



إمارات تاكس EMARATAX

Amend Warehouse Keeper - User Manual

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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: <ul style="list-style-type: none"> 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.

Navigating through EmaraTax

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
English عربي	This is used to toggle between the English and Arabic versions of the portal
	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
	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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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

The screenshot shows the Federal Tax Authority website interface. The top navigation bar includes the logo, a search bar, and user information. The main content area is divided into two sections. The first section, 'Create New Taxable Person Profile', contains fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred communication Channel'. Below these fields is an 'Upload Taxable Person Logo (Optional)' section with an 'Add' button and a 'Drag files here' area. The second section, 'Taxable Person List', features a search bar and a table with one entry for 'Abdul Rehman'. A red box highlights the 'View' button in the table, and a yellow circle with the number 1 is placed next to it.

Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard.

Warehouse keeper Tile

The screenshot shows the Federal Tax Authority portal interface. On the left is a navigation menu with options like HOME, VAT, EXCISE TAX, WAREHOUSE KEEPER, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area is titled 'Required Actions' and lists several tax-related actions with due dates. Below this is a 'Registration Overview' section with four tiles: Value Added Tax, Tax Group, Excise Tax, and Warehouse Keeper. The Warehouse Keeper tile is highlighted with a red box and a yellow circle with the number 1, indicating the 'Actions' button.

Step	Action
(1)	Select the "Actions" button in the Warehouse Keeper tile.

The screenshot shows the same Federal Tax Authority portal interface. The 'Amend' button in the Warehouse Keeper tile is highlighted with a red box and a yellow circle with the number 1, indicating the next step in the process.

Step	Action
(1)	Click 'Amend' to initiate the Warehouse Keeper amendment application.

Guidelines and Instructions

Warehouse Keeper Registration - Amendment

No. of form section: 7 sections

Expected time to complete this application: 10 minutes

Expected fees for this service: Free of Charge

Required Documents: It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Emirates ID copy of the authorised signatory.
- Trade license copy of the entity.
- Supporting documents related to excise goods or activities if you have made any related changes.

Accepted file types are PDF, JPG, PNG, DOC and JPEG. The individual file size limit is 15 MB.

Service Details: About the service, Eligibility Criteria, Service steps, FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Cancel Start

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.

Warehouse Keeper Registration - Amendment

No. of form section: 7 sections

Expected time to complete this application: 10 minutes

Expected fees for this service: Free of Charge

Required Documents: It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Emirates ID copy of the authorised signatory.
- Trade license copy of the entity.
- Supporting documents related to excise goods or activities if you have made any related changes.

Accepted file types are PDF, JPG, PNG, DOC and JPEG. The individual file size limit is 15 MB.

Service Details: About the service, Eligibility Criteria, Service steps, FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Cancel Start

Step	Action
(1)	Read the instructions and guidelines carefully before starting the application. Mark the checkbox to confirm.



training_w@fatac.com What are you looking for? User Type

Home > Abdul Bhattar > Warehouse Keeper Registration - Amend

Warehouse Keeper Registration - Amendment

No. of form section
7 sections

Expected time to complete this application
10 minutes

Expected fees for this service
Free of Charge

Required Templates
NA

Required Documents
It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Emirates ID copy of the authorised signatory.
- Trade licenses copy of the entity.
- Supporting documents related to excise goods or activities if you have made any related changes.

Accepted file types are PDF, JPG, PNG, DOC and JPEG. The individual file size limit is 15 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAGs

☒ I confirm that I have read the above instructions and guidelines

Back Cancel Start

Step	Action
(1)	Click 'Start' to initiate the Warehouse Keeper amendment application.

Entity Details

	<ul style="list-style-type: none"> 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.
--	--

Step	Action
(1)	<ul style="list-style-type: none"> Select "Enable Editing", to amend entity details, if required. Upon selection, the fields in the section will become editable. If you do not want to edit the section, select 'Disable Editing' so that the fields become non editable.



Warehouse Keeper Registration - Amend

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Warehouse Keeper Details 6 Authorized Signatory 7 Review and Declaration

Entity Details

Entity Type: Legal Person - Incorporated

Do you have a certificate of incorporation? ☒ Yes ☐ No

Upload Certificate of Incorporation

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Enable Editing ☒ Disable Editing

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Identification Details

Step	Action
(1)	Select "Enable Editing", to amend Identification details, if required. Upon selection, the fields in the section will become editable.

Step	Action
(1)	<ul style="list-style-type: none"> Add new Trade License details or modify the trade license expiry date. Upload update copy of trade license document for evidence.



Warehouse Keeper Registration - Amendment

Identification Details

Do you have a Trade License in the UAE?

Yes No

Main License Details

Trade License Issuing Authority

Trade License Number

License Issue Date

License Expiry Date

Legal Name in English

Legal Name in Arabic

Trade Name in English (optional)

Trade Name in Arabic (optional)

Upload copy of Trade License

Primary Activity

Industry

Main Group

Subgroup

Business Activities

Activity Code

Actions

Previous Step

Cancel

Save as Draft

Next Step



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.

Warehouse Keeper Registration - Amendment

Identification Details

Do you have a Trade License in the UAE?

Yes No

Main License Details

Trade License Issuing Authority

Trade License Number

License Issue Date

License Expiry Date

Legal Name in English

Legal Name in Arabic

Trade Name in English (optional)

Trade Name in Arabic (optional)

Upload copy of Trade License

Primary Activity

Industry

Main Group

Subgroup

Business Activities

Activity Code

Actions

Previous Step

Cancel

Save as Draft

Next Step



- 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.



Warehouse Keeper Registration - Amendment

License Issue Date: 01/01/2020 License Expiry Date: 31/12/2025

Legal Name in English: Warehouseing Solutions Legal Name in Arabic: مخازن حلول

Trade Name in English (optional): Warehouseing Solutions Trade Name in Arabic (optional): مخازن حلول

Upload copy of Trade License: [Add/View/Remove](#) [Drop files here](#) Max file size: 10 MB Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Agriculture, Forestry and Fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	011	...	

Owners List

Ownership commencement date: 01/01/2020

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Trading Co	مخازن	345343	100.00	...

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step [Cancel](#) [Save as Draft](#) [Next Step](#)

Step	Action
(1)	Add or modify business activities and owners' details.

Warehouse Keeper Registration - Amendment

License Issue Date: 01/01/2020 License Expiry Date: 31/12/2025

Legal Name in English: Warehouseing Solutions Legal Name in Arabic: مخازن حلول

Trade Name in English (optional): Warehouseing Solutions Trade Name in Arabic (optional): مخازن حلول

Upload copy of Trade License: [Add/View/Remove](#) [Drop files here](#) Max file size: 10 MB Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Agriculture, Forestry and Fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	011	...	

Owners List

Ownership commencement date: 01/01/2020

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Trading Co	مخازن	345343	100.00	...

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step [Cancel](#) [Save as Draft](#) [Next Step](#)

Step	Action
(1)	Add or modify branch details, related business activities and owner details. Upload updated trade license documents for evidence.




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.

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Contact Details

Warehouse Keeper Registration - Amendment

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates

Building Name & Number: Building 2

Area: Jumeirah

City: Dubai

Country Code: +971 (United Arab Emirates)

Mobile Number: 54552222

Email ID: info@gmail.com

Address Amendment Date: 04/08/2022

Landline Number: 55789 03

Enable Editing: ☒ Disable Editing

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Select "Enable Editing", to amend Contact details, if required. Upon selection, the fields in the section will become editable.

Warehouse Keeper Registration - Amendment

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates

Building Name & Number: Building 2

Area: Jumeirah

City: Dubai

Country Code: +971 (United Arab Emirates)

Mobile Number: 54552222

Email ID: info@gmail.com

Address Amendment Date: 04/08/2022

Landline Number: 55789 03

Enable Editing: ☒ Disable Editing

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Update the required information and enter the Address amendment date.



Warehouse Keeper Registration - Amendment

Enable Editing ☒ Disable Editing

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Building 2

Street: 2 Jumeirah Street Area: Jumeirah

City: Dubai Emirate: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 54552222 Country Code: +971 (United Arab Emirates) Landline Number: 55789-123

Email ID: emk@gmail.com P.O. Box: 334

Address Amendment Date: 04/05/2022

Previous Step Cancel Save as Draft Next Step



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-to-day activities of the warehouse keeping business are carried out.

Warehouse Keeper Registration - Amendment

Enable Editing ☒ Disable Editing

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Building 2

Street: 2 Jumeirah Street Area: Jumeirah

City: Dubai Emirate: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 54552222 Country Code: +971 (United Arab Emirates) Landline Number: 55789-123

Email ID: emk@gmail.com P.O. Box: 334

Address Amendment Date: 04/05/2022

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Business Relationships

Step	Action
(1)	Select “Enable Editing”, to amend Business Relationships details, if required. Upon selection, the fields in the section will become editable.

Step	Action
(1)	Click ‘Next Step’ to save and proceed to the next section.

Warehouse keeper Details

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing”, to amend Warehouse Keeper details, if required. Answer the questions based on the excisable activities you may be, or are, involved in. Add or update the Excise goods that you would be engaged with and their commencement dates.

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.



Warehouse Keeper Registration - Amendment

1. Entity Details 2. Identification Details 3. Contact Details 4. Business Relationships 5. Warehouse Keeper Details 6. Authorized Signatory 7. Review and Declaration

Warehouse Keeper Details

Are you a producer or are you intending to produce excise goods? (If you please select the relevant Excise Product Categories and add commencement date)

☐ Yes ☐ No

Are you an importer or are you intending to import excise goods? (If you please select the relevant Excise Product Categories and add commencement date)

☐ Yes ☐ No

Are you a stockholder or are you intending to stockpile excise goods? (If you please select the relevant Excise Product Categories and add commencement date)

☐ Yes ☐ No

Do you release goods from a Designated zone? (If you please select the relevant Excise Product Categories and add commencement date)

☐ Yes ☐ No

Which excise goods are entered or intended to be entered into the Designated Zone(s) that you will control and export?

Do you plan to store excise goods owned by other parties in the Designated Zone?

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Authorized Signatory

Step	Action
(1)	Select “Enable Editing”, to amend Authorized Signatory details, if required. Upon selection, the fields in the section will become editable.

Step	Action
(1)	Click ‘Next Step’ to save and proceed to the next section.

Review and Declaration

Warehouse Keeper Registration - Amend

Step 1: Entity Details

Entity Type

Legal Person - Incorporated

Do you have an establishment document?

Yes No

Entity Type

Legal Person - Incorporated

Do you have an establishment document?

Yes No

Step 2: Identification Details

Legal Name in English

Legal Name in Arabic

Do you have a Trade License?

Yes No

Trade License Issuing Authority

Trade License Number

Submit

- 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.

Warehouse Keeper Registration - Amend

Step 6: Authorized Signatory

Name in English

Name in Arabic

Email

Declaration

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief

Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



Warehouse Keeper Registration - Amendment

20/06/2022

Comments
BANK STATEMENT UPLOADED FOR 3 MONTHS

Step 6: Authorized Signatory

Name in English	Name in Arabic	Email
Alian Ibrahim	إبراهيم عليان	ALI@FEDERAL.COM
Alian Ibrahim	إبراهيم عليان	ALI@FEDERAL.COM

Declaration

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief

Previous Step

Cancel Save as Draft Submit

Step	Action
(1)	Click 'Submit' to submit the application to FTA.

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.
- Your application will be reviewed by the FTA. If we require more information to assist with our review, we will contact you by email. You will need to provide the information requested for us to continue processing your application.
- 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.



Warehouse Keeper Registration - Amend

Application Submitted Successfully

Name : Warehousekeeping Solutions

Reference Number : 0007600000000

Submitted Date : 9 September 2022

What Next

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

Important Notes

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

For any queries or assistance, please contact us on: Within UAE: 800000094 / Outside UAE: +971 600000094. Credit us at whs@fta.gov.ae

Back to Dashboard Download

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.



Correspondences



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