



إمارات تاكس
EMARATAX

Deregister Designated Zone - 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
Designated Zone Tile	8
Designated Zone Management	9
Deregister Designated Zone	10
Guidelines and Instructions	12
Deregistration Information Section	14
Review and Declaration	16
Post Application Submission	18
Correspondences	20



Introduction



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.

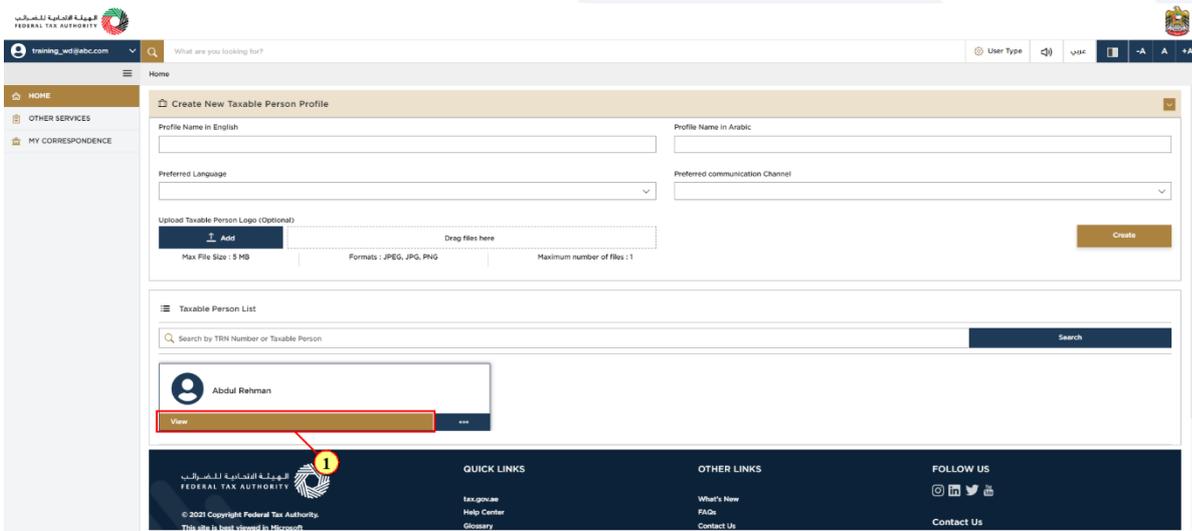


Login to EmaraTax



- 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.

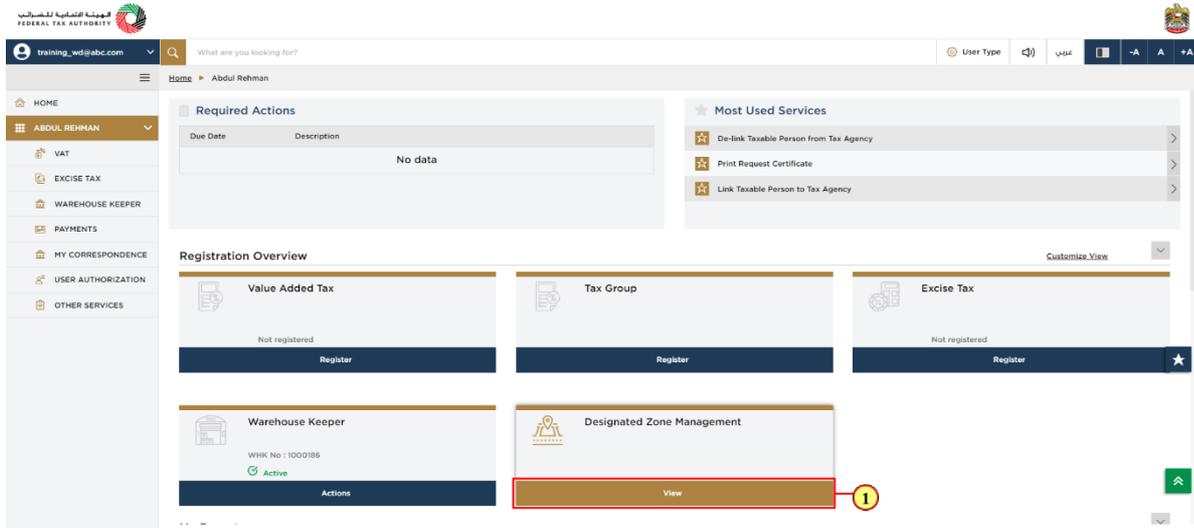
Taxable Person Tile



The screenshot shows the 'Create New Taxable Person Profile' form with fields for Profile Name in English, Profile Name in Arabic, Preferred Language, and Preferred communication Channel. Below the form is the 'Taxable Person List' table with a search bar and a table containing one entry for 'Abdul Rehman'. A red box highlights the 'View' button in the table, with a red arrow pointing to it from a yellow circle containing the number '1'.

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

Designated Zone Tile



The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'training_wd@abc.com'. The main content area displays a 'Registration Overview' section with several tiles: 'Value Added Tax' (Not registered), 'Tax Group' (Not registered), 'Excise Tax' (Not registered), 'Warehouse Keeper' (Active), and 'Designated Zone Management'. The 'Designated Zone Management' tile has a 'View' button highlighted with a red box and a circled '1'.

Step	Action
(1)	Click 'View' on the Designated Zone Management tile to view the details of Designated Zones managed by the Warehouse Keeper.



Designated Zone Management



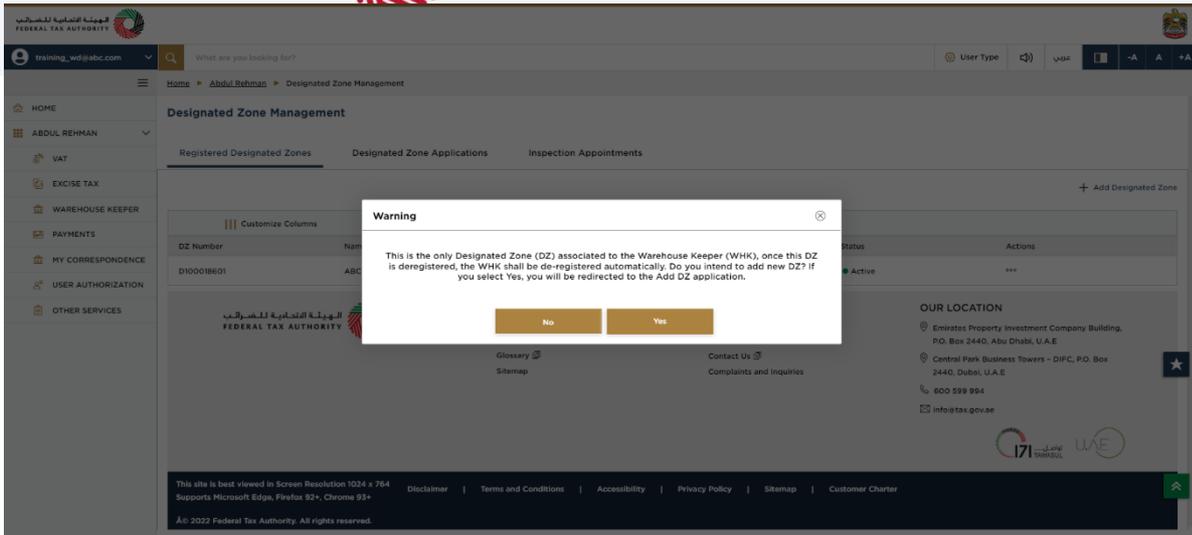
- The Designated Zones registered under the Warehouse Keeper will be displayed in this screen.
- This is an application for the deregistration of a Designated Zone with the FTA. A separate application is required in relation to each Designated Zone.
- Once you have applied for deregistration of all Designated 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.



Deregister Designated Zone

Step	Action
(1)	Click 'Actions' and 'Deregister' to initiate the Designated Zone deregistration application.

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



- 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.



Guidelines and Instructions

The screenshot shows the 'Designated Zone De-Registration' page. At the top, there are three summary boxes: 'No. of form sections: 2 sections', 'Expected time to complete this application: 20 minutes', and 'Expected fees for this service: Free for Charge'. Below these are sections for 'Tutorials' (with links to 'Watch Video Tutorial' and 'Download the User Manual'), 'Required Documents' (with a list of accepted file types: PDF, JPG, PNG, DOC and JPEG, and a 15 MB limit), and 'Service Details' (with expandable sections for 'About the Service', 'Eligibility Criteria', 'Service Steps', and 'FAQs'). At the bottom, there is a checkbox labeled 'I confirm that I have read the above instructions and guidelines' and a 'Start' button.

 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.

This screenshot is identical to the one above, but with a red rectangular box around the checkbox 'I confirm that I have read the above instructions and guidelines' and a yellow circle containing the number '1' pointing to it.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, click checkbox to agree the terms and conditions.



Step	Action
(1)	Click 'Start' to initiate the Designated Zone deregistration application.



Deregistration Information Section

- 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.
- 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.
- 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.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the deregistration reason and upload supporting documents. Enter the date on which you want the Designated Zone deregistration to take effect. Enter the details of stock levels in your designated zone.



Step	Action
(1)	<ul style="list-style-type: none"> Select whether the application involves a transfer of ownership. If you select 'yes', provide the Warehouse Keeper Number, New Designated Zone Registration application number and the Warehouse Keeper application number of the Warehouse Keeper to whom the ownership is being transferred.

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



Review and Declaration

 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.

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

Home > Abdul Bahman > Designated Zone Management

Designated Zone De-Registration

Is this a transfer of Ownership?
 Yes No

Authorized Signatory list

Name in English	Name in Arabic	Email ID
ABC Super Market Ltd	مركز ابيحنا سوبر ماركت المحدود	training07@xyz.com

Declaration

First Name in English: trahing

Last Name in English: wd

First Name in Arabic: [Field]

Last Name in Arabic: [Field]

Country Code: +971 (U.A.E)

Mobile Number: 987654321

Email ID: training_wd@abc.com

Date of Submission: 06/10/2022

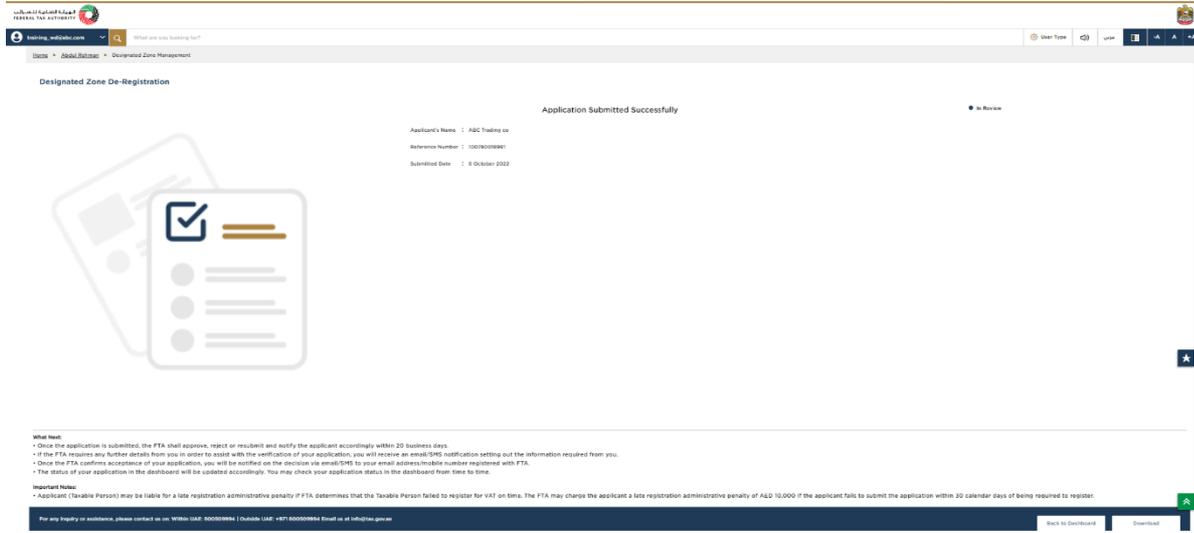
I Declare that all information is true, accurate and complete to the best of my knowledge and belief

Previous Step Cancel Save as Draft **Submit**

Step	Action
(1)	Click 'Submit' to submit the Designated Zone deregistration application.



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.
- If there is a transfer of ownership involved in this application, please share your application reference number to the Warehouse Keeper to whom your Designated Zone is being transferred. That Warehouse Keeper needs to submit a Add Designated Zone application for the Designated Zone which needs to be transferred and provide your Warehouse Keeper number and Designated Zone number in that application.
- 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.
- Once the de-registration request is submitted, the FTA shall approve or reject the request and notify the registrant accordingly. The FTA may contact you if any actions are needed to be taken to settle any outstanding tax liability with respect to the Designated Zone. Further, the FTA may ask you to provide additional supporting documents to validate the information you declared within your application.
- If the designated zone being de-registered in the last designated zone managed by the Warehouse Keeper, then the Warehouse Keeper shall also be de-registered automatically, provided there are no liabilities pending with the Warehouse Keeper.

Financial Guarantee Release/Liquidation-

- 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.

Receiving the Designated Zone Deregistration Certificate -

- After successful deregistration of the designated zone, you will be sent a correspondence that includes the following information:
 - 1) Designated Zone Deregistration certificate
 - 2) Warehouse Keeper Deregistration certificate (if the Warehouse Keeper is also deregistered)



Designated Zone De-Registration

Application Submitted Successfully

Applicant's Name : ABC Trading co
Reference Number : 100780000001
Submitted Date : 6 October 2022

[Back to Dashboard](#) [Download](#)

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