



## Deregister Excise Tax Clearing Company (TINCE) - User Manual

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## Document Control Information

### Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
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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"> <li>Registered for VAT</li> <li>Registered for Excise</li> <li>Non-registered Taxpayer</li> <li>Tax Group</li> <li>Warehouse Keeper</li> <li>Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>Excise Tax Clearing Company (TINCE)</li> </ul>
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
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	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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<b>Document Control Information</b> .....	<b>2</b>
Annexure 2	
Navigating through EmaraTax.....	3
<b>Introduction</b> .....	<b>5</b>
<b>Login to EmaraTax</b> .....	<b>6</b>
<b>Taxable Person Tile</b> .....	<b>7</b>
<b>Excise Tax Clearing Company – TINCE Tile</b> .....	<b>8</b>
<b>Deregister Button</b> .....	<b>9</b>
<b>Guidelines and Instructions</b> .....	<b>10</b>
<b>About the excise Tax Clearing Company(TINCE)</b> .....	<b>12</b>
<b>Deregistration Information</b> .....	<b>13</b>
<b>Review and Declaration</b> .....	<b>14</b>
<b>Post Application Submission</b> .....	<b>16</b>
<b>Correspondences</b> .....	<b>18</b>



# Introduction



This manual is prepared to help the Excise Tax Clearing Company (TINCE) to navigate through Federal Tax Authority EmaraTax portal to submit their TINCE Deregistration application. Deregistration application of TINCE will be rejected if the Excise Tax Clearing Company has outstanding suspense excise tax amount to be paid. On approval of TINCE Deregistration by FTA, the Excise Tax Clearing Company will be removed from the published list of Excise Tax Clearing Companies in FTA website.

# 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 displays the FTA's user interface. At the top, there's a navigation bar with the FTA logo, a search bar, and user information. The main content area is divided into a sidebar with 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The 'HOME' section contains a 'Create New Taxable Person Profile' form with fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred communication Channel'. There's also an 'Upload Taxable Person Logo (Optional)' section with a file upload button and a 'Drag files here' area. Below this is a 'Taxable Person List' section with a search bar and a list of taxable persons. One person, 'Abdullah', is listed with a 'View' button and a yellow notification badge with the number '1'.


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

# Excise Tax Clearing Company – TINCE Tile

Step	Action
(1)	Click 'Actions' in the Excise Tax Clearing Company – TINCE tile.

# Deregister Button

The screenshot shows the Federal Tax Authority portal interface. On the left is a navigation menu with options like HOME, VAT, EXCISE TAX, VAT CLEARING COMPANY (TINCO), EXCISE TAX CLEARING COMPANY (TINCE), PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main area is titled 'Required Actions' and lists due dates and descriptions for various tax-related actions. Below this is the 'Registration Overview' section, which displays a grid of registration status cards for Value Added Tax, Tax Group, VAT Clearing Company - TINCO, Excise Tax, and Warehouse Keeper. The 'Value Added Tax' card is highlighted, and a dropdown menu is open, showing options: View, Edit, Amend, and Deregister. The 'Deregister' option is the focus of the tutorial.

 You are not allowed to proceed with the deregistration application in case there are any excise tax suspense amount) pending against your TINCE account. Please clear the excise tax suspense amount first before initiating your TINCE account deregistration.

This screenshot is similar to the one above, but the 'Deregister' option in the dropdown menu for the 'Value Added Tax' card is highlighted with a red rectangular box. A small red circle with the number '1' is placed next to the 'Deregister' button in the 'Value Added Tax' card's action bar, indicating the first step in the process.

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

# Guidelines and Instructions

The screenshot shows the 'Excise Tax Clearing Company - Deregistration (TINCE)' page. The page layout includes a header with the Federal Tax Authority logo and navigation links. The main content area is divided into several sections: 'No. of form steps' (3 sections), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of charge). Below these, there are sections for 'Tutorial Materials', 'Required Documents', and 'Service Details'. The 'Service Details' section includes links for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. At the bottom, there is a confirmation checkbox with the text 'I confirm that I have read the above instructions and guidelines'.

The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Deregistering your Excise Tax Clearing Company – TINCE, in the UAE. It also provides guidance on what information you should have in hand when you are deregistering the Excise Tax Clearing Company – TINCE application.

This screenshot is identical to the one above, but with a red rectangular box highlighting the confirmation checkbox and a yellow circle with the number 1 next to it, indicating the step to be taken.

Step	Action
(1)	Mark the checkbox to confirm.



Step	Action
(1)	Click 'Start' to initiate the Deregister Excise Tax Clearing Company – TINCE Registration application.

# About the excise Tax Clearing Company(TINCE)

training\_ff@abc.com What are you looking for? User Type عربي -A A +A

Home > Abdullah > Excise Tax Clearing Company (TINCE) - Deregister

## Excise Tax Clearing Company - Deregistration (TINCE)

1 About the Excise Tax Clearing Company (TINCE) 2 Deregistration Information 3 Review & Declaration

VAT TRN  
0000010063387820003

Entity Type  
Legal Person- Public Joint Stock Company

Entity Name in English  
ABC Mart

Entity Name in Arabic  
إيه بي سي مارت

TINCO  
0000010063387820003

TINCE  
0000010063387820003

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>All the fields are prepopulated as per the TINCO registration.</li> <li>Click the 'Next Step' button to save and proceed to the next section.</li> </ul>

# Deregistration Information

Step	Action
(1)	Fill the Deregistration Information and upload any supporting documents for the TINCE deregistration.

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

# Review and Declaration

The "Review and Declaration" section provides a one page view of the Deregistration application with the details.

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

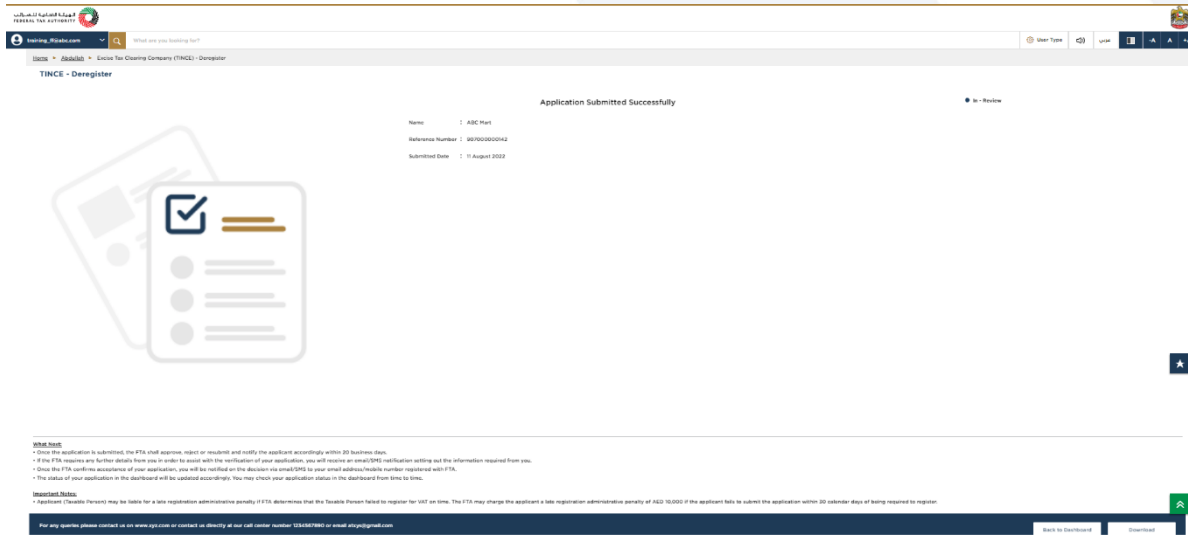


Step	Action
(1)	Click 'Submit' to complete the Deregistration application.

Step	Action
(1)	<ul style="list-style-type: none"> <li>The TINCE account will be suspended immediately and the company details will be removed from the published list of excise tax clearing companies in the FTA website (tax.gov.ae).</li> <li>Click 'Yes' to continue. If you click 'No', you will not be able to submit the application.</li> <li>Upon submission of the TINCE deregistration application, the TINCE account will be suspended by FTA during the processing of the application. You will not be able to submit excise tax 201A and 201 B declarations from your TINCE account when your TINCE account is in 'suspended' status.</li> </ul>



# 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.
- FTA will suspend the TINCE account during the processing of the application. You will not be able to submit excise tax 201A and 201 B declarations from your TINCE account when your TINCE account is in 'suspended' status.
- The FTA may contact you if any actions required to be taken to settle any outstanding tax liability with respect to the TINCE account. Further, FTA may ask you to provide additional supporting documents to validate the information you declared within your application.
- On approval of your deregistration application
  - Your TINCE account will be deregistered. Your company details will be removed from the published list of excise tax clearing companies in our website ([tax.gov.ae](https://tax.gov.ae)).
  - If you had submitted the original financial guarantee documents (like a bank guarantee) to FTA, you may visit our office to collect the originals (if there were no liquidation of your financial guarantee due to any pending liabilities). Applicant can schedule a meeting by emailing Freight Forwarders [Freight.Forwarders@tax.gov.ae](mailto:Freight.Forwarders@tax.gov.ae). The person collecting the financial guarantee must also hold a letter of undertaking issued by the authorized signatory verifying the details of person.
- On rejection of your deregistration application, your TINCE account will be set to "Active" and the company details will be displayed in the published list of excise tax clearing companies in the FTA website ([tax.gov.ae](https://tax.gov.ae)).
- Read the "What Next" and "Important Notes".



Application Submitted Successfully

Name : ABC Mart

Reference Number : 06700000000000000000

Submitted Date : 15 August 2023

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**Important Notes:**

- Once the application is submitted, the FTA shall approve, reject or resubmit the application 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 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 Notice:**

\* Taxpayers (Taxable Persons) 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.fat.gov.ae](http://www.fat.gov.ae) or contact us directly at our call center number 1234567890 or email [info@fat.gov.ae](mailto:info@fat.gov.ae)

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



# 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**