



إمارات تاكس EMARATAX

EX202A - Production within a Designated Zone Warehouse Keeper Approval - User Manual

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Document Control Information

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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

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Introduction



This manual is prepared to help the Warehouse Keeper to navigate through the EmaraTax portal to approve or reject the EX202A - Production Within a Designated Zone 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

user_whk10@gmail.com What are you looking for? 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](#)

Proceed

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

user_whk10@gmail.com What are you looking for? 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](#)

Proceed

Step	Action
(1)	Select the Taxable Person tile



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY



user_whk10@gmail.com


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](#)

Proceed

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

Logged in User Dashboard

Step	Action
(1)	Click here to view the taxable person dashboard

Step	Action
(1)	Click here to access Warehouse Keeper module

Warehouse Keeper Module

The screenshot displays the 'Warehouse Keeper' module interface. The left sidebar contains navigation options: HOME, GENERAL WAREHOUSE, VAT, EXCISE TAX, WAREHOUSE KEEPER (selected), PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area is titled 'Designated Zone Movement Requests Waiting for Approval/Rejection'. It features five cards, each representing a different EX202A request type: 'Enter Goods into a Designated Zone' (0 Awaiting Approval), 'Transfer Goods to Another Designated Zone' (1 Awaiting Approval), 'Transfer Goods for Export From a Designated Zone' (0 Awaiting Approval), 'Import to Designated Zone (No Customs Check)' (0 Awaiting Approval), and 'Production Within a Designated Zone' (1 Awaiting Approval). Each card has a 'View All' button. A red box highlights the 'View All' button for the 'Production Within a Designated Zone' card, with a red circle containing the number '1' next to it. Below this section, there is a section titled 'Other Excise Tax Declarations Waiting for Approval/Rejection' with a yellow circle containing the number '1' next to it. The top of the interface shows the user's email 'user_whk10@gmail.com' and a search bar.

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



Production Within a Designated Zone Declaration dashboard

EX202A - Production Within a Designated Zone

Transaction Number	Date of Submission	Tax Registration Number (TRN)	Designated Zone Number	Excise Tax Due on Release or Consumption (AED)	Excise Tax Period	Status	Action
700000009828	25 August 2022	100632255400007	D100009901	480,000.00	July 2022	Awaiting Warehouse Keeper Approval	...



This dashboard displays the list of declarations where you are the purchaser of Excise Goods.

EX202A - Production Within a Designated Zone

Transaction Number	Date of Submission	Tax Registration Number (TRN)	Designated Zone Number	Excise Tax Due on Release or Consumption (AED)	Excise Tax Period	Status	Action
700000009828	25 August 2022	100632255400007	D100009901	480,000.00	July 2022	Awaiting Warehouse Keeper Approval	...



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

EX202A - Production Within a Designated Zone

Transaction Number	Date of Submission	Tax Registration Number (TRN)	Designated Zone Number	Excise Tax Due on Release or Consumption (AED)	Excise Tax Period	Status	Action
700000009828	25 August 2022	100632255400007	D100009901	480,000.00	July 2022	Awaiting Warehouse Keeper Approval	View, Review, Export to Excel

Step	Action
(1)	Click on ellipsis to view or review the details of declaration where you are the purchaser.

Review & Declaration



This section displays the completed declaration and allows you to review it prior to approve or reject.

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

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

user_whk10@gmail.com

What are you looking for?

User Type عربي

Home General Warehouse Warehouse Keeper EX202A - Production Within a Designated Zone

EX202A - Production Within a Designated Zone

Review & Declaration Expand All / Collapse All

Step 1: Basic Information

Destination Designated Zone Details

Destination Designated Zone Number
D100009901

Name of Destination Designated Zone in English
General Zone

Name of Destination Designated Zone in Arabic
المنطقة العامة

Destination Warehouse Keeper Registration Number

Previous Step Reject Approve

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

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

user_whk10@gmail.com

What are you looking for?

User Type عربي

Home General Warehouse Warehouse Keeper EX202A - Production Within a Designated Zone

EX202A - Production Within a Designated Zone

Step 2: Excise Goods

Excise Tax Due on Release or Consumption : AED 480,000.00

Item Code	Item Description	Product Description	Brand	Unit of Measurement	Quantity	Retail Selling Price (AED)	Excise Tax (AED)
00000000232418	Marks & Spencer Orange Juice and Crushed Mango Freshly Squeezed Juice 1.0 L	Sweetend Drinks	Marks & Spencer	Liter	20,000	31.750	320,000.000
00000000232395	Marks & Spencer Apple & Elderflower Fruit Juice 1.0 L	Sweetend Drinks	Marks & Spencer	Liter	20,000	15.240	160,000.000

Excise Tax Due on Release or Consumption : AED 480,000.00

Previous Step Reject Approve

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



user_whk10@gmail.com What are you looking for? User Type عربي

Home > General Warehouse > Warehouse Keeper > EX202A - Production Within a Designated Zone

EX202A - Production Within a Designated Zone

Declaration and Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	Email ID
Ahmed Ali	أحمد علي	USER_EX2@FTA.AE
Noor Ahmed	نور احمد	NOOR.AHMED@HOTMAIL.COM

First Name in English: Mohammad Last Name in English: Usman

First Name in Arabic: محمد Last Name in Arabic: عثمان

Country Code: +971 (United Arab Emirates) Phone Number: 567567567 Email ID: training_user09@gmail.com

Previous Step Reject Approve



The Authorized Signatory details are taken from your Warehouse Keeper registration currently held by the FTA.

user_whk10@gmail.com What are you looking for? User Type عربي

Home > General Warehouse > Warehouse Keeper > EX202A - Production Within a Designated Zone

EX202A - Production Within a Designated Zone

Noor Ahmed نور احمد NOOR.AHMED@HOTMAIL.COM

First Name in English: Mohammad Last Name in English: Usman

First Name in Arabic: محمد Last Name in Arabic: عثمان

Country Code: +971 (United Arab Emirates) Phone Number: 567567567 Email ID: training_user09@gmail.com

Date of Submission: 25/08/2022

☒ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Reject Approve



The Declaration details are taken from your Warehouse Keeper registration currently held by the FTA.



user_whk10@gmail.com What are you looking for? User Type عربي

Home General Warehouse Warehouse Keeper EX202A - Production Within a Designated Zone

EX202A - Production Within a Designated Zone

Noor Ahmed نور احمد NOOR.AHMED@HOTMAIL.COM

First Name in English: Mohammad Last Name in English: Usman

First Name in Arabic: محمد Last Name in Arabic: عثمان

Country Code: +971 (United Arab Emirates) Phone Number: 567567567 Email ID: training_user09@gmail.com

Date of Submission: 25/08/2022

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Reject Approve

Step	Action
(1)	Click on 'Approve' to approve the Production within a Designated Zone declaration by the Purchaser.

user_whk10@gmail.com What are you looking for? User Type عربي

Home General Warehouse Warehouse Keeper EX202A - Production Within a Designated Zone

EX202A - Production Within a Designated Zone

Declaration and Authorized Signatory

Authorized Signatory list

Name in English: Ahmed Ali

Name in Arabic: احمد علي

First Name in English: Mohammad Last Name in English: Usman

First Name in Arabic: محمد Last Name in Arabic: عثمان

Email ID: USER_EX2@FTA.AE

NOOR.AHMED@HOTMAIL.COM

Success

Application 700000009828 has been approved successfully

OK

Previous Step Reject Approve

Step	Action
(1)	Click on 'Ok'



user_whk10@gmail.com

What are you looking for?

User Type

عربي

-A A +A

Home
General Warehouse
Warehouse Keeper
EX202A - Production Within a Designated Zone

EX202A - Production Within a Designated Zone

Noor Ahmed

نور احمد

NOOR.AHMED@HOTMAIL.COM

First Name in English

Mohammad

Last Name in English

Usman

First Name in Arabic

محمد

Last Name in Arabic

عثمان

Country Code

+971 (United Arab Emirates)

Phone Number

567567567

Email ID

training_user09@gmail.com

Date of Submission

25/08/2022

☐ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step

Reject

Approve



You can click on 'Reject' to reject the declaration after providing a rejection reason.



Correspondences



After submission, Warehouse Keeper receives the following correspondences:

- Declaration approval or rejection acknowledgement

Thank you