الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

إمارات تاكس
EMARATAX

# Edit Excise Tax Registration User Manual

Date: Oct 2022

Version 1.0.0.0


## Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.

Document Version Control

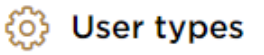
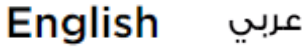
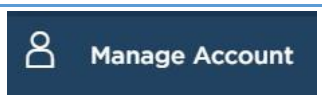
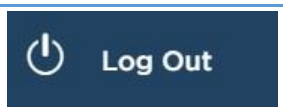
| Version No. | Date | Prepared/Reviewed by | Comments |
|---|---|---|---|
| 1.0 | 01-Oct-22 | Federal Tax Authority | User Manual for EmaraTax Portal |

## 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:<br>• Registered for VAT<br>• Registered for Excise<br>• Non-registered Taxpayer<br>• Tax Group<br>• Warehouse Keeper<br>• Freight Forwarder/VAT Clearing Company (TINCO)<br>• 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 | |
|   | 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 |
|   | 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 |
|   | This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password |
|   | 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 |
| | This is used to go the Next section of the Input Form |
| | 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 |

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

# Edit Excise Registration

**Document Control Information** ..... **2**
Annexure 2
Navigating through EmaraTax ..... 3
Edit Excise Registration V1.0.0.0 ..... 4
**Introduction** ..... **5**
**Login to EmaraTax** ..... **6**
**Excise Tile** **10**
**Guidelines and Instructions** ..... **11**
**Bank Details** ..... **14**
**Additional Details** ..... **18**
**Review and Declaration** ..... **20**
**Post Application Submission** ..... **23**
**Correspondences** ..... **24**

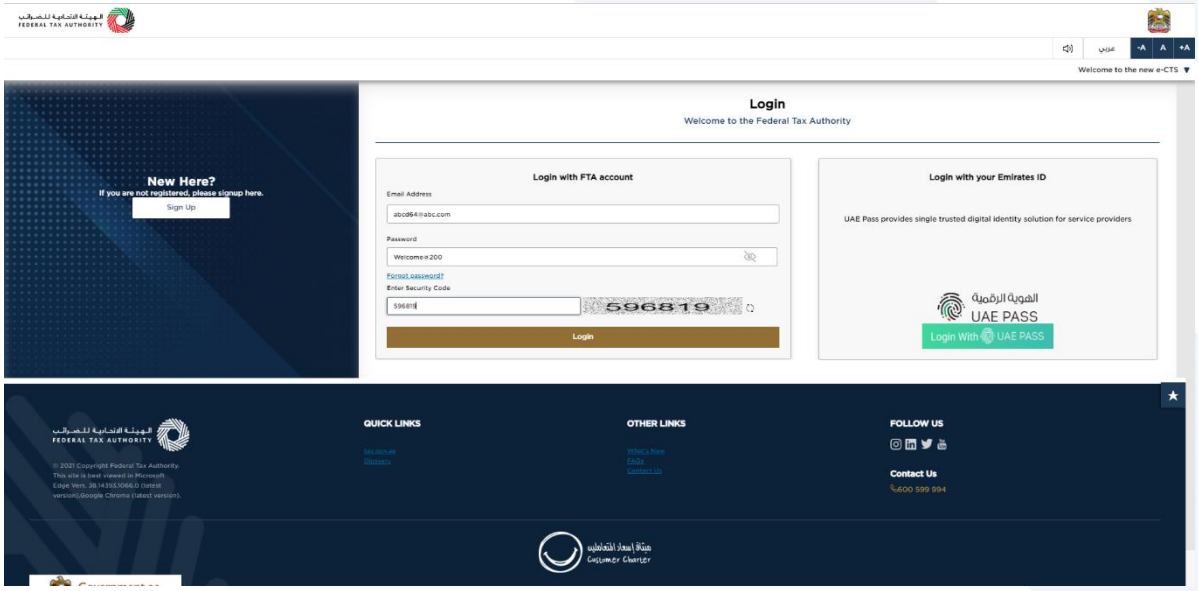
# Introduction

الـهـيـئـة الاتحـاديـة لـلـضـرائـب
FEDERAL TAX AUTHORITY
United Arab Emirates

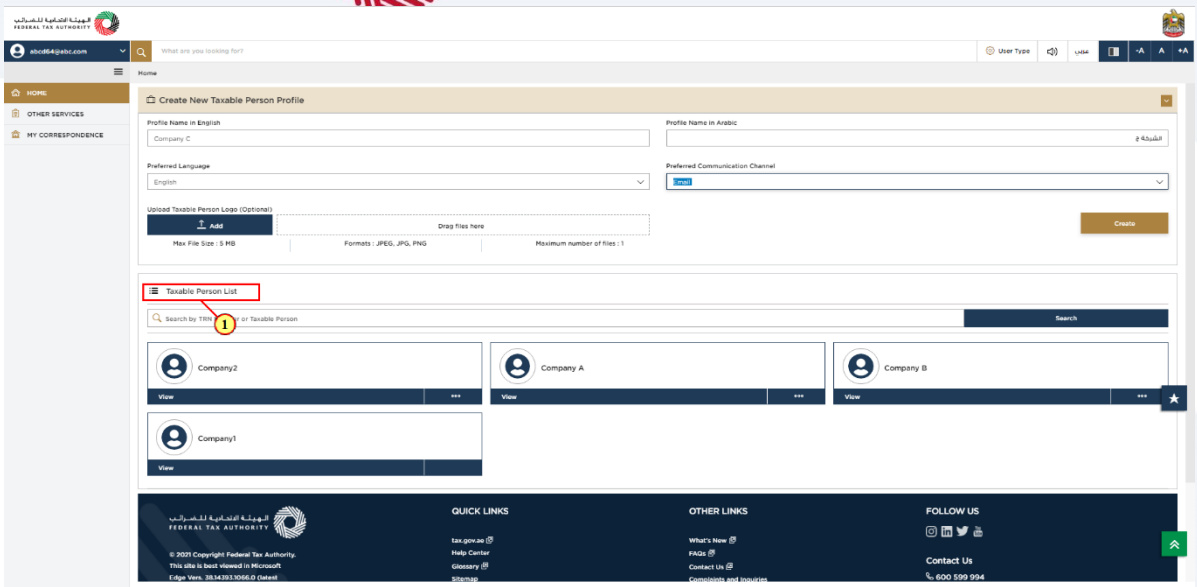
This manual is prepared to help an Excise Tax registered taxpayer to navigate through the Federal Tax Authority (FTA) EmaraTax portal and edit their Excise Tax registration. The taxpayer can edit the following information and the changes will be reflected immediately in their Excise Tax registration post submission of the “Edit” application. An approval from FTA is not required.

- Bank Account details
- GCC Activities section
- Customs Registration Number

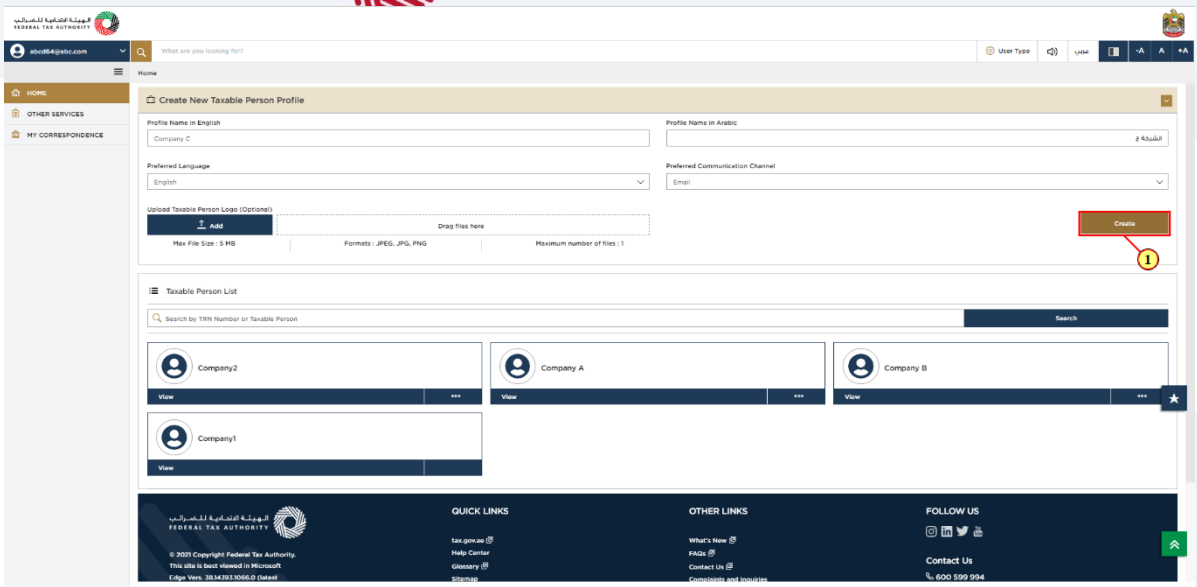
# Login to EmaraTax



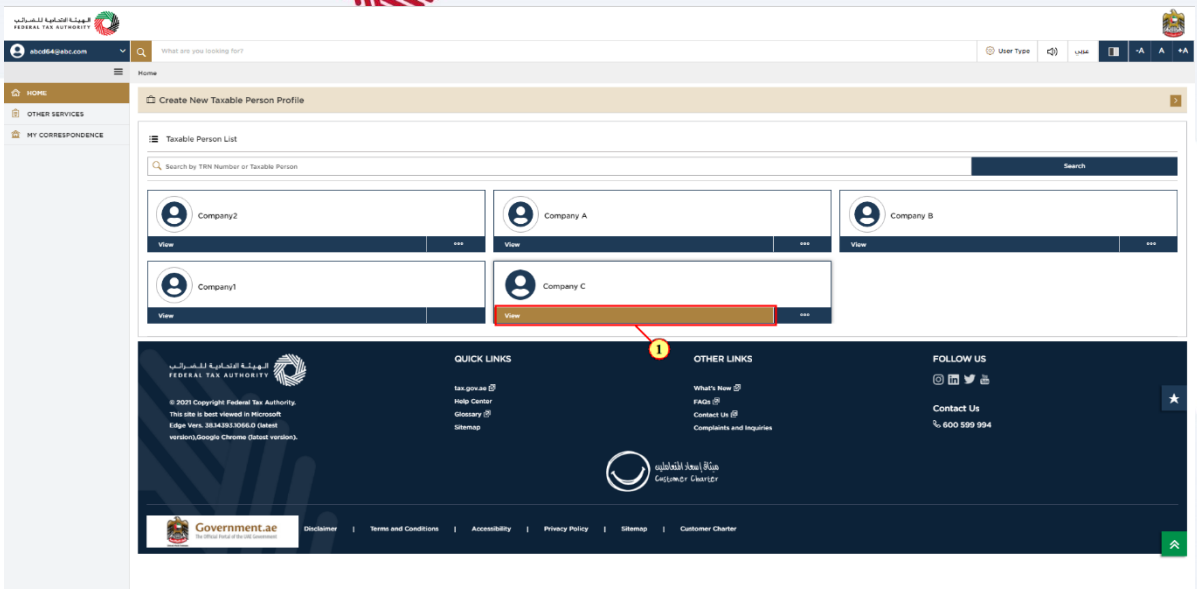

- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.
- If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




| Step | Action |
|---|---|
| (1) | On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person. |

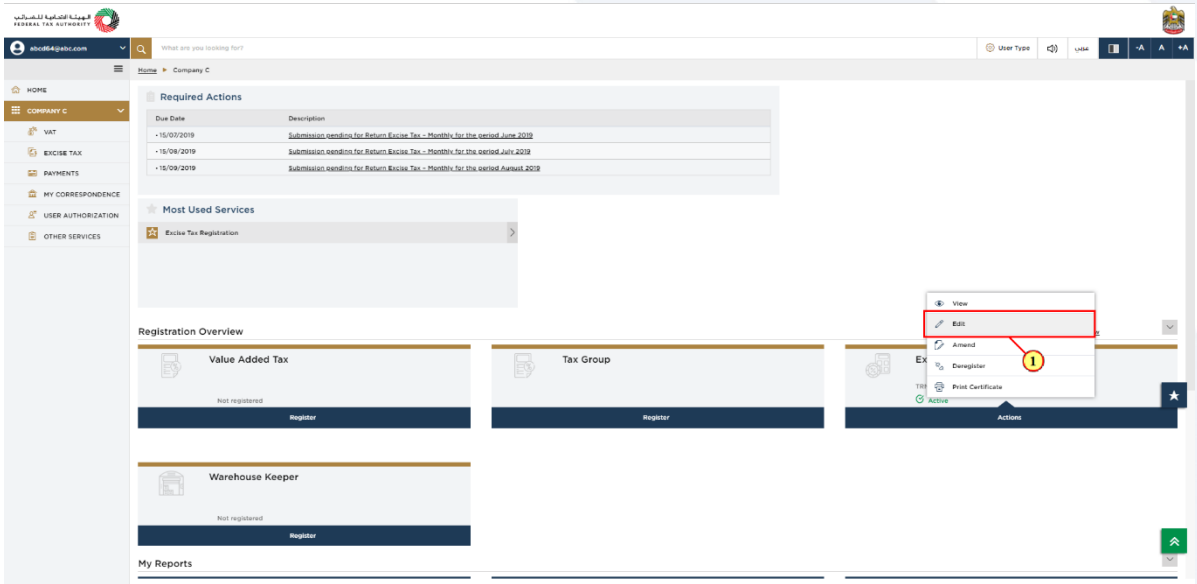



| Step | Action |
|---|---|
| (1) | To create a new Taxable Person, enter the mandatory details and click 'Create'. The new Taxable Person will be displayed in the list. |



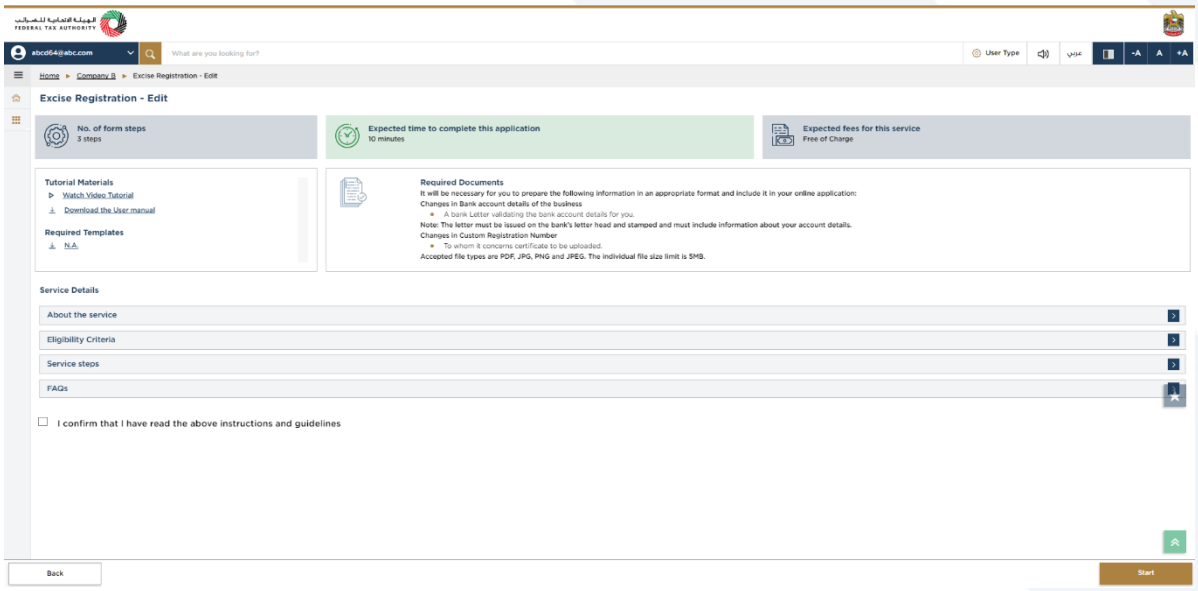

| Step | Action |
|---|---|
| (1) | Select the Taxable Person from the list and click 'View' to open the dashboard. |

# Excise Tile

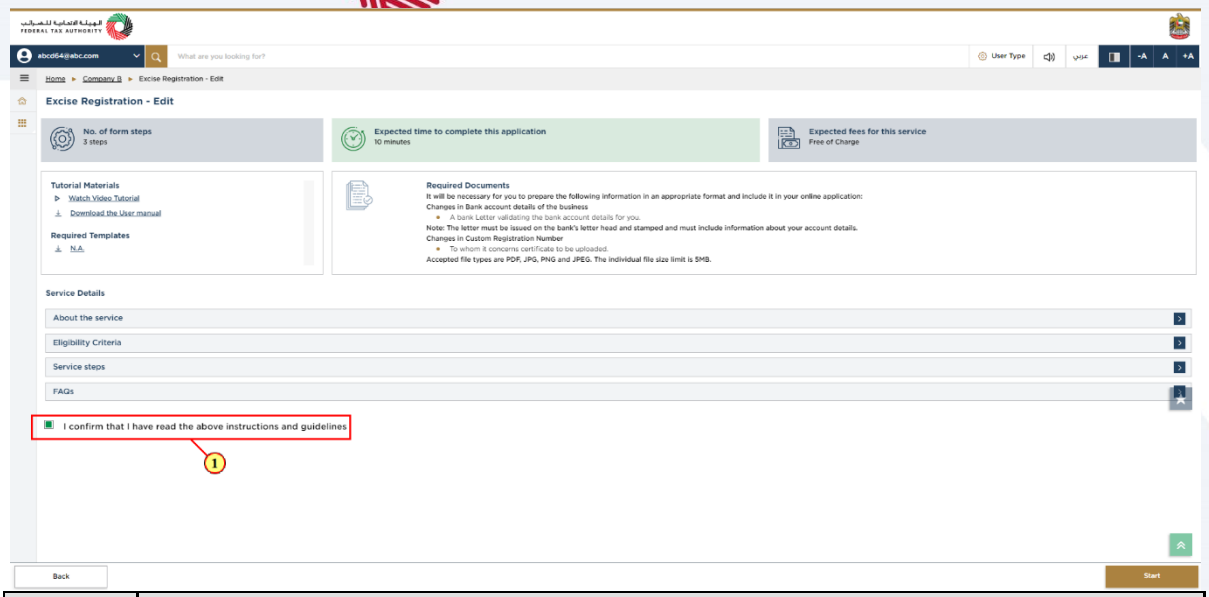



| Step | Action |
|---|---|
| (1) | • In order to edit your Excise Tax Registration, click 'Actions' in the Excise tax tile.<br>• Select 'Edit' for start editing your Excise tax registration. |

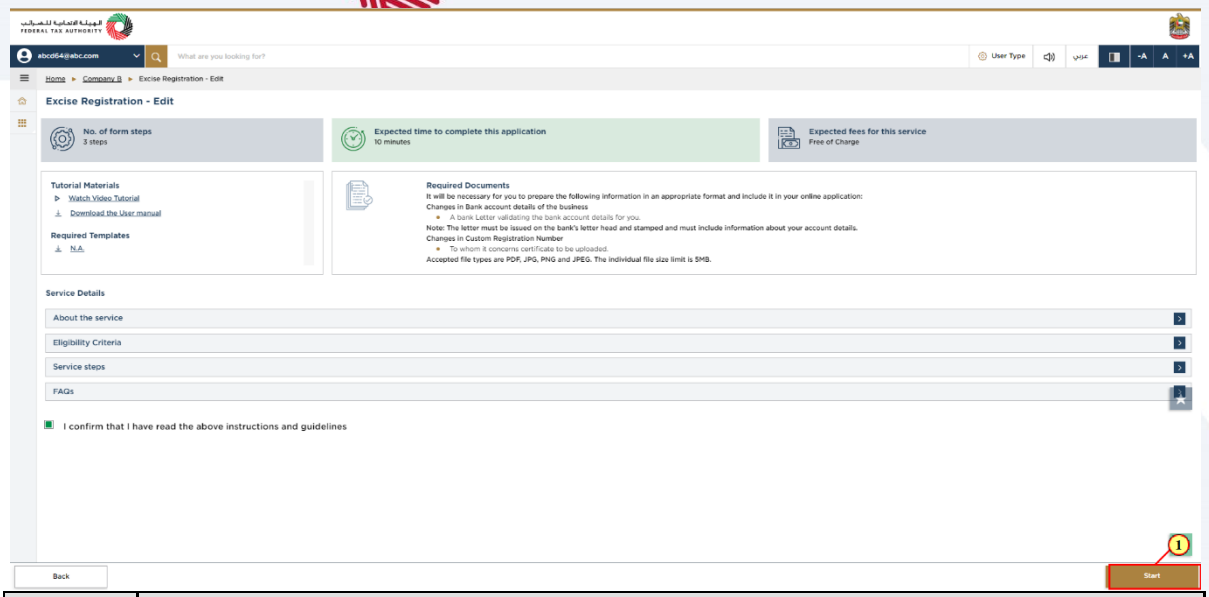
# Guidelines and Instructions




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

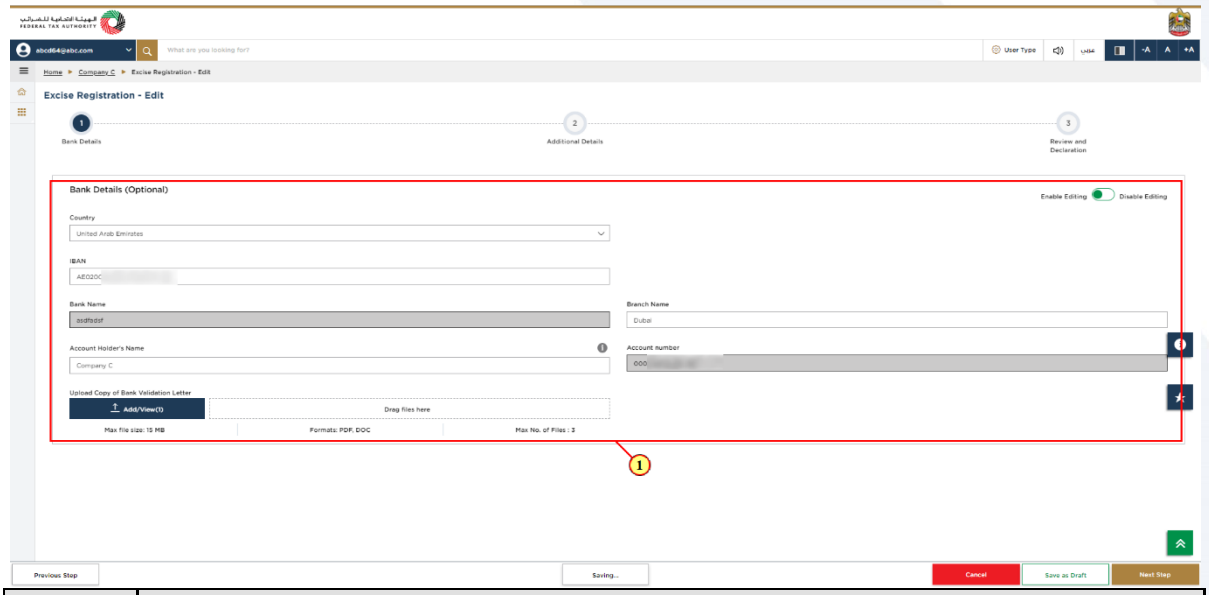



| Step | Action |
|---|---|
| (1) | • A screen will appear with guidelines and instructions.<br>• Read the guidelines and instructions for Edit Excise Tax Registration and mark the checkbox to confirm. |

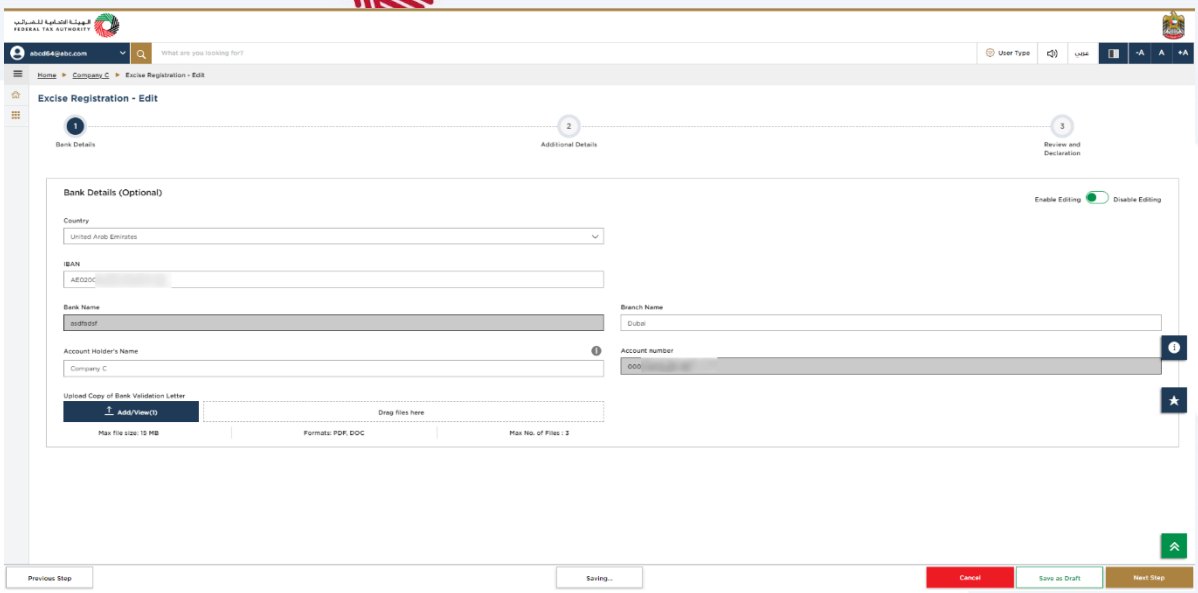



| Step | Action |
|---|---|
| (1) | Click ‘Start’ to initiate the Edit Excise Tax Registration application. |

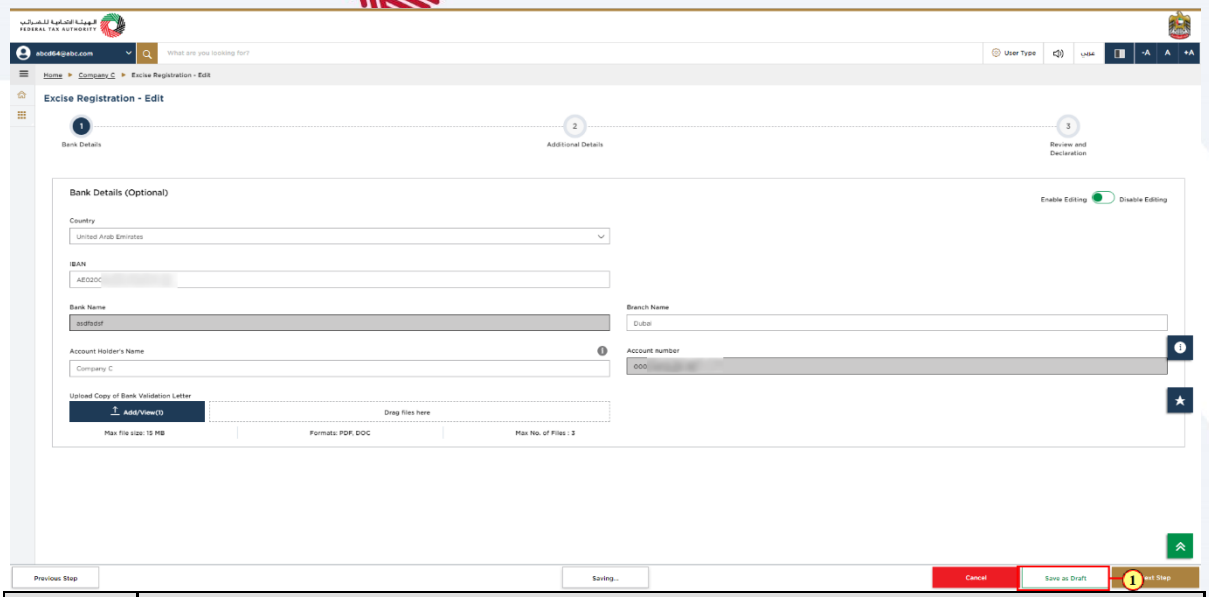
# Bank Details



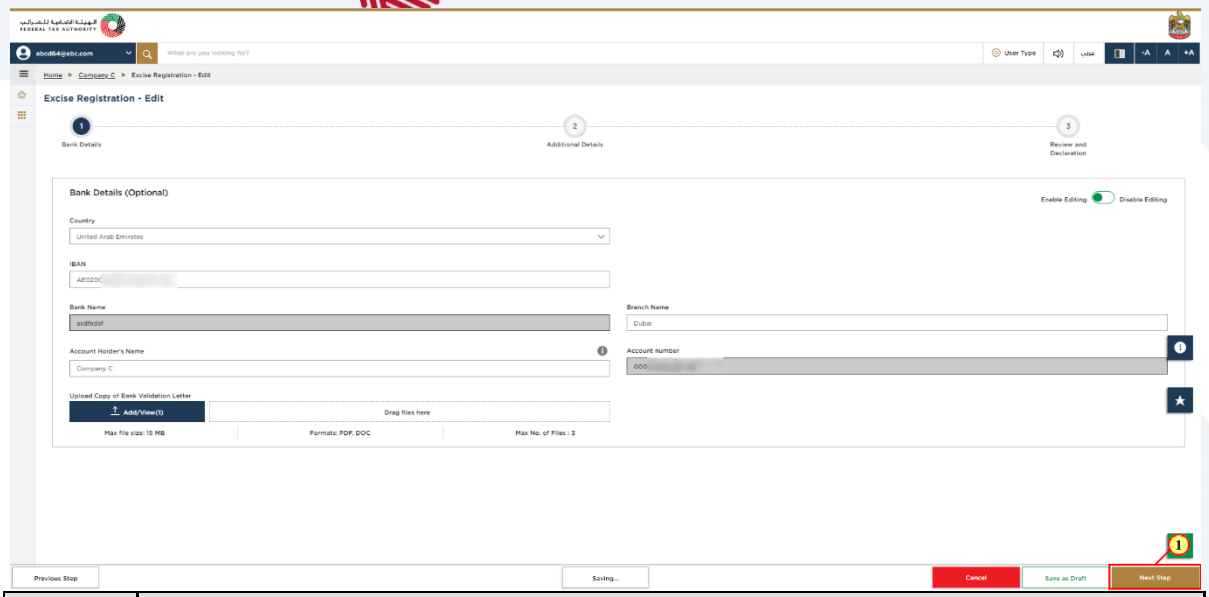

| Step | Action |
|---|---|
| (1) | • Select “Enable Editing”, to edit the bank details, if required. Upon selection, the fields in the section will become editable.<br>• If you do not want to edit the section and have selected ‘Enable Editing’, select ‘Disable Editing’ so that the fields become non editable.<br>• You can add bank details if it was not provided during the Excise Tax registration.<br>• You may edit and update your Bank details, if required. |




- You are requested to ensure that your account details are accurate. Some accounts cannot receive payments electronically. Also, ensure that your Bank has this facility.
- If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
- If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.

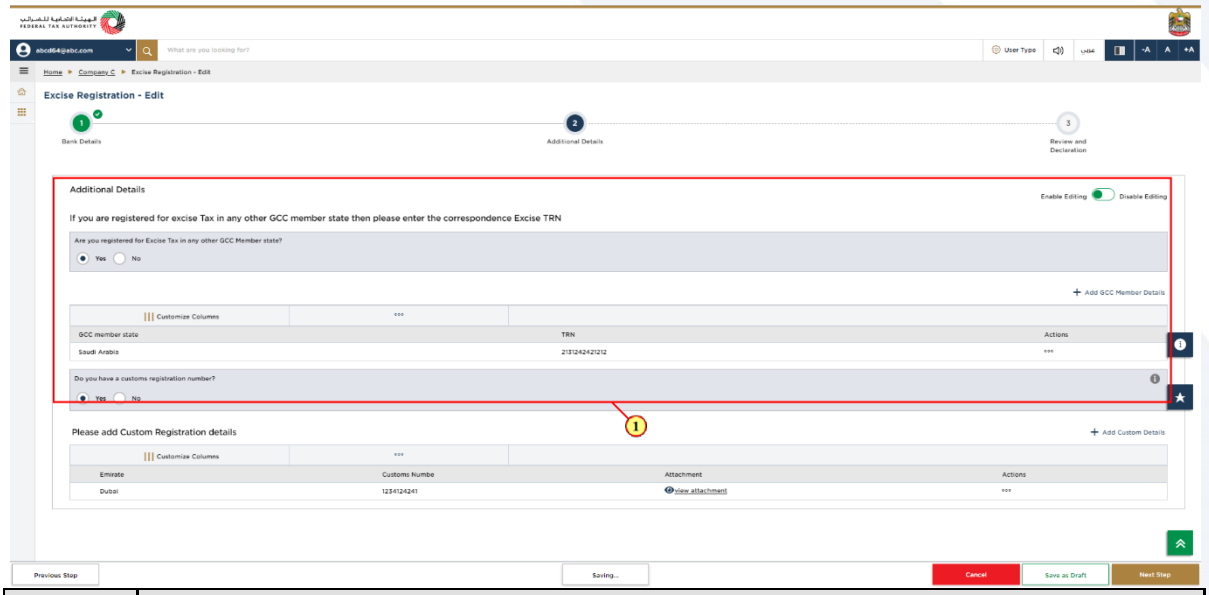



| Step | Action |
|---|---|
| (1) | You may click on ‘Save as draft’ to save your application and return to continue working on your application later. |

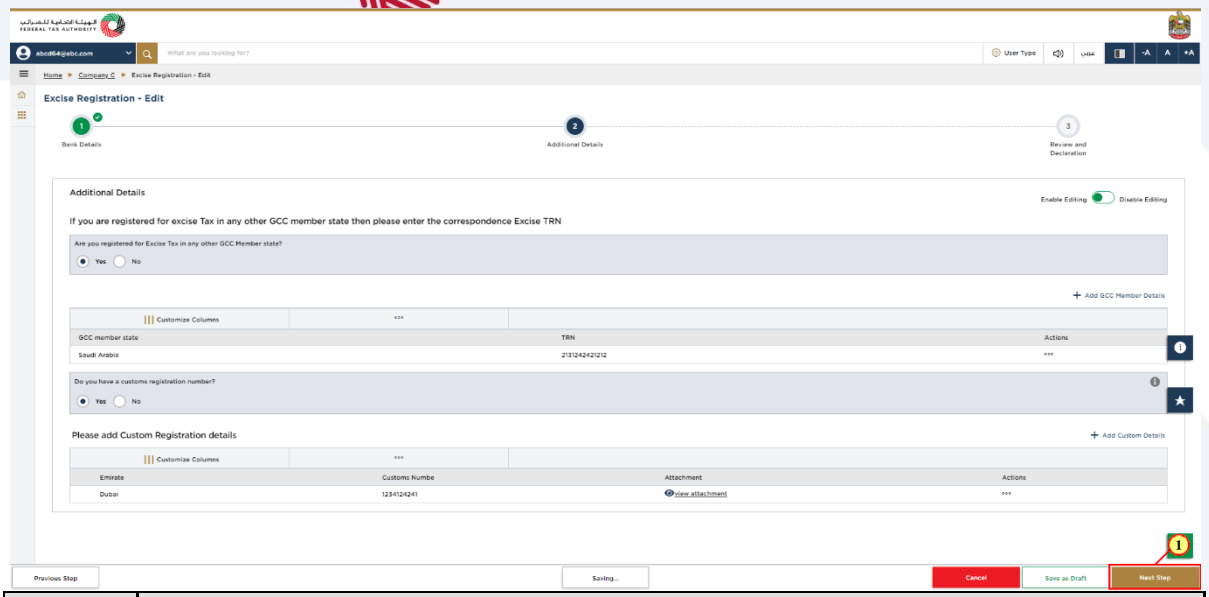



| Step | Action |
|---|---|
| (1) | After editing the required information, click ‘Next Step’ to save and proceed to the 'Additional details' section. |

# Additional Details

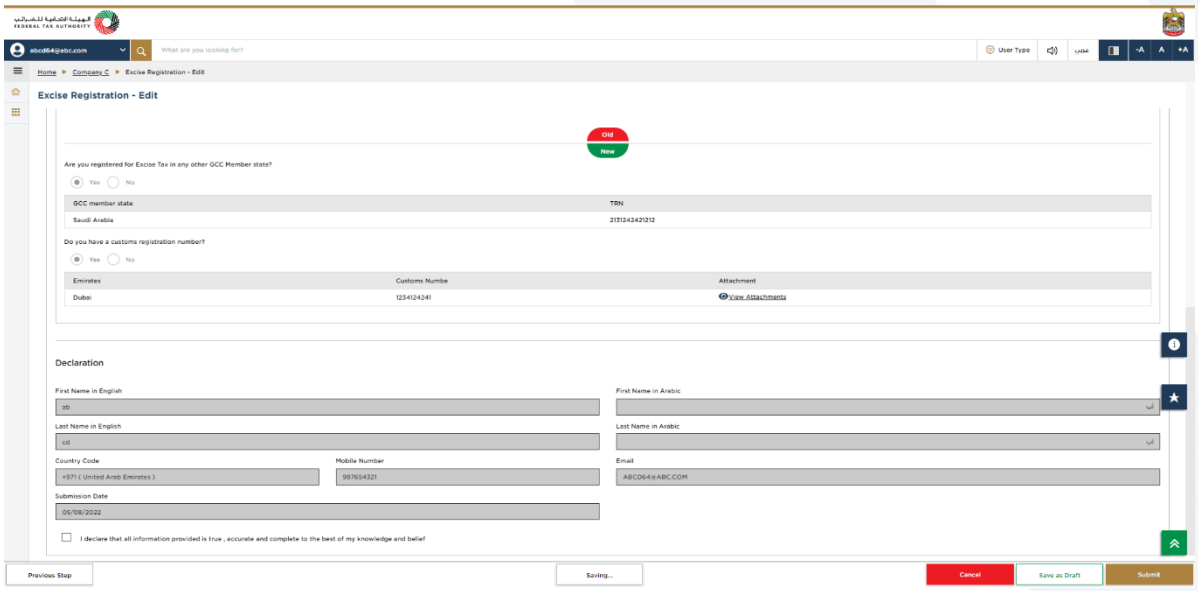



| Step | Action |
|---|---|
| (1) | • Select “Enable Editing” to update the additional details information, if required.<br>• You may choose to: Update the GCC Business Activities details; Update the customs registration details with any of the Customs Authorities in the UAE. |

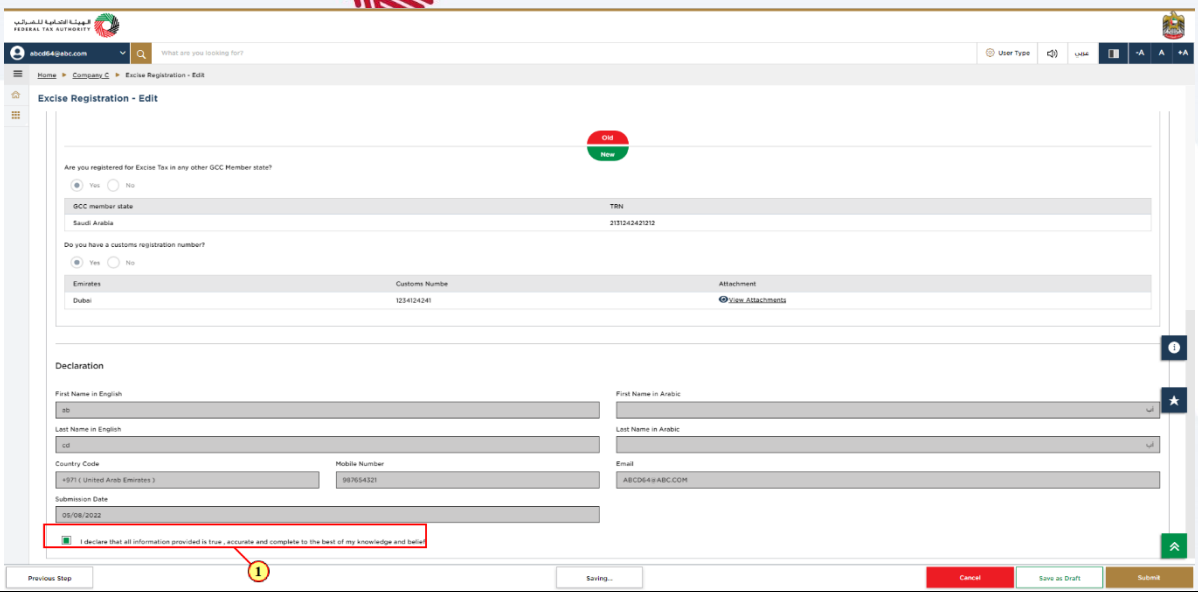



| Step | Action |
|---|---|
| (1) | After completing all mandatory fields, click the ‘Next Step’ button to save and proceed to the 'Review and Declaration' section. |

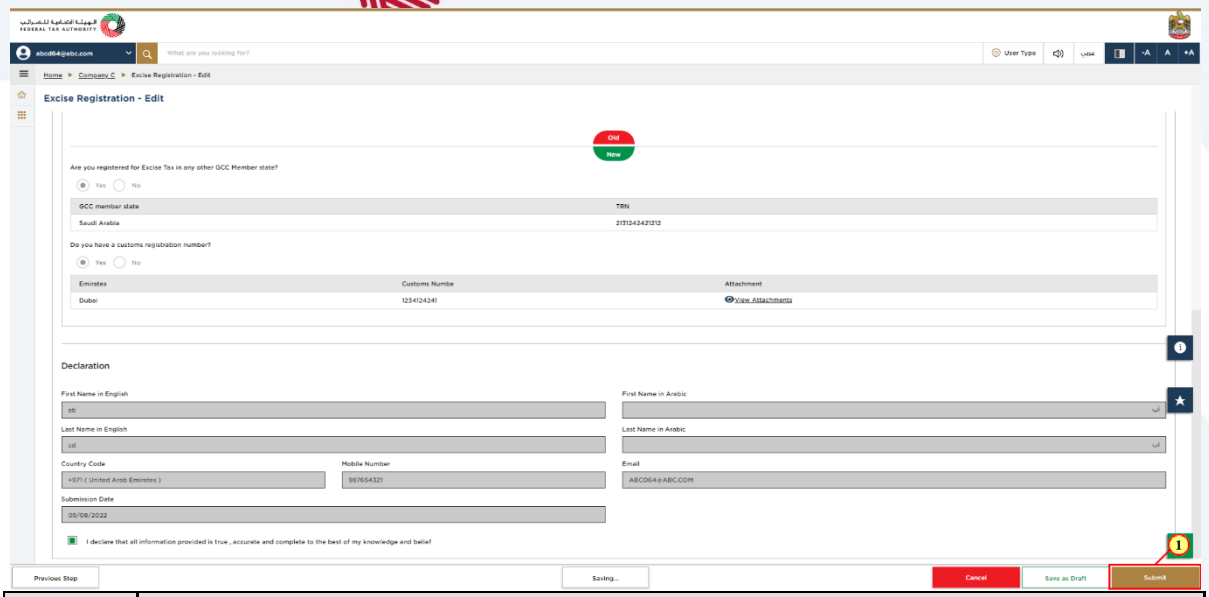
# Review and Declaration




- This section highlights the old and the newly updated information entered by you across the application. You are requested to review and submit the application formally.
- You are requested to review and submit the application formally.

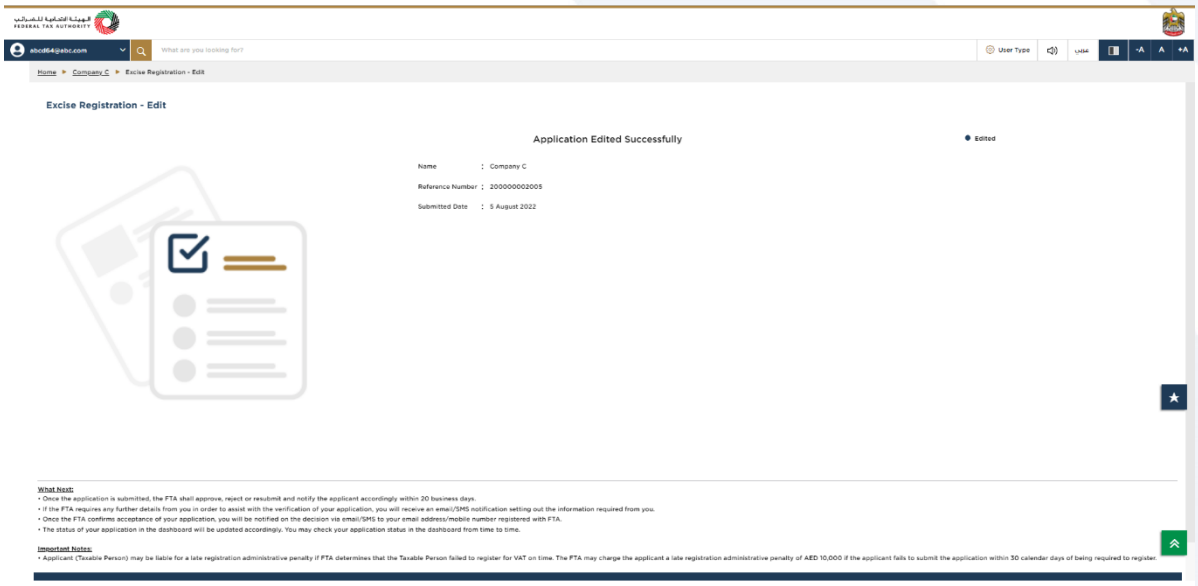



| Step | Action |
|---|---|
| (1) | After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application. |




| Step | Action |
|---|---|
| (1) | Click ‘Submit' to submit the Edit Excise Tax Registration application. |

# Post Application Submission




- After your application is submitted successfully, a Reference Number is generated for your application. Note this reference number for future purposes.
- The Edit applications are approved on submission and does not require FTA approval.
- The changes submitted will be reflected in your Excise Tax profile.
- Read the “What Next” and “Important Notes”.

# Correspondences

الـهـيـئـة الاتحـاديـة لـلـضـرائـب
FEDERAL TAX AUTHORITY

إمـــارات تـاكـس
EMARATAX

## Taxpayer receives the following correspondences:

- Application submission acknowledgment.

# Thank you