



## Resubmit Excise Tax Voluntary Disclosure - User Manual

Date: Oct 2022

Version 1.0.0.0

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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 Section







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

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 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

**User Profile**

Please select the relevant purpose(s) for using Emaratax portal

**Taxable Person**

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

[Read More](#)

**Legal Representative**

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...

[Read More](#)

**Tax Agent**

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before...

[Read More](#)

**Tax Agency**

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

[Read More](#)

[Proceed](#)

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

**User Profile**

Please select the relevant purpose(s) for using Emaratax portal

**Taxable Person**

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

[Read More](#)

**Legal Representative**

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...

[Read More](#)

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[Read More](#)

**Tax Agency**


A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

[Read More](#)


[Proceed](#)

Step	Action
(1)	Select the Taxable Person tile





الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY



user\_training@gmail.com


User Type

عربي

-A A +A

### User Profile


Please select the relevant purpose(s) for using EmaraTax portal



**Taxable Person**

Any Person registered or obligated to register for Tax purposes under the Decree-Law.


[Read More](#)



**Legal Representative**

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...


[Read More](#)



**Tax Agent**

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before...

[Read More](#)



**Tax Agency**

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

[Read More](#)

1

Proceed

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

user\_training@gmail.com What are you looking for? User Type عربي -A A +A

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

### EX200 - Excise Tax Return

Customize Columns Filing Type Status Search

Return Type	Reference Number	Period From	Period To	Original Return Due Date	Date of Submission	Net Excise Tax Position	Status	Action
Excise Tax Return		01/10/2022	31/10/2022	15/11/2022		0.00	Overdue	File
Excise Tax Return		01/09/2022	30/09/2022	17/10/2022		0.00	Overdue	File
Excise Tax Return		01/08/2022	31/08/2022	15/09/2022		0.00	Overdue	File
Excise Tax Return		01/07/2022	31/07/2022	15/08/2022		0.00	Overdue	File
Excise Tax Return		01/06/2022	30/06/2022	15/07/2022		0.00	Overdue	File
Excise Tax Return	700000026161	01/05/2022	31/05/2022	15/06/2022		218,000.00	Draft	...
Excise Tax Return	700000026145	01/04/2022	30/04/2022	16/05/2022	22/11/2022	0.00	Submitted	...



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

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

### EX200 - Excise Tax Return

Customize Columns Filing Type Status Search

Return Type	Reference Number	Period From	Period To	Original Return Due Date	Date of Submission	Net Excise Tax Position	Status	Action
Excise Tax Return		01/10/2022	31/10/2022	15/11/2022		0.00	Overdue	File
Excise Tax Return		01/09/2022	30/09/2022	17/10/2022		0.00	Overdue	File
Excise Tax Return		01/08/2022	31/08/2022	15/09/2022		0.00	Overdue	File
Excise Tax Return		01/07/2022	31/07/2022	15/08/2022		0.00	Overdue	File
Excise Tax Return		01/06/2022	30/06/2022	15/07/2022		0.00	Overdue	File
Excise Tax Return	700000026161	01/05/2022	31/05/2022	15/06/2022		218,000.00	Draft	...
Excise Tax Return	700000026145	01/04/2022	30/04/2022	16/05/2022	22/11/2022	0.00	Submitted	...



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.



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HOME RASHID HUSSAIN VAT EXCISE TAX MY PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

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

Return 01/05/2022 31/05/2022 15/06/2022 218,000.00 Draft

Excise Tax Return	700000026161	01/05/2022	31/05/2022	15/06/2022	218,000.00	Draft	...
Excise Tax Return	700000026145	01/04/2022	30/04/2022	16/05/2022	0.00	Submitted	...
Voluntary Disclosure	700000009480	01/03/2022	31/03/2022	15/04/2022	118,500.00	Acknowledged	...
Voluntary Disclosure	700000006392	01/02/2022	28/02/2022	15/03/2022	-34,000.00	Additional Information	...
Voluntary Disclosure	700000004117	01/01/2022	31/01/2022	15/02/2022	208,652,916.00	Acknowledged	View (1)

1 of 10 records per page

QUICK LINKS: tax.gov.ae, Help Center (Coming Soon), Glossary

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

OUR LOCATION: Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E. Central Park Business Towers

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

## Instructions and Guidelines

The screenshot shows the 'EX214 - Excise Tax Voluntary Disclosure' page. At the top, there's a navigation bar with the user's email 'user\_training@gmail.com' and a search bar. Below the navigation bar, the page title 'EX214 - Excise Tax Voluntary Disclosure' is displayed. The main content area includes several sections: 'No. of form steps' (2 steps), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of Charge). There are also links for 'Tutorial Materials' (Watch Video Tutorial, Download User Manual) and 'Required Documents' (A letter including background facts and detailed description(s) of the error(s) disclosed). A 'Service Details' section is partially visible. At the bottom, there are 'Back' and 'Start' buttons.



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.

The screenshot shows the 'EX200 - Excise Tax Return' page. The navigation bar is similar to the previous page. The main content area includes a 'Required Templates' section (N.A.) and a 'Service Details' section with links for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. Below these links, there is a checkbox labeled 'I confirm that I have read the above instructions and guidelines'. At the bottom, there are 'Back' and 'Start' buttons. A red box highlights the 'Back' button, and a yellow circle with the number '1' is placed next to it.

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 screenshot shows the 'EX214 - Excise Tax Voluntary Disclosure' form. The progress bar at the top indicates two steps: '1 Voluntary Disclosure Details' (highlighted in blue) and '2 Review & Declaration'. The form fields are as follows:

<b>Taxable Person Details</b>	TRN: 100632253900007	Name in English: Rashid Hussain	Name in Arabic: رشيد حسين	<b>Excise Tax Period</b>	February 2022
-------------------------------	----------------------	---------------------------------	---------------------------	--------------------------	---------------

Below the form fields is a red 'Officer Notes' section with the text: 'Provide additional information on the deductible declaration'. A 'View/Add notes' link is at the bottom right of this section. At the bottom of the form, there are buttons for 'Previous Step', 'Compare Filings', 'View Previous Filings', 'Save as Draft', and 'Next Step'.



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.

This screenshot is identical to the one above, showing the 'EX214 - Excise Tax Voluntary Disclosure' form, Step 1: Voluntary Disclosure Details. The progress bar highlights Step 1 in blue. The form fields and 'Officer Notes' section are the same.



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

user\_training@gmail.com What are you looking for? User Type عربي -A A +A

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

### EX214 - Excise Tax Voluntary Disclosure

Voluntary Disclosure Details

Show/hide old amounts ☐

Description	Value of Excise Goods (AED)	Excise Tax Due (AED)	Action
Excise Tax Due On The Import Of Excise Goods	12,000.00	6,000.00	Edit / Add Declaration
Excise Tax Due On The Production Of Excise Goods	0.00	0.00	Edit / Add Declaration
Excise Tax Due On The Release Of Excise Goods From A Designated Zone (Not Requiring Customs Clearance)	0.00	0.00	Edit / Add Declaration
Excise Tax Due On The Release Of Excise Goods From A Designated Zone (Requiring Customs Clearance)	---	---	

Previous Step Compare Filings View Previous Filings Save as Draft Next Step

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

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

### EX214 - Excise Tax Voluntary Disclosure

Voluntary Disclosure Details

Show/hide old amounts ☐

Description	Value of Excise Goods (AED)	Excise Tax Due (AED)	Action
Excise Tax Due On The Import Of Excise Goods	12,000.00	6,000.00	Edit / Add Declaration
Excise Tax Due On The Production Of Excise Goods	0.00	0.00	Edit / Add Declaration
Excise Tax Due On The Release Of Excise Goods From A Designated Zone (Not Requiring Customs Clearance)	0.00	0.00	Edit / Add Declaration
Excise Tax Due On The Release Of Excise Goods From A Designated Zone (Requiring Customs Clearance)	---	---	

Previous Step Compare Filings View Previous Filings Save as Draft Next Step

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.



user\_training@gmail.com What are you looking for? User Type عربي

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

### EX214 - Excise Tax Voluntary Disclosure

[Edit/Add Other Excise Tax Declarations](#)

Please Provide Supporting Documents

Upload Letter with Background Facts

[Add/View\(2\)](#) Drag files here

Max file size : 10 MB Formats : PDF, JPG, JPEG, PNG Max. No. of files : 10

Detailed Description of Errors

Details are updated

[Previous Step](#) [Compare Filings](#) [View Previous Filings](#) [Save as Draft](#) [Next Step](#)

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

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

### EX214 - Excise Tax Voluntary Disclosure

[Edit/Add Other Excise Tax Declarations](#)

Please Provide Supporting Documents

Upload Letter with Background Facts

[Add/View\(2\)](#) Drag files here

Max file size : 10 MB Formats : PDF, JPG, JPEG, PNG Max. No. of files : 10

Detailed Description of Errors


Details are updated

[Previous Step](#) [Compare Filings](#) [View Previous Filings](#) [Save as Draft](#) [Next Step](#)

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



الهيئة العامة للغرف

FEDERAL TAX AUTHORITY



user\_training@gmail.com

What are you looking for?

User Type

عربي

-A

A

+A

Home

Bashid Hussain

Excise Tax

EX200 - Excise Tax Return

EX201 - Excise Goods that Require Customs Clearance (Import Declaration) - Voluntary Disclosure

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.



user\_training@gmail.com What are you looking for?

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

### EX214 - Excise Tax Voluntary Disclosure

Declaration and Authorised Signatory

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
Ali Khan	علي خان	USER_EX1@FTA.AE

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Previous Step Compare Filings View Previous Filings Save as Draft Submit



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

user\_training@gmail.com What are you looking for?

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

### EX214 - Excise Tax Voluntary Disclosure

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Country Code: +971 ( United Arab Emirates ) Phone Number: 678678678 Email ID: user\_training@gmail.com

Date of Submission: 22/11/2022

☒ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Compare Filings View Previous Filings Save as Draft Submit



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



user\_training@gmail.com What are you looking for? User Type عربي -A A +A

Home Rashid Hussain Excise Tax EX200 - Excise Tax Return

### EX214 - Excise Tax Voluntary Disclosure

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Country Code: +971 ( United Arab Emirates ) Phone Number: 678678678 Email ID: user\_training@gmail.com

Date of Submission: 22/11/2022

☒ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Compare Filings View Previous Filings Save as Draft Submit

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

user\_training@gmail.com What are you looking for? User Type عربي -A A +A

Home Rashid Hussain Excise Tax EX200 - Excise Tax Return

### EX214 - Excise Tax Voluntary Disclosure

First Name in English: Rashid Last Name in English: Hussain

First Name in Arabic: راشد Last Name in Arabic: حسين

Country Code: +971 ( United Arab Emirates ) Phone Number: 678678678 Email ID: user\_training@gmail.com

Date of Submission: 22/11/2022

☒ I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Compare Filings View Previous Filings Save as Draft Submit

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



## Acknowledgement

user\_training@gmail.com What are you looking for?

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

**EX214 - Excise Tax Voluntary Disclosure**

Application Submitted Successfully In - Review

TRN : 100632253900007

Taxable Person Name : Rashid Hussain

Reference Number : 700000006392

Date of submission : 22 November 2022

Excise Tax Return Period : February 2022

Excise Tax Due : AED -34,000.00

Due Amount : AED 0.00



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.

user\_training@gmail.com What are you looking for?

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

Due Amount : AED 0.00

**What's next**

- Processing your Voluntary Disclosure application:
  - Your Voluntary Disclosure will be sent for acknowledgement (approval/rejection).
  - 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.
  - If we reject your Voluntary Disclosure, we will provide you with rejection reasons.
  - If your Voluntary Disclosure is approved/acknowledged, your Excise Tax Return(s) will be updated accordingly.
  - The status of your Voluntary Disclosure will be updated accordingly.
- Payment/Refund:
  - 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.
  - 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.
  - If you are in a net refundable position, we will notify you that you can submit a refund claim.
- 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 'Download' to download a copy of voluntary disclosure submission acknowledgement

user\_training@gmail.com

What are you looking for?

User Type

عربي

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

Due Amount : AED 0.00

**What's next**

- Processing your Voluntary Disclosure application:
  - Your Voluntary Disclosure will be sent for acknowledgement (approval/rejection).
  - 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.
  - If we reject your Voluntary Disclosure, we will provide you with rejection reasons.
  - If your Voluntary Disclosure is approved/acknowledged, your Excise Tax Return(s) will be updated accordingly.
  - The status of your Voluntary Disclosure will be updated accordingly.
- Payment/Refund:
  - 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.
  - 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.
  - If you are in a net refundable position, we will notify you that you can submit a refund claim.
- 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.



## Correspondences



### 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