إمـــارات تـاكـس
ΞMARATAX

EX203D - Stockpile Declaration - User Manual

Date: Oct 2022

Version 1.0.0.0

Document Version Control

| Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

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

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
(speaker icon)	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
-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
1 ✓ —— 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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This manual is prepared to help the Excise Taxpayer to navigate through the EmaraTax portal to submit an EX203D Stockpile 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
(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

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

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

Step	Action
(1)	On clicking 'Create New', the 'Stockpile' Declaration will appear

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

Stockpile Declaration Dashboard

This dashboard displays information related to your previous Stockpile 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, delete and export to excel the declaration

Step	Action
(1)	Click on 'New Declaration' to create a new Stockpile 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

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 Taxpayer based on the data in Excise Registration profile

Step	Action
(1)	Click here to select the Tax Period for which this declaration relates to.

Step	Action
(1)	Based on the selected Tax Period, the 'From date' and 'To date' of the Excise Tax Period will be pre-populated.

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.

Registered Excise Goods

Step	Action
(1)	Select 'Yes' if you wish to declare Excise Goods that are already registered with the FTA

Step	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 download the uploaded template

Step	Action
(1)	Click here to clear the Excise Goods grid.

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

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 the Designated Price (AED), Excess Excise Goods Quantity, Closing Stock the day before the effective date, Average Monthly Stock Level and Two Month's Average Sales

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

Registered 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 due based on the items included in the declaration

Non-Registered Excise Goods

Step	Action
(1)	Select 'Yes' if you wish to declare Excise Goods that are not registered with the FTA

Step	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 download the uploaded template

Step	Action
(1)	Click here to clear the Excise Goods grid.

Step	Action
(1)	Click here to add the details of the non-registered Excise Goods.

Item Details

Step	Action
(1)	Enter all the mandatory details. Optional fields will be marked as 'Optional'.

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

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

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

Documents

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload audit report and supporting documents. On successful upload of document, the 'Add' button will be highlighted in green

Review and 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

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 Stockpile Declaration tile, within the Excise Tax module.

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.

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Excise Tax due date   : 30 April 2022

Excise Tax Due   : AED 215,500.00

What's next
- Once the Excise Tax Liability for the Stockpile Declaration is submitted, the tax liability is prepopulated in Box 5 of Excise Tax Return.
- Please submit the EX200 Excise Tax Return and make the payment.
- The status of your declaration in the dashboard will be updated accordingly. You may check your declaration status in the dashboard from time to time.

Important Notes
- EX203D Stockpile Declaration may be edited after it is submitted until
1) The Excise Tax Return for that tax period is submitted; or
2) EX203D Stockpile Declaration is linked with deductible declarations EX203 or EX202A in which case the EX203D Stockpile Declaration becomes Locked for editing and you will not be able to delete it.
3) Single Declaration can be submitted for a single Excise Tax Period

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

Back to Dashboard   Download

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Step	Action
(1)	Click on 'Download' to download a copy of declaration submission acknowledgement

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

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

Thank you