الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

إمــــارات تــاكـــس
ΞMARATAX

Resubmit Excise Tax Voluntary Disclosure - User Manual

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Version 1.0.0.0

Document Version Control

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

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.

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
-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

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This manual is prepared to help the Excise Taxpayer to navigate through the EmaraTax portal and to guide them on resubmission of Excise Voluntary Disclosure incase the FTA officer has requested for additional information.

EmaraTax Login Page

	• 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.

User Type Selection

Step	Action
(1)	Click here to select the user type

Step	Action
(1)	Select the Taxable Person tile

Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

Logged in User Dashboard

Step	Action
(1)	Click here to view the Taxable Person dashboard

Step	Action
(1)	Click here to access Excise Tax module.

Excise Tax Module

Step	Action
(1)	Click here to view all your Excise Tax Returns.

Excise Tax Return Dashboard

	This dashboard displays information related to your Excise Tax Return and Excise Tax Voluntary disclosures.

	You can add a new column to the table or filter the declarations by its Return type and status. You can also search for Excise Tax Voluntary Disclosure by reference number.

Step	Action
(1)	Click on ellipsis to view the Voluntary Disclosure or to edit the Voluntary Disclosure

Instructions and Guidelines

	These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete the Voluntary Disclosure.

Step	Action
(1)	Click on 'Back' to go back to the previous page

Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines.

Step	Action
(1)	Click on 'Start' to proceed to file the Excise Tax Voluntary Disclosure.

Voluntary Disclosure Details

The progress bar displays the number of steps required to complete the Excise Tax VD. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green.

The information requested by the FTA officer can be viewed by clicking on 'View or Add Notes'. Update the application with the information requested by the FTA officer – For example, upload additional supporting documents, correct any incorrect details in the application.

Step	Action
(1)	Click on 'View/Add notes' to add notes back to Tax officer.

View/Add notes

Step	Action
(1)	Enter notes that need to be shared with FTA officer

Step	Action
(1)	Click on 'Share Note'.

Voluntary Disclosure Details

Step	Action
(1)	Click here to display the values that were previously declared in your Excise Tax Return or Excise Tax Voluntary Disclosure.

Step	Action
(1)	Click on 'Edit/Add Declaration' to edit an existing declaration or to add a new declaration to the Excise Voluntary Disclosure.

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload supporting documents. On successful upload of document, the Add button will be highlighted in green

Step	Action
(1)	Enter detailed description of errors.

Step	Action
(1)	Click on Previous' to go back to the previous section

Step	Action
(1)	Click on 'Save as draft' to save the Excise Voluntary Disclosure as a draft.

Step	Action
(1)	Click on 'Next Step' to proceed to the next section

Excise Goods

You may add items to the Excise Goods Grid by searching for items using the "smart search" option below or by selecting them from the full list of Excise items registered with the FTA. Alternatively, you may download the Excel template provided below and upload it after filling in the necessary details.

Download Template   ExciseGoods.xlsx last updated 08/09/2022   ⬆ Upload Filled Template

Search and add items   Search by Item Code, HS Code, Item Description, Product Description or Brand   👁 View Excise Goods List

||| Customize Columns   Status   🔍 Search

Retail Selling

Previous Step   Save as Draft   Next Step

You can add Excise Goods to below table using the upload template or by searching using HS Code or Item Code. You can also add goods from 'View Excise Goods List'

Review & Declaration

This section displays your completed returns and allows you to review it prior to submission

Step	Action
(1)	Click here to expand or collapse all steps at once

Step	Action
(1)	Click here to expand or collapse each section

Step	Action
(1)	Click on 'Edit' to edit details of Excise Tax Return.

The Authorised Signatory details are taken from your Excise Tax registration currently held by the FTA.

The Declaration details are taken from your Excise Tax registration currently held by the FTA.

Step	Action
(1)	Mark the checkbox to confirm that information provided is true, accurate and complete on this returns screen

Step	Action
(1)	Click on 'Submit' to submit the Excise Tax Voluntary Disclosure.

Acknowledgement

ℹ️	You have successfully submitted the Excise Tax Voluntary Disclosure! Make a note of the reference number for future references. You can also access this Excise Tax Voluntary Disclosure from the Excise Tax Return tile, within the Excise Tax module.

Step	Action
(1)	Click on 'Download' to download a copy of voluntary disclosure submission acknowledgement

user_training@gmail.com

What are you looking for?

User Type   عربي   -A A +A

Home ▸ Rashid Hussain ▸ Excise Tax ▸ EX200 - Excise Tax Return

Due Amount   :   AED 0.00

What's next

1. Processing your Voluntary Disclosure application:
a. Your Voluntary Disclosure will be sent for acknowledgement (approval/rejection).
b. If we require more information to assist with our review, you will need to provide the information requested and resubmit your application in order for us to continue processing your application.
c. If we reject your Voluntary Disclosure, we will provide you with rejection reasons.
d. If your Voluntary Disclosure is approved/acknowledged, your Excise Tax Return(s) will be updated accordingly.
e. The status of your Voluntary Disclosure will be updated accordingly.
2. Payment/Refund:
a. If you are in a payable position AND you do not have available credit balance in your account, you should make payment for the amount due.
b. If you are in a payable position AND you have available credit balance in your account, the FTA will offset the payable amount against the available credit balance in your account.
c. If you are in a net refundable position, we will notify you that you can submit a refund claim.
3. You can check the status of your application which will be updated regularly at any time by logging into the EmaraTax portal.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

Back to Dashboard   Download

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.

After submission of the Excise Tax Voluntary Disclosure, Excise Taxpayer receives the following correspondences:

- Voluntary Disclosure submission acknowledgement
- Voluntary Disclosure acknowledged or rejection notification
- Additional information notification (only if FTA requires more information to assist with their review of your Excise Return)

Thank you