إمـــارات تـاكــس
ΞMARATAX

Submit Excise Tax Voluntary Disclosure - User Manual

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Document Version Control

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

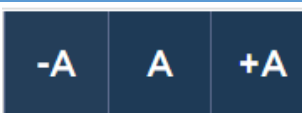The below are the list of User manuals that you can refer to

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
(speaker icon)	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 submit Excise Voluntary Disclosure.

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 Returns. |

| | | 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 Return or Voluntary Disclosure by reference number. |

Step	Action
(1)	Click on the ellipsis to view your Excise Tax Return or to submit a Voluntary Disclosure for the selected period.

Step	Action
(1)	Click here to edit if you want to edit the submitted Excise Tax Return.

These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this 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 Voluntary Disclosure. 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 section displays the filing period details based on the selected Excise Tax Return.

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

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

The bottom boxes display the values that have been previously declared and the top box displays the new figures that you would like to declare.

This table displays the import declarations that are added to this Tax period.

Step	Action
(1)	Click on ellipsis to view or edit the previously submitted Import Declaration.

Step	Action
(1)	Click here to add a new Import Declaration.

Basic Information

The progress bar displays the number of steps required to complete the declaration. 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 section displays the basic details of Excise Taxpayer based on the data in Excise Registration profile

Step	Action
(1)	Select the Emirate in which the Excise Goods are arriving

Step	Action
(1)	Enter the expected date of import or release from Designated Zone

Step	Action
(1)	Select the 'Import' option for which this Excise declaration relates to

	On the basis of the selection for which this Excise declaration relates to, additional details are captured in the declaration

Step	Action
(1)	Select the 'Port of Entry'

Step	Action
(1)	Select 'Yes' if the imported Goods are DTS Goods

Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps

Excise Goods

> ℹ️ 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'

> ℹ️ You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.

Step	Action
(1)	Click on ellipsis to edit the selected Excise Good

	This is the amount of Excise Tax that is due based on the items included in the declaration

Review & Declaration

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

The Authorized 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 declaration screen

Step	Action
(1)	Click on 'Submit' to submit the declaration

Acknowledgement

ℹ️	You have successfully submitted the declaration! Make a note of the transaction number for future references. You can also access this Excise Tax declaration from the Import Declaration tile, within the Excise Tax module.	

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

Excise Tax Due   :   AED 4,000.000

What's new

Follow the below steps to understand what happens after submitting the EX201 – Excise Goods That Require Customs Clearance (Import Declaration):

1. After you submit the declaration, a UAE Customs official reviews and either approves or rejects the declaration.
2. If the Customs official approves the declaration, you can import the goods into the UAE.
3. If the Customs official rejects the declaration, you will not be able to import the goods into the UAE.

Important Notes

1. You can edit or cancel a declaration after submission before the UAE Customs reviews the declaration.
2. You can submit multiple EX201 – Excise Goods That Require Customs Clearance (Import Declaration) in a single tax period.
3. You can check the status of your declaration 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 Excise Voluntary Disclosure   Download

Step	Action
(1)	Click on 'Back to Excise Voluntary Disclosure' to go back to Excise Voluntary Disclosure that you were updating.

Voluntary Disclosure

Step	Action
(1)	Click on 'Save and Go Back' to go back to Voluntary Disclosure page.

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

Review & Declaration

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

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

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

The Declaration and Authorised Signatory 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.

> 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

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

Step	Action
(1)	Click here to compare your filings.

Step	Action
(1)	Mark the required checkboxes (type of filings) that you want to compare.

Step	Action
(1)	Click on 'Compare Forms' to compare the selected forms.

Step	Action
(1)	The results of compared forms is displayed.

Step	Action
(1)	Click here to close the pop-up.

Previous Filings

Step	Action
(1)	Click here to view your previous filings.

Step	Action
(1)	All your previous filings are displayed here.
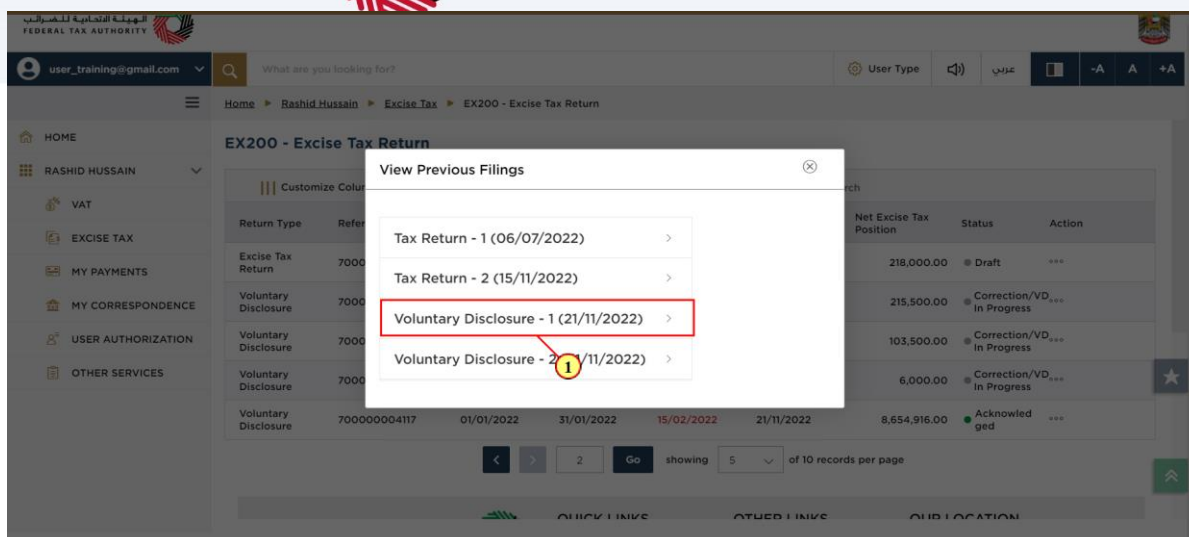
Step	Action
(1)	Click on previous filing which you want to view in detail.

Excise Tax Voluntary Disclosure for selected filing is displayed.

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EMARATAX

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