



إمارات تاكس  
EMARATAX

## Destruction Certificate for Lost and Damaged Excise Goods - User Manual

Date: Oct 2022

Version 1.0.0.0

### Private and Confidential

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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 Section







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

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 the Excise Taxpayer to navigate through the EmaraTax portal to submit Destruction Certificate for Lost and Damaged Excise Goods.

## EmaraTax Login Page



العربية
A - A +

Welcome to the new e-CTS

### New Here?

If you are not registered, please signup here.

Sign Up

## Login

Welcome to the Federal Tax Authority

---

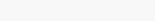
#### Login with FTA account

Email Address

Password

[Forgot password?](#)


Enter Security Code




Login

#### Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers



الهوية الرقمية  
**UAE PASS**

Login With  UAE PASS



- 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.

## User Type Selection

Please select the relevant purpose(s) for using e-CTS portal

**Taxable Person**

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

**Tax Agent**

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

**Tax Agency**

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

**Special Refunds**

Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.

Proceed

Step	Action
(1)	Click here to select the user type

Please select the relevant purpose(s) for using e-CTS portal

**Taxable Person**

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

**Tax Agent**

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

**Tax Agency**

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

**Special Refunds**

Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.

Proceed

Step	Action
(1)	Select the Taxable Person tile





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FEDERAL TAX AUTHORITY

user\_training@gmail.com What are you looking for? User Type عربي

Please select the relevant purpose(s) for using e-CTS portal

**Taxable Person**

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

**Tax Agent**

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

**Tax Agency**

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

**Special Refunds**

Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.

Proceed

Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

## Taxable Person Home Page

Step	Action
(1)	Click here to view the Taxable Person dashboard

Step	Action
(1)	Click here to access Excise Tax module



## Excise Tax Module

Step	Action
(1)	On clicking 'Create New', the 'Lost & Damaged Declaration' will appear

Step	Action
(1)	Click here to view all your previous declarations

## Lost and Damaged Declaration Dashboard

user\_training@gmail.com What are you looking for? User Type عربي

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

EX203B - Lost & Damaged Declaration

All Declarations Destruction Certificates

New Declaration

Transaction Number	Designated Zone Number	Excise Tax Period	Requested Waiver Amount	Approved Amount	Status	Destruction Certificate Status	Action
700000009674	D100009901	-	5,000.00	0.00	Pre-Approved - Destruction Certificate Required	Destruction Certificate Requested	...
700000009663	D100009901	-	10,000.00	0.00	Pending	Destruction Certificate Submitted	...
700000008982	D100009901	-	5,000.00	0.00	Draft	Not Required	...
700000004473	D100010401	-	0.00	0.00	Draft	Not Required	...

Step	Action
(1)	Click here to view the declarations for which a destruction certificate has been submitted



## Destruction Certificate for Lost and Damaged Declaration dashboard

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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

EX203B - Lost & Damaged Declaration

All Declarations Destruction Certificates

New Declaration

Transaction Number	Designated Zone Number	Excise Tax Period	Requested Waiver Amount	Approved Amount	Status	Destruction Certificate Status	Action
700000009674	D100009901	-	5,000.00	0.00	Pre-Approved - Destruction Certificate Required	Destruction Certificate Requested	...
700000009663	D100009901	-	10,000.00	0.00	Pending	Destruction Certificate Submitted	...
700000008982	D100009901	-	5,000.00	0.00	Draft	Not Required	...
700000004473	D100010401	-	0.00	0.00	Draft	Not Required	...



This dashboard displays information relating to your previous Lost & Damaged declaration.

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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

EX203B - Lost & Damaged Declaration

All Declarations Destruction Certificates

New Declaration

Transaction Number	Designated Zone Number	Excise Tax Period	Requested Waiver Amount	Approved Amount	Status	Destruction Certificate Status	Action
700000009674	D100009901	-	5,000.00	0.00	Pre-Approved - Destruction Certificate Required	Destruction Certificate Requested	...
700000009663	D100009901	-	10,000.00	0.00	Pending	Destruction Certificate Submitted	...
700000008982	D100009901	-	5,000.00	0.00	Draft	Not Required	...
700000004473	D100010401	-	0.00	0.00	Draft	Not Required	...



You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number.



user\_training@gmail.com What are you looking for? User Type عربي

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

### EX203B - Lost & Damaged Declaration

All Declarations Destruction Certificates

New Declaration

Transaction Number	Designated Zone Number	Excise Tax Period	Requested Waiver Amount	Approved Amount	Status	Destruction Certificate Status	Action
700000009674	D100009901	-	5,000.00	0.00	Pre-Approved - Destruction Certificate Required	Destruction Certificate Requested	...
700000009663	D100009901	-	10,000.00	0.00	Pending	Dest Cert Subm	View
700000008982	D100009901	-	5,000.00	0.00	Draft	Not R	Export to Excel
700000004473	D100010401	-	0.00	0.00	Draft	Not Required	Upload Destruction Certificate

Step	Action
(1)	Click on 'Upload Destruction Certificate' to upload the destruction certificate for a previously submitted Lost & Damaged declaration where a destruction certificate has been requested

## Instructions and Guidelines

This is the Destruction Certificate for Lost & Damaged Excise Goods Getting Started guide which includes Start guide, required templates, supporting documents list and eligibility criteria.

Step	Action
(1)	Click on 'Back' to go back to the previous page





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Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

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

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)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines

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Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

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

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 on 'Start' to proceed to the declaration



## Destruction Certificate

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Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

1 Destruction Certificate 2 Excise Goods 3 Review & Declaration

Taxable Person Details	TRN: 100632253900007	Name in English: Rashid Hussain	Name in Arabic: رشيد حسين
------------------------	----------------------	---------------------------------	---------------------------

**Destruction Certificate**

This Destruction Certification form will be linked to the Lost & Damaged Declaration number provided below. If you wish to view the Lost & Damaged Declaration, please click on the link.

Transaction Number -700000009674

Previous Step Save as Draft Next Step



The progress bar displays the number of steps required to complete the upload of destruction certificate. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green.

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Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

1 Destruction Certificate 2 Excise Goods 3 Review & Declaration

Taxable Person Details	TRN: 100632253900007	Name in English: Rashid Hussain	Name in Arabic: رشيد حسين
------------------------	----------------------	---------------------------------	---------------------------

**Destruction Certificate**

This Destruction Certification form will be linked to the Lost & Damaged Declaration number provided below. If you wish to view the Lost & Damaged Declaration, please click on the link.

Transaction Number -700000009674

Previous Step Save as Draft Next Step



This section displays the basic details of Excise Taxpayer based on the data in Excise Registration profile



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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

Taxable Person Details	TRN: 100632253900007	Name in English: Rashid Hussain	Name in Arabic: رشيد حسين
------------------------	----------------------	---------------------------------	---------------------------

**Destruction Certificate**

This Destruction Certification form will be linked to the Lost & Damaged Declaration number provided below. If you wish to view the Lost & Damaged Declaration, please click on the link.

Transaction Number -700000009674

Upload Destruction Certificate

[Add](#) Drag files here

Max file size : 10 MB Formats : PDF, JPG, JPEG, PNG Max. No. of files : 10

Previous Step Save as Draft Next Step



Here you can upload your destruction certificate which serves as proof that your Excisable Goods have been destroyed. Please note that this certificate should from the same facility as stated in your initial declaration.

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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

Taxable Person Details	TRN: 100632253900007	Name in English: Rashid Hussain	Name in Arabic: رشيد حسين
------------------------	----------------------	---------------------------------	---------------------------

**Destruction Certificate**

This Destruction Certification form will be linked to the Lost & Damaged Declaration number provided below. If you wish to view the Lost & Damaged Declaration, please click on the link.

Transaction Number -700000009674

Upload Destruction Certificate

[Add/View\(1\)](#) Drag files here

Max file size : 10 MB Formats : PDF, JPG, JPEG, PNG Max. No. of files : 10

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload a Destruction Certificate. On successful upload of document, the 'Add' button will be highlighted in green

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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Destruction Certificate**

This Destruction Certification form will be linked to the Lost & Damaged Declaration number provided below. If you wish to view the Lost & Damaged Declaration, please click on the link.  
Transaction Number -700000009674

**Upload Destruction Certificate**

Add/View(1) Drag files here

Max file size : 10 MB Formats : PDF, JPG, JPEG, PNG Max. No. of files : 10

Previous Step 1 Save as Draft Next Step

Step	Action
(1)	Click on 'Previous' to go back to the previous section.

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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Destruction Certificate**

This Destruction Certification form will be linked to the Lost & Damaged Declaration number provided below. If you wish to view the Lost & Damaged Declaration, please click on the link.  
Transaction Number -700000009674

**Upload Destruction Certificate**

Add/View(1) Drag files here

Max file size : 10 MB Formats : PDF, JPG, JPEG, PNG Max. No. of files : 10

Previous Step Save as Draft 1 Next Step

Step	Action
(1)	Click on 'Save as draft' to save the declaration as a draft.

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Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details**

TRN:	100632253900007	Name in English	Rashid Hussain	Name in Arabic	رشيد حسين
------	-----------------	-----------------	----------------	----------------	-----------

**Destruction Certificate**

This Destruction Certification form will be linked to the Lost & Damaged Declaration number provided below. If you wish to view the Lost & Damaged Declaration, please click on the link.

[Transaction Number -700000009674](#)

**Upload Destruction Certificate**

[Add/View\(1\)](#) Drag files here

Max file size : 10 MB | Formats : PDF, JPG, JPEG, PNG | Max. No. of files : 10

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

Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps



## Excise Goods

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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Excise Goods Grid**

Are there any additional Excise Goods in the Destruction Certificate which were not originally reported in the corresponding Lost & Damaged Declaration?

☒ Yes ☐ No

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

Previous Step Save as Draft Next Step

Step	Action
(1)	Select 'Yes' if there are any additional Excise Goods to report in the Destruction Certificate

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Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

**Search and add items** Search by Item Code, HS Code, Item Description, Product Description or Brand [View Excise Goods List](#)

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
-----------	------------------	---------------------	----------	----------------------------	------------------------------------	------------------	---------------	--------

Previous Step Save as Draft Next Step

Step	Action
(1)	Click here to download the template that can be filled offline to directly upload items to the Excise Goods grid

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What are you looking for?

User Type عربي

Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand [View Excise Goods List](#)

Customize Columns Status Search

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
-----------	------------------	---------------------	----------	----------------------------	------------------------------------	------------------	---------------	--------

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Excise Goods grid

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What are you looking for?

User Type عربي

Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

[ExciseTaxLost&Damaged.xlsx](#) [Clear table](#)

Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand [View Excise Goods List](#)

Customize Columns Status Search

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
-----------	------------------	---------------------	----------	----------------------------	------------------------------------	------------------	---------------	--------

Previous Step Save as Draft Next Step

Step	Action
(1)	Click here to download the uploaded template

user\_training@gmail.com

What are you looking for?

User Type عربي

Home Rashid Hussain Excise Tax EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

ExciseTaxLost&Damaged.xlsx [Clear table](#)

Search and add items  [View Excise Goods List](#)

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
-----------	------------------	---------------------	----------	----------------------------	------------------------------------	------------------	---------------	--------

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

Step	Action
(1)	Click here to clear the Excise Goods Grid

user\_training@gmail.com

What are you looking for?

User Type عربي

Home Rashid Hussain Excise Tax Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

☒ Yes ☐ No

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

ExciseTaxLost&Damaged.xlsx [Clear table](#)

Search and add items  [View Excise Goods List](#)

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
-----------	------------------	---------------------	----------	----------------------------	------------------------------------	------------------	---------------	--------

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

Step	Action
(1)	Use this search box to find goods that are published in the FTA's Excise Goods list

user\_training@gmail.com What are you looking for? User Type عربي -A A +A

Home ▶ Rashid Hussain ▶ Excise Tax ▶ Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

☒ Yes ☐ No

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

ExciseTaxLost&Damaged.xlsx 1000000200126, Hatta Gold Dokha 70.0 g, Hatta

Search and add items  [View Excise Goods List](#)

[Customize Columns](#) Status

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

Step	Action
(1)	Select the required item from the search result

user\_training@gmail.com What are you looking for? User Type عربي -A A +A

Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

☒ Yes ☐ No

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

ExciseTaxLost&Damaged.xlsx [Clear table](#)

Search and add items  [View Excise Goods List](#)

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
-----------	------------------	---------------------	----------	----------------------------	------------------------------------	------------------	---------------	--------

[Customize Columns](#) Status

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



You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.





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Home ▶ Rashid Hussain ▶ Excise Tax ▶ EX203B - Lost & Damaged Declaration

### Destruction Certificate for Lost & Damaged Excise Goods

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

[Download Template](#) ExciseTaxLost&Damaged.xlsx Last Updated: 18/05/2022 [Upload Filled Template](#)

ExciseTaxLost&Damaged.xlsx [Clear table](#)

Search and add items  [View Excise Goods List](#) 1

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
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Previous Step [Save as Draft](#) [Next Step](#)

Step	Action
(1)	Click here to view the FTA's Excise Goods list



## Excise Goods Grid

If the item is not yet been approved by FTA, please click on the 'EX701' button to request the FTA to approve the item.

[EX701 - Request to add product to the published FTA list](#)

GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
000000000234 43	000000000234 43	22029930	Marks & Spencer British Rhubarb With Ginger Cordial 500.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	19.05
0000000003011 3	0000000003011 3	22029930	Marks & Spencer Pineapple, Golden Berry & Ginger Pressed Juice 250.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	15.24
000000000503	000000000503		Rianion Paint	Non Excisable			

Select Item

Step	Action
(1)	Click here to submit a request for adding a new item to the FTA's Excise Goods list

If the item is not yet been approved by FTA, please click on the 'EX701' button to request the FTA to approve the item.

[EX701 - Request to add product to the published FTA list](#)

GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
0100000020012 6	1000000200126	24031920	Hatta Gold Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	75.00

Select Item

You can add a new column to the table or filter Excise Goods by product or item description. You can also search for Excise Goods by item or HS code.

If the item is not yet been approved by FTA, please click on the 'EX701' button to request the FTA to approve the item.  
[EX701 - Request to add product to the published FTA list](#)

GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
01000000200126	1000000200126	24031920	Hatta Gold Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	75.00

Select Item

Step	Action
(1)	Select the required item that you wish to add to the declaration

If the item is not yet been approved by FTA, please click on the 'EX701' button to request the FTA to approve the item.  
[EX701 - Request to add product to the published FTA list](#)

GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
01000000200126	1000000200126	24031920	Hatta Gold Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	Hatta	Gram	75.00

Select Item

Step	Action
(1)	Click on 'Select Item' to include the item in the declaration



## Item Details

Item Details

Item Code: 1000000200126

HS Code: 24031920

Country of Origin: United Arab Emirates

Brand: Hatta

Item Description: Hatta Gold Dokha 70.0 g

Unit of Measurement: Gram

Product Description: Chopped or Pressed Tobacco for Smoking (Dokha)

Excise Tax Percentage (%): 100.00

Retail Selling Price as per the FTA's Published List (AED):

Quantity:

Add Item



Details of the selected Excise Good are displayed here

Item Details

United Arab Emirates

Hatta

Item Description: Hatta Gold Dokha 70.0 g

Unit of Measurement: Gram

Product Description: Chopped or Pressed Tobacco for Smoking (Dokha)

Excise Tax Percentage (%): 100.00

Retail Selling Price as per the FTA's Published List (AED): 75.0000000000

Quantity: 150.000

Date Goods Entered Designated Zone: 01/05/2022

Add Item

Step	Action
(1)	Select the 'Date' , 'Goods Entered DZ' and enter 'Quantity'



The screenshot shows the 'Item Details' form in the Federal Tax Authority portal. The form is titled 'Item Details' and contains the following fields:

- Country: United Arab Emirates
- Item Description: Hatta Gold Dokha 70.0 g
- Unit of Measurement: Gram
- Product Description: Chopped or Pressed Tobacco for Smoking (Dokha)
- Excise Tax Percentage (%): 100.00
- Retail Selling Price as per the FTA's Published List (AED): 75.0000000000
- Quantity: 150.000
- Date Goods Entered Designated Zone: 01/05/2022

A red box highlights the 'Add Item' button at the bottom right of the form, with a yellow circle containing the number 1 next to it.

Step	Action
(1)	Click on 'Add Item' to include it in the declaration



## Excise Goods

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### Destruction Certificate for Lost & Damaged Excise Goods

Search and add items

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
1000000200133	Hatta Golden Phoenix Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	50	75.000	05/01/2022	3,750.000	✓	...
1000000200126	Hatta Gold Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	150	75.000	01/05/2022	11,250.000		...

Total Potential Excise Tax Liability Associated with the Lost/Damaged Excise Goods : AED 15,000.00

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on ellipsis to either edit or delete the selected Excise Good

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### Destruction Certificate for Lost & Damaged Excise Goods

Search and add items

Item Code	Item Description	Product Description	Quantity	Retail Selling Price (AED)	Date Goods Entered Designated Zone	Excise Tax (AED)	Upload Status	Action
1000000200133	Hatta Golden Phoenix Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	50	75.000	05/01/2022	3,750.000	✓	...
1000000200126	Hatta Gold Dokha 70.0 g	Chopped or Pressed Tobacco for Smoking (Dokha)	150	75.000	01/05/2022	11,250.000		...

Total Potential Excise Tax Liability Associated with the Lost/Damaged Excise Goods : AED 15,000.00

Previous Step Save as Draft Next Step

	This is the amount of Excise Tax that is calculated based on the items included in the declaration.
--	---

## Review & Declaration

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### Destruction Certificate for Lost & Damaged Excise Goods

1 Destruction Certificate 2 Excise Goods 3 Review & Declaration

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Review & Declaration** Expand All / Collapse All

Step 1: Basic Information

Previous Step Save as Draft Submit



This section displays your completed declaration and allows you to review it prior to submission.

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### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Review & Declaration** Expand All / Collapse All

Step 1: Basic Information

Destruction Certificate

Upload Destruction Certificate

Step 2: Excise Goods

Previous Step Save as Draft Submit

Step	Action
(1)	Click here to expand or collapse all steps at once



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### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Review & Declaration** Expand All / Collapse All

Step 1: Basic Information

Step 2: Excise Goods

**Declaration and Authorized Signatory**

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
Ali Khan	علي خان	USER_EX1@FTA.AE

Previous Step Save as Draft Submit

Step	Action
(1)	Click on the drop-down arrow to review the details in this step

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### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Review & Declaration** Expand All / Collapse All

Step 1: Basic Information

Step 2: Excise Goods

**Declaration and Authorized Signatory**

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
Ali Khan	علي خان	USER_EX1@FTA.AE

Previous Step Save as Draft Submit

Step	Action
(1)	Click on each step to review every section



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### Destruction Certificate for Lost & Damaged Excise Goods

**Taxable Person Details** TRN: 100632253900007 Name in English: Rashid Hussain Name in Arabic: رشيد حسين

**Review & Declaration** Expand All / Collapse All

Step 1: Basic Information >

Step 2: Excise Goods >

**Declaration and Authorized Signatory**

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
Ali Khan	علي خان	USER_EX1@FTA.AE

Previous Step Save as Draft Submit



The Authorized Signatory details are taken from your Excise Tax registration currently held by the FTA.

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### Destruction Certificate for Lost & Damaged Excise Goods

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
Ali Khan	علي خان	USER_EX1@FTA.AE

**First Name in English** Rashid **Last Name in English** Hussain

**First Name in Arabic** رشيد **Last Name in Arabic** حسين

**Country Code** +971 ( United Arab Emirates ) **Phone Number** 678678678 **Email ID** user\_training@gmail.com

**Date of Submission** 23/08/2022

Previous Step Save as Draft Submit



The Declaration details are taken from your Excise Tax registration currently held by the FTA.



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### Destruction Certificate for Lost & Damaged Excise Goods

Ali Khan علي خان USER\_EX1@FTA-AE

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Country Code: +971 ( United Arab Emirates ) Phone Number: 678678678 Email ID: user\_training@gmail.com

Date of Submission: 23/08/2022

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

Previous Step Save as Draft Submit

Step	Action
(1)	Mark the checkbox once you have reviewed all the information given in each step

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### Destruction Certificate for Lost & Damaged Excise Goods

Ali Khan علي خان USER\_EX1@FTA-AE

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Country Code: +971 ( United Arab Emirates ) Phone Number: 678678678 Email ID: user\_training@gmail.com

Date of Submission: 23/08/2022

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

Previous Step Save as Draft Submit

Step	Action
(1)	Click on 'Submit' to submit the destruction certificate



## Acknowledgement

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### Destruction Certificate for Lost & Damaged Excise Goods

Application Submitted Successfully Submitted

TRN : 100632253900007

Taxable Person Name : Rashid Hussain

Designated Zone Number : D100009901

Designated Zone Name : General Zone

Transaction Number : 700000026188

Date of Submission : 22 November 2022

Excise Tax Liability Associated with the Additional Lost/Damaged Excise Goods : AED 15,000.00



You have successfully submitted the declaration!  
Make a note of the transaction number for future references. You can also access this destruction Certificate from the Lost and Damaged Declaration tile, within the Excise Tax module.

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Transaction Number : 700000026188

Date of Submission : 22 November 2022

Excise Tax Liability Associated with the Additional Lost/Damaged Excise Goods : AED 15,000.00

**What's next**  
Follow the below steps to understand what happens after submitting the Destruction Certificate For Lost And Damaged Excise Goods:  
1. After you submit the declaration, we will review it.  
2. Extra Excisable Goods added from the Destruction Certificate that were previously not reported in a Lost and Damaged declaration will be approved without waiver.

**Important Notes**  
1. You cannot edit a submitted declaration.  
2. You can check the status of your declaration at any time by logging into your taxpayer portal.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

[Back to Dashboard](#) [Download](#)

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.

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Transaction Number : 700000026188

Date of Submission : 22 November 2022

Excise Tax Liability Associated with the Additional Lost/Damaged Excise Goods : AED 15,000.00

**What's next**  
Follow the below steps to understand what happens after submitting the Destruction Certificate For Lost And Damaged Excise Goods:  
1. After you submit the declaration, we will review it.  
2. Extra Excisable Goods added from the Destruction Certificate that were previously not reported in a Lost and Damaged declaration will be approved without waiver.

**Important Notes**  
1. You cannot edit a submitted declaration.  
2. You can check the status of your declaration at any time by logging into your taxpayer portal.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

Back to Dashboard Download

Step	Action
(1)	Click on 'Download' to download a copy of declaration submission acknowledgement



## Correspondences



### After submission of the destruction certificate, Excise Taxpayer receives the following correspondences:

- Destruction Certificate submission acknowledgement
- Destruction Certificate changed to 'Draft' state acknowledgement (only if Taxpayer edits the submitted destruction certificate before filing of the Excise Tax Return for the same Tax period)

Thank you