



امارات تاکس **MARATAX**

EX201B - Excise Tax Suspension Consumed and Released Goods Declaration - 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





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	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	

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



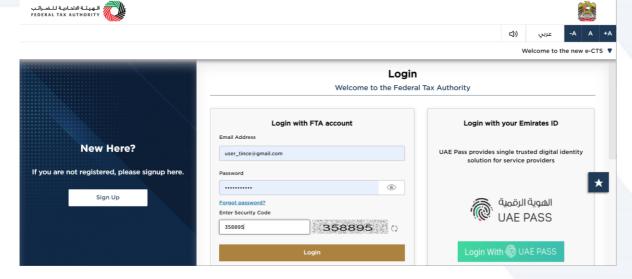


This manual is prepared to help the Excise Tax Clearing Company (TINCE) to navigate through the EmaraTax portal to submit EX201B - Excise Tax Suspension - Consumed Goods and Release Declaration.





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.

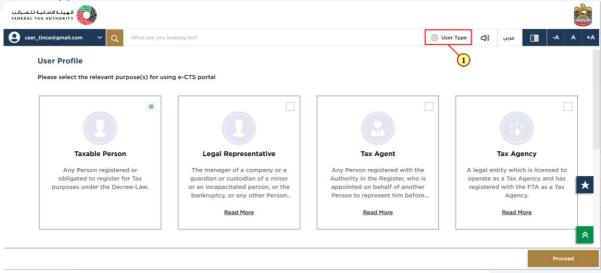


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish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

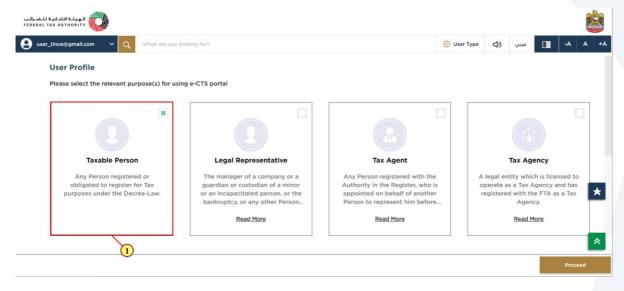




User Type Selection



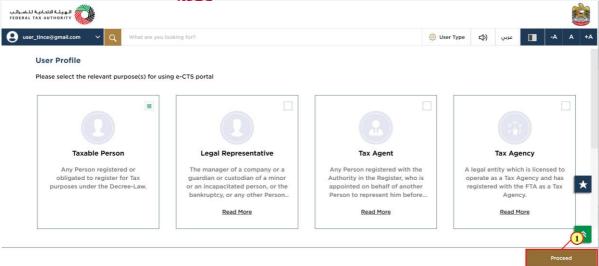
	Step	Action
Ī	(1)	Click here to select the user type



Step	Action
(1)	Select the Taxable Person tile





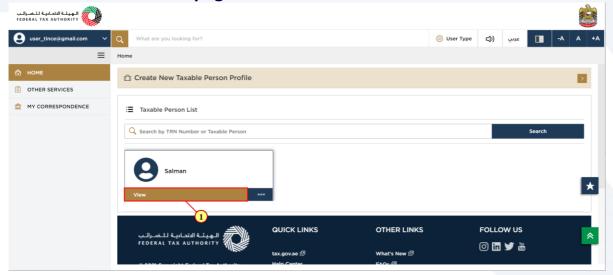


Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

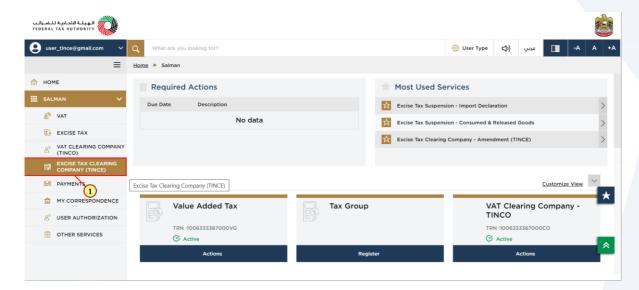




Taxable Person Home page



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

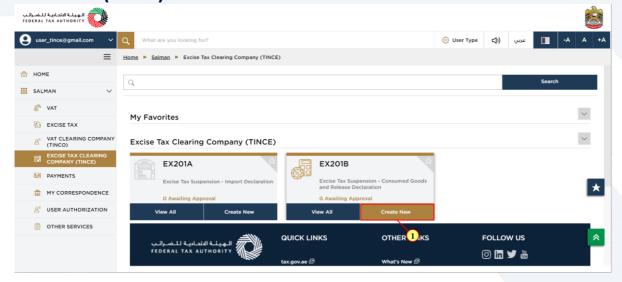


	Step	Action
ĺ	(1)	Click here to access Excise Tax Clearing Company (TINCE) module

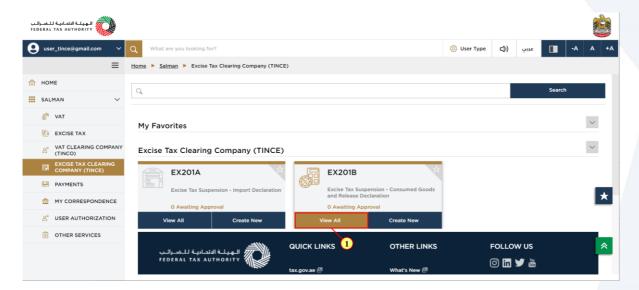




Excise Tax (TINCE) Module



Step	Action
(1)	On clicking 'Create New', the 'Excise Tax Suspension - Consumed Goods and Release' declaration will appear

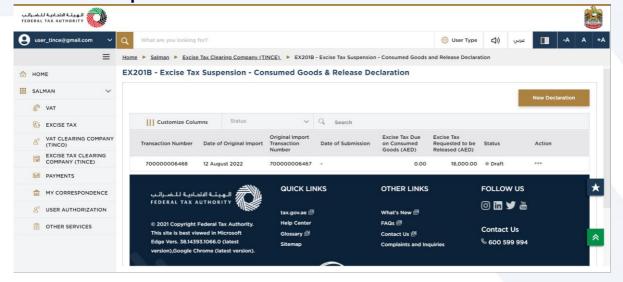


Step	Action
(1)	Click here to view all your previous declarations



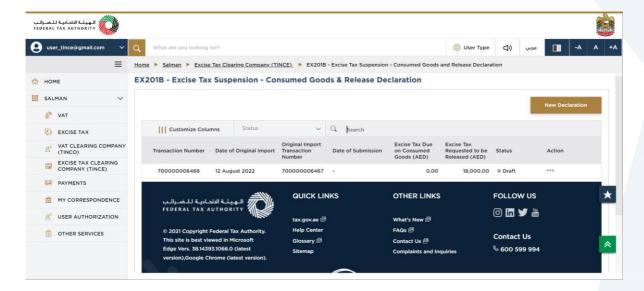


Excise Tax Suspension - Consumed Goods & Release Declaration dashboard





This dashboard displays information related to your previous Excise Tax Suspension - Consumed Goods & Release Declaration

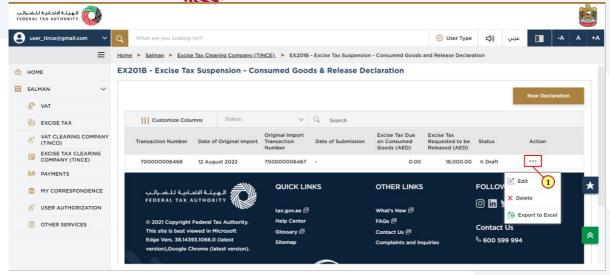




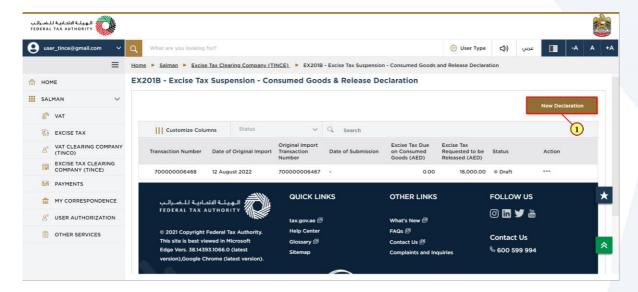
You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number







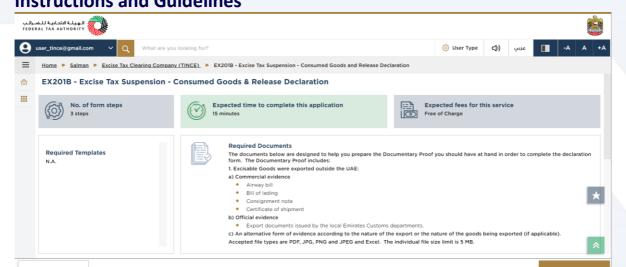
St	ер	Action
(2	1)	Click on ellipsis to edit, delete or export to excel the declaration



Step	Action
(1)	Click on 'New Declaration' to create a new Excise Tax Suspension - Consumed Goods & Release Declaration

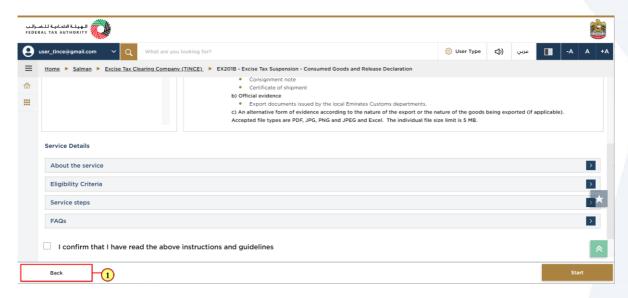








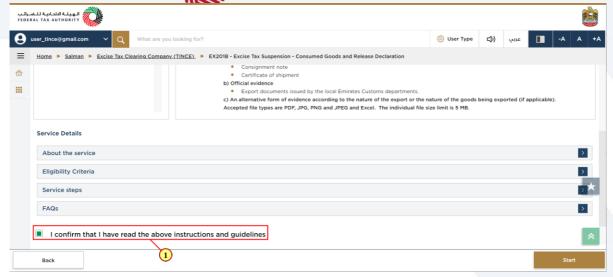
These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration



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

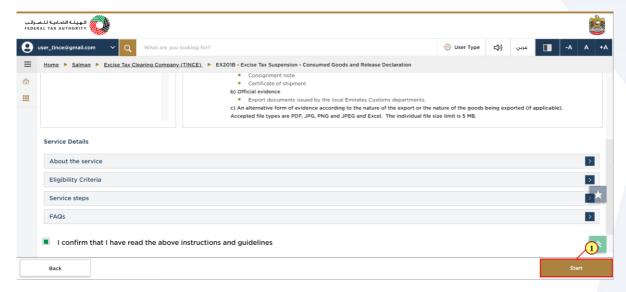






Step Action

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

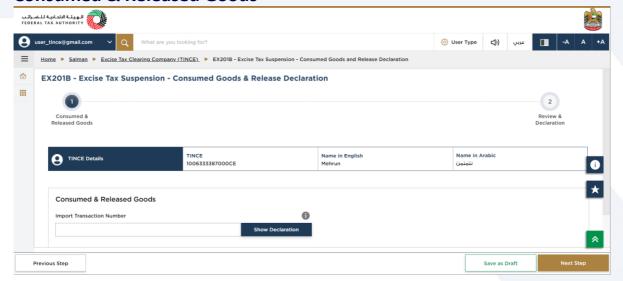


Step	Action
(1)	Click on 'Start' to proceed to the declaration



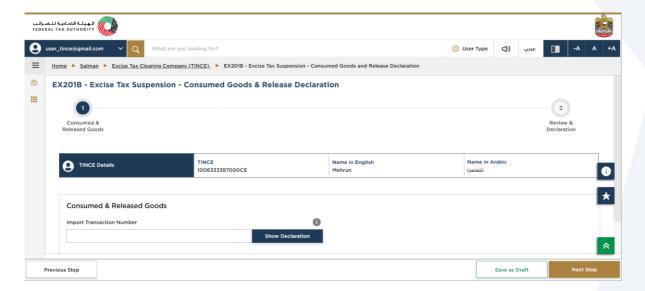


Consumed & Released Goods





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

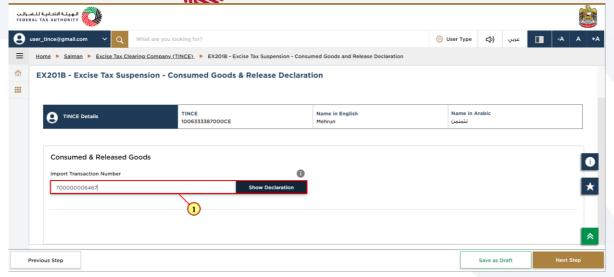




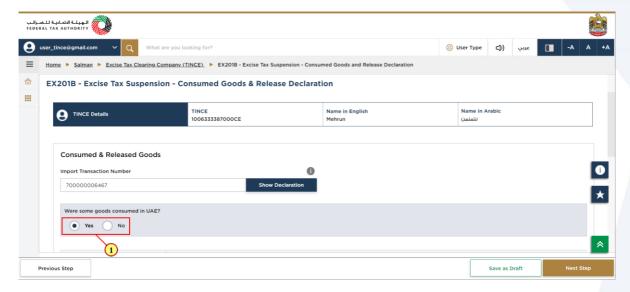
This section displays the basic details of Excise Tax Clearing Company (TINCE) based on the data in TINCE Registration profile







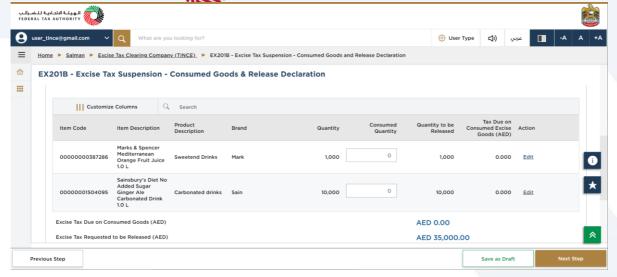
Step	Action
(1)	Enter the previously submitted 'EX201A Import Transaction Number' and click on 'Show Declaration'



Step	Action
(1)	Select 'Yes' if some of the goods were consumed in the UAE

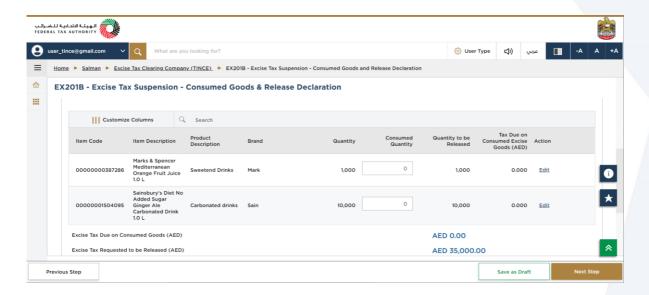








You can add a new column to the table. You can also search for Excise Goods by item or HS code

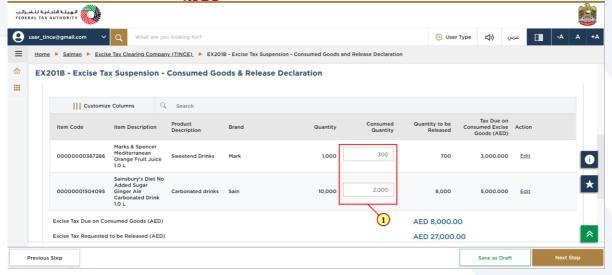




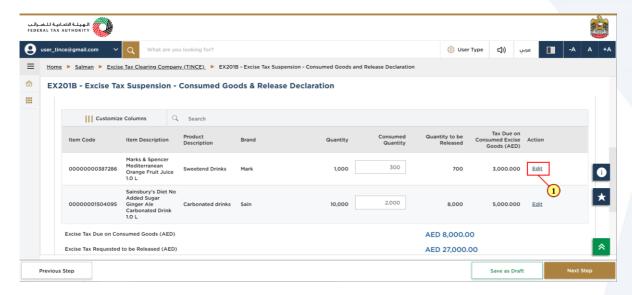
The Excise Goods added in the above declaration are populated in this table







Step	Action
(1)	Enter the consumed quantity of the selected Excise Good

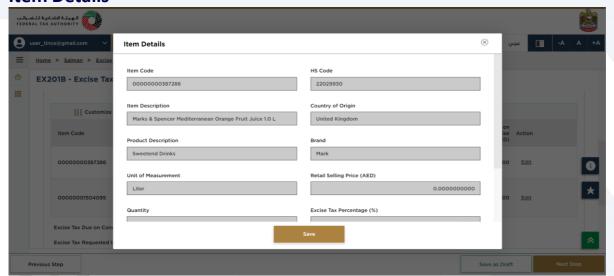


	Step	Action
ĺ	(1)	Click on 'Edit' to edit the consumed quantity of the selected Excise Good



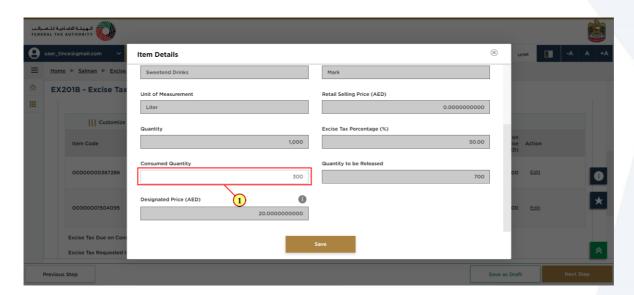


Item Details





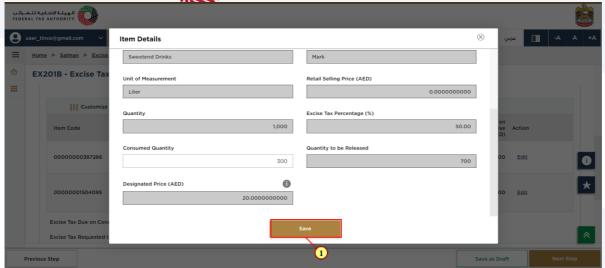
Details of the selected Excise Good are displayed here



Step	Action
(1)	Enter 'Consumed Quantity'





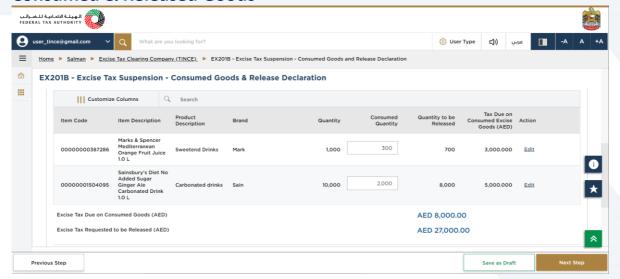


Step	Action
(1)	Click on 'Save' to update the consumed quantity



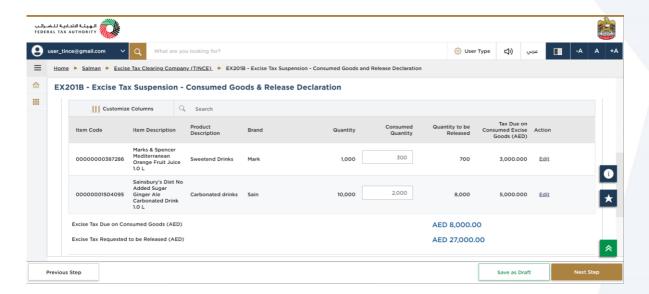


Consumed & Released Goods





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

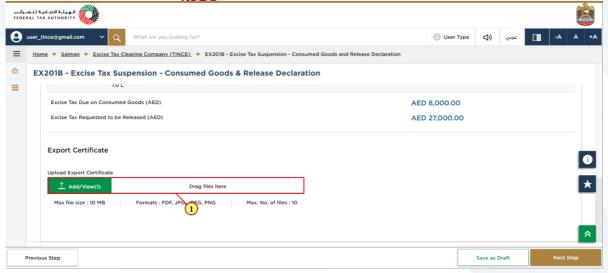




This is the amount of Excise Tax requested to be released based on the items included in the declaration

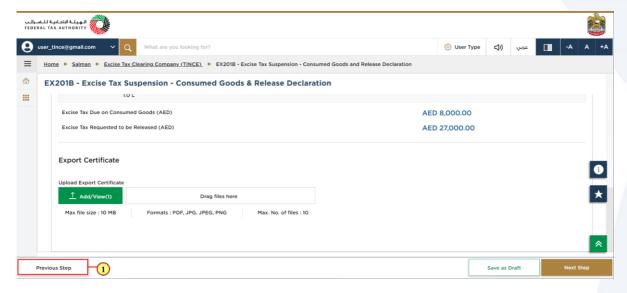






Step Action

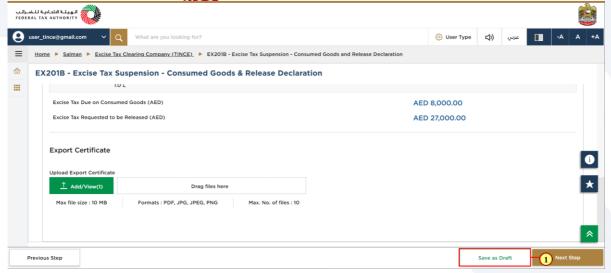
(1) Click on 'Add' button or drag & drop your files to upload Export Certificate. On successful upload of document, the 'Add' button will be highlighted in green



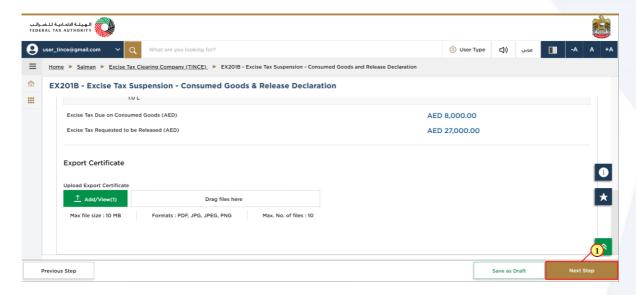
Step	Action
(1)	Click on 'Previous' to go back to the previous section







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

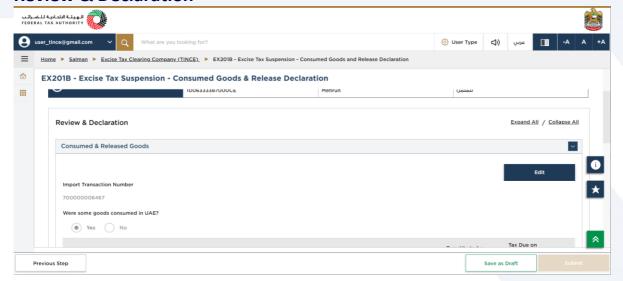


Step	Action
(1)	Click on 'Next Step' to proceed to the next section



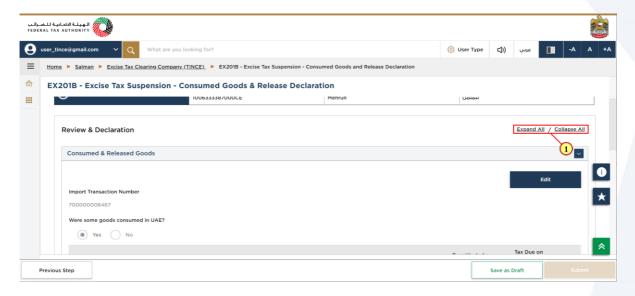


Review & Declaration





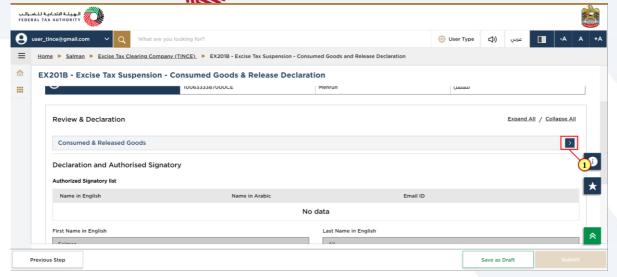
This section displays your completed declaration and allows you to review it prior to submission



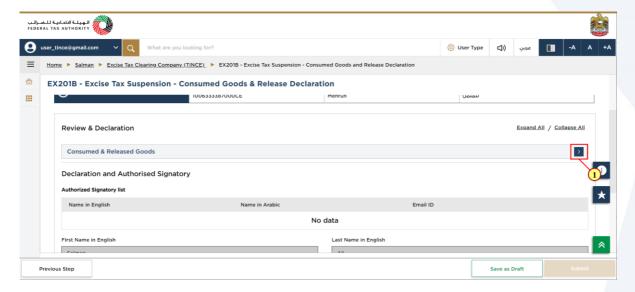
Step	Action
(1)	Click here to expand or collapse all steps at once







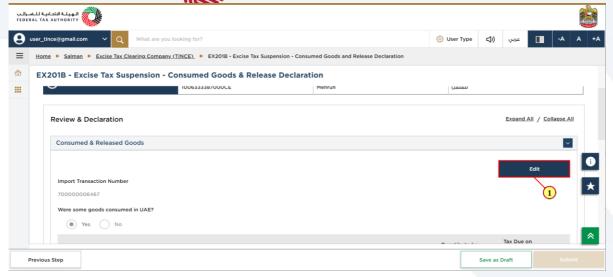
Step	Action
(1)	Click on the drop-down arrow to review the details in this step



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

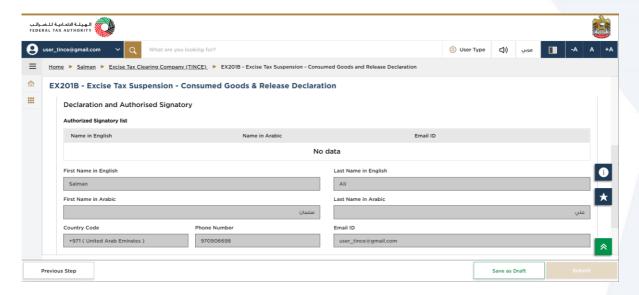






Step Action

(1) Click on 'Edit' to edit the Consumed & Released Goods details

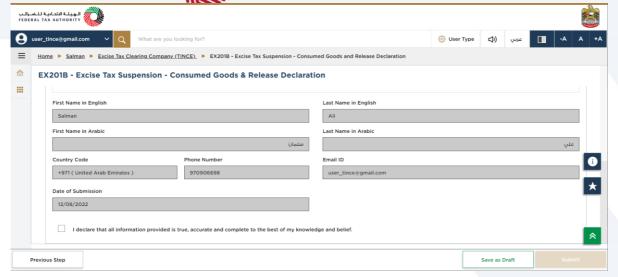




The Authorized Signatory details are taken from your TINCE Registration profile currently held by the FTA

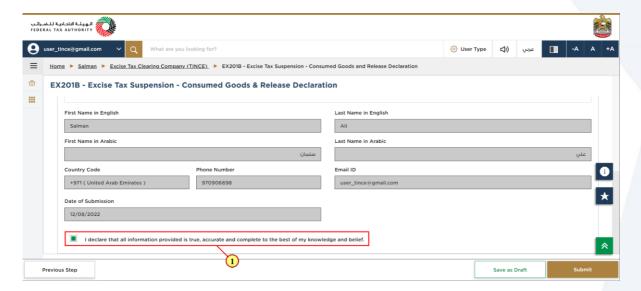








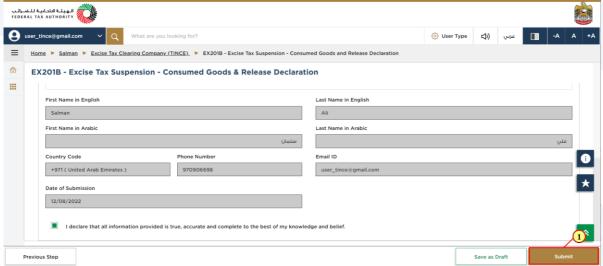
The Declaration details are taken from your TINCE Registration profile currently held by the FTA



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





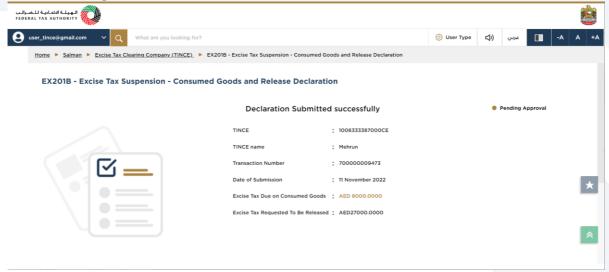


Step	Action
(1)	Click on 'Submit' to submit the declaration





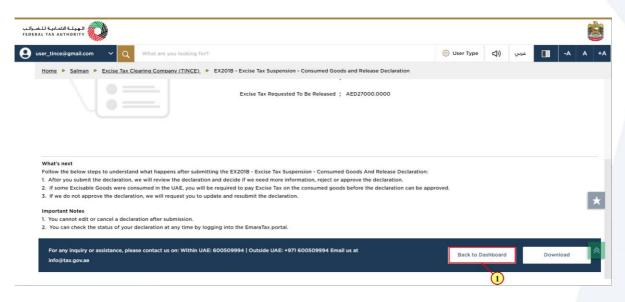
Acknowledgement



i

You have successfully submitted the refund request.

Make a note of the application number for future references. You can also access this Excise Declaration from the Excise Tax Suspension- Consumed Goods & Release declaration tile, within 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



United Arab Emirates

Correspondences





After submission of declaration, Excise Taxpayer (TINCE) receives the following correspondences:

- · Declaration submission acknowledgement.
- Declaration approval or rejection notification by the FTA Returns Tax Officer.

