



# إمارات تاكس EMARATAX

## Register Excise Tax Clearing Company (TINCE) - User Manual

Date: Oct 2022

Version 1.0.0.0

### Private and Confidential

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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"> <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

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<b>Document Control Information</b>	<b>2</b>
Annexure 2	
Navigating through EmaraTax	3
<b>Introduction</b>	<b>5</b>
<b>Login to EmaraTax</b>	<b>6</b>
<b>Taxable Person Tile</b>	<b>7</b>
<b>Excise Tax Clearing Company – TINCE Tile</b>	<b>8</b>
<b>Guidelines and Instructions</b>	<b>9</b>
<b>Details of Applicant Section</b>	<b>11</b>
<b>Communication Details</b>	<b>14</b>
<b>Review and Declaration</b>	<b>16</b>
<b>Post Application Submission</b>	<b>19</b>
<b>Correspondences</b>	<b>20</b>
<b>Download Financial Guarantee Letter</b>	<b>21</b>
<b>Submit Financial Guarantee</b>	<b>23</b>
<b>Application Submission of Bank Guarantee</b>	<b>25</b>
<b>Post Application Submission</b>	<b>26</b>
<b>Correspondences</b>	<b>28</b>



# Introduction



This manual is prepared to help an applicant to navigate through the Federal Tax Authority EmaraTax portal to submit their Excise Tax Clearing Company (TINCE) registration application. An Excise Tax Clearing Company (TINCE) registration allows the VAT Clearing Company (TINCO) to facilitate the imports of excise tax goods for non-registered importers under suspension arrangements and direct imports.

On “pre-approval” of the submitted registration application by the FTA, the applicant needs to procure a Financial Guarantee for the amount requested by the FTA from a bank or a financial institution, upload a scanned copy of the Financial Guarantee and submit the application to FTA. The applicant needs to schedule an appointment with FTA by sending a mail to the email address [Freight.Forwarders@tax.gov.ae](mailto:Freight.Forwarders@tax.gov.ae); and visit FTA office in person to submit the original Financial Guarantee document. After reviewing the documents, FTA will approve the Excise Tax Clearing Company (TINCE) registration and the TINCE will be listed in the published list of Excise Tax Clearing Companies in the FTA website.

# 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.

# Taxable Person Tile

The screenshot shows the FTA website interface. The top navigation bar includes the FTA logo, a search bar, and user information. The main content area is divided into two sections: 'Create New Taxable Person Profile' and 'Taxable Person List'.

**Create New Taxable Person Profile:** This section contains several input fields for creating a new profile:

- Profile Name in English
- Profile Name in Arabic
- Preferred Language
- Preferred communication Channel
- Upload Taxable Person Logo (Optional): Includes an 'Add' button and a 'Drag files here' area. Below this, it specifies 'Max File Size : 5 MB', 'Formats : JPEG, JPG, PNG', and 'Maximum number of files : 1'.

A 'Create' button is located at the bottom right of this section.

**Taxable Person List:** This section displays a list of taxable persons. A search bar is provided with the text 'Search by TRN Number or Taxable Person'. Below the search bar, a single entry is shown for 'Abdullah' with a 'View' button and a yellow notification badge with the number '1'.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Once you login to your EmaraTax Profile, you will be able to see all the taxable person profiles under your user account. Select the taxable person for which you wish to register the Excise Tax Clearing Company – TINCE.</li> <li>Click 'View' on the Taxable Person tile. to get inside the selected Taxable person.</li> </ul>

# Excise Tax Clearing Company – TINCE Tile

The screenshot shows the Federal Tax Authority dashboard for user 'Abdullah'. The dashboard includes a sidebar with navigation options like HOME, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area features a 'Required Actions' table with a due date of 22/07/2022 for a VAT late registration penalty. Below this is an 'Overview' section with several tiles: 'Value Added Tax' (Active), 'Excise Tax' (Not registered), 'Warehouse Keeper' (Not registered), 'Tax Group' (Not registered), 'VAT Clearing Company - TINCO' (Active), and 'Excise Clearing Company - TINCE' (Not registered). The 'Excise Clearing Company - TINCE' tile is highlighted with a red border and a yellow circle with the number 1, indicating the registration point.

Step	Action
(1)	<p>If you are an active VAT TRN holder and active TINCO holder, a new tile will appear in your dashboard which will allow to register as an Excise Tax Clearing Company – TINCE.</p> <p>Click 'Register' on the Excise Tax Clearing Company – TINCE tile to initiate the registration application.</p>



# Guidelines and Instructions

Registration Excise Tax Clearing Company (TINCE)

No. of form steps: 4 sections

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of charge

Tutorial Materials

Required Documents

Service Details

I confirm that I have read the above instructions and guidelines

Before initiating the service, a detailed instructions page will appear highlighting the detailed criteria and prerequisite for the service. The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Excise Tax Clearing Company – TINCE registration in the UAE. It also provides guidance on what information you should have in hand when you are completing the Excise Tax Clearing Company – TINCE registration application.

Registration Excise Tax Clearing Company (TINCE)

No. of form steps: 4 sections

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of charge

Tutorial Materials

Required Documents

Service Details

I confirm that I have read the above instructions and guidelines

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



What are you looking for?

Home > SDF Commercial > Excise Tax Clearing Company (TINCE)

### Registration Excise Tax Clearing Company (TINCE)

No. of form steps  
4 sections

Expected time to complete this application  
45 minutes

Expected fees for this service  
Free of charge

**Tutorial Materials**  
[Watch Video Tutorial](#)  
[Download User Manual](#)

**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.

1. Copy of the financial guarantee issued by your bank or a UAE financial institution; and a copy of the official letter of undertaking specifying the details of the person who will deliver the financial guarantee to FTA. (These 2 documents need to be uploaded in your application and submitted in original once FTA notifies the applicant of the required financial guarantee amount).
2. Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.
3. Please ensure that the financial guarantee:
  - Is in favour of Federal Tax Authority
  - Must be valid for 12 months and auto renewable
  - Should state that it is for the purpose of clearing Excise Tax on behalf of non-registered importers.

\*Please note that the financial guarantee is required to be submitted in original at FTA Office by scheduling an appointment with FTA representative. Applicant can schedule a meeting by emailing Freight Forwarders <Freight.Forwarders@tax.gov.ae>

**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 service.

# Details of Applicant Section

- The application is divided into a number of short sections which deal with various aspects of the registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous section will be highlighted in green.
- In order to move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be filled out in order to move to the next section.
- Ensure that data you enter in the application is identical to the relevant supporting documents in order to avoid rejection or resubmission of your application.
- Some of the fields in the application are pre-populated based on your VAT registration and are not editable. You are requested to kindly provide the remaining requisite information to complete the section.

Step	Action
(1)	Click 'Add Excise Goods' option to fill the details.



Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter the Excise Goods details and upload the supporting documents.</li> <li>Click 'Add' to continue.</li> </ul>

Step	Action
(1)	the 'Action' option can be used to modify or delete the Excise Goods details you have provided if needed.



Step	Action
(1)	Click on the 'Save as Draft' button to save your application and return to continue working on your application later.

Step	Action
(1)	After completing all mandatory fields, click 'Next Step' to save and proceed to the 'Communication Details' section.

# Communication Details

Step	Action
(1)	Enter the communication details of your Branches if any. Your company name and communication details will be displayed in the published list of Excise Tax Clearing Companies in the FTA tax.gov.ae website after your application is approved by FTA.

Step	Action
(1)	Fill the Communication details and continue.



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

Home > Abdullah > Excise Tax Clearing Company (TINCE)

### Excise Clearing Company (TINCE) Registration

1 About the Excise Clearing Company (TINCE) 2 Communication Details 3 Review & Declaration

**Communication Details**

**Entities list** + Add Entity

Customize Columns Search

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
No records found.					

Previous Step Cancel Save as Draft **Next Step**

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

# Review and Declaration

The "Review and Declaration" section provides a one page view of your registration application with the details you have provided.

Step	Action
(1)	If any corrections are required to the details provided, Click Edit, on the respective section which you want to correct.





training\_ff@abc.com What are you looking for?

Excise Tax Clearing Company (TINCE)

### Excise Clearing Company (TINCE) Registration

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
No data		

**Declaration**

First Name in English: Training Last Name in English: ff

First Name in Arabic: تدريب Last Name in Arabic: فافا

Country Code: +971 ( United Arab Emirates ) Phone Number: 987654321 Email ID: training\_ff@abc.com

Date of Submission: 25/07/2022

☒ 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)	After carefully reviewing all the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application

training\_ff@abc.com What are you looking for?

Excise Tax Clearing Company (TINCE)

### Excise Clearing Company (TINCE) Registration

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
No data		

**Declaration**

First Name in English: Training Last Name in English: ff

First Name in Arabic: تدريب Last Name in Arabic: فافا

Country Code: +971 ( United Arab Emirates ) Phone Number: 987654321 Email ID: training\_ff@abc.com

Date of Submission: 25/07/2022

☒ 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

	Ensure that you have uploaded all the supporting documents required to qualify your application and approved by the FTA.
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**الهيئة الاتحادية للضرائب**  
FEDERAL TAX AUTHORITY

training\_ff@abc.com What are you looking for? User Type عربي

### Excise Clearing Company (TINCE) Registration

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
No data		

**Declaration**

First Name in English Training Last Name in English ff

First Name in Arabic تدريب Last Name in Arabic وما يليها

Country Code +971 ( United Arab Emirates ) Phone Number 987654321 Email ID training\_ff@abc.com

Date of Submission 25/07/2022

☒ 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)	Click 'Submit' to complete the Excise Tax Clearing Company – TINCE registration application.

# Post Application Submission

Application Submitted Successfully

Name : Atadaban  
Reference Number : 909000000543  
Submitted Date : 20 July 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 emad@FTA.ae notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the dashboard via emad@FTA 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.

For any queries please contact us on [emad@FTA.ae](mailto:emad@FTA.ae) or contact us directly at our call center number 1201027000 or email [atcp@fta.gov.ae](mailto:atcp@fta.gov.ae)

[Back to Dashboard](#) [Download](#)

- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- You can check the status of your application from your EmaraTax account by quoting the Application reference number".
- Once FTA has completed the review of your application and if satisfactory, FTA will "pre-approve" your application. The status of your application will be changed "Pre-approved" and you will receive a notification from FTA to submit a Financial Guarantee for your Excise Tax Clearing Company – TINCE application.
- If FTA is not satisfied with the application, your application may get rejected or you may be required to provide additional supporting information. The status of your application will be changed to "Rejected" or "Awaiting Information" and you will receive a notification from FTA.
- Read the "What Next" and "Important Notes".

Application Submitted Successfully

Name : Atadaban  
Reference Number : 909000000543  
Submitted Date : 20 July 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 emad@FTA.ae notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the dashboard via emad@FTA 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.

For any queries please contact us on [emad@FTA.ae](mailto:emad@FTA.ae) or contact us directly at our call center number 1201027000 or email [atcp@fta.gov.ae](mailto:atcp@fta.gov.ae)

[Back to Dashboard](#) [Download](#)

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.</li> </ul>



## 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.

# Download Financial Guarantee Letter

The screenshot shows the EmaraTax portal interface. The user is logged in as 'training\_ff@abc.com'. The 'MY CORRESPONDENCE' menu item is highlighted with a red circle and a '1'. The main content area shows 'Registration Overview' with sections for 'Value Added Tax', 'Tax Group', 'VAT Clearing Company - TINCO', 'Excise Clearing Company - TINC', 'Excise Tax', and 'Warehouse Keeper'. Below these are 'My Reports' for 'Application Status', 'Return Filing Status', and 'Payment Status'.

Step	Action
(1)	Login to your EmaraTax account and click "My Correspondence" inside your Taxable Person account.

The screenshot shows the 'Correspondences' section of the EmaraTax portal. The 'Correspondences' tab is selected. The table lists several correspondence items. The 'Download' button for the 'Request for Financial Guarantee' item is highlighted with a red circle and a '1'. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

Step	Action
(1)	Click actions to download the Financial Guarantee letter.

Date	Correspondence Type	Description	Action
01/08/2022	Approval Letter - TINCE Amend Guarantee	Approval Letter - TINCE Amend Guarantee On 01.08.2022	Download
28/07/2022	Approval Letter - TINCO Amend Guarantee	Approval Letter - TINCO Amend Guarantee On 28.07.2022	Mark as read
27/07/2022	TINCE Registration Application Submissio	TINCE Registration Application Submissio On 27.07.2022	
27/07/2022	Request for Financial Guarantee	Request for Financial Guarantee On 27.07.2022	
27/07/2022	Approval Letter - TINCE	Approval Letter - TINCE On 27.07.2022	

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QUICK LINKS: tax.gov.ae, Help Center, Glossary, Sitemap

OTHER LINKS: What's New, FAQs, Contact Us, Complaints and Inquiries

FOLLOW US: Instagram, Facebook, Twitter, YouTube

CONTACT US: 600 599 994



- The “Financial Guarantee letter” contains the details of the guarantee amount requested by FTA. You can show this letter to the financial institution or bank from where you plan to procure your Financial Guarantee.
- Ensure that the Financial Guarantee procured from your financial institution or bank:
  - Is in favour of Federal Tax Authority.
  - Must be valid for 12 months and auto renewable.
  - Should state that it is for the purpose of clearing Excise Tax on behalf of non-registered importers.

# Submit Financial Guarantee

The screenshot shows the FTA portal interface. On the left is a navigation menu with options like HOME, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main area displays 'Required Actions' with due dates and descriptions. Below this is an 'Overview' section with tiles for 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', 'Tax Group', 'VAT Clearing Company - TINCO', and 'Excise Clearing Company - TINCE'. The 'Excise Clearing Company - TINCE' tile is highlighted with a red box and a yellow circle with the number 1, indicating the 'Submit Financial Guarantee' button.

Step	Action
(1)	Login to your EmaraTax account and navigate to your Excise Tax Clearing Company – TINCE tile. Click 'Submit Financial Guarantee'.

The screenshot shows the 'Excise Clearing Company (TINCE) Registration' page. It has a progress bar with four steps: 1. About the Excise Clearing Company (TINCE), 2. Communication Details, 3. Review & Declaration, and 4. Financial Guarantee. The 'Financial Guarantee' section displays fields for 'Expected Excise Tax Value (AED)' (100,000.00), 'Calculated Guarantee Amount (AED)' (250,000.00), 'Guarantee Amount Received by FTA (AED)' (0.00), and 'Available Balance (AED)' (0.00). Below this is a table for 'Guarantee Amounts' with columns for Guarantee Reference Number, Type of Guarantee, Guarantee Amount, Bank used by the Business, View Guarantee Document, Status, and Action. A red box and a yellow circle with the number 1 highlight the '+ Add Guarantee Amount' button in the top right corner of the table.

Step	Action
(1)	<ul style="list-style-type: none"> <li>You can view the Guarantee Amount required for your Excise Tax Clearing Company – TINCE in calculated Guarantee Amount.</li> <li>Click 'Add Guarantee Amount' to add your Financial Guarantee details..</li> </ul>



Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter the Financial Guarantee details. The guarantee amount should be equal to or greater than the amount requested by FTA.</li> <li>Upload a scanned copy of the Financial Guarantee and a copy of the “official letter of undertaking” signed by the authorized signatory specifying the person who will deliver the original Financial Guarantee to the FTA.</li> <li>Click “Add”.</li> </ul>



# Application Submission of Bank Guarantee

Excise Clearing Company (TINCE) Registration

1. About the Excise Clearing Company (TINCE) 2. Communication Details 3. Review & Declaration 4. Financial Guarantee

**Officer Notes**

**Financial Guarantee**

Expected Excise Tax Value (AED) 100,000.00 Calculated Guarantee Amount (AED) 250,000.00

Guarantee Amount Received by FTA (AED) 250,000.00 Available Balance (AED) 250,000.00

**Guarantee Amounts**

Guarantee Reference Number	Type of Guarantee	Guarantee Amount	Bank used by the Business	View Guarantee Document	Status	Action
742722	Financial Guarantee	250,000.00	Commercial Bank of Dubai	View Document	Awaiting Approval	...
<b>TOTAL ADDED</b>		<b>250,000.00</b>				
<b>TOTAL REMAINING</b>		<b>0.00</b>				

Final Guarantee amount: AED: 250,000.00

Previous Step Cancel Save as Draft **Submit**

Step	Action
(1)	<ul style="list-style-type: none"> <li>Verify if the required Guarantee Amount has been uploaded.</li> <li>Click 'Submit' to complete the application for FTA review.</li> </ul>


## Post Application Submission

**Excise Clearing Company - Registration (TINCE)**

### Application Submitted Successfully

[Go Back](#)   [In Review](#)

Name :	Rabulrah
Reference Number :	9060000000000
Submitted Date :	27 July 2022




---

**Important Notes:**

- \* 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 are further details from you in order to assist with the verification of your application, you will receive an email/SMS notification advising you the information required from you.
- \* Once the TIS confirms acceptance of your application, this will be notified on the dashboard via email/SMS to your email address/mobile number registered upon 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 Notice:**

\* Applicant ( taxable Person) may be liable for a late registration administrative penalty if FTA determines that the taxable Person failed to register by last 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.

For any queries please contact us on [www.ey.com](http://www.ey.com) or contact us directly at our call center number 1234567890 or email [ey@gmail.com](mailto:ey@gmail.com)

[Back to Dashboard](#)
[Download](#)

- Your application is Resubmitted successfully. Note this Reference Number for future purposes.
- The status of your request on the Dashboard will change to “In Review” and you will receive an email from us to confirm receipt of your application.
- You can check the status of your application from your EmaraTax account by quoting the Application Reference Number".
- You are required to submit the original copy of the financial guarantee issued by your bank or financial institution to FTA inorder to process your application further.
- Scheduling an appointment with FTA representative
- You can schedule an appointment with FTA representative by emailing Freight Forwarders [Freight.Forwarders@tax.gov.ae'](mailto:Freight.Forwarders@tax.gov.ae)
- You need to submit the following documents to the FTA representative
  - Original Financial Guarantee and “official letter of undertaking” signed by the authorized signatory for the verification of the person visiting on your behalf.
- Read the “What Next” and “Important Notes”.



Excise Tax Authority  
Excise Tax Clearing Company - Registration (TINCE)

Application Submitted Successfully

Name : Alqablan  
Reference Number : 000000000000  
Submitted Date : 27 July 2022

[Back to Dashboard](#) [Download](#)

**Important Notes:**  
• Upon 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 asking for 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.

For any queries please contact us on [www.fta.gov.ae](http://www.fta.gov.ae) or contact us directly at our call center number 155077000 or email [enquiry@fta.gov.ae](mailto:enquiry@fta.gov.ae)

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.</li> </ul>



# 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.



The screenshot displays the FTA portal interface. At the top, there is a search bar and a navigation menu. The main content area is titled 'Registration Overview' and contains several cards for different tax services. The 'Excise Tax Clearing Company - TINCE' card is highlighted, showing a status of 'Active' and a registration number (TRN: 1006338782000003). Other cards include 'Value Added Tax', 'Tax Group', 'VAT Clearing Company - TINCO', 'Excise Tax', and 'Warehouse Keeper'. A sidebar on the left lists various services like VAT, Excise Tax, and Payments.



Following approval of the registration application by FTA, you will receive Excise Tax Clearing Company - TINCE registration number via email. The status of your registration will be "active". Your company name and communication details will be displayed in the published list of Excise Tax clearing companies in the FTA tax.gov.ae website.



**Thank you**