



## Item Reclassification to FTA Published List 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 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"> <li>Registered for VAT</li> <li>Registered for Excise</li> <li>Non-registered Taxpayer</li> <li>Tax Group</li> <li>Warehouse Keeper</li> <li>Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>Excise Tax Clearing Company (TINCE)</li> </ul>
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
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	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](#)



## Item\_Classification\_Request

<b>Document Control Information.....</b>	<b>2</b>
Annexure 2	
Navigating through EmaraTax .....	3
Item_Classification_Request .....	4
<b>Introduction.....</b>	<b>5</b>
<b>Login to EmaraTax.....</b>	<b>6</b>
<b>Excise Goods List tile .....</b>	<b>9</b>
<b>Item Reclassification .....</b>	<b>11</b>
<b>Guidelines and Instructions .....</b>	<b>13</b>
<b>Item Reclassification Application .....</b>	<b>16</b>
Company Details.....	16
Re-classifying each item .....	17
<b>Post Application Submission.....</b>	<b>21</b>
<b>Correspondences .....</b>	<b>22</b>



## Introduction



This manual is prepared to help a taxpayer navigate through the Federal Tax Authority (FTA) EmaraTax portal, access the Excise Goods list screen and perform the following activities:

View the list of published excise goods

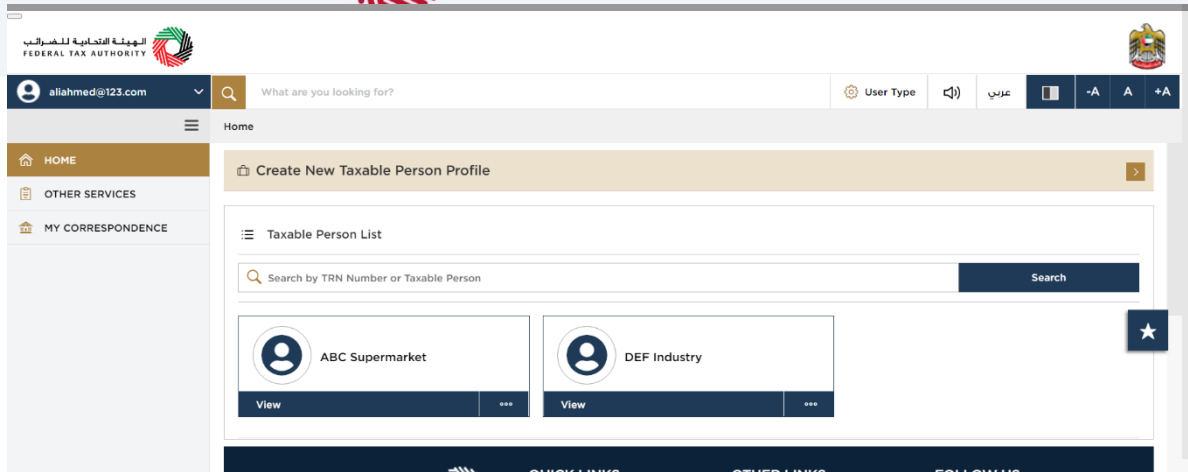
Select one or more published excise goods and request the FTA for a change in their item classification (change the item pictures, website URL, available marketing of the item to match its best classification.)


View history of submitted requests

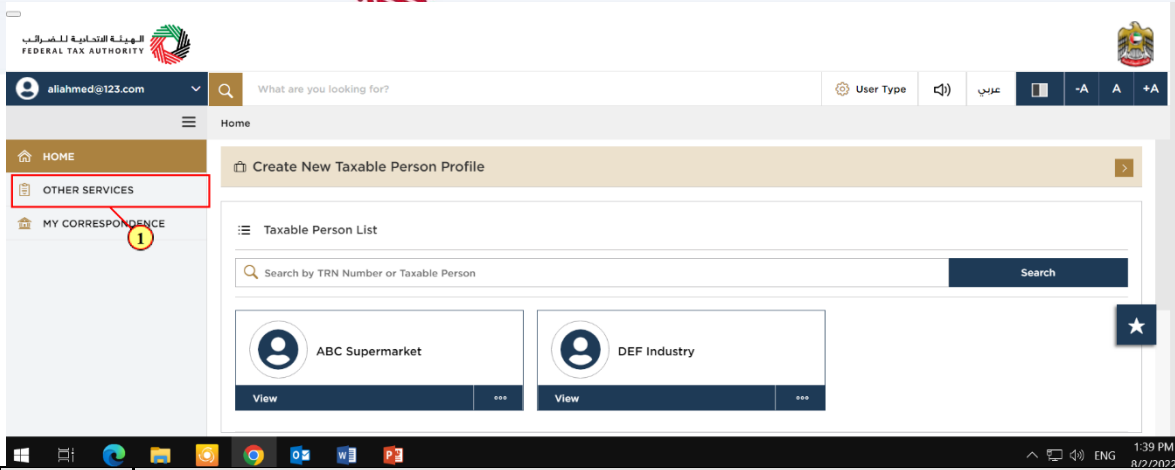
# Login to EmaraTax



- 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.



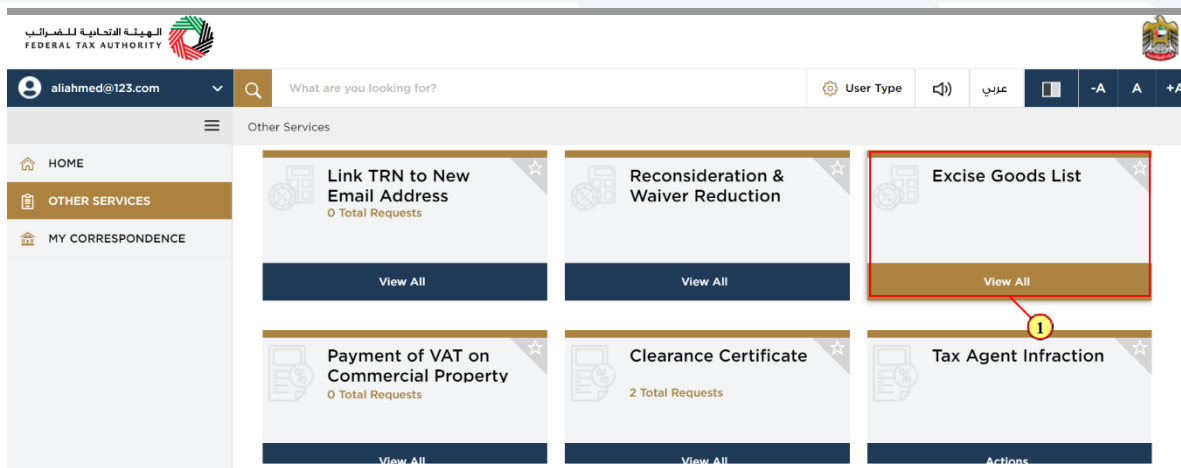
 On successful login, the user will be redirected to their EmaraTax online user dashboard.



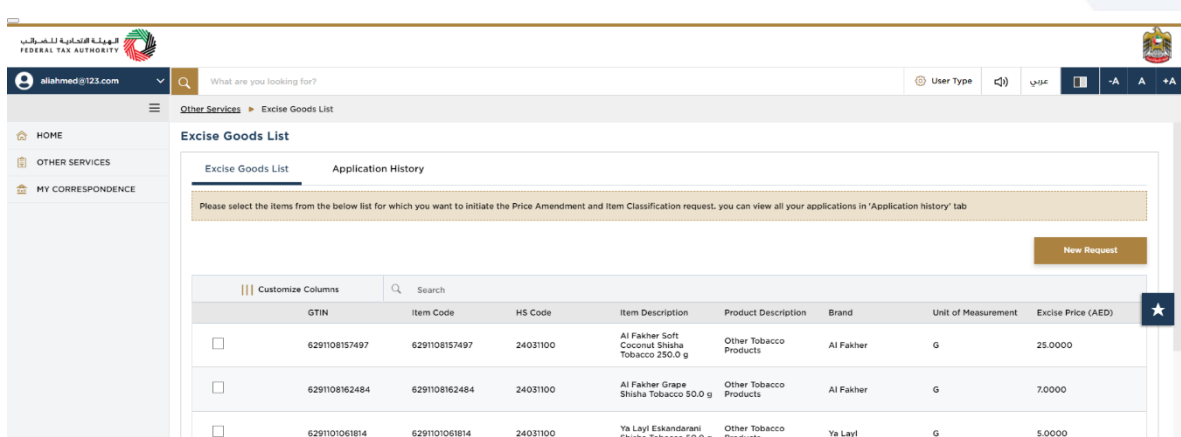
Step	Action
(1)	<ul style="list-style-type: none"> <li>The screen will display the list of taxable persons available for the online user.</li> <li>Click on the 'Other Services' tab available on the left-hand side panel.</li> </ul>



# Excise Goods List tile



Step	Action
(1)	Search for the Excise Goods List Tile and click 'View All' to view the list of goods published by FTA. To view the list of excise goods published by the FTA.



	The 'Excise goods list' screen displays the list of all the excise goods published by FTA.
--	--



Other Services ▸ Excise Goods List

### Excise Goods List

Excise Goods List    Application History

Application Number	Request Category	Date of Submission	Status	Actions
200000001753	Item Reclassification	29/07/2022	Draft	...
200000001849	Item Reclassification	30/07/2022	In-Review	...
200000001851	Item Reclassification	30/07/2022	In-Review	...
200000001852	Item Reclassification	30/07/2022	Draft	...
200000001853	Price Amendment	31/07/2022	In-Review	...

1 of 10 records per page



The 'Application History' tab displays the list of all the previous application submitted.

# Item Reclassification

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

aliahmed@123.com

What are you looking for?

User Type

عربي

-A A +A

Other Services ▶ Excise Goods List

applications in 'Application history' tab

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

1 Items Selected

Item Reclassification Price Amendment

GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
629110815749 7	629110815749 7	24031100	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Other Tobacco Products	Al Fakher	G	25.0000
629110816248 4	629110816248 4	24031100	Al Fakher Grape Shisha Tobacco 50.0 g	Other Tobacco Products	Al Fakher	G	7.0000
629110816248 4	629110816248 4	24031100	Ya Layl Eskandarani	Other			

The taxpayer can request FTA to change the item pictures, website URL, available marketing of the item to match its best classification using the "Item Reclassification" option.



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

aliahmed@123.com

What are you looking for?

User Type عربي

Other Services Excise Goods List

applications in 'Application history' tab

1 Items Selected

	GTIN	Item Code	HS Code	Item Description	Product Description	Brand	Unit of Measurement	Excise Price (AED)
<input checked="" type="checkbox"/>	6291108157497	6291108157497	24031100	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Other Tobacco Products	Al Fakher	G	25.0000
<input type="checkbox"/>	6291108162484	6291108162484	24031100	Al Fakher Grape Shisha Tobacco 50.0 g	Other Tobacco Products	Al Fakher	G	7.0000
<input type="checkbox"/>	6291108162484	6291108162484	24031100	Ya Layl Eskandarani	Other			

Item Reclassification Price Amendment

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select the excise goods that you want to update. You can select multiple items from the goods list.</li> <li>Click 'Item Reclassification' to Proceed to the Item Reclassification application.</li> </ul>

# Guidelines and Instructions

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

abcd64@abc.com What are you looking for? User Type عربي -A A +A

Other Services > Excise Goods List - Excise Goods List > Item Reclassification

### Item Reclassification

**No. of form sections**  
1 section

**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:

- Official letter request to reclassification with all the items details.
- Proof of company relation with the brand
- Proof of evidence for item reclassification of the published excise goods

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

**Service Details**

About the service >

Eligibility Criteria >

Back Start

The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to Reclassify the Excise product in the UAE. It also provides guidance on what information you should have in hand when you are completing the Item Reclassification application.

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

abcd64@abc.com

What are you looking for?

User Type

عربي

Other Services ▶ Excise Goods List - Excise Goods List ▶ Item Reclassification

Proof of company relation with the brand  
Proof of evidence for item reclassification of the published excise goods  
Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

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)	Read the instructions and guidelines carefully before starting the application. Mark the checkbox to confirm.

abed64@abc.com

What are you looking for?

User Type

عربي

Other Services

Excise Goods List - Excise Goods List

Item Reclassification

- Proof of company relation with the brand
- Proof of evidence for item reclassification of the published excise goods

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

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 Item Reclassification application.

# Item Reclassification Application


## Company Details

The screenshot shows the 'Item Reclassification' application form. The 'Company Details' section is highlighted with a red box. It contains the following fields:

- TRN (Company/Importer Name) (optional): A dropdown menu with the value '0096341919000003'.
- Company/Importer Name: A text field with the value 'All'.
- TRN (On behalf of) (optional): A dropdown menu with the value 'TRN'.
- TRN (On behalf of) (optional): A text field with the value 'On behalf of'.
- Company relation with brand: A text field with the value 'Company relation with brand:'.

Step	Action
(1)	Enter the company details – Providing the following information: tax registration number (TRN) of the taxpayer if registered with FTA for VAT or Excise Tax, their company name, their relationship with the excise goods brand (example – retailer, wholesaler or any other). If this application is submitted by a user on behalf of the taxpayer, provide the TRN of the user if they are registered with FTA..



	<p>The 'excise goods' selected in the 'excise goods list' screen will be displayed in the application. The "comments" status for each of the 'excise goods' will be set as 'pending comments'. Upon providing the reclassification related information, the 'comments' status will be updated to 'Comments Added'.</p>
---	--



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

aliahmed@123.com What are you looking for? User Type عربي -A A +A

Other Services Excise Goods List Item Reclassification

### Item Reclassification

GTIN	Brand	Classification	Item Description	Current RSP in FTA system	Comments	Actions
6291108157497	Al Fakher	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Other Tobacco Products	25.0000000000	Pending Comments	...
6291108162484	Al Fakher	Al Fakher Grape Shisha Tobacco 50.0 g	Other Tobacco Products	7.0000000000	Pending Comments	<a href="#">Edit</a> <a href="#">Delete</a>

Previous Step Save as Draft Submit

Step	Action
(1)	<ul style="list-style-type: none"> <li>For each product, click on 'Edit' to make the required update.</li> <li>To delete an item, click 'Delete'.</li> </ul>

الهئية الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

allahmed@123.com

What are you looking for?

User Type

عربي

-A

A

+A

Other Services

Excise Goods List

Item Reclassification

Item Reclassification

Customize Columns

Search

GTIN	Brand	Classification	Item Description	Current RSP in FTA system	Comments	Actions
6291108157497	Al Fakher	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Water Pipe Tobacco	25.0000000000	<span>Comments Added</span>	<span>...</span>

Previous Step

Save as Draft

Submit



- All mandatory fields of the section must be completed. The fields which are optional are marked as optional next to the field name.
- You will be able to submit the application only after you have provided the required details for all the selected products'excise goods'



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

aliahmed@123.com

What are you looking for?

User Type

عربي

-A A +A

Other Services ▶ Excise Goods List ▶ Item Reclassification

### Item Reclassification

Customize Columns Search

GTIN	Brand	Classification	Item Description	Current RSP in FTA system	Comments	Actions
6291108157497	Al Fakher	Al Fakher Soft Coconut Shisha Tobacco 250.0 g	Water Pipe Tobacco	25.0000000000	Comments Added	...

Previous Step

Save as Draft

Submit

Step	Action
(1)	After updating all the selected products, click on 'Submit'.

# Post Application Submission

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

User Type
عربي
-A A +A

Other Services ▶ Excise Goods List ▶ Item Reclassification

## Item Reclassification

Application Submitted Successfully
Submitted

Name : Ali Ahmed  
Reference Number : 200000001849  
Submitted Date : 30 July 2022

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 applicant 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's 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