الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

إمارات تاكس
EMARATAX

Item Reclassification to FTA Published List User Manual

Date: Oct 2022

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Document Version Control

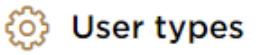
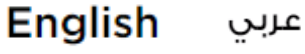
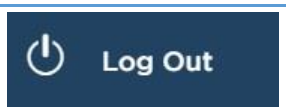
Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

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	
	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

Item_Classification_Request

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

Introduction

الـهـيـئـة الاتحـاديـة لـلـضـرائـب
FEDERAL TAX AUTHORITY
United Arab Emirates

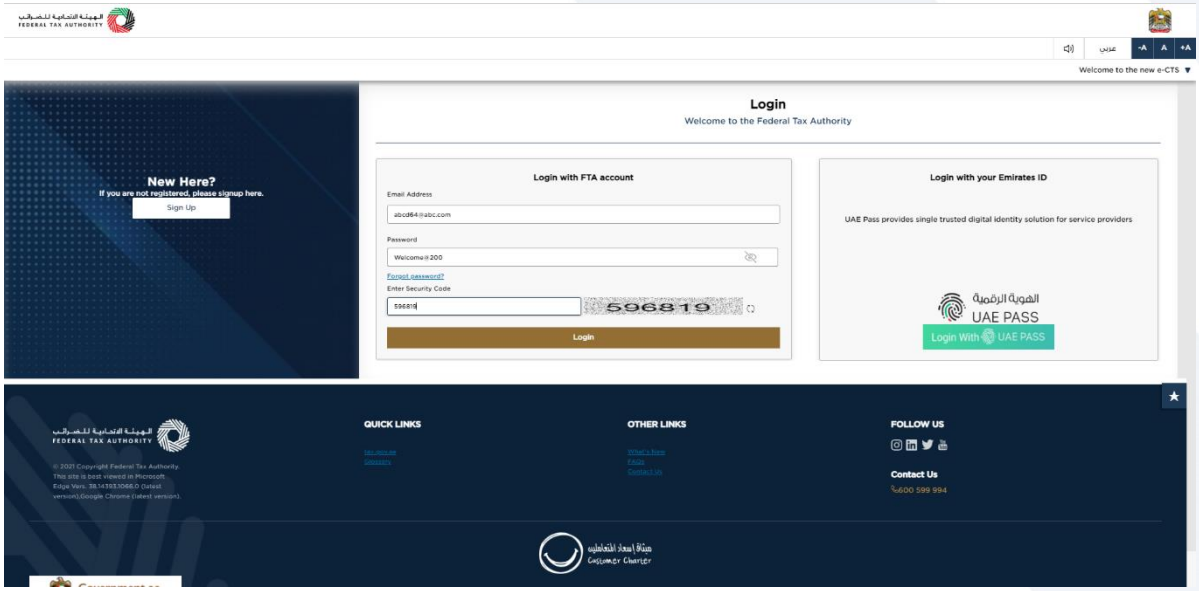
This manual is prepared to help a taxpayer navigate through the Federal Tax Authority (FTA) EmaraTax portal, access the Excise Goods list screen and perform the following activities:

View the list of published excise goods

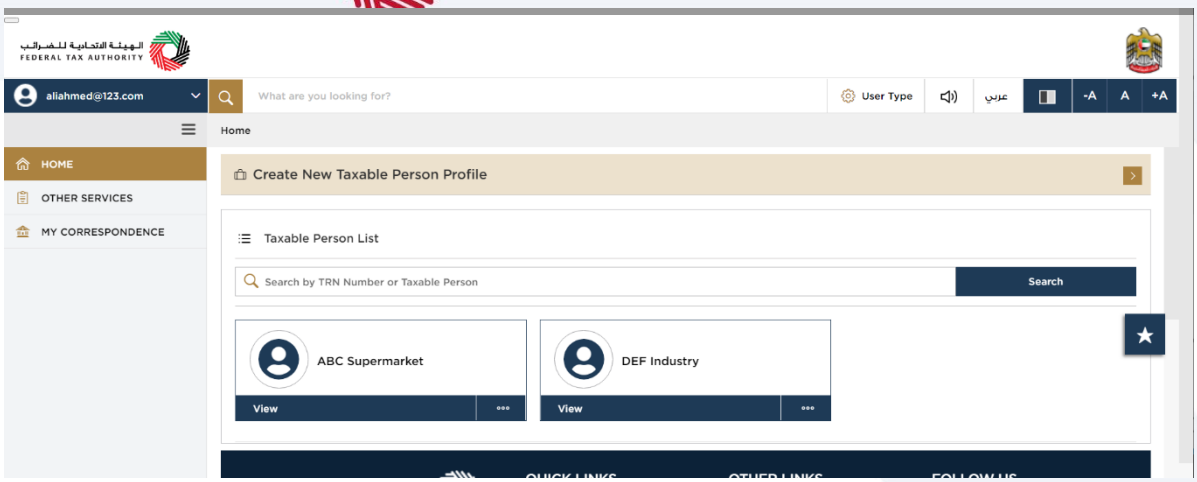
Select one or more published excise goods and request the FTA for a change in their item classification (change the item pictures, website URL, available marketing of the item to match its best classification.)

View history of submitted requests

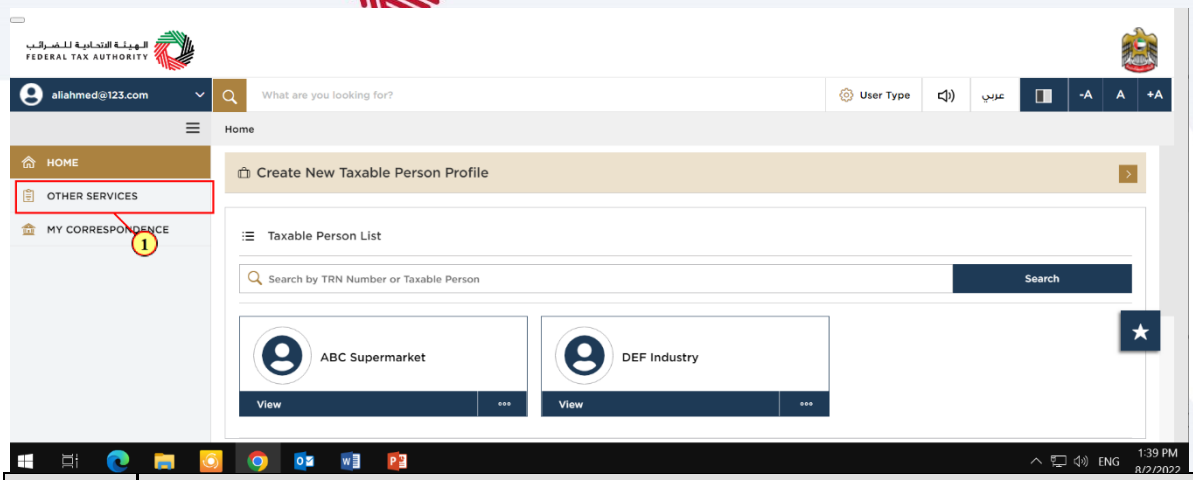
Login to EmaraTax



- 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.

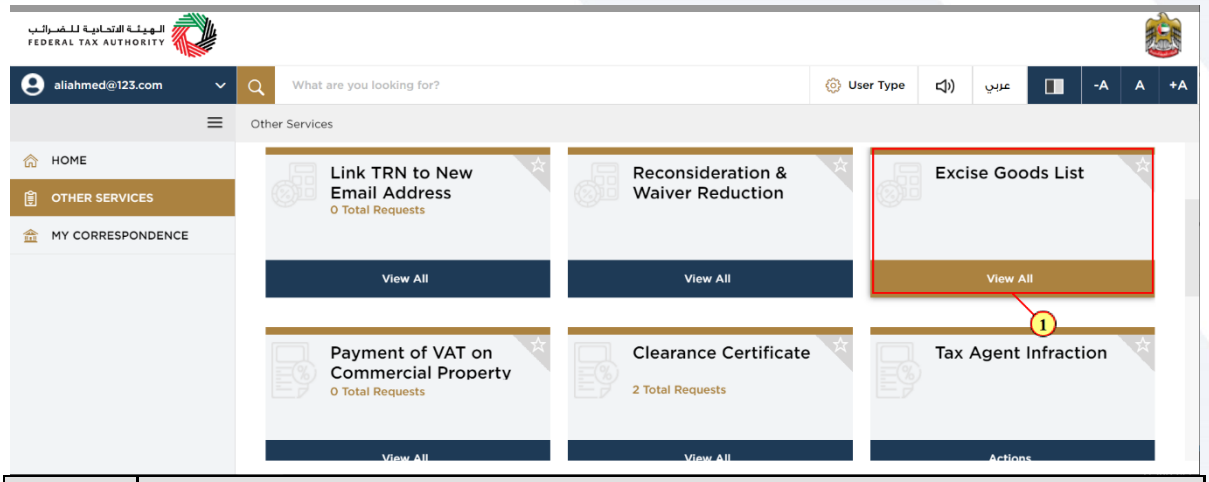


	On successful login, the user will be redirected to their EmaraTax online user dashboard.

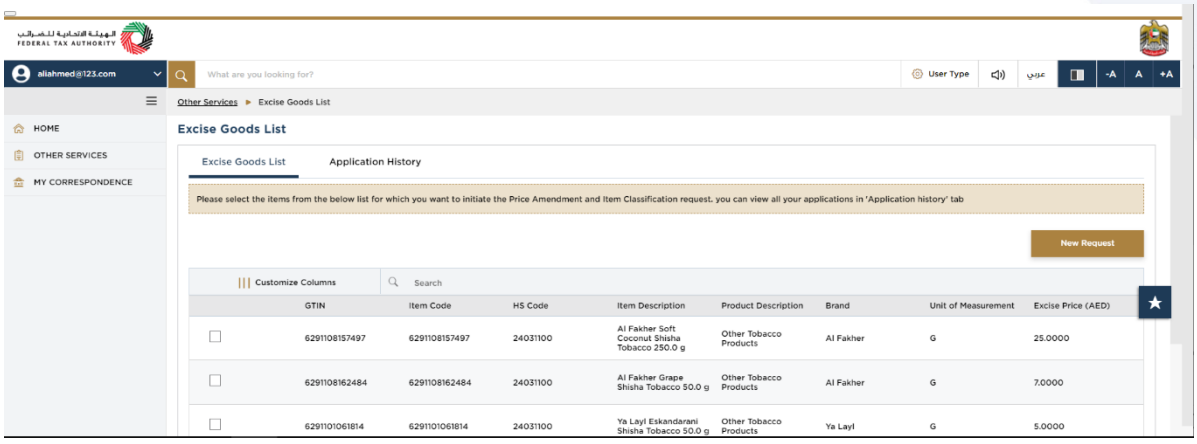


Step	Action
(1)	• The screen will display the list of taxable persons available for the online user. • Click on the 'Other Services' tab available on the left-hand side panel.

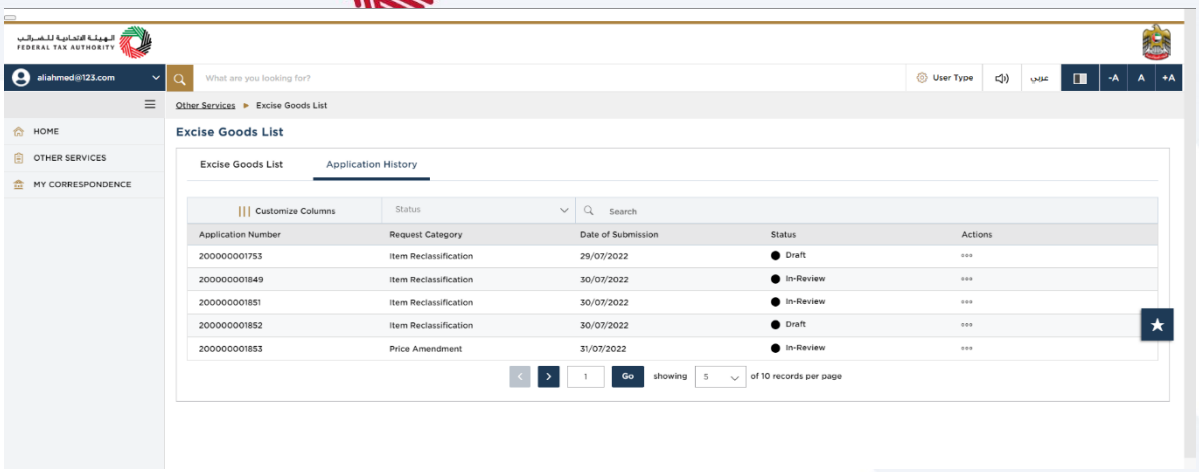
Excise Goods List tile



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.

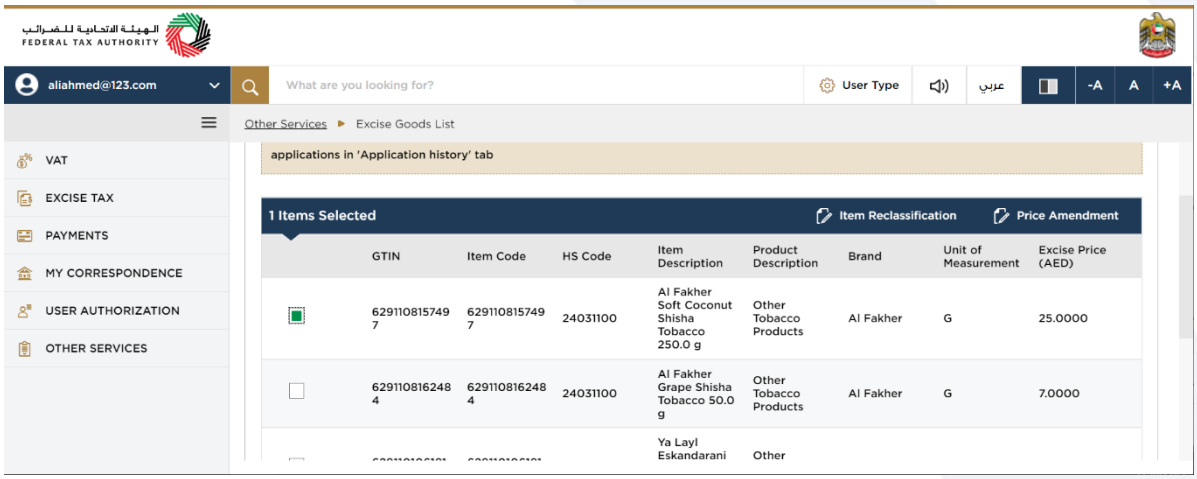


	The 'Excise goods list' screen displays the list of all the excise goods published by FTA.

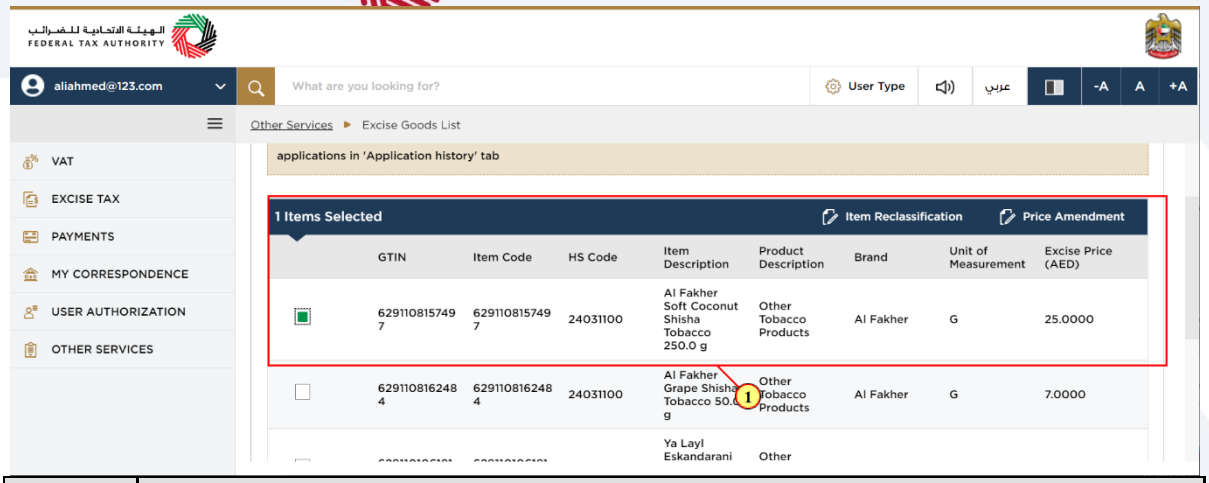


	The ‘Application History’ tab displays the list of all the previous application submitted.

Item Reclassification

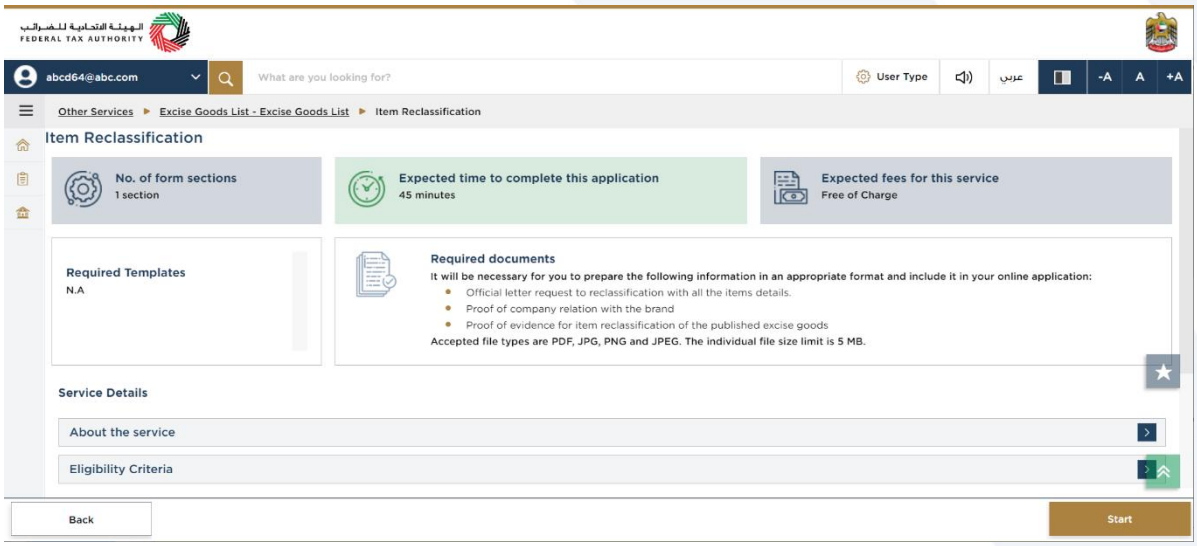


	The taxpayer can request FTA to change the item pictures, website URL, available marketing of the item to match its best classification using the “Item Reclassification” option.

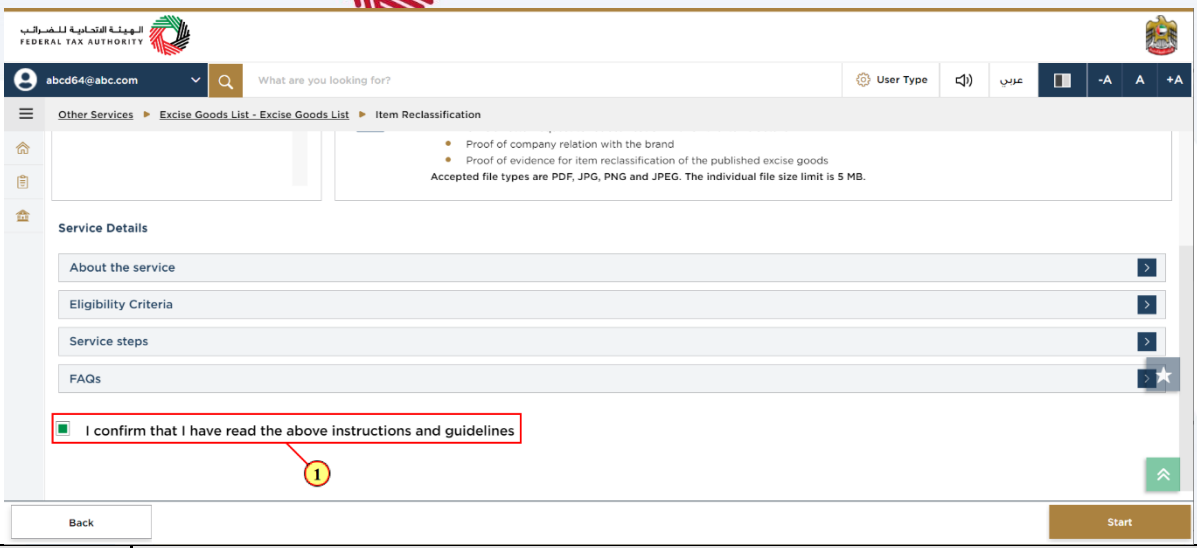


Step	Action
(1)	• Select the excise goods that you want to update. You can select multiple items from the goods list. • Click 'Item Reclassification' to Proceed to the Item Reclassification application.

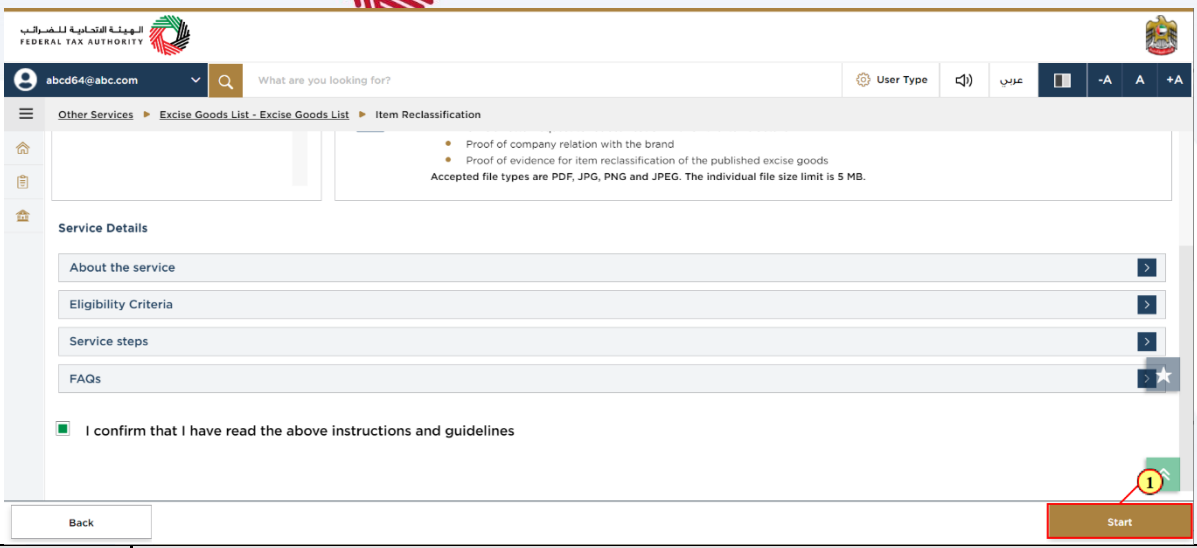
Guidelines and Instructions



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.



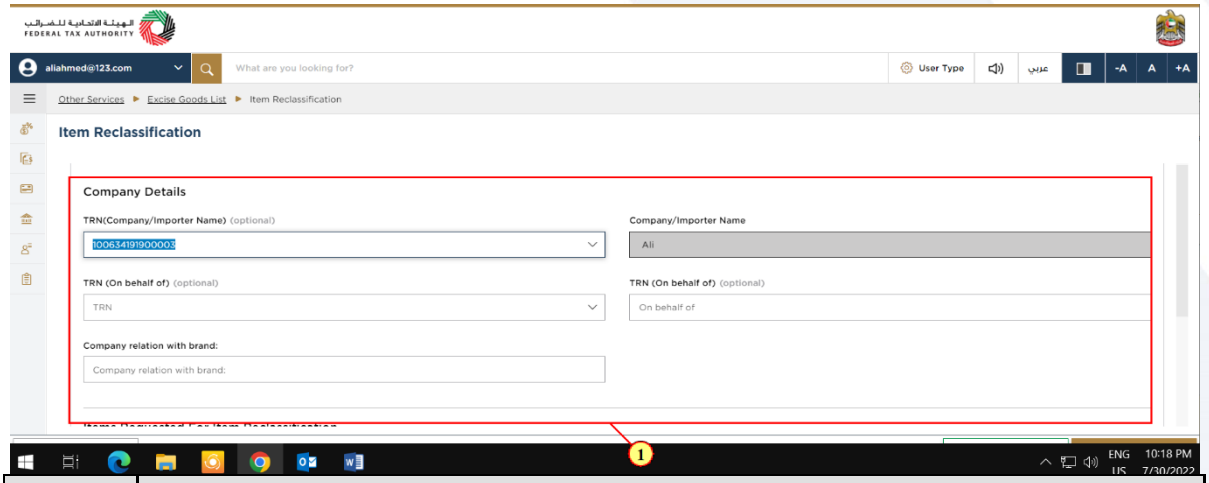
Step	Action
(1)	Read the instructions and guidelines carefully before starting the application. Mark the checkbox to confirm.



Step	Action
(1)	Click 'Start' to initiate the Item Reclassification application.

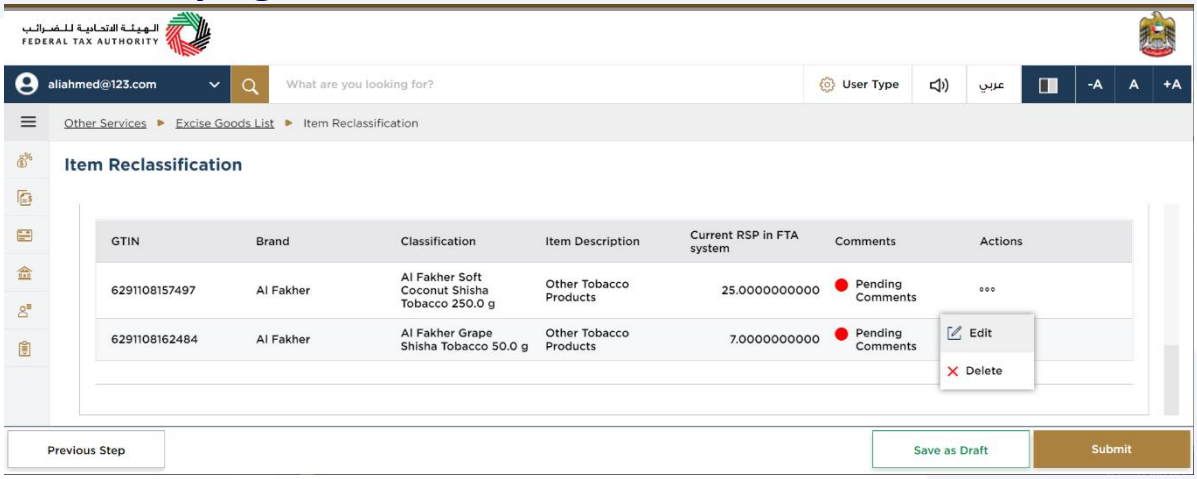
Item Reclassification Application

Company Details

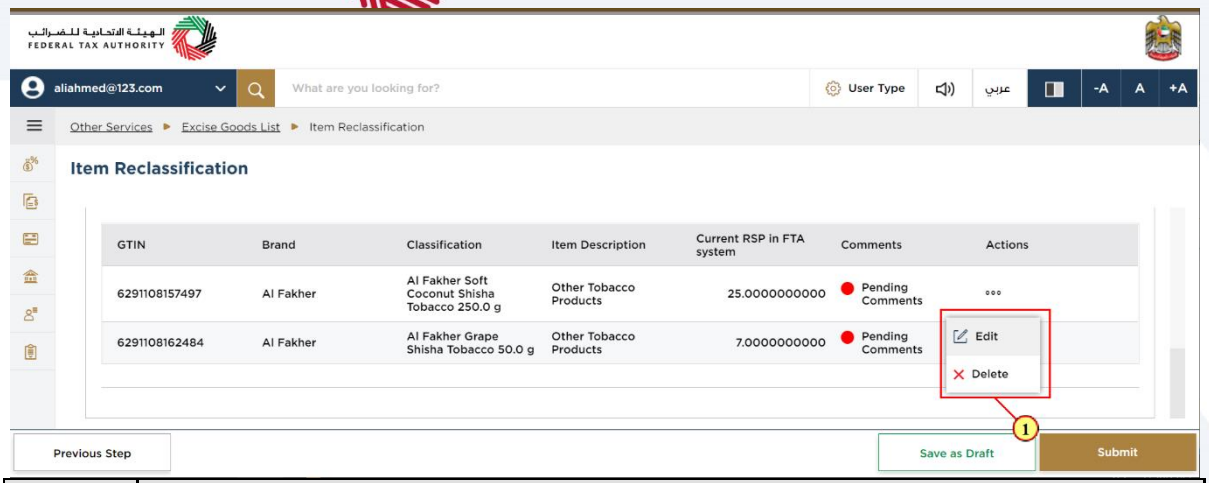


Step	Action
(1)	Enter the company details – Providing the following information: tax registration number (TRN) of the taxpayer if registered with FTA for VAT or Excise Tax, their company name, their relationship with the excise goods brand (example – retailer, wholesaler or any other). If this application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

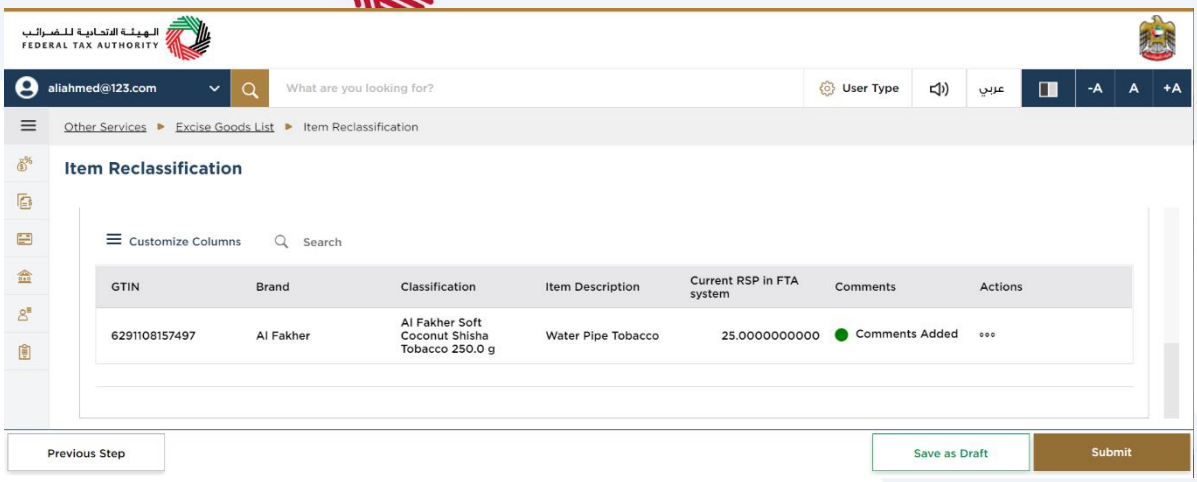
Re-classifying each item



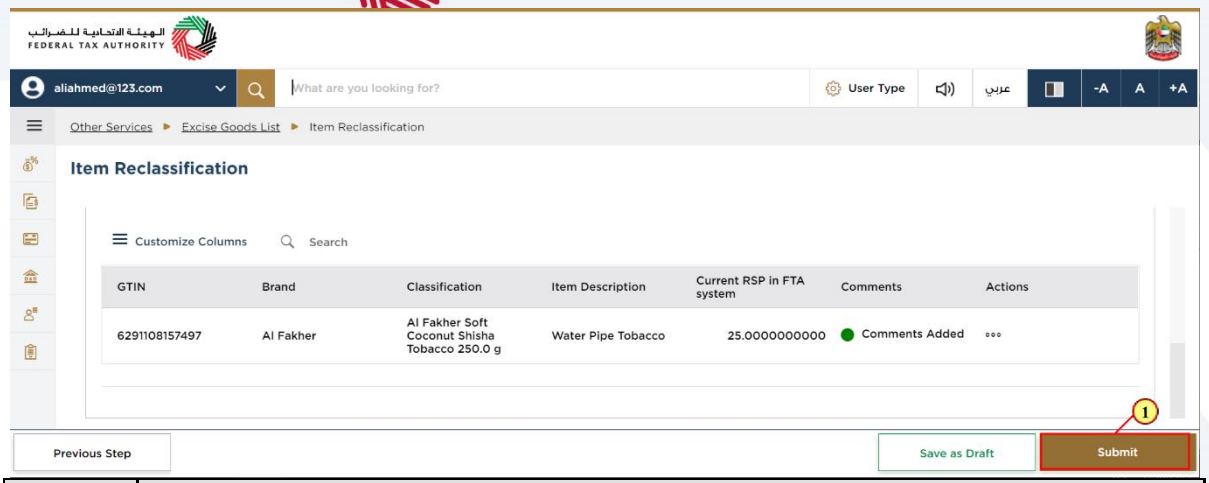
	The 'excise goods' selected in the 'excise goods list' screen will be displayed in the application. The "comments" status for each of the 'excise goods' will be set as 'pending comments'. Upon providing the reclassification related information, the 'comments' status will be updated to 'Comments Added'.



Step	Action
(1)	• For each product, click on 'Edit' to make the required update. • To delete an item, click 'Delete'.

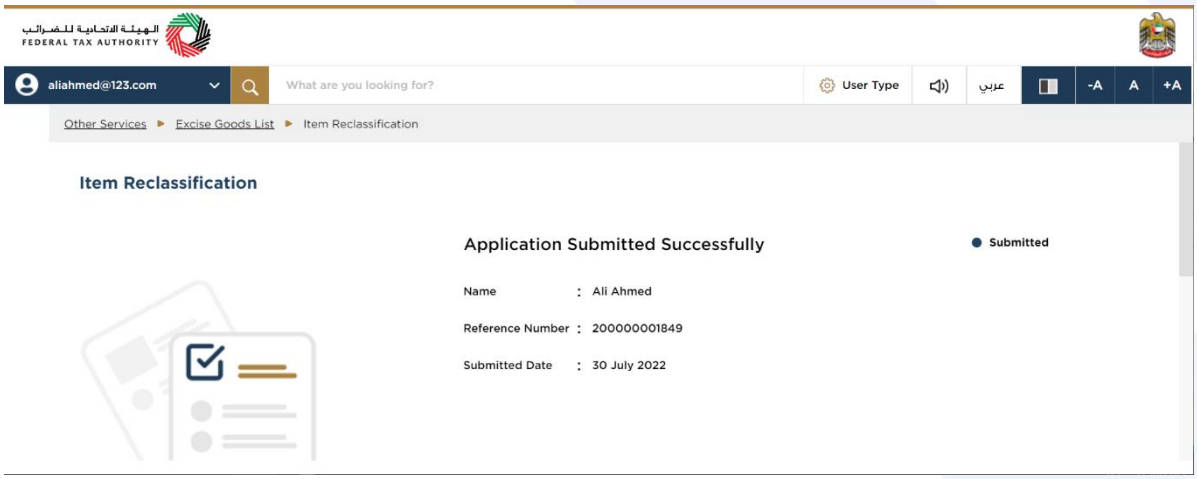


- All mandatory fields of the section must be completed. The fields which are optional are marked as optional next to the field name.
- You will be able to submit the application only after you have provided the required details for all the selected products'excise goods'



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

Post Application Submission



	After your aplication 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

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إمارات تاكس
EMARATAX

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