



امارات تاکس **MARATAX**

EX204 - Opening Stock Declaration Registrant owner approval - 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



United Arab Emirates

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

	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

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Introduction



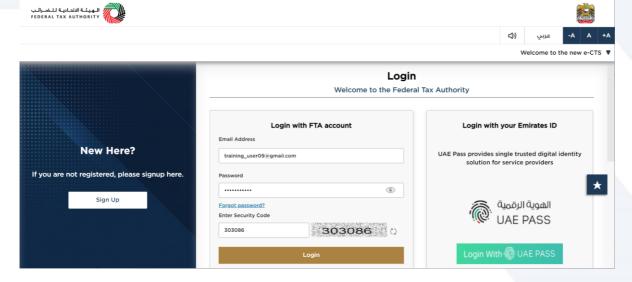


This manual is prepared to help the Registered Owner or TRN Holder to navigate through the EmaraTax portal to review the EX204 - Opening Stock Declaration submitted by Warehouse Keeper. Thereby the Registered Owner can approve or reject the declaration.





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.

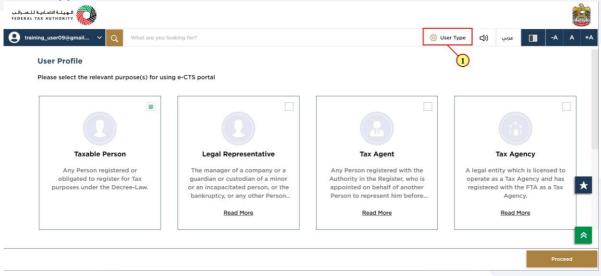


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish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

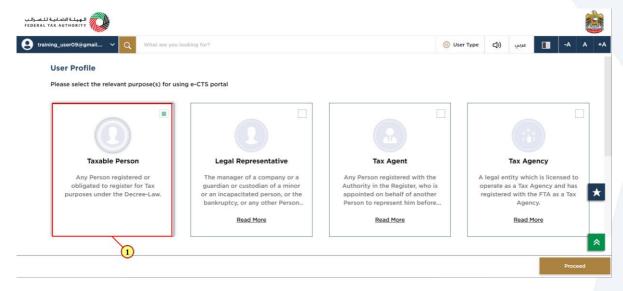




User Type Selection



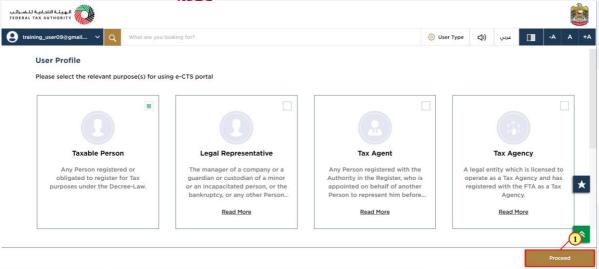
Step	Action
(1)	Click on 'User Type' to select the taxable person.



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





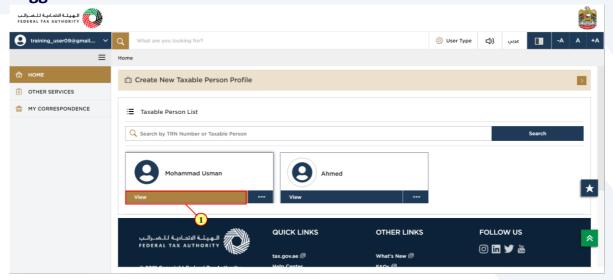


Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

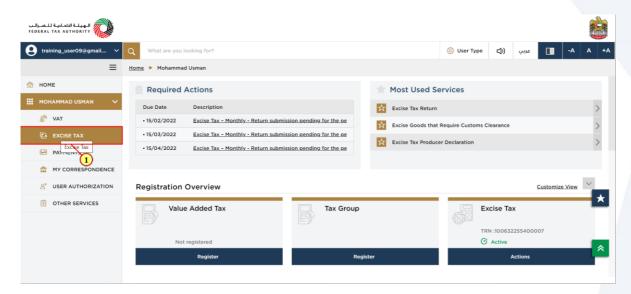




Logged in User Dashboard



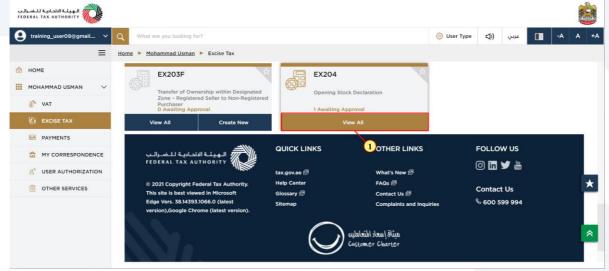
Step	Action
(1)	Click here to view taxable person dashboard.



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





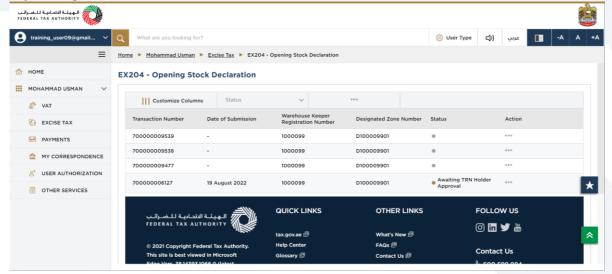


Step	Action
(1)	Click here to view all your previous declarations.



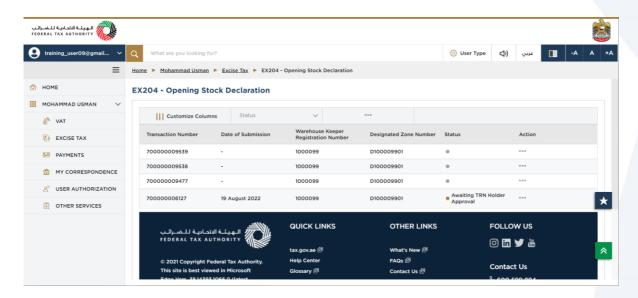


Opening Stock Declaration Dashboard





This dashboard displays your previous Opening Stock declarations submitted by Warehouse Keeper.

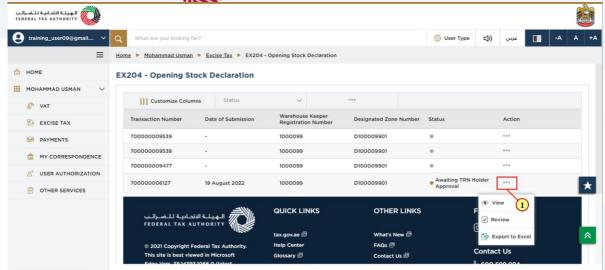




You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number.





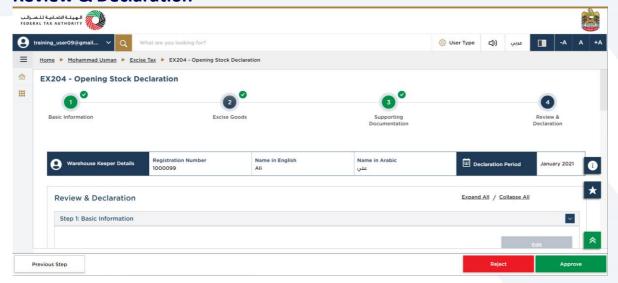


Step	Action
(1)	Click on ellipsis to review the declaration.



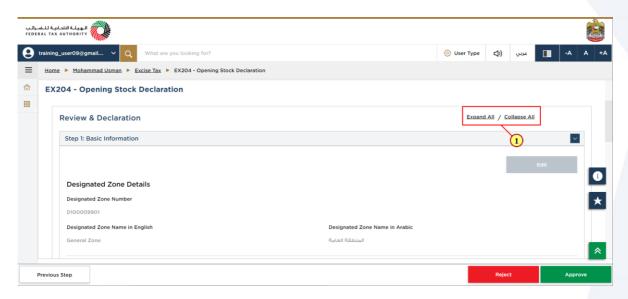


Review & Declaration





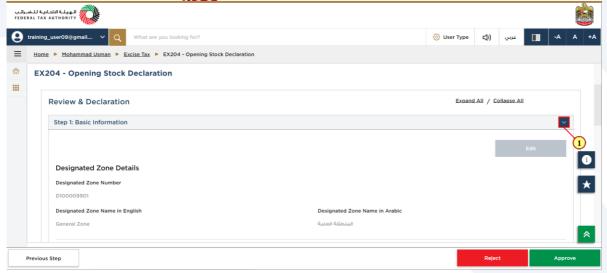
This section displays the completed declaration and allows you to review it prior to approve or reject.



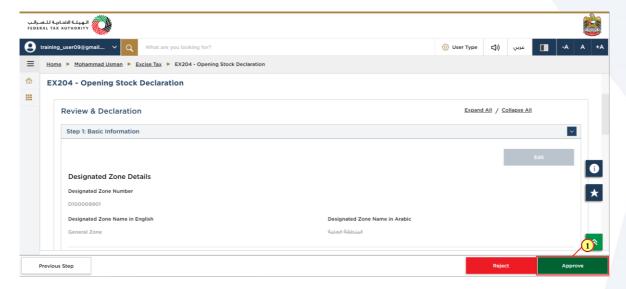
	Step	Action
Ī	(1)	Click here to expand or collapse all steps at once.







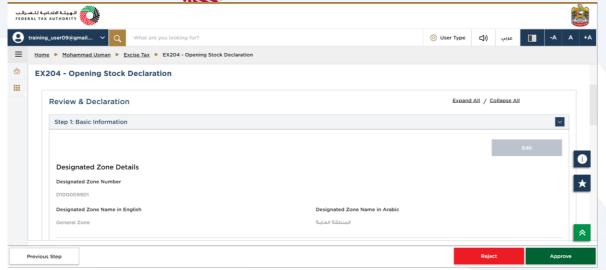
Step	Action
(1)	Click on the drop-down arrow to review the details in this step.



	Step	Action
Ī	(1)	Click on 'Approve' to approve the declaration.

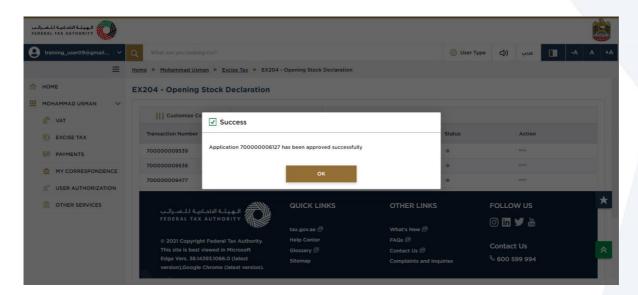








You can click on 'Reject' to reject the declaration after providing a rejection reason.





The confirmation screen is displayed, once declaration is approved by the Registered Owner.









After review of the declaration, Registered Owner receives the following correspondence:

· Declaration approval or rejection notification.

Thank you