



امارات تاکس **MARATAX**

Amend Warehouse Keeper - User Manual

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Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.





The Following Tabs and Buttons are available to help you navigate through this process

Button	Description				
In the Portal					
💮 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc				
□')	This is used to enable the Text to Speech feature of the portal				
عربي English	This is used to toggle between the English and Arabic versions of the portal				
-A A +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal				
Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password				
(Log Out	This is used to log off from the portal				
In the Business Process application					
Previous Step	This is used to go the Previous section of the Input Form				
Next Step	This is used to go the Next section of the Input Form				
Save as Draft	This is used to save the application as draft, so that it can be completed later				
2	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check				

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Document Control Information	
Annexure 2	
Navigating through EmaraTax	3
Login to EmaraTax	6
Taxable person Tile	7
Warehouse keeper Tile	8
Guidelines and Instructions	9
Entity Details	11
Identification Details	13
Contact Details	17
Business Relationships	19
Warehouse keeper Details	20
Authorized Signatory	22
Review and Declaration	
Post Application Submission	
Correspondences	27





Introduction





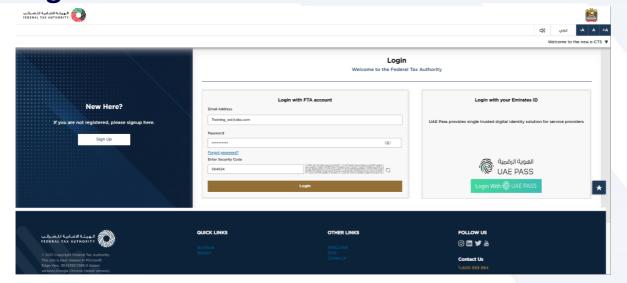
This manual is prepared to help a registered Warehouse Keeper to navigate through the Federal Tax Authority EmaraTax portal to submit their Warehouse Keeper amendment application. The amendment application allows the Warehouse Keeper to request FTA to amend their registration details, including changes to their excise goods categories and activities in the Designated Zones under your supervision.

On approval of the application by FTA, the requested changes will be reflected in their Warehouse Keeper account and an updated Warehouse Keeper registration certificate will be issued. If the Warehouse Keeper is registered for Excise Tax, any additions or changes to the Trade licenses should be done through an Excise Tax registration amendment application. The trade license details will get reflected in the Warehouse Keeper registration after FTA's approval of the Excise Tax registration amendment application.





Login to EmaraTax



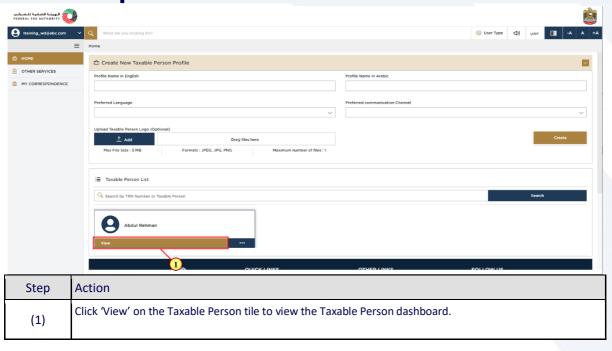


- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you
 do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up'
 button. If you have forgotten your password, you can use the "Forgot Password" feature to
 reset your password.
- If you login via your registered email and password, on successful login, the EmaraTax online
 user dashboard will be displayed. If you had opted for 2 factor authentication, you will be
 required to enter the OTP received in your registered email and mobile number to
 successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.





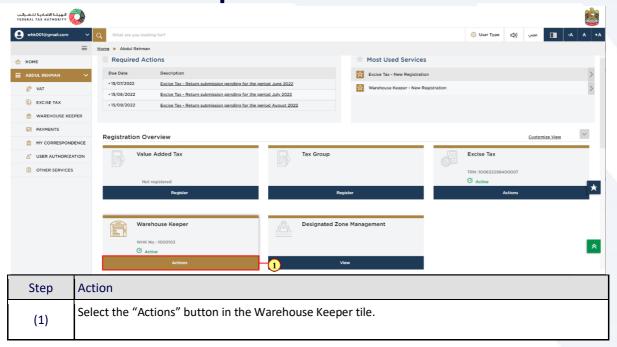
Taxable person Tile

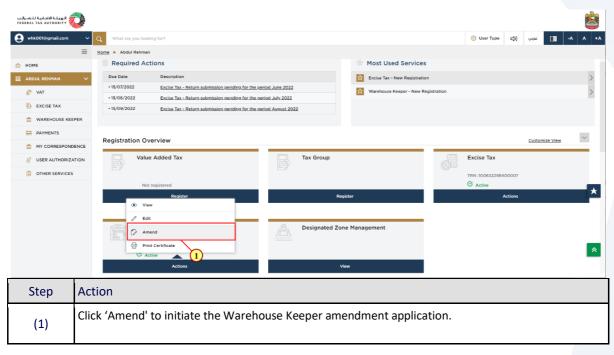






Warehouse keeper Tile

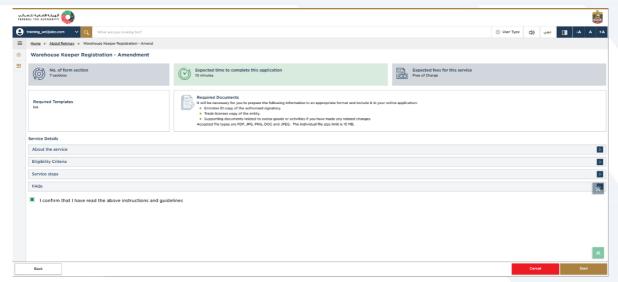






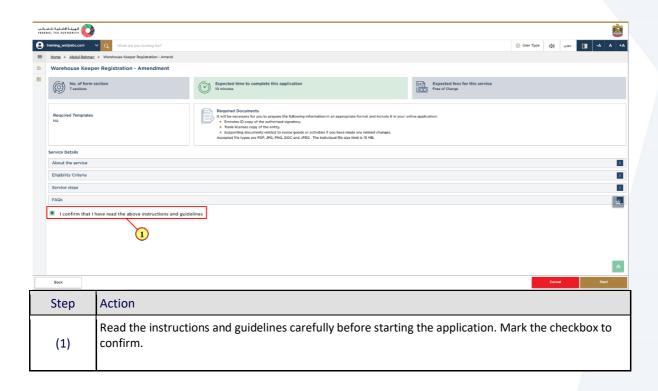


Guidelines and Instructions



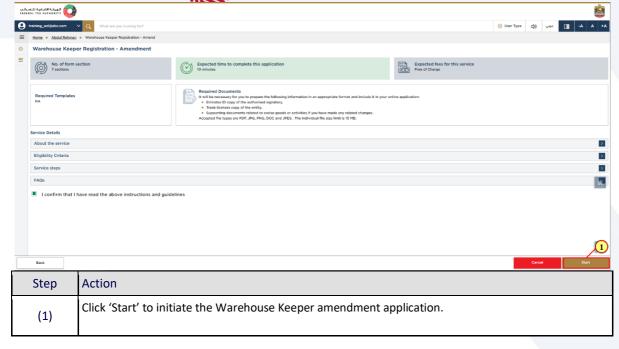


The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to amending your Warehouse Keeper registration, in the UAE. It also provides guidance on what information you should have in hand when you are completing the Warehouse Keeper amendment application.





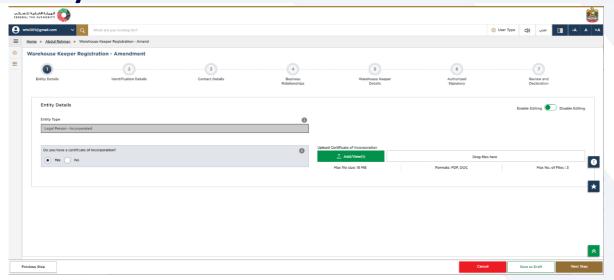






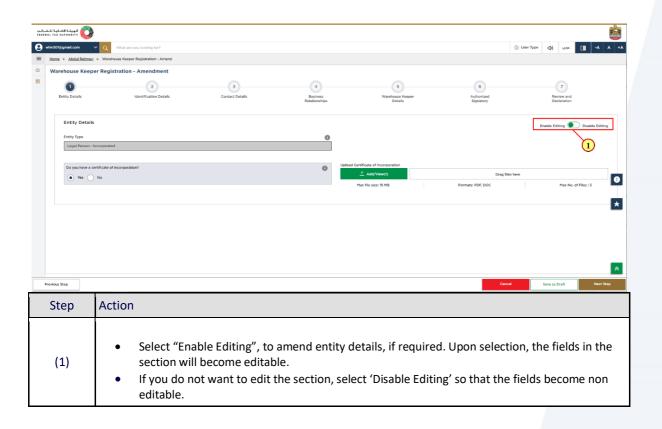


Entity Details



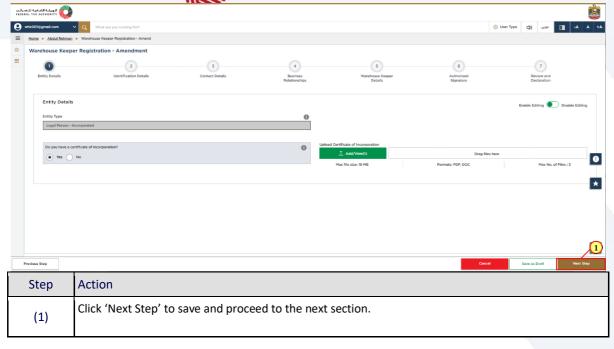


- The application is divided into a number of short sections which deal with various aspects of
 the registration process. The progress bar displays the number of sections required to
 complete the application. The section you are currently in, is highlighted as blue. Once you
 progress to the next section successfully, the previous section will be highlighted as green.
- In order to move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be entered.
- Ensure that, the data you enter in the application, is identical to the relevant supporting documents, in order to avoid rejection or resubmission of your application.





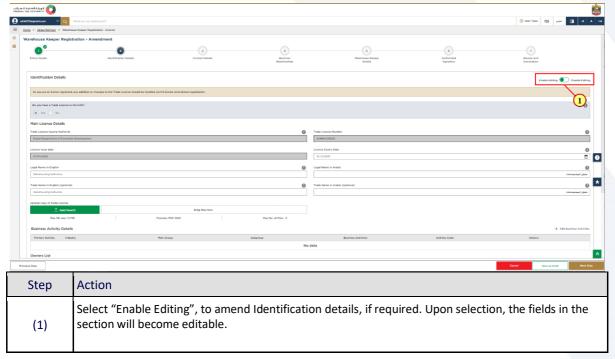


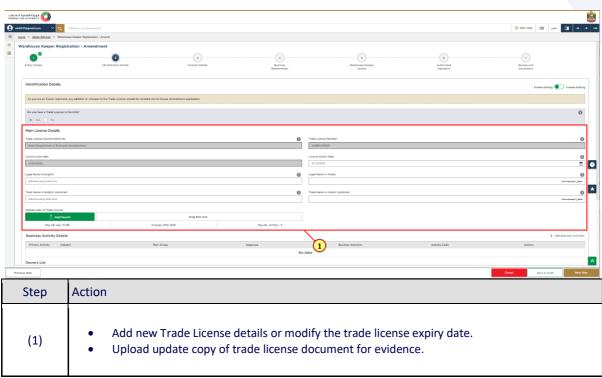






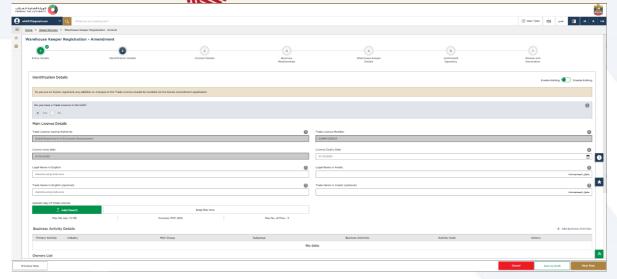
Identification Details





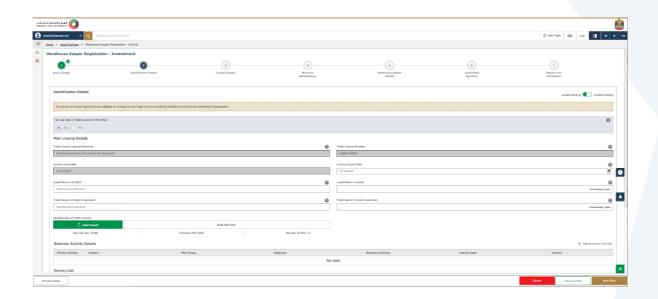








Note that additions or changes to the Trade license will be allowed in the Warehouse Keeper amendment application only if the Warehouse Keeper is not registered for Excise Tax.

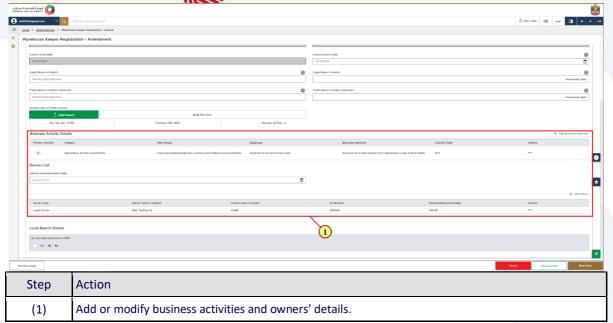


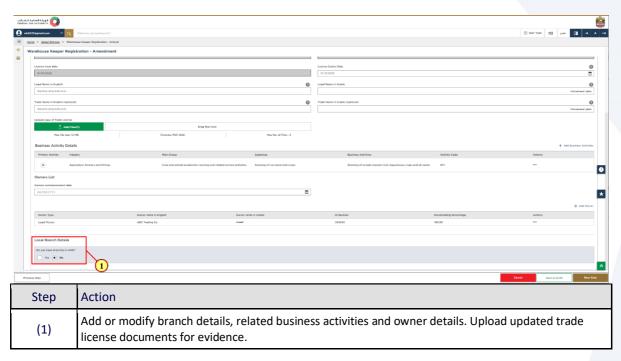


- Generally, your Trade License should cover the relevant descriptions of your business activities as a Warehouse Keeper.
- Any field that is not marked as 'Optional' is mandatory and must be filled out in order to move to the next section.



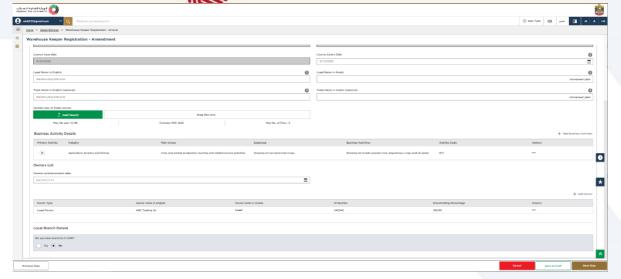






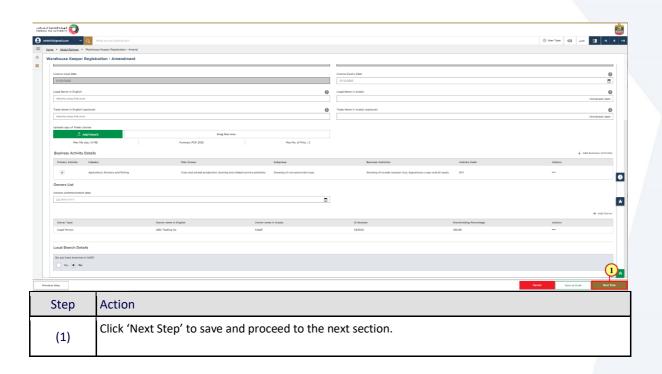








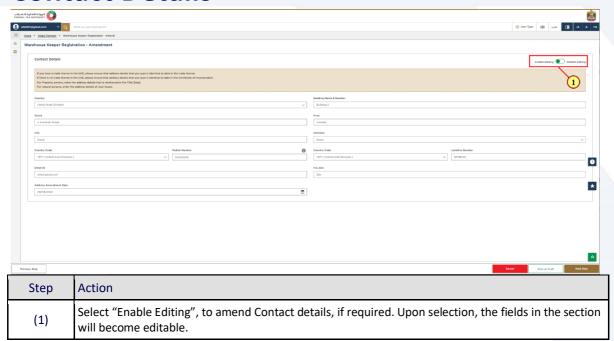
Branches are not legally distinct from the wider entity to which they belong. Therefore, registration will not be made in the name of a branch but in the name of the head office where it meets the relevant criteria. Even if you are operating via branches in more than one Emirate, only one Warehouse Keeper registration is required.

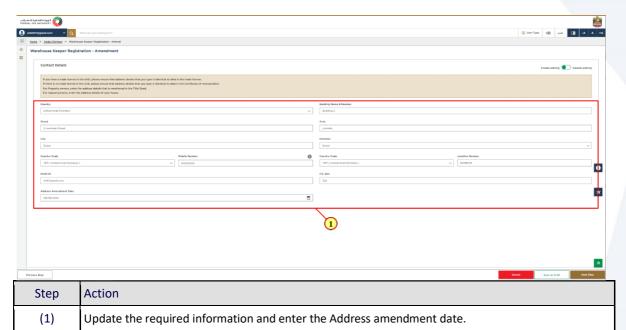






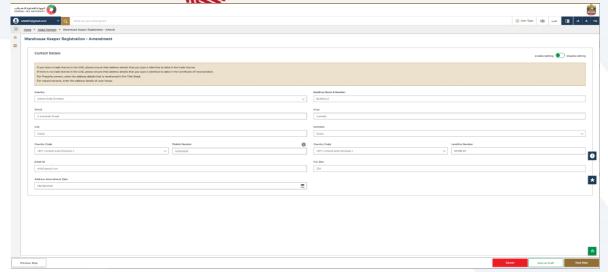
Contact Details





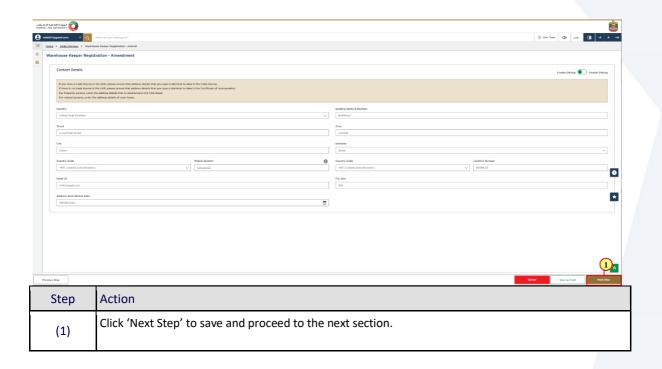








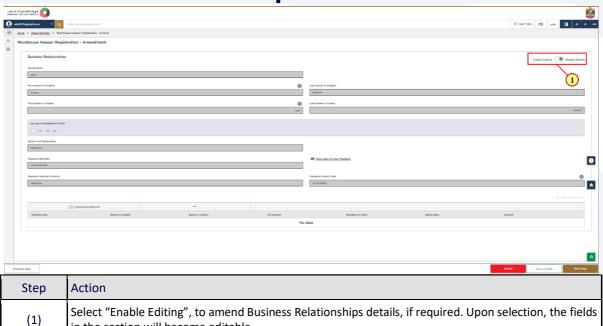
Do not use another company's address (for example, your accountant). If you have multiple addresses, provide details of the place where most of the day-today activities of the warehouse keeping business are carried out.

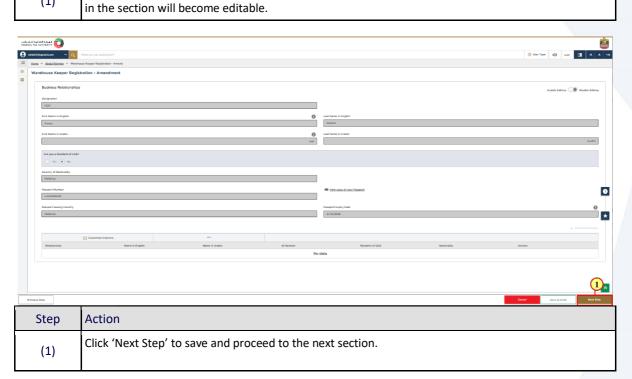






Business Relationships

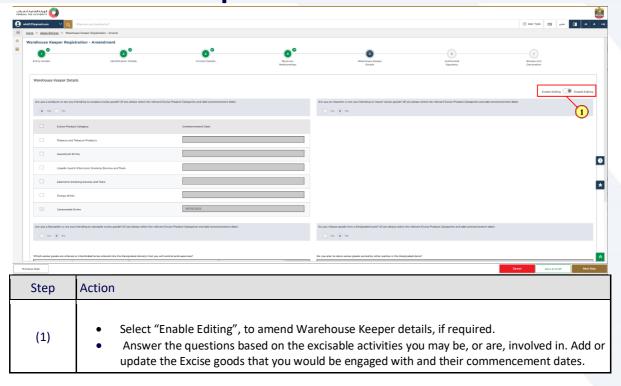


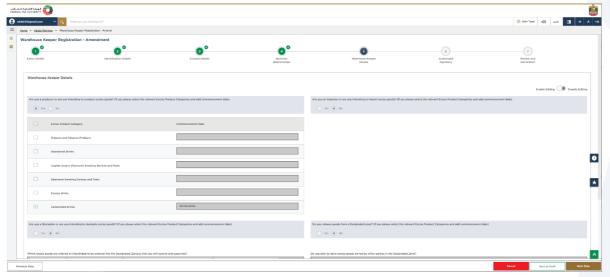






Warehouse keeper Details



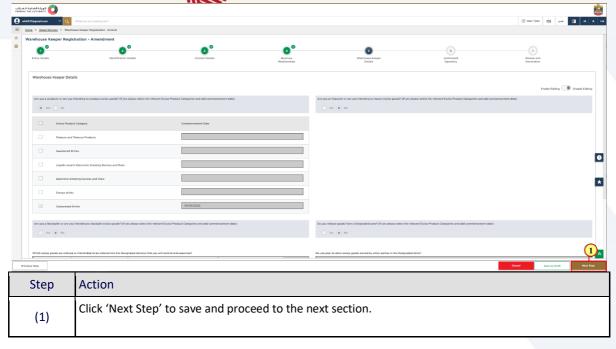




Note that you are not allowed to remove excisable activities and excise goods that may impact your registered Designated Zones. If you want to remove existing excisable activities or excise goods at the Warehouse Keeper level, ensure none of your registered Designated Zones are linked to those excisable activities or excise goods. If they are linked, you need to first submit amend Designated Zone applications to the FTA requesting to remove them.



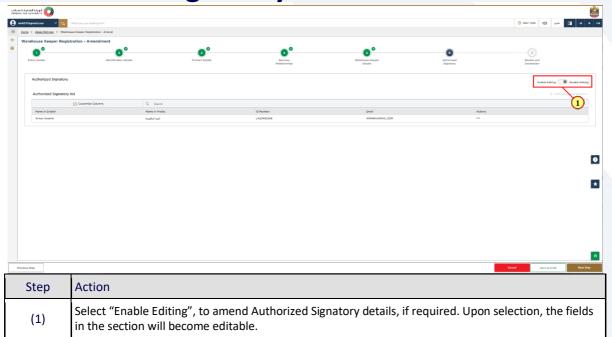


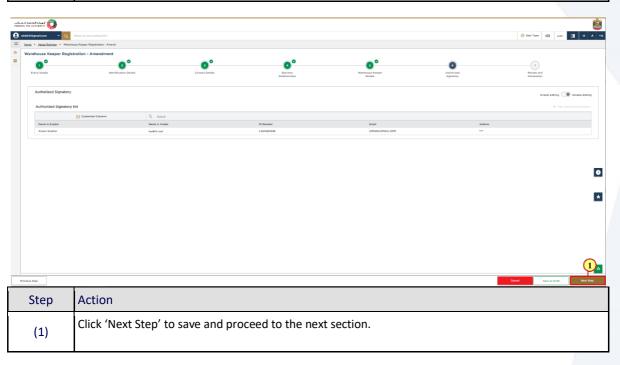






Authorized Signatory

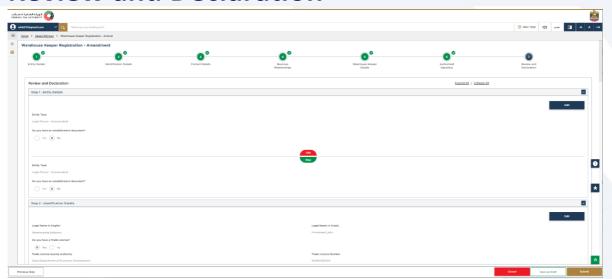






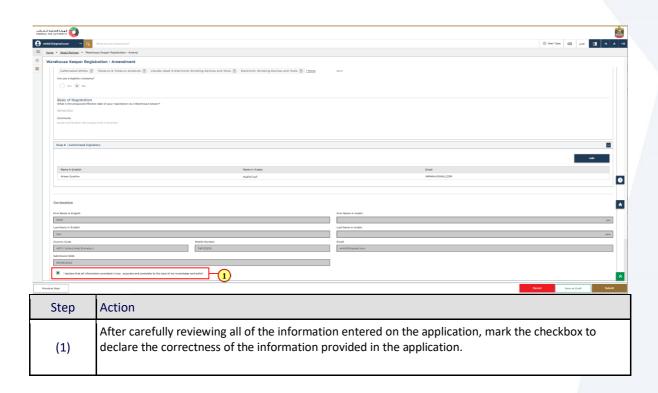


Review and Declaration



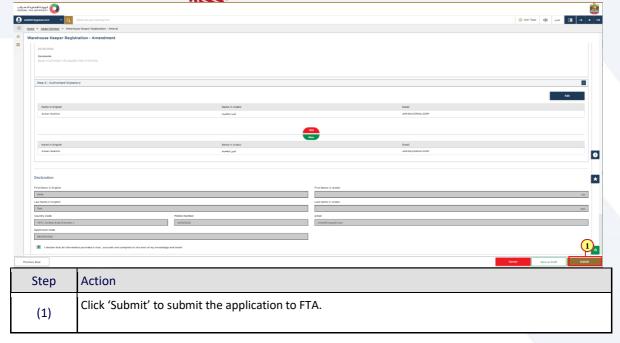


- This section will help you to make sure that you have completed the registration application correctly and included the documents we have asked you to send.
- The section provides a comparison of the old and the newly updated information.





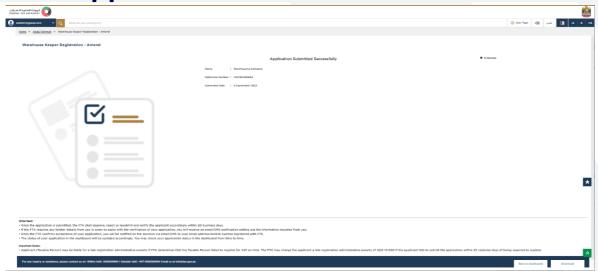








Post Application Submission



 After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes. The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.



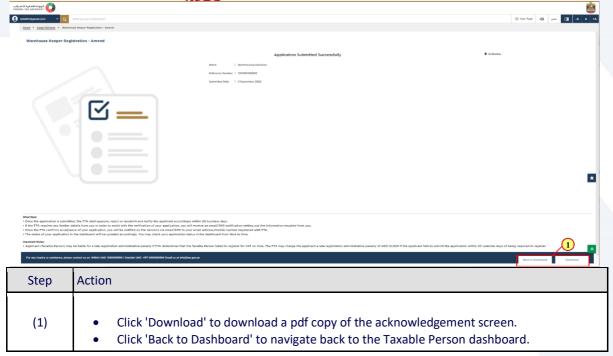
with our review, we will contact you by email. You will need to provide the information requested for us to continue processing your application.

Your application will be reviewed by the FTA. If we require more information to assist

- Once we have completed our review, we will either approve or, in some cases, may have to reject the application. You will be notified by email of our decision.
- Where we reject an application, we will provide you with the reasons for doing so. You may re-apply but only once you have resolved the matters brought to your attention.
- After approval of your Warehouse Keeper registration, you will receive an email and an SMS notification informing you of the application approval. You can download the updated Warehouse Keeper registration certificate from your account.















Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.





Thank you