



Excise Tax Registration Amendment User Manual

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Document Control Information

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: <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 you navigate through the Federal Tax Authority (FTA) EmaraTax portal and Amend your Excise Registration information. To initiate the amendment, you must be already registered with the FTA and should have a valid TRN. The amendments done to the following sections require approval from the FTA:

- Details of the applicant
- Contact details
- Business relationships
- About the Excise application
- Excise Activities and Goods List
- Business activities (ISIC)

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.

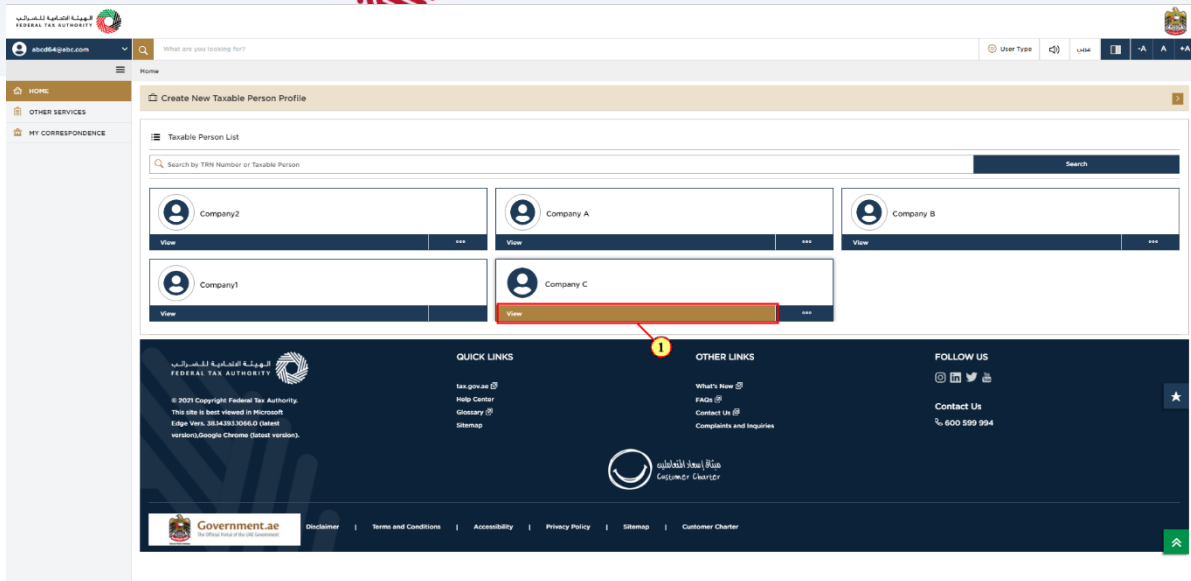


Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.



The screenshot displays the 'Create New Taxable Person Profile' form on the Federal Tax Authority website. The form has a left sidebar with navigation links: HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main content area contains the form with the following fields: Profile Name in English (Company C), Profile Name in Arabic (الشركة ج), Preferred Language (English), and Preferred Communication Channel (Email). There is a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button highlighted with a red box and a yellow circle containing the number 1. Below the form is a 'Taxable Person List' with a search bar and three entries: Company2, Company A, and Company B, each with a 'View' button. The footer contains quick links, other links, and follow us information.

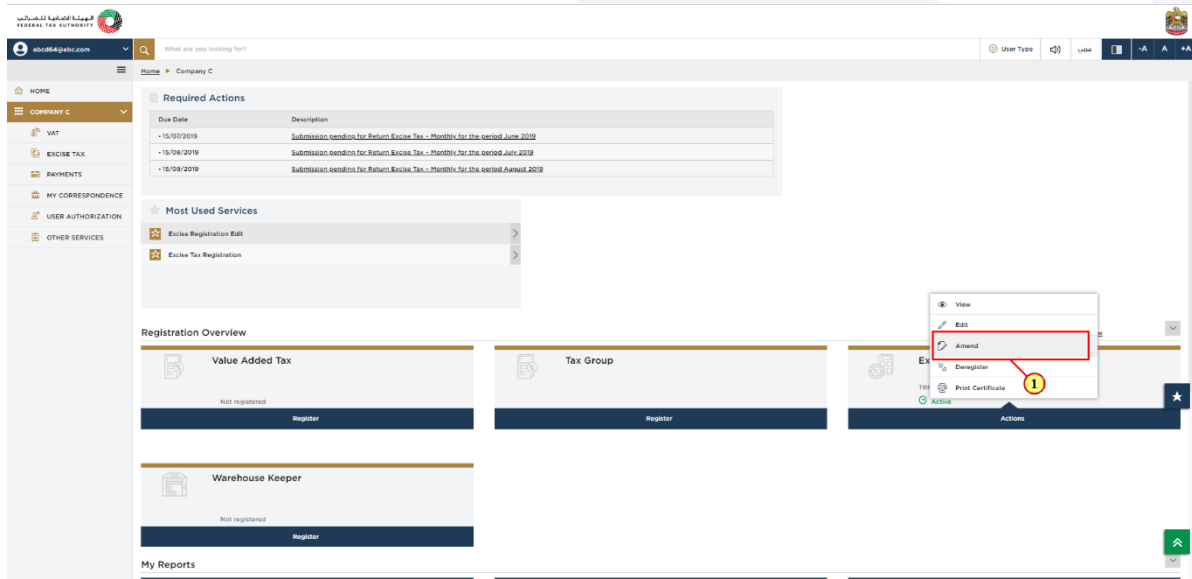
Step	Action
(1)	To create a new Taxable Person, enter the mandatory details and click 'Create'. The new Taxable Person will be displayed in the list.



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 initiate Excise Amendment application, click on 'Actions' in the Excise tile and select 'Amendment'.

Guidelines and Instructions

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

What are you looking for?

User Type عربي

Excise Registration - Amend

Excise Registration - Amendment

No. of form sections
7 sections

Expected time to complete this application
45 minutes

Expected fees for this service
Free of Charge

Required Templates
N/A

Required Documents
It will be necessary for you to prepare the following information in an appropriate format and include it in your online application. Based on the type of Amendment / change in circumstances, the supporting documents may vary:
A) Name or trading name of the business.
• A valid trade license or Business license
• Any other proof of change in name for example, copy of the article of association.
B) Composition of a partnership
• A valid trade license or a business license
• Copy of the partnership deed or any other legal document as appropriate
C) Address of the principal place of business
• Copy of the lease agreement or the purchase agreement in case of change in address
D) Primary business activity or activities
• A valid trade license or a business license
E) Others
• Any other supporting documents for evidence related to the changes
Accepted file types are PDF, JPG, Word, Excel, 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 amending your Excise Tax registration, in the UAE. It also provides guidance on what information you should have in hand when you are completing the Excise Tax amendment application.

Step	Action
(1)	<ul style="list-style-type: none"> A screen will appear with guidelines and instructions. Read the instructions and guidelines carefully before starting the application. And mark the checkbox to confirm.



What are you looking for?

Excise Registration - Amend

No. of form sections
7 sections

Expected time to complete this application
45 minutes

Expected fees for this service
Free of Charge

Required Templates
N/A

Required Documents
It will be necessary for you to prepare the following information in an appropriate format and include it in your online application. Based on the type of Amendment / change in circumstances, the supporting documents may vary.

A) Name or trading name of the business.

- A valid trade license or Business license
- Any other proof of change in name for example, copy of the article of association.

B) Composition of a partnership.

- A valid trade license or a business license
- Copy of the partnership deeds or any other legal document as appropriate

C) Address of the principal place of business

- Copy of the lease agreement or the purchase agreement in case of change in address

D) Primary business activity or activities

- A valid trade license or a business license

E) Others

- Any other supporting documents for evidence related to the changes

Accepted file types are PDF, JPG, Word, Excel, 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

Step	Action
(1)	Click 'Start' to initiate the Excise Amendment application.



Review and Declaration



The amend application first displays the 'Review and Declaration' section. You may click on the Edit button for any of the sections to Amend the details in it.



Excise Registration - Amend

Entity Details Identification Details Contact Details Excise Tax Details Business Relationships Authorized Signatory Review and Declaration

Review and Declaration

Step 1: Entity Details

Entity Type
Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation?
☒ Yes ☐ No

Are you applying to create or join a Tax Group?
☐ Yes ☒ No

Do you have an establishment document?
☐ Yes ☒ No

Step 2: Identification Details

Do you have a Trade License?
☒ Yes ☐ No

Trade License Issuing Authority
Dubai Academic City

Trade License Number
ADWISDW25

Start Previous Step 1 Cancel Save as Draft

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Edit' button, on the section which you want to amend. Or click 'Previous Step', to move back to the section which you want to amend.



Entity Details

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing”, to amend entity details, if required. Upon selection, the fields in the section will become editable. If you do not want to amend the section and have selected ‘Enable Editing’, select ‘Disable Editing’ so that the fields become non editable.




- The application is divided into a number of short sections which deal with various aspects of the amend process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted as blue. Once you progress to the next section successfully, the previous section will be highlighted as green.
- You are requested to ensure that the documents submitted, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.



Excise Registration - Amend

Entity Details Identification Details Contact Details Excise Tax Details Business Relationships Authorized Signatory Review and Declaration

Entity Details

Entity Type: Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation? Yes No

Upload Certificate of Incorporation

Add/View(1)

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 1

Enable Editing Disable Editing

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	After amending the required fields, click 'Next Step' to save and proceed to the 'Identification Details' section.

Identification Details

Main License Details

Excise Registration - Amend

1 Entity Details 2 Identification Details 3 Contact Details 4 Excise Tax Details 5 Business Relationships 6 Authorized Signatory 7 Review and Declaration

Identification Details

Do you have a Trade License in the UAE? ☒ Yes ☐ No

Main License Details

Trade License Issuing Authority: Dubai Academic

Trade License Number: ADWSDW23

License Issue Date: 25/06/2035

License Expiry Date: 25/06/2035

Legal Name in English: Company C

Legal Name in Arabic: شركة ج

Effective Amendment Date: DD/MM/YYYY

Trade Name in English (optional): Company C

Trade Name in Arabic (optional): شركة ج

Upload copy of Trade License: Add/View(s) | Drag files here | Max file size: 10 MB | Formats: PDF, DOC | Max No. of Files: 3

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing”, to amend identification details, if required. You may update the main trade license details and enter the Effective Amendment Date. All fields are not amendable, the greyed-out fields cannot be updated.

Add Business Activities

Excise Registration - Amend

Legal Name in English: Company C

Legal Name in Arabic: الشركة

Effective Amendment Date: DD/MM/YYYY

Trade Name in English (optional): Company C

Trade Name in Arabic (optional): الشركة

Upload copy of Trade License: Add/View() | Drag files here | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of beverages	Manufacture of beverages	Distilling, rectifying and blending of spirits	100	+	

+ Add Business Activities

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company C	الشركة	DSSDC221D	100.00	+

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Similarly, if required you may update the Business Activities. Click on Add Business Activities to enter the business activity information associated to the trade license. You can add multiple Business Activities. Ensure that the information about all your business activities is included



Add Owners

Excise Registration - Amend

Legal Name in English: Company C

Legal Name in Arabic: الشركة

Effective Amendment Date: 00/00/00

Trade Name in English (optional): Company C

Trade Name in Arabic (optional): الشركة

Upload copy of Trade License: Add/View() | Drag files here | Max file size: 10 MB | Formats: PDF, DOC | Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of beverages	Manufacture of beverages	Distilling, rectifying and blending of spirits	100	***	

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company C	الشركة	DSSDC2210	100.00	***

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	You may update the owner details by clicking 'Add Owners'. You are required to enter all the owners' associated to the trade license. You can add multiple owners.



Branch Details

Excise Registration - Amend

Legal Name in English: Company C

Legal Name in Arabic: الشركة

Effective Amendment Date: 00/00/00

Trade Name in English (optional): Company C

Trade Name in Arabic (optional): الشركة

Upload copy of Trade License: Add/View() Drag files here

Max file size: 10 MB

Format: PDF, DOC

Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of beverages	Manufacture of beverages	Distilling, rectifying and blending of spirits	100	+	

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company C	الشركة	DSSDC22TD	100.00	+

Local Branch Details

Do you have branches in UAE? ☒ Yes ☐ No

Add New Branch

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	You may update your branch details. Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.



Excise Registration - Amend

Legal Name in English: Company C

Legal Name in Arabic: الشركة ج

Effective Amendment Date: DD/MM/YYYY

Trade Name in English (optional): Company C

Trade Name in Arabic (optional): الشركة ج

Upload copy of Trade License: Add/View/Download

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of beverages	Manufacture of beverages	Distilling, rectifying and blending of spirits	1101	+++	

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company C	الشركة ج	D55DC221D	100.00	+++

Local Branch Details

Do you have branches in UAE?

☐ Yes ☒ No

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 'Contact Details' section.

Contact Details

Excise Registration - Amend

1 Entity Details 2 Identification Details 3 Contact Details 4 Excise Tax Details 5 Business Relationships 6 Authorized Signatory 7 Review and Declaration

Contact Details Enable Editing ☒ Disable Editing

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Trade Center 1
Street: Al Mushrifat Street Area: ICC Brookfield
City: Dubai Emirates: Dubai
Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Country Code: +971 (United Arab Emirates) Landline Number: 87654321
Email ID: abc@64@abc.com P.O. Box: 2123
Address Amendment Date: 15/06/2022

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Select "Enable Editing", to amend contact details, if required. Update the required information and enter the Address amendment date.



Excise Registration - Amend

Entity Details Identification Details Contact Details Excise Tax Details Business Relationships Authorized Signatory Review and Declaration

Contact Details

Enable Editing Disable Editing

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Trade Center 1

Street: Al Mushayba Street Area: ECD Brookfield

City: Dubai Emirate: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 967654321 Country Code: +971 (United Arab Emirates) Landline Number: 87654321

Email ID: abc@64@abc.com P.O. Box: 2123

Address Amendment Date: 12/06/2024

Previous Step Cancel Save as Draft Next Step



- You are requested not to use another company's address (for example, your accountant). If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out.
- If you are a foreign business applying to register for UAE Excise Tax, you may choose to appoint a tax agent in the UAE. In such cases, provide the details of your appointed tax agent.



Excise Registration - Amend

Entity Details Identification Details Contact Details Excise Tax Details Business Relationships Authorized Signatory Review and Declaration

Enable Editing Disable Editing

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Trade Center 1

Street: Al Mushayba Street Area: ECD Brookfield

City: Dubai Emirate: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Country Code: +971 (United Arab Emirates) Landline Number: 87654321

Email ID: abc@efg.com P.O. Box: 2123

Address Amendment Date: 12/06/2024

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the 'Excise Tax Details' section.

Excise Tax Details

Excise Registration - Amend

1 Entity Details 2 Identification Details 3 Contact Details 4 Excise Tax Details 5 Business Relationships 6 Authorized Signatory 7 Review and Declaration

Excise Tax Details

Are you a producer or are you intending to produce excise goods? (If yes please select the relevant Excise Product Categories and add commencement date)

☒ Yes ☐ No

Excise Product Category	Commencement Date	Expiry date
<input type="checkbox"/> Tobacco and Tobacco Products		
<input checked="" type="checkbox"/> Carbonated Drinks	25/06/2019	25/06/2020
<input type="checkbox"/> Energy drinks		
<input type="checkbox"/> Liquids Used in Electronic Smoking Devices and Tools		
<input type="checkbox"/> Electronic Smoking Devices and Tools		
<input type="checkbox"/> Sweetened Drinks		

Are you an importer or are you intending to import excise goods? (If yes please select the relevant Excise Product Categories and add commencement date)

☒ Yes ☐ No

Excise Product Category	Commencement Date	Expiry date
<input type="checkbox"/> Tobacco and Tobacco Products		
<input checked="" type="checkbox"/> Carbonated Drinks	25/06/2019	25/06/2020
<input type="checkbox"/> Energy drinks		
<input type="checkbox"/> Liquids Used in Electronic Smoking Devices and Tools		
<input type="checkbox"/> Electronic Smoking Devices and Tools		
<input type="checkbox"/> Sweetened Drinks		

Are you a Stockpiler or are you intending to stockpile excise goods? (If yes please select the relevant Excise Product Categories and add commencement date)

☒ Yes ☐ No

Do you release goods from a Designated zone? (If yes please select the relevant Excise Product Categories and add commencement date)

☒ Yes ☐ No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Select "Enable Editing", to amend Excise Tax details, if required.



Excise Registration - Amend

Are you a Stockpiler or are you intending to stockpile excise goods? (If yes please select the relevant Excise Product Categories and add commencement date)

☐ Yes ☐ No

Excise Product Category	Commencement Date	Expiry date
<input type="checkbox"/> Tobacco and Tobacco Products		
<input checked="" type="checkbox"/> Carbonated Drinks	25/06/2018	25/06/2020
<input type="checkbox"/> Electronic Smoking Devices and Tools		

Do you release goods from a Designated zone? (If yes please select the relevant Excise Product Categories and add commencement date)

☐ Yes ☐ No

Excise Product Category	Commencement Date	Expiry Date
<input type="checkbox"/> Tobacco and Tobacco Products		
<input checked="" type="checkbox"/> Carbonated Drinks	25/06/2018	25/06/2020
<input type="checkbox"/> Energy drinks		
<input type="checkbox"/> Liquids Used in Electronic Smoking Devices and Tools		
<input type="checkbox"/> Electronic Smoking Devices and Tools		
<input type="checkbox"/> Sweetened Drinks		

VAT effect from which date are you required to be registered?

01/06/2018

Effective Amendment Date

DD/MM/YYYY

Are you applying for an Exception from Excise Tax Registration?

☐ Yes ☒ No

Excise Tax Details: Supporting Documents

Add/View()

Max File size : 15 MB

Format : PDF,DOC

Max No. of files : 3

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Update the required information and enter the Effective amendment date.



Excise Registration - Amend

Are you a Stockpiler or are you intending to stockpile excise goods? (If yes please select the relevant Excise Product Categories and add commencement date)

☐ Yes ☐ No

Excise Product Category	Commencement Date	Expiry date
<input type="checkbox"/> Tobacco and Tobacco Products		
<input checked="" type="checkbox"/> Carbonated Drinks	25/06/2018	25/06/2020
<input type="checkbox"/> Electronic Smoking Devices and Tools		

VAT effect from which date are you required to be registered?

01/06/2018

Effective Amendment Date

DD/MM/YYYY

Are you applying for an Exemption from Excise Tax Registration?

☐ Yes ☒ No

Excise Tax Details: Supporting Documents

[Add/View\(\)](#)

Drag files here

Max File size : 15 MB

Format : PDF,DOC

Max No. of files : 3

Previous Step

Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the 'Business Relationship' section.



Business Relationship

Excise Registration - Amendment

1 Entity Details 2 Identification Details 3 Contact Details 4 Excise Tax Details 5 Business Relationships 6 Authorized Signatory 7 Review and Declaration

Business Relationships

Enable Editing ☒ Disable Editing ☐

Designation

First Name in English Last Name in English

First Name in Arabic Last Name in Arabic

Are you a Resident of UAE? ☐ Yes ☒ No

Country of Nationality

Passport Number

Passport Issuing Country

Please upload copy of Passport

Drag files here

Max File size: 10 MB Format: PDF, DOC Max No. of files: 3

Passport Expiry Date

Step	Action
(1)	Select "Enable Editing", to amend business relationship details, if required.

Home > Excise Registration > Amend

What are you looking for?

User Type

لغة

أ+ أ-

Excise Registration - Amendment

Business Relationships

Enable Editing

Disable Editing

Designation

Manager

First Name in English

Company

Last Name in English

C

First Name in Arabic

الهيئة العامة للضرائب

Last Name in Arabic

الهيئة العامة للضرائب

Are you a Resident of UAE?

☐ Yes ☒ No

Country of Nationality

Thailand

Passport Number

6858F0D5D

Please upload copy of Passport

Add/View()

Drop files here

Max File size: 15 MB

Format: PDF, DOC

Max No. of files: 3

Passport Issuing Country

Thailand

Passport Expiry Date

25/06/2034

Customize Columns

Relationship

Name in English

Name in Arabic

ID Number

Resident of UAE

Nationality

Actions

Director

Company C

الهيئة العامة للضرائب

D885JQWD2

Non Resident

Thailand

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the 'Authorized Signatory' section.

Authorized Signatory

Step	Action
(1)	Select "Enable Editing", to amend authorized signatory details, if required.



Excise Registration - Amend

1 Entity Details 2 Identification Details 3 Contact Details 4 Excise Tax Details 5 Business Relationships 6 Authorized Signatory 7 Review and Declaration

Authorized Signatory

Enable Editing ☒ Disable Editing

Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email	Actions
Company C	الشركة ج	GHS0FPO5SD	ABC064@ABC.COM	...

Previous Step 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

Step 6: Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company C	الشركة ج	GH5GFYD53D	ABC064@ABC.COM
Company C	الشركة ج	GH5GFYD53D	ABC064@ABC.COM

Declaration

First Name in English: [Text Field]

Last Name in English: [Text Field]

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Submission Date: 24/08/2022

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)	The section provides a comparison of the old and the newly updated information.



Excise Registration - Amend

Step 6 - Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company C	الشركة ج	QHSGPXFDS3D	ABC064@ABC.COM

NEW

Name in English	Name in Arabic	ID Number	Email	Effective Amendment Date
Company C	الشركة ج	QHSGPXFDS3D	ABC064@ABC.COM	31/12/9999

Declaration

First Name in English: [input]
Last Name in English: [input]
Country Code: +971 (United Arab Emirates)
Mobile Number: 987654321
Submission Date: 24/06/2022

First Name in Arabic: [input]
Last Name in Arabic: [input]
Email: abc064@abc.com

☒ 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)	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 6 - Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company C	الشركة ج	QHSGPXFDS3D	ABC064@ABC.COM

NEW

Name in English	Name in Arabic	ID Number	Email	Effective Amendment Date
Company C	الشركة ج	QHSGPXFDS3D	ABC064@ABC.COM	31/12/9999

Declaration

First Name in English:

Last Name in English:

Country Code:

Mobile Number:

Submission Date:

First Name in Arabic:

Last Name in Arabic:

Email:

☒ 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](#)



This section highlights all the details entered by you across the application. You are requested to review and submit the application formally.



Step 6 - Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company C	الشركة ج	QHSGPXFDS3D	ABC064@ABC.COM

NEW

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Company C	الشركة ج	QHSGPXFDS3D	ABC064@ABC.COM	31/12/9999

Declaration

First Name in English:

Last Name in English:

Country Code: Mobile Number:

Submission Date:

First Name in Arabic:

Last Name in Arabic:

Email:

☐ 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 submit the Excise Registration Amendment application.

Post Application Submission

Excise Registration - Amend

Application Submitted Successfully

Name : Company C

Reference Number : 200000002774

Submitted Date : 24 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 submitted application. Note this reference number for future communication with FTA.

What's next?



- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the Taxable Person accordingly.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision.
- 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.
- Read the "What Next" and "Important Notes".



Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you