الـهـيئـة الاتحاديـة لـلـضـرائـب FEDERAL TAX AUTHORITY



# إمــارات تـاكـس **ΞΜΛRΛΤΛΧ**

#### Deregister Designated Zone - 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					
<b>1 2 </b>	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

#### الـهـيئـة الاتحـاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY





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Navigating through EmaraTax
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Login to EmaraTax
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#### Introduction

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This training manual is used to describe the service for application of deregister of Designated Zone.

Deregistration of DZ requires many parameters to proceed and FTA must approve to complete the processes.

Follow the process as highlighted in this training manual to complete the deregister of Designated Zone.



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.
	•	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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### **Designated Zone Management**



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# **Deregister Designated Zone**



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	© 2022 Federal Tax Authority	y. All rights reserved.							
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Step	Action
(1)	Click 'Actions' and 'Deregister' to initiate the Designated Zone deregistration application.

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(1)	Click 'Yes or No' to continue with the Designated Zone deregistration application as per the requirement.



- i
- This message will be displayed if the Designated Zone being deregistered is the only Designated zone under the Warehouse Keeper.
- Once you have applied for deregistration of all Designated Zones, and all the Designated Zone deregistration applications have been approved, the Warehouse Keeper may also get deregistered if no liabilities pending and if no Add Designated Zone applications are in review.







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	Eligibility Criteria						>
	Service Steps						>
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	I confirm that I have read the above instructions	and guidelines					
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The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Designated Zone deregistration. It also provides guidance on what information you should have in hand when you are completing the Designated Zone deregistration application.

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# الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY Deregistration Information Section

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06/10/2022				*
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<b>(1</b> )	<ul> <li>The application is divided into a number of short sections which deal with various aspects of the deregistration 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>In order 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> <li>Ensure that data you enter in the application is identical to the relevant supporting documents in order to avoid rejection or resubmission of your application.</li> </ul>
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(1)	<ul> <li>Enter the deregistration reason and upload supporting documents.</li> <li>Enter the date on which you want the Designated Zone deregistration to take effect.</li> <li>Enter the details of stock levels in your designated zone.</li> </ul>







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# **Review and Declaration**

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

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## **Post Application Submission**



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mining_wd@ebc.com v Q What are you looking for?		🛞 User Type (ع) بربيد 🔳 🗚 ۸
Herrs + Abdal Rohman + Designated Zone Management		
Designated Zone De-Registration		
	Application Submitted Successfully	In Review
	Applicant's Name 1 ABC Trading co	
	Reference Number 1 1007800/8981	
	Submitted Date : 6 October 2022	
What Next:		
<ul> <li>Once the application is submitted, the FTA shall approve, reject or resubmit and notify the apple if the FTA requires any further details from you in order to assist with the verification of your apple</li> </ul>	cant accordingly within 20 business days. plication, you will receive an emell/SMS notification setting out the information required from you.	
<ul> <li>Once the FTA confirms acceptance of your application, you will be notified on the decision via The status of your application in the dashboard will be updated accordingly. You may check yo</li> </ul>	mal/SMS to your email address/mobile number registered with FTA. r application status in the dashboard from time to time.	
Important Notes:		
<ul> <li>Applicant (taxable Person) may be liable for a late registration administrative penalty if FTA de</li> </ul>	termines that the taxable person taxed to register for VAT on time. The PTA may charge the applicant a late registration administrative penalty of AED 10,000 if the a	ppricant fails to submit the apprication within so calendar bays of being required to register.

i	<ul> <li>Financial Guarantee Release/Liquidation-</li> <li>The financial guarantee submitted for this designated zone shall be released once the deregistration is completed. In case pending liabilities are not settled, the guarantee may be subject to liquidation based on the decision taken by the FTA.</li> <li>Receiving the Designated Zone Deregistration Certificate -</li> <li>After successful deregistration of the designated zone, you will be sent a correspondence that includes the following information: <ol> <li>Designated Zone Deregistration certificate</li> <li>Warehouse Keeper Deregistration certificate (if the Warehouse Keeper is also deregistered)</li> </ol> </li> </ul>
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Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.

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#### 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