



## امارات تاکس **MARATAX**

## EX201A - Excise Tax Suspension - Excise Tax Clearing Company TINCE Import Declaration - User Manual

Date: Oct 2022

Version 1.0.0.0

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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



#### **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

	e 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

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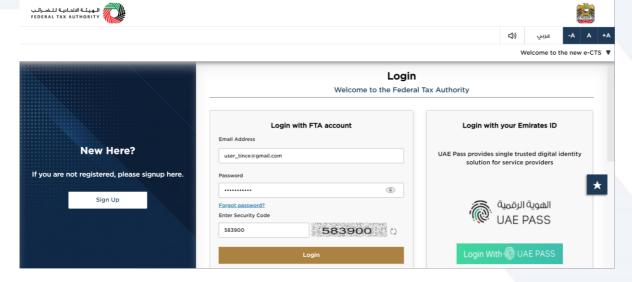


This manual is prepared to help the Excise Tax Clearing Company (TINCE) to navigate through the EmaraTax portal to submit Excise Tax Suspension Import Declaration Form. This manual covers the submission of the declaration by a Legal Person as well as by a Natural Person.





#### **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.

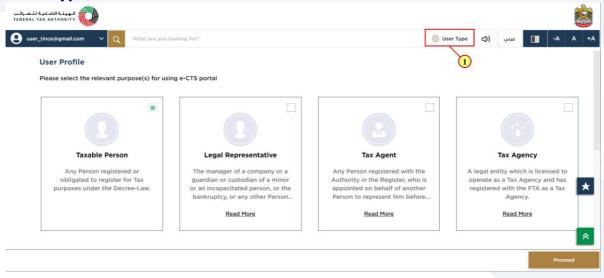


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish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

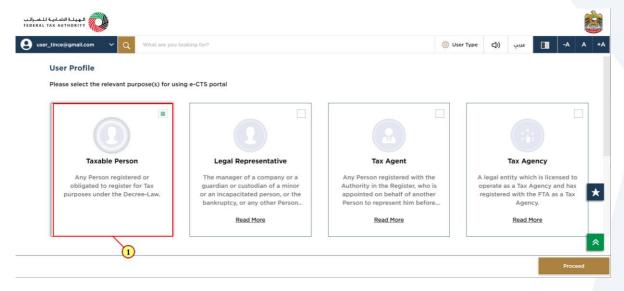




#### **User Type Selection**



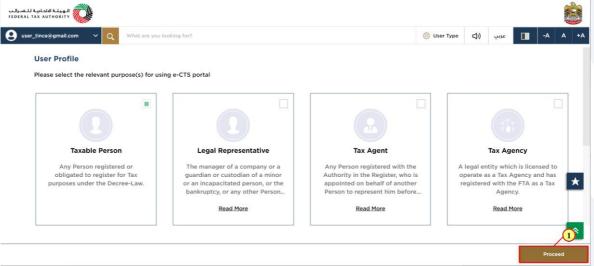
Step	Action
(1)	Click on 'User Type' to select the taxable person.



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





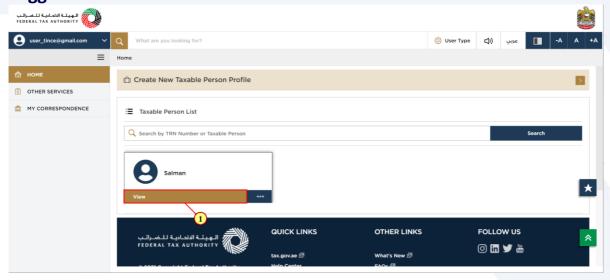


Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

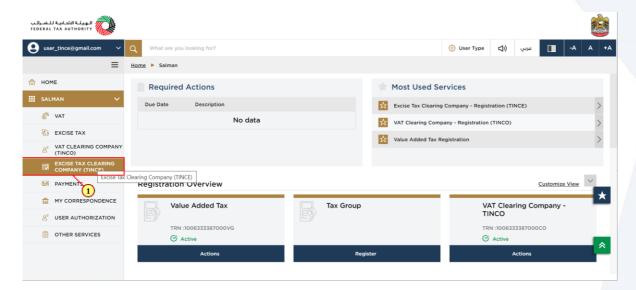




#### **Logged in User Dashboard**



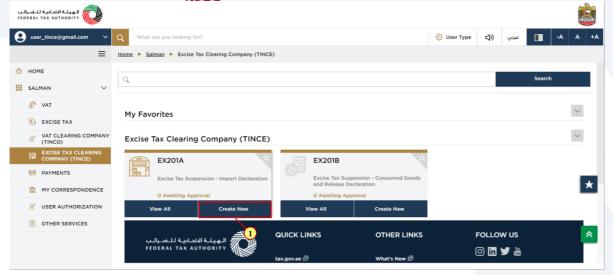
Step	Action
(1)	Click here to view the Taxable Person dashboard



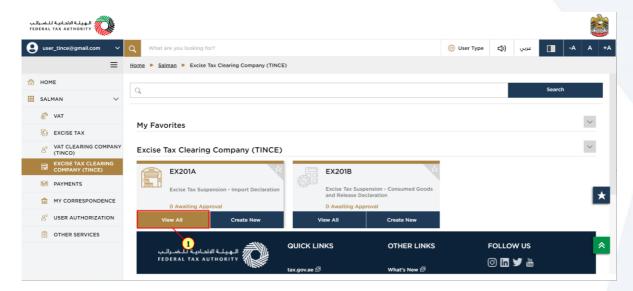
Step	Action
(1)	Click here to access Excise Tax Clearing Company module.







	Step	Action
I	(1)	On clicking 'Create New', the 'Excise Tax Suspension' declaration will appear

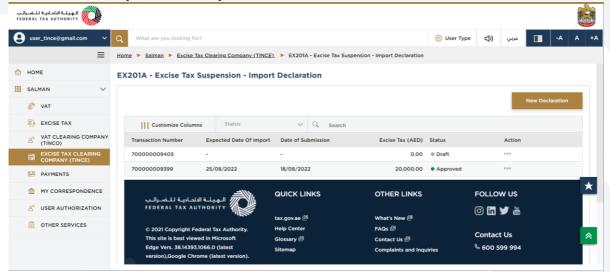


Step	Action
(1)	Click here to view all your previous declarations.



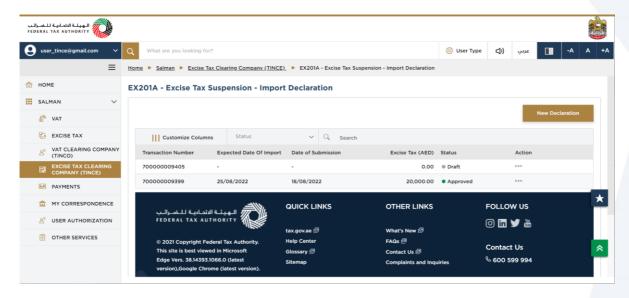


#### **Excise Tax Suspension Import Declaration Dashboard**





This dashboard displays information relating to your previous Excise Tax Suspension-Import Declaration.

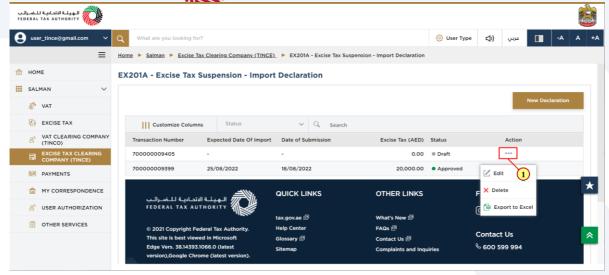




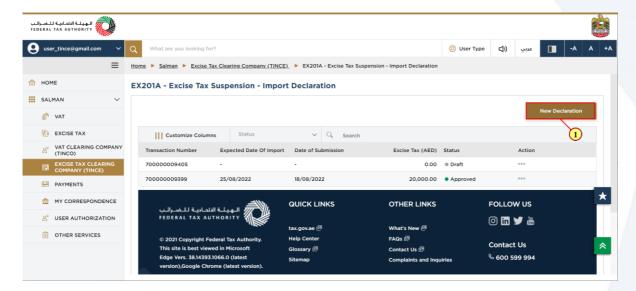
You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number.







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

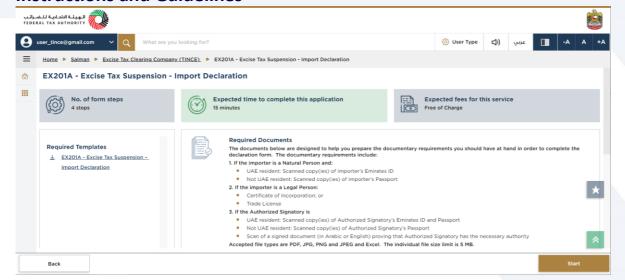


Step	Action
(1)	Click on 'New Declaration' to create a new Excise Tax Suspension - Import Declaration.



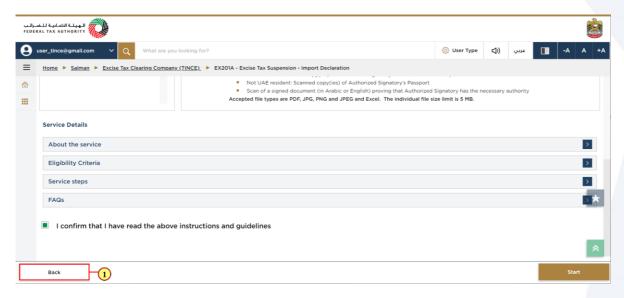


#### **Instructions and Guidelines**





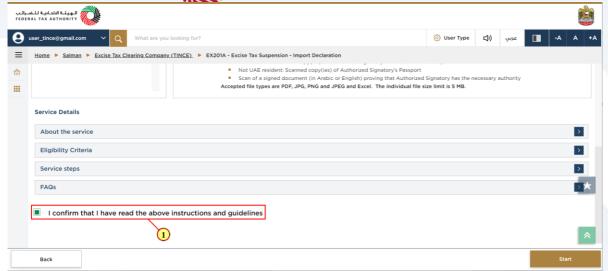
These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration.



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

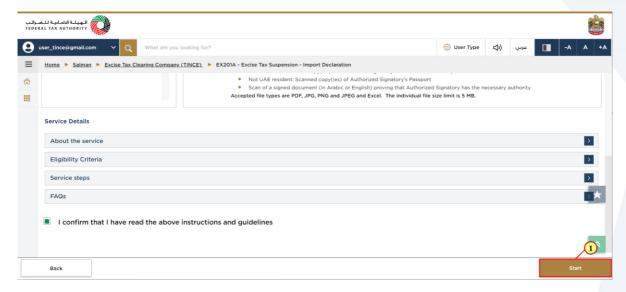






Step Action

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

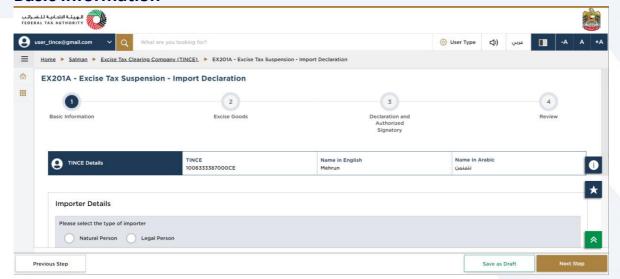


Step	Action
(1)	Click on 'Start' to proceed to the declaration



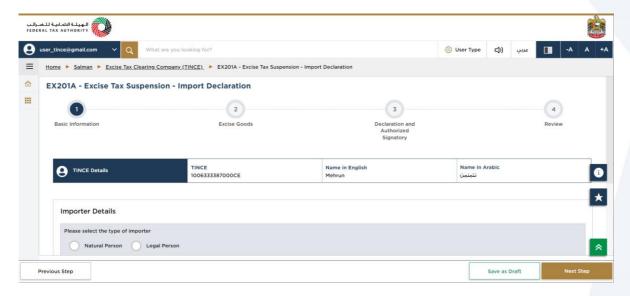


#### **Basic Information**





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

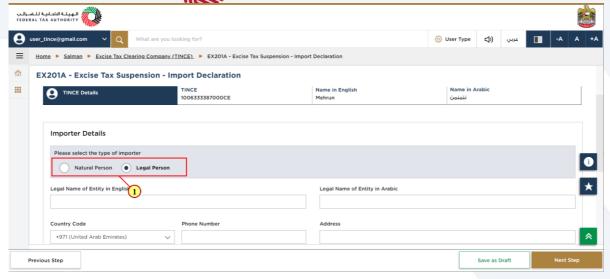




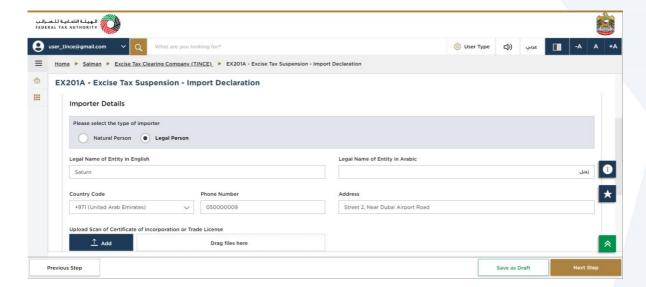
This section displays the basic details of the TINCE based on the data in TINCE registration profile









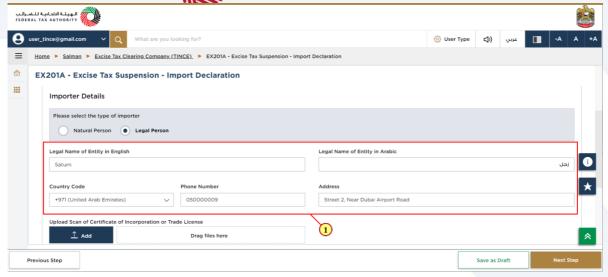




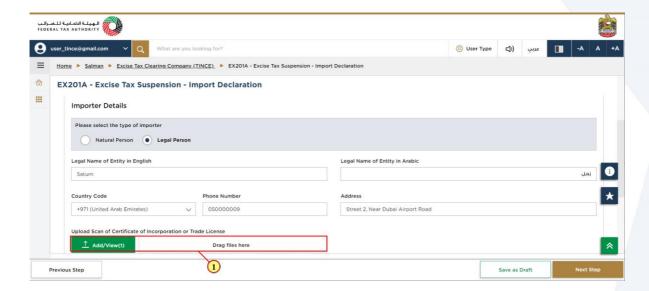
The items in the declaration will vary depending on the type of importer selected.







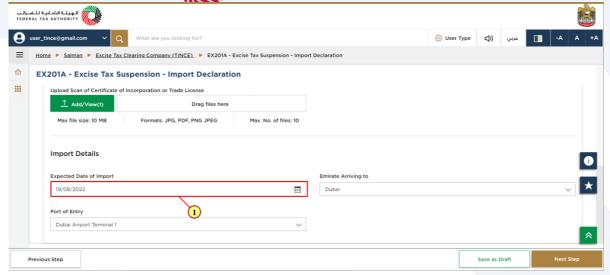




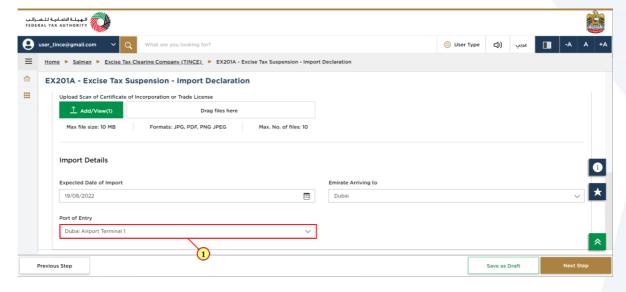
Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload a copy of certificate of incorporation or Trade License. On successful upload of document, the 'Add' button will be highlighted in green.











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





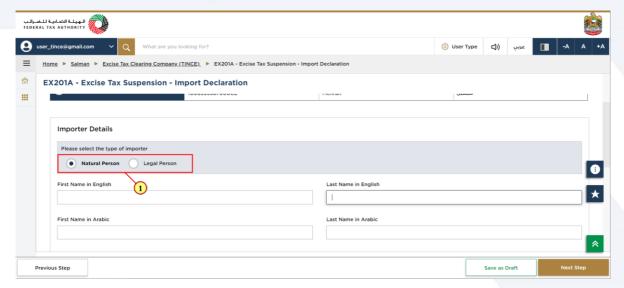




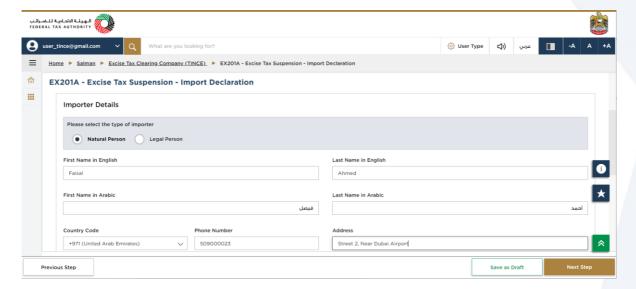
Select 'Type of Importer' as 'Natural Person'. The following screens will guide you through the steps of submitting the declaration if the type of Importer is a 'Natural Person'.









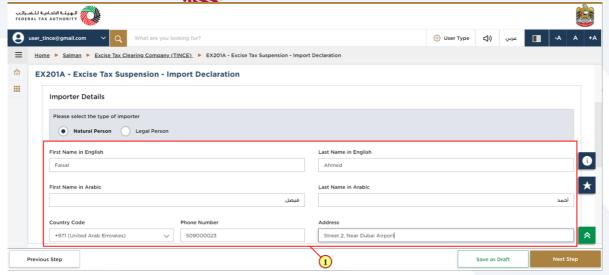




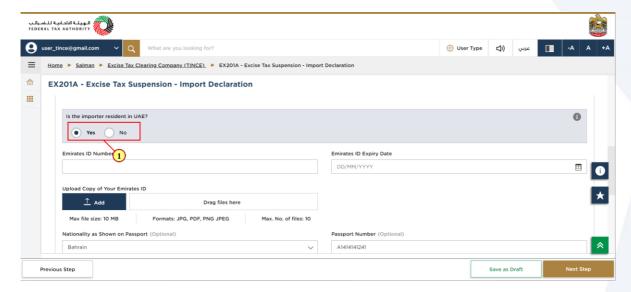
The items in the declaration will vary depending on the type of importer selected.







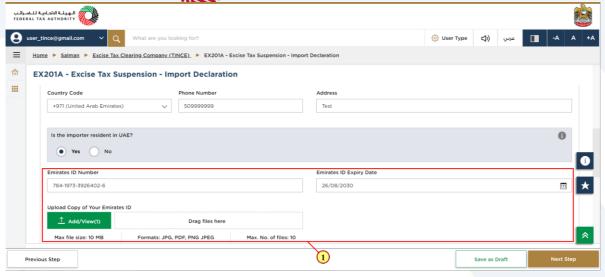


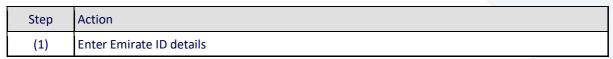


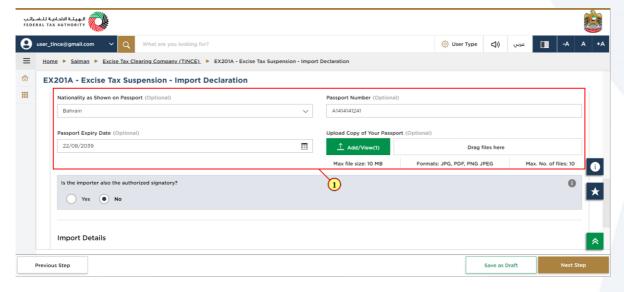
Step	Action
(1)	Click 'Yes' if the importer is resident in UAE.







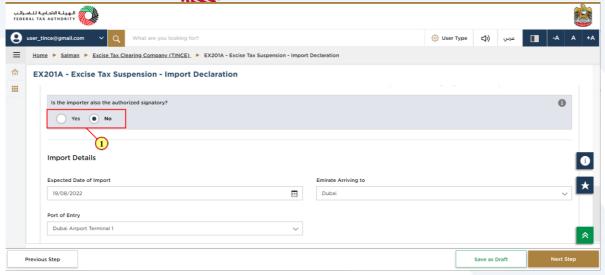




Step	Action
(1)	Enter Passport details

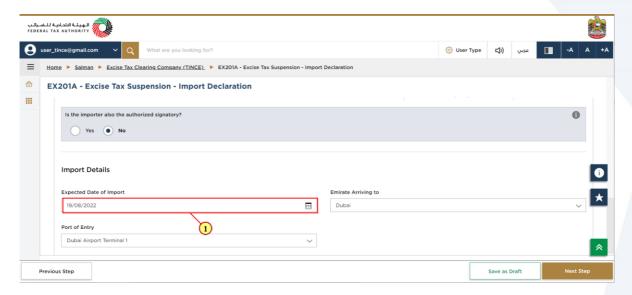






Step Action

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

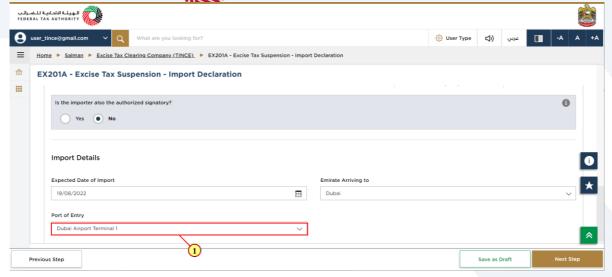


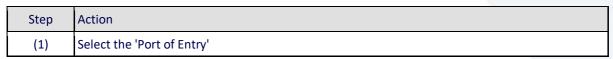
Step Action

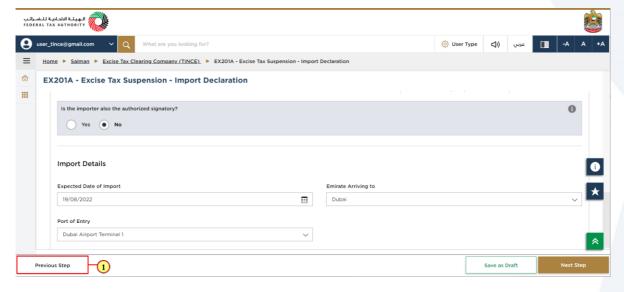
(1) Click here to select the expected date of Import.







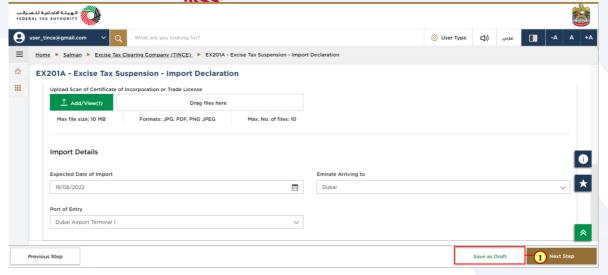




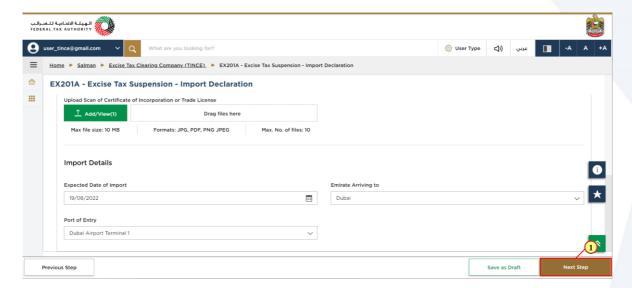
Step	Action
(1)	Click on 'Previous' to go back to the previous section.







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

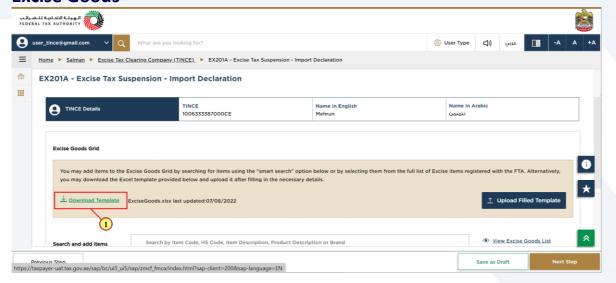


Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps

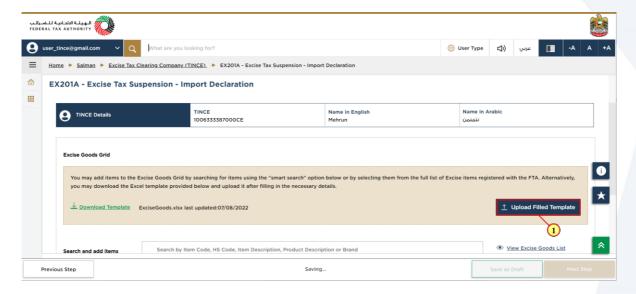




#### **Excise Goods**



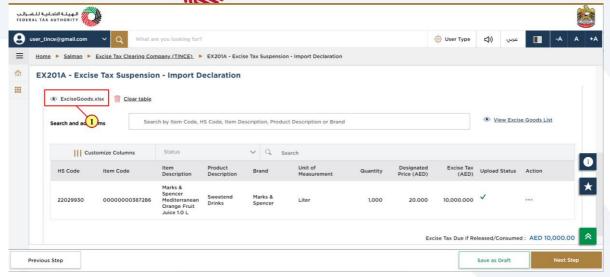
St	tep	Action
(	(1)	Click here to download the template that can be filled offline to directly upload items to the Excise Goods grid.

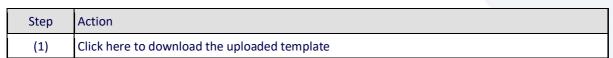


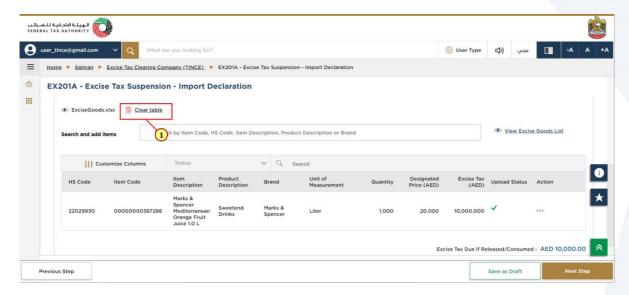
Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Excise Goods grid.







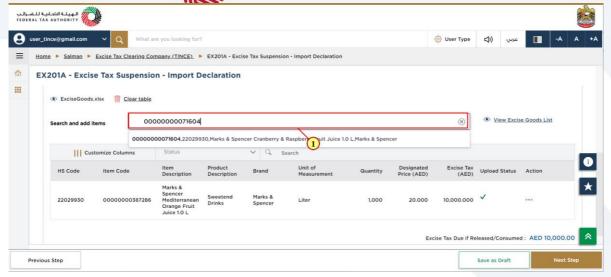




Step	Action
(1)	Click here to clear the expense table

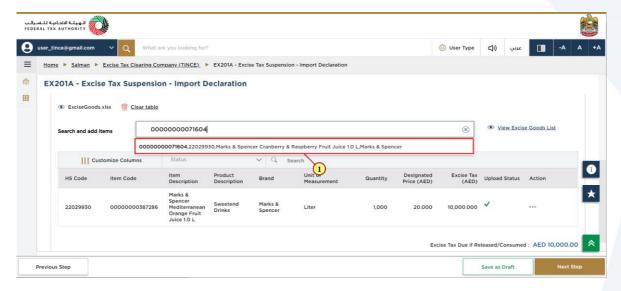






Step Action

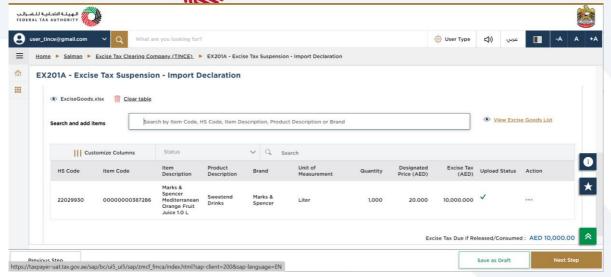
(1) Use this search box to find goods that are published in the FTA's Excise Goods list.



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

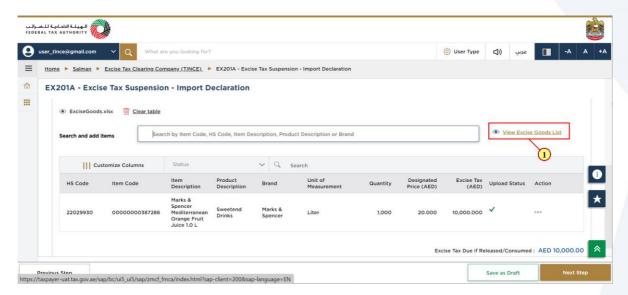








You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.

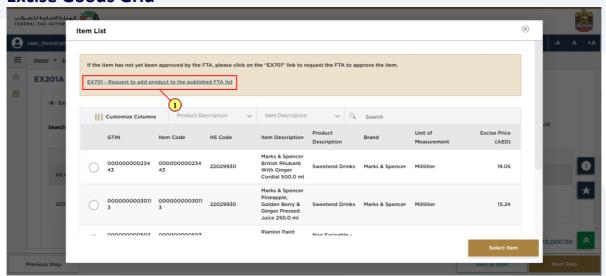


Step	Action
(1)	Click here to view the FTA's Excise Goods list.

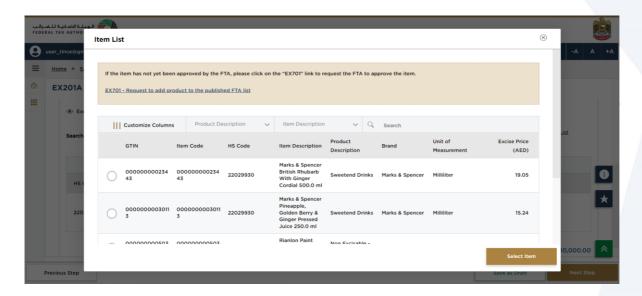




#### **Excise Goods Grid**



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





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.







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

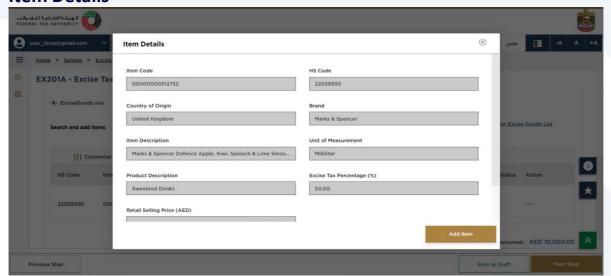


Step	Action
(1)	Click on 'Select Item' to include the item in the declaration.



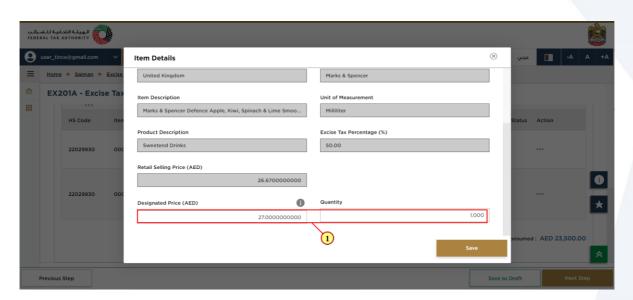


#### **Item Details**





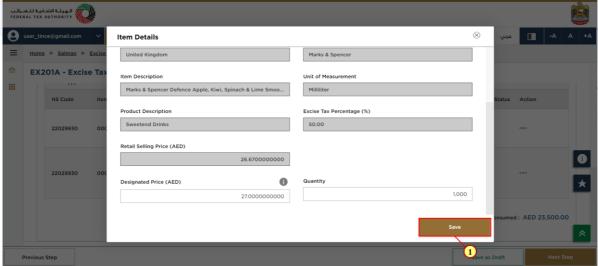
Details of the selected Excise Good are displayed here.



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





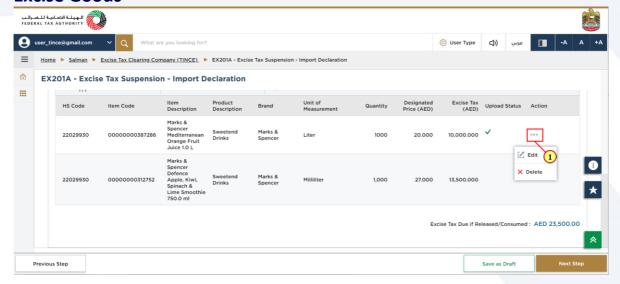


9	Step	Action
	(1)	Click on 'Save'



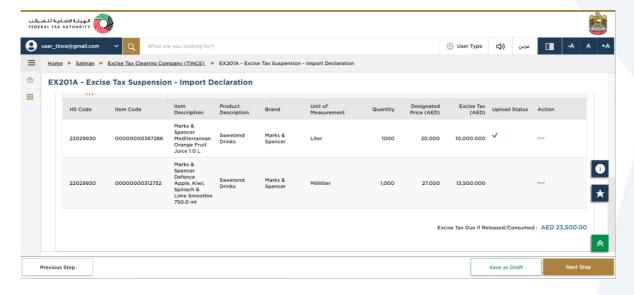


#### **Excise Goods**



Step Action

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



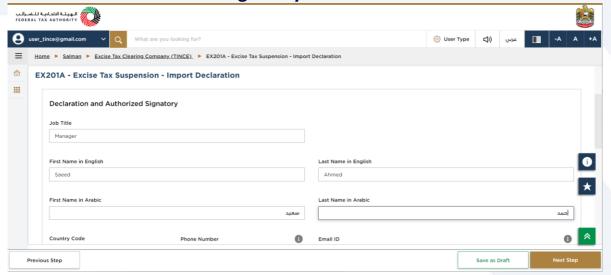


This is the amount of Excise Tax that is calculated based on the items included in the declaration. This amount will become due if the Excise Goods are released for free circulation or are consumed within the UAE.



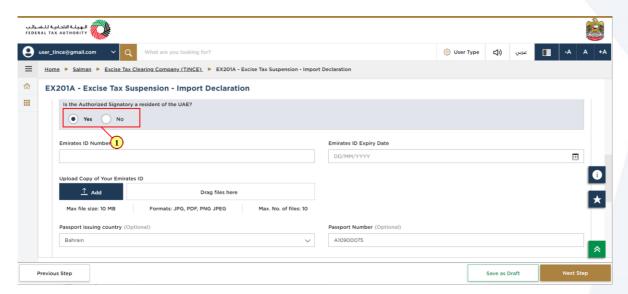


#### **Declaration & Authorized Signatory**





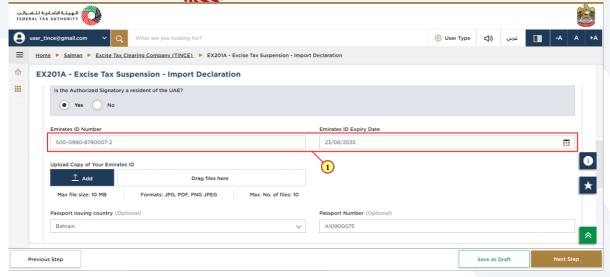
Enter 'Authorized Signatory' details. If the Importer and the Authorized signatory are same, then the details of the Importer will be pre-populated in this section

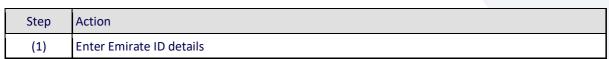


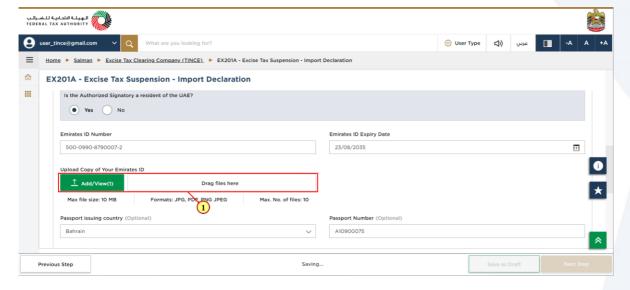
Step	Action
(1)	Select 'Yes' if the Authorized Signatory is a resident of the UAE







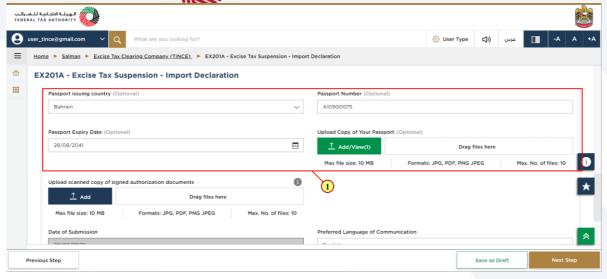


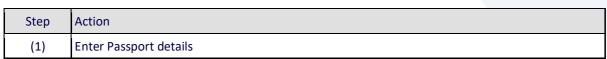


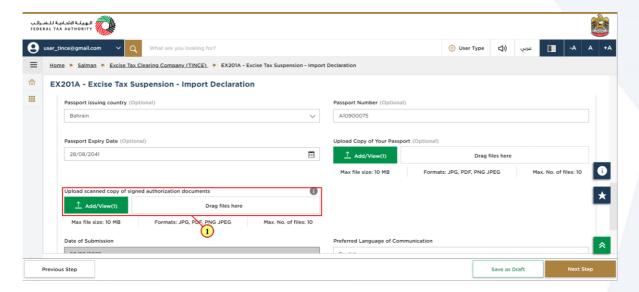
	Step	Action
J	(1)	Click on 'Add' button or drag & drop your files to upload a copy of your Emirates ID. On successful upload of document, the 'Add' button will be highlighted in green







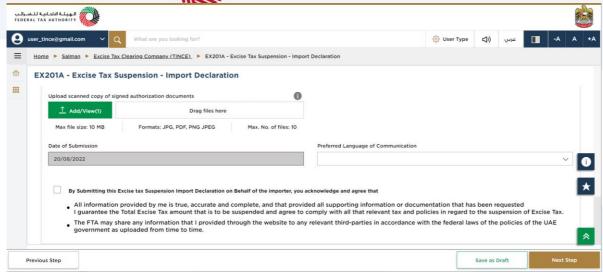




Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload a copy of signed authorization documents. On successful upload of document, the 'Add' button will be highlighted in green

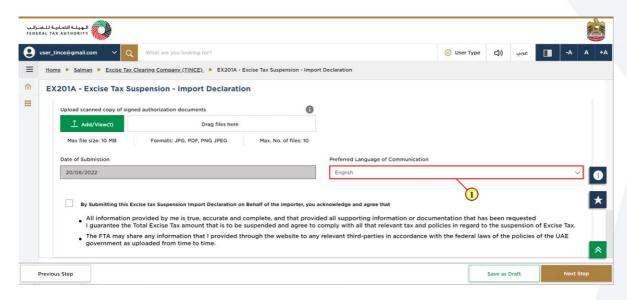








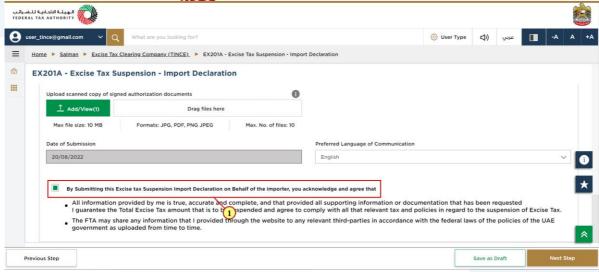
Date of Submission is pre-populated with current date



Ī	Step	Action
Ī	(1)	Select preferred language of communication.





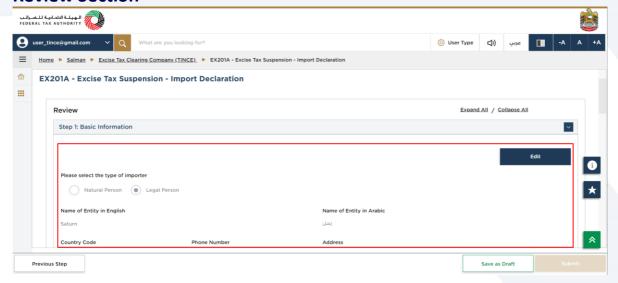


Step	Action
(1)	Mark the checkbox to confirm that information provided is true, accurate and complete on this declaration screen.



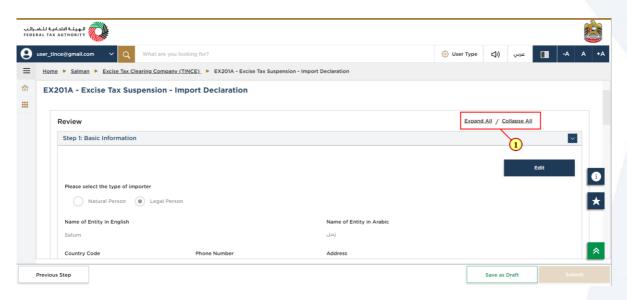


#### **Review Section**





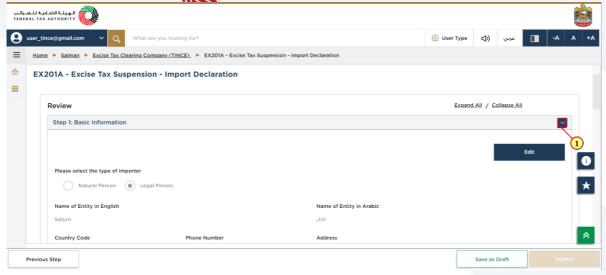
This section displays your completed declaration and allows you to review it prior to submission

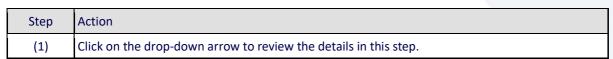


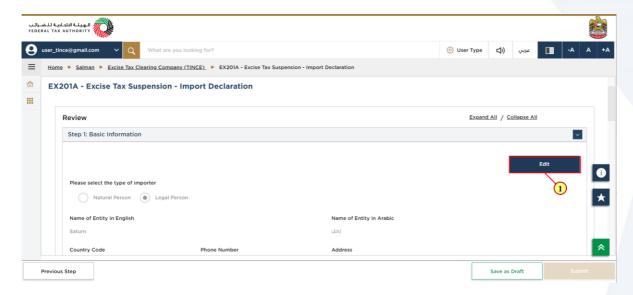
Step	Action
(1)	Click here to expand/collapse all steps at once.







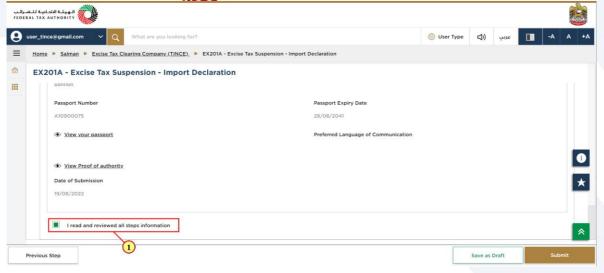




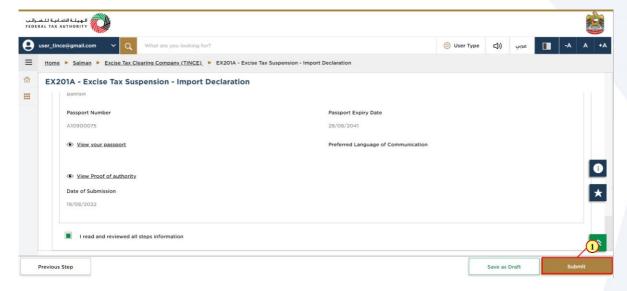
Step	Action
(1)	Click here to edit the basic information.







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

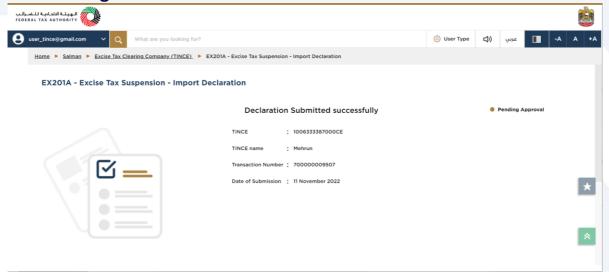


	Step	Action
Į	(1)	Click on 'Submit' to submit the declaration.





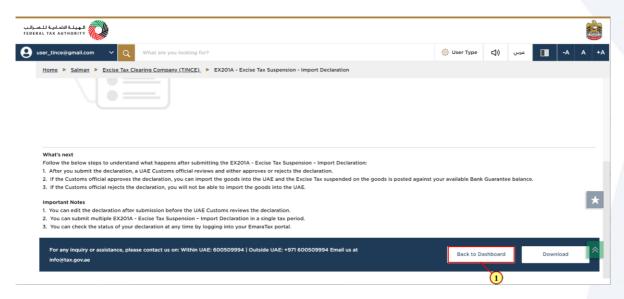
#### **Acknowledgement**





You have successfully submitted the declaration!

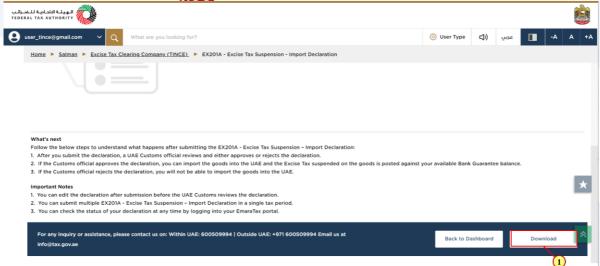
Make a note of the transaction number for future references. You can also access this Excise Declaration from the Excise Tax Suspension - Import Declaration tile, within the Excise Tax Clearing Company module.



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



# House Arch Enjoya

#### Correspondences





## After submission of the Import Declaration, TINCE receives the following correspondences:

- · Declaration submission acknowledgement
- · Declaration approval or rejection notification

