



Convert TINXE to TRN - User Manual

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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 taxpayer to navigate through the Federal Tax Authority (FTA) EmaraTax website and submit their 'Convert TINXE to TRN application' to FTA to convert their Excise Tax Registration Exception to Excise Tax Registration. This conversion is required if the taxpayer registered for Excise Tax Exception has circumstantial changes due to which they need to register for Excise Tax (as per the Excise Federal Decree Law and Excise Executive Regulations in the UAE).

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.



The screenshot displays the 'Taxable Person List' interface. At the top, there's a 'Create New Taxable Person Profile' form with fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. Below this is a section for uploading a 'Taxable Person Logo'. The main area shows a search bar with a red box around the 'Taxable Person List' tab and a yellow circle with the number 1 pointing to the search bar. Below the search bar, there's a list of taxable persons: Company 2, Company A, Company B, and Company 3, each with a 'View' button. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.

HOME

OTHER SERVICES

MY CORRESPONDENCE

What are you looking for?

User Type

لغة

🔍

🌐

🔍

🔍

🔍

Create New Taxable Person Profile

Profile Name in English
Company C

Profile Name in Arabic
الشركة ج

Preferred Language
English

Preferred Communication Channel
Email

Upload Taxable Person Logo (Optional)
Add
Max File Size : 5 MB
Formats : JPEG, JPG, PNG
Drag Files here
Maximum number of files : 1

Create

Taxable Person List

Search by TRN Number or Taxable Person

Search

Company2

View

...

Company A

View

...

Company B

View

...

Company3

View

...

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

QUICK LINKS

[tax.gov.ae](#)
[Help Center](#)
[Security](#)
[Sitemap](#)

OTHER LINKS

What's New

Press

Contact Us

Downloads and updates

FOLLOW US

[Instagram](#)[Facebook](#)[Twitter](#)[LinkedIn](#)

Contact Us
600 599 994

Step	Action
(1)	To create a new Taxable Person, enter the mandatory details and click 'Create'. The new Taxable Person will be displayed in the list.

Federal Tax Authority

Convert TINXE to TRN - Taxpayer User Manual

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HOME

OTHER SERVICES

MY CORRESPONDENCE

What are you looking for?

User Type

Language

Home

Home

Create New Taxable Person Profile

Profile Name in English

Profile Name in Arabic

Preferred Language

Preferred Communication Channel

Upload Taxable Person Logo (Optional)

Max File Size : 5 MB

Formats : JPEG, JPG, PNG

Maximum number of files : 1

Create

Taxable Person List

Search by TRN Number or Taxable Person

Search

Company A

View

Company B

View

Company C

View

Company I

View

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

QUICK LINKS

[tax.gov.ae](#)
[Help Center](#)
[Storage](#)
[Sharemap](#)

OTHER LINKS

[What's New](#)
[FAQs](#)
[Contact Us](#)
[Complaints and Inquiries](#)

FOLLOW US

[Instagram](#)[Facebook](#)[Twitter](#)[LinkedIn](#)

[Contact Us](#)
600 599 994

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This site is best viewed in Microsoft
Edge Vers. 84.10132065.0 (latest)

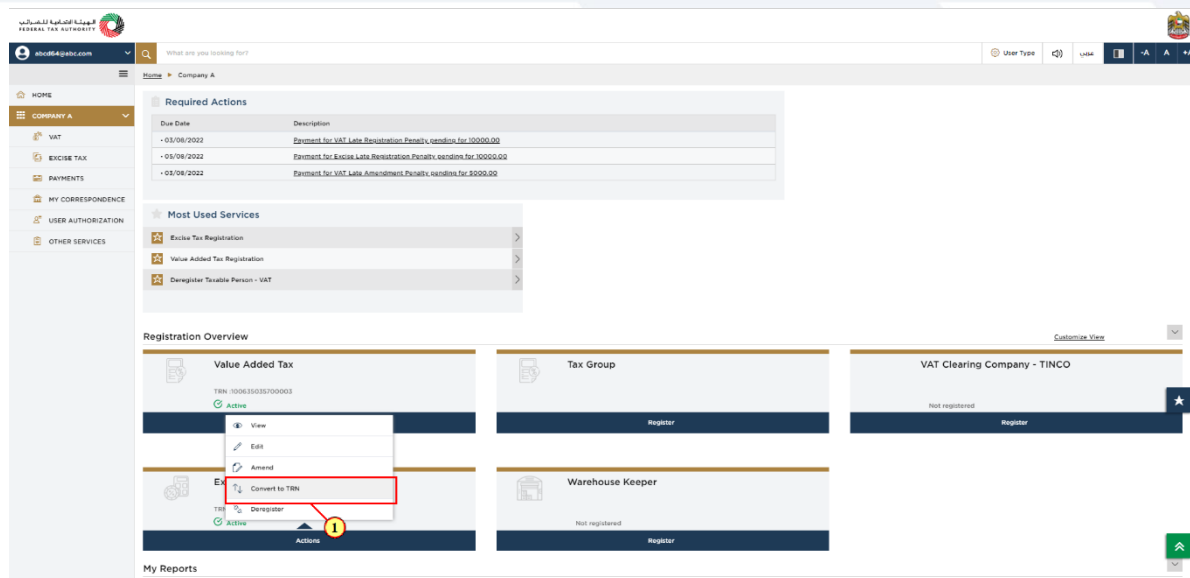
Step	Action
(1)	Select the Taxable Person from the list and click 'View' to open the dashboard.

Federal Tax Authority

Convert TINXE to TRN - Taxpayer User Manual

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Convert TINXE to TRN



Step	Action
(1)	<ul style="list-style-type: none"> Click 'Actions' on the Excise tile. Click 'Convert to TRN' to initiate the Convert to TRN Application.

Guidelines and Instructions

The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to Convert TINXE to TRN in the UAE. It also provides guidance on what information you should have in hand when you are completing the Convert TINXE to TRN application.



What are you looking for?

Excise Registration - Convert TINXE to TRN

No. of form sections
8 steps

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

- There are no specific documents required to be included in your online application as the details from your VAT registration application would be pre-populated. However, the below supporting documents may be required for any specific changes you have made in your online application:
 - Passport/Emirates ID of the authorized signatory(s)
 - Proof of authorization for the authorized signatory(s)
 - Power of Attorney documents
 - Trade license details
 - Certificate of association
 - Contact information
 - Bank letter validating the bank account details of the applicant
 - Customs registration details

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.

Service Details

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

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

1

Back Start

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



What are you looking for?

Excise Registration - Convert TINXE to TRN

No. of form sections
8 steps

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

- There are no specific documents required to be included in your online application as the details from your VAT registration application would be pre-populated. However, the below supporting documents may be required for any specific changes you have made in your online application:
 - Passport/Emirates ID of the authorized signatory(s)
 - Proof of authorization for the authorized signatory(s)
 - Power of Attorney documents
 - Trade license details
 - Certificate of association
 - Contact information
 - Bank letter validating the bank account details of the applicant
 - Customs registration details

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.

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 Convert TINXE to TRN application.

Entity Details Section



- The application is divided into a number of short sections which deal with various aspects of the convert TINXE to TRN process. The progress bar at the top of the page 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 entered. The fields which are optional are marked as optional next to the field name.
- You are requested to ensure that the documents submitted, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.



Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Entity Details

Entity Type
Legal Person - Public Joint Stock Company

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

Upload Certificate of Incorporation
Add
Max file size: 15 MB
Format: PDF, DOC
Max No. of Files: 3

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	Verify and update Entity Details information.



Excise Registration - Convert TINX to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Entity Details

Entity Type

Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation?

☒ Yes ☐ No

Upload Certificate of incorporation

[Add](#)

Max file size: 15 MB

Drag files here

Format: PDF, DOC

Max No. of Files: 5

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' to save and proceed to the 'Identification Details' section.

Identification Details

Main License Details

Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Identification Details

Do you have a Trade License in the UAE?

☒ Yes ☐ No

Main License Details

Trade License Issuing Authority
Dubai Academic City

Trade License Number
DPTSAV327WE

License Issue date
12/07/2013

License Expiry Date
12/07/2023

Legal Name in English
Company A

Legal Name in Arabic
شركة أ

Trade Name in English (optional)
Company A

Trade Name in Arabic (optional)
شركة أ

Upload copy of Trade License
Add/View() Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
						+ Add Business Activities

Previous Step Saving... Cancel Save as Draft Next Step



The application is pre-populated with the data from your Excise registration exception (TINXE) account.

Add Business Activities

Excise Registration - Convert TINXE to TRN

License Issue Date: 12/07/2019 License Expiry Date: 12/07/2023

Legal Name in English: Company A Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: Add/View(T) Drag Files Here Max file size: 10 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
+	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	+++

Owners List

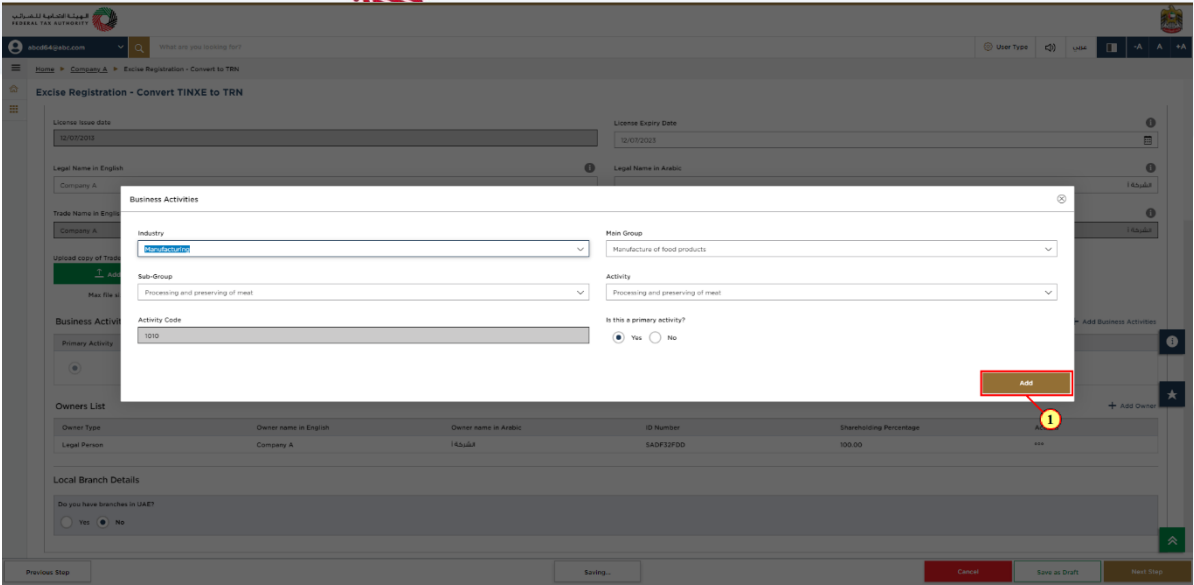
Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	SADF3FDD	100.00	+++

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Add Business Activities' to enter all the business activity information associated to the trade license. You can add multiple Business Activities.



Step	Action
(1)	Enter the mandatory business activity information and click on Add.



Excise Registration - Convert TINXE to TRN

License Issue Date: 12/10/2019 License Expiry Date: 12/10/2023

Legal Name in English: Company A Legal Name in Arabic: الشركة أ

Trade Name in English: Company A Trade Name in Arabic: الشركة أ

Business Activities

Industry: Manufacturing Main Group: Manufacture of food products

Sub-Group: Processing and preserving of meat Activity: Processing and preserving of meat

Activity Code: 1010 Is this a primary activity? ☒ Yes ☐ No

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	SADF3FDD	100.00	...

Local Branch Details

Do you have branches in UAE? ☒ Yes ☐ No

Previous Step Saving... Cancel Save as Draft Next Step



- The activity code will be populated by the system.
- Ensure that the information about all your business activities is included.



Add Owners

Excise Registration - Convert TINXE to TRN

License Issue Date: 12/07/2019 License Expiry Date: 12/07/2023

Legal Name in English: Company A Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: [Add/View\(T\)](#) Drag Files Here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***	+

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	SADF3FD0	100.00	***

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	Click on Add Owners to enter all the owners' associated to the trade license. You can add multiple owners.



Step	Action
(1)	Enter the mandatory owner information and click on Add. Ensure that the information about all the owners is included.



Branch Details

Excise Registration - Convert TINXE to TRN

License Issue Date: 12/07/2019 License Expiry Date: 12/07/2023

Legal Name in English: Company A Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: Add/View(T) Drag Files Here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
+	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	+++

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	SADP3FD0	100.00	+++

Local Branch Details

Do you have branches in UAE? ☒ Yes ☐ No Add New Branch

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.



Excise Registration - Convert TINXE to TRN

License Issue date: 12/07/2013 License Expiry Date: 12/07/2023

Legal Name in English: Company A Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: Add/View() Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***	

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	SADF3FDD	100.00	***

Local Branch Details

Do you have branches in UAE? ☒ Yes ☐ No [Add New Branch](#)

Previous Step Saving... Cancel Save as Draft Next Step



The registration will be in the name of head office meeting the relevant criteria. Registration will not be performed in the name of Branch. Even if you are operating via branches in more than one Emirate, only one VAT registration is required,



Excise Registration - Convert TINXE to TRN

License Issue date: 12/07/2013 License Expiry Date: 12/07/2023

Legal Name in English: Company A Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: Add/View() Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***	

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	SADF3FDD	100.00	***

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' to save and proceed to the 'Contact Details' section.

Contact Details

Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

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: Trade Center 1

Street: Al Mushadbar Street Area: ICC Brookfield

City: Dubai Emirates: Abu Dhabi

Country Code: +971 (United Arab Emirates) Mobile Number: 123456789 Country Code: +971 (United Arab Emirates) Landline Number: 12345678

Email ID: abc@fata.gov.ae P.O. Box: 2103

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	Update the address of the business if required.

Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

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: Trade Center 1

Street: Al Murobbat Street Area: ECD Brookfield

City: Dubai Emirates: Abu Dhabi

Country Code: +971 (United Arab Emirates) Mobile Number: 123456789 Country Code: +971 (United Arab Emirates) Landline Number: 12345678

Email ID: abudhabi@fata.gov.ae P.O. Box: 2123

Previous Step Saving... Cancel Save as Draft Next Step



- You are advised not to use another company's address (for example, your accountant) as a part of registration. If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out.
- If you are a foreign business applying to register for UAE Excise Tax, you may choose to appoint a tax agent in the UAE. In such cases, provide the details of your appointed tax agent.



Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

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: Trade Center 1

Street: Al Mushabbab Street Area: ECD Brookfield

City: Dubai Emirates: Abu Dhabi

Country Code: +971 (United Arab Emirates) Mobile Number: 123456789 Country Code: +971 (United Arab Emirates) Landline Number: 12345678

Email ID: abud64@fata.gov.ae P.O. Box: 2123

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the 'Business Relationships' section.

Business Relationships

Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 **Business Relationships** 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Business Relationships

Designation: Manager

First Name in English: [Field] Last Name in English: [Field]

First Name in Arabic: [Field] Last Name in Arabic: [Field]

Are you a Resident of UAE? ☐ Yes ☒ No

Country of Nationality: United Kingdom

Passport Number: [Field] Passport Expiry Date: 25/06/2034

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Update the details of the Manager or CEO if required. Upload the necessary supporting documents.



Excise Registration - Convert TINX to TRN

Business Relationships

Designation: Manager

First Name in English: Company

First Name in Arabic: الشركة

Last Name in English: A

Last Name in Arabic: الشركة

Are you a Resident of UAE? ☐ Yes ☒ No

Country of Nationality: United Kingdom

Passport Number: SFAFCASAZD

Passport Issuing Country: United Kingdom

Please upload copy of Passport

Max File size: 10 MB

Formats: PDF, DOC

Max No. of Files: 5

Passport Expiry Date: 25/06/2034

Relationship

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Director	Company A	الشركة	ADFWASD1212	Non Resident	United Kingdom	***

Previous Step

Save as Draft

Next Step

Step	Action
(1)	Click Add Relationships to add more relationship details, this is an optional field.

Excise Registration

Business Relationship

Designation

Manager

First Name in English

Company

First Name in Arabic

شركة

First Name in Arabic

شركة

Country of Nationality

United Kingdom

Passport Number

ADPVA501212

Passport Issuing Country

United Kingdom

Passport Issuing Country

United Kingdom

Relationship

Director

Add Relationships

Partner/Director

Director

First Name in English

Company

Last Name in English

A

First Name in Arabic

شركة

Last Name in Arabic

شركة

Is the Partner/Director a Resident in the UAE?

☐ Yes ☒ No

Country of Nationality

United Kingdom

Passport Number

ADPVA501212

Passport Issuing Country

United Kingdom

Passport Issuing Country

United Kingdom

Start Date

25/06/2015

Are you (or any of the directors of the applicant), currently involved in or in the last 5 years been involved in any other business resident in the UAE, either individually or as a director or partner in that business?

☐ Yes ☒ No

Upload copy of Passport

Add/View()

Drag files here

Max File size: 10 MB

Format: PDF, DOC

Max No. of files: 3

Passport Expiry Date

25/06/2024

Add

Previous Step

Saving...

Cancel

Save Draft

Next Step

Step	Action
(1)	Enter all the mandatory information and click on Add.



Excise Registration - Convert TINX to TRN

Business Relationships

Designation:

First Name in English: Last Name in English:

First Name in Arabic: Last Name in Arabic:

Are you a Resident of UAE? ☐ Yes ☒ No

Country of Nationality:

Passport Number: Please upload copy of Passport: Drag files here. Max File size: 10 MB. Formats: PDF, DOC. Max No. of files: 5.

Passport Issuing Country: Passport Expiry Date:

Relationships Table:

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Director	Company A	الشركة أ	ADFWASD1212	Non Resident	United Kingdom	***

Buttons: Previous Step, Saving..., Cancel, Save as Draft, Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the 'Bank Details' section.



Bank Details

Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Bank Details (Optional)

Country: United Arab Emirates

BAN: AED: 2

Bank Name: GulfBank Branch Name: Dubai

Account Holder's Name: Company A Account number: 0000

Upload Copy of Bank Validation Letter

Max file size: 10 MB Formats: PDF, DOC Max No. of Files: 1

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	Update the bank details if required. This can be an account held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.



Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AED: 2

Bank Name: Branch Name: Dubai

Account Holder's Name: Account number: 0000

Company A:

Upload Copy of Bank Validation Letter: Add/View() Drop files here

Max file size: 10 MB | Formats: PDF, DOC | Max No. of Files: 1

Previous Step | Saving... | Cancel | Save as Draft | Next Step



- Bank details are optional at the time of in the Registration application. You may also provide or update the bank account details after the Excise Tax registration is completed. However, you are advised to provide the bank details as a part of this application to avoid submission of bank details at the time of refunds processing.
- You are requested to ensure that your account details are accurate. Some accounts cannot receive payments electronically. Also, ensure that your Bank has this facility.
- If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
- If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.



Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AED: 2

Bank Name: Branch Name: Dubai

Account Holder's Name: Account number: 0000

Company A: 0000

Upload Copy of Bank Validation Letter: Add/View() Drag files here

Max file size: 10 MB | Format: PDF, DOC | Max No. of Files: 1

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the 'Excise Tax Details' section.

Excise Tax Details

Step	Action
(1)	<ul style="list-style-type: none"> Answer the questions based on the excisable activities you may be, or are, involved in. Provide all types of Excise goods that you would be engaged with and their commencement dates. Input the date you believe your registration would take effect on. If you want to apply for exception from Excise Tax registration, select 'Yes' to the specified question.



Excise Registration - Convert TINXE to TRN

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

☒ Yes ☐ No

Excise Product Category	Commencement Date
<input type="checkbox"/> Tobacco and Tobacco Products	
<input checked="" type="checkbox"/> Carbonated Drinks	12/06/2019
<input type="checkbox"/> Electronic Smoking Devices and Tools	

With effect from which date are you required to be registered?

01/06/2019

Are you applying for an Exception from Excise Tax Registration?

☐ Yes ☒ No

Date on which TP ceases to qualify for Exception

12/07/2019

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

☒ Yes ☐ No

Excise Product Category	Commencement Date
<input type="checkbox"/> Tobacco and Tobacco Products	
<input checked="" type="checkbox"/> Carbonated Drinks	12/06/2019
<input type="checkbox"/> Energy drinks	
<input type="checkbox"/> Liquids Used in Electronic Smoking Devices and Tools	
<input type="checkbox"/> Electronic Smoking Devices and Tools	
<input type="checkbox"/> Sweetened Drinks	

Excise Tax Details: Supporting Documents

[Add/View/ty](#) Drop files here

Max File size: 15 MB | Formats: PDF,DOC | Max No. of Files: 5

Previous Step | Saving... | Cancel | Save as Draft | Next Step



- Your registration will take effect from the first day of the month in which you intend to conduct activities related to Excise goods.
- You may also apply to be a warehouse keeper if your name appears as the importer of the Excise goods for customs clearance purposes. If you intend to also register Designated Zones and/or as a Warehouse Keeper, you should use the Warehouse Keeper registration application available on the EmaraTax.



Excise Registration - Convert TINXE to TRN

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

☒ Yes ☐ No

Excise Product Category	Commencement Date
<input type="checkbox"/> Tobacco and Tobacco Products	
<input checked="" type="checkbox"/> Carbonated Drinks	12/06/2019
<input type="checkbox"/> Electronic Smoking Devices and Tools	

With effect from which date are you required to be registered?

01/06/2019

Are you applying for an Exception from Excise Tax Registration?

☐ Yes ☒ No

Date on which TP ceases to qualify for Exception

12/07/2019

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

☒ Yes ☐ No

Excise Product Category	Commencement Date
<input type="checkbox"/> Tobacco and Tobacco Products	
<input checked="" type="checkbox"/> Carbonated Drinks	12/06/2019
<input type="checkbox"/> Energy drinks	
<input type="checkbox"/> Liquids Used in Electronic Smoking Devices and Tools	
<input type="checkbox"/> Electronic Smoking Devices and Tools	
<input type="checkbox"/> Sweetened Drinks	

Excise Tax Details: Supporting Documents

[Add/View/ty](#) Drop files here

Max File size: 15 MB | Formats: PDF,DOC | Max No. of files: 5

Previous Step | Saving... | Cancel | Save as Draft | Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the 'Additional Details' section.

Additional Details

GCC Member Details

Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

If you are registered for excise Tax in any other GCC member state then please enter the correspondence Excise TRN

Are you registered for Excise Tax in any other GCC Member state?

☒ Yes ☐ No

+++

GCC Member state	TRN	Actions
Saudi Arabia	121612412412	+++

Do you have a customs registration number?

☒ Yes ☐ No

Please add Custom Registration details

+++

Emirate	Customs Number	Attachment	Actions
Dubai	124223423423	view attachment	+++
Dubai	112313133	view attachment	+++

+++

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	If you are registered for Excise Tax in any other GCC countries, select 'Yes' and Click on 'Add GCC Member Details'.



Step	Action
(1)	Select the GCC state from the drop down. Enter the Tax Registration Number (TRN) or equivalent if the entity is already registered for excise tax purposes with the respective tax authority in the GCC Member state. Click Add.



Custom details

Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Addressee Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

If you are registered for excise Tax in any other GCC member state then please enter the correspondence Excise TRN

Are you registered for Excise Tax in any other GCC Member state?

☒ Yes ☐ No

+ Add GCC Member Details

GCC member state	TBN	Actions
Saudi Arabia	121612412412	+

Do you have a customs registration number?

☒ Yes ☐ No

+ Add Custom Details

Please add Custom Registration details

Emirate	Customs Number	Attachment	Actions
Dubai	121225423423	view attachment	+
Dubai	11213133	view attachment	+

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	If you are registered with any of the Customs Authorities in the UAE, select 'Yes' and click on 'Add Custom Details' to enter the customs registration details.



Step	Action
(1)	<ul style="list-style-type: none"> Select the Emirate from the drop down. Enter your Customs Registration Number, issued by the relevant Customs department in the UAE. Upload supporting document and click on Add.

Emirate	Customs Number	Attachment	Actions
Dubaï	124225423423	View attachment	Delete
Dubaï	13210131	View attachment	Delete



- If you have multiple Customs Registration Numbers (“CRN”) in the UAE, add each of them as a separate line item.
- The Customs Registration information will assist the FTA and the relevant Customs departments to identify you accurately at the time of importing and exporting goods into or from the UAE. Failure to enter this information may result in delays at the border.
- You may also remove any item from the list by clicking on ‘Delete’.

Excise Registration - Convert TINXE to TRN

- Entity Details
- Identification Details
- Contact Details
- Business Relationships
- Bank Details
- Excise Tax Details
- Additional Details
- Authorized Signatory
- Review and Declaration

Additional Details

If you are registered for excise Tax in any other GCC member state then please enter the correspondence Excise TRN

Are you registered for Excise Tax in any other GCC Member state?

☒ Yes ☐ No

+ Add GCC Member Details

Customize Columns	TBN	Actions
GCC member state Saudi Arabia	12142412412	

Do you have a customs registration number?

☒ Yes ☐ No

+ Add Custom Details

Customize Columns	Attachment	Actions
Emirate Dubai	124225423423	view attachment
Dubai	113213131	view attachment

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the 'Authorized Signatory' section.

Authorized Signatory

Excise Registration - Convert TINXE to TRN

Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email	Actions
Company A	الشركة A	SFAFCA5A2D	ABCDS-4@ABC.COM	+ Add Authorized Signatory

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Verify the Authorized Signatory list. To add any Authorized Signatory, click on 'Add Authorized Signatory'.



Authorized Signatory

Is your authorized signatory same as your manager?

☒ Yes ☐ No

First Name in English: Company

Last Name in English: A

First Name in Arabic: الشركة

Last Name in Arabic: الشركة

Designation: Manager

Email: abc@fabc.com

Country Code: +971 (United Arab Emirates) Mobile Number: 123456789

Are you a Resident of UAE? ☐ Yes ☒ No

Passport Number: SFAPCA5A2D

Country of Nationality: United Arab Emirates

Passport Issuing Country: United Kingdom

Passport Expiry Date: 25/06/2034

Start Date: 25/06/2019

Please upload Memorandum of Association/Power of Attorney documents

[View your Passport](#)

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Format: PDF, DOC | Max No. of Files: 3

[Add](#)

Previous Step | Saving... | Cancel | [Save Draft](#) | Next Step

Step	Action
(1)	<ul style="list-style-type: none"> If Manager or CEO is the authorized signatory, select 'Yes', the Manager or CEO details provided in the previous section will be populated. Otherwise, select 'No', to enter the authorized signatory details.



Authorized Signatory

Is your authorized signatory same as your manager?

☒ Yes ☐ No

First Name in English
Company

Last Name in English
A

First Name in Arabic
الاسم الأول

Last Name in Arabic
الاسم الأخير

Designation
Manager

Email
abc@fabc.com

Country Code
+971 (United Arab Emirates)

Mobile Number
023456789

Are you a Resident of UAE?

☐ Yes ☒ No

Passport Number
SFAFCA5A2D

Country of Nationality
United Arab Emirates

Passport Issuing Country
United Kingdom

Passport Expiry Date
25/06/2034

Start Date
25/06/2019

Please upload Memorandum of Association/Power of Attorney documents

[View your Passport](#)

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Format: PDF, DOC | Max No. of Files: 3

[Add](#)

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



- Evidence of authorization may include a Power of Attorney or similar in the case of legal persons.
- You can add one or more authorized signatory, if required.



Excise Registration - Convert TINXE to TRN

1 Entity Details 2 Identification Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Excise Tax Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Authorized Signatory

Authorized Signatory list

+ Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Actions
Company A	الشركة أ	SFAFCASAZD	ABCD54@ABCCOM	...

Previous Step Saving... Cancel Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the 'Review and Declaration' section.



Review and Declaration

What are you looking for?

Excise Registration - Convert TINXE to TRN

Emirates	Customs Number	view attachment
Dubai	124225423423	View Attachments
Dubai	11219133	View Attachments

Step 8 : Authorized Signatory

Name In English	Name In Arabic	ID Number	Email
Company A	شركة ألفا	SPAFCA52D	ABCDEF@ABC.COM

Declaration

First Name In English:

Last Name In English:

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Submission Date: 05/08/2022

First Name In Arabic:

Last Name In Arabic:

Email: ABCDEF@ABC.COM

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

Previous Step Saving... Cancel Save as Draft Submit



This section highlights all the details entered by you across the application. You are requested to review and submit the application formally.



Excise Registration - Convert TINXE to TRN

Emirates	Customs Number	view attachment
Dubai	124225423423	View Attachments
Dubai	11212133	View Attachments

Step B : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	شركة أ	SFAFCASA2D	ABC044@ABC.COM

Declaration

First Name in English:

Last Name in English:

Country Code: Mobile Number:

Submission Date:

First Name in Arabic:

Last Name in Arabic:

Email:

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

Previous Step | Saving... | Cancel | Save as Draft | 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.



Excise Registration - Convert TINXE to TRN

Emirates	Customs Number	view attachment
Dubai	124225423423	View Attachments
Dubai	11212133	View Attachments

Step B : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	شركة أ	SFAFCASA2D	ABC044@ABC.COM

Declaration

First Name in English:

Last Name in English:

Country Code: Mobile Number:

Submission Date:

First Name in Arabic:

Last Name in Arabic:

Email:

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

Previous Step Saving... Cancel Save as Draft Submit

Step	Action
(1)	After reviewing the information entered, click 'Submit'.

Post Application Submission

Excise Registration - Convert to TRN

Application Submitted Successfully

● In Review

Name : Company A

Reference Number : 200000002014

Submitted Date : 5 August 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.

After your application is submitted successfully, a Reference Number is generated. Note this reference number for future communication with FTA.
An acknowledgement communication for the successful submission will be sent to your registered email.

What's next?

- 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.
- Once the FTA confirms acceptance of your application, you will be notified on the decision.
- 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.
- Read the "What Next" and "Important Notes".



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