



إمارات تاكس
EMARATAX

EX204 - Opening Stock Declaration Registrant
owner approval - User Manual

Date: Oct 2022

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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 |
| -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 |
|  | 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

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

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

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

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 '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. |

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

Opening Stock Declaration Dashboard

The dashboard displays a table of Opening Stock Declarations. The table has the following columns: Transaction Number, Date of Submission, Warehouse Keeper Registration Number, Designated Zone Number, Status, and Action. The data rows are as follows:

| Transaction Number | Date of Submission | Warehouse Keeper Registration Number | Designated Zone Number | Status | Action |
|--------------------|--------------------|--------------------------------------|------------------------|------------------------------|--------|
| 700000009539 | - | 1000099 | D100009901 | ● | ... |
| 700000009538 | - | 1000099 | D100009901 | ● | ... |
| 700000009477 | - | 1000099 | D100009901 | ● | ... |
| 700000006127 | 19 August 2022 | 1000099 | D100009901 | Awaiting TRN Holder Approval | ... |

Below the table, there are sections for QUICK LINKS, OTHER LINKS, and FOLLOW US. The QUICK LINKS section includes links to tax.gov.ae, Help Center, and Glossary. The OTHER LINKS section includes links to What's New, FAQs, and Contact Us. The FOLLOW US section includes social media icons for Instagram, LinkedIn, and Twitter, and a Contact Us link.



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

The dashboard displays a table of Opening Stock Declarations. The table has the following columns: Transaction Number, Date of Submission, Warehouse Keeper Registration Number, Designated Zone Number, Status, and Action. The data rows are as follows:

| Transaction Number | Date of Submission | Warehouse Keeper Registration Number | Designated Zone Number | Status | Action |
|--------------------|--------------------|--------------------------------------|------------------------|------------------------------|--------|
| 700000009539 | - | 1000099 | D100009901 | ● | ... |
| 700000009538 | - | 1000099 | D100009901 | ● | ... |
| 700000009477 | - | 1000099 | D100009901 | ● | ... |
| 700000006127 | 19 August 2022 | 1000099 | D100009901 | Awaiting TRN Holder Approval | ... |

Below the table, there are sections for QUICK LINKS, OTHER LINKS, and FOLLOW US. The QUICK LINKS section includes links to tax.gov.ae, Help Center, and Glossary. The OTHER LINKS section includes links to What's New, FAQs, and Contact Us. The FOLLOW US section includes social media icons for Instagram, LinkedIn, and Twitter, and a Contact Us link.



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.



EX204 - Opening Stock Declaration

| Transaction Number | Date of Submission | Warehouse Keeper Registration Number | Designated Zone Number | Status | Action |
|--------------------|--------------------|--------------------------------------|------------------------|------------------------------|--------------|
| 700000009539 | - | 1000099 | D100009901 | ● | ... |
| 700000009538 | - | 1000099 | D100009901 | ● | ... |
| 700000009477 | - | 1000099 | D100009901 | ● | ... |
| 700000006127 | 19 August 2022 | 1000099 | D100009901 | Awaiting TRN Holder Approval | ... (Review) |

QUICK LINKS: tax.gov.ae, Help Center, Glossary

OTHER LINKS: What's New, FAQs, Contact Us

Contact Us: 800-500-004

| 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 |
|------|---|
| (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 '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.



Correspondences



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

- Declaration approval or rejection notification.

Thank you