



# امارات تاکس **MARATAX**

# EX202A - Entering goods into a Designated Zone - 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

| The Following Tabs and Buttons are available to help you navigate through this process |   |  |  |  |
|--|---|--|--|--|
| Button   | Description   |  |  |  |
| In the Portal  |   |  |  |  |
| 🔅 User types   | This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc   |  |  |  |
| □')  | This is used to enable the Text to Speech feature of the portal   |  |  |  |
| عربي English   | This is used to toggle between the English and Arabic versions of the portal  |  |  |  |
| -A A +A  | This is used to decrease, reset, and increase the screen resolution of the user interface of the portal   |  |  |  |
| Manage Account   | This is used to manage the user profile details such as the Name,<br>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 Here





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## Introduction



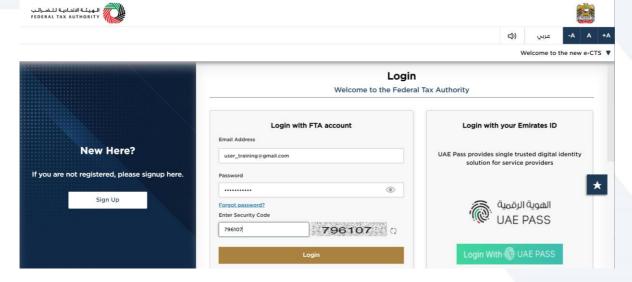


This manual is prepared to help the Excise Taxpayer to navigate through the EmaraTax portal to submit EX202A Enter Goods into a Designated Zone.





# **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.

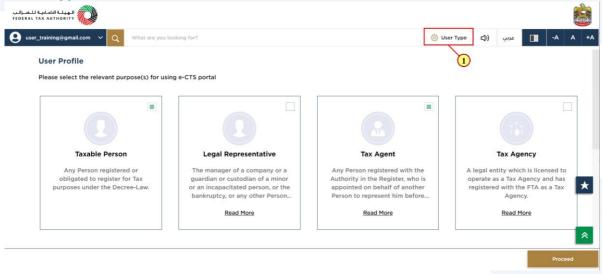


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish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

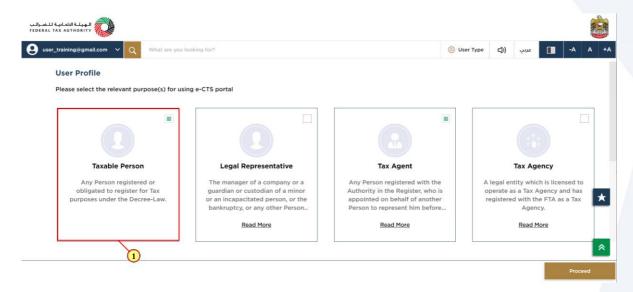




# **User Type Selection**



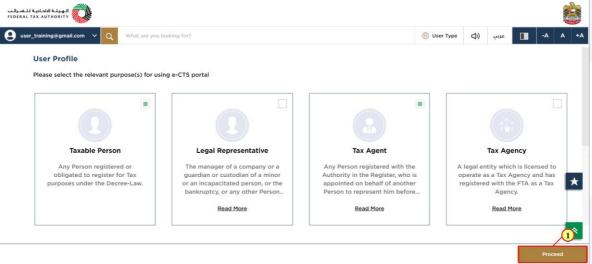
| Step | Action   |
|------|--|
| (1)  | Click on 'User Type' to select the taxable person. |



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





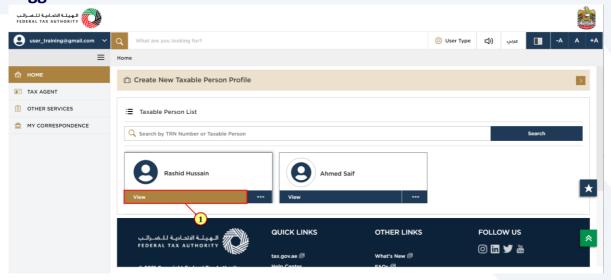


| Step | Action   |
|------|--|
| (1)  | Click on 'Proceed' to proceed with taxable person. |

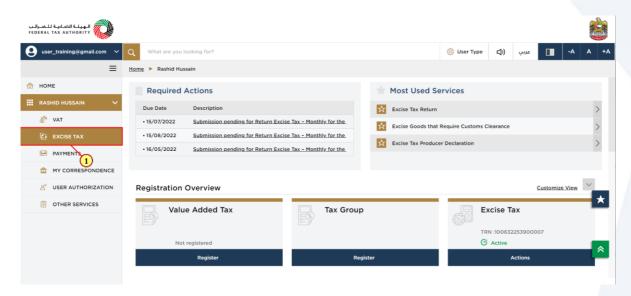




# **Logged in User Dashboard**



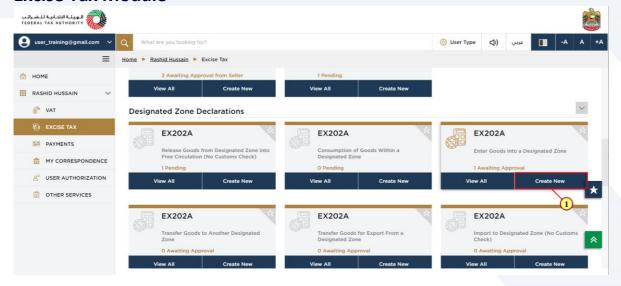
|   | Step | Action  |
|---|------|---|
| Ī | (1)  | Click here to view the Taxable Person dashboard |



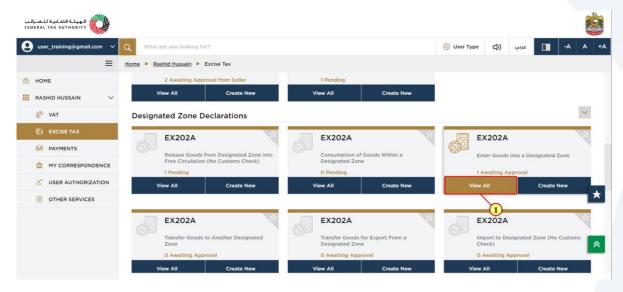
| Step | Action                                  |
|------|---|
| (1)  | Click here to access Excise Tax module. |



# **Excise Tax Module**



| Step | Action   |
|------|--|
| (1)  | On clicking 'Create New', the 'Enter Goods into a Designated Zone' declaration will appear |

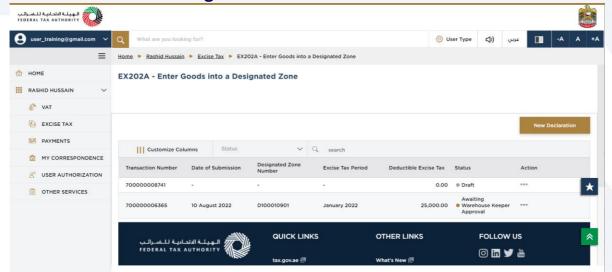


| Step | Action   |
|------|--|
| (1)  | Click here to view all your previous declarations. |



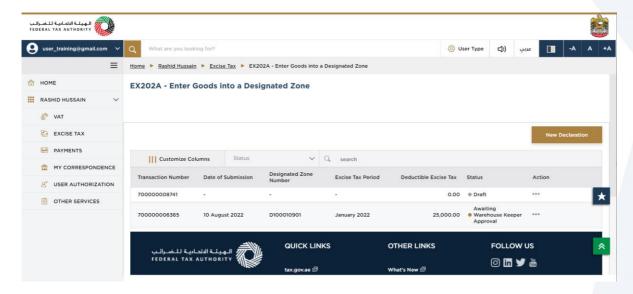


# **Enter Goods into a Designated Zone Declaration Dashboard**





This dashboard displays information related to your previous Enter Goods into a Designated Zone declarations.

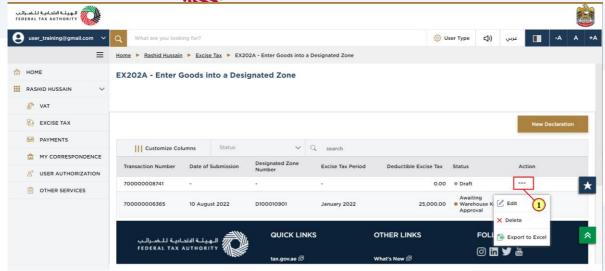




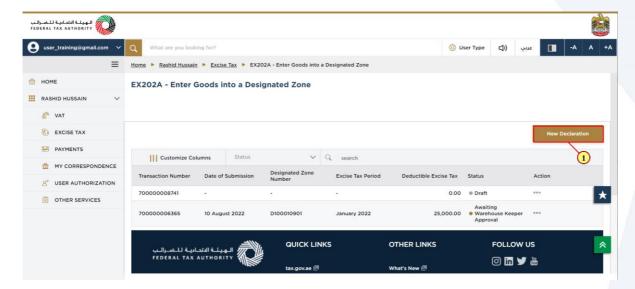
You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number.







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

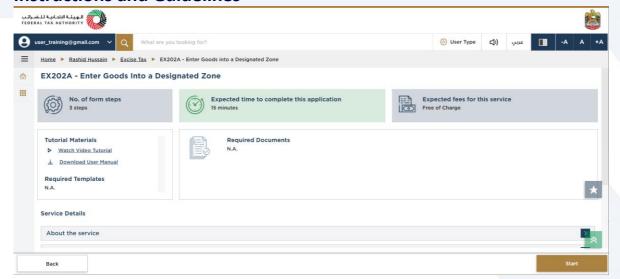


| Step | Action   |
|------|--|
| (1)  | Click on 'New Declaration' to create a new Enter Goods into a Designated Zone declaration. |



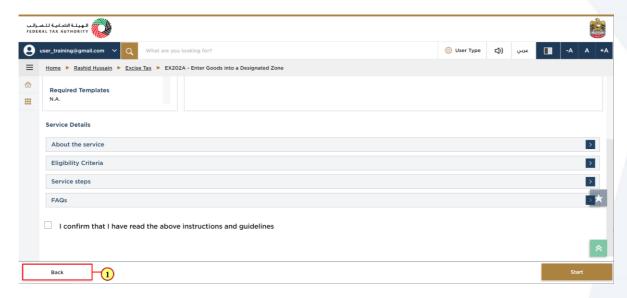


# **Instructions and Guidelines**





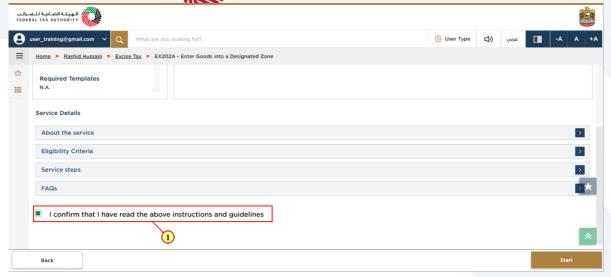
These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration.



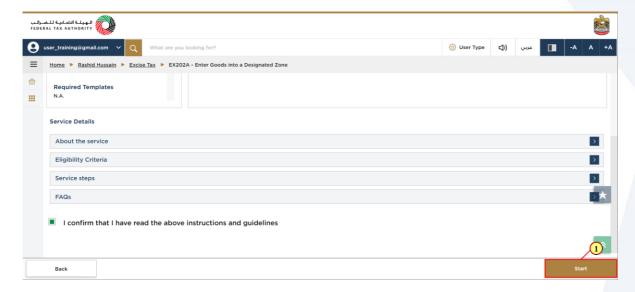
| Step | Action  |
|------|---|
| (1)  | Click on 'Back' to go back to the previous page |







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

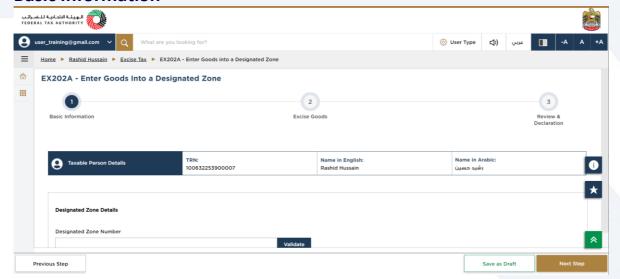


| Step | Action  |
|------|---|
| (1)  | Click on 'Start' to proceed to the declaration. |



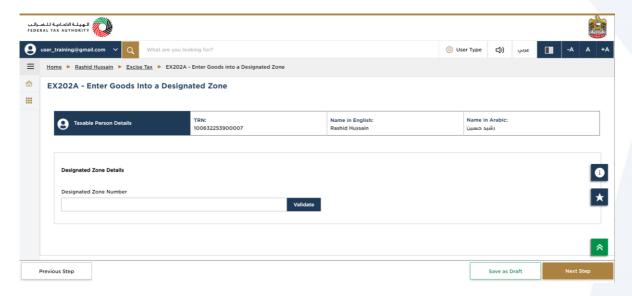


# **Basic Information**





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

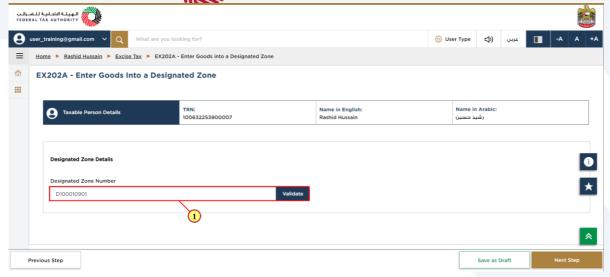




This section displays the basic details of the Excise Taxpayer based on the data in Excise Registration profile

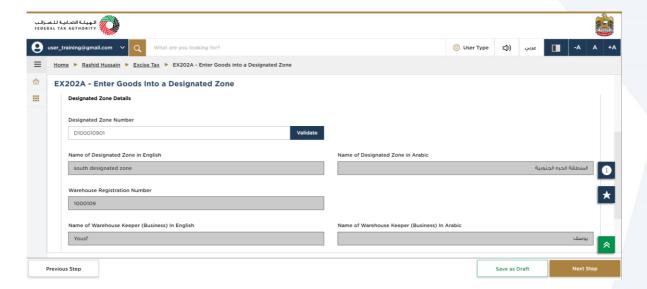






Step Action

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

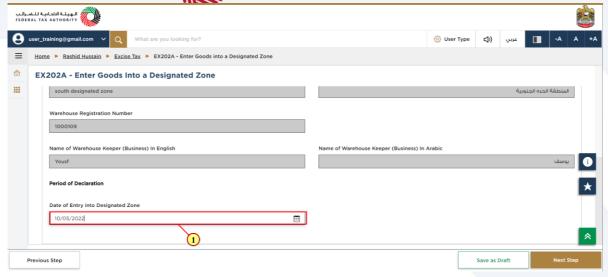




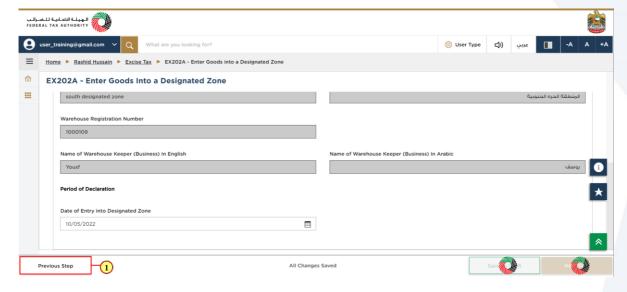
Once the Designated Zone number is validated, the name of the designated zone along with the warehouse keeper name and number are pre-populated.







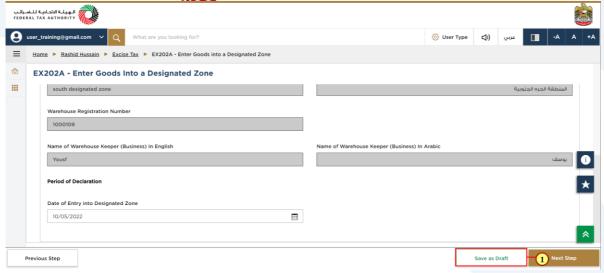




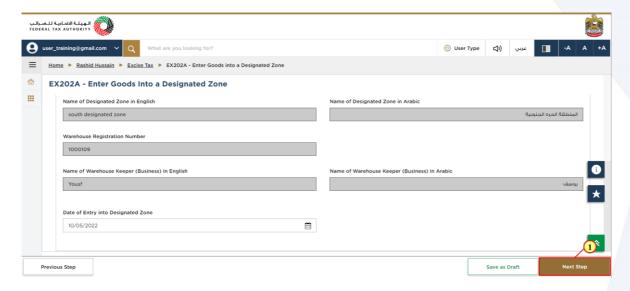
| Step | Action  |
|------|---|
| (1)  | Click on 'Previous' to go back to the previous section. |









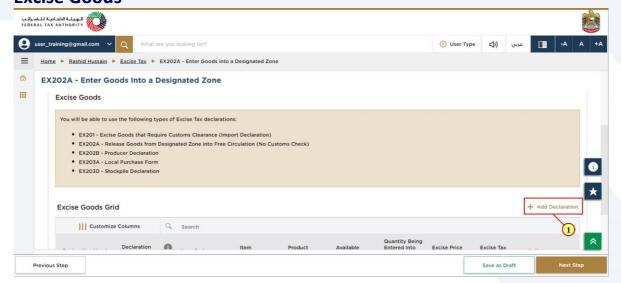


| Step | Action   |
|------|--|
| (1)  | Click on 'Next Step' to proceed to the next section. |

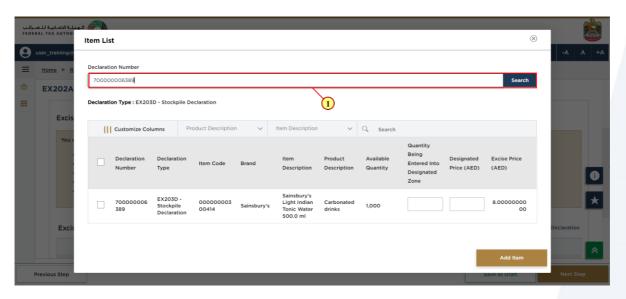




# **Excise Goods**



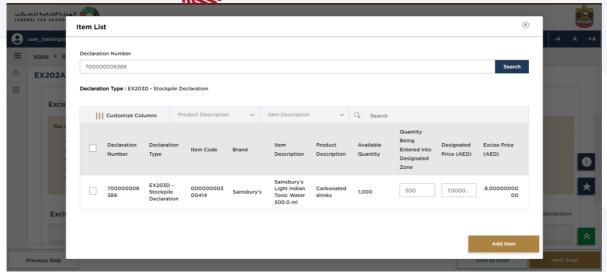
| Step | Action   |
|------|--|
| (1)  | Click here to add the 'Declaration number' of a 'Positive Liability Declaration' that is in an approved state.  The following types of declarations will be permitted:  • EX201 - Excise Goods that Require Customs Clearance (Import Declaration);  • EX202A - Release Goods from Designated Zone into Free Circulation (No Customs Check);  • EX202B - Producer Declaration;  • EX203A - Local Purchase Form;  • EX203D - Stockpile Declaration. |



| Step | Action  |
|------|---|
| (1)  | Enter the Declaration number and click on Search. |

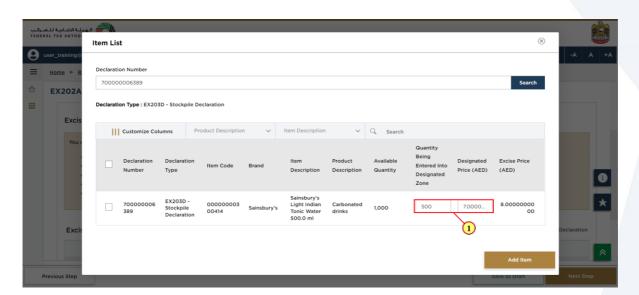








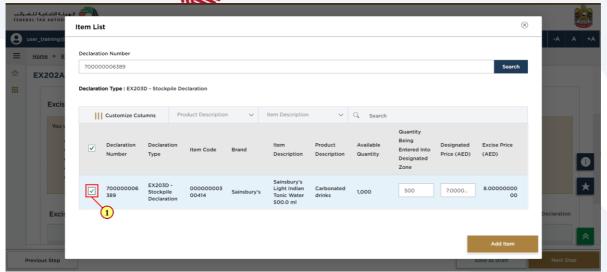
All Excise Goods that are included in the above declaration are pre-populated.



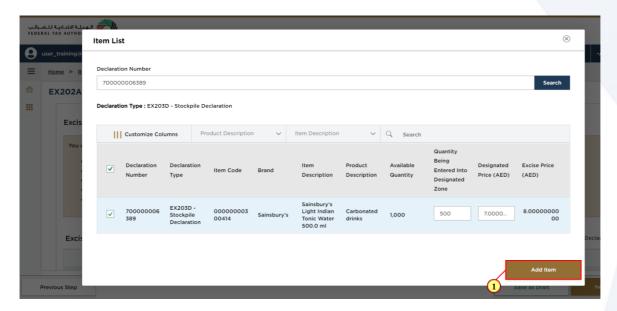
| Step | Action   |
|------|--|
| (1)  | Enter the 'Quantity Being Entered into the Designated Zone' and 'Excise Price (AED)' |







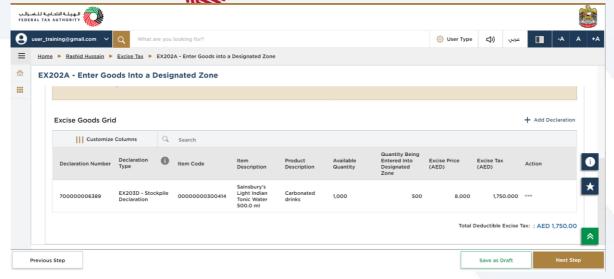
| Step | Action   |
|------|--|
| (1)  | Mark the checkbox to select items that you would like to include in the declaration. |



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

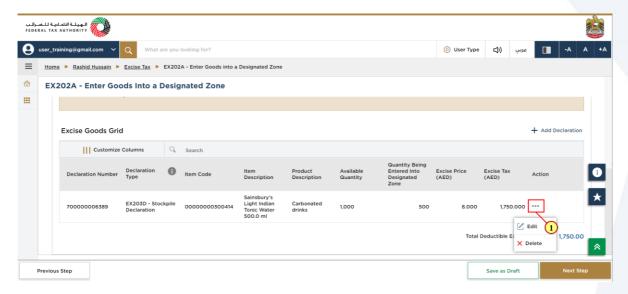








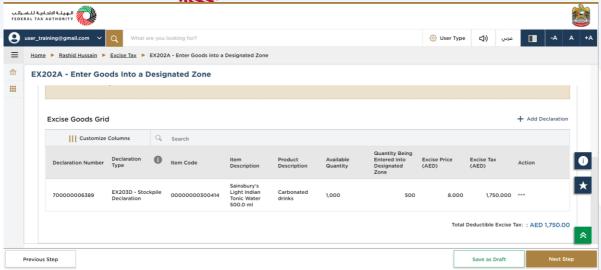
You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.



| Ī | Step | Action   |
|---|------|--|
| Ī | (1)  | Click on the ellipsis to either edit or delete the declaration in the table. |







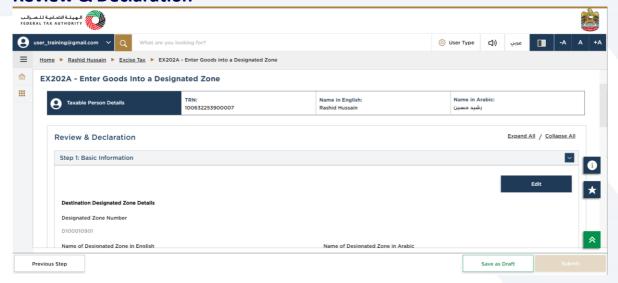


This is the amount of Excise Tax that is due based on the items included in the declaration.



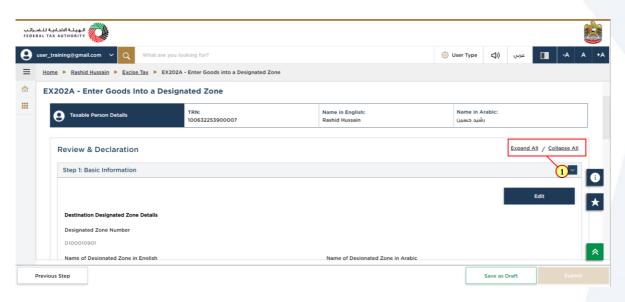


# **Review & Declaration**





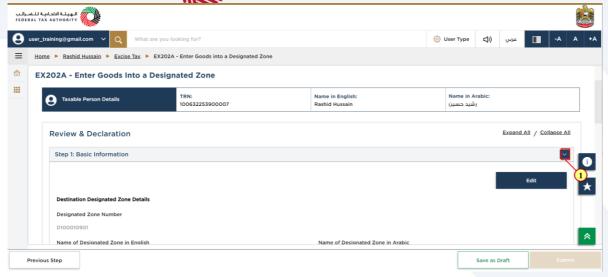
This section displays your completed declaration and allows you to review it prior to submission.

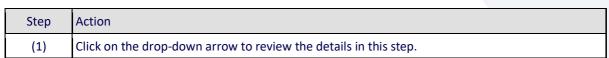


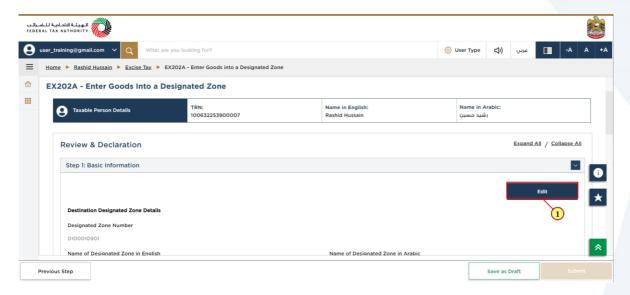
| Step | Action   |
|------|--|
| (1)  | Click here to expand/collapse all steps at once. |







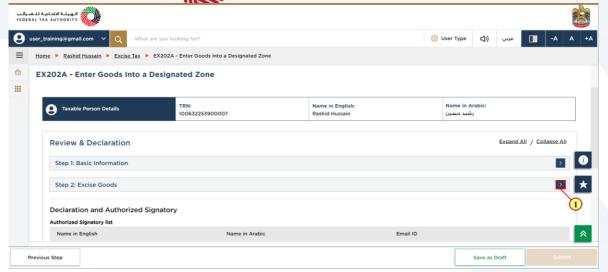




|   | Step | Action                                    |
|---|------|---|
| ĺ | (1)  | Click here to edit the basic information. |

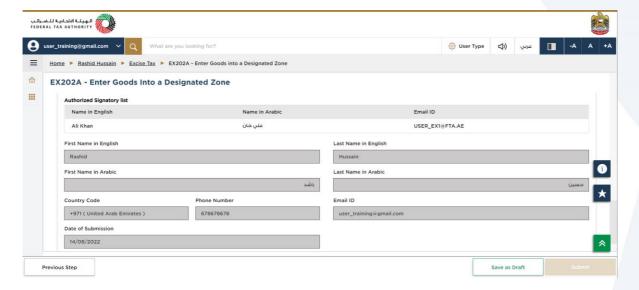






Step Action

(1) Click on each step to review every section.

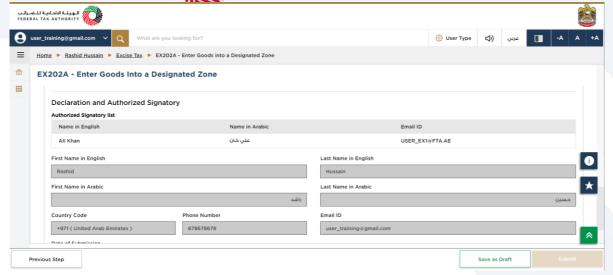




The Authorized Signatory details are taken from your Excise Tax registration currently held by the FTA.

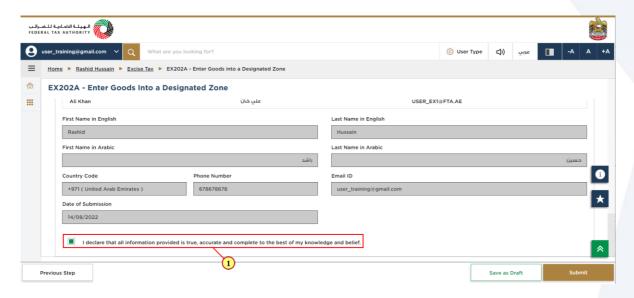








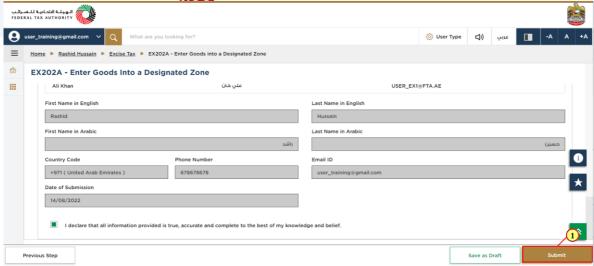
The Declaration details are taken from your Excise Tax registration currently held by the FTA.



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





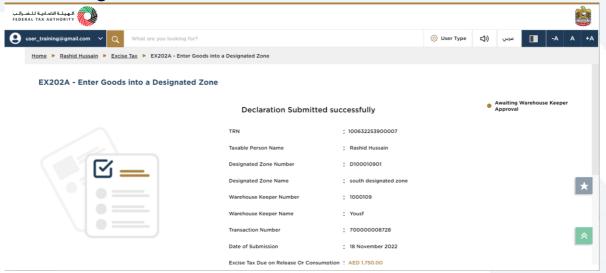


| Step | Action                                       |
|------|--|
| (1)  | Click on 'Submit' to submit the declaration. |





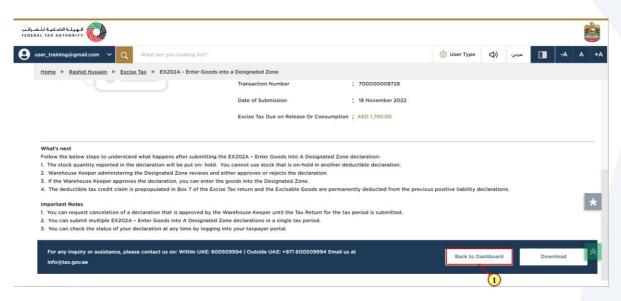
# **Acknowledgement**





You have successfully submitted the declaration!

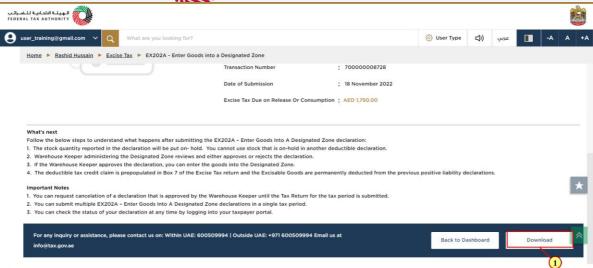
Make a note of the transaction number for future references. You can also access this Excise Declaration from the Enter Goods Into A Designated Zone declaration tile, within the Excise Tax module.



| 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 |





# Correspondences





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

- · Declaration submission acknowledgement.
- Declaration status changed to 'Draft' state acknowledgement (only if Taxpayer edits the submitted declaration before filing of the Excise Tax return for the same Tax period)

# Thank you