



إمارات تاكس
EMARATAX

Amendment Excise Tax Clearing Company (TINCE) - User Manual

Date: Oct 2022

Version 1.0.0.0

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Document Control Information

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: <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

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



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Introduction



This manual is prepared to help a registered Excise Tax Clearing Company (TINCE) to navigate through the Federal Tax Authority EmaraTax portal to submit their TINCE amendment application. The TINCE amendment application allows the Excise Tax Clearing Company (TINCE) to add or remove the list of imported or processed excise goods to modify the financial guarantee amount, upload a new financial guarantee for that amount and submit the application to FTA. On approval of the application by FTA, the TINCE can avail suspension of Excise Tax up to the updated value of the financial guarantee amount.

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 FTA website interface. The top navigation bar includes the FTA 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 'Abdullah'. A red circle with the number 1 highlights the 'View' button in the table.

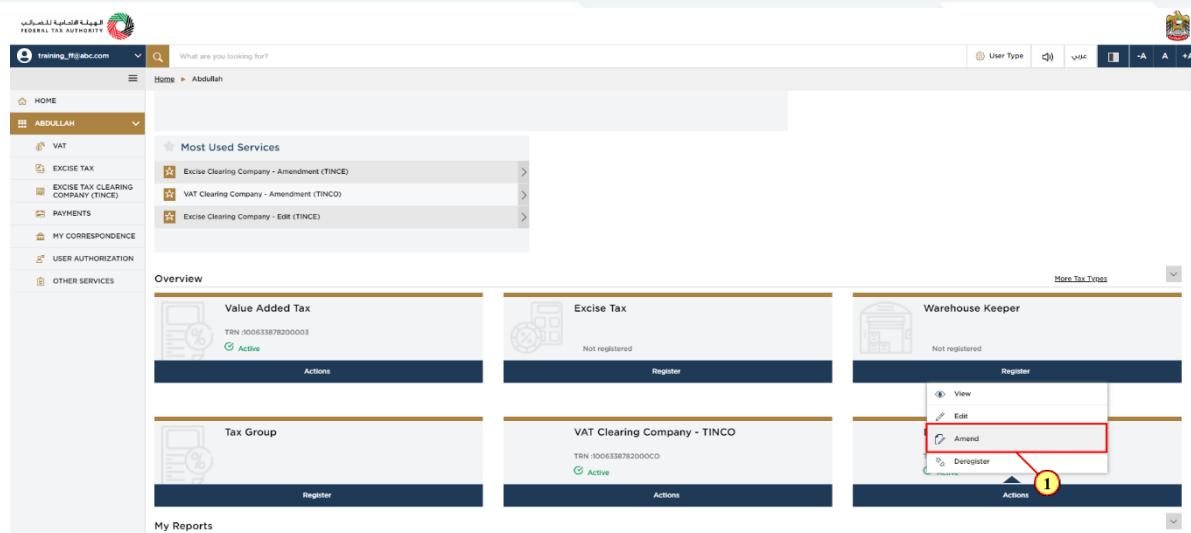
Step	Action
(1)	<ul style="list-style-type: none"> Once you login to your EmaraTax Profile, you will be able to see all the taxable person profiles under your user account. Select the Taxable Person for which you wish to amend the Excise Tax Clearing Company – TINCE. Click 'View' on the Taxable Person tile. to get inside the selected Taxable person.

Excise Tax Clearing Company – TINCE Tile

The screenshot shows the user interface of the Federal Tax Authority portal. On the left is a navigation menu with options like HOME, VAT, EXCISE TAX, EXCISE TAX CLEARING COMPANY (TINCE), PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main area displays 'Most Used Services' and an 'Overview' section. The 'Overview' section contains several tiles: 'Value Added Tax' (Active), 'Excise Tax' (Not registered), 'Warehouse Keeper' (Not registered), 'Tax Group' (Not registered), 'VAT Clearing Company - TINCO' (Active), and 'Excise Tax Clearing Company - TINCE' (Active). The 'Excise Tax Clearing Company - TINCE' tile is highlighted with a red box, and a yellow circle with the number 1 points to its 'Actions' button.

Step	Action
(1)	Go to Excise Tax Clearing Company – TINCE Tile. Click 'Actions' to find the Amend option to initiate the amendment of the application.

Amendment Button



Step	Action
(1)	Click 'Amend' to initiate the Excise Tax Clearing Company – TINCE amendment application.

Guidelines and Instructions

Before initiating the service, a detailed instructions page will appear highlighting the detailed criteria and prerequisite for the service. The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Excise Tax Clearing Company – TINCE amendment. It also provides guidance on what information you should have in hand when you are completing the Excise Tax Clearing Company – TINCE amendment application.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



fta_bast03@tax.gov.ae What are you looking for?

Home » Charitz Registration » Excise Tax Clearing Company (TNICE) - Amend

Excise Tax Clearing Company - Amendment (TNICE)

No. of form sections
3 sections

Expected time to complete this application
45 minutes

Expected fees for this service
Free of charge

Tutorial Materials
[Watch Video Tutorial](#)
[Download User Manual](#)

Required Templates
 N/A

Required Documents

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

1. Copy of the financial guarantee issued by your bank or a UAE financial institution; and a copy of the official letter of undertaking specifying the details of the person who will deliver the financial guarantee to FTA. (These 2 documents need to be uploaded in your application and submitted once FTA notifies the applicant of the required financial guarantee amount).
2. Please ensure that the financial guarantee:
 - Is in favour of Federal Tax Authority
 - Must be valid for 12 months and auto renewable
 - Should state that it is for the purpose of clearing Excise Tax on behalf of non-registered importers.

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.
 • Please note that the financial guarantee is required to be submitted in original at FTA Office by scheduling an appointment with FTA representative.
 Applicant can schedule a meeting by emailing Freight Forwarders <FreightForwarders@tax.gov.ae>

Service Details

- About the service
- Eligibility Criteria
- Service steps
- FAQs

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

Back Start

Step	Action
(1)	Click start to initiate the service.

Excise Tax Clearing Company (TINCE) Registration – Amendment

- The application is divided into several short sections which deal with various aspects of the Amendment process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted in blue. Once you progress to the next section successfully, the previous section will be highlighted as green.
- 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, to avoid rejection or resubmission of your application.

Step	Action
(1)	<ul style="list-style-type: none"> The Application is prepopulated with the VAT registration information as per above screen. Click "Action" to Amend the Excise Goods detail or Add Excise Goods to add new Products.



Step	Action
(1)	You are requested to Add Excise Goods detail here and click 'ADD' to proceed further.

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

Financial Guarantee

Guarantee Reference Number	Type of Guarantee	Guarantee Amount	Bank used by the Business	View Guarantee Document	Status	Action
743733	Financial Guarantee	250,000.00	Commercial Bank of Dubai	View	Approved	See
TOTAL ADDED		250,000.00				
TOTAL REMAINING		0.00				

Final Guarantee amount: AED 250,000.00

Step	Action
(1)	<ul style="list-style-type: none"> Click on “Action” to view the Financial Guarantee amount. Note that, as per Amendment application submission, the Financial Guarantee will be updated and you have to resubmit the same for FTA approval.

Step	Action
(1)	<ul style="list-style-type: none"> The selected Financial Guarantee details is displayed. Click the cross mark to close this screen.

Excise Clearing Company (TINCE) Registration - Amendment

1

2

3

About the Excise Clearing Company (TINCE)

Financial Guarantee

Review & Declaration

Financial Guarantee

Expected Excise Tax Value (AED)

200,000.00

Calculated Guarantee Amount (AED)

200,000.00

Guarantee Amount Received by FTA (AED)

200,000.00

Available Balance (AED)

200,000.00

Guarantee Amounts

Guarantee Reference Number	Type of Guarantee	Guarantee Amount	Bank Used by FTA Business	View Guarantee Document	Status	Action
740733	Financial Guarantee	200,000.00	Commercial Bank of Dubai	View	Approved	Rev
TOTAL ADDED		200,000.00				
TOTAL REMAINING		0.00				

Final Guarantee amount: AED 200,000.00

Previous Step

Current

Save as Draft

Next Step

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

Review and Declaration

- The amendment application first displays the Review section. You can review each section for correctness.
- You may move to the respective section to do the necessary amendment.

Step	Action
(1)	<ul style="list-style-type: none"> Click Edit, on the section where you want to do the amendment. Or click Previous Step, to move back to the on the section where you want to do the amendment.



Excise Clearing Company (TINCE) Registration - Amendment

Step 1: About the Excise Clearing Company (TINCE)

WT Clearing Company - TINCE
1008337620000000
Entity Name in English
ABC Inc.
Trade Name

Entity Type
Legal Person- Public Joint Stock Company
Entity Name in Arabic
شركة أم بي سي

Imported / Processed Excise Goods

Excise Good Type	Average Number of Expected Imports per month	Average Number of Days Excise Tax will be suspended	Average Value per Import (AED)	Legal Agreement Document
Tobacco and Tobacco Products	10	10	10000.00	12345
Average Number of Imports expected per calendar Month	10	Average Number of Days Excise Tax will be suspended	10	12345
Average Excise Tax Value per Import	10000.00	Please Upload the Documents		

WT Clearing Company - TINCE
1008337620000000
Entity Name in English
ABC Inc.
Trade Name

Entity Type
Legal Person- Public Joint Stock Company
Entity Name in Arabic
شركة أم بي سي

Previous Step

Cancel Save as Draft Submit

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



Post Application Details

- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The Amend application requires FTA approval, the updated changes can be viewed in your registration.
- Read the “What Next” and “Important Notes”.

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.

Submitting the new Financial Guarantee



After you get the notification from FTA about your TINCE amendment application “pre-approval”, you need to login to your account, navigate to your TINCE account and open the amendment application to provide your updated Financial Guarantee details.

Step	Action
(1)	Click 'Action' to navigate to the “View” option in TINCE application.



The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'training_fta@abc.com'. The 'Required Actions' section lists due dates and descriptions. The 'Registration Overview' section displays various tax-related services and their status. A red box highlights the 'View' button in the 'Value Added Tax' section, which is used to navigate to the TINCE application history screen.

Step	Action
(1)	Click 'View' to navigate to the TINCE application history screen.

The screenshot shows the 'Excise Clearing Company - TINCE Application History' screen. The table displays a list of applications with the following data:

Ref No.	Application Name	Date of Submission	Status	Status Date
908000000369	Excise Clearing Company - Amendment (TINCE)		Cancelled	27/07/2022
908000000370	Excise Clearing Company - Amendment (TINCE)		Cancelled	27/07/2022
908000000366	Excise Clearing Company - Registration (TINCE)	27/07/2022	Approved	27/07/2022
908000000368	Excise Clearing Company - Edit (TINCE)	27/07/2022	Edited	27/07/2022
908000000374	Excise Clearing Company - Amendment (TINCE)	27/07/2022	Pre-Approved	27/07/2022

The TINCE application history screen displays a list of all the applications you have submitted to FTA for your TINCE. The status of your current TINCE amendment application will be "Pre-approved".



Ref. No.	Application Name	Date of Submission	Status	Status Date
908000000369	Excise Clearing Company - Amendment (TINCE)		Cancelled	27/07/2022
908000000370	Excise Clearing Company - Amendment (TINCE)		Cancelled	27/07/2022
908000000366	Excise Clearing Company - Registration (TINCE)	27/07/2022	Approved	27/07/2022
908000000368	Excise Clearing Company - Edit (TINCE)	27/07/2022	Edited	27/07/2022
908000000374	Excise Clearing Company - Amendment (TINCE)	27/07/2022	Pre-Approved	27/07/2022

https://taxpayer-uae.tax.gov.ae/sap/bc/ui5_ui5/sap/zmc_f_mca/index.html?s...

Step	Action
(1)	Click on the "reference number" to open the TINCE amendment application.

Financial Guarantee

Exceeded Excise Tax Value (AED): 5,750,000.00 | Calculated Guarantee Amount (AED): 14,375,000.00

Guarantee Amount Received by FTA (AED): 250,000.00 | Available Balance (AED): 250,000.00

Guarantee Amounts

Guarantee Reference Number	Type of Guarantee	Guarantee Amount	Bank used by the Business	View Guarantee Document	Status	Action
742732	Financial Guarantee	250,000.00	Commercial Bank of Dubai	View	Approved	...
TOTAL ADDED		250,000.00				
TOTAL REMAINING		14,125,000.00				

Final Guarantee amount: AED: 250,000.00

- As per amendment of application, the Financial Guarantee amount is revised by FTA. The "Add Guarantee Amount" option is now enable to fill the detailsThe updated "Financial Guarantee" amount determined by FTA based is displayed in the screen.
 - If the "total remaining" amount is greater than zero, you need to add an additional financial guarantee for the remaining guarantee amount.
 - If the "total remaining" amount is less than zero, you are not required to provide any new financial guarantee to FTA. You only have to review the application and submit it back to FTA. Once your amendment application is approved, you can submit a "Replace Financial Guarantee" application to FTA if required.



Step	Action
(1)	Click on "Add Guarantee Amount" to fill the details required.



- Copy of the financial guarantee issued by your bank or a UAE financial institution and a copy of the official letter of undertaking specifying the person who will deliver the financial guarantee to the FTA has to be submitted.
- Ensure that the financial guarantee:
- Is in favour of Federal Tax Authority.
- Must be valid for 12 months and auto renewable.
- Should state that it is for the purpose of clearing Excise Tax on behalf of non-registered importers.



Step	Action
(1)	Fill the required fields including Guarantee Amount and click on “Add” to continue.

Step	Action
(1)	Verify that the Guarantee amount remaining total balance is Zero and click on “Next Step” to continue.

Excise Clearing Company (TINCE) Registration - Amendment

About the Excise Clearing Company (TINCE)

Review & Declaration

Review & Declaration

Step 1: About the Excise Clearing Company (TINCE)

WT Clearing Company - TINCE
10003307000000

Entity Name in Arabic
ABC Plant

Trade License

Entity Type
Legal Person- Public Joint Stock Company

Entity Name in Arabic
Vilay qam qm HJ

Imported / Processed Excise Goods

Excise Good Rate	Average Number of Expected Imports per Month	Average Number of Days Excise Tax will be suspended	Average Value per Import (AED)	Legal Agreement Document
Alcoholic and Tobacco Products	10	10	10000.00	[Link]
Average number of imports expected per calendar month	10	Average number of days Excise Tax will be suspended	10	[Link: Supporting Documents]
Average Excise Tax Value per Import	10000.00			

WT Clearing Company - TINCE
10003307000000

Entity Name in Arabic
ABC Plant

Entity Type
Legal Person- Public Joint Stock Company

Entity Name in Arabic
Vilay qam qm HJ

Step	Action
(1)	Review the Application and click on “Submit” option to complete the process.



Post Application Submission

Application Submitted Successfully

Name : Aladulain
Reference Number : 8688000000000000
Submitted Date : 27 July 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 please contact us on www.fta.gov.ae or contact us directly at our call center number 154087080 or email enquiry@fta.gov.ae

Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly.

If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.

Providing a Financial Guarantee:

After submitting the TINCE registration form successfully, the FTA will review your application and determine the amount of the financial security that is required.

In such a case, you will be sent an email and SMS with the financial security amount required. To provide the financial security to the FTA, follow the below steps:

- 1) Create an e-Guarantee, Smart Guarantee or a Bank Guarantee for the amount requested by the FTA from any financial institutions including banks.
- 2) Upload the details of the guarantee in the amendment application and submit to FTA.
- 3) In case of a Bank Guarantee, please note that the hardcopy must be delivered to FTA office.

Please note that the financial guarantee is required to be submitted in original at FTA Office by scheduling an appointment with FTA representative. Applicant can schedule a meeting by emailing to Freight.Forwarders@tax.gov.ae.

After the FTA has received the details, the guarantee will be verified.

Once the FTA confirms acceptance of your application, you will be notified on the decision.

Read the "What Next" and "Important Notes".




Excise Clearing Company - Amendment (TINCE)

Application Submitted Successfully

Name : Abdulrah
Reference Number : 904000000374
Submitted Date : 27 July 2022

[In Review](#)



What Next:

- Once the application is submitted, the FTA shall approve, reject or request the applicant accordingly within 30 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 via the dashboard or 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 (Trade Person) may be liable for a late registration administrative penalty if FTA determines that the Tradeable 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 please contact us on www.aep.com or contact us directly at our call center number 1234567890 or email info@aep.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.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_fi@abc.com

What are you looking for?

User Type

عربي

Home

Abdullah

Excise Clearing Company - TINCE Application History

HOME

ABDULLAH

VAT

EXCISE TAX

EXCISE TAX CLEARING COMPANY (TINCE)

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Excise Clearing Company - TINCE Application History

Customize Columns

Status

Search

Ref. No.	Application Name	Date of Submission	Status	Status Date
908000000569	Excise Clearing Company - Amendment (TINCE)		Cancelled	27/07/2022
908000000570	Excise Clearing Company - Amendment (TINCE)		Cancelled	27/07/2022
908000000566	Excise Clearing Company - Registration (TINCE)	27/07/2022	Approved	27/07/2022
908000000568	Excise Clearing Company - Edit (TINCE)	27/07/2022	Edited	27/07/2022
908000000574	Excise Clearing Company - Amendment (TINCE)	27/07/2022	Approved	27/07/2022

Application status is now Approved and Amendment of Excise Clearing Company – TINCE is completed.



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