



إمارات تاكس
EMARATAX

EX202A - Transfer of Goods to Another Designated Zone Registrant purchaser approval process - User Manual

Date: Oct 2022

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Document Control Information

Document Version Control

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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

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Introduction



This manual is prepared to help the Purchaser TRN to navigate through the EmaraTax portal to review the EX202A - Transfer Goods to Another Designated Zone. Thereby the Purchaser TRN can approve or reject the declaration.



EmaraTax Login Page

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي

-A A +A

Welcome to the new e-CTS

New Here?

If you are not registered, please signup here.

Sign Up

Login

Welcome to the Federal Tax Authority

Login with FTA account

Email Address

training_user09@gmail.com

Password

.....

[Forgot password?](#)

Enter Security Code

303086 303086

Login

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

الهوية الرقمية
UAE PASS

Login With UAE PASS



- 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

training_user09@gmail... 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 on 'User Type' to select the taxable person.

training_user09@gmail... 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



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

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

Logged in User Dashboard

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

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

Excise Tax Module

إمارات تاكس
MARATAX

training_user09@gmail... What are you looking for? User Type عربي -A A +A

Home > Mohammad Usman > Excise Tax

HOME
MOHAMMAD USMAN
VAT
EXCISE TAX
PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
OTHER SERVICES

Designated Zone Declarations

EX202A	EX202A	EX202A
Release Goods from Designated Zone into Free Circulation (No Customs Check) 0 Pending	Consumption of Goods Within a Designated Zone 0 Pending	Enter Goods into a Designated Zone 0 Awaiting Approval
View All Create New	View All Create New	View All Create New
Transfer Goods to Another Designated Zone 0 Awaiting Approval	Transfer Goods for Export From a Designated Zone 0 Awaiting Approval	Import to Designated Zone (No Customs Check) 0 Awaiting Approval
View All Create New	View All Create New	View All Create New

1

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

Transfer Goods to Another Designated Zone Declaration Dashboard

training_user09@gmail... What are you looking for? User Type عربي -A A +A

Home > Mohammad Usman > Excise Tax > EX202A - Transfer Goods to Another Designated Zone

EX202A - Transfer Goods to Another Designated Zone

My Declarations Approval Declarations

New Declaration

Customize Columns Status Search

Transaction Number	Date of Submission	Origin Designated Zone Number	Destination Designated Zone Number	Excise Tax Due on Release or Consumption (AED)	Excise Tax Period	Status	Action
700000005973	-	D100009901	D100010401	115,000.00	May 2022	Draft	...

QUICK LINKS OTHER LINKS FOLLOW US

tax.gov.ae What's New



This dashboard displays information relating to your previous Transfer Goods to another Designated Zone declarations

training_user09@gmail... What are you looking for? User Type عربي -A A +A

Home > Mohammad Usman > Excise Tax > EX202A - Transfer Goods to Another Designated Zone

EX202A - Transfer Goods to Another Designated Zone

My Declarations Approval Declarations

New Declaration

Customize Columns Status Search

Transaction Number	Date of Submission	Origin Designated Zone Number	Destination Designated Zone Number	Excise Tax Due on Release or Consumption (AED)	Excise Tax Period	Status	Action
700000005973	-	D100009901	D100010401	115,000.00	May 2022	Draft	...


QUICK LINKS OTHER LINKS FOLLOW US

tax.gov.ae What's New



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



 This tab contains all declarations that requires a review from you as a Purchaser

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

Review & Declaration

The screenshot shows the 'Review & Declaration' step of the EX202A form. The breadcrumb trail is: Home > Mohammad Usman > Excise Tax > EX202A - Transfer Goods to Another Designated Zone. The form has three steps: 1. Basic Information, 2. Excise Goods, and 3. Review & Declaration. The 'Taxable Person Details' section shows: TRN: 100632253900007, Name in English: Rashid Hussain, and Name in Arabic: رشيد حسين. The 'Review & Declaration' section has a dropdown menu set to 'Step 1: Basic Information' and an 'Expand All / Collapse All' link. At the bottom, there are 'Previous Step', 'Reject', and 'Approve' buttons.



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

This screenshot is identical to the one above, but with a red box highlighting the 'Expand All / Collapse All' link in the 'Review & Declaration' section, with a yellow circle containing the number '1' pointing to it.

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



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FEDERAL TAX AUTHORITY

training_user09@gmail... What are you looking for?

User Type عربي -A A +A

Home > Mohammad Usman > Excise Tax > EX202A - Transfer Goods to Another Designated Zone

EX202A - Transfer Goods to Another Designated Zone

Review & Declaration Expand All / Collapse All

Step 1: Basic Information

Origin Designated Zone Details

Origin Designated Zone Number
D100009901

Name of Origin Designated Zone in English
General Zone

Name of Origin Designated Zone in Arabic
المنطقة العامة

Origin 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

training_user09@gmail... What are you looking for?

User Type عربي -A A +A

Home > Mohammad Usman > Excise Tax > EX202A - Transfer Goods to Another Designated Zone

EX202A - Transfer Goods to Another Designated Zone

Declaration

First Name in English
Rashid

Last Name in English
Hussain

First Name in Arabic
راشد

Last Name in Arabic
حسين

Country Code
+971 (United Arab Emirates)

Phone Number
678678678

Email ID
user_training@gmail.com

Date of Submission
24/08/2022

☒ 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 declaration.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_user09@gmail... What are you looking for?

User Type عربي -A A +A

Home > Mohammad Usman > Excise Tax > EX202A - Transfer Goods to Another Designated Zone

EX202A - Transfer Goods to Another Designated Zone

Declaration

First Name in English
Rashid

Last Name in English
Hussain

First Name in Arabic
راشد

Last Name in Arabic
حسين

Country Code
+971 (United Arab Emirates)

Phone Number
678678678

Email ID
user_training@gmail.com

Date of Submission
24/08/2022

☒ 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.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_user09@gmail... What are you looking for?

User Type عربي -A A +A

Home > Mohammad Usman > Excise Tax > EX202A - Transfer Goods to Another Designated Zone

EX202A - Transfer Goods to Another Designated Zone

Declaration

First Name in English
Rashid

Last Name in English
Hussain

First Name in Arabic
راشد

Last Name in Arabic
حسين

Country Code
+971 (United Arab Emirates)

Phone Number
678678678

Email ID
user_training@gmail.com

Date of Submission
24/08/2022

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

Previous Step Reject Approve

Success
Application 700000009694 has been approved successfully
OK



The confirmation screen is displayed, once declaration is approved by Purchaser TRN.



Correspondences



After review of declaration, Purchaser TRN receives the following correspondence:

- Declaration approval or rejection notification

Thank you