

User Manual

For the Public Users

Tax Certifications System

Version 3.0

Ministry of Finance

For any inquiries or comments please communicate with us on e - mail your service (info_taxcert@mof.gov.kw). Or call the phone service (22482893) - (22482887) - (22482837).

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Introduction

Tax Certification System is a system that allows MOF users (companies and institutions and individuals) to submit their basic data and attach the required documents, and send them to MOF involved employees through the Internet to issue the requested tax certificate and then update the users through Email and SMS about the status of their requests.

This system is considered one of the successful solutions in transferring the government certificate issuing process from using paper transactions to become electronically via the Internet. This is demanded by the sector financial and tax to use the advanced electronic services in their entities, system is designed with high accuracy to provide ease of use in both phones and personal computers or laptops , and to be in line with the taste and experience of all users.

Who should the use of this guide?



This guide is designed for the users dealing with the financial and tax sector (the companies, the institutions, the individuals).

Some assumptions before using this guide

The user is expected to have a prior knowledge of Windows, including using the mouse, menus, and commands. It is also supposed to know how to access the Internet using browsers on personal devices or through mobile devices, and it is also assumed to know how to open, save and close files and documents.

Signals and specifications used in this manual

Check the following marks through the guide:

Mark	Description of the mark
	Note. It contains information for further explanations.
	Warning. A note stating that the information is very important or means a warning.

This guide uses the following table to define some information:

Mark	Description of the mark
Magnification Bold	Pressing a button in the system, for example: Next

Login (Sign in)

The login screen consists of two parts as follows:

1- Instructions section:

The instructions section contains important information that must be known before using the service, such as the target groups for the service and some directions for the users.

2- Login section:

The user can login - if he/she has an account in the service - by entering the registered email and password.



In the account is not exist, the user can create an account and then login (for more information on account creation please refer to the account creation section)



In case the email is forgotten, the user can retrieve the email and then login (for more information about email retrieval please refer to the Email Retrieval section)



If the password is forgotten, the user can retrieve the password and then login (for more information about retrieving the password, please refer to the password recovery section)

Login

Email Address

Password

Login

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

The target group for tax certificate application service

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

A Kuwaiti and Gulf company that has a partner (a foreign company and not a foreign person) must go to the Department of Tax Compliance and Planning, the Department of Foreign Companies' Subjugation, to obtain a certificate of release of the confiscated security.

The Kuwaiti and Gulf company that wants to obtain the release certificate of the confiscated guarantee for any previous year only has to go to the Department of Tax Compliance and Planning Department of Certification and Tax Cards to obtain the certificate.

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

The target group for tax certificate application service

Create an account (Sign up)

The account creation screen contains a login link to go to the login home page and the user manual files. And the user can create account by following these steps:

Choose the type of account.

The user must determine his/her account type, which is one of the following:

- Company
- Institute
- Individual
- A public benefit association

And then press the Next button.

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Choose an account type*

Company Institute Individual Public Benefit office

For Inquiries

For any inquiries or comments please contact us:

Email Address: info_taxcert@mof.gov.kw

Telephone: 22482893 – 22482887 – 22482837

Choose the nationality of the account

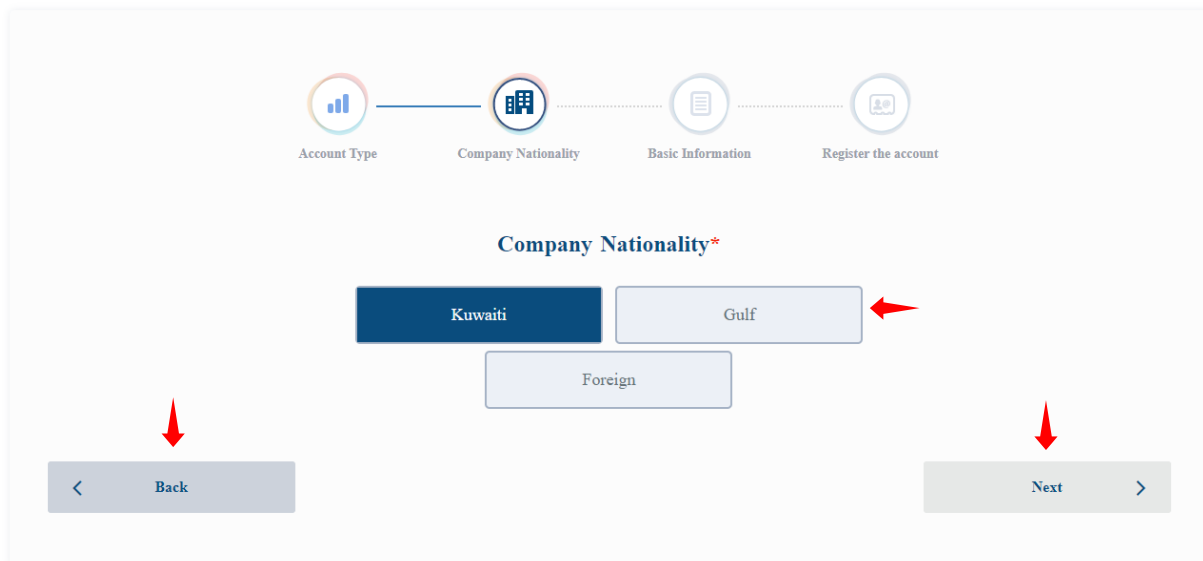
The user must determine the nationality of the account based on his/her choice of the account type as follows:

- Company Nationality:
 - Kuwaiti
 - Gulf
 - Foreign :Foreign companies are not allowed to register through the system, and foreign companies' submission to registration must be in person presents.
- Institution Nationality:
 - Kuwaiti
 - Gulf
- Individual Nationality:
 - Kuwaiti
 - Gulf
 - Foreigner
- Kuwaiti Public Benefit Society Nationality :The system will automatically choose the nationality.

Then press the **Next** button to continue or the **Back** button to return to the previous page and modify the account type.

Tax Certification System

Login User Guide عربي



Account Type Company Nationality Basic Information Register the account

Company Nationality*

Kuwaiti Gulf Foreign

Back Next

Choose the type of institution: (for Kuwaiti institutions)

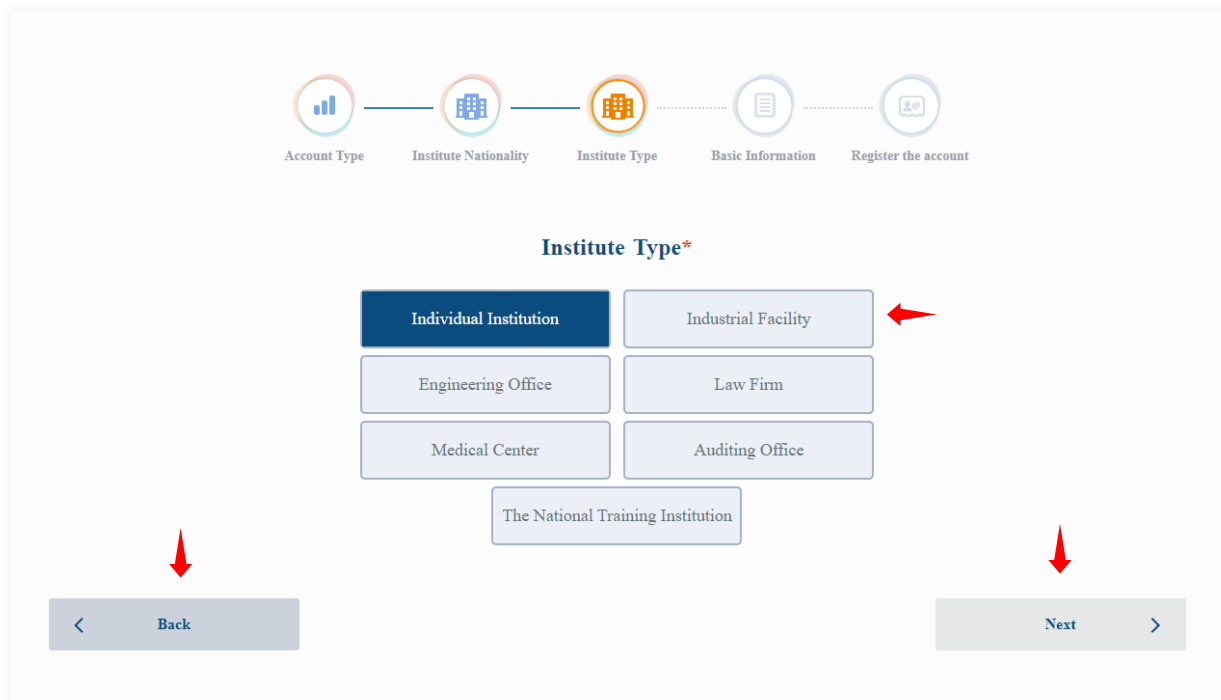
The user must determine the type of institution appropriate for him from the following options:

- Individual Institute
- An industrial facility
- engineering office
- Law Office
- Audit office
- medical Center
- National Training Institute

And then press the button **next** to the follow - up or button **Back** to return to the page previous and modify the nationality of the account.

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Account Type Institute Nationality Institute Type Basic Information Register the account

Institute Type*

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

Back Next

Enter basic information

The user must enter some basic data that will help the system in retrieving the account data if it is not previously registered in the tax system.



The user must enter the mandatory fields to be able to continue, and these fields are marked by the presence of an asterisk (*).

The basic data required for each account are as follows:

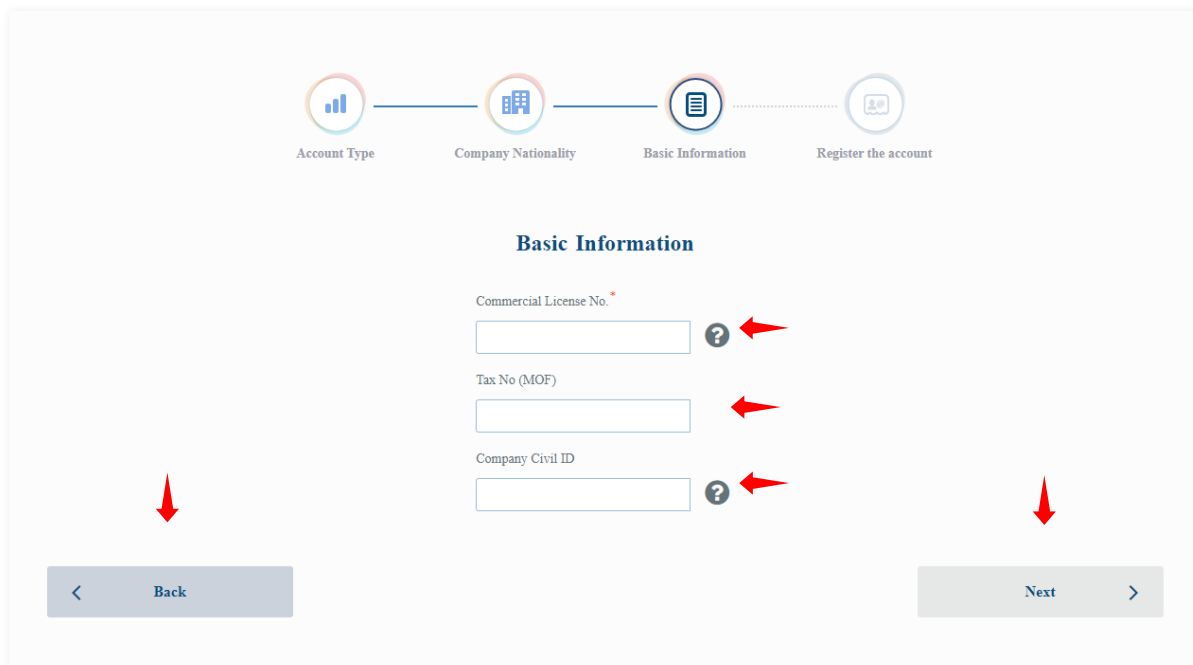
- Kuwaiti company:
 - Company Commercial Registration Number*
 - Company registration number
 - The company's civil number
- Gulf company:
 - Company registration number
 - Global number or license number in the country*
- Kuwaiti Institution:
 - Individual Institute:
 - Corporation commercial registration number*
 - Registration number of the institution
 - The civil number of the institution
 - Industrial establishment:
 - Corporation commercial registration number*
 - Registration number of the institution
 - The civil number of the institution
 - Engineering office:
 - Registration number of the institution
 - Institution Civil ID*
 - Law firm:
 - Registration number of the institution
 - Institution Civil ID*
 - Audit office:
 - Registration number of the institution
 - Institution Civil ID*
 - Medical center:
 - Registration number of the institution
 - Institution Civil ID*
 - Private Training Institute:
 - Registration number of the institution
 - Institution Civil ID*
- Gulf Institution:
 - Registration number of the institution
 - Global number or license number in the country*
- Public Benefit Association:
 - Corporation commercial registration number*
 - Registration number of the institution
 - The civil number of the institution

- Kuwaiti Individual:
 - Civil Number of the Individual*
- A Gulf individual:
 - Passport number for an individual*
- Foreign individual:
 - Civil Number of the Individual*

And then press the button **next** to the follow - up or button **Back** to return to the page previous and modify the nationality of the account.

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Account Type Company Nationality Basic Information Register the account

Basic Information

Commercial License No.*
 ?

Tax No (MOF)

Company Civil ID
 ?

Back Next

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Account registration

The last step in the process of creation of the account where the user can make sure of the data previously entered such as: the account type, nationality etc., and then fill the remaining information to complete the account registration process.



The user must enter the mandatory fields to be able to continue, and these fields are marked by the presence of an asterisk (*).

The user must enter the following data:

- Email*



The email address must be valid.

- Password *



The references must enter the password in accordance with the Ministry's policy, which is at least one letter and one number, and the length of the word is not less than eight characters.

- Password Confirmation*
- Mobile Number*



References must enter a valid mobile phone number, which can be accessed to enjoy the text message service and the primary email retrieval service via the phone number.

- Alternative Email*




You must reference enter an email address and valid alternative to the enabled access AT and different primary e -mail to enjoy the service primary e - mail retrieval.

- Verify text*

And then press the **submit** button to provide for the establishment of the account or button **back** to return to the page previous and modify account data.

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Account Type Company Nationality Basic Information Register the account

Register the account

Information from the previous steps

Account Type	Company
Company Nationality	Kuwaiti
Commercial License No.	111111

Email Address *

Password *

Confirm Password *

Mobile No. *

Alternate Email Address *

< Back

Submit

Account confirmation

After the account creation process, an email will be sent to the registered primary mail address so that the user can confirm his/her account, as email will be provided with a link to confirm the account, and he/she should click on the link to confirm.



The user cannot login to the service without confirming his/her account. (Please always check whether the mail has arrived in the trash/spam box in the email)

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Your account is created successfully

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

For Inquiries

For any inquiries or comments please contact us:

Email Address: info_taxcert@mof.gov.kw

Telephone: 22482893 – 22482887 – 22482837

Password recovery

The user can retrieve his/her password through the password retrieval screen by entering the email address registered with the service, and then pressing the **retrieve** button.



An email and text message will be sent to confirm the transaction. (Please always check the arrival of the mail in the trash box in the email)

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Forget Password?

Email Address *

For Inquiries

For any inquiries or comments please contact us:

Email Address: info_taxcert@mof.gov.kw

Telephone: 22482893 – 22482887 – 22482837

Email retrieval

The user can retrieve his/her primary email by the following steps:

1. Enter one of the following numbers associated with the account:
 - Commercial Registration No
 - Registration number
 - Civil ID

And then press the **Recover** button to continue

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Forget Email?

Select *

Number *

Select the field type

- Select the field type
- Commercial License No
- MOF Tax No.
- Civil Id

Recover

For Inquiries

For any inquiries or comments please contact us:

Email Address: info_taxcert@mof.gov.kw

Telephone: 22482893 – 22482887 – 22482837

2. Choose the method to retrieve the primary email ,which is one of two options:
 - Via the mobile phone number.
 - By alternate email



When choosing an alternate email, the primary email address will be retrieved by sending an email containing the address to the registered alternate email. (Please always check the arrival of the mail in the trash box in the email)





When choosing a mobile phone number, the primary email address will be retrieved by sending a text message containing the address to the registered phone number.


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Forget Email?

Mobile No. XXXX8996 


Alternate Email Address k*****t@kwcom.com 




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

For Inquiries

For any inquiries or comments please contact us:

 Email Address: info_taxcert@mof.gov.kw

 Telephone: 22482893 – 22482887 – 22482837

Homepage

It consists of the main screen of two parts:

Data

In this section , the user can check the data recorded on the system if Ka n is already registered .

In the event of a new registration or a missing of data ,a **new registration request** button will appear to the user to create a data registration request (for more information about creating a data registration request please refer to the section on creating a registration request).

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Information

Please complete your registration by clicking the below link



[New Registration Request](#)

Services

Tax Certification System

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Information

MOF Tax No.		Nationality	الكويت
Company name (in Arabic)	بشيش	Civil No	21245241
Company name (in English)	asfas	Commercial License date	29/09/2020
Legal Entity	ذات مسؤولية محدودة	Commercial License No	142536
Main Activity	صالون تجميل		

Services

- New Tax Certificate Request
- Tax Residency Certificate Request
- Tax Certificate Request (Special)

Services

The system contains a set of services where the user can request them, as follows:

- New registration request
- Data modification request
- Request for a General Tax Certificate (General)
- Request for a Special Tax Certificate (Special)
- Request for Tax Residency Certificate

The registration number will not be shown in the data section until after the new registration application is approved.



The user cannot request any service or request a certificate until after completing the new registration request.



The user cannot request modification of the data until his/her registration request is approved.



The user cannot make more than one (general) reserved warranty release certificate request for the same year.

New registration request

The user can create a new registration request by pressing the New registration request button through the data section or through the services section.



The data required in the request for registration of the new account will change depending on the account type.



System contains a conservation property where the system saves data and follow - up references to when the submission of the final of the request and this user can refer to the application unfinished and completed at any time.

For the user to register his/her data in the tax system, he/she must follow the following steps:


- Entering the main information: The user must enter all the data required of him in this screen to be able to follow up and then press the **Save and Continue** button to continue to enter the address.


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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 * ?


Legal Entity * ?

Main Activity * ?

Nationality *

Commercial License No * ?

Commercial License date * 



- Entering the address: the user must enter his/her own address to complete this stage and proceed to upload the attachments by pressing the **Save and Continue** button.



If the nationality of the account is from within the State of Kuwait, the user will see boxes to enter the address, but if it is from outside the State of Kuwait, a free box will appear for him to write the address.

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New Registration Request - Kuwaiti Company

1 ————— 2 ————— 3 ————— 4 ————— 5

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

Governorate* Area*

Block No* Street Name*

Jadda No Floor No

Building No* Phone Number*

Flat/Office No E-mail*

Fax Postal code

Mail box

- Uploading attachments: The user must attach the required documents to be able to follow up and confirm the data by pressing the **Save and Continue** button.



The user must enter the mandatory fields to be able to continue, and these fields are marked by the presence of an asterisk (*).



The required attachments vary according to the type of account as follows:

- Kuwait Company:
 - Signature authorization*
 - Trade license*
 - Register of shareholders - *For closed shareholding companies only
- Gulf Company:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE companies only
- The Kuwait Institutions:
 - For enterprises Individual:
 - Signature authorization*
 - Enterprise license*
 - Industrial Institute:

- Signature authorization*
- Industrial license for factories*
- Engineering offices:
 - Signature authorization*
 - Society of Engineers license for engineering offices*
- Law firms:
 - Signature authorization*
 - Membership certificate for practicing the profession for law firms*
- Audit offices:
 - Signature authorization*
 - Office license*
- Medical centers:
 - Signature authorization*
 - Center license*
- Private training institutes:
 - Signature authorization*
 - Institute license*
- Public benefit associations:
 - Signature authorization*
 - Association License*
- The Gulf Institute:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE institutions only
- Kuwaiti Individual:
 - Civil ID copy*
- Gulf individual:
 - Passport photo*
- Foreign individual:
 - Civil ID copy*
 - Passport photo*

Some important specifications for document and scanning:

- 1- The documents must be attached in photocopy format .PDF
- 2- The attachment should not exceed 4 M (memory space unit) and not less than 1 MB (memory space unit)
- 3- For the document that contain more than one page, you must attach it as a single file and in the same order of pages. Example: if the document was one page from the front and rear this should be attached as a single file and the page from the front is the first page and the back will be the second page etc.
- 4- A certain number of pages must be considered for each attachment which is the maximum number of accepted pages - and no blank pages are allowed.

5- Precise scanning specifications:

- Width: 2480 pixels
- Height: 3508 pixels
- Horizontal Resolution: 300 dpi
- Vertical Resolution: 300 dpi
- Bit depth: 24
- Average size: 1.6 - 1.8 MB

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New Registration Request - Kuwaiti Company

1 2 3 4 5

Main information Title Attachments Confirm the data Submit the request

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 (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


- Confirmation of data: the user can confirm his/her entered data from the previous steps and can press the back button to amend any previously entered data, or press the Next button to acknowledge the validity of the data and submit the request.


1
2
3
4
5


Main information


Title


Attachments


Confirm the data


Submit the request

Company name (in Arabic) *	شركة كويتية	Address	
Company name (in English) *	Kuwait Comapany		
Commercial License No *	111111		المحافظة : Hawally المنطقة : السالمية القطعة : 05
Commercial License date *	13/12/2005		الشارع : sd العيني : 2
Civil No *	1111111		
Nationality *	Kuwait		
Legal Entity *	ذات مسؤولية محدودة		
Main Activity *	خدمات مالية	Phone Number	50005505
		E-mail	test@test.com
		Mail box	36686
		Fax	25740256
		Postal code	25000-1-قطعة-البدع-حولي

Attachments

Commercial license *	Show
Signature Approval *	Show

- Send request : Send a request screen is different depending on the account type and to be able references to send request reaction follows h Sep type his/her account:
 - Kuwait Company:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - The answer to the question of foreign partners is yes and no.
 - If the answer is yes, then there are individual foreign partners, the following instructions must be followed:
 - Each partner and his/her civil number must be added in the table designated for partners.
 - The user can add a new partner by clicking on the **Add Partner** button located at the bottom of the table.
 - The user can delete a partner by pressing the **delete** button next to each partner.
 - The commitment of the foreign natural person must be acknowledged by ticking the second declaration box.

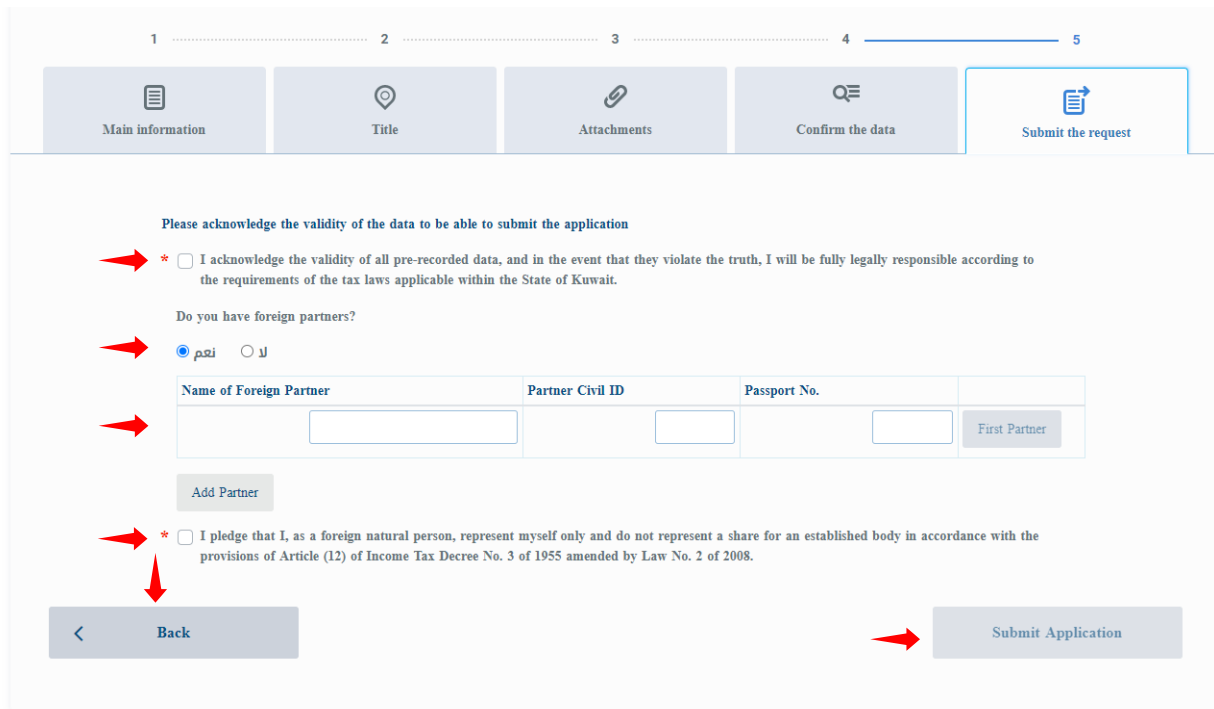
- Gulf Company:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - The answer to the question of foreign partners is yes and no.
 - If the answer is yes, then there are individual foreign partners, the following instructions must be followed:
 - Each partner and his/her civil number must be added in the table designated for partners.
 - The user can add a new partner by clicking on the **Add Partner** button located at the bottom of the table.
 - The user can delete a partner by pressing the **delete** button next to each partner.
 - The commitment of the foreign natural person must be acknowledged by ticking the second declaration box.
- The Kuwait institutes:
 - For Individual institute:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Industrial facilities:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Engineering offices:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Law firms:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Audit offices:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box
 - Medical centers:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Private training institutes:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box
- Public Benefit Association:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- The Gulf institutes:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- Kuwaiti Individual:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- Gulf individual:

- Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- Foreign individual:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - The commitment of the foreign natural person must be acknowledged by ticking the second declaration box.

The user must click on the **submit application** button as the last step to submit the application.



The user can only submit the request after acknowledging and pledging all the declarations shown on the screen according to the type of account.



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?

نعم لا

Name of Foreign Partner	Partner Civil ID	Passport No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	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 1955 amended by Law No. 2 of 2008.

< Back Submit Application

After the process of submitting a new registration request successfully message will have been sending the request successfully with the order number and will send an email to the main registered mail address so make sure the references of the receipt of his/her request , will also send a text message confirming receipt of the request .



In case of any error during the application process, please contact the Ministry of Finance on the numbers and email mentioned in the system .

Your request is received New Registration Request Successfully

Request Number : 426

Modification Request

The user can create a data amendment request by pressing the **Modification request** button through the services section.



The required data vary in the request to amend the data from one account to another depending on the type of account.



The system contains the preservation and follow-up feature, where the system saves the references data until the final submission of the request, and accordingly, the user can refer to the incomplete application and complete it at any time.

For the user to amend his/her data in the tax system, he/she must follow the following steps:

Entering the main information: The user must review all the data required of him on this screen to be able to follow up and then press the **Save and Continue** button to continue to enter the address.

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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 * ?

Main Activity * ?

Nationality *

Commercial License No * ?

Commercial License date *

Save & Continue >

- Entering the address: the user must review his/her address to complete this stage and proceed to upload the attachments by pressing the Save and Continue button.



If the nationality of the account is from within the State of Kuwait, the user will see boxes to enter the address, but if it is from outside the State of Kuwait, a free box will appear for him to write the address.

Update Account Information Request - Kuwaiti Company

1 ————— 2 ————— 3 ————— 4 ————— 5

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

Governorate* Area*

Block No* Street Name*

Jadda No Floor No

Building No* Phone Number*

Flat/Office No E-mail*

Fax Postal code

Mail box

- Uploading attachments: The user must attach the required documents to be able to follow up and confirm the data by pressing the **Save and Continue** button.



The user must enter the mandatory fields to be able to continue, and these fields are marked by the presence of an asterisk (*).



The required attachments vary according to the type of account as follows:

- Kuwait Company:
 - Signature authorization*
 - Trade license*
 - Register of shareholders - *For closed shareholding companies only
- Gulf Company:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE companies only
- The Kuwait Institutions:
 - For enterprises Individual:
 - Signature authorization*
 - Enterprise license*
 - Industrial Institute:
 - Signature authorization*

- Industrial license for factories*
- Engineering offices:
 - Signature authorization*
 - Society of Engineers license for engineering offices*
- Law firms:
 - Signature authorization*
 - Membership certificate for practicing the profession for law firms*
- Audit offices:
 - Signature authorization*
 - Office license*
- Medical centers:
 - Signature authorization*
 - Center license*
- Private training institutes:
 - Signature authorization*
 - Institute license*
- Public benefit associations:
 - Signature authorization*
 - Association License*
- The Gulf Institute:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE institutions only
- Kuwaiti Individual:
 - Civil ID copy*
- Gulf individual:
 - Passport photo*
- Foreign individual:
 - Civil ID copy*
 - Passport photo*

Some important specifications for document and scanning:

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- 4- A certain number of pages must be considered for each attachment which is the maximum number of accepted pages - and no blank pages are allowed.
- 5- Precise scanning specifications:

- g. Width: 2480 pixels
- h. Height: 3508 pixels
- i. Horizontal Resolution: 300 dpi
- j. Vertical Resolution: 300 dpi
- k. Bit depth: 24
- l. Average size: 1.6 - 1.8 MB

Tax Certification System

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Update Account Information 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: The user can confirm his/her entered data from the previous steps and can press the **Back** button to amend any previously entered data or press the **Next** button to acknowledge the validity of the data and submit the request.

1		2		3		4		5	
Main information		Title		Attachments		Confirm the data		Submit the request	
Company name (in Arabic) *	شركة كويتية	Address							
Company name (in English) *	Kuwait Comapany								
Commercial License No *	111111			المحافظة : Hawally					
Commercial License date *	13/12/2005			المنطقة : السالمية					
Civil No *	1111111			القطعة : 05					
Nationality *	Kuwait			الشارع : sd					
Legal Entity *	ذات مسؤولية محدودة			المبني : 2					
Main Activity *	خدمات مالية	Phone Number	50005505						
		E-mail	test@test.com						
		Mail box	36686						
		Fax	25740256						
		Postal code	25000-1	دولي-البدع-قطعة-1					
		Attachments							
		Commercial license *	Show						
		Signature Approval *	Show						

- Send request : Send a request screen is different depending on the account type and to be able references to send request reaction follows h Sep type his/her account:
 - Kuwait Company:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - The answer to the question of foreign partners is yes and no.
 - If the answer is yes, then there are individual foreign partners, the following instructions must be followed:
 - Each partner and his/her civil number must be added in the table designated for partners.
 - The user can add a new partner by clicking on the **Add Partner** button located at the bottom of the table.
 - The user can delete a partner by pressing the **delete** button next to each partner.
 - The commitment of the foreign natural person must be acknowledged by ticking the second declaration box.
 - Gulf Company:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - The answer to the question of foreign partners is yes and no.

- If the answer is yes, then there are individual foreign partners, the following instructions must be followed:
 - Each partner and his/her civil number must be added in the table designated for partners.
 - The user can add a new partner by clicking on the **Add Partner** button located at the bottom of the table.
 - The user can delete a partner by pressing the **delete** button next to each partner.
 - The commitment of the foreign natural person must be acknowledged by ticking the second declaration box.
- The Kuwait institutes:
 - For Individual institute:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Industrial facilities:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Engineering offices:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Law firms:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Audit offices:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Medical centers:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
 - Private training institutes:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- Public Benefit Association:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- The Gulf institutes:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- Kuwaiti Individual:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- Gulf individual:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.
- Foreign individual:
 - Acknowledge the validity of the data by putting a checkmark in the first declaration box.

- The commitment of the foreign natural person must be acknowledged by ticking the second declaration box.

The user must click on the **submit application** button as the last step to submit the application.



The user can only submit the request after acknowledging and pledging all the declarations shown on the screen according to the type of account.

Tax Certification System

User Guide عربي

Update Account Information 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?

نعم لا

Name of Foreign Partner	Partner Civil ID	Passport No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	First 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 1955 amended by Law No. 2 of 2008.

After the process of submitting a request data modification successfully message will send the successful application with the application number and will send an email to the main registered mail address so make sure the references of the receipt of his/her request , will also send a text message confirming receipt of the request .



In case of any error during the application process, please contact the Ministry of Finance on the numbers and email mentioned in the system .

Your request is received Update Account Information Request Successfully

Request Number : 416

Request for a General Tax Certificate (General)

The user can create tax certificate request by pressing the "**Request for a General Tax Certificate (General)**" button through the services section.



The data required in the application for **General Tax Certificate (General)** varies from one account to another depending on the type of account.



The system contains the preservation and follow-up feature, where the system saves the references data until the final submission of the request, and accordingly, the user can refer to the incomplete application and complete it at any time.

For the user to complete the **Request for a General Tax Certificate (General)** through the tax system, he/she must follow the following steps:

- Entering the main information: The user must enter all the data required of him in this screen to be able to continue and then press the **Save and Continue** button to continue to download the attachments.



The user cannot request more than one certificate for the same year.




Companies that have branches can request a certificate for each branch, but they cannot request more than one certificate for the same branch for the same year.


Tax Certification System


User Guide عربي


New Tax Certificate Request - Kuwaiti Company

1
2
3
4


Main information


Attachments


Confirm the data


Submit the request

Company name (in Arabic) * Year *

Applicant's name * Applicant Name *

Is the certificate affiliated with the branch?

Branch Name (in Arabic) Civil ID of the branch

[Save & Continue >](#)

- Uploading attachments: The user must attach the required documents to be able to follow up and confirm the data by pressing the **Save and Continue** button.



The user must enter the mandatory fields to be able to continue, and these fields are marked by the presence of an asterisk (*).



The required attachments vary according to the type of account as follows:

- Kuwait Company:
 - Signature authorization*
 - Trade license*
 - Register of shareholders - *For closed shareholding companies only
- Gulf Company:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE companies only
- The Kuwait Institutions:
 - For enterprises Individual:
 - Signature authorization*
 - Enterprise license*
 - Industrial Institute:
 - Signature authorization*
 - Industrial license for factories*

- Engineering offices:
 - Signature authorization*
 - Society of Engineers license for engineering offices*
- Law firms:
 - Signature authorization*
 - Membership certificate for practicing the profession for law firms*
- Audit offices:
 - Signature authorization*
 - Office license*
- Medical centers:
 - Signature authorization*
 - Center license*
- Private training institutes:
 - Signature authorization*
 - Institute license*
- Public benefit associations:
 - Signature authorization*
 - Association License*
- The Gulf Institute:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE institutions only
- Kuwaiti Individual:
 - Civil ID copy*
- Gulf individual:
 - Passport photo*
- Foreign individual:
 - Civil ID copy*
 - Passport photo*

Some important specifications for document and scanning:


- 1- The documents must be attached in photocopy format .PDF
- 2- The attachment should not exceed 4 M (memory space unit) and not less than 1 MB (memory space unit)
- 3- For the document that contain more than one page, you must attach it as a single file and in the same order of pages. Example: if the document was one page from the front and rear this should be attached as a single file and the page from the front is the first page and the back will be the second page etc.
- 4- A certain number of pages must be considered for each attachment which is the maximum number of accepted pages - and no blank pages are allowed.
- 5- Precise scanning specifications:
 - m. Width: 2480 pixels


- n. Height: 3508 pixels
- o. Horizontal Resolution: 300 dpi
- p. Vertical Resolution: 300 dpi
- q. Bit depth: 24
- r. Average size: 1.6 - 1.8 MB


Tax Certification System User Guide عربي


New Tax Certificate Request - Kuwaiti Company

1 ————— 2 3 4


Main information


Attachments


Confirm the data


Submit the request

Commercial license *

Signature Approval *

Extractor *

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

- **Data Confirmation:** The user can confirm his/her entered data from the previous steps and can press the **Back** button to amend any previously entered data or press the **Next** button to acknowledge the validity of the data and submit the request.

Company name (in Arabic) *	شركة كويتية	Address	
Company name (in English) *	Kuwait Comapany		
Commercial License No *	111111		المحافظة : Hawally المنطقة : السالمية القطعة : 05 الشارع : sd العيني : 2
Commercial License date *	13/12/2005		
Civil No *	1111111		
Nationality *	Kuwait		
Legal Entity *	ذات مسؤولية محدودة		
Main Activity *	خدمات مالية	Phone Number	50005505
		E-mail	test@test.com
Year *	2020	Mail box	36686
Applicant Name *	مندوب	Fax	25740256
Applicant's name *	احمد	Postal code	25000-1-قطعة-البدع-حولي

Attachments

Commercial license *	Show
Signature Approval *	Show
Extractor *	Show

- Sending the request: The user must certify the validity of the data by putting a checkmark in the acknowledgment box in order to be able to send the request.

The user must click on the submit application button as the last step to submit the application.



The user cannot submit the request until after acknowledging and pledging all the declarations shown on the screen.

Tax Certification System

User Guide عربي

New Tax 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](#)

After submitting a request successfully a message will be sent with the application number and email to the main registered email address.



In case of any error during the application process, please contact the Ministry of Finance on the numbers and email mentioned in the system.

Request for a Special Tax Certificate (Special)

The user can create special tax certificate request by pressing the **Request for a Special Tax Certificate (Special)** button through the services section.



The data required in the application for a **Request for a Special Tax Certificate (Special)** varies from one account to another depending on the type of account.




The system contains the preservation and follow-up feature, where the system saves the references data until the final submission of the request, and accordingly, the user can refer to the incomplete application and complete it at any time.


For the user to complete the **Request for a Special Tax Certificate (Special)** through the tax system, he/she must follow the following steps:


- Entering the main information: The user must enter all the data required of him in this screen to be able to continue and then press the Save and Continue button to continue to download the attachments.


Tax Certificate Request (Special) - Kuwaiti Company

1
2
3
4


Main information


Attachments


Confirm the data


Submit the request

Company name (in Arabic) * **مركز شمس لطب الاسنان**

Applicant's name *

Applicant Name *

Type *

Other Party *

1	Contract Number	Contract Date	Details	(Pdf) Attachment
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Choose File -- No File"/>

Total : 1
Add a new contract

Save & Continue >

- Uploading attachments: The user must attach the required documents to be able to follow up and confirm the data by pressing the **Save and Continue** button.



The user must enter the mandatory fields to be able to continue, and these fields are marked by the presence of an asterisk (*).



The required attachments vary according to the type of account as follows:

- Kuwait Company:
 - Signature authorization*
 - Trade license*
 - Register of shareholders - *For closed shareholding companies only
- Gulf Company:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE companies only
- The Kuwait Institutions:
 - For enterprises Individual:
 - Signature authorization*
 - Enterprise license*
 - Industrial Institute:
 - Signature authorization*
 - Industrial license for factories*
 - Engineering offices:
 - Signature authorization*
 - Society of Engineers license for engineering offices*
 - Law firms:
 - Signature authorization*
 - Membership certificate for practicing the profession for law firms*
 - Audit offices:
 - Signature authorization*
 - Office license*
 - Medical centers:
 - Signature authorization*
 - Center license*
 - Private training institutes:
 - Signature authorization*
 - Institute license*
- Public benefit associations:
 - Signature authorization*
 - Association License*
- The Gulf Institute:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE institutions only

- Kuwaiti Individual:
 - Civil ID copy*
- Gulf individual:
 - Passport photo*
- Foreign individual:
 - Civil ID copy*
 - Passport photo*

Some important specifications for document and scanning:

- 1- The documents must be attached in photocopy format .PDF
- 2- The attachment should not exceed 4 M (memory space unit) and not less than 1 MB (memory space unit)
- 3- For the document that contain more than one page, you must attach it as a single file and in the same order of pages. Example: if the document was one page from the front and rear this should be attached as a single file and the page from the front is the first page and the back will be the second page etc.
- 4- A certain number of pages must be considered for each attachment which is the maximum number of accepted pages - and no blank pages are allowed.
- 5- Precise scanning specifications:
 - s. Width: 2480 pixels
 - t. Height: 3508 pixels
 - u. Horizontal Resolution: 300 dpi
 - v. Vertical Resolution: 300 dpi
 - w. Bit depth: 24
 - x. Average size: 1.6 - 1.8 MB


Tax Certificate Request (Special) - Kuwaiti Company


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


- **Data Confirmation:** The user can confirm his/her entered data from the previous steps and can press the **Back** button to amend any previously entered data or press the **Next** button to acknowledge the validity of the data and submit the request.


Tax Certificate Request (Special) - Kuwaiti Company

1
2
3
4


Main information


Attachments


Confirm the data


Submit the request

Company name (in Arabic) *	مركز شمس لطب الاسنان	Address	
Company name (in English) *	jhgfewdfghj	Phone Number	51368996
Commercial License No *	789456	E-mail	kwcom2@kwcom.com
Commercial License date *	02/03/2009	Mail box	
Civil No *	2846017	Fax	
Nationality *	Kuwait	Postal code	25000-1-قطعة-البدع-حولي
Legal Entity *	توصية بسيطة	Attachments	
Main Activity *	دعاية وإعلان	Commercial license *	Show
Applicant Name *	مندوب	Signature Approval *	Show
Applicant's name *	أحمد محمد		

Details

Type	Contract		
Other Party	MOG		

SrNo.	Contract Number	Contract Date	Details	File Name
1	A15483	14/12/2020	Text Details	Show

Total : 1

< Back

Next >

- **Sending the request:** The user must certify the validity of the data by putting a checkmark in the acknowledgment box in order to be able to send the request.

The user must click on the submit application button as the last step to submit the application.



The user cannot submit the request until after acknowledging and pledging all the declarations shown on the screen.

Tax Certificate Request (Special) - 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](#)

After submitting a request successfully a message will be sent with the application number and email to the main registered email address.

Tax Certification System

User Guide عربي

Your request is received Tax Certificate Request (Special) Successfully

Request Number : 428



In case of any error during the application process, please contact the Ministry of Finance on the numbers and email mentioned in the system.

Request for Tax Residency Certificate

The user can create the issuance of tax certificates by clicking on the **Request Tax Residency Certificate** button through the services section.



The data required for applying for a tax residency certificate varies from account to account, depending on the type of account.



The system contains the preservation and follow-up feature, where the system saves the references data until the final submission of the request, and accordingly, the user can refer to the incomplete application and complete it at any time.

For the user to complete the application for a tax residency certificate through the tax system, he/she must follow the following steps:

- Entering the main information: The user must enter all the data required of him in this screen to be able to continue and then press the **Save and Continue** button to continue to download the attachments.




A one-year residency certificate is requested in a single application, to obtain a tax residency certificate for several years, please submit an application for each year.


Tax Certification 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 Name *

Year *

Countries *

Total : 0

- You must choose the country required countries.

Add a country

Search:

- 1 أثيوبيا +
- 2 أندريجان +
- 3 أرض المحيط الهندي البريطانية +
- 4 أرمينيا +
- 5 أوروبا +
- 6 أريتريا +
- 7 أسبانيا +
- 8 أفريقيا الوسطى +

تم

Tax Residency Certificate Request - Kuwaiti Company

1 2 3 4

Main information Attachments Confirm the data Submit the request

Company name (in Arabic) * مركز شمس لطب الاسنان
 Company name (in English) * jhgfewsdgfhj
 Applicant's name * احمد محمد Applicant Name * ملدوب
 Year * 2019
 Countries *
 Add a country

#	Name	
1	أرمينيا	⊗
2	أروبا	⊗
3	أستراليا	⊗

Total : 3

Save & Continue >

- Uploading attachments: The user must attach the required documents to be able to follow up and confirm the data by pressing the **Save and Continue** button.



The user must enter the mandatory fields to be able to continue, and these fields are marked by the presence of an asterisk (*).



The required attachments vary according to the type of account as follows:

- Kuwait Company:
 - Signature authorization*
 - Trade license*
 - Register of shareholders - *For closed shareholding companies only
- Gulf Company:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE companies only
- The Kuwait Institutions:
 - For enterprises Individual:
 - Signature authorization*

- Enterprise license*
- Industrial Institute:
 - Signature authorization*
 - Industrial license for factories*
- Engineering offices:
 - Signature authorization*
 - Society of Engineers license for engineering offices*
- Law firms:
 - Signature authorization*
 - Membership certificate for practicing the profession for law firms*
- Audit offices:
 - Signature authorization*
 - Office license*
- Medical centers:
 - Signature authorization*
 - Center license*
- Private training institutes:
 - Signature authorization*
 - Institute license*
- Public benefit associations:
 - Signature authorization*
 - Association License*
- The Gulf Institute:
 - Trade license*
 - Articles of Association*
 - Amendment contract
 - Certificate of proof of nationality - for UAE institutions only
- Kuwaiti Individual:
 - Civil ID copy*
- Gulf individual:
 - Passport photo*
- Foreign individual:
 - Civil ID copy*
 - Passport photo*

Some important specifications for document and scanning:

- 1- The documents must be attached in photocopy format .PDF
- 2- The attachment should not exceed 4 M (memory space unit) and not less than 1 MB (memory space unit)
- 3- For the document that contain more than one page, you must attach it as a single file and in the same order of pages. Example: if the document was one page from the front and rear this should be attached as a single file and the page from the front is the first page and the back will be the second page etc.

4- A certain number of pages must be considered for each attachment which is the maximum number of accepted pages - and no blank pages are allowed.

5- Precise scanning specifications:

- y. Width: 2480 pixels
- z. Height: 3508 pixels
- aa. Horizontal Resolution: 300 dpi
- bb. Vertical Resolution: 300 dpi
- cc. Bit depth: 24
- dd. Average size: 1.6 - 1.8 MB

Tax Residency Certificate Request - Kuwaiti Company

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

< **Back**

Save & Continue >

- **Data Confirmation:** The user can confirm his/her entered data from the previous steps and can press the **Back** button to amend any previously entered data or press the **Next** button to acknowledge the validity of the data and submit the request.

Tax Residency Certificate Request - Kuwaiti Company

1 2 3 4

Main information

Attachments

Confirm the data

Submit the request

Company name (in Arabic) *	مركز شمس لطب الاسنان	Address	
Company name (in English) *	jhgfewsdghj		
Commercial License No *	789456		المحافظة : Hawally
Commercial License date *	02/03/2009		المنطقة : حولي
Civil No *	2846017		القطعة : 8
Nationality *	Kuwait		الشارع : الدائري الرابع
Legal Entity *	توصية بسيطة		المبنى : 9335
Main Activity *	دعاية وإعلان		الشقة او رقم المكتب : 1/2/3/4
			الطابق : الاول و الثاني
Countries *		Phone Number	51368996
1	أرمينيا	E-mail	kwcom2@kwcom.com
2	أروبا	Mail box	
3	أريتريا	Fax	
Total : 3		Postal code	حولي-البدع-قطعة-1-25000
Year *	2019	Attachments	
Applicant Name *	مندوب	Commercial license *	Show
Applicant's name *	احمد محمد	Signature Approval *	Show
		PACI certificate	Show

Back <
Next >

- Sending the request: The user must certify the validity of the data by putting a checkmark in the acknowledgment box in order to be able to send the request.

The user must click on the submit application button as the last step to submit the application.



The user cannot submit the request until after acknowledging and pledging all the declarations shown on the screen.

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](#)

After submitting a request successfully a message will be sent with the application number and email to the main registered email address.

Tax Certification System

User Guide عربي

Your request is received Tax Residency Certificate Request Successfully

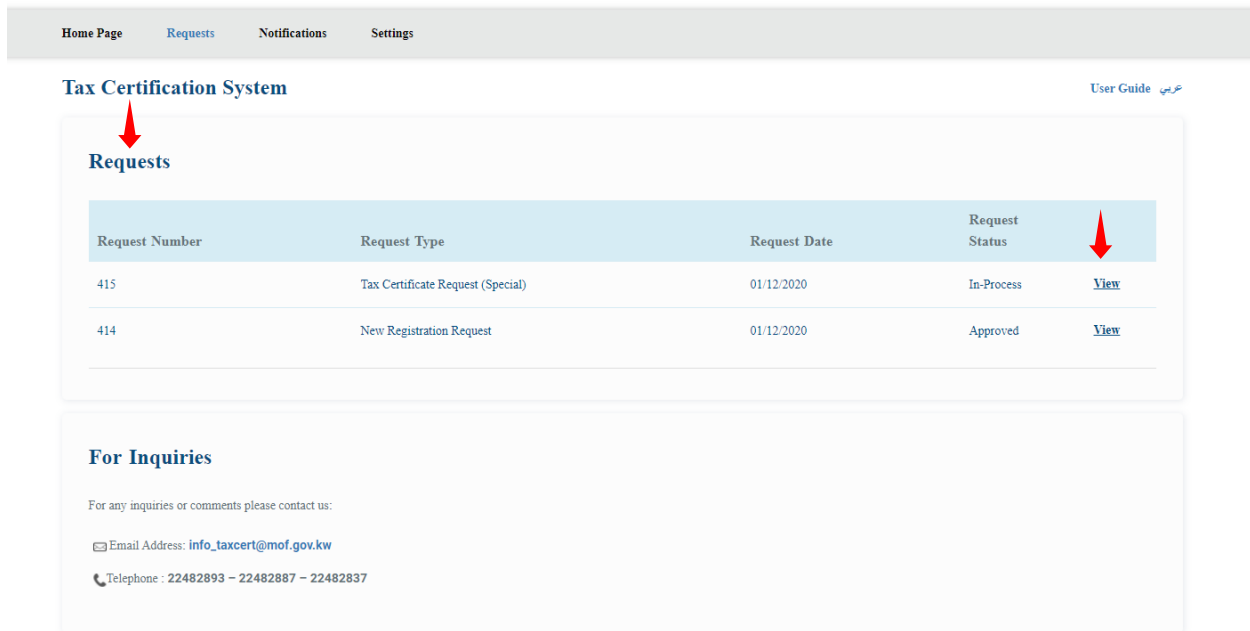
Request Number : 429



In case of any error during the application process, please contact the Ministry of Finance on the numbers and email mentioned in the system.

Requests

The Requests screen shows a table that contains all the requests that were created by the references, with data on the request number, the date of its creation, and its status. The user can also view the request to see its contents.



The screenshot shows the 'Tax Certification System' interface. At the top, there is a navigation bar with 'Home Page', 'Requests', 'Notifications', and 'Settings'. Below this, the 'Tax Certification System' title is displayed on the left, and 'User Guide عربي' is on the right. A red arrow points to the 'Requests' section header. Below the header is a table with the following data:

Request Number	Request Type	Request Date	Request Status	
415	Tax Certificate Request (Special)	01/12/2020	In-Process	View
414	New Registration Request	01/12/2020	Approved	View

Below the table, there is a section titled 'For Inquiries' with the text: 'For any inquiries or comments please contact us:'. It provides contact information: 'Email Address: info_taxcert@mof.gov.kw' and 'Telephone : 22482893 – 22482887 – 22482837'. A red arrow points to the 'View' button in the table.

The user can view the request by pressing the **View** button next to each request to be able to review the data sent in the request.

View

×

Request Name	طلب شهادة الإفراج عن محجوز الضمان (مخصصة)	Request Status	طلب جديد	
MOF Tax No.	231967	الخطاب	المحافظة : حولي المنطقة : حولي القطعة : 8 الشارع : الدائري الرابع المبني : 9335 الشقة او رقم المكتب : 1/2/3/4 الطابق : الاول و الثاني	
Company name (in Arabic) *	مركز شمس لطلب الاسنان	Phone Number	51368996	
Company name (in English) *	jhgfebsdghj	Email Address	kwcom2@kwcom.com	
Commercial License No *	789456	Mail box		
Commercial License date *	02/03/2009	Fax		
Civil Id *	2846017	المرفقات		
Nationality *	الكويت	الرخصة التجارية *	View	
Legal Entity *	توصية بسيطة	اعتماد التوقيع *	View	
Main Activity *	دعاية وإعلان			
Applicant Name *	مندوب			
Applicant's name *	أحمد محمد			
Details				
Type	عقد			
Other Party	MOG			
SrNo.	Contract Number	Contract Date	Details	File Name
1	A15483	14/12/2020	Text Details	Show

When the certificate request is approved you can print the certificate by pressing the button to **print the certificate** from the system.

MOF Tax No.	231967	العنوان	المحافظة : حولي المنطقة : حولي القطعة : 8 الشارع : الدائري الرابع المبني : 9335 الشقة او رقم المكتب : 1/2/3/4 الطابق : الاول و الثاني
Company name (in Arabic) *	مركز شمس لطب الاسنان	Phone Number	51368996
Company name (in English) *	jhgfewsdghj	Email Address	kwcom2@kwcom.com
Commercial License No *	789456	Mail box	
Commercial License date *	02/03/2009	Fax	
Civil Id *	2846017	المرفقات	
Nationality *	الكويت	Commercial *	View
Legal Entity *	توصية بسيطة	Sign. Approval *	View
Main Activity *	دعاية وإعلان	PACI Cetificate	View
Year *	2019		
Applicant Name *	مندوب		
Applicant's name *	احمد محمد		



[Print Certificate](#)

Messages

The Messages screen displays a table containing all the notices that were sent by the service employee and related to the requests. The number of the requests and the date of its creation also appear in the table, and the user can view the message to see its contents.

Tax Certification System

User Guide عربي

Notifications

Data is not exist

Notification Date	Request Number	Message
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For Inquiries

For any inquiries or comments please contact us:

Email Address: info_taxcert@mof.gov.kw

Telephone : 22482893 – 22482887 – 22482837

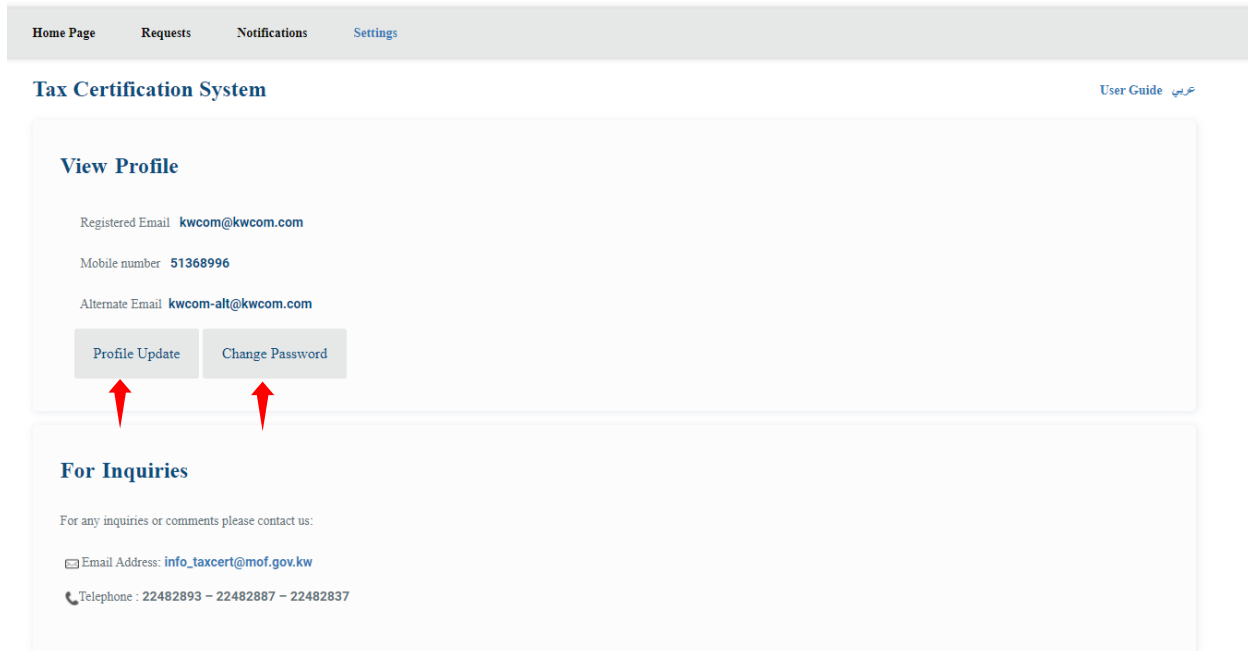
The user can view the message by pressing the **View** button next to each request.

If the application request has been sent back to the employee for the purpose of modifying or adding more data, the button **go to the request** will appear where you can go to the request and complete the required data.

Settings

Settings screen appears file details account profile, such as email and mobile phone number and alternative email. The user can update the profile and change the password through the settings screen.

To go to the Profile Update screen, you must click on the **Update Person Profile** button, and to go to the Change Password screen, you must click the **Change Password** button.



The screenshot shows the 'Settings' page of the Tax Certification System. At the top, there is a navigation bar with 'Home Page', 'Requests', 'Notifications', and 'Settings'. Below the navigation bar, the page title is 'Tax Certification System' and there is a 'User Guide' link in Arabic. The main content area is divided into two sections. The first section is titled 'View Profile' and displays the following information: Registered Email: kwcom@kwcom.com, Mobile number: 51368996, and Alternate Email: kwcom-alt@kwcom.com. Below this information are two buttons: 'Profile Update' and 'Change Password'. Two red arrows point to these buttons. The second section is titled 'For Inquiries' and contains contact information: 'For any inquiries or comments please contact us:', 'Email Address: info_taxcert@mof.gov.kw', and 'Telephone: 22482893 - 22482887 - 22482837'.

Profile update

The user can update the mobile number and alternate email address through the update profile screen.

The user can enter the mobile phone number and e - electron j and then pressing the button to save to save the data and update the profile.



To be references to enter a mobile phone number correctly and can AT access to enjoy the service and text messaging service e - electron retrieval of the primary by phone number.



You must reference enter an email address and valid alternative to the enabled access to enjoy A service email retrieval of the primary electron by mail me the alternative.

Tax Certification System

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Profile Update

→ Mobile Number *

→ Alternate Email *

→

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After the profile update process, an email will be sent to the user's registered primary mail address for Knowing the updated data and refer to it at any time , and a text message will be sent to alert the user.

Change Password

The user can change the password through the change password screen by entering the old password and the new password, confirming the new password, and then pressing the **change password** button to save the new password.



To be references to enter the new password matches including the ministry 's policy in the password which is at least the presence of a character one and number one, and the length of the floor is not the less than eight characters.

Tax Certification System

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Change Password

→ Old Password*

→ New Password*

→ Confirm Password*

→

For Inquiries

For any inquiries or comments please contact us:

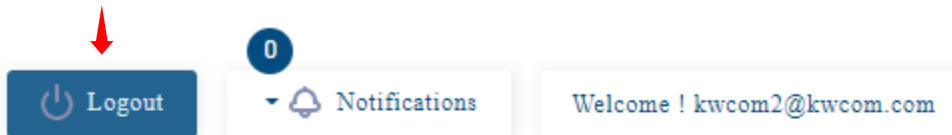
✉ Email Address: info_taxcert@mof.gov.kw

☎ Telephone : 22482893 – 22482887 – 22482837

After the process of changing the password, will send email to the main e mail address registered and text message to confirm the password changed.

Sign out

The user can logout of the system by clicking on the **Logout** button on the left of the header of the main page, and it will be directed to the login page automatically.



[Home Page](#)

[Requests](#)

[Notifications](#)

[Settings](#)