



Edit Excise Tax Clearing Company (TINCE) - User Manual

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Document Control Information

Document Version Control

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Annexure

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 Excise Tax Clearing Company (TINCE) to navigate through the Federal Tax Authority EmaraTax portal and edit their communication addresses. The changes will be immediately reflected against their TINCE registration upon submit of the application. The updated communication addresses of the TINCE will be reflected in the list of published Excise Tax clearing companies in the FTA website.

Login to EmaraTax



- 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.

Taxable Person Tile

The screenshot shows the Federal Tax Authority website interface. The top navigation bar includes the user's email (training_ff@abc.com), a search bar, and user settings. The left sidebar contains links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main content area is titled 'Create New Taxable Person Profile' and includes fields for Profile Name in English and Arabic, Preferred Language, Preferred communication Channel, and an optional upload for a Taxable Person Logo. Below this is a 'Taxable Person List' table with a search bar and a single entry for 'Abdullah' with a 'View' button.

Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard

Excise Tax Clearing Company – TINCE Tile

The screenshot shows the FTA portal interface. On the left is a navigation menu with options like HOME, VAT, EXCISE TAX, EXCISE TAX CLEARING COMPANY (TINCE), PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main area displays 'Required Actions' with a table of due dates and descriptions. Below this is an 'Overview' section with several tiles: Value Added Tax, Excise Tax, Warehouse Keeper, Tax Group, VAT Clearing Company - TINCO, and Excise Clearing Company - TINCE. The TINCE tile is highlighted with a red box and a yellow circle with the number 1, pointing to the 'Actions' button.

Step	Action
(1)	Click 'Actions' in the Excise Tax Clearing Company - TINCE tile.



Edit Button

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'Abdullah'. The 'Required Actions' section shows two items: 'Additional Information deadline for 908000000558' and 'Payment for VAT Late Registration Penalty deadline for 10000.00'. The 'Most Used Services' section lists 'VAT Clearing Company - Amendment (TINCO)', 'VAT Clearing Company - Edit (TINCO)', and 'Excise Clearing Company - Registration (TINCE)'. The 'Overview' section shows 'Value Added Tax' (Active), 'Excise Tax' (Not registered), 'Warehouse Keeper' (Not registered), and 'VAT Clearing Company - TINCO' (Active). A red box highlights the 'Edit' button in the 'VAT Clearing Company - TINCO' section, with a yellow circle containing the number '1' next to it.

Step	Action
(1)	Click 'Edit' to initiate the Edit Excise Tax Clearing Company – TINCE registration application.

Guidelines and Instructions

The screenshot shows the 'Excise Tax Clearing Company - Edit (TINCE)' page. It includes a progress bar with three sections: 'No. of form steps: 3 sections', 'Expected time to complete this application: 45 minutes', and 'Expected fees for this service: Free of charge'. Below this, there are sections for 'Tutorial Materials' (with links to 'Watch Video Tutorial' and 'Download the User manual'), 'Required Documents' (with a 'Required Documents' link), and 'Service Details' (with links to 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'). At the bottom, there is a confirmation checkbox labeled 'I confirm that I have read the above instructions and guidelines'.

The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to editing your Excise Tax Clearing Company – TINCE registration, in the UAE. It also provides guidance on what information you should have in hand when you are editing the Excise Tax Clearing Company – TINCE registration application.

This screenshot is identical to the one above, but with a red box highlighting the confirmation checkbox labeled 'I confirm that I have read the above instructions and guidelines'. A yellow circle with the number 1 is placed next to the checkbox, indicating the first step in the process.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



fta_tax03@tax.gov.ae What are you looking for?

Home » Charitz Registration » Excise Tax Clearing Company (TINCE) - Edit

Excise Tax Clearing Company - Edit (TINCE)

No. of form steps
3 sections

Expected time to complete this application
45 minutes

Expected fees for this service
Free of charge

Tutorial Materials
[Watch Video Tutorial](#)
[Download the User manual](#)

Required Templates
N/A

Required Documents
[Required Documents](#)

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click 'Start' to initiate the Edit Excise Tax Clearing Company – TINCE Registration application.

Communication Details

Excise Clearing Company (TINCE) Registration - Edit

Communication Details

Entities list

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
ABC Trading Co	101	training_ff@abc.com	987654321	987653234	Edit Delete

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Select "Action", to edit or delete communication details. Note that only communication details can be updated.

Add Entity

Entity Name in English: ABC Trading Co

Entity Name in Arabic: شركة ابي بي هي للتجارة

Country: United Arab Emirates

Building Name & Number: 101

Street: Abu Dhabi

Area: Abu Dhabi

Emirates: Abu Dhabi

PO Box No.: 783932

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Country Code: +971 (United Arab Emirates)

Landline Number: 987653234

Save

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Edit the communication data and click on "Save" to complete the edit activity.



training_ff@abc.com What are you looking for?

Home Abdullah TINC Edit

Excise Clearing Company (TINC) Registration - Edit

1 Communication Details 2 Review & Declaration

Communication Details

Entities list + Add Entity

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
ABC Trading Co	101	training_ff@abc.com	987654321	987653234	***

Edit Delete

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click 'Next Step' to save and proceed to the 'Review and Declaration' section.

Review and Declaration

training_ff@abc.com What are you looking for?

Home Abdullah TINC Edit

Excise Clearing Company (TINCE) Registration - Edit

1 Communication Details 2 Review & Declaration

Review & Declaration Expand All / Collapse All

Step 1: Communication Details


Entity Name in English	Address	Email Address	Mobile Number	Landline Number
ABC Trading Co	101	training_ff@abc.com	987654321	987653234

Old New

Entity Name in English	Address	Email Address	Mobile Number	Landline Number
ABC Trading Co	101	training_ff@abc.com	936476342	987653234

Authorized Signatory & Declaration
Authorized Signatory list

Previous Step Cancel Save as Draft Submit



- This section will help you to make sure that you have completed the application correctly.
- The section provides a comparison of the old and the newly updated information.

training_ff@abc.com What are you looking for?

Home Abdullah TINC Edit

Excise Clearing Company (TINCE) Registration - Edit

1 Communication Details 2 Review & Declaration

No data

Declaration

First Name in English Training Last Name in English ff

First Name in Arabic لدرينج Last Name in Arabic فف

Country Code +971 (United Arab Emirates) Phone Number 987654321 Email ID training_ff@abc.com

Date of Submission 27/03/2022

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

Previous Step 1 Cancel Save as Draft Submit

Step	Action
(1)	After carefully reviewing all the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



training_ff@abc.com What are you looking for? User Type عربي

Home Abdullah TINCE Edit

Excise Clearing Company (TINCE) Registration - Edit

1 Communication Details

2 Review & Declaration

No data

Declaration

First Name in English: Training Last Name in English: ff

First Name in Arabic: Last Name in Arabic: لوسا بن يونس

Country Code: +971 (United Arab Emirates) Phone Number: 987654321 Email ID: training_ff@abc.com

Date of Submission: 23/09/2022

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

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	Click 'Submit' to complete the edit application.

Post Application Submission

Application Edited Successfully

Name : Abdullah
Reference Number : 908000000000
Submitted Date : 27 July 2022

What Next

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

Important Notes

* Applicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 20 calendar days of being required to register.

For any queries please contact us on www.eta.gov.ae or contact us directly at our call center number 124167960 or email etax@fta.gov.ae

[Back to Dashboard](#) [Download](#)

- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The edit application is automatically approved, the updated changes can be viewed in your registration.
- Read the “What Next” and “Important Notes”.

Application Edited Successfully

Name : Abdullah
Reference Number : 908000000000
Submitted Date : 27 July 2022

What Next

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
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Important Notes

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For any queries please contact us on www.eta.gov.ae or contact us directly at our call center number 124167960 or email etax@fta.gov.ae

[Back to Dashboard](#) [Download](#)

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.



Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment



Thank you