



إمارات تاكس EMARATAX

Amend Designated Zone

User Manual

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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
2.0	01-Apr-22	Federal Tax Authority	Updates to the user manual to include the Public Clarification EXTP010 related changes effective from 1 April 2023.

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

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



This manual is prepared to help a registered warehouse keeper to navigate through the Federal Tax Authority EmaraTax portal to submit their Designated Zone Amendment/Renewal application. The Designated Zone amendment application allows the warehouse keeper to request FTA to amend their registration or renew their designated zone.

Upon review of the application, the FTA may notify the warehouse keeper to submit an additional financial guarantee. In the case of designated zone renewal, the warehouse keeper would be required to submit the designated zone registration renewal payment of AED 2000. On approval of the application by FTA, the updates will be reflected against your designated zone in your EmaraTax account and an updated designated zone registration certificate will be generated.



The designated zone's registration is valid for 12 months and must be renewed before the expiry of this period. If the warehouse keeper fails to renew the designated zone's registration before the end of the 12-month period, the designated zone registration status will become "suspended" for 20 business days and then "expired". During the suspension period, the following shall apply:

- 1) All imports of excise goods into the designated zone shall be suspended.
- 2) All production of excise goods within the designated zone shall be suspended.
- 3) All transfers from other designated zones shall be suspended.

Following the end of a suspension period, the designated zone registration can expire and all excise goods in the designated zone will then be considered to be released for consumption, and Excise Tax should be accounted for in respect of these goods.

The FTA will notify the warehouse keeper of the suspension and expiry of the designated zone registration via the EmaraTax portal

Login to EmaraTax



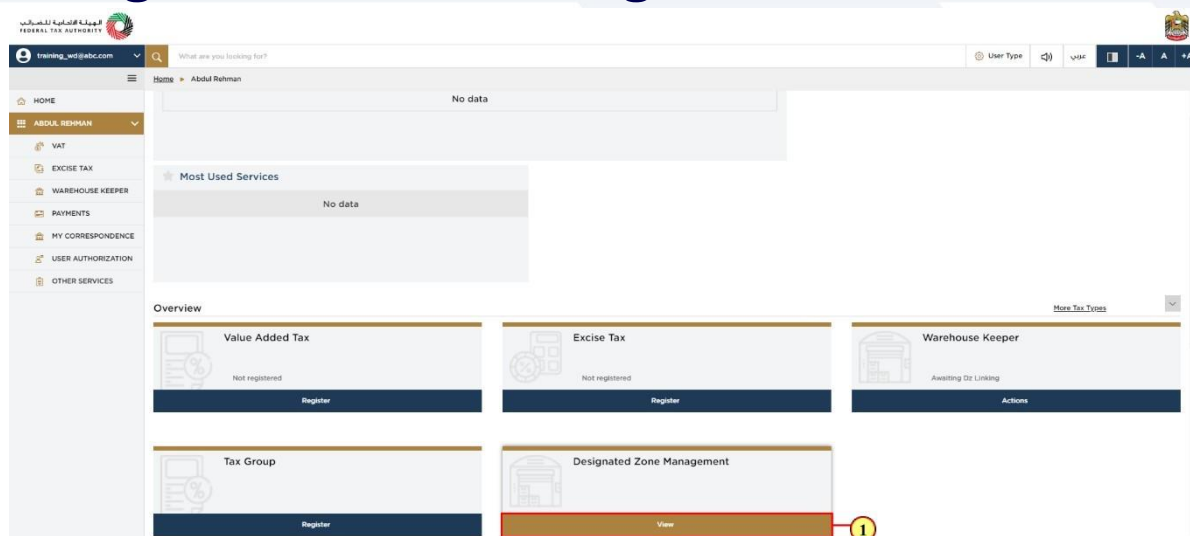
- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.
- If 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 Federal Tax Authority website interface. The main content area is titled 'Create New Taxable Person Profile'. It includes fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button. Below this is a 'Taxable Person List' table with a search bar and a list of entries. One entry is visible: 'Abdul Rehman'. A red box highlights the 'View' button for this entry, and a yellow circle with the number '1' is placed next to it. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

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

Designated Zone Management Tile



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

Amend Designated Zone

Step	Action
(1)	<ul style="list-style-type: none"> Once you enter the Designated Zone Management tile, you are requested to refer to Registered Designated Zone Tab. A grid will be displayed with details of all the registered Designated Zones. Click 'Amend' to initiate the Designated Zone registration amendment application.



- The Designated Zones registered under the Warehouse Keeper will be displayed in this screen.
- This is an application for the amendment of a Designated Zone registration with the FTA. This application can also be used for Designated Zone renewal. Designated Zone registrations shall be due for renewal on or before the 12-month of the current registration.
- 30 days before the renewal of a Designated Zone is due, the Online User account associated with that Warehouse Keeper and Designated Zone will be notified via email about the upcoming renewal.
- Once you click on the “Amend”, the registration form opens in an editable mode.
 - Some details will be pre-populated and editable,
 - Some will be pre-populated but not editable, and
 - Some details will be empty.

Guidelines and Instructions

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

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

Designated Zone Amend

No. of form sections: 8 sections

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of Charge

Tutorials

- Watch Video Tutorial
- Download Brochure Manual

Required Templates

Below are the templates that you may need to complete and upload as part of your application (for supporting documents required for the Designated Zone Variation & Financial Guarantee).

- Blank of Joint Excise Declaration (Goods Moving into Designated Excise Zone)
- Blank of Excise Declaration
- Blank of Excise Declaration
- Blank of All Product Categories (to be used only by Economic Free Zone Operators)

Required Documents

When you are seeking to amend / renew / reactivate your Designated Zone registration, it may be necessary for you to prepare the following information in an appropriate format and include it in your online application. **Note that not all the below documents may be needed for your application. Only those documents relevant for the amendment you made or relevant for the renewal / reactivation of your Designated Zone registration will be required to be submitted as part of your application.**

- Documents demonstrating the capabilities of your stock and record management system(s).
- Documents illustrating the process which will be adopted with respect to the entry and removal of Excise Goods from your Designated Zone.
- Documents demonstrating the measures which are put in place to control the release of goods to your Designated Zone and the excise goods within it.
- Documents demonstrating how you will identify and monitor the entry into your Designated Zone of excise goods on which no Excise Tax has been paid.
- Documents demonstrating how you will identify and monitor the arrival from or transfer to another Designated Zone of excise goods on which no Excise Tax has been paid.
- Documents demonstrating information required for calculating the financial guarantee for your Designated Zone.

Examples of the above-mentioned documents are as follows:

- Official list (Plan) of your warehouse (including the site number), located, stamped, and signed by the Free Zone Authority.
- Detailed warehouse site plan and stamped by the engineering consultant and the authorized signatory, showing the areas where the goods are stored, and the types of goods stored (both excise goods and non-excise goods).
- Excise goods flow and movement plan. This refers to the safe transfer movement of the excise goods into and from your Designated Zone. For example, excise goods enter from sales, are processed by security, enter into Designated Zone, documentation is processed in case of production with Designated Zone, excise goods exit from Zone 2, and documentation is processed for the exit.
- Letter to your Warehouse Register Intended with detailed description of the warehouse system used in your Designated Zone, along with screenshots of the system (signed and stamped by the authorized signatory).
- Declaration clarifying the details of procedures followed when moving / lifting excise goods, including the entry/exit of excise goods into/from your Designated Zone.
- Images showing that CCTV cameras are installed and working properly in the Designated Zone.
- Letter clarifying procedures and measures adopted in the warehouse to allow the entry of authorized employees/vendors to the Designated Zone and confirming that a governed mechanism is set in place to achieve that.

In addition to images showing the look used for the design:

- Images of the goods and how they are distinguished in the Designated Zone/warehouse.
- Evidence that the transactions relating to the stock are being posted in the system regularly and that stock reports are issued and approved by the Warehouse Register.
- Monthly financial reports for 12 months on the value of excise goods in the Designated Zone and the Excise Tax amount as per the submitted price.
- Monthly summary of the price of the excise goods held at the end of each month in the Designated Zone and the Excise Tax amount on the submitted price.
- Estimate of the amount of Excise Tax which will be submitted in relation to the excise goods entered into your Designated Zone.
- Financial guarantee and official letter of undertaking confirming the amount will allow the financial guarantee to the FTA (only to be submitted using the FTA module for Warehouse Register of the required financial guarantee amount).
- Passport/Signature ID of the authorized signatory.
- Proof of authorization for the authorized signatory.

Accepted file types are Excel, PDF, JPG, PNG and JPEG. The individual file size limit is 1MB.

Service Details

- About the Service
- Eligibility Criteria
- Service Steps
- FAQs

☒ I confirm that I have read the above instructions and guidelines

[Back](#) [Start](#)

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

Details of Applicant Section

- 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.
- The colour of the upload supporting document is highlighted in blue. Once you upload the supporting documents successfully, the colour will be highlighted in green.

Step	Action
(1)	Amend Details of the Applicant section, if required.




Transfer of ownership details and other details which cannot be amended are disabled for amendment. You will be able to update only the editable fields.

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

About the Designated Zone Section

Designated Zone Amend

1 About the Designated Zone

2 About the Designated Zone

3 Location of Records

4 System & Procedures

5 Valuation and Financial Security

6 Review and Declaration

About the Designated Zone

Name of the Designated Zone in English:

Name of the Designated Zone in Arabic:

Location of the designated Zone

Designated Zone Location:

Building Name and Number:

Street:

City:

Country Code:

Mobile Number:

Country Code:

Landline Number:

Warehouse Manager Email Address:

Designated Zone Email Address:

Is the entrustment from the Proposed Designated Zone subject to control of the Customs department?

☐ Yes ☒ No

1

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Amend About the designated Zone section, if required.

Designated Zone Amend

1 About the Designated Zone

2 About the Designated Zone

3 Location of Records

4 System & Procedures

5 Valuation and Financial Security

6 Review and Declaration

About the Designated Zone

Name of the Designated Zone in English:

Name of the Designated Zone in Arabic:

Location of the designated Zone

Designated Zone Location:

Building Name and Number:

Street:

City:

Country Code:

Mobile Number:

Country Code:

Landline Number:

Warehouse Manager Email Address:

Designated Zone Email Address:

Is the entrustment from the Proposed Designated Zone subject to control of the Customs department?

☐ Yes ☒ No


1

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Location of Records Section

Step	Action
(1)	Amend Location of Records section, if required.

 A Warehouse Keeper is required to keep records of excise goods held in the Designated Zone at any time including the stock levels, the value and quantity of excise goods entering or leaving or produced within the Designated Zone and its destinations (example, another Designated Zone, third country, release for consumption).

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

What are you looking for?

Home > Designated Zone Management

Designated Zone Amend

1

2

3

4

5

6

Location of Records

Location of Records

Same as Designated Zone Location

Building Name and Number

Street

Area

City

Emirate

P.O. Box

Country Code

Public Number

Country Code

Landfile Number

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

System and Procedures Section

Step	Action
(1)	Amend System and procedures section, if required.

- Please provide details of the systems and procedures that you will use to ensure that goods entered into, held in and removed from the proposed Designated Zone are accurately recorded and Excise tax due thereon is properly determined and paid at the correct time. You are expected to provide full details; failure to do so will delay your application and may result in its rejection.
- Refer to the tool tips ('i') against each of these questions for more information.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

What are you looking for?

Home > Designated Zone Management

Designated Zone Amend

1

2

3

4

5

6

Details of the Applicant

Address the Designated Zone

Location of Assets

System & Procedures

Valuation and Financial Security

Review and Declaration

System & Procedures

Please provide details of Stock and record management system(s) that will be used with respect to excise Goods into and removed from the proposed Designated Zone.

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Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Federal Tax Authority

Amend/Renew Designated Zone - Taxpayer User Manual

Page 19

Valuation & Financial Security Section

- For DZ amendment, you may amend this section if required. However, if you expect your estimated stock count to increase/decrease by more than 10% of the actual stock count for the previous 12 months, then you will be required to upload the estimates of the Excise goods stock details of Excise goods that will be held in the Designated Zone for the next 12 months. You will also be required to provide supporting documents such as those providing information about the valuation of Warehouse Keeper's Assets, the Number of persons employed by the Warehouse Keeper and documents to determine the Number of years and months the Warehouse Keeper has been in business.
 - For DZ renewal, you will be required to upload the data about actual excise stock (as per the DZ declarations) held in the DZ during the last 12 months. Also, if you expect your estimated stock count to increase/decrease by more than 10% of the actual stock count for the previous 12 months, then you will be required to upload the estimates of the Excise goods stock details of Excise goods that will be held in the Designated Zone for the next 12 months
 - For DZ renewal, you will also be required to provide supporting documents such as those providing information about the valuation of Warehouse Keeper's Assets, the Number of persons employed by the Warehouse Keeper and documents to determine the Number of years and months the Warehouse Keeper has been in business.



Steps to be followed for DZ Amendment

The following section explains the steps to be followed by the WHK to amend a designated zone. For designated zone amendment, the “Valuation and Security” section is optional and is required to be filled by the warehouse keeper only in specific scenario explained in the subsequent screens.



إمارات تاكس
EMARATAX

fta_test52@tax.gov.ae

What are you looking for?

User Type

عربي

Home > NoorulAzim > Designated Zone Management

Designated Zone Amend

Please download the template below and upload details for excise goods produced and imported in the DZ

[Download Template](#)

Upload Filled Template of actuals of excise goods stock for the last 12 months

[Add/View\(1\)](#) Drag files here

Max File size: 15 MB Formats: XLS, XLSX Max. No. of files: 3

Do you expect your estimated stock count to increase/decrease by more than 10% of the actual stock count for the next 12 months?

☐ Yes ☒ No

Previous Step

Save as Draft

ASK US

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Yes' if you expect your estimated stock count to increase/decrease by more than 10% of the actual stock count for the next 12 months. Else, click 'No'. In this case, the warehouse keeper can proceed to the next section without providing any further information.

إمارات تاكس
EMARATAX

fta_test52@tax.gov.ae

What are you looking for?

User Type

عربي

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Designated Zone Amend

1 Details of the Applicant

2 About the Designated Zone

3 Location of Records

4 System & Procedures

5 Valuation and Financial Security

6 Review and Declaration

Valuation and financial Security

Please download the template below and upload details for excise goods produced and imported in the DZ

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[Add/View\(1\)](#) Drag files here

Max File size: 15 MB Formats: XLS, XLSX Max. No. of files: 3

Do you expect your estimated stock count to increase/decrease by more than 10% of the actual stock count for the next 12 months?

☐ Yes ☒ No

Previous Step

Save as Draft

ASK US

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download Template' to download the excel template to enter the actual stock details of Excise goods that was held in the Designated Zone during the last 12 months.



Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add' to upload the filled excel template in the application.

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download Template' to download the declaration letter – tax evasion template.



Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add' to upload the filled in declaration letter – tax evasion in the application.

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add' to upload annual financial statements for the latest year which is required for valuation of Warehouse Keeper's assets (AED)



Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add' to upload supporting documents (as per Ministry of Human Resources and Emiratization ("MOHRE") for the number of persons employed by the Warehouse Keeper.

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add' to upload any other supporting documents

[illegible]

Step	Action
(1)	<ul style="list-style-type: none"> After completing all the mandatory fields, Click 'Next Step' to save and proceed to the next section.



Steps to be followed for DZ Renewal

The following section explains the steps to be followed by the WHK to renew a designated zone.

Review and Declaration

- The Review and Declaration 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.

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.

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Submit' to submit the Designated Zone registration application.

Post Application Submission

- After submitting the Designated Zone amendment application 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.
- The FTA may inspect the designated zone and notices that any or all of the above measures are lacking, the warehouse keeper will be notified to make the necessary improvements within 20 business days to ensure that the physical security measures are met. Where the warehouse keeper fails to do so, the designated zone registration status will become “suspended” for 20 business days and administrative penalties may be imposed.
- Post review and an optional inspection, FTA shall determine the amount of the financial security that is required for the Designated Zone according to the financial values mentioned in the amendment application.
- If the warehouse keeper is requested to provide an updated financial guarantee, this financial guarantee should be provided within 40 business days. Failure to do so within the prescribed time limit will result in or suspension/expiry of the designated zone registration.



- After submitting the Designated Zone amendment form successfully, the FTA will review your application and determine the amount of the financial security that is required for the Designated Zone according to the financial values mentioned in the amendment application.
- Where a financial security is required, you will receive an email notifying you of the value of the financial security you should submit to the FTA. To provide the financial security to the FTA, follow the steps documented below.
- If the financial security has not been received by the FTA within 20 business days of the date requested, and the suspension period of the Designated Zone is completed, the Designated Zone will get expired. The Warehouse Keeper will then have to re-register for a new Designated Zone. Example: The FTA has requested the financial security for a Designated Zone on Sunday, October 7, 2022 and there are no other special holidays in October. The online user must submit the financial security by Sunday, November 4, 2022 the latest to avoid the expiration of the said Designated Zone.



Designated Zone Amend

Application Submitted Successfully

Name: ABC Trading Co.
Reference Number: 100760000000
Submitted Date: 12 September 2022

What next:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

Important Note:

* Applicants (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 20 calendar days of being required to register.

For any inquiry or assistance, please contact us on: Within UAE: 800509964 | Outside UAE: +971 800000864 Email us at info@fta.gov.ae

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.

Financial Guarantee Submission

Step	Action
(1)	<ul style="list-style-type: none"> Once the FTA approves your application, you will be informed to submit a Financial Guarantee for your Designated Zone if required. Select the Taxable Person, Click 'View' on the Designated Zone tile. Click 'Actions' on the Designated Zone amend application.



Follow these steps to provide the financial guarantee:

- Visit your bank and create a Bank Guarantee for the amount requested by the FTA. Upload a scanned copy of the guarantee with additional details and send it to us from your EmaraTax account within 40 business days of notification from FTA.
- Bank Guarantees must be delivered to FTA office in hard copy. The person delivering the bank guarantee must also hold a letter of undertaking issued by the authorized signatory of the applicant verifying their details. FTA will review your application only after receiving the original bank guarantee documents.

Please ensure that the financial guarantee:

- Is in favour of Federal Tax Authority.
- Must be valid for 12 months and auto renewable.

Step	Action
(1)	Click 'Upload Bank Guarantee' to submit the details of the Guarantee which you have procured.

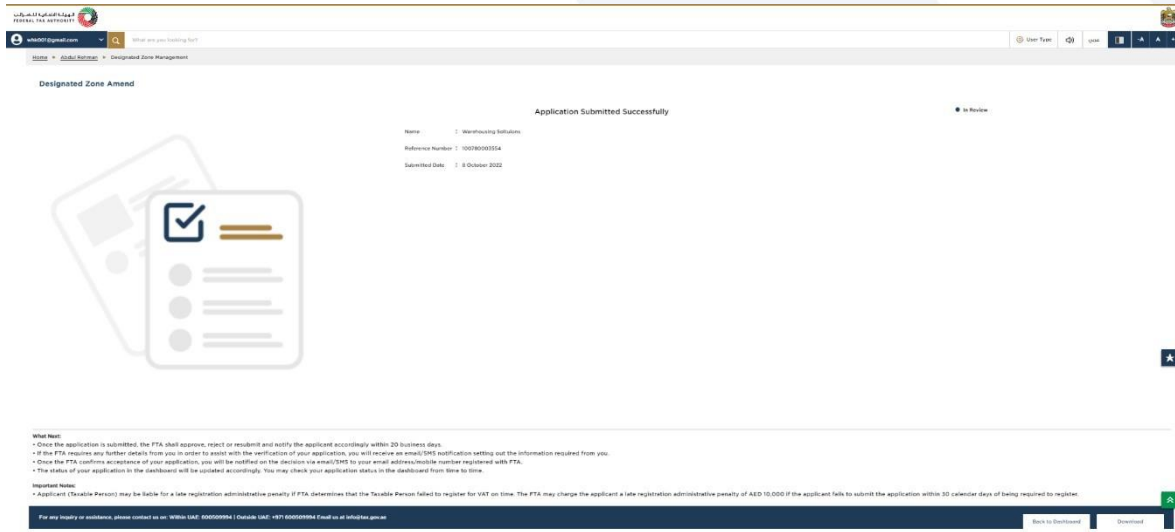
Step	Action
(1)	<ul style="list-style-type: none"> You can view the guarantee amount required for your Designated Zone and the amount already added.



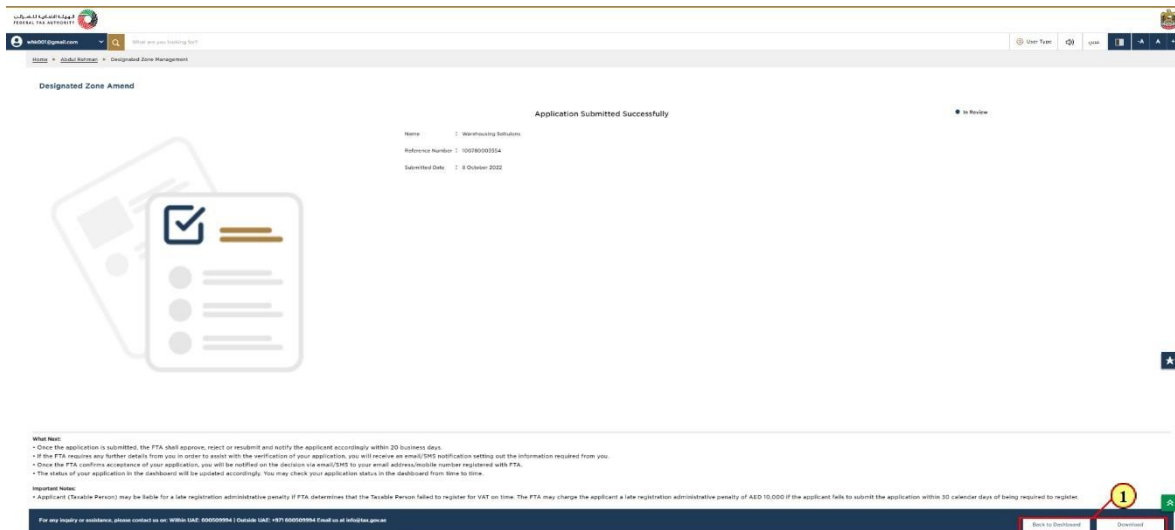
Step	Action
	<ul style="list-style-type: none"> Click 'Add Guarantee Amount' to add your Guarantee details.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the guarantee details. Click 'Save' to save the details.

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



- After your application is resubmitted successfully, a Reference Number is displayed for your 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.
- Read the “What Next” and “Important Notes”.



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.




- Once the FTA has verified your Designated Zone amendment application and financial guarantee, you will be notified to make a payment in case of Designated Zone renewal. You can pay the registration renewal fee for the Designated Zone from your EmaraTax account using the e-Dirham payment.
- If the payment has not been received by the FTA within 20 business days of the due date, the Designated Zone will be Suspended. If the payment is still not completed after 20 more days, the Designated Zone will 'Expire'. You will then have to re-register for a new Designated Zone. Example: The renewal due date for a Designated Zone is Monday, October 1, 2022, and there are no other special holidays in October. The online user must pay the renewal fee by October 29, 2022, to avoid the suspension of the said Designated Zone. The Online user must pay the renewal fee by November 26, 2022, to avoid the expiry of the said Designated Zone.
- If the renewal fee is paid later than the due date, the effective date of renewal shall be backdated to the due date for the payment, irrespective of the date when the amount was paid. Example: The renewal due date for a Designated Zone is October 1, 2022, and the online user makes the payment on October 10, 2022. The renewal period of 1 year will still be considered as October 1, 2022, and the next renewal due date will be October 1, 2022.



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.

Designated Zone Registration Renewal Payment(Not applicable for normal amendments)

The screenshot shows the 'Designated Zone Management' interface. It includes a sidebar with navigation options like HOME, VAT, EXCISE TAX, WAREHOUSE KEEPER, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area displays a table of designated zones with columns for Application Number, DZ Number, Application Type, Name in English, Name in Arabic, Status, and Actions. The table lists several zones with statuses such as 'Awaiting Bank Guarantee', 'In Review', 'Awaiting Payment', 'In Draft', and 'In Draft'. A 'Pay' button is visible in the bottom right corner of the table area.

If the renewal period is open for your Designated Zones, once the FTA approves your financial guarantee, you will be informed to make the renewal payment for your Designated Zone registration.

This screenshot is identical to the previous one, but it includes a red rectangular box highlighting the 'Pay' button in the bottom right corner of the table area. A red circle with the number '1' is placed next to the 'Pay' button, indicating the step to be followed.

Step	Action
(1)	Click 'Pay' to initiate the payment for Designated Zone registration renewal.



The screenshot shows the 'Designated Zone Management' page. It includes a sidebar with navigation options like HOME, VAT, EXCISE TAX, and PAYMENTS. The main content area displays a table of 'Registered Designated Zones' with columns for Application Number, DZ Number, Application Type, Name in English, Name in Arabic, Status, and Actions. The table lists several applications, including 'Add Designated Zone' for 'Name' and 'fsdf'. A 'Pay' button is visible in the bottom right corner of the table area.

You can alternatively choose to initiate the payment from the 'Outstanding Payments' option. This is covered in the training manual for Payment's stream.

The screenshot shows the 'Select a Payment Method' page. It includes a 'Payment Summary' section on the left with a table showing 'Awaiting Payment' for 'Add Designated Zone' with a total of AED 2,000.00. On the right, there is a 'Choose Payment Method' section with a 'FAB1' logo and a 'MagnaPay' button. A 'Proceed to payment' button is located at the bottom right.

- Before clicking 'proceed to payment', verify the Designated Zone Renewal fees applicable in the 'Payment summary'.
- Click 'Back' button to move back to the print certificate application.



Step	Action
(1)	<ul style="list-style-type: none"> Choose the preferred payment method. Click 'Proceed to payment'.

Step	Action
(1)	<ul style="list-style-type: none"> Select the payment method Click confirm and calculate prices. Make the payment.



Payment Acknowledgment - on successful payment

Payment Acknowledgment

Payment Successful

Payment Reference Number : 00007670357602900000
Submission Date : 09/10/2022
Time : 22:33:35
Local Name : Warehouseing Sulfuric
Amount paid in AED : 4000.000000

What Next:
1) Your account will be updated with the payment received.
2) You will receive a notification on your preferred means of correspondence confirming this payment.
3) After successful registration of the designated zone, you will be sent a correspondence that includes the following information:
a) Designated zone Registration Number
b) Designated zone Registration Certificate
c) Updated Warehouse Sulfuric Registration Certificate
The status of your registration in the designated zone will be updated accordingly. You may check your application status in the designated zone from time to time.
4) You can view this payment in your Transaction History.
5) You can view this payment in your Transaction History.

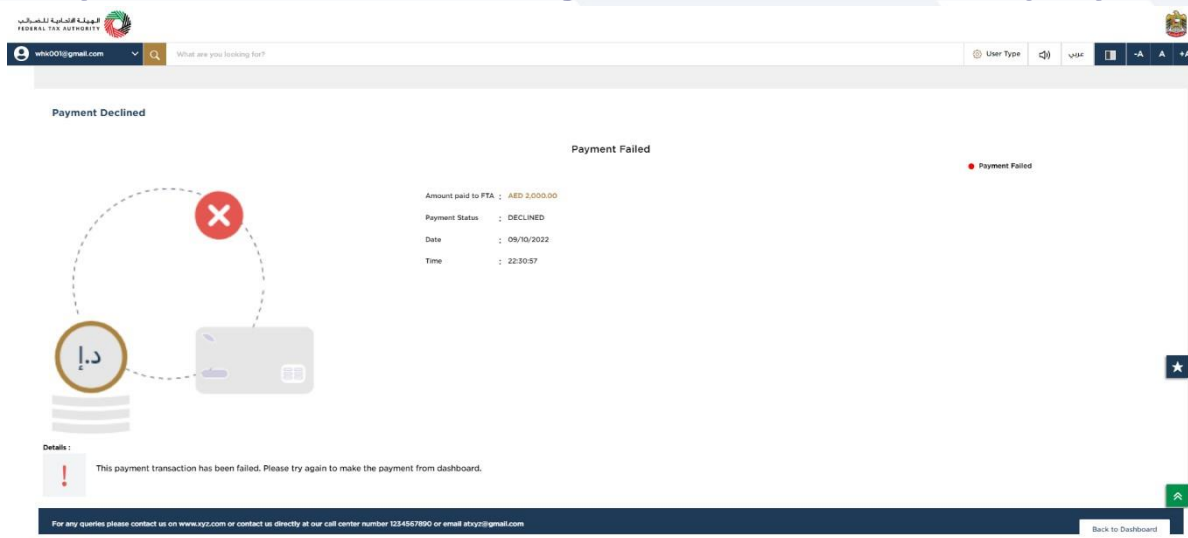
For any queries please contact us on www.eta.gov.ae or contact us directly at our call center number 0246076000 or email etax@eta.gov.ae

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

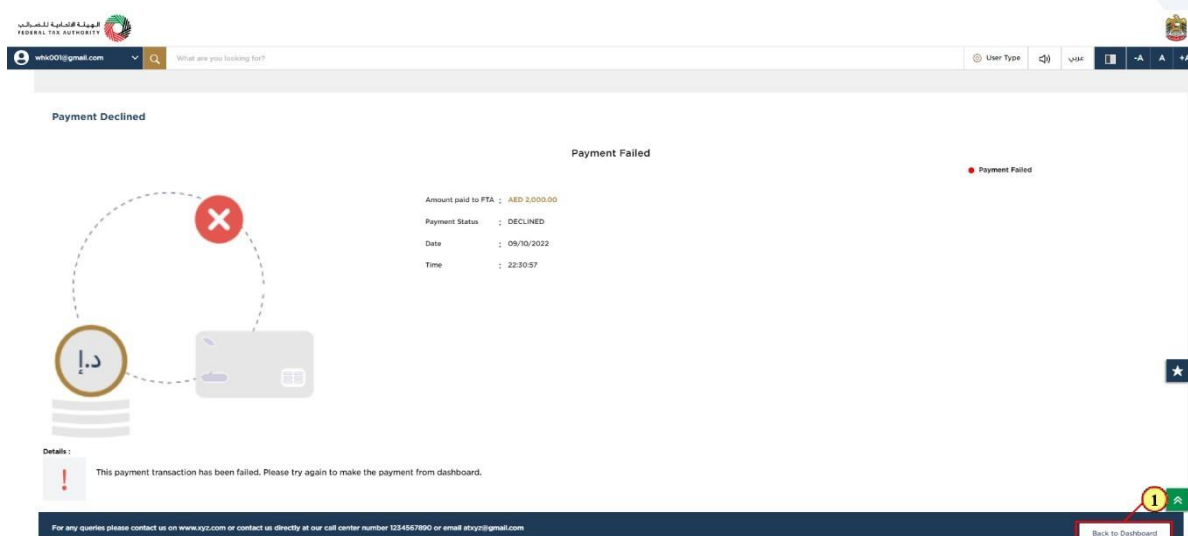
- After your payment is completed successfully, a Payment Reference Number is generated for your payment acknowledgement. Note this reference number for future purposes.
- You will receive an email from us to confirm successful renewal of registration of Designated Zone.
- Read the “What Next” and “Important Notes”.

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.

Payment Acknowledgment - on failed payment



If your payment status is 'Declined' and you receive the page as 'Payment failed', you must try the payment again from the dashboard.



Step	Action
(1)	Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.



Thank you