
Attachments
Confirm the data
Submit the request

Please acknowledge the validity of the data to be able to submit the application  
☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

Back
Submit Application

## Foreign Individual

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Tax Services System

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Foreign Individual

1
2
3
4

Main Information
Attachments
Confirm the data
Submit the request

Individual's Full name (in Arabic) **الاسم الكامل** \*
Year \* 2025

Save & Continue

### • Upload Attachments

The user must upload all required documents before clicking **Save & Continue**.

Required fields are marked with (\*).





### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Foreign Individual

1 ————— 2 ————— 3 ————— 4

Main information | Attachments | Confirm the data | Submit the request

Copy of Civil ID or Kuwait Mobile ID \*

Passport Copy \*

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present.

**Required Attachments:**

- Copy of Civil Id or Mobile Id \*
- Passport Copy \*

**• Data Confirmation:**

User can review all information.

Click **Back** to update details or **Next** to confirm and proceed.

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### Tax Services System

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### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Foreign Individual

1 ————— 2 ————— 3 ————— 4

Main information | Attachments | Confirm the data | Submit the request

Individual's Full name (in Arabic) \* **غيازي غيازي**

Individual's name (in English) \* **GHAZI GHAZI**

Civil No \* **300061001722**

Passport No \* **AG12356**

Nationality \* **Azerbaijan**

Gender \* **Male**

Address

Phone Number \* **66359706**

E-mail \* **FT1@g.com**

Mail box

Fax

Attachments

Copy of Civil ID or Kuwait Mobile ID \*

Passport Copy \*





### • Submit Request:

Acknowledgment must be checked to submit.

Submission cannot proceed without completing required acknowledgments.

الرئيسية | الوزارة الداخلية | بريد الموظف | تواصل معنا

Logout | Notifications | Welcome! FI1@g.com

وزارة المالية  
Ministry of Finance  
دولة الكويت | State of Kuwait

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Tax Services System User Guide عربي

### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Foreign Individual

1 ..... 2 ..... 3 ..... 4

Main information | Attachments | Confirm the data | **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

☒ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

[< Back](#) [Submit Application](#)

## Gulf Individual

الرئيسية | الوزارة الداخلية | بريد الموظف | تواصل معنا

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وزارة المالية  
Ministry of Finance  
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Tax Services System User Guide عربي

### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Individual

1 ..... 2 ..... 3 ..... 4

**Main information** | Attachments | Confirm the data | Submit the request

Individual's Full name (in Arabic) \* **اسمك** Year \* 2025

[Save & Continue](#) >

### • Upload Attachments

User must upload required documents and click **Save & Continue**.

Mandatory fields are marked with (\*).





## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Individual

1 2 3 4

Main information Attachments Confirm the data Submit the request

Copy of Civil ID or Kuwait Mobile ID

Passport Copy

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present.

## Required Attachments:

- Copy of Civil Id or Mobile Id \*
- Passport Copy \*

## • Data Confirmation:

Review previously entered details.

Click **Back** for edits or **Next** to confirm.

## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Individual

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Individual's Full name (in Arabic) \* **SSAMA** Address **I**

Individual's name (in English) \* **SSAMA** Phone Number \* **66355706**

Passport No. \* **AA825481** E-mail \* **OI@gmail.com**

Civil No. **1** Mail box

Nationality \* **United Arab Emirates** Fax

Gender \* **Male** Attachments

Copy of Civil ID or Kuwait Mobile ID

Passport Copy

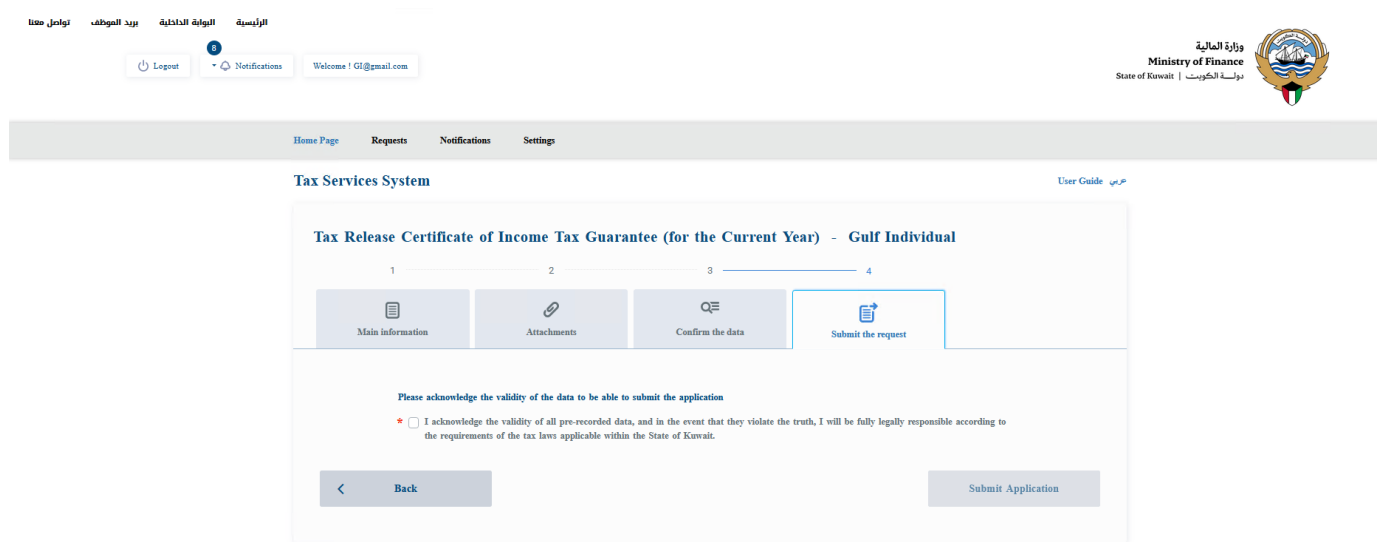




### • Submit Request:

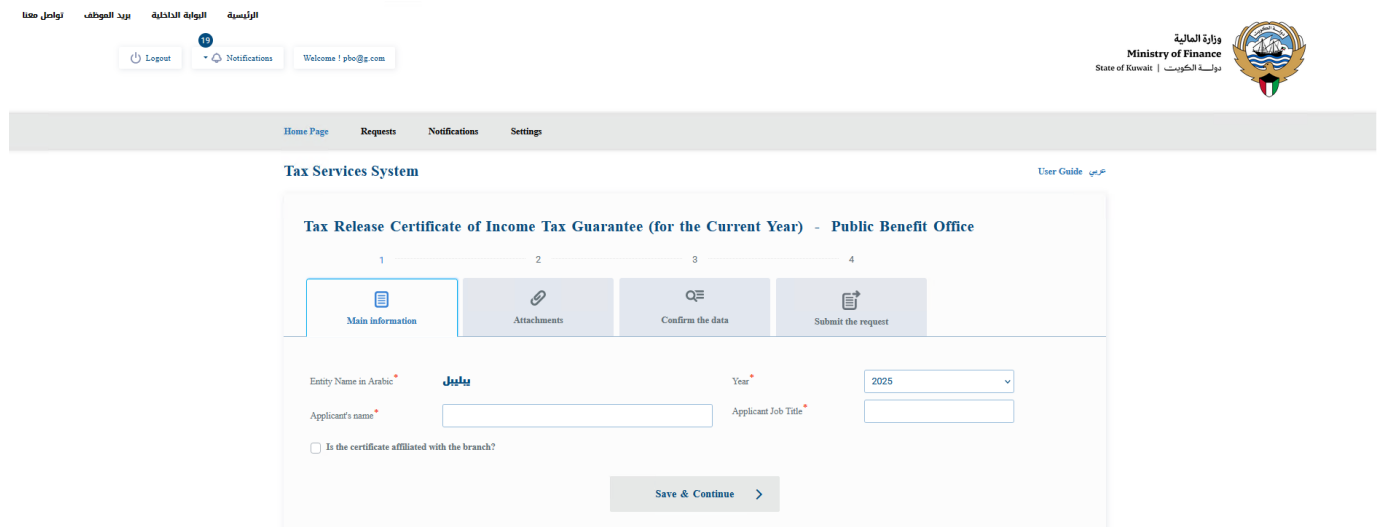
Applicant must check the acknowledgment for accuracy.

Request will not be submitted unless all acknowledgments are completed.



The screenshot shows the 'Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Gulf Individual' form. The form has four steps: 1. Main information, 2. Attachments, 3. Confirm the data, and 4. Submit the request. The 'Submit the request' step is currently active. Below the steps, there is a section for acknowledging the validity of the data, with a checkbox and a 'Submit Application' button. The user is logged in as 'Welcome ! GI@gmail.com'.

## Public Benefit Office



The screenshot shows the 'Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Public Benefit Office' form. The form has four steps: 1. Main information, 2. Attachments, 3. Confirm the data, and 4. Submit the request. The 'Main information' step is currently active. Below the steps, there are input fields for 'Entity Name in Arabic', 'Applicant's name', 'Applicant Job Title', and 'Year'. There is also a checkbox for 'Is the certificate affiliated with the branch?'. A 'Save & Continue' button is visible at the bottom.

### • Upload Attachments

All mandatory documents must be uploaded before selecting **Save & Continue**.

Fields marked with (\*) must be completed.





**Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Public Benefit Office**

1 2 3 4

Make information Attachments Confirm the data Submit the request

Official declaration of the Association OR Association's license \*

Signature Approval \*

Choose File Show Delete

Choose File Show Delete

**General guidelines**

The file type must be in PDF format.  
File size should not be more than (5MB).  
The attached photo must be clear to read.  
You must adhere to the thread sequence if more than one page is present.

Back Save & Continue

## Required Attachments:

- Official declaration of the Association or Association's license \*
- Signature Approval \*

### • Data Confirmation:

User can review all information entered.  
Click **Back** to modify, or **Next** to confirm.





### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Public Benefit Office

1
2
3
4

Main information

Attachments

Confirm the data

Submit the request

Entry Name in Arabic *	بياتل	Address	المحافظة : Al Ahmadi Governorate
Entry Name in English *	YABEL YABEL		المنطقة : المنوع
Civil No *	292110		1 : المنطقة
Nationality *	Kuwait		1 : الشارع
			1 : المبنى
Year *	2025	Phone Number	66359706
Applicant Job Title *	بياتل	E-mail	pbo@g.com
Applicant's name *	بياتل	Mail box	
		Fax	
		Postal code	

Attachments

Official declaration of the Association OR Association's license

Signature Approval

< Back
Next >

### • Submit Request:

Acknowledgment checkbox must be selected.

Request submission is blocked until all required confirmations are done.

### Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Public Benefit Office

1
2
3
4

Main information

Attachments

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

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Submit Application





## Government Entity

الرئيسية | البريد الإلكتروني | تواصل معنا

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## Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Government Entity

1

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4

Main information

Attachments

Confirm the data

Submit the request

Entity Name in Arabic\* **وزارة الدولة لشؤون الشباب** Year\* **2025**

Applicant's name\*  Applicant Job Title\*

☐ Is the certificate affiliated with the branch?

Save & Continue >

## • Upload Attachments

The user must upload all required documents to proceed and click **Save & Continue**.

Mandatory fields are marked with (\*).

الرئيسية | البريد الإلكتروني | تواصل معنا

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## Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Government Entity

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Main information

Attachments

Confirm the data

Submit the request

Signature Approval

**General guidelines**

The file type must be in PDF format

File size should not be more than (4MB)

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

Back Save & Continue >

## Required Attachments:

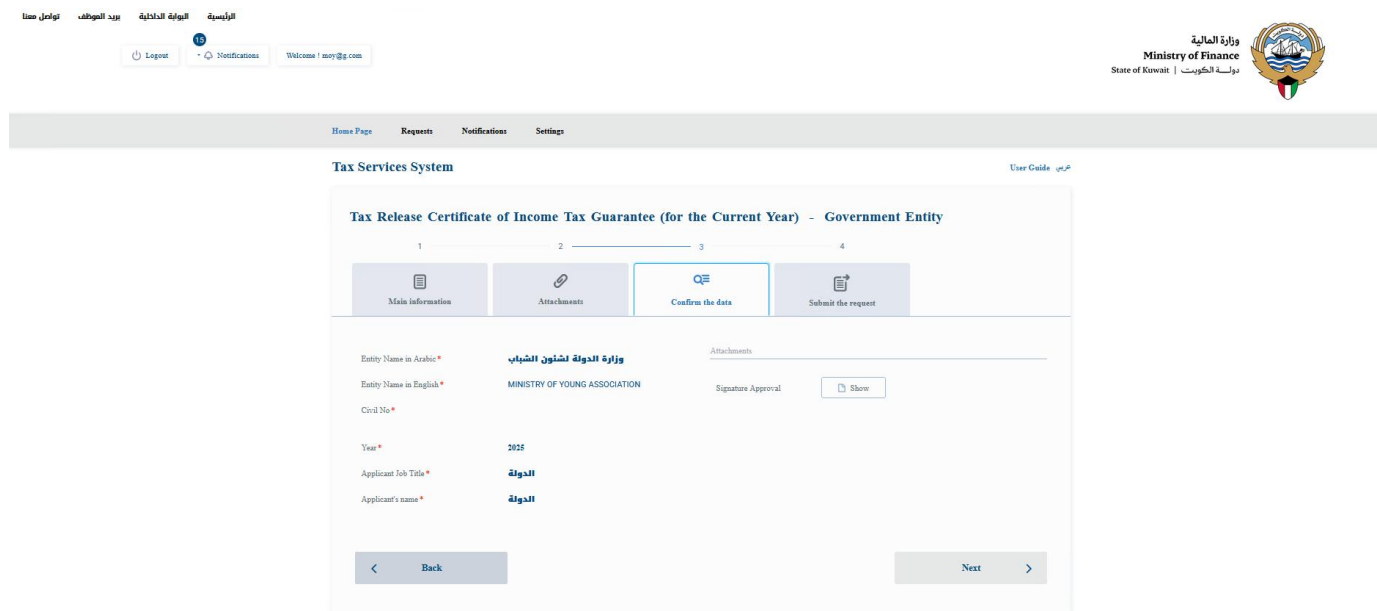
- Signature Approval





### • Data Confirmation:

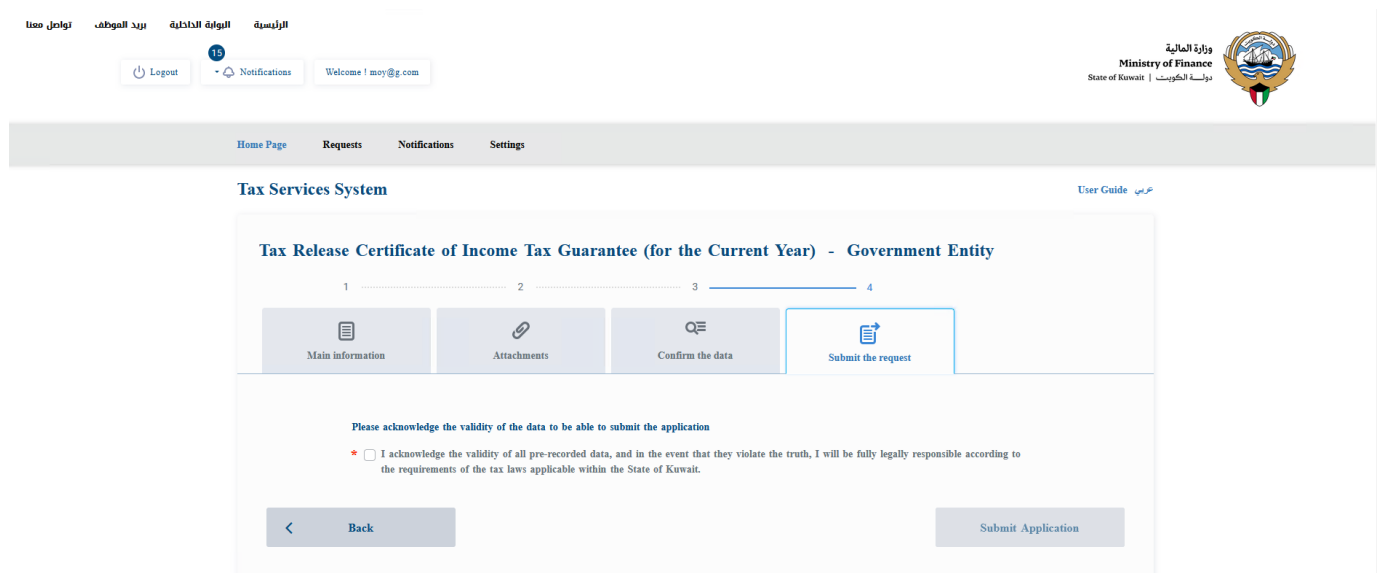
User may review and modify information using the **Back** button.  
Click **Next** to confirm accuracy and proceed with submission.



The screenshot shows the 'Tax Services System' interface. At the top, there is a navigation bar with links for 'الرئيسية', 'الوزارة الداخلية', 'بريد الموظف', and 'تواصل معنا'. Below this is a user profile section with 'Logout', 'Notifications', and 'Welcome ! moy@g.com'. The main header includes 'Home Page', 'Requests', 'Notifications', and 'Settings'. The title 'Tax Services System' is displayed, along with a 'User Guide' link. The main content area is titled 'Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Government Entity'. It features a progress bar with four steps: 1. Main information, 2. Attachments, 3. Confirm the data (active), and 4. Submit the request. The 'Confirm the data' step contains a form with the following fields: 'Entity Name in Arabic' (وزارة الدولة لشؤون الشباب), 'Entity Name in English' (MINISTRY OF YOUNG ASSOCIATION), 'Civil No.' (blank), 'Year' (2026), 'Applicant Job Title' (الدولة), and 'Applicant's name' (الدولة). There is an 'Attachments' section with a 'Show' button. At the bottom, there are 'Back' and 'Next' buttons.

### • Submit Request:

Applicant must check the acknowledgment box.  
Request cannot be submitted until all acknowledgments are completed.



The screenshot shows the 'Tax Services System' interface. At the top, there is a navigation bar with links for 'الرئيسية', 'الوزارة الداخلية', 'بريد الموظف', and 'تواصل معنا'. Below this is a user profile section with 'Logout', 'Notifications', and 'Welcome ! moy@g.com'. The main header includes 'Home Page', 'Requests', 'Notifications', and 'Settings'. The title 'Tax Services System' is displayed, along with a 'User Guide' link. The main content area is titled 'Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Government Entity'. It features a progress bar with four steps: 1. Main information, 2. Attachments, 3. Confirm the data, and 4. Submit the request (active). The 'Submit the request' step contains a form with the following fields: 'Please acknowledge the validity of the data to be able to submit the application' (checkbox), 'I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.' (checkbox), and 'Submit Application' button. At the bottom, there are 'Back' and 'Submit Application' buttons.





## Tax Release Certificate of Income Tax Guarantee (for the Previous Years)

The user can initiate a request for a Specific Guarantee Release Certificate by clicking the corresponding button under the Services section.



The required information may vary depending on the type of account.



The system includes a Save & Continue feature, allowing users to save progress and return later to complete the request before final submission.

To successfully complete and submit the request through the tax system, the user must follow these steps:

- Enter Primary Information: The user must fill in all the required fields on this screen, then click Save & Continue to proceed to the document upload step.

To apply for Tax Release Certificate the User will click on the link highlighted below.

الرئيسية
الواجهة الداخلية
بريد الوزارة
تواصل معنا

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Welcome! ECT@g.com

وزارة المالية  
Ministry of Finance  
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Tax Services System
User Guide عربي

### Information

MOF Tax No.	319120	Nationality	الكويت
Company name (in Arabic)	جھنل	Civil No	260020404270
Company name (in English)	HHQQL	Commercial License date	05/11/2025
Legal entity type	مساهمة عامة	Commercial License No	857461
Main Activity	تأجير سيارات		
DMTT registration submitted?	No		

### Services

- Tax Residency Certificate Request To whom it may concern Addressed Abroad - 50.00 Kuwaiti Dinar per Certificate
- Tax Release Certificate of Income Tax Guarantee (for the Current Year) - 50.00 Kuwaiti Dinar per Certificate
- Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - 50.00 Kuwaiti Dinar per Certificate**
- Update Account Information Request (Taxable Companies)
- DMTT Registration Request





## Kuwaiti Company

الرئيسية | بوابة الداخلية | بوابة الموظفين | تواصل معنا

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## Tax Services System

[User Guide](#)

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Company

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Main information

Attachments

Confirm the data

Submit the request

Company name (in Arabic) \*

مكتفيل

☐ Is the certificate affiliated with the branch?

Applicant's name \*

Applicant Job Title \*

Type \*

Contract

Other Party \*

1

Contract Number \*

Contract Date \*

Details

(PDF) Attachment \*

- Choose File -

No File

Total: 1

Add a new contract

Save &amp; Continue &gt;

- Upload Attachments The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.

الرئيسية | بوابة الداخلية | بوابة الموظفين | تواصل معنا

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## Tax Services System

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## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Company

1

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Main information

Attachments

Confirm the data

Submit the request

Commercial license \*

- Choose File -

Show

Delete

Signature Approval \*

- Choose File -

Show

Delete

Extractor \*

- Choose File -

Show

Delete

## General guidelines

The file type must be in PDF format.

File size should not be more than (4MB).

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

&lt; Back

Save &amp; Continue &gt;



All mandatory fields are marked with an asterisk (\*), and must be completed to proceed.





## Required Attachments by Account Type:

- Kuwaiti Company:
  - Commercial License \*
  - Signature Approval \*
  - Extracter \*
- Data Confirmation: Before submission, the user can review all previously entered information. To modify any data, click the **Back** button. To proceed, click **Next** to confirm the accuracy of the data and submit the request.

Home Page Requests Notifications Settings

Tax Services System User Guide

### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Company

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Company name (in Arabic) \* **ج.م.ك.ل** Address **المكتب : Jaha Government**

Company name (in English) \* **HWCQL** **المكتب : الجاهز الجديدة**

Commercial License No \* **857461** **1 : المبنى**

Commercial License date \* **05/11/2025** **1 : المبنى**

Civil No \* **260020404270** Phone Number **66359706**

Nationality \* **Kuwait** E-mail **KCT@g.com**

Legal entity type \* **Shareholding Company (Public)** Mail box

Main Activity \* **Cer Rental** Fax

Applicant Job Title \* **ج.م.ك.ل** Postal code

Applicant's name \* **ج.م.ك.ل** Attachments

Commercial license **Show**

Signature Approval **Show**

Extractor **Show**

Details

Type **Contract**

Other Party **ج.م.ك.ل**

SrNo.	Contract Number	Contract Date	Details	File Name
1	1	30/01/2024		<b>Show</b>

Total : 1

**Back** **Next**

- Submit Request: To submit the request, the applicant must confirm the accuracy of the entered data by checking the acknowledgment box.



The request cannot be submitted unless all required acknowledgments on the screen are confirmed based on the account type.





## Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Company

1	2	3	4
Main information	Attachments	Confirm the data	Submit the request

Please acknowledge the validity of the data to be able to submit the application

☒ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

&lt; Back

Submit Application

## Gulf Company

## Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Company

1	2	3	4
Main information	Attachments	Confirm the data	Submit the request

Company name (in Arabic) \* **شركة**☐ Is the certificate affiliated with the branch?

Applicant's name \*

Applicant Job Title \*

Type \*

Contract

Other Party \*

1

Contract Number \*

Contract Date \*

Details

(PDF) Attachment \*

- Choose File -

No File

Total: 1

Add a new contract

Save &amp; Continue &gt;

All mandatory fields are marked with an asterisk (\*), and must be completed to proceed.

### • Upload Attachments

The user must upload all the required documents to proceed and confirm the request data by clicking **Save & Continue**.





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Tax Services System User Guide

### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Company

1 2 3 4

Main information Attachments Confirm the data Submit the request

Commercial license

Memorandum of Association\*

Contract Amendment

Proof of citizenship certificate\*

**General guidelines**  
 The file type must be in PDF format  
 File size should not be more than (5MB)  
 The attached photo must be clear to read  
 You must adhere to the thread sequence if more than one page is present

## Required Attachments:

- Commercial License \*
- Memorandum of Association\*
- Contract Amendment
- Proof of citizenship certificate\*

## • Data Confirmation:

Before submission, the user can review all previously entered information.

Click **Back** to modify details.

Click **Next** to confirm accuracy and submit.





**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Company**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Company name (in Arabic) \* **شركة** Address **1**

Company name (in English) \* **SSEHEE** Phone Number **66359706**

Global Number \* **87456111** E-mail **gcnl@g.com**

Nationality \* **Bahrain** Mail box **9000**

Legal entity type \* **Limited Partnership by shares** Fax **247886**

Main Activity \* **Financial Services**

Applicant Job Title \* **شركة**

Applicant's name \* **شركة**

Attachments

Commercial license [Show](#)

Memorandum of Association \* [Show](#)

Contract Amendment [Show](#)

Proof of citizenship certificate \* [Show](#)

Details

Type **Contract**

Other Party **شركة**

SrNo.	Contract Number	Contract Date	Details	File Name
1	1	02/01/2024		<a href="#">Show</a>

Total : 1

[Back](#) [Next](#)

### • Submit Request:

Applicant must check the acknowledgment box to confirm data accuracy.  
The request cannot be submitted without completing all required acknowledgments.

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Company**

1 2 3 4

Main information Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

[Back](#) [Submit Application](#)





## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Individual Institute

1	2	3	4
Main information	Attachments	Confirm the data	Submit the request

Organization name (in Arabic) \* **الاسم**

☐ Is the certificate affiliated with the branch?

Applicant's name \*  Applicant Job Title \*

Type \*  Other Party \*

Contract Number \*  Contract Date \*  Details  (PDF) Attachment \*

Total : 1 [Add a new contract](#)

[Save & Continue](#) >

## • Upload Attachments

The applicant must upload all mandatory documents and click **Save & Continue**.

All fields marked with (\*) must be filled.

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Individual Institute

1	2	3	4
Main information	Attachments	Confirm the data	Submit the request

Commercial license \*

Signature Approval \*

**General guidelines**

The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present

[Back](#) [Save & Continue](#) >

## Required Attachments:





- Commercial License \*
- Signature Approval \*

#### • Data Confirmation:

User may review and edit information using the **Back** button.  
Click **Next** to confirm and proceed.

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Tax Services System
User Guide

Tax Release Certificate of Income Tax Guarantee (for the Current Year) - Industrial Institute

1
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4

Main information

Attachments

Confirm the data

Submit the request

Owner Name *	سيش غفقص سؤ ايل	Address	المحافظة : Jaha Governorate
Organization name (in Arabic) *	غفقص		المنطقة : الجهراء القديمة
Organization name (in English) *	SSETYE		1 : القطعة
Commercial License No *	8741331		1 : الشارع
Commercial License date *	27/10/2025	Phone Number	66359706
Civil No *	2971232312	E-mail	Klna2@gmail.com
Nationality *	Kuwait	Mail box	
Legal entity type *	Professional Corporation	Fax	
Main Activity *	Beauty Salon	Postal code	
Year *	2025	Attachments	
Applicant Job Title *	غفقص	Commercial license for Industries	Show
Applicant's name *	غفقص	Signature Approval *	Show

Back
Next

#### • Submit Request:

Acknowledgment must be checked to submit the request.  
Submission is blocked until all acknowledgments are completed.





## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Individual Institute

1 2 3 4

Main information	Attachments	Confirm the data	Submit the request
------------------	-------------	------------------	--------------------

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

&lt; Back

Submit Application

## Gulf Institute

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Institute

1 2 3 4

Main information	Attachments	Confirm the data	Submit the request
------------------	-------------	------------------	--------------------

Organization name (in Arabic) \* **اسم**☐ Is the certificate affiliated with the branch?

Applicant's name \*

Applicant Job Title \*

Type \*

Contract

Other Party \*

1

Contract Number \*

Contract Date \*

Details

(PDF) Attachments \*

-- Choose File --

No File

Total : 1

Add a new contract

Save &amp; Continue &gt;

## • Upload Attachments

The applicant must upload all mandatory documents and click **Save & Continue**.

All fields marked with (\*) must be filled.





1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Commercial license

Choose File

Show

Delete

Proof of citizenship certificate\*

Choose File

Show

Delete

**General guidelines**

The file type must be in PDF format.

File size should not be more than (4GB).

The attached photo must be clear to read.

You must adhere to the thread sequence if more than one page is present.

Back

Save & Continue

## Required Attachments:

- Commercial License \*
- Proof of citizenship certificate \*

## Data Confirmation:

User may review and edit information using the **Back** button.  
Click **Next** to confirm and proceed.





**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Institute**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Owner Name \* **بيض سييس سيال خضيب** Address **1**

Organization name (in Arabic) \* **سيال** Phone Number **66359706**

Organization name (in English) \* **SAHEL** E-mail **Gins@gmail.com**

Civil No \* **854651** Mail box

Nationality \* **Oman** Fax

Legal entity type \* **Limited Liability Holding** Postal code

Main Activity \* **Car Rental** Attachments

Applicant Job Title \* **سيال** Commercial license

Applicant's name \* **سيال** Proof of citizenship certificate

Details

Type **Contract**

Other Party **سيال**

SrNo.	Contract Number	Contract Date	Details	File Name
1	1	06/02/2024		<input type="button" value="Show"/>

Total : 1

### • Submit Request:

Acknowledgment must be checked to submit the request.  
Submission is blocked until all acknowledgments are completed.

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Institute**

1 2 3 4

Main information Attachments Confirm the data **Submit the request**

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.





## Kuwaiti Individual

الرئيسية | النواة الداخلية | بريد الموظف | تواصل معنا

Logout

Notifications

Welcome ! K11@g.com



Home Page Requests Notifications Settings

Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Individual

1	2	3	4
Main information	Attachments	Confirm the data	Submit the request

Individual's Full name (in Arabic) \* **الاسم**

Type \*

Contract

Other Party \*

1

Contract Number \*

Contract Date \*

Details

(Pdf) Attachment \*

-- Choose File --

No File

Total : 1

Add a new contract

Save &amp; Continue &gt;

## • Upload Attachments

User must upload required personal documents and click **Save & Continue**.

Mandatory fields are marked with (\*).

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Logout

Notifications

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Tax Services System

User Guide عربي

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Individual

1	2	3	4
Main information	Attachments	Confirm the data	Submit the request

Copy of Civil ID or Kuwait Mobile ID \*

-- Choose File -- Show Delete

Passport Copy \*

-- Choose File -- Show Delete

## General guidelines

The file type must be in PDF format  
 File size should not be more than (4MB)  
 The attached photo must be clear to read  
 You must adhere to the thread sequence if more than one page is present

&lt; Back

Save &amp; Continue &gt;

## Required Attachments:

- Civil ID or Kuwait Mobile ID \*
- Passport Copy \*





### • Data Confirmation:

User may review entered data.

Click **Back** to edit or **Next** to confirm.

**Tax Services System** User Guide

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Individual**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Individual's Full name (in Arabic)\* **Jul** Address

Individual's name (in English)\* **BILAL** Phone Number\* **66359706**

Civil No.\* **281011800575** E-mail\* **KI1@g.com**

Passport No. **AB34141** Mail box

Nationality\* **Kuwait** Fax

Gender\* **Male** Attachments

Copy of Civil ID or Kuwait Mobile ID

Passport Copy

Details

Type **Contract**

Other Party **Jul**

Sl.No.	Contract Number	Contract Date	Details	File Name
1	1	30/01/2024		<input type="button" value="Show"/>

Total : 1

### • Submit Request:

Applicant must confirm the accuracy of all data by checking the acknowledgment box.

Submission is not allowed until all acknowledgments are completed.

الرئيسية | الخدمات الإلكترونية | سجل الطلبات | تسجيل الدخول

وزارة المالية  
Ministry of Finance  
دولة الكويت | State of Kuwait

[Home Page](#) [Requests](#) [Notifications](#) [Settings](#)

**Tax Services System** User Guide

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Kuwaiti Individual**

1 2 3 4

Main information Attachments **Confirm the data** **Submit the request**

Please acknowledge the validity of the data to be able to submit the application.

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.





## Foreign Individual



### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Foreign Individual

1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Individual's Full name (in Arabic) \* **الاسم**  
 Type \* 

Contract

 Other Party \*

1

Contract Number \*

Contract Date \*

Details

(Pdf) Attachment \*

Choose File

No File

Total : 1

Add a new contract

Save &amp; Continue &gt;

### • Upload Attachments

The user must upload all required documents before clicking **Save & Continue**.

Required fields are marked with (\*).



### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Foreign Individual

1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Copy of Civil ID or Kuwait Mobile ID \* 

Choose File

Show

Delete

Passport Copy \* 

Choose File

Show

Delete

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read.  
 You must adhere to the thread sequence if more than one page is present

Back

Save & Continue >

### Required Attachments:





- Civil ID or Kuwait Mobile ID \*
- Passport Copy \*

### • Data Confirmation:

User can review all information.

Click **Back** to update details or **Next** to confirm and proceed.

**Tax Services System** User Guide عربي

---

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Foreign Individual**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Individual's Full name (in Arabic) \* **سابت** Address

Individual's name (in English) \* **SABESZIT** Phone Number \* **66359706**

Civil No \* **260020404273** E-mail \* **FI@g.com**

Passport No. \* **AA342351** Mail box

Nationality \* **Bangladesh** Fax

Gender \* **Male** Attachments

Copy of Civil ID or Kuwait Mobile ID **Show**

Passport Copy \* **Show**

Details

Type **Contract**

Other Party **سابت**

SrNo.	Contract Number	Contract Date	Details	File Name
1	1	30/01/2024		<b>Show</b>

Total : 1

**Back** **Next**

### • Submit Request:

Acknowledgment must be checked to submit.

Submission cannot proceed without completing required acknowledgments.





## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Foreign Individual

1 2 3 4

Main information	Attachments	Confirm the data	Submit the request
------------------	-------------	------------------	--------------------

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

&lt; Back

Submit Application

## Gulf Individual

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Individual

1 2 3 4

Main information	Attachments	Confirm the data	Submit the request
------------------	-------------	------------------	--------------------

Individual's Full name (in Arabic) \* **الاسم الكامل**

Type \*

Contract

Other Party \*

1

Contract Number \*

Contract Date \*

Details

(Pdf) Attachment \*

- Choose File -

No File

Total : 1

Add a new contract

Save &amp; Continue &gt;

## • Upload Attachments

User must upload required documents and click **Save & Continue**.

Mandatory fields are marked with (\*).





1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Copy of Civil ID or Kuwait Mobile ID

Choose File

Show

Delete

Passport Copy \*

Choose File

Show

Delete

General guidelines

The file type must be in PDF format.

File size should not be more than (4MB).

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

Back

Save & Continue

## Required Attachments:

- Civil ID or Kuwait Mobile ID \*
- Passport Copy \*

## • Data Confirmation:

Review previously entered details.

Click **Back** for edits or **Next** to confirm.





### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Individual

1
2
3
4

Main information
Attachments
Confirm the data
Submit the request

Individual's Full name (in Arabic) \* **أحمد أحمد**

Individual's name (in English) \* **ALI AHMAD ALI AHMADA**

Passport No. \* **AA23434712**

Civil No

Nationality \* **Saudi Arabia**

Gender \* **Male**

Address **1**

Phone Number \* **66359706**

E-mail \* **G11@g.com**

Mail box **1**

Fax **1**

Attachments

Copy of Civil ID or Kuwait Mobile ID [Show](#)

Passport Copy \* [Show](#)

Details

Type **Contract**

Other Party **أحمد أحمد**

SrNo.	Contract Number	Contract Date	Details	File Name
1	1	30/01/2024		<a href="#">Show</a>

Total : 1

[Back](#) [Next](#)

### • Submit Request:

Applicant must check the acknowledgment for accuracy.

Request will not be submitted unless all acknowledgments are completed.

### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Gulf Individual

1
2
3
4

Main information
Attachments
Confirm the data
Submit the request

Please acknowledge the validity of the data to be able to submit the application

☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

[Back](#) [Submit Application](#)





## Public Benefit Office

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Public Benefit Office**

1 2 3 4

Main information | Attachments | Confirm the data | Submit the request

Entity Name in Arabic\* **بياتيل**

Applicant's name\*  Applicant Job Title\*

Type\*  Other Party\*

Contract Number\*  Contract Date\*  Details  (Pdf) Attachment\*

Total : 1

[Add a new contract](#)

[Save & Continue](#)

## • Upload Attachments

All mandatory documents must be uploaded before selecting **Save & Continue**.

Fields marked with (\*) must be completed.

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Public Benefit Office**

1 2 3 4

Main information | Attachments | Confirm the data | Submit the request

Official declaration of the Association OR Association's license\*

Signature Approval\*

[Choose File](#) [Show](#) [Delete](#)

[Choose File](#) [Show](#) [Delete](#)

**General guidelines**

The file type must be in PDF format.

File size should not be more than (4MB).

The attached photo must be clear to read

You must adhere to the thread sequence if more than one page is present

[Back](#) [Save & Continue](#)

## Required Attachments:





- Official declaration of the Association OR Association's license\*
- Signature Approval \*

### • Data Confirmation:

User can review all information entered.

Click **Back** to modify, or **Next** to confirm.

**Tax Services System** User Guide عربي

---

**Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Public Benefit Office**

1 2 3 4

Main information Attachments **Confirm the data** Submit the request

Entry Name in Arabic \* **يابليل** Address **المحافظة : Al Ahmadi Governorate**

Entry Name in English \* YABEL YABEL **المنطقة : المنطقة**

Civil No \* 292110 **1 : الفطوة**

Nationality \* **Kuwait** **1 : الشارع**

Year \* 2025 **1 : المبنى**

Applicant Job Title \* **يابليل** Phone Number 66359706

Applicant's name \* **يابليل** E-mail pbo@g.com

Mail box

Fax

Postal code

Attachments

Official declaration of the \* ☐ Show  
Association OR  
Association's license

Signature Approval \* ☐ Show

Details

Type **Contract**

Other Party **يابليل**

SrNo.	Contract Number	Contract Date	Details	File Name
1	1	03/12/2024		<input type="checkbox"/> Show

Total : 1

**Back** **Next**

### • Submit Request:

Acknowledgment checkbox must be selected.

Request submission is blocked until all required confirmations are done.



## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Public Benefit Office

1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

< Back

Submit Application

## Government Entity

## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Government Entity

1

2

3

4

Main information

Attachments

Confirm the data

Submit the request

Entity Name in Arabic\* **وزارة الدولة لشئون الشباب**

Applicant's name\* **الدولة** Applicant Job Title\* **الدولة**

Type\* **Contract** Other Party\* **الدولة**

1

Contract Number\*

Contract Date\*

Details

(Pdf) Attachment\*

1

01/01/2024

Choose File Show Delete

Total : 1

Add a new contract

Save & Continue >

### • Upload Attachments

The user must upload all required documents to proceed and click **Save & Continue**.

Mandatory fields are marked with (\*).





## Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Government Entity

1 2 3 4

Main information Attachments Confirm the data Submit the request

Signature Approval

**General guidelines**  
 The file type must be in PDF format.  
 File size should not be more than (4MB).  
 The attached photo must be clear to read  
 You must adhere to the thread sequence if more than one page is present

## Required Attachments:

- Signature Approval

## • Data Confirmation:

User may review and modify information using the **Back** button.  
 Click **Next** to confirm accuracy and proceed with submission.





### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Government Entity

1
2
3
4

Main information

Attachments

Confirm the data

Submit the request

Entity Name in Arabic \* **وزارة الشؤون الشباب**

Entity Name in English \* **MINISTRY OF YOUNG ASSOCIATION**

Civil No \*

Year \* **2025**

Applicant Job Title \* **الدولة**

Applicant's name \* **الدولة**

Attachments

Signature Approval [Show](#)

Details

Type **Contract**

Other Party **الدولة**

SrNo.	Contract Number	Contract Date	Details	File Name
1	1	01/01/2024		<a href="#">Show</a>

Total : 1

[Back](#)
[Next](#)

#### • Submit Request:

Applicant must check the acknowledgment box.

Request cannot be submitted until all acknowledgments are completed.

### Tax Release Certificate of Income Tax Guarantee (for the Previous Years) - Government Entity

1
2
3
4

Main information

Attachments

Confirm the data

Submit the request

Please acknowledge the validity of the data to be able to submit the application

\* ☐ I acknowledge the validity of all pre-recorded data, and in the event that they violate the truth, I will be fully legally responsible according to the requirements of the tax laws applicable within the State of Kuwait.

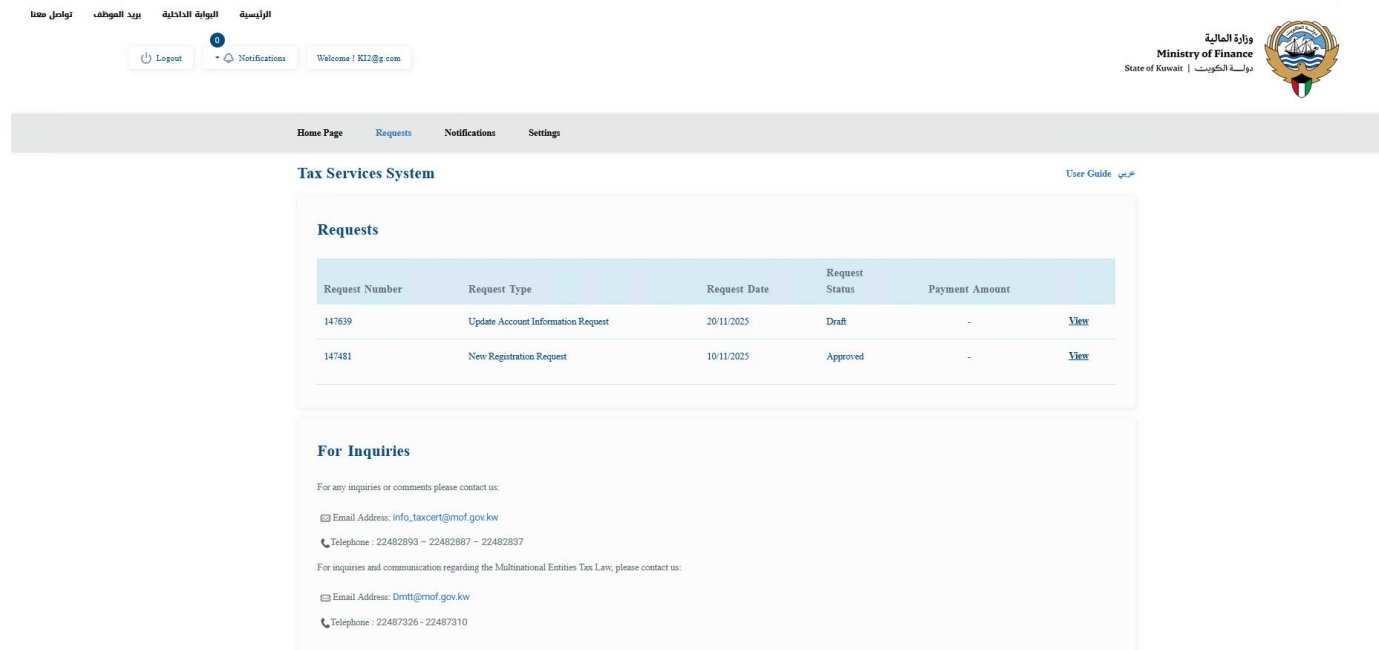
[Back](#)
[Submit Application](#)





## Requests

The Requests screen displays a table listing all requests created by the user, including the request number, creation date, and current status.



The screenshot shows the 'Requests' page in the Tax Services System. The page header includes the Ministry of Finance logo and the system name. The main content area displays a table of requests with columns: Request Number, Request Type, Request Date, Request Status, and Payment Amount. Below the table, there is a section for inquiries with contact information.

Request Number	Request Type	Request Date	Request Status	Payment Amount	
147639	Update Account Information Request	20/11/2025	Draft	-	<a href="#">View</a>
147481	New Registration Request	10/11/2025	Approved	-	<a href="#">View</a>

**For Inquiries**

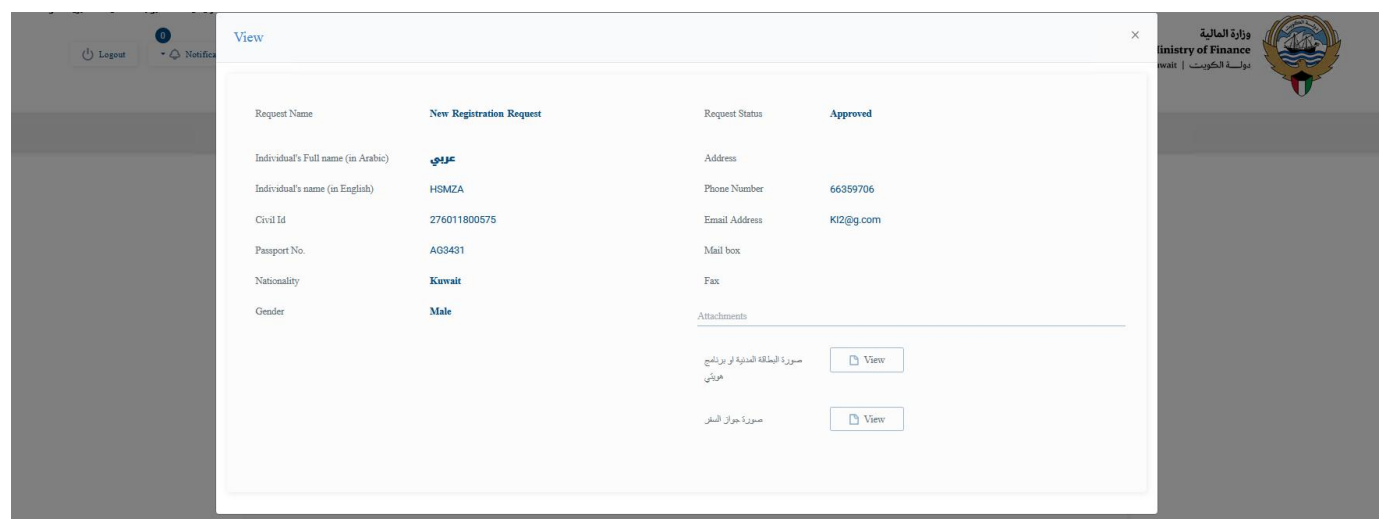
For any inquiries or comments please contact us:

Email Address: [info\\_taxcert@mof.gov.kw](mailto:info_taxcert@mof.gov.kw)  
 Telephone : 22482893 - 22482887 - 22482837

For inquiries and communication regarding the Multinational Entities Tax Law, please contact us:

Email Address: [Drrtt@mof.gov.kw](mailto:Drrtt@mof.gov.kw)  
 Telephone : 22487326 - 22487310

Users can view the details of any request by clicking **View** button next to it to review the submitted information.



The screenshot shows the 'View' modal for a 'New Registration Request'. The modal displays the request details, including the request name, status, and various personal and contact information fields. There are also buttons to view attachments.

Request Name	New Registration Request	Request Status	Approved
Individual's Full name (in Arabic)	عزلي	Address	
Individual's name (in English)	HSMZA	Phone Number	66359706
Civil Id	276011800575	Email Address	KI2@g.com
Passport No.	AG3431	Mail box	
Nationality	Kuwait	Fax	
Gender	Male	Attachments	

صوره البطاقة المدنية او برنامج هويتي [View](#)

صوره جواز السفر [View](#)

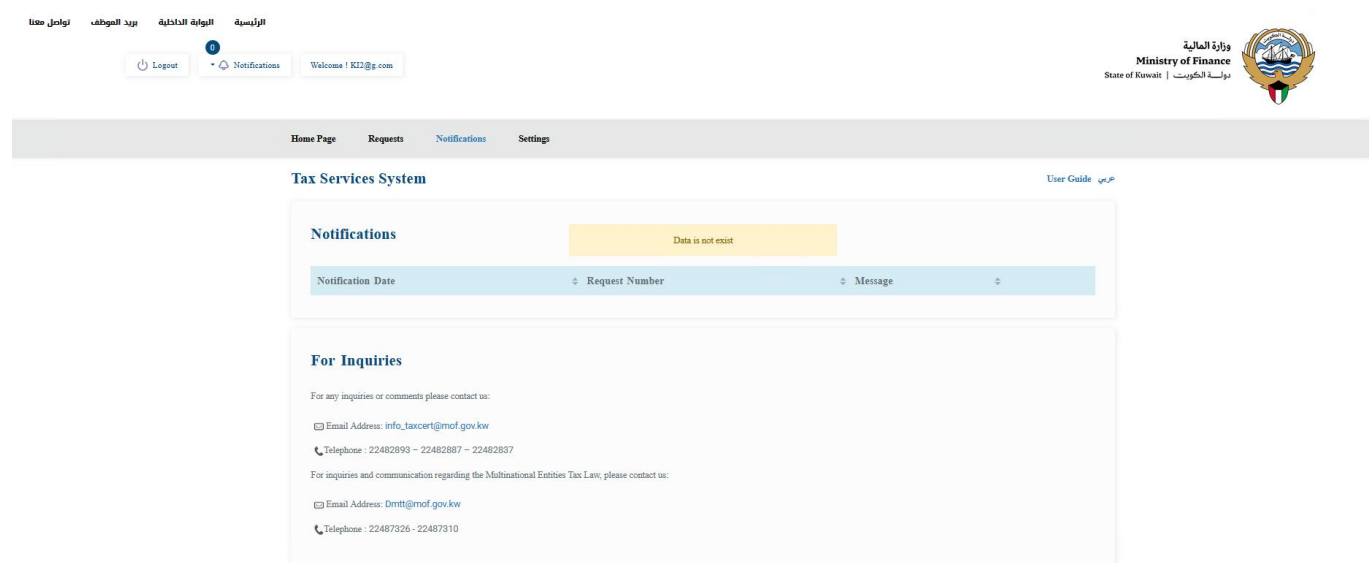
When the certificate is approved, the user will receive an SMS confirming the approval, along with an email that includes a copy of the certificate as an attachment. The user can also view the approved certificate request and print the certificate by clicking the **"Print Certificate"** button in the system.





## Messages

The Messages screen shows a table of all notifications sent by service agents related to submitted requests. Each entry includes the request number and the date of the message.



The screenshot shows the 'Messages' screen of the Tax Services System. The header includes the Ministry of Finance logo and name in Arabic and English, along with a 'Logout' button and a 'Notifications' button. The main content area is titled 'Tax Services System' and contains a 'Notifications' section. A yellow message box states 'Data is not exist'. Below this is a table with columns: Notification Date, Request Number, Message, and an expand/collapse icon. The 'For Inquiries' section provides contact information for the Ministry of Finance and the Multinational Entities Tax Law.

**Notifications**

Data is not exist

Notification Date	Request Number	Message	
Data is not exist			

**For Inquiries**

For any inquiries or comments please contact us:

Email Address: [info\\_taxcert@mof.gov.kw](mailto:info_taxcert@mof.gov.kw)

Telephone : 22482893 - 22482887 - 22482837

For inquiries and communication regarding the Multinational Entities Tax Law, please contact us:

Email Address: [Dmrt@mof.gov.kw](mailto:Dmrt@mof.gov.kw)

Telephone : 22487326 - 22487310

Users can view the contents of a message by clicking the **View** button next to the relevant entry.

If a request is returned to the user by a service agent for editing or to provide additional information, a **"Go to Request"** button will appear, allowing the user to access and complete the request.

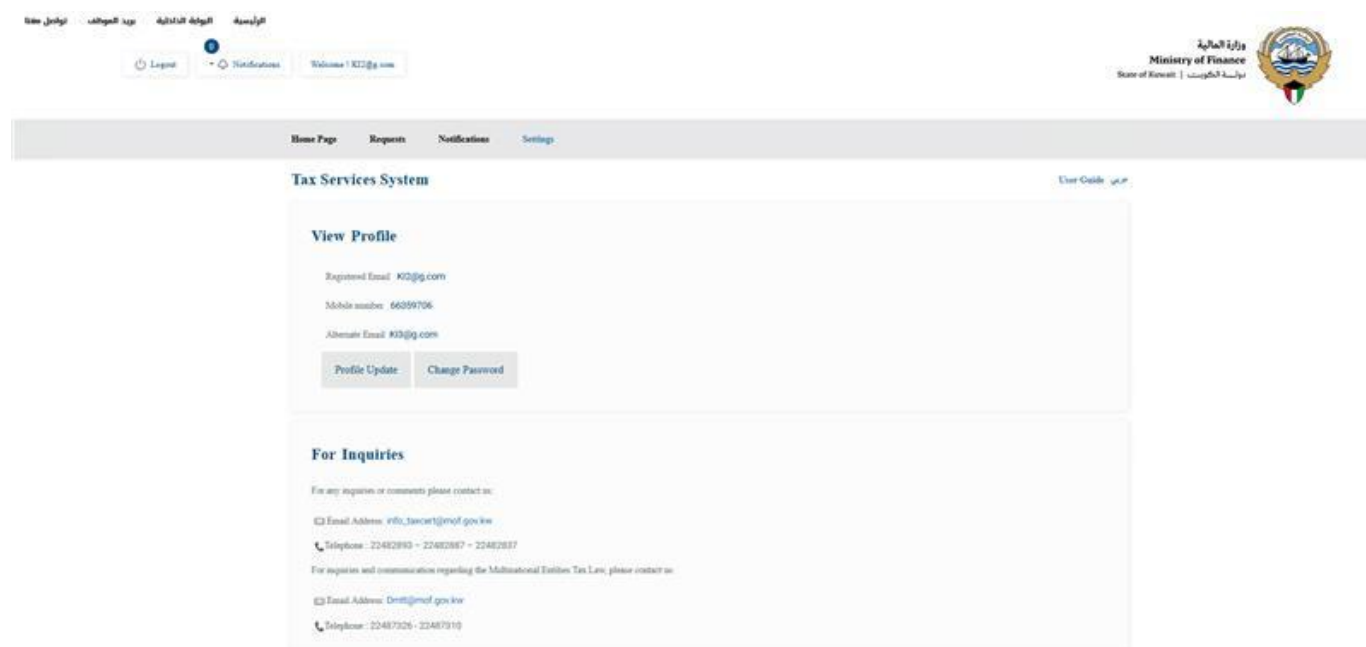




## Settings

The Settings screen displays the account's profile details, such as the email address, mobile number, and alternative email address. Users can update their profile or change their password directly from this screen.

To update profile information, click **Update Profile** button. To change the password, click **Change Password** button.



The screenshot shows the 'Settings' page of the Tax Services System. At the top, there is a navigation bar with links for 'الرئيسية' (Home), 'الوزارة الإلكترونية' (Electronic Ministry), 'تجديد الهوية' (Renew ID), and 'تواصل معنا' (Contact Us). Below this is a user profile section showing 'Welcome! KID@g.gov' and a 'Logout' button. The main content area has a 'Tax Services System' header and a 'View Profile' section. This section displays the user's 'Registered Email' as 'KID@g.gov', 'Mobile number' as '66099706', and 'Alternate Email' as 'KID@g.gov'. There are two buttons: 'Profile Update' and 'Change Password'. Below this is a 'For Inquiries' section with contact information for the Ministry of Finance, including email addresses and telephone numbers.

## Update Profile

Users can update their mobile number and alternative email address using the Update Profile screen.

After entering the updated information, click **Save** to apply the changes.



The mobile number must be valid and reachable to enable SMS notifications and primary email recovery.



The alternative email address must be different from the primary email and must also be valid and accessible for email recovery purposes.



## تحديث الملف الشخصي

→

→

→

\* رقم الهاتف النقال

\* البريد الإلكتروني البديل

## للاستفسار

لأي استفسارات أو ملاحظات يرجى التواصل معنا:

البريد الإلكتروني: [info\\_taxcert@mof.gov.kw](mailto:info_taxcert@mof.gov.kw)

التليفون: 22482837 - 22482887 - 22482893


After updating the profile, a confirmation email will be sent to the registered primary email address so the user can review the updated information at any time. An SMS notification will also be sent to inform the user that their profile has been updated.

[الرئيسية](#)
[الوثائق الداخلية](#)
[بريد الموظف](#)
[تواصل معنا](#)

Logout

Notifications

Welcome | K12@g.com



وزارة المالية  
Ministry of Finance  
دولة الكويت | State of Kuwait

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## Tax Services System

### Profile Update

Mobile Number \*

Alternate Email \*

Please enter the Email Address  
Please enter a valid email address

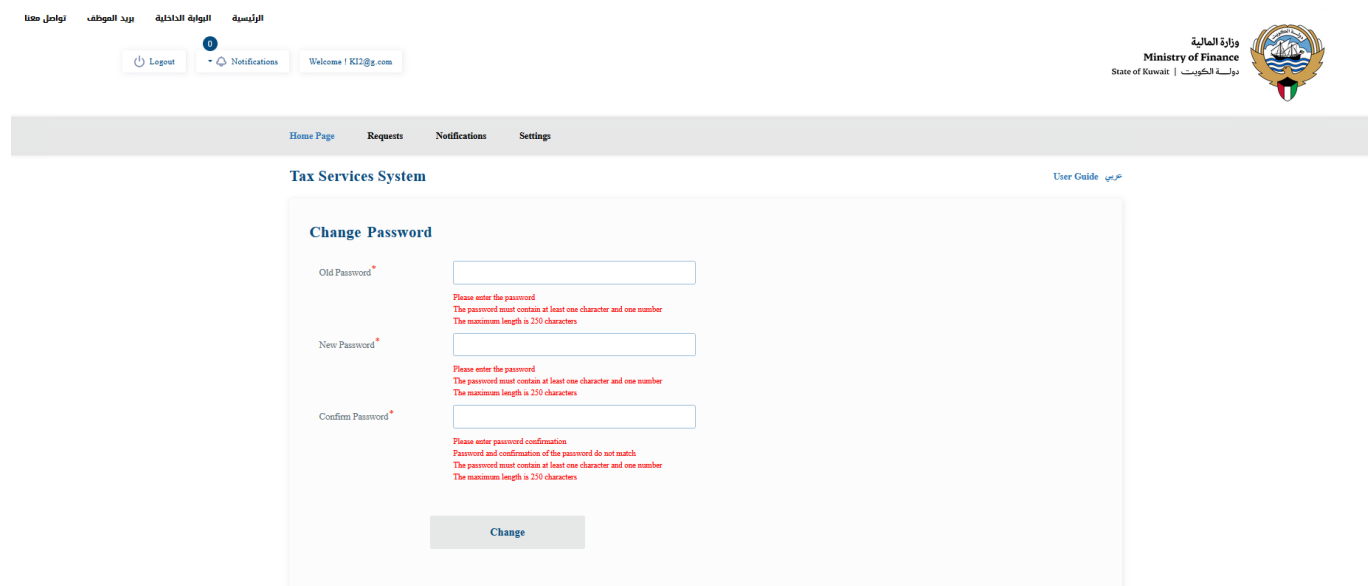


## Change Password

Users can change their password from the Change Password screen by entering the current password, the new password, and confirming the new password. Then, click **Change Password** button to save the new password.



The new password must comply with the Ministry's policy: it must include at least one letter, one number, and be a minimum of eight characters long.



After the password is changed, a confirmation email and SMS will be sent to the user's registered primary email and mobile number.

## Logout

The user can log out of the system by clicking **Logout** button located at the top left of the home page. This action will redirect the user to the login page automatically.

