



امارات تاکس **MARATAX**

Edit Excise Tax Clearing Company (TINCE) - 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

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: 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.





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				
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



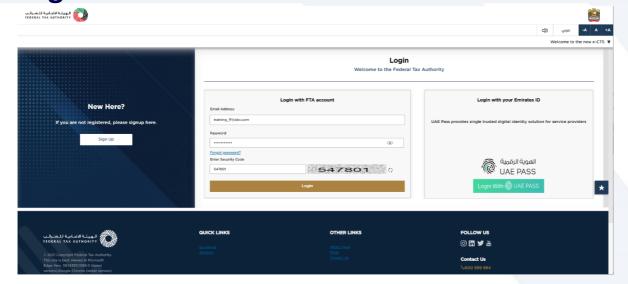


This manual is prepared to help the Excise Tax Clearing Company (TINCE) to navigate through the Federal Tax Authority EmaraTax portal and edit their communication addresses. The changes will be immediately reflected against their TINCE registration upon submit of the application. The updated communication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





Login to EmaraTax



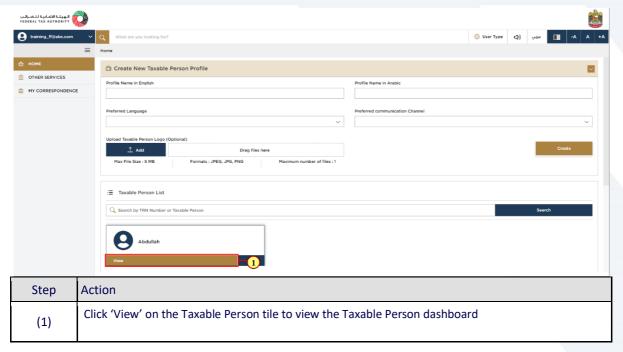


- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you
 do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up'
 button. If you have forgotten your password, you can use the "Forgot Password" feature to
 reset your password.
- 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.





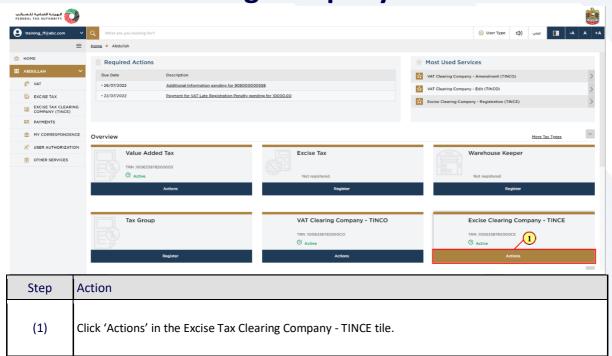
Taxable Person Tile







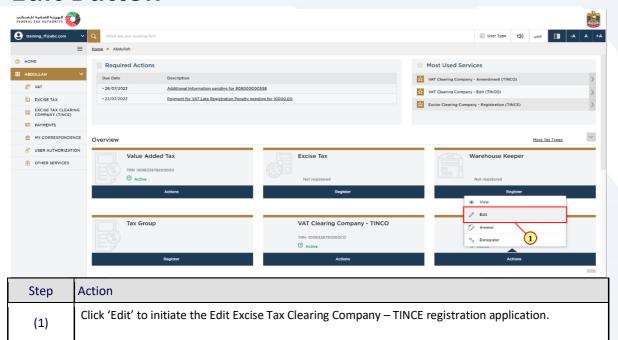
Excise Tax Clearing Company – TINCE Tile







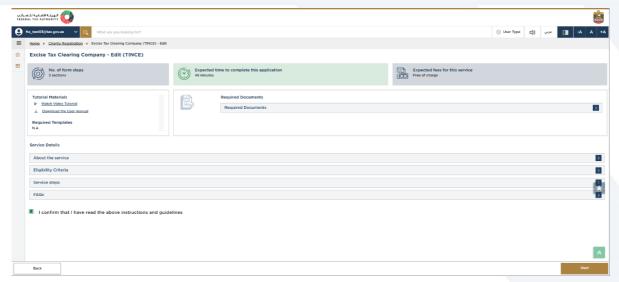
Edit Button





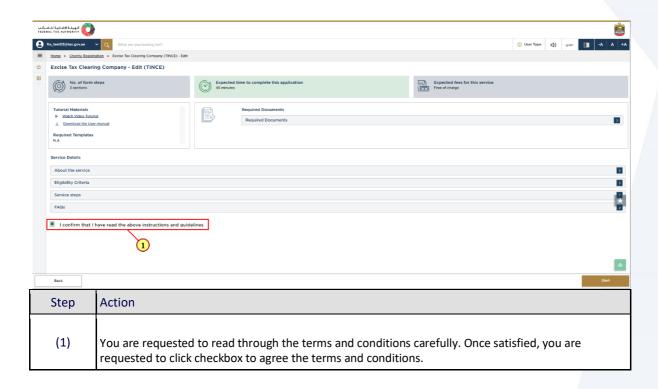


Guidelines and Instructions



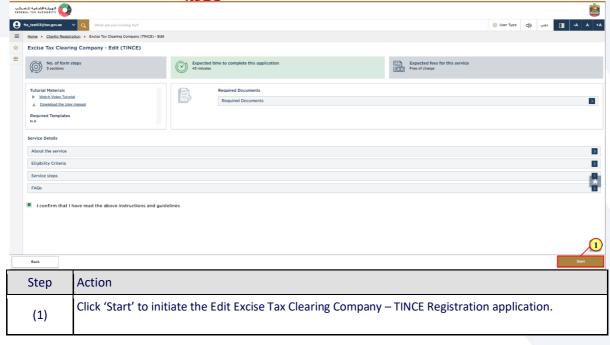


The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to editing your Excise Tax Clearing Company – TINCE registration, in the UAE. It also provides guidance on what information you should have in hand when you are editing the Excise Tax Clearing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





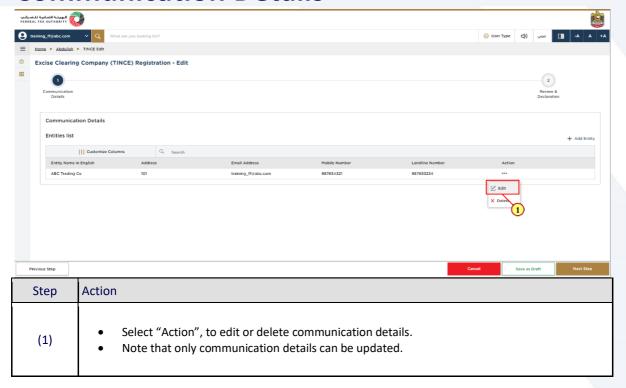


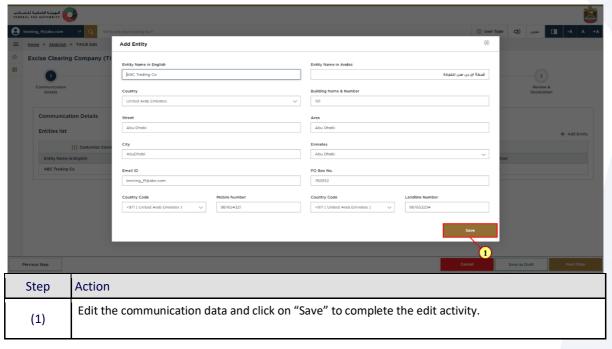






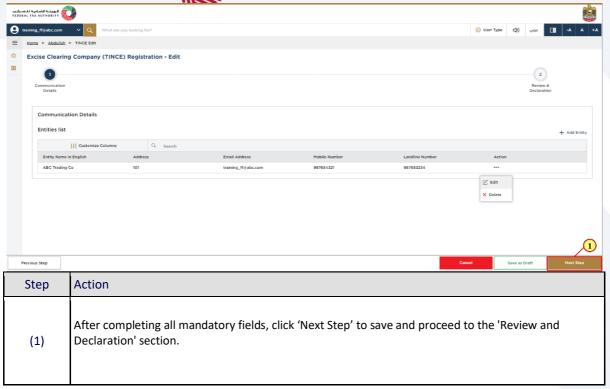
Communication Details







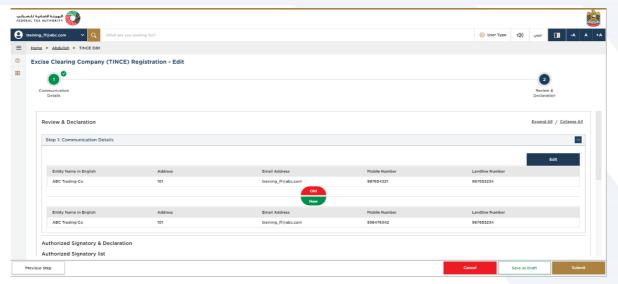






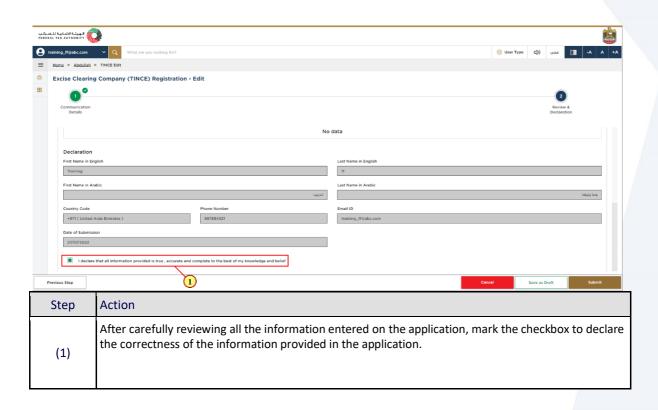


Review and Declaration



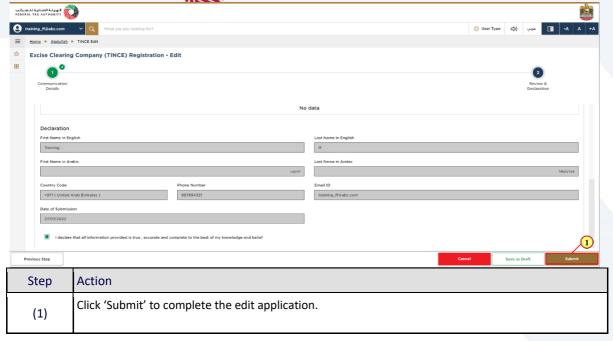


- This section will help you to make sure that you have completed the application correctly.
- The section provides a comparison of the old and the newly updated information.





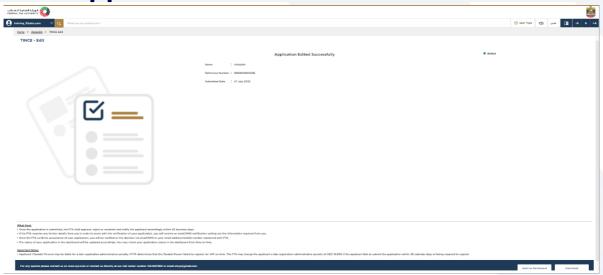






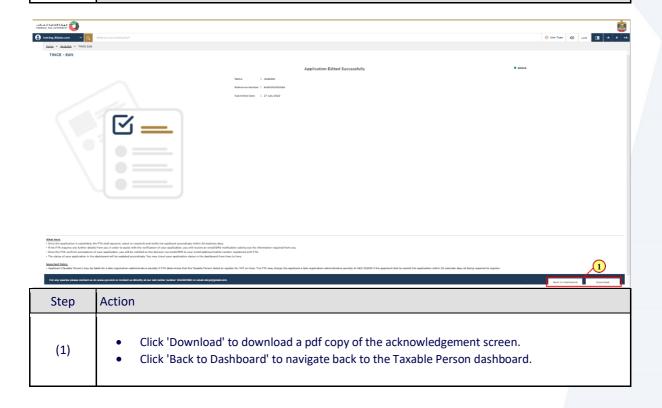


Post Application Submission





- 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".











Taxpayer receives the following correspondences:

• Application submission acknowledgment





Thank you