الـهيئـة الاتحاديـة لـلـضـرائـب FEDERAL TAX AUTHORITY



# إمــارات تـاكـس **ΞΜΛRΛΤΛΧ**

# Register Warehouse Keeper - 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

#### 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	<ul> <li>This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal:</li> <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.







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
<b>⊴</b> »	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
A 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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# Introduction



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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 preapplication the information submitted. approve your depending on

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.



i	•	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.
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• 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.









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# Warehouse keeper Tile

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	Eligibility Criteria		2
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			*
	Back		Start



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.

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# الـهـيئـة الاتحـاديـة لـلـضـرائـب FEDERAL TAX AUTHORITY





# **Entity Details**

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i	<ul> <li>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.</li> <li>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.</li> </ul>
	<ul> <li>Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.</li> </ul>

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

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# **Identification Details**

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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.

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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.





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United Arab Emirates

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The activity code will be populated by the system.

Ensure that the information about all your business activities is included.

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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.





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### الـهيئـة الاتحاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY



# **Contact Details**

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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-today activities of the warehouse keeping business are carried out.

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# **Bank Details**

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- 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.

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# Warehouse keeper Details



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- 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.

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Step	Action
(1)	<ul> <li>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.</li> <li>Select whether you plan to store excise goods owned by yourself, other parties, or both in your Designated Zones</li> </ul>

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Please provide any docu	umentation which can support your financial solvency	r (n.g. copy of most recent financial statements, ba	nk statement for the last 3 months or other)		Comments				
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Are you a logistics company?								
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What is the proposed effective date of your registrat	ion as a Warehouse keeper?							
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Please provide any documentation which can suppor	t your financial solvency (e.g. copy	of most recent financial statements, ba	ank statement for the last 3 months or other)		Comments			
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- 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.

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# **Additional Details**



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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.

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# **Review and Declaration**

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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.

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- 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.



(1)	•	Click 'Download' to download a pdf copy of the acknowledgement screen.
	•	Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.





## إمــارات تـاكـس **EMARATAX**

#### 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

Federal Tax Authority