



إمارات تاكس
EMARATAX

Register Warehouse Keeper - User Manual

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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

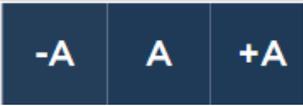
The below are the list of User manuals that you can refer to

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"> 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
	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
	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

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Document Control Information	2
Annexure 2	
Navigating through Emaratax.....	3
Introduction	5
Login to Emaratax	6
Taxable person Tile	7
Warehouse keeper Tile	7
Guidelines and Instructions	8
Entity Details	10
Identification Details	13
Contact Details	18
Business Relationships	20
Bank Details	22
Warehouse keeper Details	24
Additional Details	28
Authorized Signatory	29
Review and Declaration	32
Post Application Submission	34
Correspondences	36



Introduction



This manual is prepared to help the applicant to navigate through the Federal Tax Authority Emaratax portal to submit a Warehouse Keeper registration application. If you have already registered for Excise Tax, your Warehouse Keeper registration application will be prepopulated with your Excise Tax registration details including your Excise Tax TRN. After reviewing your Warehouse registration application, FTA may pre-approve your application depending on the information submitted.

The Warehouse Keeper registration will be set to "Awaiting DZ linking" which indicates that your Warehouse Keeper registration is still not complete, and you are not yet granted the privileges to act as a Warehouse Keeper by FTA. It only allows you submit one or more Designated Zone registration applications to FTA. On approval of your first Designated Zone registration application by FTA, your Warehouse Keeper application will also be approved, and you will be issued a Warehouse Keeper number, Designated Zone number, Warehouse Keeper and Designated Zone registration certificates.

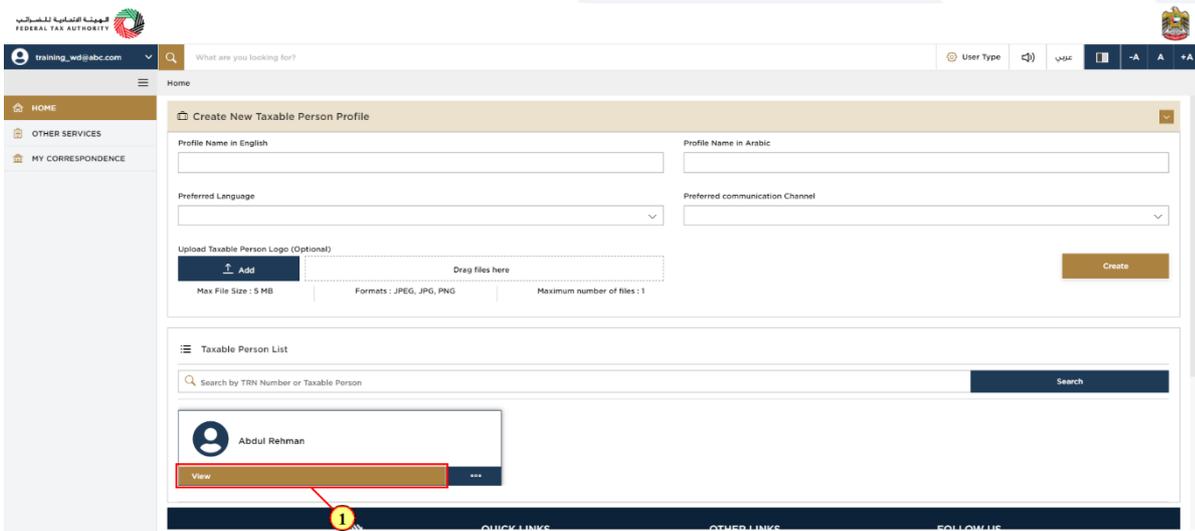


Login to EmaraTax

- 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.

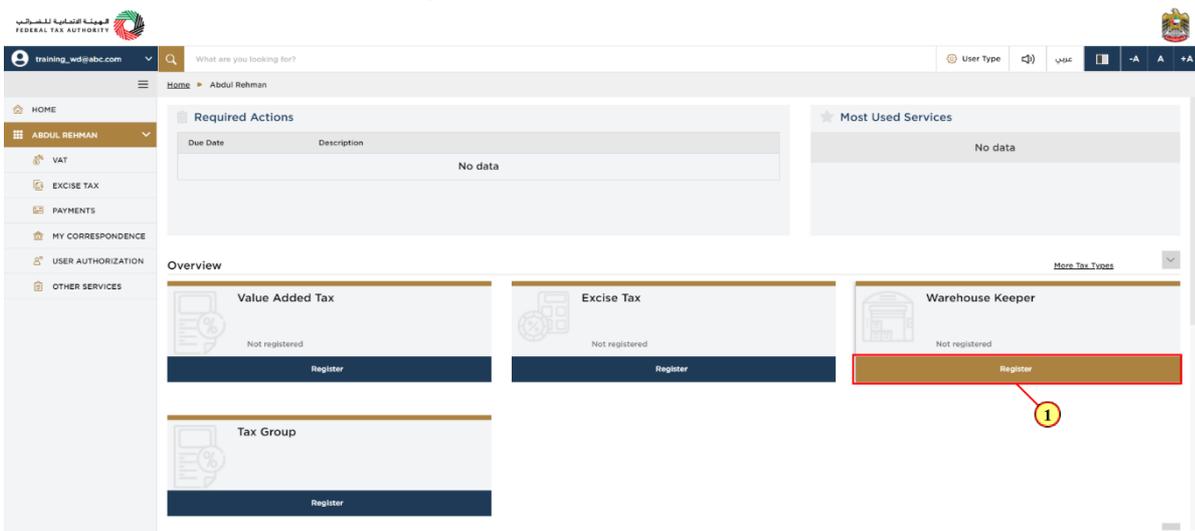


Taxable person Tile



Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard

Warehouse keeper Tile



Step	Action
(1)	Click 'Register' on the Warehouse Keeper tile to initiate the Warehouse Keeper registration application.



Guidelines and Instructions

 The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Warehouse Keeper registration in the UAE. It also provides guidance on what information you should have in hand when you are completing the Warehouse Keeper registration application.

Step	Action
(1)	Read the instructions and guidelines carefully before starting the application. Mark the checkbox to confirm.



Step	Action
(1)	Click 'Start' to initiate the Warehouse Keeper Registration application.



Entity Details

- The application is divided into several short sections which deal with various aspects of the registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous section will be highlighted in green.
- To move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be filled out in order to move to the next section.
- Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.

Step	Action
(1)	Select the Entity Type of your business from the list. Please Note that the input fields in this section may vary based on the entity type selected.



 Generally, the Warehouse Keeper should be a UAE registered business or resident for Excise tax purposes in the UAE.

Step	Action
(1)	You may choose to click on 'Save as draft' to save your application and return to continue working on your application later.



training_wd@abc.com What are you looking for? User Type عربي -A A +A

Home > Abdul Rehman

Warehouse Keeper Registration

- Entity Details
- Identification Details
- Contact Details
- Business Relationships
- Bank Details
- Warehouse Keeper Details
- Additional Details
- Authorized Signatory
- Review and Declaration

Entity Details

Entity Type
Legal Person - Incorporated

Do you have a certificate of incorporation?
 Yes No

Upload Certificate of Incorporation
 Drag files here
 Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files : 3

Previous Step 1

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Identification Details

Step	Action
(1)	Depending on the 'Entity Type' selected, you are required to provide the main trade license details. If you hold a UAE Trade License, you must complete the information requested.

Generally, your Trade License should cover the relevant descriptions of your business activities as a Warehouse Keeper.

Any field that is not marked as 'Optional' is mandatory and must be filled out in order to move to the next section.



Step	Action
(1)	Click 'Add Business Activities' to enter the business activity information associated to the trade license.

	The activity code will be populated by the system. Ensure that the information about all your business activities is included.
--	---



Step	Action
(1)	Enter the mandatory business activity information and click on Add.

Step	Action
(1)	Click on Add Owners to enter all the owners' associated to the trade license.



Step	Action
(1)	Enter the mandatory owner information and click on Add.

 Branches are not legally distinct from the wider entity to which they belong. Therefore, registration will not be made in the name of a branch but in the name of the head office where it meets the relevant criteria. Even if you are operating via branches in more than one Emirate, only one Warehouse Keeper registration is required.



Warehouse Keeper Registration

Trade Name in English (optional) Trade Name in Arabic (optional)

Upload copy of Trade License

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Trading co	شركة آي بي سي للتجارة	434356	100.00	***

Local Branch Details

Do you have branches in UAE?
 Yes No

Buttons: Previous Step, Cancel, Save as Draft, Next Step

Step	Action
(1)	Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.

Warehouse Keeper Registration

Trade Name in English (optional) Trade Name in Arabic (optional)

Upload copy of Trade License

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Trading co	شركة آي بي سي للتجارة	434356	100.00	***

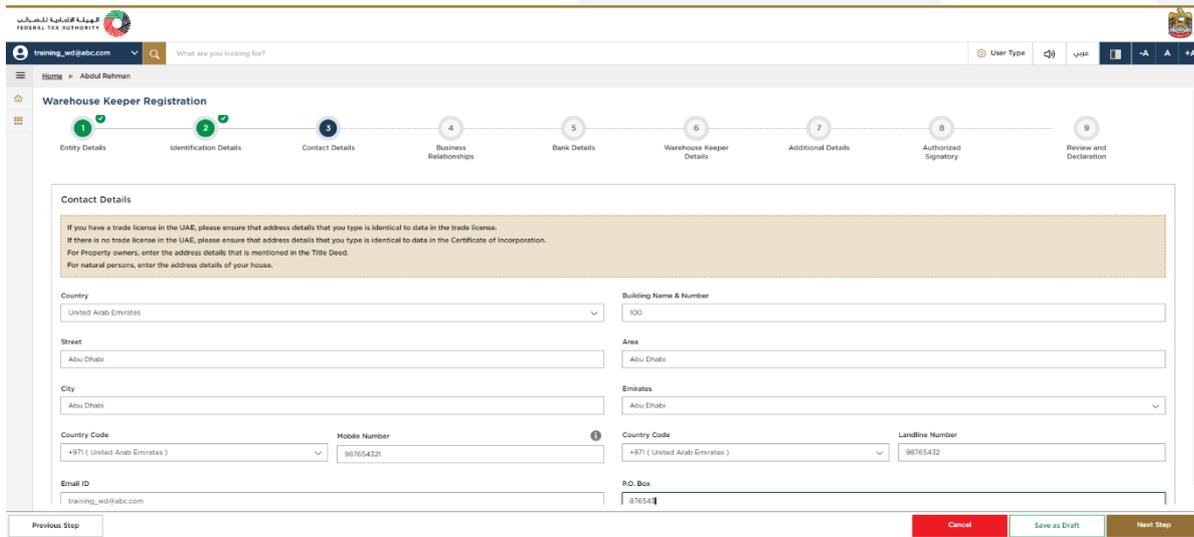
Local Branch Details

Do you have branches in UAE?
 Yes No

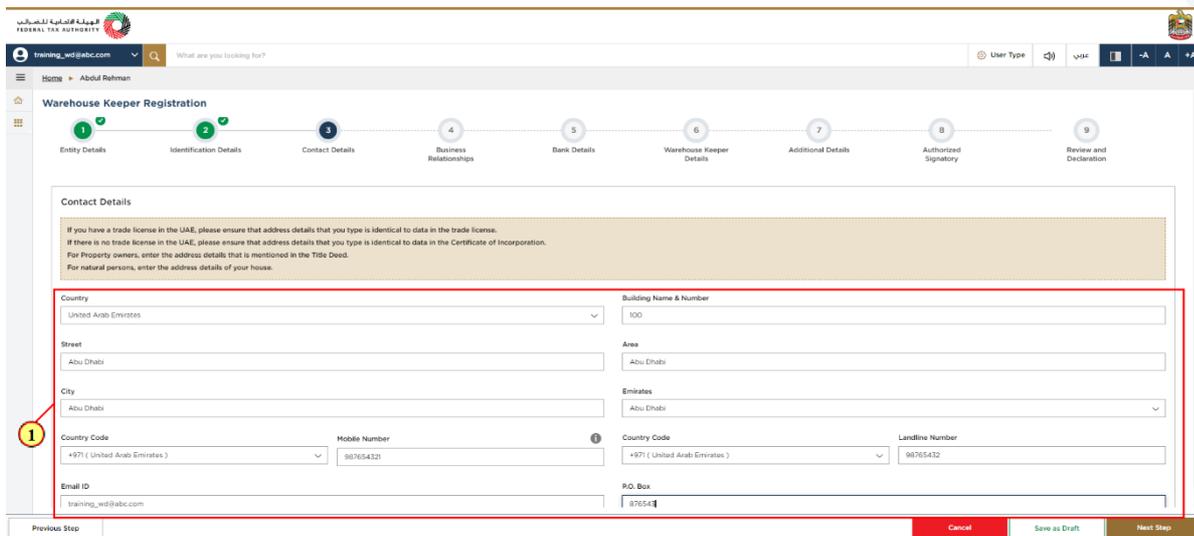
Buttons: Previous Step, Cancel, Save as Draft, Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

Contact Details



 Do not use another company's address (for example, your accountant). If you have multiple addresses, provide details of the place where most of the day-to-day activities of the warehouse keeping business are carried out.



Step	Action
(1)	Enter the address where you are carrying out your business as a Warehouse Keeper here.



Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Business Relationships

Step	Action
(1)	You are required to enter the business relationships in this section.

Step	Action
(1)	Click Add Relationships to add more relationship details, this is an optional field.



Step	Action
(1)	Enter all the mandatory information and click on Add.

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Bank Details

The screenshot shows the 'Bank Details (Optional)' section of the registration process. It contains the following fields and options:

- Country: A dropdown menu.
- Bank Name: A text input field.
- Branch Name: A text input field.
- Account Holder's Name: A text input field with an information icon.
- Account number: A text input field.
- Upload Copy of Bank Validation Letter: A section with an 'Add' button, a 'Drag files here' area, and specifications: 'Max file size: 15 MB', 'Formats: PDF, DOC', and 'Max No. of Files: 3'.

Navigation buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.



- Bank details are optional in the Registration application. You may also provide or update the bank account details after the Warehouse Keeper registration is completed.
- If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
- You must ensure that your account details are accurate. Some accounts cannot receive payments electronically. Ensure that your Bank has this facility.

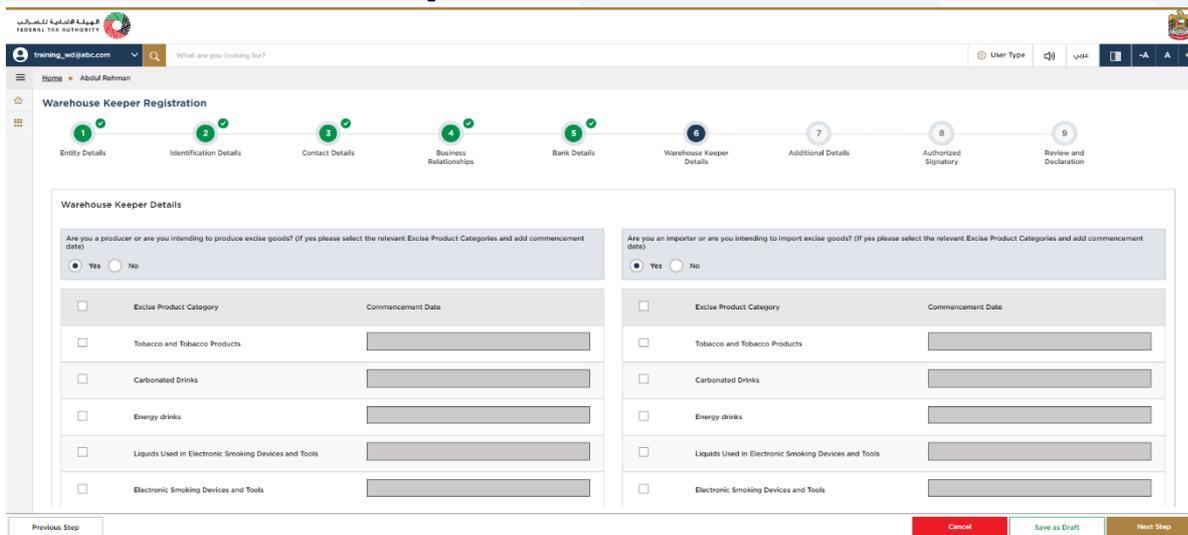
This screenshot is identical to the one above, but with a red box highlighting the entire 'Bank Details (Optional)' section and a red circle containing the number '1' pointing to the 'Account number' field.

Step	Action
(1)	This must be an account held with a bank established in the UAE. The account name must match the legal name of the entity you are registering with the FTA.



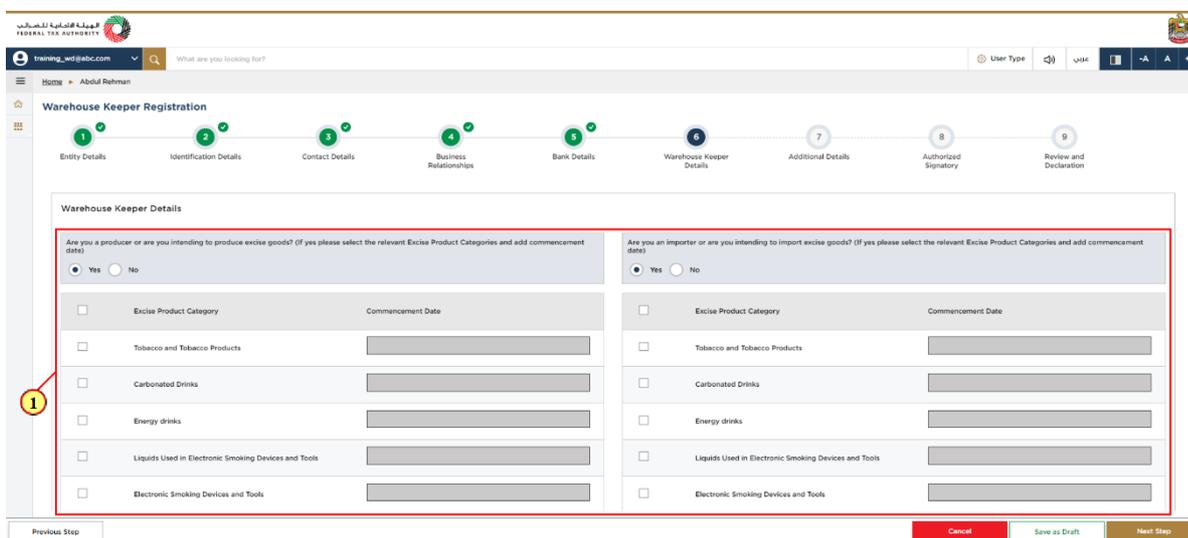
Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

Warehouse keeper Details





- Only the excisable activities and goods declared in this section will be available to choose from in the Designated Zone registration application (after your Warehouse Keeper application is approved by FTA). Hence you need to declare the excisable activities and excise goods that you intend to operate across all your Designated Zones in this application.
- In future, if you need to add excisable activities and excise goods in your Designated Zones that has not been declared in your Warehouse Keeper registration, you need to first submit an 'Amend Warehouse Keeper' application to FTA. Post FTA approval, these will appear in your 'Amend Designated Zone' application.



Step	Action
(1)	<ul style="list-style-type: none"> Answer the questions based on the excisable activities you may be, or are, involved in. Accordingly provide all types of Excise goods that you would be engaged with and their commencement dates. Select whether you plan to store excise goods owned by yourself, other parties, or both in your Designated Zones



Step	Action
(1)	If you are a Logistics company, answer the question as 'Yes'

- Your effective date of registration as a Warehouse Keeper will be the day on which your application is approved, or any date requested from you and agreed by the FTA.
- You are liable to pay the Excise tax owed to the FTA in case the person who is required to pay the tax fails to do so. To ensure that you are financially capable for the potential tax liability, documentary proof on your financial solvency should be submitted for the FTA's review. Furthermore, the FTA may ask you to submit a financial guarantee against Excise tax that may accrue to the excise goods stored in the Designated Zone as part of the Designated Zone registration application.



Step	Action
(1)	Input the date you believe your registration should take effect on. The date can be any date or the same day you submit this registration form.

Step	Action
(1)	Provide documentary proof of your financial solvency. You may also provide us with additional comments for more explanation.



Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Additional Details

Step	Action
(1)	Answer these additional questions based on your business related activities

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Authorized Signatory

Step	Action
(1)	Click on Add Authorized Signatory, to enter the Authorized Signatory details.

Step	Action
(1)	If Manager or CEO is the authorized signatory select 'Yes', the Manager or CEO details provided in the previous section will be populated. Otherwise, select 'No', to enter the authorized signatory detail.



Authorized Signatory

Is your authorized signatory same as your manager?
 Yes No

First Name in English: [Abdul] Last Name in English: [Salman]
 First Name in Arabic: [] Last Name in Arabic: []
 Designation: [] Email: [salman@wtkb.com]
 Country Code: [977] Mobile Number: [987654321]
 Country of Nationality: [United Arab Emirates]
 Emirates ID: [] ID Expiry Date: [22/01/2028]
 Passport Number: []
 Passport Issuing Country: [United Arab Emirates] Passport Expiry Date: [22/01/2028]
 Start Date: [01/01/2022]

Please upload Memorandum of Association/Power of Attorney documents.
 Drop files here

Max File Size: 15 MB | Max No. of Files: []

 Evidence of authorization may include a Power of Attorney or similar in the case of legal persons. You can add one or more authorized signatory, if required.

Step	Action
(1)	Enter all the mandatory information and click on Add.



Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Review and Declaration

Warehouse Keeper Registration

Name in English	Name in Arabic	ID Number	Email
Abdul Rehman	عبد رحمن		Training_wd@abc.com

Declaration

First Name in English: training

First Name in Arabic: تدریب

Last Name in English: wd

Last Name in Arabic: تدریب

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Email: TRAINING_WD@ABC.COM

Submission Date: 28/07/2022

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

Buttons: Previous Step, Cancel, Save as Draft, Submit



This section will help you to make sure that you have completed the registration application correctly and included the documents we have asked you to send.

Warehouse Keeper Registration

Name in English	Name in Arabic	ID Number	Email
Abdul Rehman	عبد رحمن		Training_wd@abc.com

Declaration

First Name in English: training

First Name in Arabic: تدریب

Last Name in English: wd

Last Name in Arabic: تدریب

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Email: TRAINING_WD@ABC.COM

Submission Date: 28/07/2022

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

Buttons: Previous Step, Cancel, Save as Draft, Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



training_wd@abc.com What are you looking for? User Type عربي

Home > Abdul Rehman

Warehouse Keeper Registration

Edit

Name in English	Name in Arabic	ID Number	Email
Abdul Rehman	عبد عبد		Training_wd@abc.com

Declaration

First Name in English	First Name in Arabic	
training	تدريب	
Last Name in English	Last Name in Arabic	
wd	تدريب	
Country Code	Mobile Number	Email
+971 (United Arab Emirates)	987654321	TRAINING_WD@ABC.COM
Submission Date		
28/07/2022		

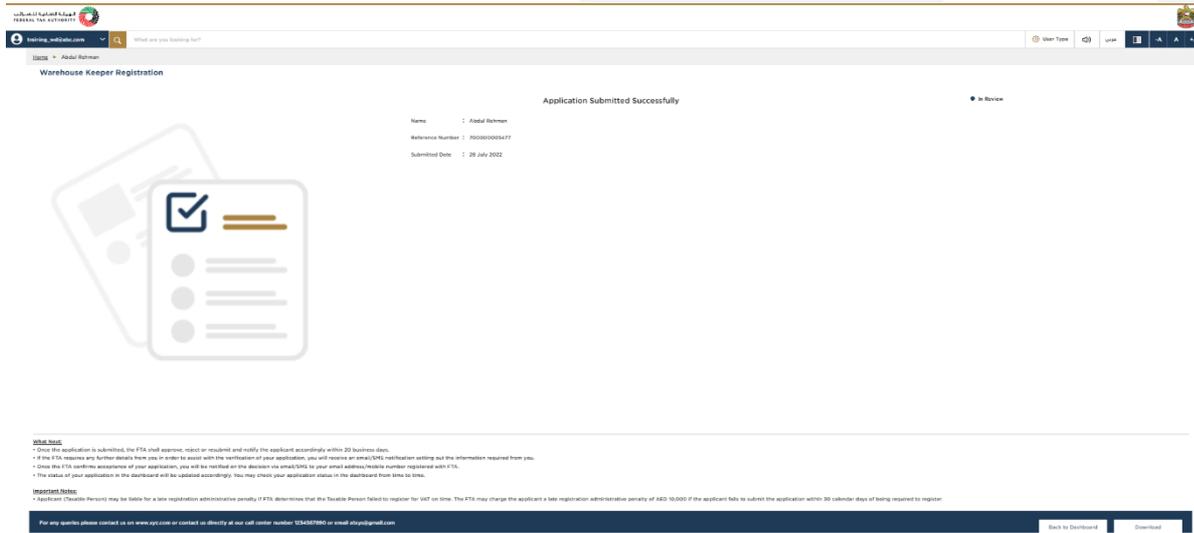
I declare that all information provided is true , accurate and complete to the best of my knowledge and belief

Previous Step **Cancel** Save as Draft **Submit** ¹

Step	Action
(1)	Click 'Submit' to submit the application to FTA.



Post Application Submission

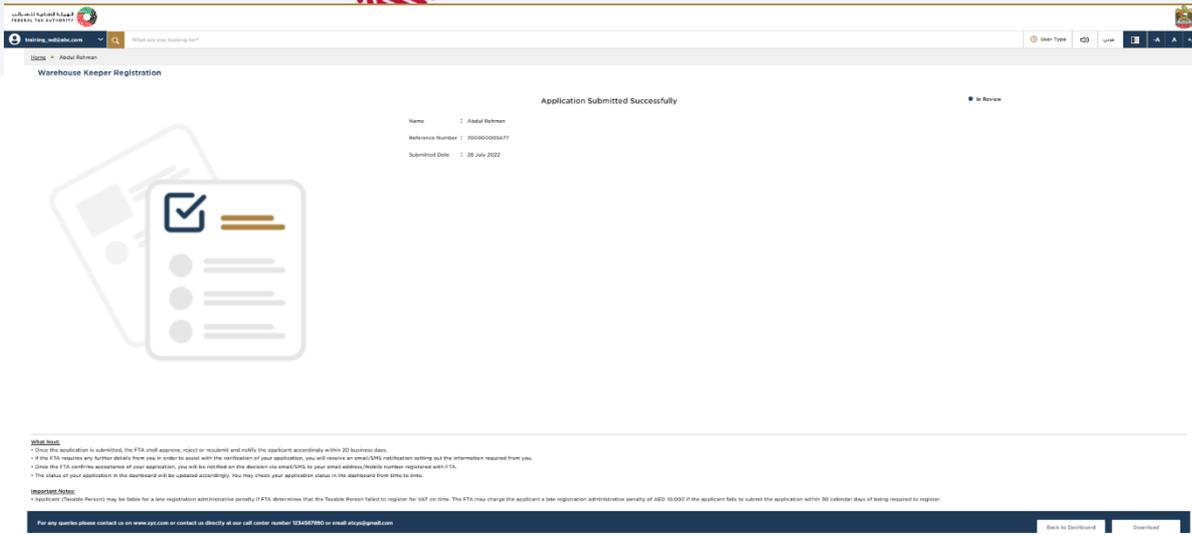


- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.
- Your application will be reviewed by us. If additional information is required to assist the review of the application, we will contact you via email. You will be required to provide such additional information within the stipulated timeframe.
- Upon completing the review of the application, we will either pre-approve or, in some cases, may have to reject the application. We will notify you via email its decision on your application.
- Where an application is rejected, we will provide reasons for doing so. You may reapply but only once you have resolved the matters brought to your attention.
- Once the FTA confirms acceptance of your application, you will be notified on the decision and status of the application will be changed to "Awaiting DZ linking". You will now be able to submit one or more Designated Zone registration applications to FTA. Please note that the "Awaiting DZ linking" status indicates that your Warehouse Keeper registration is still not complete, and you are not yet granted the privileges to act as a Warehouse Keeper by FTA. On approval of your first Designated Zone registration application by FTA, your Warehouse Keeper application will also be approved, and you will be issued a Warehouse Keeper number, Designated Zone number, Warehouse Keeper and Designated Zone registration certificates.

Important Notes:

- The status of your application will be updated in the dashboard of your taxpayer portal. You can check it at any time by log in to your taxpayer portal.
- The Warehouse Keeper registration application shall be approved only once the first Designated Zone under the Warehouse Keeper is approved by the FTA. Only then, the Warehouse Keeper number and certificate will be issued by the FTA.
- Once registered, the Warehouse Keeper must notify the FTA of any change in circumstances which may affect his registration status. You must familiarize yourself with the provisions around change of circumstances under Article 10 of Cabinet Decision Number. 37 of 2017 on the Executive Regulation of the Federal Decree-Law Number. 7 of 2017 on Excise Tax.





Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.



Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you