إمـــارات تـاكـس
EMARATAX

Replace Guarantee Designated Zone - User Manual

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Document Version Control

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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	
⚙ 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
-A A +A	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
1 ✓ —— 2	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

Annexure 2

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

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

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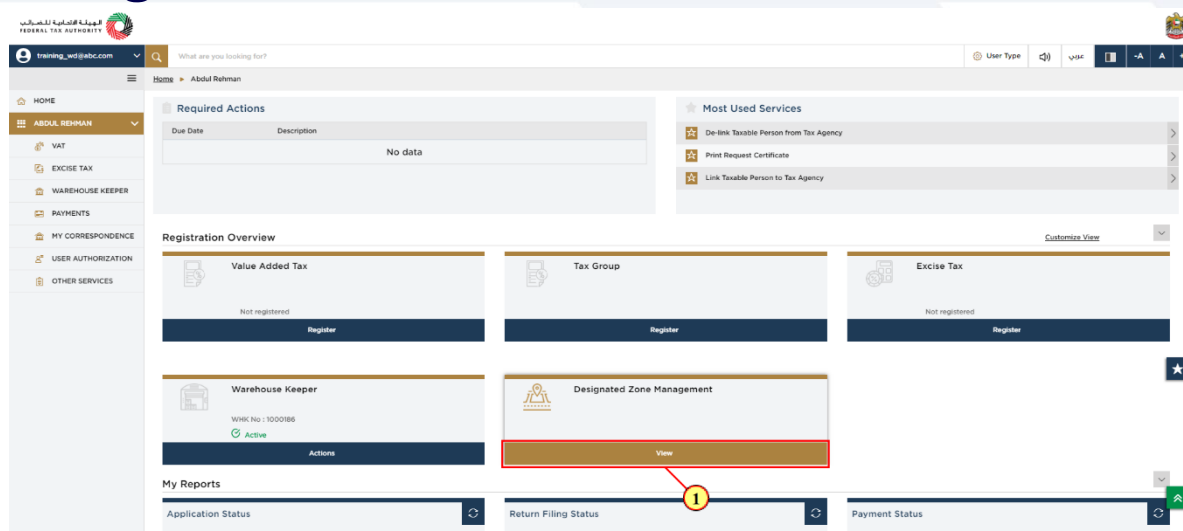
Step	Action
(1)	Click 'View' on the Designated Zone Management tile to view the details of Designated Zones managed by the Warehouse Keeper.

Replace Guarantee
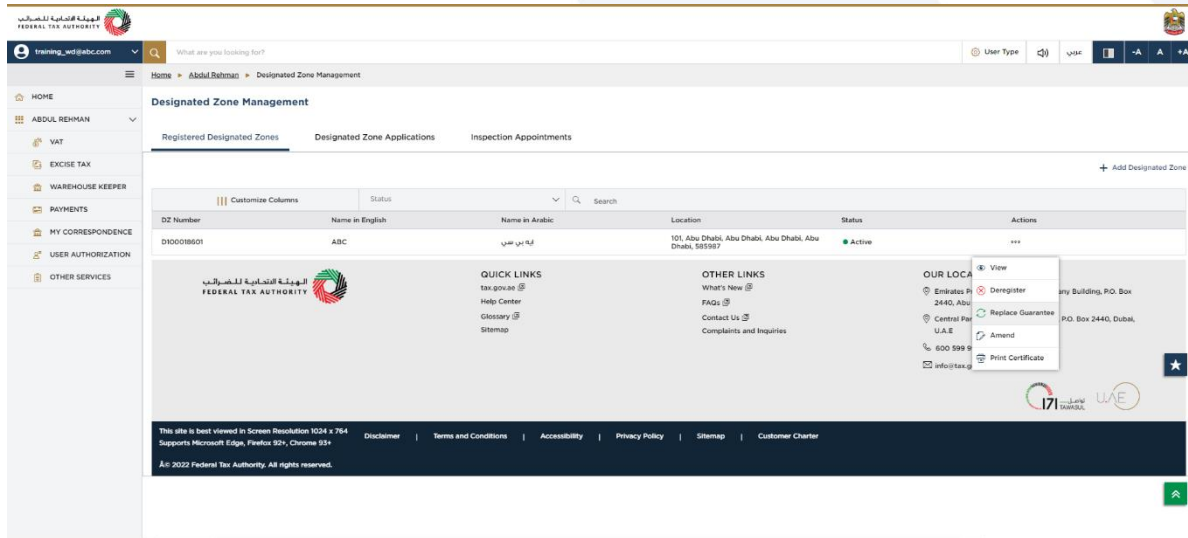
ℹ️	• The Designated Zones registered under the Warehouse Keeper will be displayed in this screen. • This is an application for the replacing the Guarantee of a Designated Zone. A separate application is required in relation to each Designated Zone.
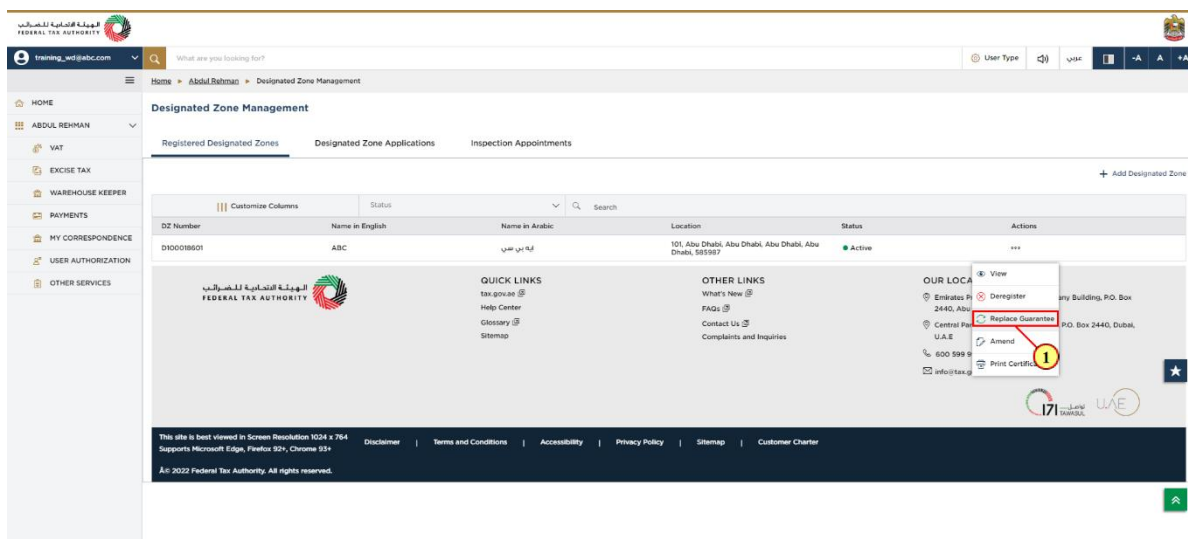
Step	Action
(1)	Click 'Actions' and click 'Replace Guarantee' to initiate the Designated Zone Replace Guarantee application.

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.

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

Financial Guarantee Section

Step	Action
(1)	• 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.

(i)	Guarantee amount should be equal to or more than required amount.

Step	Action
(1)	• New popup will open allowing to add guarantee details. • Enter the new Guarantee details. • Click 'Save' to save the details.

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

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

Step	Action
(1)	• You can view the status of the new and old Guarantees. • Click 'Submit' to submit the application to FTA.

Post Application Submission

ℹ️	• 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".

ℹ️	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

Step	Action
(1)	• Click 'Download' to download a pdf copy of the acknowledgement screen. • Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.

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