



Edit Excise Tax Registration 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

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



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.

The screenshot shows the Federal Tax Authority website interface. At the top, there is a navigation bar with the logo and name of the authority. Below this, there is a search bar and a user profile dropdown. The main content area is divided into two sections. The top section is titled 'Create New Taxable Person Profile' and contains a form with fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button. The bottom section is titled 'Taxable Person List' and is highlighted with a red box. It contains a search bar and a list of taxable persons, including 'Company 2', 'Company A', 'Company B', and 'Company 3'. Each entry has a 'View' button. A yellow circle with the number 1 is placed over the search bar in the 'Taxable Person List' section.

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.



The screenshot shows the 'Create New Taxable Person Profile' form on the Federal Tax Authority website. The form has the following fields:

- Profile Name in English: Company C
- Profile Name in Arabic: الشركة
- Preferred Language: English
- Preferred Communication Channel: Email
- Upload Taxable Person Logo (Optional): Max File Size: 5 MB, Formats: JPEG, JPG, PNG, Maximum number of files: 1

A red arrow points to the 'Create' button. Below the form is a 'Taxable Person List' showing three entries: Company2, Company A, and Company B. The footer contains quick links, other links, and follow us information.

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.

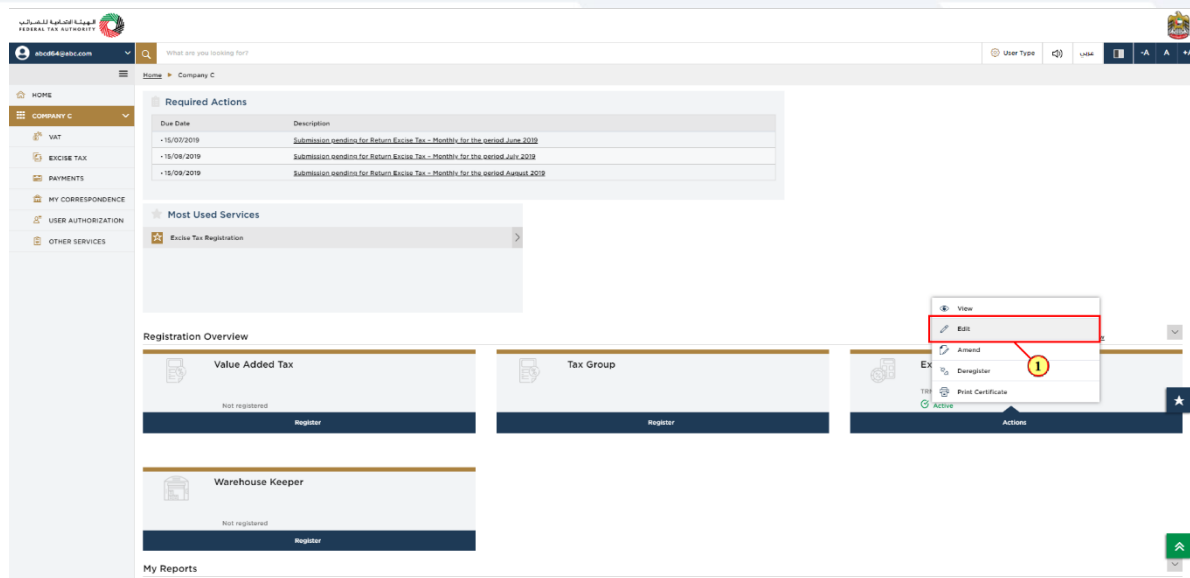


The screenshot shows the 'Create New Taxable Person Profile' page. Under the 'Taxable Person List' section, there is a search bar and a list of companies: Company 2, Company A, Company B, Company 1, and Company C. Each company entry has a 'View' button. A red box highlights the 'View' button for 'Company C', and a yellow circle with the number '1' is placed next to it, indicating the step to be followed.

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



Excise Tile



Step	Action
(1)	<ul style="list-style-type: none"> In order to edit your Excise Tax Registration, click 'Actions' in the Excise tax tile. Select 'Edit' for start editing your Excise tax registration.

Guidelines and Instructions

Excise Registration - Edit

No. of form steps
3 steps

Expected time to complete this application
10 minutes

Expected fees for this service
Free of Charge

Tutorial Materials
 ▶ Watch Video Tutorial
 ⬇ Download the User manual

Required Documents
 It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:
 Changes in Bank account details of the business
 • A Bank letter validating the bank account details for you.
 Note: The letter must be issued on the bank's letter head and stamped and must include information about your account details.
 Changes in Custom Registration Number
 • To whom it concerns certificate to be uploaded.
 Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.

Service Details
 About the service
 Eligibility Criteria
 Service steps
 FAQs

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

Back Start



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.

The screenshot shows the 'Excise Registration - Edit' page on the Federal Tax Authority website. The page includes a header with the logo and navigation links. The main content area has a sidebar with 'Tutorial Materials' and 'Required Documents'. The main section contains 'Service Details' with expandable sections for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. A red box highlights a checkbox labeled 'I confirm that I have read the above instructions and guidelines' with a yellow circle containing the number 1 next to it. The page also shows a 'Back' button and a 'Start' button.

Step	Action
(1)	<ul style="list-style-type: none"> A screen will appear with guidelines and instructions. Read the guidelines and instructions for Edit Excise Tax Registration and mark the checkbox to confirm.



atcof@atco.com What are you looking for? User Type عربي

Excise Registration - Edit

No. of form steps
3 steps

Expected time to complete this application
10 minutes

Expected fees for this service
Free of Charge

Tutorial Materials
 ▶ Watch Video Tutorial
 ⬇ Download the User manual

Required Documents
 It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:
 Changes in Bank account details of the business
 • A bank Letter validating the bank account details for you.
 Note: The letter must be issued on the bank's letter head and stamped and must include information about your account details.
 Changes in Custom Registration Number
 • To whom it concerns certificate to be uploaded.
 Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.

Required Templates
 ⬇ R.A.

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 Registration application.



Bank Details

Step	Action
(1)	<ul style="list-style-type: none"> Select "Enable Editing", to edit the bank details, if required. Upon selection, the fields in the section will become editable. If you do not want to edit the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable. You can add bank details if it was not provided during the Excise Tax registration. You may edit and update your Bank details, if required.



Excise Registration - Edit

1 Bank Details 2 Additional Details 3 Review and Declaration

Bank Details (Optional) Enable Editing Disable Editing

Country: United Arab Emirates

IBAN: AD1234

Bank Name: Scotiabank Branch Name: Dubai

Account Holder's Name: Company C Account Number: 0000000000000000

Upload Copy of Bank Validation Letter Add/View ID Drag files here

Max file size: 10 MB Formats: PDF, DOC Max No. of Files: 3

Previous Step Saving... Cancel Save as Draft Next Step



- 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.



Excise Registration - Edit

1 Bank Details 2 Additional Details 3 Review and Declaration

Bank Details (Optional) Enable Editing Disable Editing

Country: United Arab Emirates

IBAN: AD0200

Bank Name: scfhs001 Branch Name: Dubai

Account Holder's Name: Company C Account Number: 0000000000000000

Upload Copy of Bank Validation Letter Add/View ID Drag files here

Max file size: 10 MB Formats: PDF, DOC Max No. of Files: 3

Previous Step Saving... Cancel Save as Draft 1 of 3 Steps

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



Excise Registration - Edit

1 Bank Details 2 Additional Details 3 Review and Declaration

Bank Details (Optional) Enable Editing Disable Editing

Country: United Arab Emirates

IBAN: AD0200

Bank Name: Scotiabank Branch Name: Dubai

Account Holder's Name: Company C Account Number: 00000000000000000000

Upload Copy of Bank Validation Letter Add/View File Drag files here

Max file size: 10 MB Formats: PDF, DOC Max No. of Files: 3

Previous Step Saving... Cancel Save as Draft Next Step

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)	<ul style="list-style-type: none"> Select "Enable Editing" to update the additional details information, if required. You may choose to: Update the GCC Business Activities details; Update the customs registration details with any of the Customs Authorities in the UAE.



Excise Registration - Edit

Bank Details Additional Details Review and Declaration

Additional Details

If you are registered for excise Tax in any other GCC member state then please enter the correspondence Excise TRN

Are you registered for Excise Tax in any other GCC Member state?

☒ Yes ☐ No

+ Add GCC Member Details

GCC member state	TRN	Actions
Saudi Arabia	213242421212	

Do you have a customs registration number?

☒ Yes ☐ No

+ Add Custom Details

Please add Custom Registration details

Emirate	Customs Number	Attachment	Actions
Dubai	1234124241	view attachment	

Previous Step Saving... Cancel Save as Draft Next Step

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

Excise Registration - Edit

Are you registered for Excise Tax in any other GCC Member state?

☒ Yes ☐ No

GCC member state: Saudi Arabia TON: 213124247012

Do you have a customs registration number?

☒ Yes ☐ No

Emirates: Dubai Customs Number: 1234124241 Attachment: [View Attachment](#)

Declaration

First Name in English: [Field] First Name in Arabic: [Field]

Last Name in English: [Field] Last Name in Arabic: [Field]

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Email: ABCD@ABC.COM

Submission Date: 05/08/2022

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

Previous Step Saving... Cancel Save as Draft Submit



- 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.



Excise Registration - Edit

Are you registered for Excise Tax in any other GCC Member state?

☒ Yes ☐ No

GCC member state: Saudi Arabia TSN: 213124242012

Do you have a customs registration number?

☒ Yes ☐ No

Emirates: Dubai Customs Number: 1234124241 Attachment: [View Attachment](#)

Declaration

First Name in English: [Field] First Name in Arabic: [Field]

Last Name in English: [Field] Last Name in Arabic: [Field]

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Email: ABCDE@ABC.COM

Submission Date: 05/08/2022

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

Previous Step 1 Saving... Cancel Save as Draft Submit

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.



Excise Registration - Edit

Are you registered for Excise Tax in any other GCC Member state?

☒ Yes ☐ No

GCC member state: Saudi Arabia TON: 213124242012

Do you have a customs registration number?

☒ Yes ☐ No

Emirates: Dubai Customs Number: 1234124241 Attachment: [View Attachment](#)

Declaration

First Name in English: [Text Field] First Name in Arabic: [Text Field]

Last Name in English: [Text Field] Last Name in Arabic: [Text Field]

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Email: ABCDE@ABC.COM

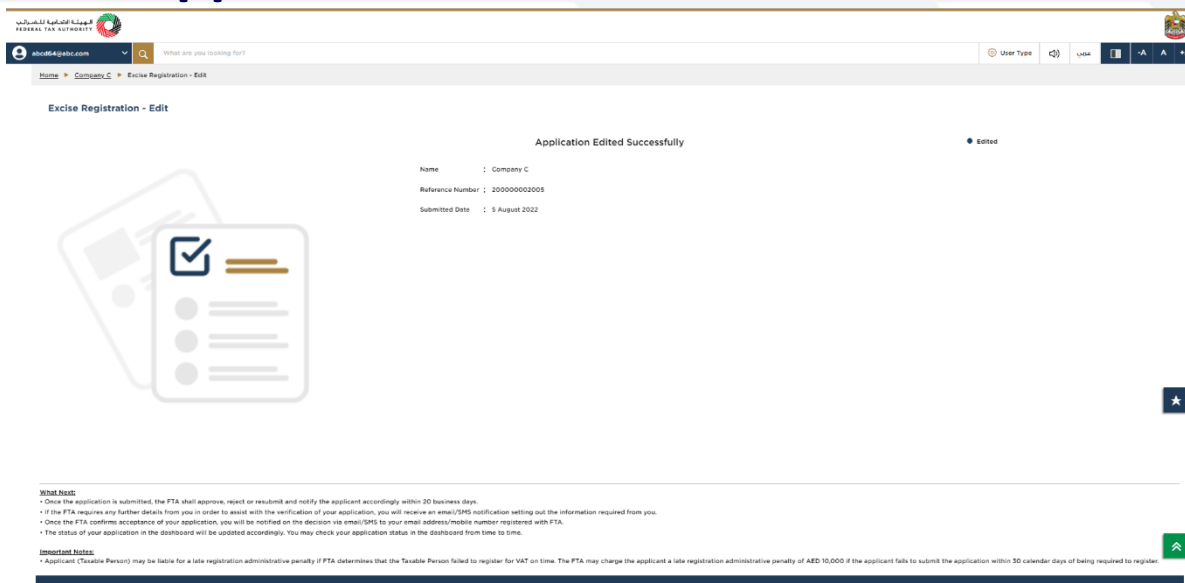
Submission Date: 05/08/2022

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

Previous Step Saving... Cancel Save as Draft Submit

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

Post Application Submission



Excise Registration - Edit

Application Edited Successfully

Name : Company C

Reference Number : 200000002008

Submitted Date : 5 August 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 30 calendar days of being required to register.



- 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



Taxpayer receives the following correspondences:

- Application submission acknowledgment.



Thank you