



# امارات تاکس **MARATAX**

EX203B - Lost and Damaged Declaration - User Manual

Date: Oct 2022

Version 1.0.0.0

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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



# United Arch Emirates

### **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:  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

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		
عربي English	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		
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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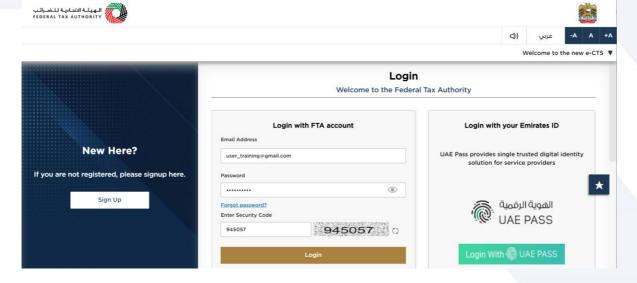


This manual is prepared to help the applicant to navigate through the EmaraTax portal to submit EX203B - Lost and Damaged Declaration





### **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.

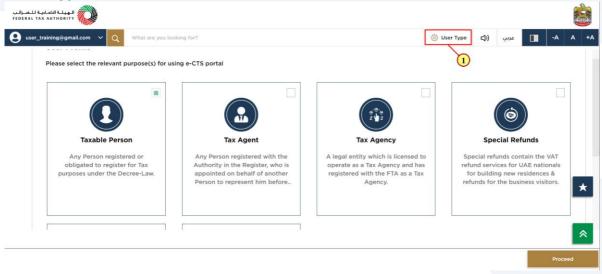


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish 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.

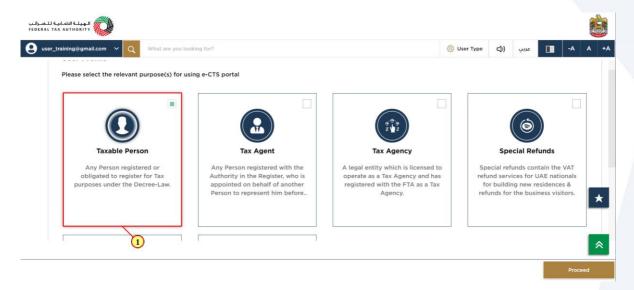




### **User Type Selection**



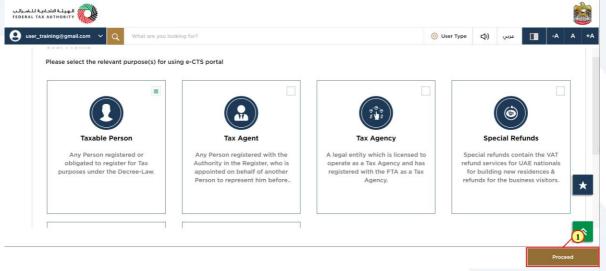
Step	Action
(1)	Click here to select the user type



Step	Action
(1)	Select the Taxable Person tile





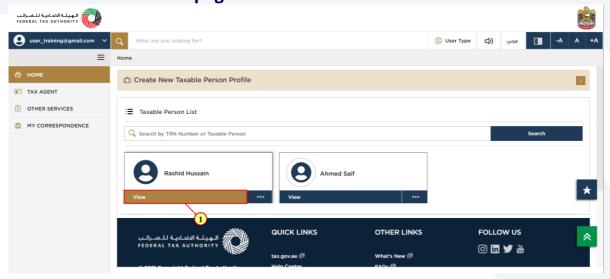


Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

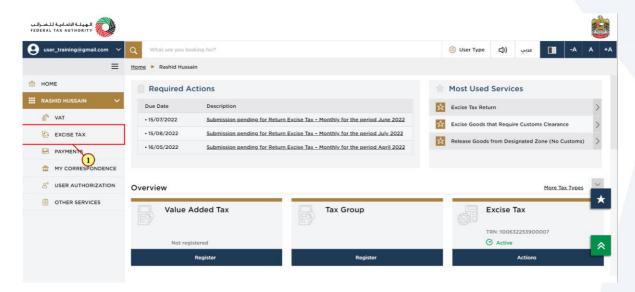




### **Taxable Person Home page**



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

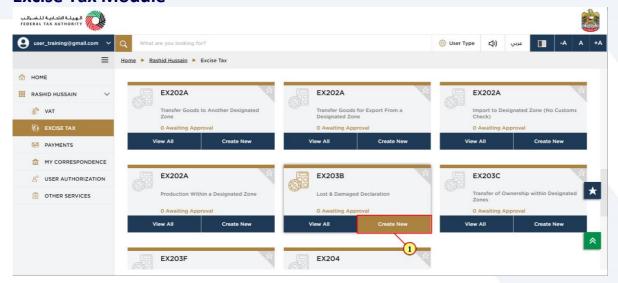


Step	Action
(1)	Click here to access Excise Tax module

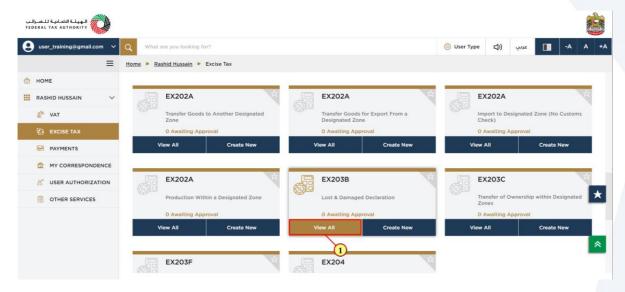


# United Arab Emirates

### **Excise Tax Module**



Step	Action
(1)	On clicking 'Create New', the 'Lost & Damaged Declaration' will appear

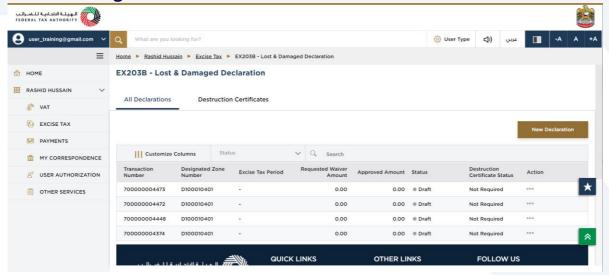


Step	Action
(1)	Click here to view all your previous declarations



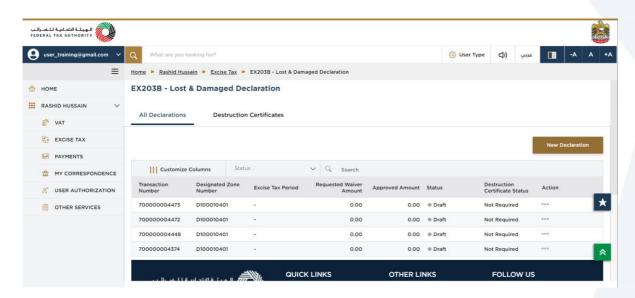


### **Lost & Damaged Declaration dashboard**





This dashboard displays information relating to your previous Lost & Damaged declaration.

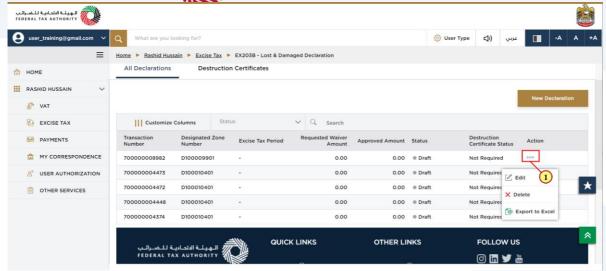




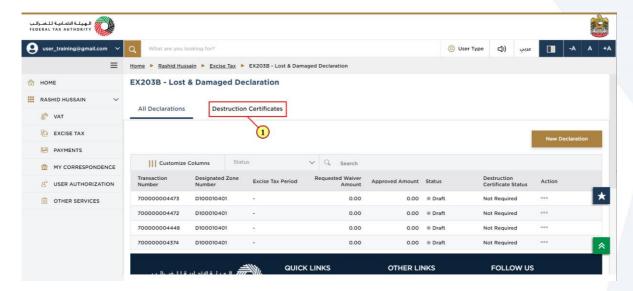
You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number.







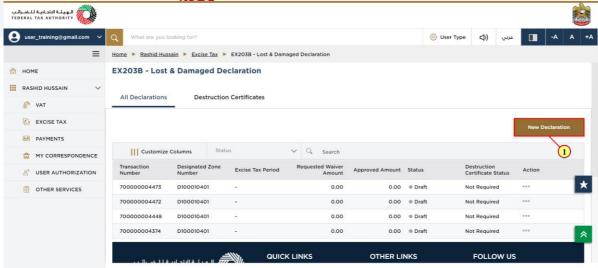
Step	Action
(1)	Click on ellipsis to edit, delete or export to excel the declaration



	Step	Action
J	(1)	Click here to view the declarations for which a destruction certificate has been submitted





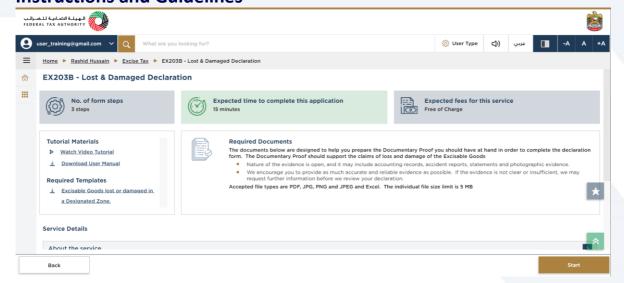


Step	Action
(1)	Click on 'New Declaration' to create a new Lost & Damaged declaration



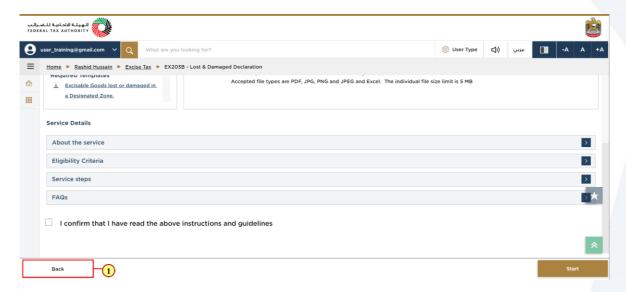


### **Instructions and Guidelines**





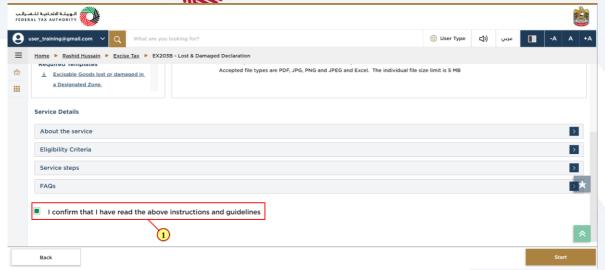
These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration.



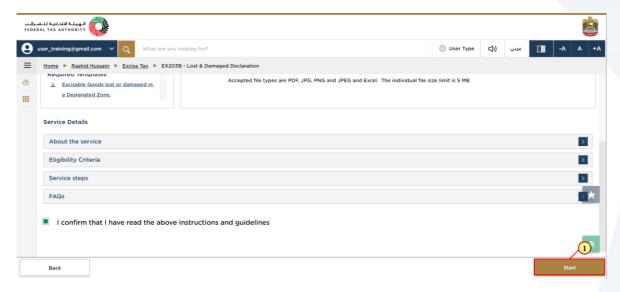
Step	Action
(1)	Click on 'Back' to go back to the previous page







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

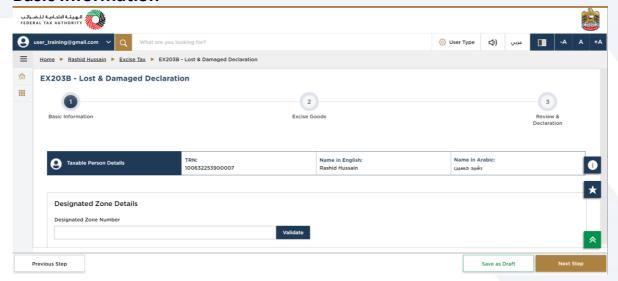


Step	Action
(1)	Click on 'Start' to proceed to the declaration



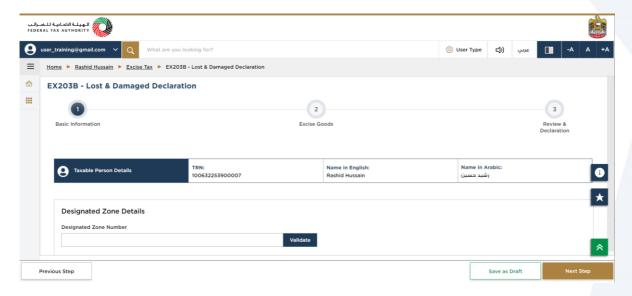


### **Basic Information**





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.

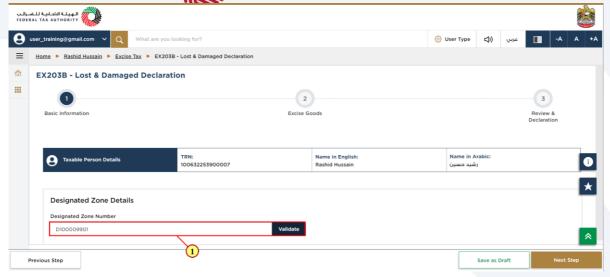




This section displays the basic details of Excise Taxpayer based on the data in Excise Registration profile

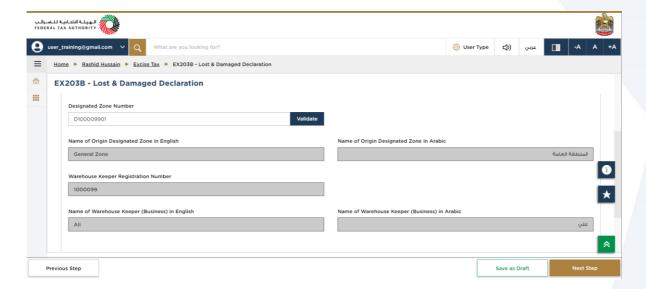






Step Action

(1) Enter the 'Designated Zone number' and click on 'Validate'

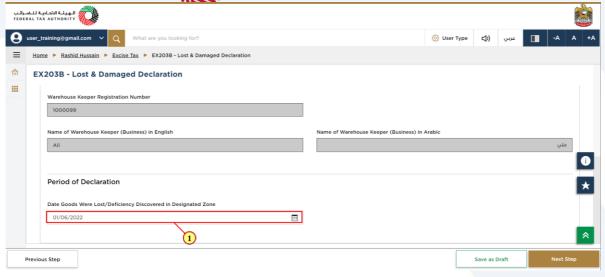




Once the Designated Zone number is validated, the name of the designated zone along with the Warehouse Keeper name and number are pre-populated.

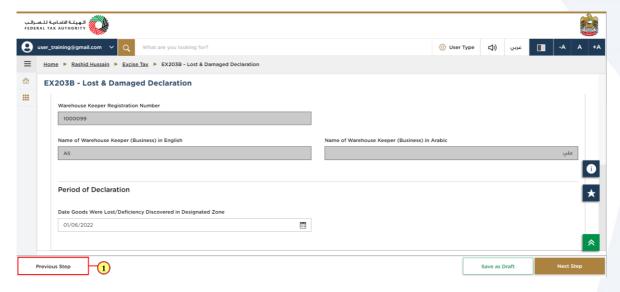






Step Action

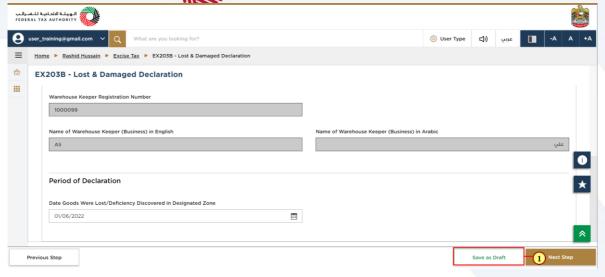
(1) Click here to select the date that the Excisable Goods were lost/deficiency discovered in the Designated Zone



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

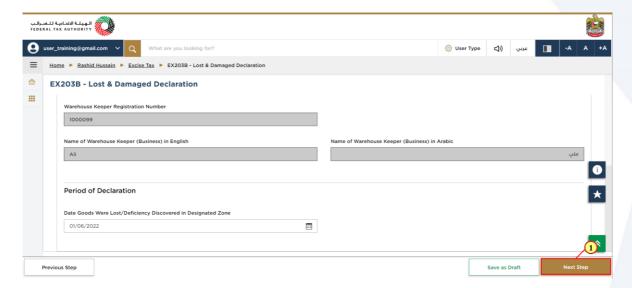






Step Action

(1) Click on 'Save as draft' to save the declaration as a draft.

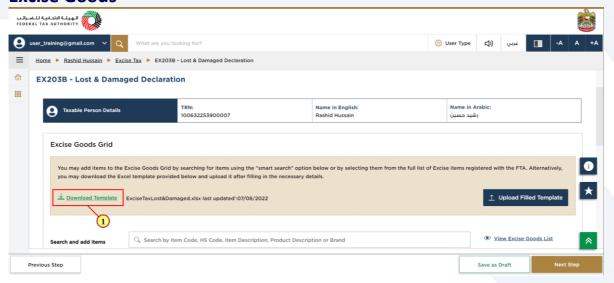


Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps

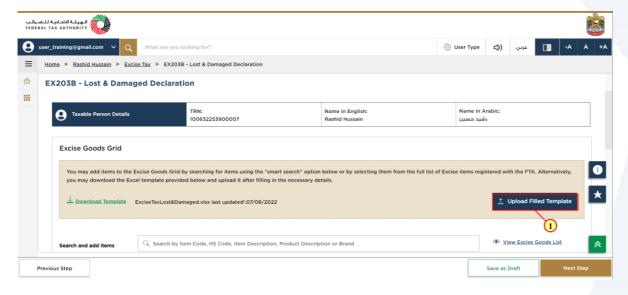




### **Excise Goods**



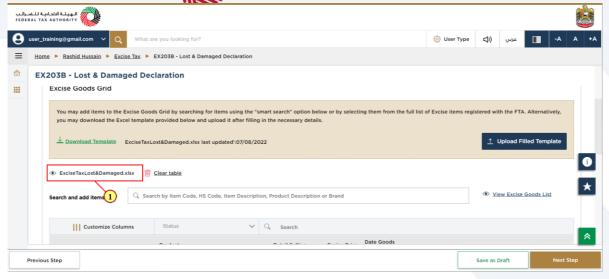
S	Step	Action
	(1)	Click here to download the template that can be filled offline to directly upload items to the Excise Goods grid



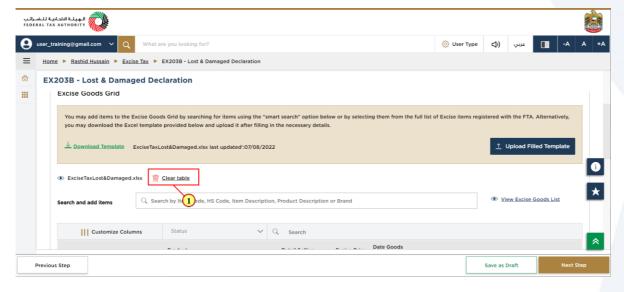
Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Excise Goods grid







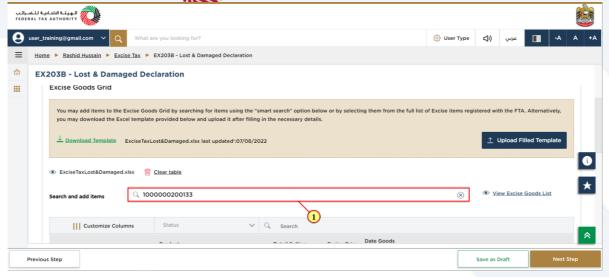




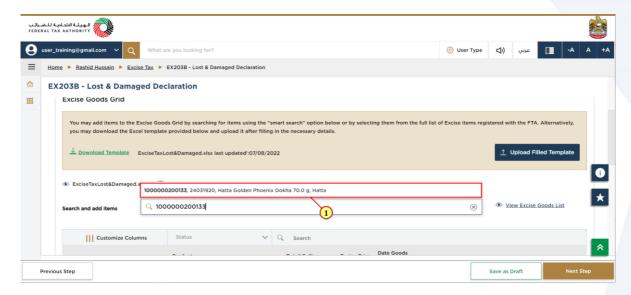
Step	Action
(1)	Click here to clear the Excise Goods Grid







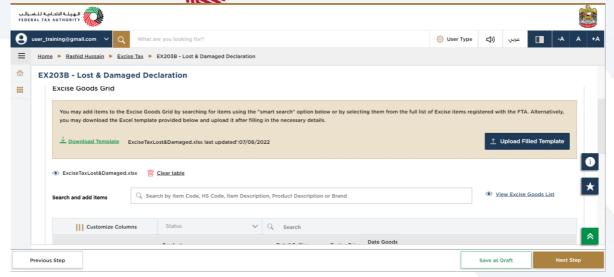




Step	Action
(1)	Select the required item from the search result

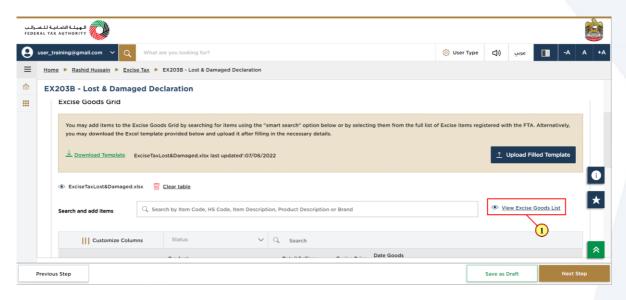








You can add a new column to the table or filter the Excise Goods by its status. You can also search for Excise Goods by item or HS code.

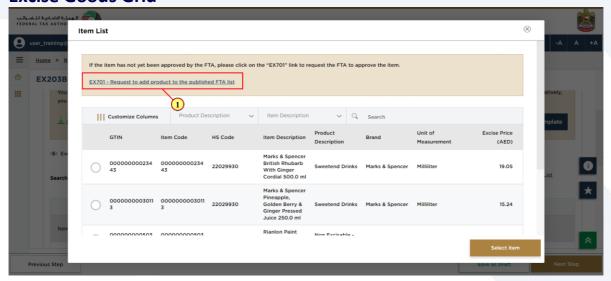


Ī	Step	Action
	(1)	Click here to view the FTA's Excise Goods list

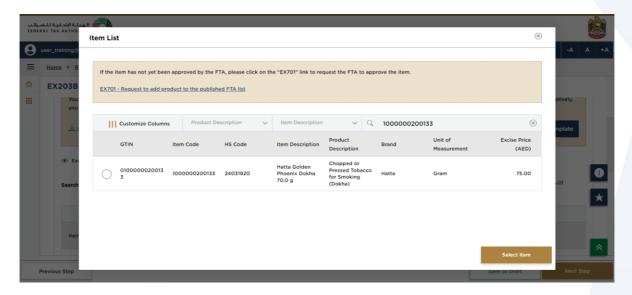




### **Excise Goods Grid**



Step	Action
(1)	Click here to submit a request for adding a new item to the FTA's Excise Goods list

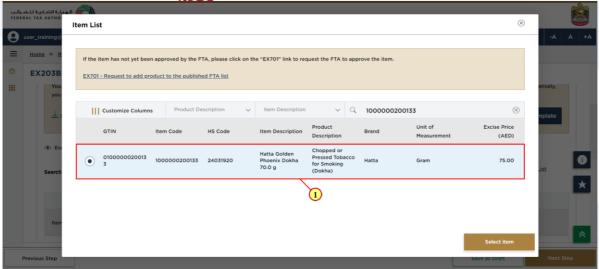




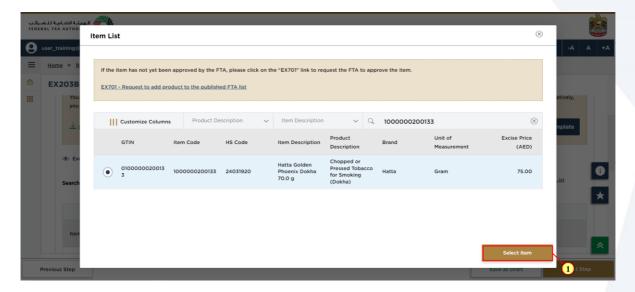
You can add a new column to the table or filter Excise Goods by product or item description. You can also search for Excise Goods by item or HS code.







Step	Action
(1)	Select the required item that you wish to add to the declaration

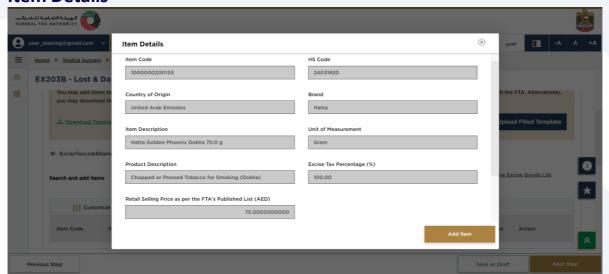


Step	Action
(1)	Click on 'Select Item' to include the item in the declaration



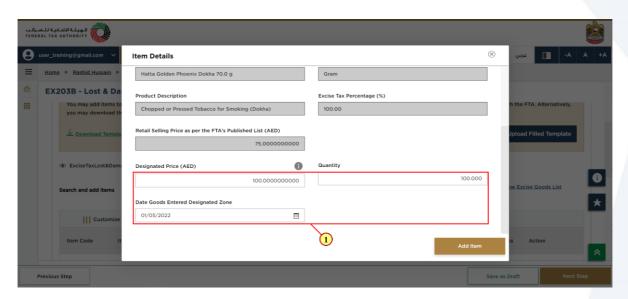


### **Item Details**





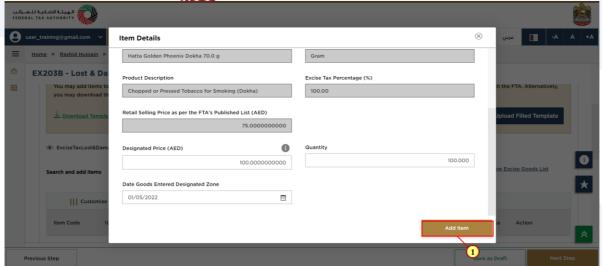
Details of the selected Excise Good are displayed here



Step	Action
(1)	Enter 'Designated price (AED)', 'Quantity' and 'Date Goods Entered Designated Zone'





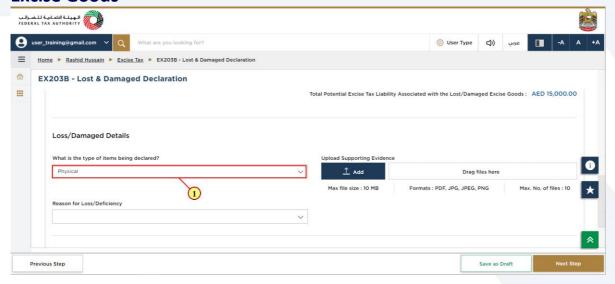


Step	Action
(1)	Click on 'Add Item' to include it in the declaration

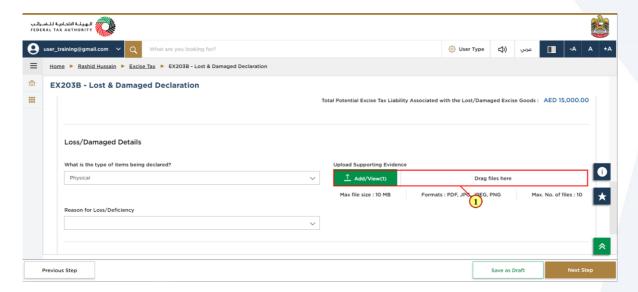




### **Excise Goods**



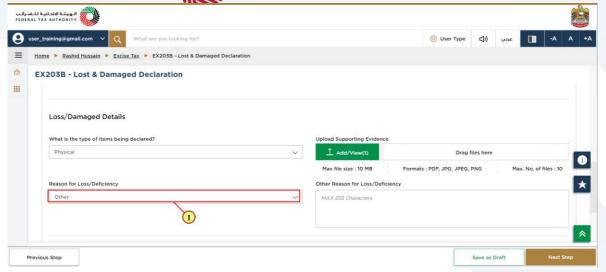
Step	Action
(1)	Select the types of items being declared and Reason for Loss/deficiency



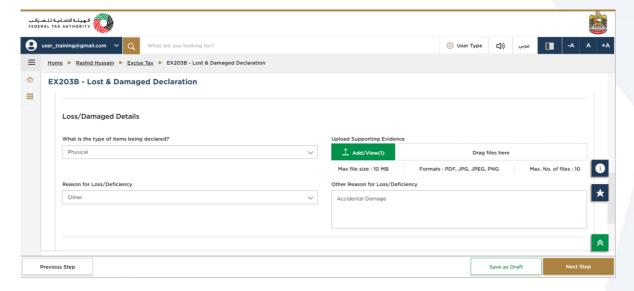
Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload documentary evidence. On successful upload of document, the 'Add' button will be highlighted in green







Step Action
(1) Select the reason for Loss/Deficiency

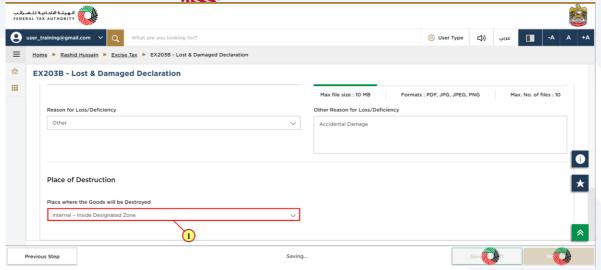




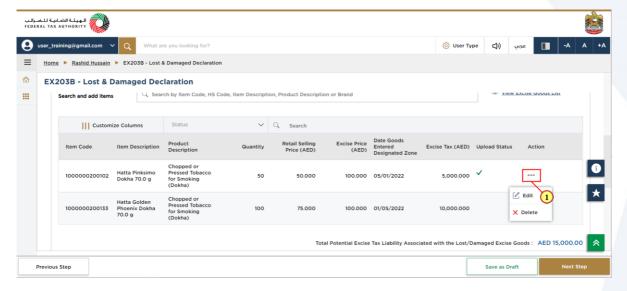
Enter any other reason if the Reason for Loss/Deficiency is selected as 'Other'.







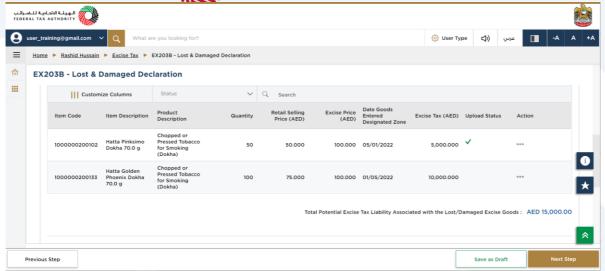
Step	Action
(1)	Select the 'Place where the Excise Goods will be destroyed'



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







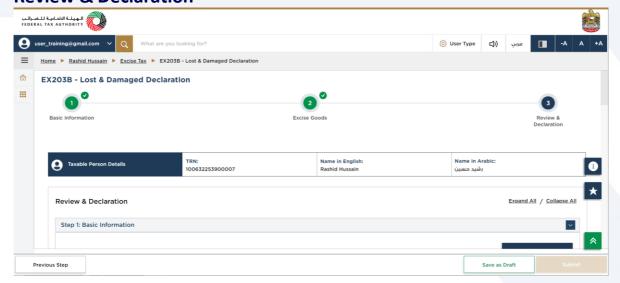


This is the amount of Excise Tax that is calculated based on the items included in the declaration.



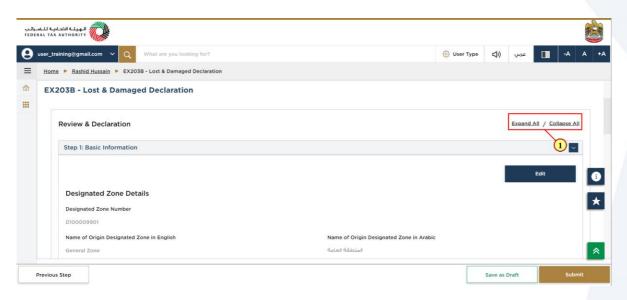


### **Review & Declaration**





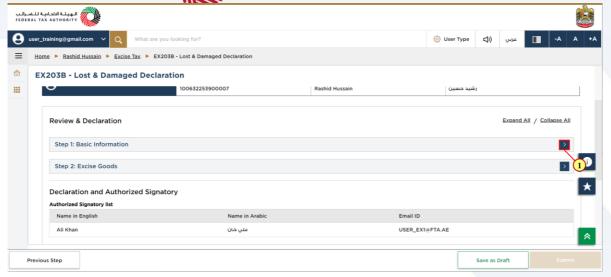
This section displays your completed declaration and allows you to review it prior to submission.



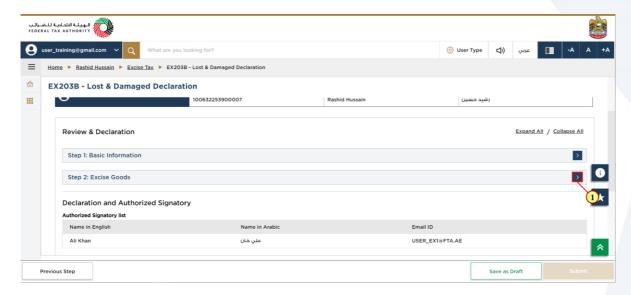
	Step	Action
I	(1)	Click here to expand or collapse all steps at once







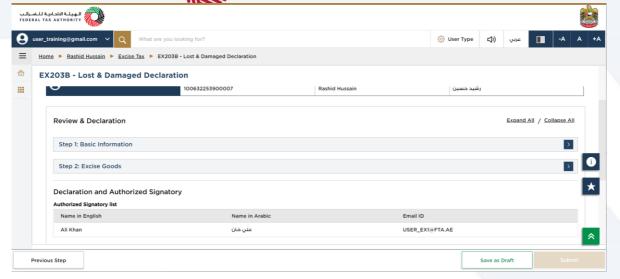
Ste	р	Action
(1)		Click on the drop-down arrow to review the details in this step



Step	Action
(1)	Click on each step to review every section

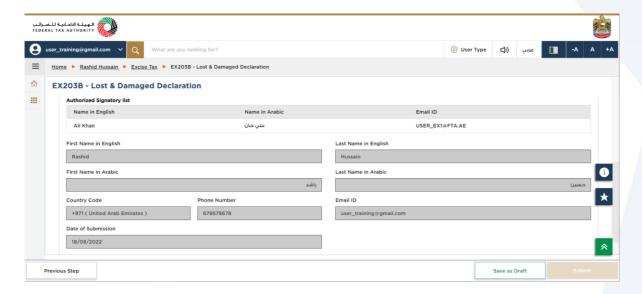








The Authorized Signatory details are taken from your Excise Tax registration currently held by the FTA.

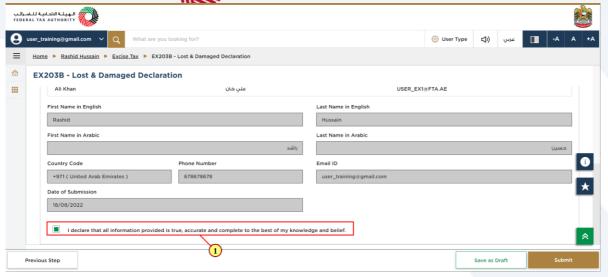




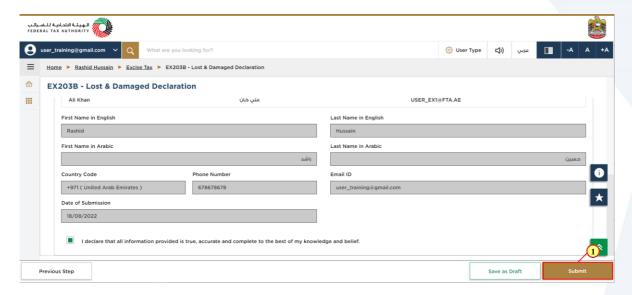
The Declaration details are taken from your Excise Tax registration currently held by the FTA.









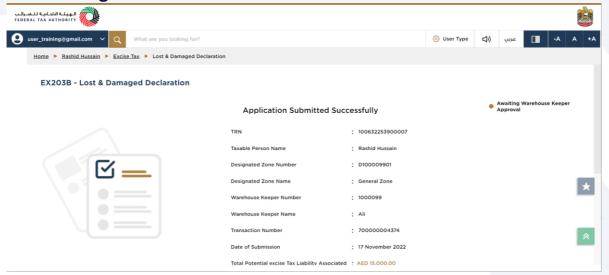


Step	Action
(1)	Click on 'Submit' to submit the declaration





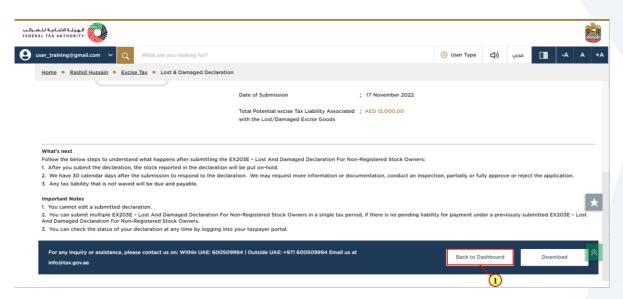
### **Acknowledgement**





You have successfully submitted the declaration!

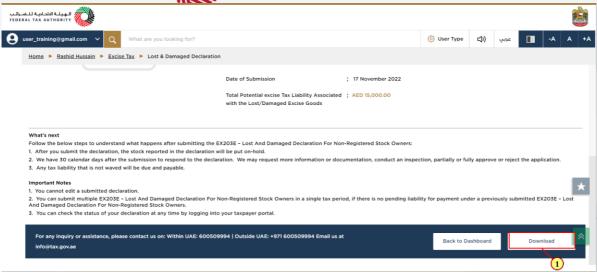
Make a note of the transaction number for future references. You can also access this Excise Declaration from the Lost and Damaged Declaration tile, within the Excise Tax module.



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







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





### Correspondences





# After submission of the declaration, Excise Taxpayer receives the following correspondences:

- Declaration submission acknowledgement.
- Declaration status changed to 'Draft' state acknowledgement (only if Taxpayer edits the submitted declaration before filing of the Excise Tax return for the same Tax period)

# Thank you