



امارات تاکس **MARATAX**

EX200 - Registered Persons Declaring Excise Tax at the End of Tax Period - User Manual

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Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal



United Arab Emirates

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: 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

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	
عربي English	This is used to toggle between the English and Arabic versions of the portal	
-A A +A	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	
2	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 <u>Here</u>





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Introduction



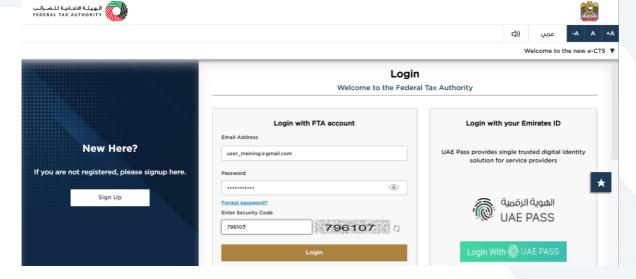


This manual is prepared to help the Excise Taxpayer to navigate through the EmaraTax portal to submit the Excise Tax Return at the End of Tax Period.





EmaraTax Login Page



• 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.

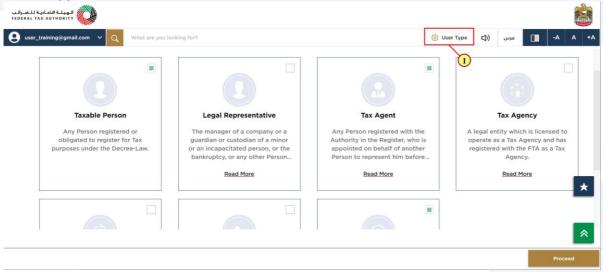


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish 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.

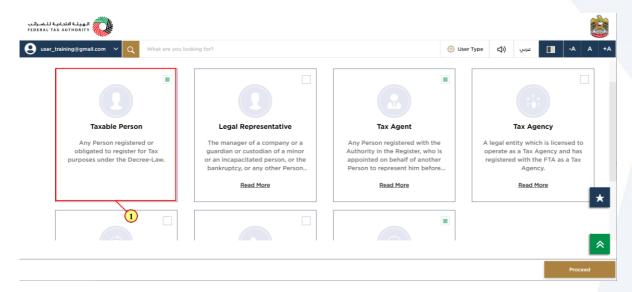




User Type Selection



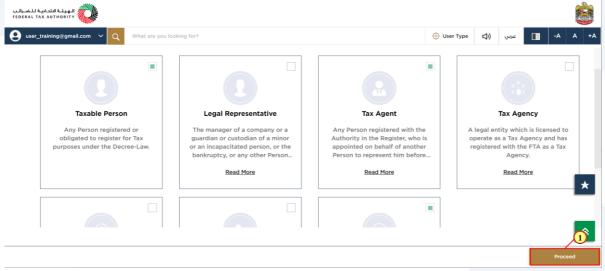
_		
١	Step	Action
Ī	(1)	Click on 'User Type' to select the taxable person.



Step	Action
(1)	Select the 'Taxable Person' tile





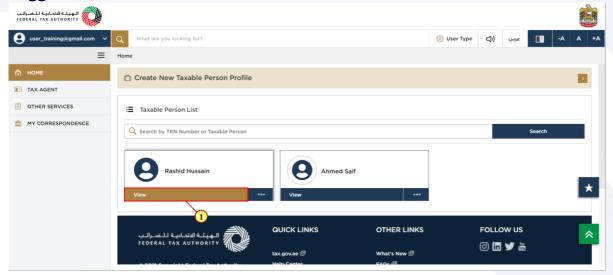


Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

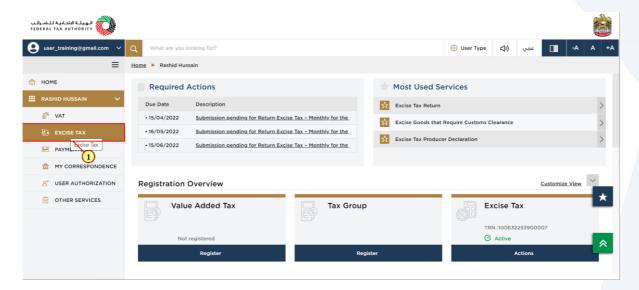




Logged in User Dashboard



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

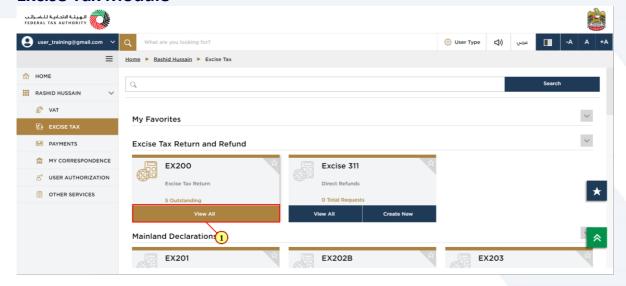


Step	Action
(1)	Click here to access Excise Tax module.

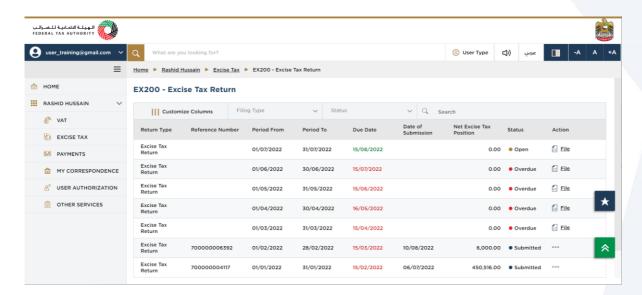




Excise Tax Module



Step	Action
(1)	Click here to view all your Excise Tax Returns.



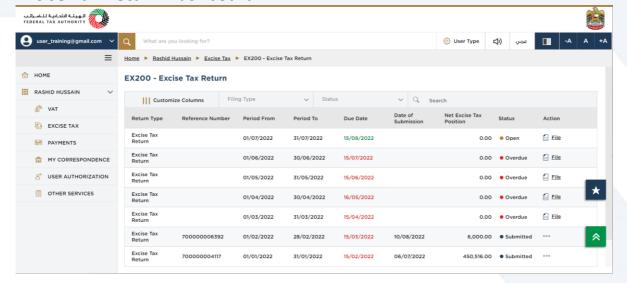


This dashboard displays information related to your Excise Tax Returns.



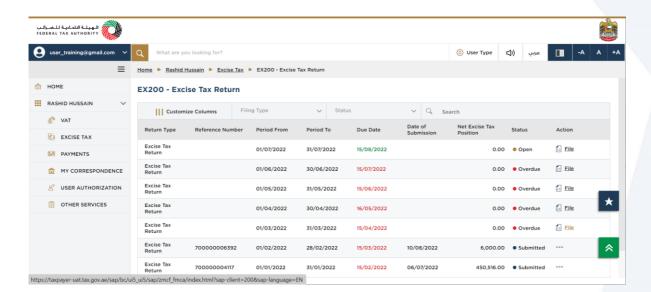


Excise Tax Return Dashboard





You can add a new column to the table or filter the declarations by its Return type and status. You can also search for Excise Return by reference number.

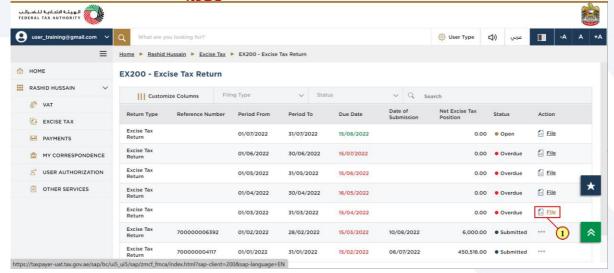




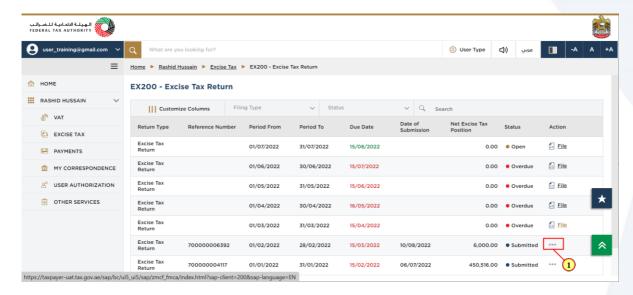
The process of editing the submitted return is same as that of filing a return.







Step	Action
(1)	Click here to start filing a new Excise Tax Return for the selected period.

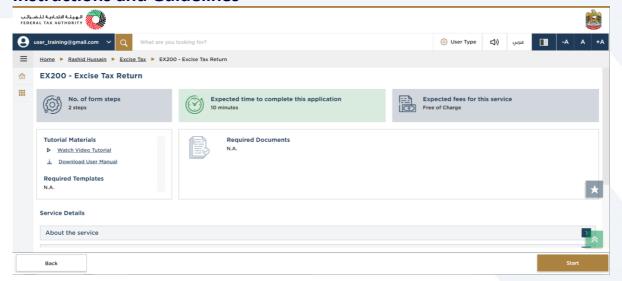


Step	Action
(1)	Click on the ellipsis to view your Excise Tax Return for the selected period.



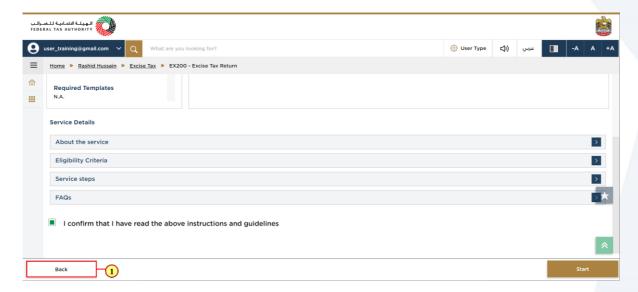


Instructions and Guidelines





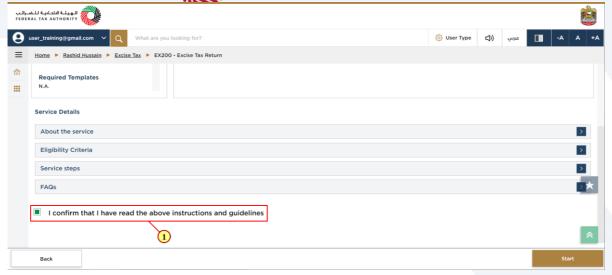
These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this Excise Tax Return.



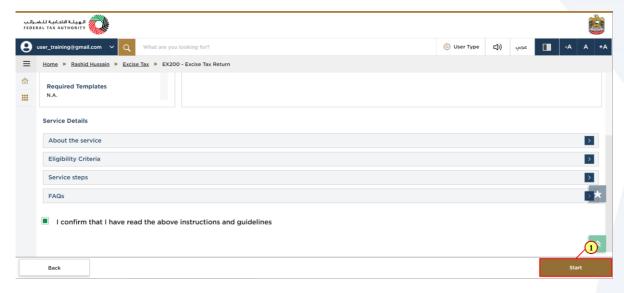
Step	Action
(1)	Click on 'Back' to go back to the previous page







Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines.

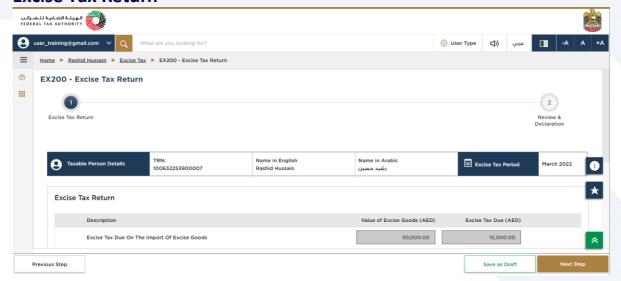


	Step	Action
I	(1)	Click on 'Start' to proceed to file the Excise Tax Return.



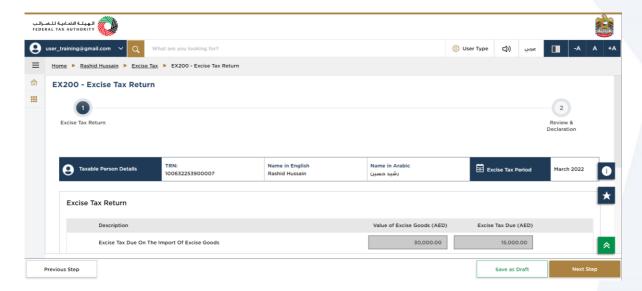


Excise Tax Return





The progress bar displays the number of steps required to complete the declaration. 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

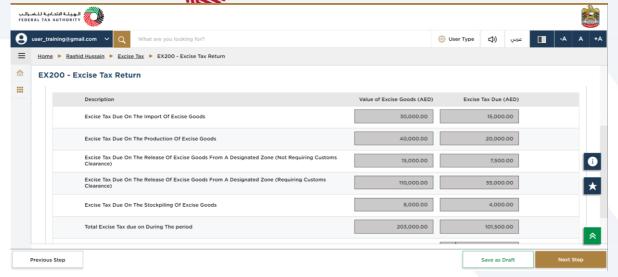




This section displays the basic details of the Excise Taxpayer based on the data in Excise Registration profile

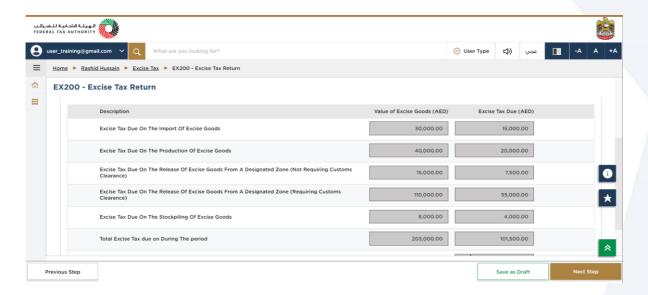








The boxes 1 to 5 are pre-populated based on the declarations submitted for the selected Excise Tax Period.

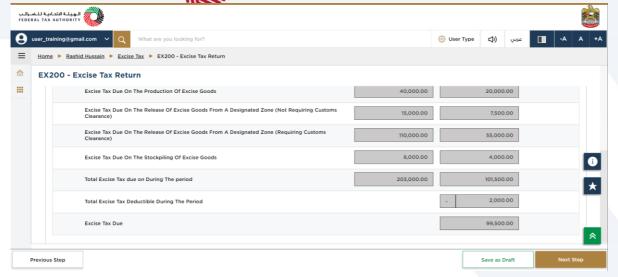




The Excise Tax due for the period is auto calculated (it is sum of boxes 1 to 5)

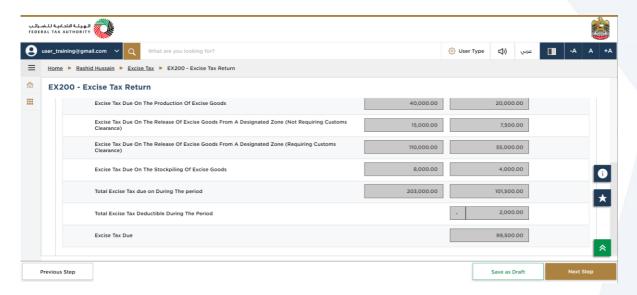








The deductible Excise Tax is pre-populated based on the declarations submitted for the selected Excise Tax Period.

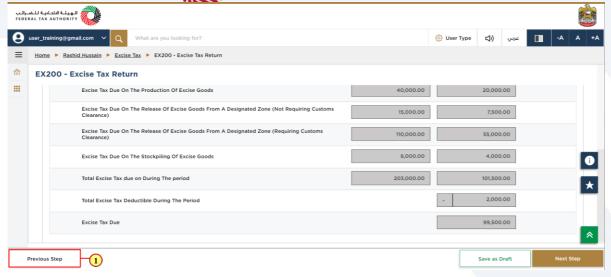




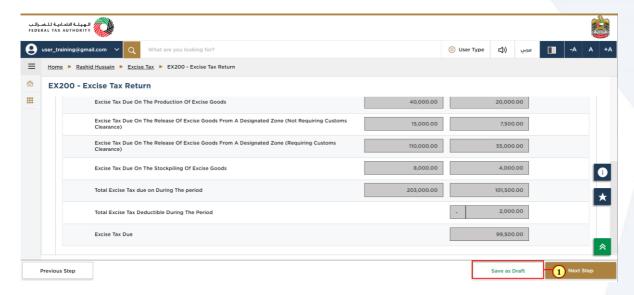
This is the total amount of Excise Tax that is due based on all the declarations included in the Excise Tax Return.







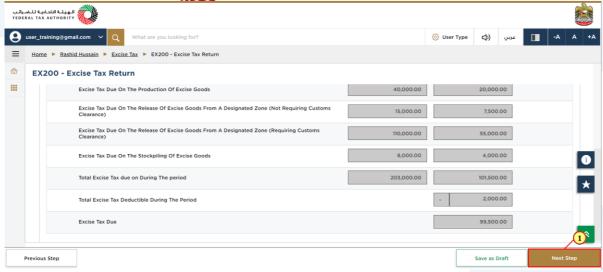




Step	Action
(1)	Click on 'Save as draft' to save the Excise Tax Return as a draft.





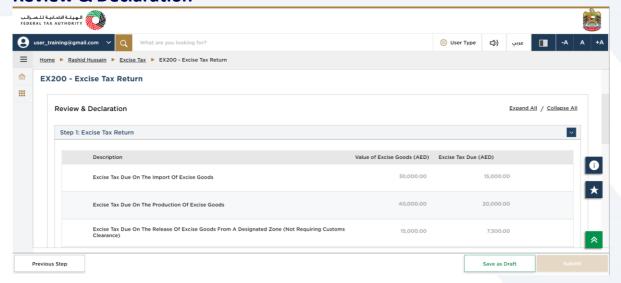


Step	Action
(1)	Click on 'Next Step' to proceed to the next section.



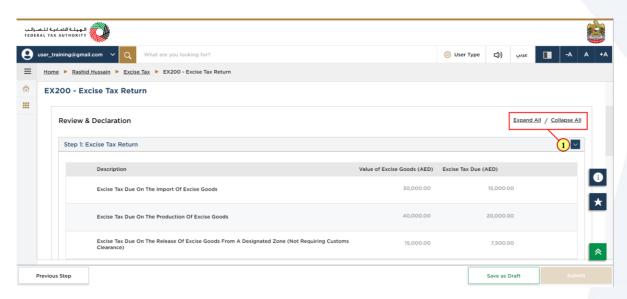


Review & Declaration





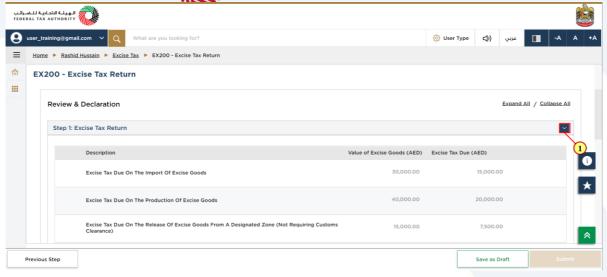
This section displays your completed declaration and allows you to review it prior to submission.

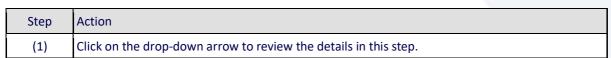


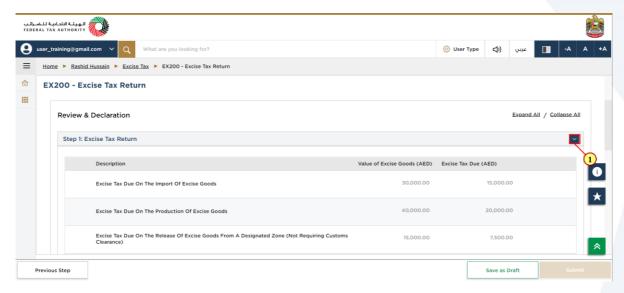
Step	Action
(1)	Click here to expand or collapse all steps at once.







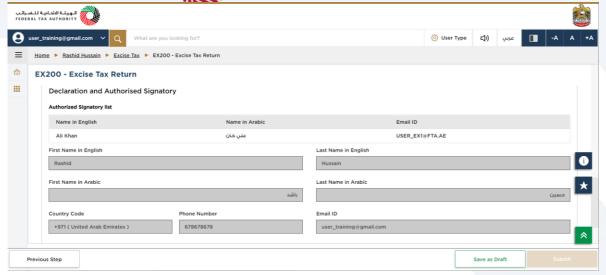




Step	Action
(1)	Click on each step to review every section

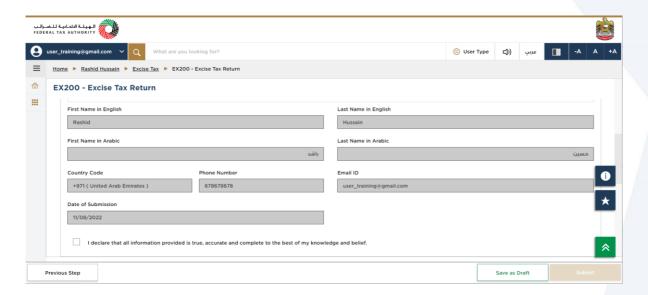








The Authorized Signatory details are taken from your Excise Tax registration currently held by the FTA.

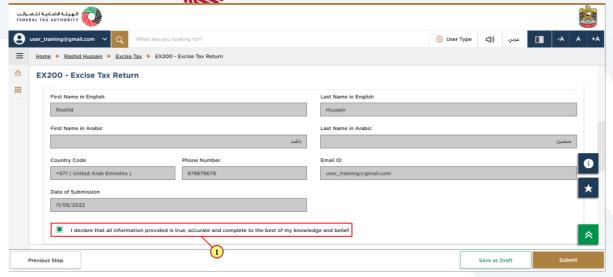




The Declaration details are taken from your Excise Tax registration currently held by the FTA.

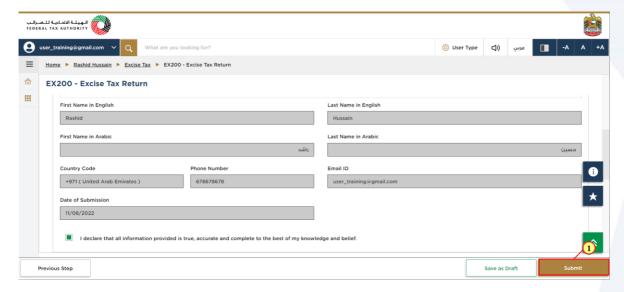






Step Action

(1) Mark the checkbox to confirm that information provided is true, accurate and complete on this declaration screen.

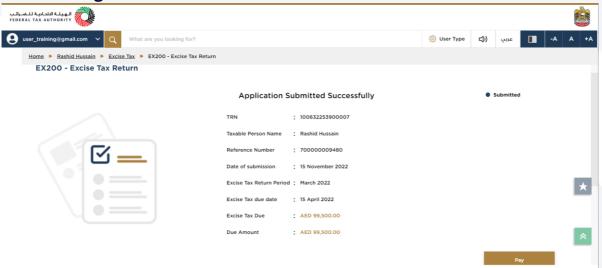


Step	Action
(1)	Click on 'Submit' to submit the Excise Tax Return.





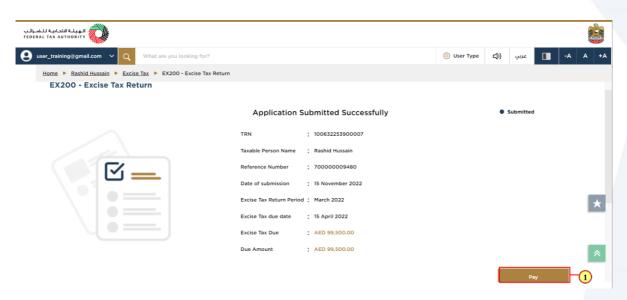
Acknowledgement





You have successfully submitted the Excise Tax Return!

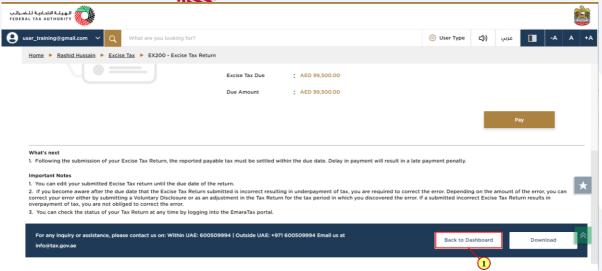
Make a note of the reference number for future references. You can also access this Return from the Excise Tax Return tile, within the Excise Tax module.



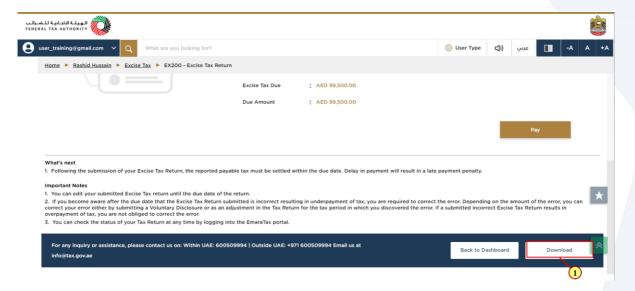
	Step	Action
ĺ	(1)	Click on 'Pay' to pay the Excise Tax amount due







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



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









After submission of the Excise Tax Return, Excise Taxpayer receives the following correspondence:

• Excise Tax Return submission acknowledgment

Thank you