



Replace Guarantee Designated Zone - 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

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](#)

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Introduction



This manual is prepared to help a registered Warehouse Keeper to navigate through the Federal Tax Authority EmaraTax portal to submit their replacement guarantee application. The Replacement Guarantee application allows the Warehouse Keeper to request FTA to amend the Guarantee amount. On approval of the application by FTA, Guarantee amount will be updated.

Login to EmaraTax

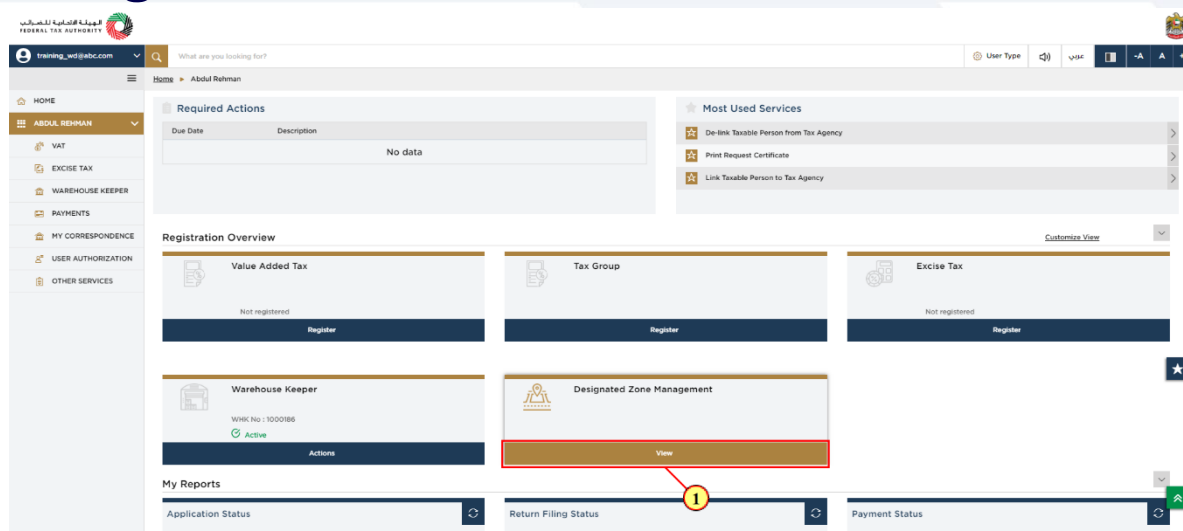
- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.
 - 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 Federal Tax Authority website interface. The main content area is titled 'Create New Taxable Person Profile'. It includes fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button. Below this is a 'Taxable Person List' table with a search bar and a table containing one entry for 'Abdul Rehman'. A red box highlights the 'View' button in the table, and a yellow circle with the number 1 is placed next to it. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

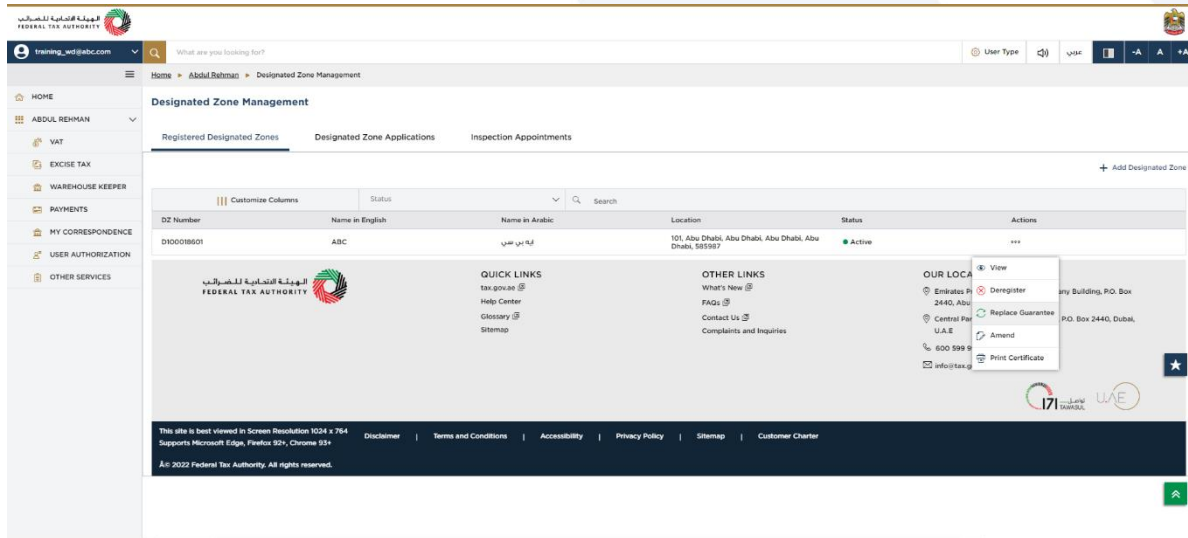
Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard.

Designated Zone Tile

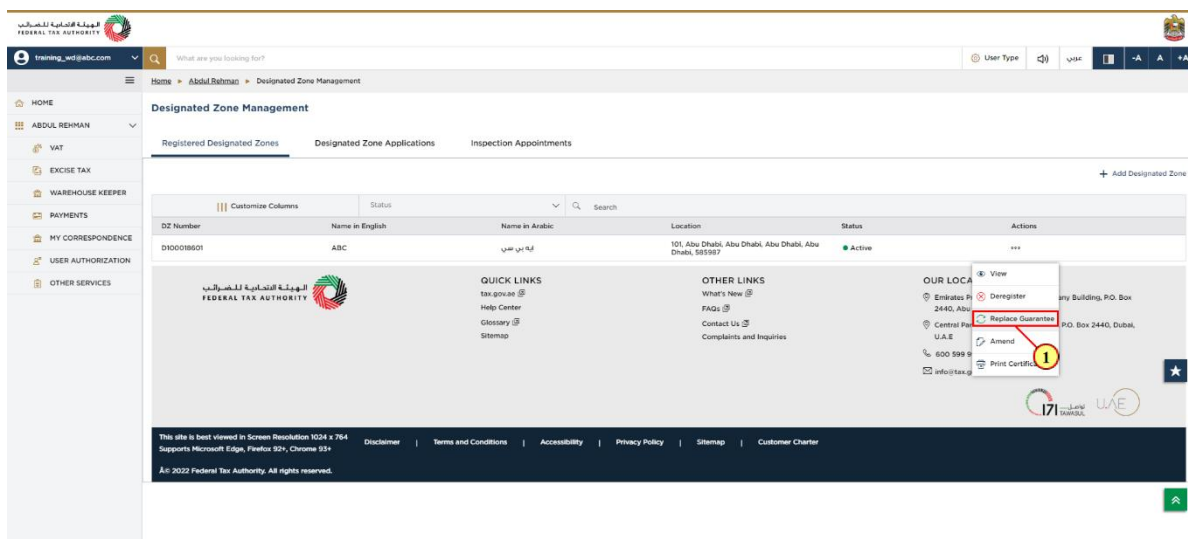


Step	Action
(1)	Click 'View' on the Designated Zone Management tile to view the details of Designated Zones managed by the Warehouse Keeper.

Replace Guarantee



- The Designated Zones registered under the Warehouse Keeper will be displayed in this screen.
- This is an application for the replacing the Guarantee of a Designated Zone. A separate application is required in relation to each Designated Zone.



Step	Action
(1)	Click 'Actions' and click 'Replace Guarantee' to initiate the Designated Zone Replace Guarantee application.

Guidelines and Instructions

The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Designated Zone Guarantee replacement. It also provides guidance on what information you should have in hand when you are completing the Replace Guarantee application.

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



The screenshot shows the 'Designated Zone - Replace Guarantee' service page. At the bottom right, a red box highlights the 'Start' button, which is also marked with a yellow circle containing the number '1'. The page includes sections for 'No. of form sections', 'Expected time to complete this application', 'Expected fees for this service', 'Tutorials', 'Required Documents', 'Service Details', and a confirmation checkbox.

Step	Action
(1)	Click 'Start' to initiate the Replace Guarantee application.

Financial Guarantee Section

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Designated Zone - Replace Guarantee

Financial Guarantee

Type of Guarantee	Guarantee Amount(AED)	Bank used by the Business	Guarantee Reference Number	Status	Actions
Financial Guarantee	175,000.00	Commercial Bank of Dubai	234567	Approved	***
TOTAL ADDED	175,000.00				
TOTAL REMAINING	0.00				

Final Guarantee Amount: AED 175,000.00

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	<ul style="list-style-type: none"> You can view the Guarantee amount required for your Designated Zone. Click 'Add Guarantee Amount' to enter the details of the new Guarantee you want to submit.

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Designated Zone - Replace Guarantee

Financial Guarantee

Type of Guarantee	Guarantee Amount(AED)	Bank used by the Business	Guarantee Reference Number	Status	Actions
Financial Guarantee	175,000.00	Commercial Bank of Dubai	234567	Approved	***
TOTAL ADDED	175,000.00				
TOTAL REMAINING	0.00				

Final Guarantee Amount: AED 175,000.00

Previous Step Cancel Save as Draft Submit

	Guarantee amount should be equal to or more than required amount.
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Step	Action
(1)	<ul style="list-style-type: none"> New popup will open allowing to add guarantee details. Enter the new Guarantee details. Click 'Save' to save the details.

Type of Guarantee	Guarantee Amount(AED)	Bank used by the Business	Guarantee Reference Number	Status	Actions
Financial Guarantee	175,000.00	Commercial Bank of Dubai	234567	Approved	View
Financial Guarantee	135,000.00	Commercial Bank of Dubai	343434	Awaiting Approval	Cancel
Financial Guarantee	40,000.00	Commercial Bank of Dubai	677788	Awaiting Approval	
TOTAL ADDED	350,000.00				
TOTAL REMAINING	0.00				

Step	Action
(1)	Click 'Actions' and click 'Cancel' to cancel the old Guarantee which you want to replace.



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Designated Zone - Replace Guarantee


Financial Guarantee

+ Add Guarantee Amount

Type of Guarantee	Guarantee Amount(AED)	Bank used by the Business	Guarantee Reference Number	Status	Actions
Financial Guarantee	175,000.00	Commercial Bank of Dubai	234567	● Cancellation Requested	***
Financial Guarantee	135,000.00	Commercial Bank of Dubai	345434	● Awaiting Approval	***
Financial Guarantee	40,000.00	Commercial Bank of Dubai	677788	● Awaiting Approval	***
TOTAL ADDED	175,000.00				
TOTAL REMAINING	0.00				

Final Guarantee Amount: AED 175,000.00

Previous Step Cancel Save as Draft Submit

 Ensure that the new Guarantee amount submitted is sufficient to balance the required Guarantee amount for the Designated Zone.

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Designated Zone - Replace Guarantee

Financial Guarantee

+ Add Guarantee Amount

Type of Guarantee	Guarantee Amount(AED)	Bank used by the Business	Guarantee Reference Number	Status	Actions
Financial Guarantee	175,000.00	Commercial Bank of Dubai	234567	● Cancellation Requested	***
Financial Guarantee	135,000.00	Commercial Bank of Dubai	345434	● Awaiting Approval	***
Financial Guarantee	40,000.00	Commercial Bank of Dubai	677788	● Awaiting Approval	***
TOTAL ADDED	175,000.00				
TOTAL REMAINING	0.00				

Final Guarantee Amount: AED 175,000.00

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	<ul style="list-style-type: none"> You can view the status of the new and old Guarantees. Click 'Submit' to submit the application to FTA.

Post Application Submission

Designated Zone - Replace Guarantee

Application Submitted Successfully

Name : ABC Trading Co
Reference Number : 10076076076
Submitted Date : 5 October 2022

What Next:

- Once the application is submitted, the FTA shall approve, reject or request 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.

For any queries or assistance, please contact us on: Within UAE: 800000004 / Outside UAE: +971 800000004 Email us at info@fta.ae

Back to Dashboard Download

- After your application is submitted successfully, a Reference Number is generated for your application. 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.
- Read the “What Next” and “Important Notes”.

Follow these steps to provide the financial guarantee:

- Visit your bank and create an electronic Guarantee, or a Bank Guarantee for the amount requested by the FTA. Upload a scanned copy of the guarantee with additional details and send it to us from your EmaraTax account.
- Bank Guarantees must be delivered to FTA office in hard copy. The person delivering the bank guarantee must also hold a letter of undertaking issued by the authorized signatory of the applicant verifying their details. FTA will review your application only after receiving the original bank guarantee documents.

Please ensure that the financial guarantee:

- Is in favour of Federal Tax Authority
- Must be valid for 12 months and auto renewable

Designated Zone - Replace Guarantee

Application Submitted Successfully

Name : ABC Trading Co.
Reference Number : 00078019876
Submitted Date : 6 October 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.

For any inquiry or assistance, please contact us on: Within UAE: 800000094 / Outside UAE: +971-800000094. Email: info@fta.gov.ae

Back to Dashboard Download

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



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