



EX201 - Import Declaration for Non-Registered Importers - User Manual

Date: Oct 2022

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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



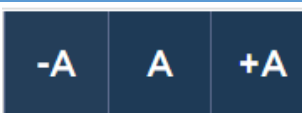



The below are the list of User manuals that you can refer to

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"> • 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 the Non-Registered Importers to navigate through the EmaraTax portal to submit Import Declaration. This manual covers the submission of the declaration by a Legal Person as well as by a Natural Person.



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

user_nonregistered@g... What are you looking for?

User Type

User Profile

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.

[Read More](#)

Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...

[Read More](#)

Tax Agent

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

[Read More](#)

Tax Agency

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

[Read More](#)

Proceed

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

user_nonregistered@g... What are you looking for?

User Type

User Profile

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.

[Read More](#)

Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...

[Read More](#)

Tax Agent

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

[Read More](#)


Tax Agency

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


[Read More](#)

Proceed

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



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY



user_nonregistered@g...


User Type

عربي

-A A +A

User Profile


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.


[Read More](#)



Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...


[Read More](#)



Tax Agent

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

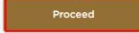
[Read More](#)



Tax Agency

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

[Read More](#)

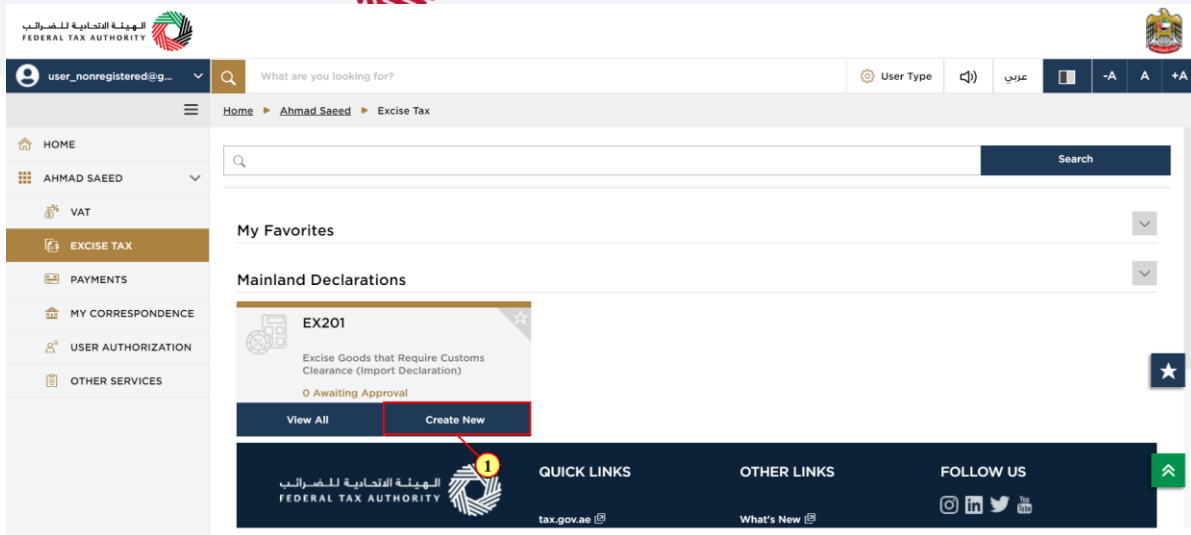


Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

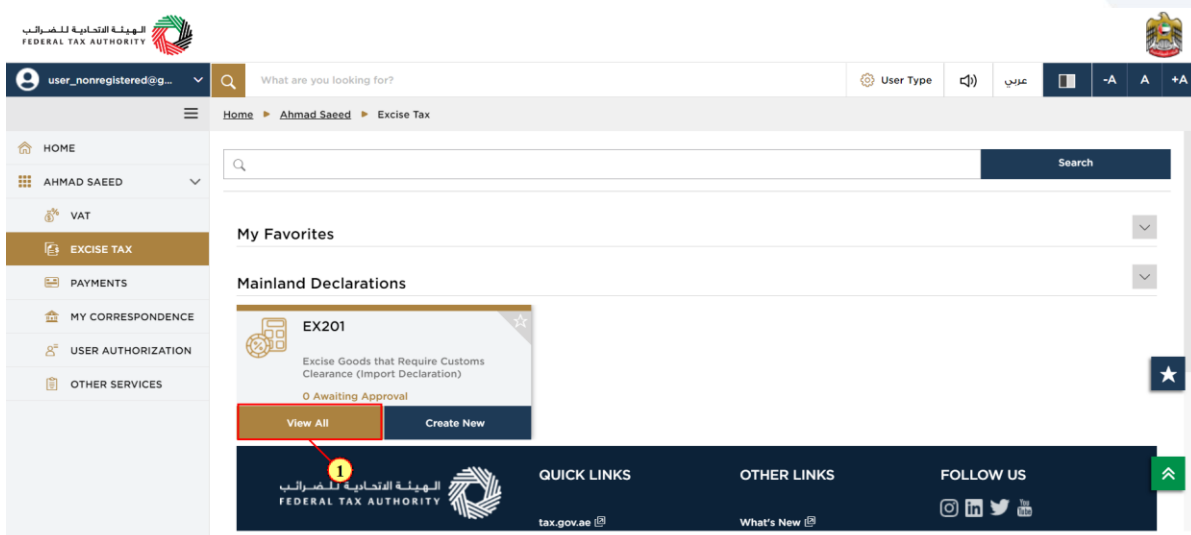
Logged in User Dashboard

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

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

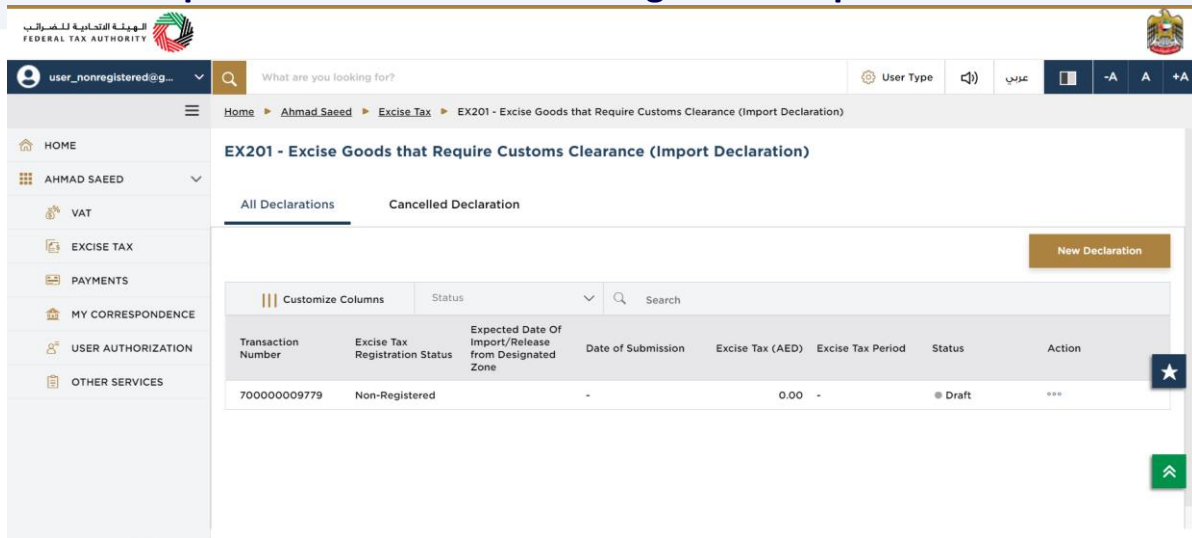


Step	Action
(1)	On clicking 'Create New', the 'Excise Goods that Require Customs Clearance (Import Declaration)' will appear



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

EX201 - Import Declaration for Non-Registered Importers Dashboard



user_nonregistered@g... What are you looking for? User Type عربي

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

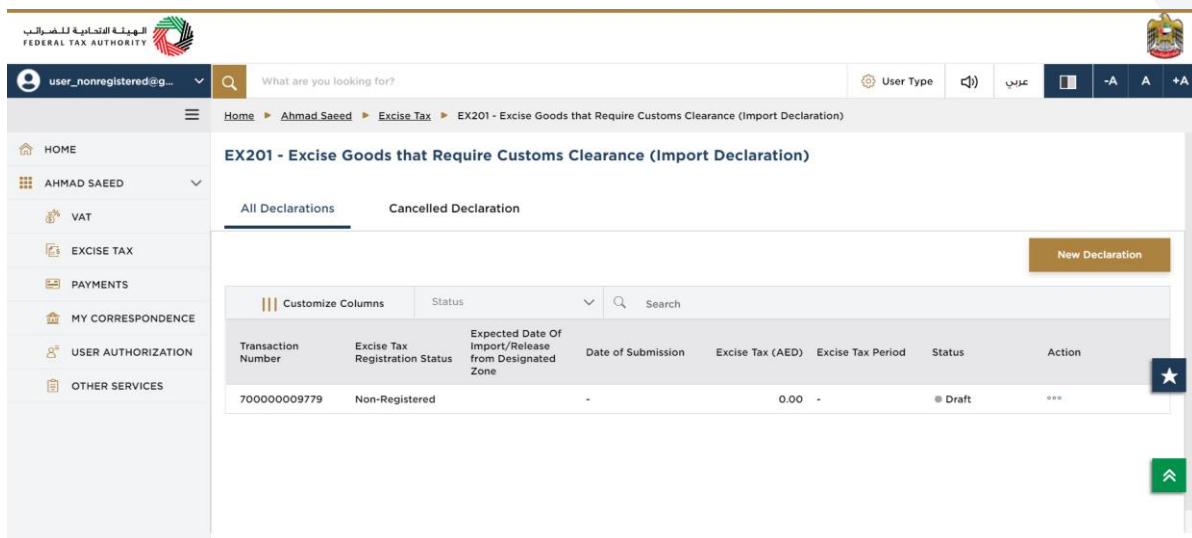
All Declarations Cancelled Declaration

New Declaration

Transaction Number	Excise Tax Registration Status	Expected Date Of Import/Release from Designated Zone	Date of Submission	Excise Tax (AED)	Excise Tax Period	Status	Action
700000009779	Non-Registered	-		0.00	-	Draft	***



This dashboard displays information related to your previous Import Declarations.



user_nonregistered@g... What are you looking for? User Type عربي

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

All Declarations Cancelled Declaration

New Declaration

Transaction Number	Excise Tax Registration Status	Expected Date Of Import/Release from Designated Zone	Date of Submission	Excise Tax (AED)	Excise Tax Period	Status	Action
700000009779	Non-Registered	-		0.00	-	Draft	***



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.



EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

All Declarations Canceled Declaration

New Declaration

Customize Columns Status Search

Transaction Number	Excise Tax Registration Status	Expected Date Of Import/Release from Designated Zone	Date of Submission	Excise Tax (AED)	Excise Tax Period	Status	Action
70000009779	Non-Registered	-	-	0.00	-	Draft	Edit Delete Export to Excel

Step	Action
(1)	Click on ellipsis to view, edit, delete or export the declaration.

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

All Declarations Canceled Declaration

New Declaration

Customize Columns Status Search

Transaction Number	Excise Tax Registration Status	Expected Date Of Import/Release from Designated Zone	Date of Submission	Excise Tax (AED)	Excise Tax Period	Status	Action
70000009779	Non-Registered	-	-	0.00	-	Draft	...

Step	Action
(1)	Click here to view all the cancelled declarations.



user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

All Declarations Cancelled Declaration

New Declaration (1)

Customize Columns Status Search

Transaction Number	Excise Tax Registration Status	Expected Date Of Import/Release from Designated Zone	Date of Submission	Excise Tax (AED)	Excise Tax Period	Status	Action
700000009779	Non-Registered	-	-	0.00	-	Draft	...

Step	Action
(1)	Click on 'New Declaration' to create a new Import Declaration.

Instructions and Guidelines

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

No. of form steps
4 steps

Expected time to complete this application
15 minutes

Expected fees for this service
Free of Charge

Required Templates

EX201 - Excise Goods That Require Customs Clearance (Import Declaration) - Non-Registered Importers

Required Documents

The documents below are designed to help you prepare the documentary requirements you should have at hand in order to complete the declaration form. The documentary requirements include:

- If the importer is a Natural Person and:
 - UAE resident
 - Scanned copy(ies) of your Emirates ID
 - Not UAE resident
 - Scanned copy(ies) of your Passport
- If the importer is a Legal Person:
 - Certificate of Incorporation; and
 - Trade License
- If the Authorized Signatory is
 - UAE resident
 - Scanned copy(ies) of Authorized Signatory's Emirates ID

Back Start



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 declaration.

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

UAE resident

- Scanned copy(ies) of Authorized Signatory's Emirates ID

Not UAE resident

- Scanned copy(ies) of Authorized Signatory's Passport

Scan of a signed document (in Arabic or English) proving that Authorized Signatory has the necessary authority

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 'Back' to go back to the previous page



user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

UAE resident

- Scanned copy(ies) of Authorized Signatory's Emirates ID

Not UAE resident

- Scanned copy(ies) of Authorized Signatory's Passport

Scan of a signed document (in Arabic or English) proving that Authorized Signatory has the necessary authority

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

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

UAE resident

- Scanned copy(ies) of Authorized Signatory's Emirates ID

Not UAE resident

- Scanned copy(ies) of Authorized Signatory's Passport

Scan of a signed document (in Arabic or English) proving that Authorized Signatory has the necessary authority

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.



Basic Information

user_nonregistered@g... What are you looking for?

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

1 Basic Information 2 Excise Goods 3 Declaration and Authorized Signatory 4 Review & Declaration

Taxable Person / Importer Details

Please select the type of importer

☐ Natural Person ☐ Legal Person

Import / Release Details

Emirate Arriving to Expected Date of Import / Release from Designated Zone

DD/MM/YYYY

Previous Step Save as Draft Next Step



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

user_nonregistered@g... What are you looking for?

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

1 Basic Information 2 Excise Goods 3 Declaration and Authorized Signatory 4 Review & Declaration

Taxable Person / Importer Details

Please select the type of importer

☐ Natural Person ☒ Legal Person

Name of Entity in English **Name of Entity in Arabic**

1

Previous Step Save as Draft Next Step

Step	Action
(1)	Select the type of Importer as 'Legal Person'



The items in the declaration will vary depending on the type of importer selected.

Step	Action
(1)	Enter the basic details of the Legal Person.

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

☐ Natural Person ☒ Legal Person

Name of Entity in English: Ahmad

Name of Entity in Arabic: أحمد

Country Code: +971 (United Arab Emirates)

Phone Number: 5090000

Email: ahmad.saeed@gmail.com

Address: P.O 12345, Near Dubai Airport

upload certificate of Incorporation or Trade License

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

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

Import / Release Details

Previous Step Save as Draft Next Step

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

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

P.O 12345, Near Dubai Airport

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

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

Import / Release Details

Emirate Arriving to: Dubai

Expected Date of Import / Release from Designated Zone: 25/08/2022

What is the Excise declaration related to?

☒ Import ☐ Release from Designated Zone (Requiring Customs Clearance)

Port of Entry: Dubai Airport Terminal 1

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter the Import/ Release Details



user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad.Saeed ▶ Excise_Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

P.O. (LS45), Near Uudai Airport Add/View(1) Drag files here
 Max file size: 10 MB | Formats: PDF,JPG,JPEG,PNG | Max. No. of files: 10

Import / Release Details

Emirate Arriving to: Dubai Expected Date of Import / Release from Designated Zone: 25/08/2022

What is the Excise declaration related to?
☒ Import ☐ Release from Designated Zone (Requiring Customs Clearance)

Port of Entry
Dubai Airport Terminal 1

Previous Step Save as Draft Next Step

Step	Action
(1)	Select the 'Port of Entry'



Select 'Type of Importer' as 'Natural Person'. The following screens will guide you through the steps of submitting the declaration if the type of Importer is a 'Natural Person'.

Step	Action
(1)	Select the type of Importer as 'Natural Person'



EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

First Name in English: Ahmad

Last Name in English: Khalid

First Name in Arabic: أحمد

Last Name in Arabic: خالد

Country Code: +971 (United Arab Emirates)

Phone Number: 500040006

Email: ahmad.khalid@gmail.com

Address: PO 12009, Near Airport

Is the importer resident in UAE?

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Enter the basic details of the Natural Person.

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Address: PO 12009, Near Airport

Is the importer resident in UAE?

Emirates ID Number

Emirates ID Expiry Date

Upload Copy of Your Emirates ID

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Click 'Yes' if the importer is resident in UAE.

Step	Action
(1)	Enter Emirates ID number of the applicant (Format is "000-0000-0000000-0")

Step	Action
(1)	Enter 'Emirates ID Expiry Date'

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Is the importer resident in UAE?

☒ Yes ☐ No

Emirates ID Number Emirates ID Expiry Date

Upload Copy of Your Emirates ID

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

Nationality as Shown on Passport Passport Number

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

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Nationality as Shown on Passport Passport Number

Passport Expiry Date

Upload Copy of Your Passport

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

Is the importer also the authorized signatory?

☐ Yes ☐ No

Import / Release Details

Emirate Arriving to Expected Date of Import / Release from Designated Zone

Step	Action
(1)	Enter passport details of the importer.



user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Nationality as Shown on Passport: Bahrain

Passport Number: A100908976

Passport Expiry Date: 28/08/2031

Upload Copy of Your Passport: Add/View(1) Drag files here

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

Is the importer also the authorized signatory?

☐ Yes ☐ No

Import / Release Details

Emirate Arriving to: Expected Date of Import / Release from Designated Zone:

Previous Step Save as Draft Next Step

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

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Nationality as Shown on Passport: Bahrain

Passport Number: A100908976

Passport Expiry Date: 28/08/2031

Upload Copy of Your Passport: Add/View(1) Drag files here

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

Is the importer also the authorized signatory?

☒ Yes ☐ No

Import / Release Details

Emirate Arriving to: Expected Date of Import / Release from Designated Zone:

Previous Step Save as Draft Next Step

Step	Action
(1)	Click 'Yes' if the importer is also the authorized signatory.

Step	Action
(1)	Select the Emirate in which the Excise Goods are arriving and enter the expected date of import/release from Designated Zone.

Step	Action
(1)	Select the option for which this Excise Tax declaration relates to.

user_nonregistered@g... What are you looking for? User Type عربي

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

☐ Import ☒ Release from Designated Zone (Requiring Customs Clearance)

Designated Zone Number
D100009901 Validate

Designated Zone Name in English
General Zone

Designated Zone Name in Arabic
المنطقة العامة

Warehouse Keeper Registration Number
1000099

Name of Warehouse Keeper (Business) in English
Ali

Name of Warehouse Keeper (Business) in Arabic
علي

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter the Designated Zone number and click on 'Validate'

user_nonregistered@g... What are you looking for? User Type عربي

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

☐ Import ☒ Release from Designated Zone (Requiring Customs Clearance)

Designated Zone Number
D100009901 Validate

Designated Zone Name in English
General Zone


Designated Zone Name in Arabic
المنطقة العامة

Warehouse Keeper Registration Number
1000099

Name of Warehouse Keeper (Business) in English
Ali

Name of Warehouse Keeper (Business) in Arabic
علي

Previous Step Save as Draft Next Step

	Once the Designated Zone number is validated the details of Warehouse Keeper and Designated Zone is auto-completed.
---	---

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

☐ Import ☒ Release from Designated Zone (Requiring Customs Clearance)

Designated Zone Number
D100009901 Validate

Designated Zone Name in English
General Zone

Designated Zone Name in Arabic
المنطقة العامة

Warehouse Keeper Registration Number
1000099

Name of Warehouse Keeper (Business) in English
Ali

Name of Warehouse Keeper (Business) in Arabic
علي

Previous Step 1 Save as Draft Next Step

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

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

☐ Import ☒ Release from Designated Zone (Requiring Customs Clearance)

Designated Zone Number
D100009901 Validate

Designated Zone Name in English
General Zone

Designated Zone Name in Arabic
المنطقة العامة

Warehouse Keeper Registration Number
1000099

Name of Warehouse Keeper (Business) in English
Ali

Name of Warehouse Keeper (Business) in Arabic
علي

Previous Step Save as Draft 1 Next Step

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



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

☐ Import ☒ Release from Designated Zone (Requiring Customs Clearance)

Designated Zone Number
D100009901 [Validate](#)

Designated Zone Name in English
General Zone

Designated Zone Name in Arabic
المنطقة العامة

Warehouse Keeper Registration Number
1000099

Name of Warehouse Keeper (Business) in English
Ali

Name of Warehouse Keeper (Business) in Arabic
علي

[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

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

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.

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

Step	Action
(1)	Click here to clear the expense table

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

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](#) ExciseGoods.xlsx last updated 07/08/2022 [Upload Filled Template](#)

ExciseGoods.xlsx C: 0000000173278 ,22029993,Sainsbury's No Added Sugar Lime Cordial 1.0 L, Sainsbury's

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

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.

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

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](#) ExciseGoods.xlsx last updated 07/08/2022 [Upload Filled Template](#)

ExciseGoods.xlsx C: 0000000173278 ,22029993,Sainsbury's No Added Sugar Lime Cordial 1.0 L, Sainsbury's

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

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

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



user_nonregistered@g... What are you looking for? User Type عربي

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

ExciseGoods.xlsx Clear table

Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand View Excise Goods List

HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Retail Selling Price as per the FTA Published List (AED)	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
22029930	0000000023 2821	Marks & Spencer Lemon & Lime Fruit Juice 1.0 L	Sweetend Drinks	Marks & Spencer	Liter	10,000	14.290	15.000	75,000.000	✓	...

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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EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

ExciseGoods.xlsx Clear table

Search and add items Search by Item Code, HS Code, Item Description, Product Description or Brand View Excise Goods List

HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Retail Selling Price as per the FTA Published List (AED)	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
22029930	0000000023 2821	Marks & Spencer Lemon & Lime Fruit Juice 1.0 L	Sweetend Drinks	Marks & Spencer	Liter	10,000	14.290	15.000	75,000.000	✓	...

Previous Step Save as Draft Next Step

https://taxpayer-uat.tax.gov.ae/sap/bc/ui5_ui5/sap/zmcf_fmca/index.html?sap-client=200&sap-language=EN

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

Excise Goods Grid

If the item has not yet been approved by the FTA, please click on the "EX701" link 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
000000000507	000000000507		Rianlon 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 has not yet been approved by the FTA, please click on the "EX701" link 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
000000000507	000000000507		Rianlon Paint	Non Excisable			

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.
--	---



Selection	Item Code	Description	Category	Brand	Unit	Price
<input type="radio"/>	0000000031275 2	Defence Apple, Kiwi, Spinach & Lime Smoothie 750.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	26.67
<input type="radio"/>	000000003129 05	Marks & Spencer Mango & Passion Fruit with Coconut Milk Smoothie 750.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	25.71
<input type="radio"/>	0000000031293 6	Marks & Spencer Protect Orange, Lemon And Ginger With Linseed Smoothie 750.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	26.67
<input type="radio"/>	0000000031295 0	Marks & Spencer Super Smoothie Revitalise Fruit Puree 750.0 ml	Non Excisable	Marks & Spencer	Milliliter	25.71
<input checked="" type="radio"/>	0000000031522 7	Fever-Tree Indian Tonic Water 150.0 ml	Carbonated drinks	Fever-Tree	Milliliter	3.57

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

Selection	Item Code	Description	Category	Brand	Unit	Price
<input type="radio"/>	0000000031275 2	Defence Apple, Kiwi, Spinach & Lime Smoothie 750.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	26.67
<input type="radio"/>	000000003129 05	Marks & Spencer Mango & Passion Fruit with Coconut Milk Smoothie 750.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	25.71
<input type="radio"/>	0000000031293 6	Marks & Spencer Protect Orange, Lemon And Ginger With Linseed Smoothie 750.0 ml	Sweetend Drinks	Marks & Spencer	Milliliter	26.67
<input type="radio"/>	0000000031295 0	Marks & Spencer Super Smoothie Revitalise Fruit Puree 750.0 ml	Non Excisable	Marks & Spencer	Milliliter	25.71
<input checked="" type="radio"/>	0000000031522 7	Fever-Tree Indian Tonic Water 150.0 ml	Carbonated drinks	Fever-Tree	Milliliter	3.57

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

Item Details



Details of the selected Excise Good are displayed here.

Step	Action
(1)	Enter 'Designated Price (AED)' and 'Quantity'



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



Excise Goods

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Customize Columns Columns Search

HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Retail Selling Price as per the FTA Published List (AED)	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
22029930	0000000023 2821	Marks & Spencer Lemon & Lime Fruit Juice 1.0 L	Sweetend Drinks	Marks & Spencer	Liter	10,000	14.290	15.000	75,000.000	✓	...
22021029	0000000031 5227	Fever-Tree Indian Tonic Water 150.0 ml	Carbonated drinks	Fever-Tree	Milliliter	20,000	3.570	5.000	50,000.000		Edit Delete

Excise Tax Due on Release or Consumption: : AED 125,000.00

Previous Step Save as Draft Next Step

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

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

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EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Customize Columns Columns Search

HS Code	Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Retail Selling Price as per the FTA Published List (AED)	Designated Price (AED)	Excise Tax (AED)	Upload Status	Action
22029930	0000000023 2821	Marks & Spencer Lemon & Lime Fruit Juice 1.0 L	Sweetend Drinks	Marks & Spencer	Liter	10,000	14.290	15.000	75,000.000	✓	...
22021029	0000000031 5227	Fever-Tree Indian Tonic Water 150.0 ml	Carbonated drinks	Fever-Tree	Milliliter	20,000	3.570	5.000	50,000.000		...

Excise Tax Due on Release or Consumption: : AED 125,000.00

Previous Step Save as Draft Next Step



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

Declaration & Authorized Signatory

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Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Job Title
Manager

Name of Entity in English
Mohammad Kaif

Name of Entity in Arabic
محمد كايف

Country Code
+971 (United Arab Emirates)

Phone Number
50000090

Email ID
mohammad.kaif@hotmail.com

Address
P.O.90009, Near Abu Dhabi Airport Road

Is the Authorized Signatory a resident of the UAE?

Previous Step Save as Draft Next Step



Enter 'Authorized Signatory' details. If the Importer and the Authorized signatory are same, then the details of the Importer will be pre-populated in this section

user_nonregistered@g... What are you looking for?

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EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

P.O.90009, Near Abu Dhabi Airport Road

Is the Authorized Signatory a resident of the UAE?

☒ Yes ☐ No

Emirates ID Number ¹

Emirates ID Expiry Date
DD/MM/YYYY

Upload scan of Emirate ID

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)	Select 'Yes' if the Authorized Signatory is a resident of the UAE



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EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

P.O.90009, Near Abu Dhabi Airport Road

Is the Authorized Signatory a resident of the UAE?
☒ Yes ☐ No

Emirates ID Number 00000000000000000000 Emirates ID Expiry Date 00/00/0000

Upload scan of Emirate ID 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)	Enter Emirates ID number of the applicant (Format is "000-0000-0000000-0")

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

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EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

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Is the Authorized Signatory a resident of the UAE?
☒ Yes ☐ No

Emirates ID Number 00000000000000000000 Emirates ID Expiry Date 00/00/0000

Upload scan of Emirate ID 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)	Enter Emirates ID Expiry Date.



user_nonregistered@g... What are you looking for? User Type عربي

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EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Emirates ID Number:

Emirates ID Expiry Date:

Upload scan of Emirate ID

Drag files here

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

Nationality as Shown on Passport:

Passport Number:

Passport Expiry Date:

Previous Step Next Step

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

user_nonregistered@g... What are you looking for? User Type عربي

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Emirates ID Number: 100-0900-0080070-0

Emirates ID Expiry Date: 30/08/2038

Upload scan of Emirate ID

Drag files here

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

Nationality as Shown on Passport: Bahrain

Passport Number: A10090876

Passport Expiry Date: 26/08/203d

Previous Step Next Step

Step	Action
(1)	Enter Passport details



user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Country: Bahrain | Passport Number: A10090876

Passport Expiry Date: 26/08/2030

Upload Copy of Your Passport

Add/View(1) | Drag files here

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

Upload scanned copy of signed authorization documents

Add/View(1) | Drag files here

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

Preferred Language of Communication: [Dropdown]

Previous Step | **1** | Save as Draft | Next Step

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

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

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

Upload scanned copy of signed authorization documents

Add/View(1) | Drag files here

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

Date of Submission: 24/08/2022

☒ I hereby declare the below:

- I declare that all information provided by me is true, accurate and as per best of my knowledge.
- I read and reviewed all steps Information

Previous Step | Save as Draft | Next Step

	Date of Submission is pre-populated with current date
--	---



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

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

Upload scanned copy of signed authorization documents

[Add/View\(1\)](#)

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

Date of Submission
24/08/2022

☒ I hereby declare the below:

- I declare that all information provided by me is true, accurate and as per best of my knowledge.
- I read and reviewed all steps information

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

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

Review & Declaration

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Review & Declaration Expand All / Collapse All

Step 1: Basic Information

Please select the type of importer

☐ Natural Person ☒ Legal Person

Name of Entity in English Ahmad Name of Entity in Arabic أحمد

Country Code Phone Number Email

Previous Step Save as Draft Submit



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

user_nonregistered@g... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Saeed ▶ Excise Tax ▶ EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Review & Declaration Expand All / Collapse All

Step 1: Basic Information

Please select the type of importer

☐ Natural Person ☒ Legal Person

Name of Entity in English Ahmad Name of Entity in Arabic أحمد

Country Code Phone Number Email

Previous Step Save as Draft Submit

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



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

Step	Action
(1)	Click here to edit the basic information.

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Passport Number: A10090876

Passport Expiry Date: 26/08/2030

Preferred Language of Communication: English

Date of Submission: 24/08/2022

☒ I read and reviewed all steps information

Previous Step | Save as Draft | Submit

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

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Passport Number: A10090876

Passport Expiry Date: 26/08/2030

Preferred Language of Communication: English

Date of Submission: 24/08/2022

☒ I read and reviewed all steps information

Previous Step | Save as Draft | Submit

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

Acknowledgement

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > Excise Goods that Require Customs Clearance (Import Declaration)

EX201 - Excise Goods that Require Customs Clearance (Import Declaration)

Declaration Submitted successfully ● Awaiting Payment

Name : Ahmad Saeed

Transaction Number : 700000009790

Date of Submission : 11 November 2022

Excise Tax Due : AED 125,000.000

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

user_nonregistered@g... What are you looking for?

Home > Ahmad Saeed > Excise Tax > Excise Goods that Require Customs Clearance (Import Declaration)

[Pay](#)

What's next
Follow the below steps to understand what happens after submitting the EX201 - Excise Goods That Require Customs Clearance (Import Declaration):

1. After you submit the declaration, you are required to pay Excise Tax due on the Excisable Goods in the declaration.
2. After you pay the Excise Tax, a UAE Customs official reviews and either approves or rejects the declaration.
3. If the Customs official approves the declaration, you can import the goods into the UAE.
4. If the Customs official rejects the declaration, you will not be able to import the goods into the UAE and you can request a refund.

Important Notes

1. You can edit the declaration after submission before you pay Excise Tax due on the Excisable Goods.
2. After you pay Excise Tax, you can cancel the declaration before it is reviewed by a UAE Customs officer. If you cancel the declaration, you can request a refund.
3. You can check the status of your declaration at any time by logging into the EmaraTax 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.

user_nonregistered@g... What are you looking for?

Home ▶ Ahmad Saad ▶ Excise Tax ▶ Excise Goods that Require Customs Clearance (Import Declaration)

Pay

What's next
Follow the below steps to understand what happens after submitting the EX201 - Excise Goods That Require Customs Clearance (Import Declaration):

1. After you submit the declaration, you are required to pay Excise Tax due on the Excisable Goods in the declaration.
2. After you pay the Excise Tax, a UAE Customs official reviews and either approves or rejects the declaration.
3. If the Customs official approves the declaration, you can import the goods into the UAE.
4. If the Customs official rejects the declaration, you will not be able to import the goods into the UAE and you can request a refund.

Important Notes

1. You can edit the declaration after submission before you pay Excise Tax due on the Excisable Goods.
2. After you pay Excise Tax, you can cancel the declaration before it is reviewed by a UAE Customs officer. If you cancel the declaration, you can request a refund.
3. You can check the status of your declaration at any time by logging into the EmaraTax 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 Import Declaration, Non-Registered Importer receives the following correspondences:

- Declaration submission acknowledgement
- Declaration approval or rejection notification

Thank you