EXCISE TAX USER GUIDE SUMMARY
(REGISTRATION, AMENDMENTS & DE-REGISTRATION)

This guide will help you complete your Excise Tax registration, amendment and de-registration processes.

Create an e-Services account

1. Sign up by creating a username/password
2. Verify your email address within 24 hours
3. Log in to your e-Services account

Registering for Excise Tax

1. Click Register for Excise Tax
2. Complete all mandatory fields (marked with *)
3. Click Submit for Approval once to submit the form

Late Registration Penalty Payment

o Go to the Dashboard tab to view the "Late Registration Penalty" amount mentioned under the Excise Tax box (where applicable).
o Click on 'Pay' button to proceed with payment.

Amending approved Excise Tax registration form

1. Click 'Edit' to amend certain editable fields.
2. Once all necessary amendments are made, click 'Submit Changes'
3. Amendments take immediate effect.

De-registration for Excise Tax

1. On the dashboard, against your Excise Tax registration, click 'De-Register'.
2. Enter the reason for de-registration and specify the date from which you require to de-register. Provide other relevant information to support your application for de-registration where applicable, and click on the "Submit" button.
3. De-registration applications require the FTA's approval – FTA will notify you of the result of your application.