إمـــارات تـاكـس
EMARATAX

EX203E - Lost and Damaged Declaration for Non-Registered Stock Owners - User Manual

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Version 1.0.0.0

Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

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: • 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
-A A +A	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
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

Table of contents

This manual is prepared to help the Warehouse Keeper to navigate through the EmaraTax portal to submit a EX203E - Lost and Damaged Declaration for Non-Registered Stock Owners.

![Federal Tax Authority logo - الهيئة الاتحادية للضرائب]

EmaraTax Login Page

![info icon]	• 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.

User Type Selection

Step	Action
(1)	Click here to select the user type

Step	Action
(1)	Select the Taxable Person tile

Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

Taxable Person Home page

Step	Action
(1)	Click here to view the Taxable Person dashboard

Step	Action
(1)	Click here to access Warehouse Keeper module

Step	Action
(1)	On clicking 'Create New', the 'Lost and Damaged Declaration for Non-Registered Stock Owners' declaration will appear

Step	Action
(1)	Click here to view all your previous declarations

Lost and Damaged Declaration for Non-Registered Stock Owners dashboard

	This dashboard displays information relating to your previous Lost and Damaged Declarations for Non-Registered Stock Owners

	You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number

Step	Action
(1)	Click here to view the declarations for which a destruction certificate has been submitted

Step	Action
(1)	Click on ellipsis to edit, delete or export to excel the declaration

Step	Action
(1)	Click on 'New Declaration' to create a new Lost and Damaged Declaration for Non-Registered Stock Owners

These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration

Step	Action
(1)	Click on 'Back' to go back to the previous page

Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines

Step	Action
(1)	Click on 'Start' to proceed to the declaration

Basic Information

The progress bar displays the number of steps required to complete the declaration. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green

This section displays the basic details of Warehouse Keeper based on the data in the Warehouse Keeper Registration profile

Step	Action
(1)	Select the required Designated Zone from the available options

	Once the Designated Zone number is selected, the name of the Designated Zone is pre-populated

Step	Action
(1)	Click here to select the date goods were lost or deficiency discovered in Designated Zone

Step	Action
(1)	Select the required Stock Owner from the available options

Once the Stock Owner is selected, the name of the Stock Owner along with the email ID and phone number are pre-populated

Step	Action
(1)	Click on 'Previous Step' to go back to the previous section

Step	Action
(1)	Click on 'Save as draft' to save the declaration as a draft

Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps

Excise Goods

user_whk10@gmail.com

What are you looking for?

User Type   عربي   -A A +A

Home ▶ General Warehouse ▶ EX203E - Lost and Damaged Declaration for Non-Registered Stock Owners

EX203E - Lost And Damaged Declaration For Non-Registered Stock Owners

Warehouse Keeper Details	Registration Number 1000099	Name in English Ali	Name in Arabic علي

Excise Goods Grid

+ Add Item ①

||| Customize Columns   🔍 Search

Item Code	Item Description	Product Description	Available Quantity	Quantity Lost/Damaged	Retail Selling Price (AED)	Deductible Excise Tax	Action
			No records found.				

Total Potential Excise Tax Liability Associated with the Lost/Destroyed Excise Goods AED 0.00

Previous Step

https://taxpayer-uat.tax.gov.ae/sap/bc/ui5_ui5/sap/zmcf_fmca/index.html?sap-client=200&sap-language=EN

Save as Draft   Next Step

Step	Action
(1)	Click here to add items to the Excise Goods grid

Here you will find the list of all of the Excise Goods that were entered in the non-registered stock movement declaration

You can add a new column to the table or filter Excise Goods by product or item description. You can also search for Excise Goods by item or HS code

Step	Action
(1)	Mark the checkbox to select items that you would like to include in the declaration

Step	Action
(1)	Click here to enter the quantity lost or damaged

Step	Action
(1)	Click on 'Select Item' to include the item in the declaration

You can add a new column to the table. You can also search for Excise Goods by item or HS code

Step	Action
(1)	Click on ellipsis to either edit or delete the selected Excise Good

Step	Action
(1)	Click here to edit the quantity of the selected Excise Good

Item Details

Details of the selected Excise Good are displayed here

Step	Action
(1)	Enter 'Quantity Lost or Damaged'

Step	Action
(1)	Click on 'Save' to add the item to the declaration

Excise Goods

This is the amount of Excise Tax that is calculated based on the items included in the declaration

Step	Action
(1)	Select the item type that is being declared from the drop-down list

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload documentary evidence. On successful upload of document, the 'Add' button will be highlighted in green

Step	Action
(1)	Select the reason for loss or deficiency from the drop-down list

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Loss/Damaged Details

What is the type of items being declared?

Physical

Upload Supporting Evidence

⬆ Add/View(1)   Drag files here

Max file size : 10 MB   Formats : PDF, JPG, JPEG, PNG   Max. No. of files : 10

Reason for Loss/Deficiency

Other

Other Reason for Loss/Deficiency

Goods damaged

Previous Step   Save as Draft   Next Step

ℹ Enter any other reason if the Reason for Loss or Deficiency is selected as 'Other'

EX203E - Lost And Damaged Declaration For Non-Registered Stock Owners

Other

MAX 255 Characters

Place of Destruction

Place where the Goods will be Destroyed

External   (1)

External Facility

Emirate

Previous Step   Save as Draft   Next Step

Step	Action
(1)	Select the place where the goods will be destroyed from the drop-down list

Step	Action
(1)	Select the external facility from the drop-down list

Step	Action
(1)	Select the emirate from the drop-down list

user_whk10@gmail.com

What are you looking for?

User Type   عربي   -A A +A

Home ▸ General Warehouse ▸ Warehouse Keeper ▸ EX203E - Lost and Damaged Declaration for Non-Registered Stock Owners

EX203E - Lost And Damaged Declaration For Non-Registered Stock Owners

Place of Destruction

Place where the Goods will be Destroyed

External

External Facility

Other

Emirate

Dubai

Other Place where the Goods will be Destroyed

Dubai Shipyard

Previous Step   Save as Draft   Next Step

Enter any other place where the goods will be destroyed if the external facility is selected as 'Other'

Review & Declaration

This section displays your completed declaration and allows you to review it prior to submission

Step	Action
(1)	Click here to expand or collapse all steps at once

Step	Action
(1)	Click on the drop-down arrow to review the details in this step

Step	Action
(1)	Click on each step to review every section

Step	Action
(1)	Click on 'Edit' to edit the Excise Goods list

The Authorized Signatory details are taken from your Warehouse Keeper registration currently held by the FTA

The Declaration details are taken from your Warehouse Keeper registration currently held by the FTA

Step	Action
(1)	Mark the checkbox to confirm that information provided is true, accurate and complete on this declaration screen

Step	Action
(1)	Click on 'Submit' to submit the declaration

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.

Step	Action
(1)	Click on 'Download' to download a copy of declaration submission acknowledgement

After submission of declaration, Warehouse Keeper receives the following correspondences:

- Declaration submission acknowledgement.
- Declaration approval or rejection notification by the FTA Returns Tax Officer.

Thank you