



# امارات تاکس **MARATAX**

## EX203E - Lost and Damaged Declaration for Non-Registered Stock Owners - 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 Section**

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

	e 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
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
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
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

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# **Table of contents**

Document Control Information	2
Annexure Section	3
Navigating through EmaraTax	4
Table of contents	5
Introduction	6
EmaraTax Login Page	7
User Type Selection	8
Taxable Person Home page	10
Warehouse Keeper Module	11
Lost and Damaged Declaration for Non-Registered Stock Owners dashboard	12
Instructions and Guidelines	15
Basic Information	17
Excise Goods	22
Excise Goods Item List	23
Excise Goods	26
Item Details	28
Excise Goods	30
Review & Declaration	35
Acknowledgement	40
Correspondences	42







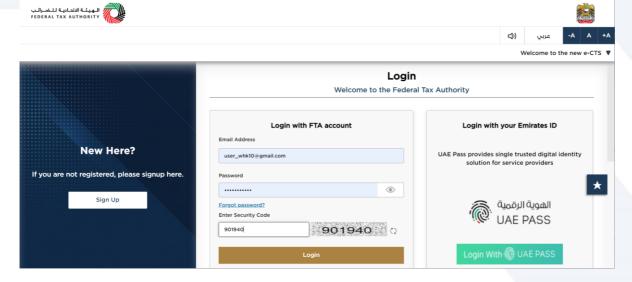


This manual is prepared to help the Warehouse Keeper to navigate through the EmaraTax portal to submit a EX203E - Lost and Damaged Declaration for Non-Registered Stock Owners.





### **EmaraTax Login Page**



• 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.

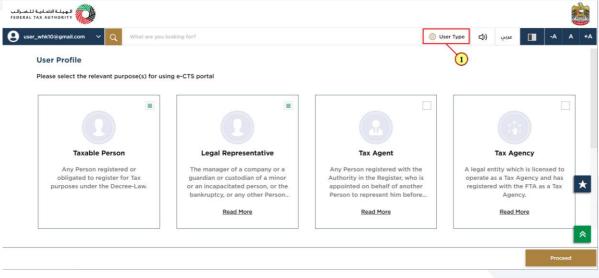


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish 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.

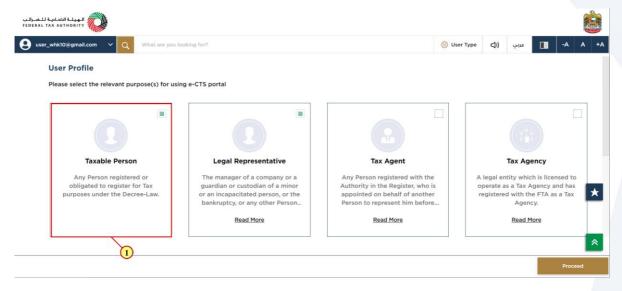




### **User Type Selection**



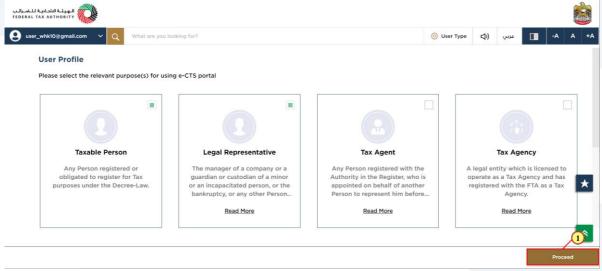
Step	Action
(1)	Click here to select the user type



Step	Action
(1)	Select the Taxable Person tile





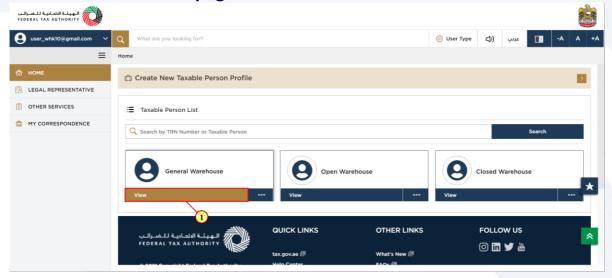


Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

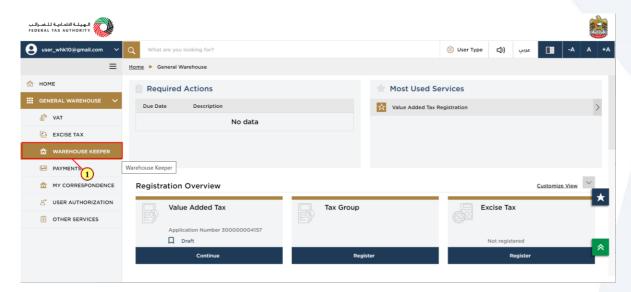




### **Taxable Person Home page**



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

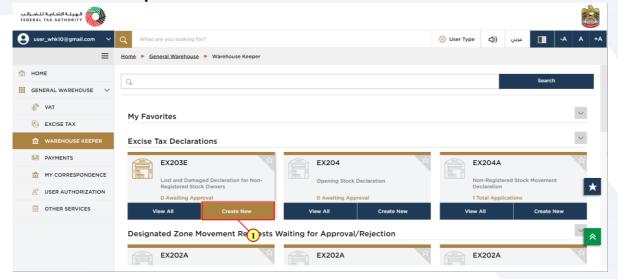


Step	Action
(1)	Click here to access Warehouse Keeper module

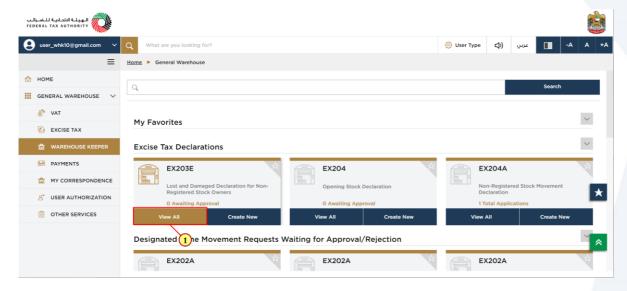




### **Warehouse Keeper Module**



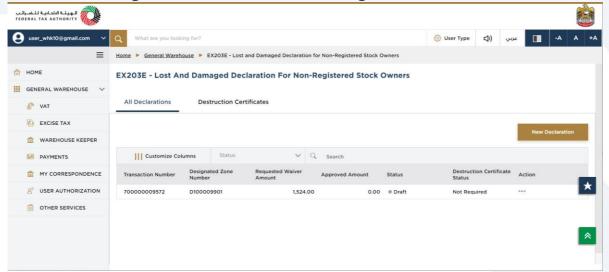
	Step	Action
Ī	(1)	On clicking 'Create New', the 'Lost and Damaged Declaration for Non-Registered Stock Owners' declaration will appear



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

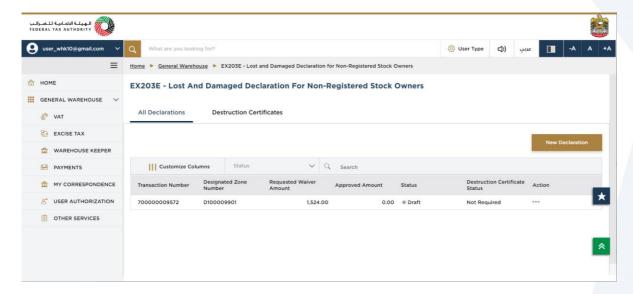


### Lost and Damaged Declaration for Non-Registered Stock Owners dashboard





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

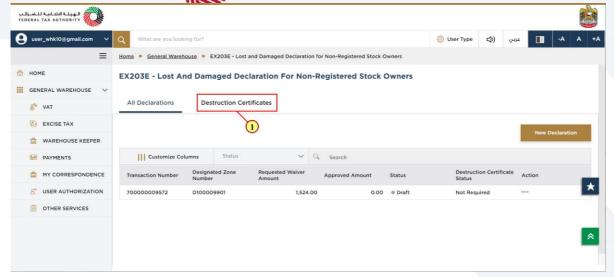




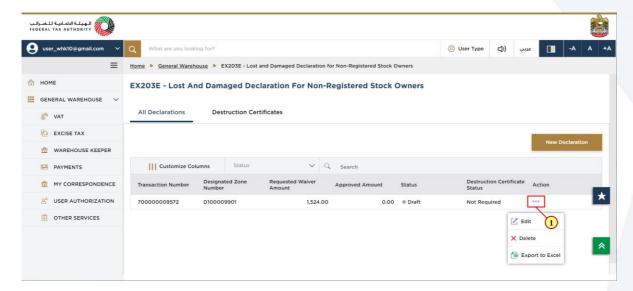
You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number







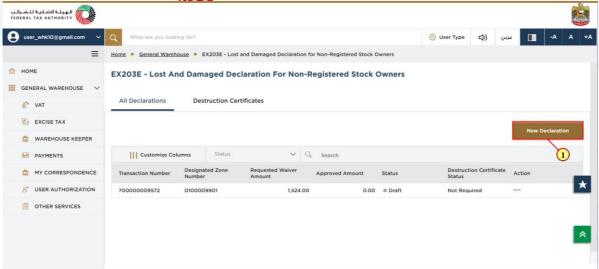
Step	Action
(1)	Click here to view the declarations for which a destruction certificate has been submitted



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





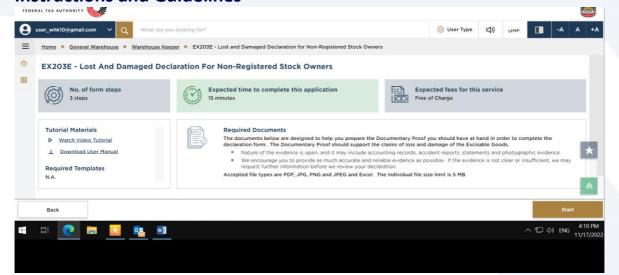


Step	Action
(1)	Click on 'New Declaration' to create a new Lost and Damaged Declaration for Non-Registered Stock Owners



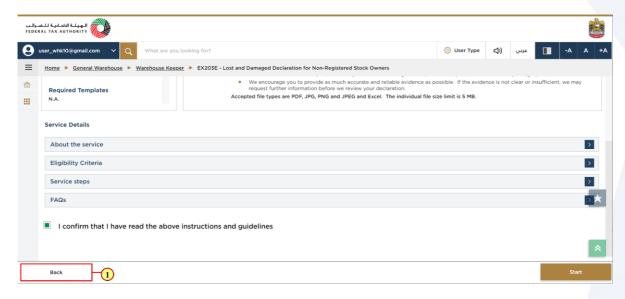


### **Instructions and Guidelines**





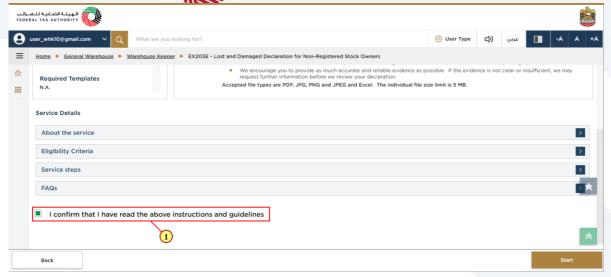
These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this declaration



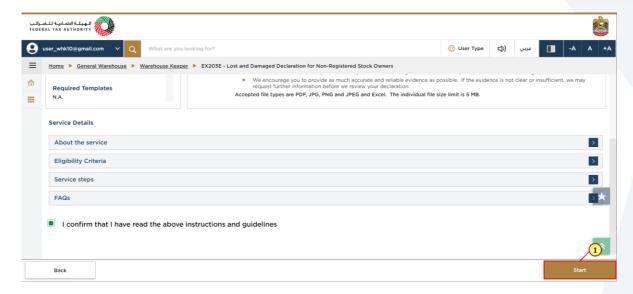
Step	Action
(1)	Click on 'Back' to go back to the previous page







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

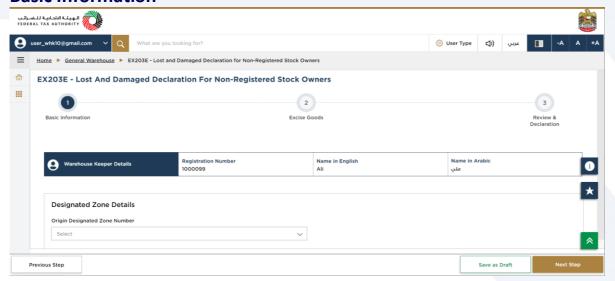


	Step	Action
Ī	(1)	Click on 'Start' to proceed to the declaration



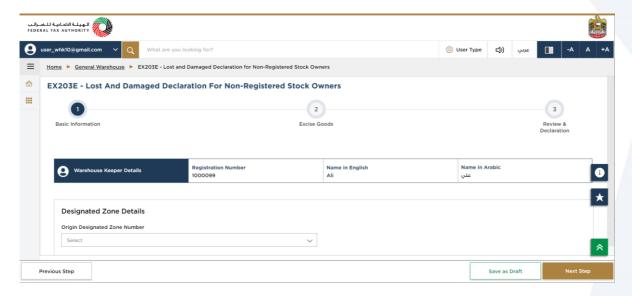


### **Basic Information**





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

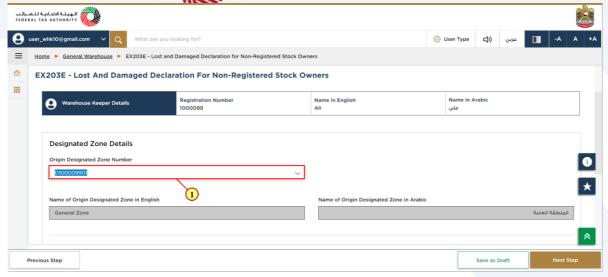




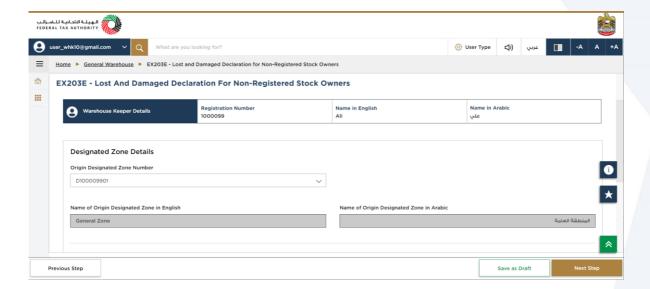
This section displays the basic details of Warehouse Keeper based on the data in the Warehouse Keeper Registration profile









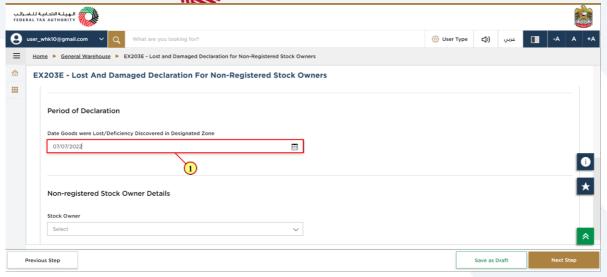




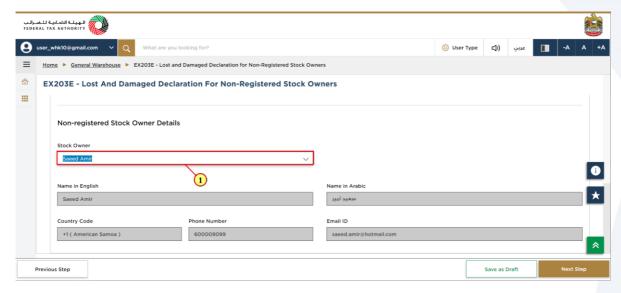
Once the Designated Zone number is selected, the name of the Designated Zone is prepopulated  $\,$ 







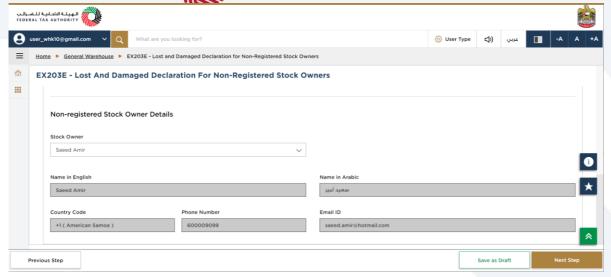
Step	Action
(1)	Click here to select the date goods were lost or deficiency discovered in Designated Zone



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

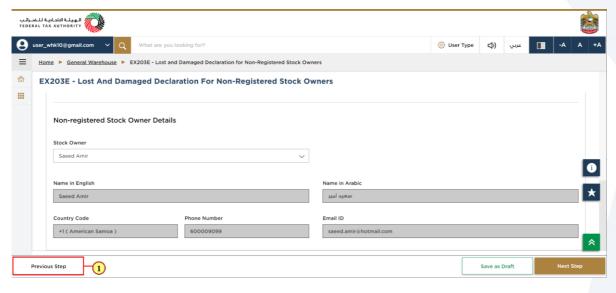








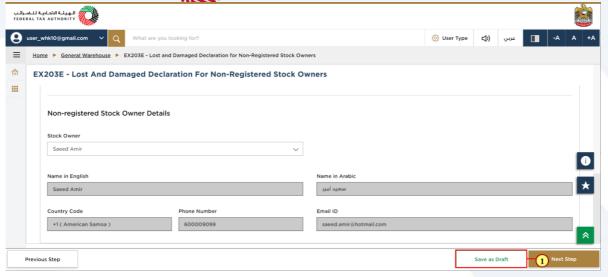
Once the Stock Owner is selected, the name of the Stock Owner along with the email ID and phone number are pre-populated



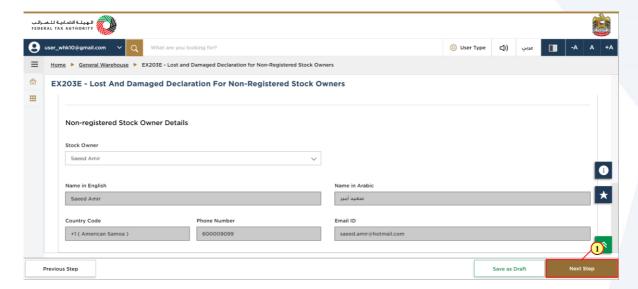
	Step	Action
Ī	(1)	Click on 'Previous Step' to go back to the previous section









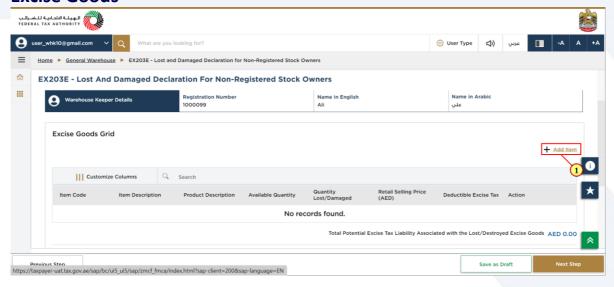


Step	Action
(1)	Click on 'Next Step' to proceed to the next section. This is common across all steps





### **Excise Goods**

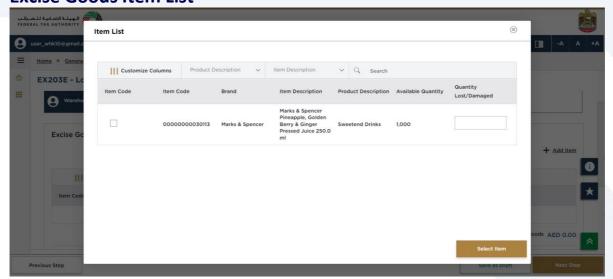


Step	Action
(1)	Click here to add items to the Excise Goods grid



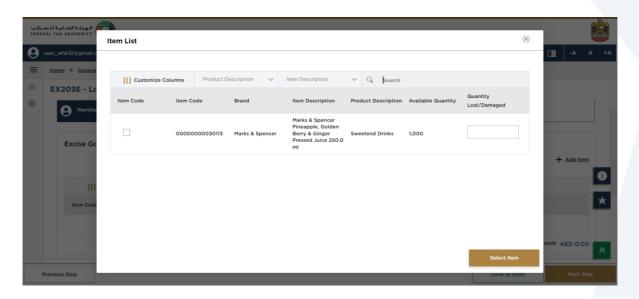


### **Excise Goods Item List**





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

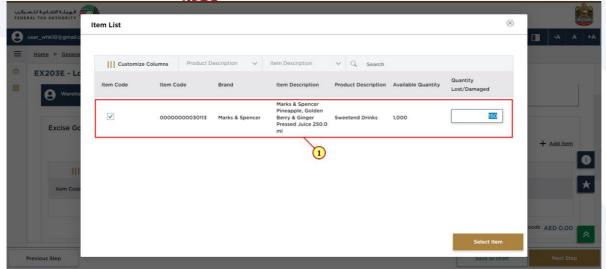




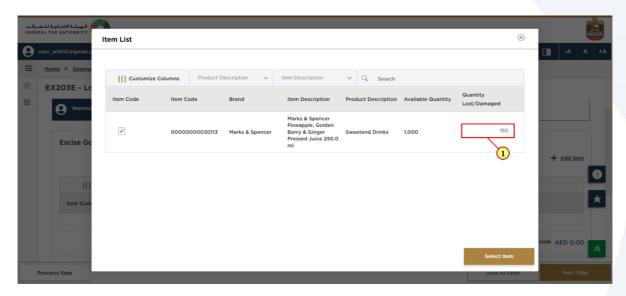
You can add a new column to the table or filter Excise Goods by product or item description. You can also search for Excise Goods by item or HS code







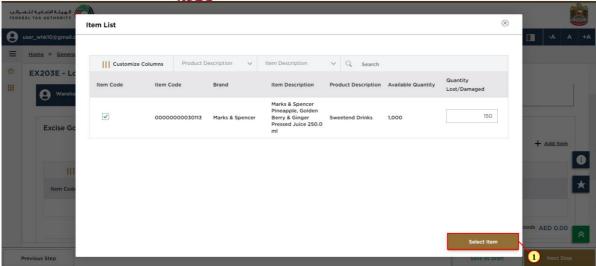
Step	Action
(1)	Mark the checkbox to select items that you would like to include in the declaration



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





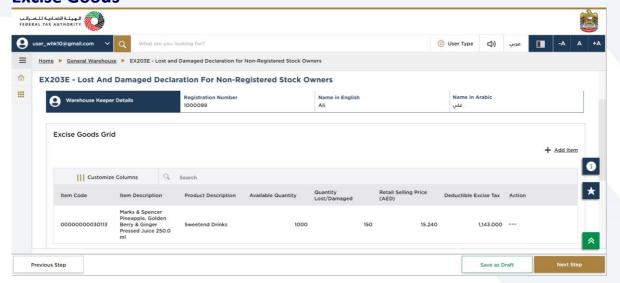


Step	Action
(1)	Click on 'Select Item' to include the item in the declaration



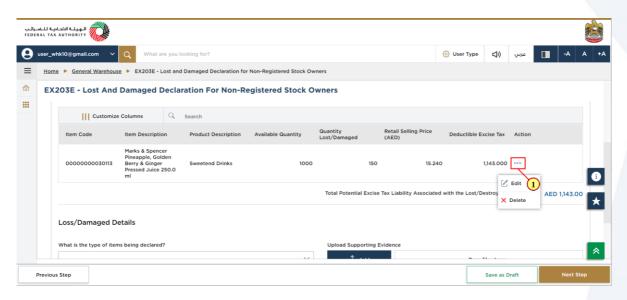


### **Excise Goods**





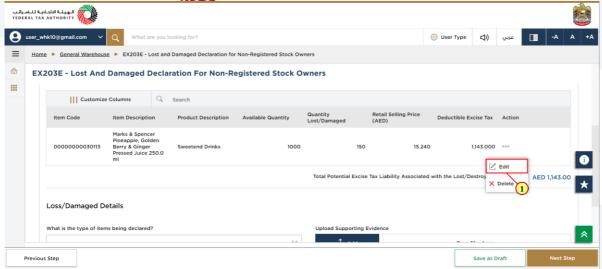
You can add a new column to the table. You can also search for Excise Goods by item or HS code



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





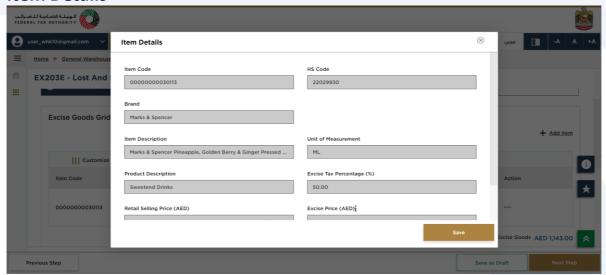


Step	Action
(1)	Click here to edit the quantity of the selected Excise Good



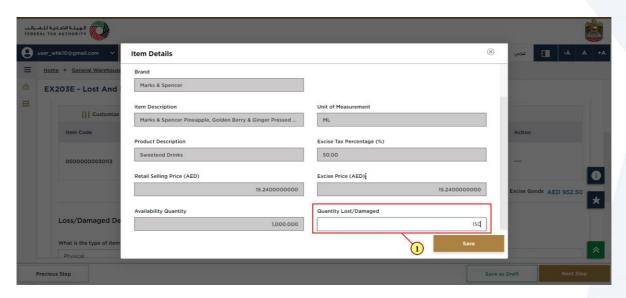


### **Item Details**





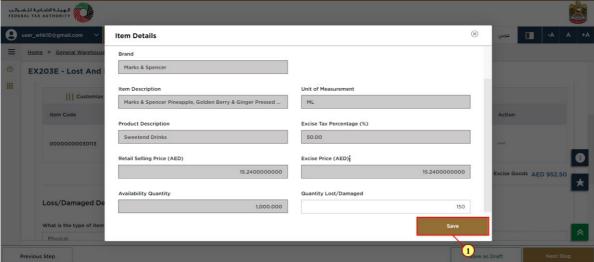
Details of the selected Excise Good are displayed here



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





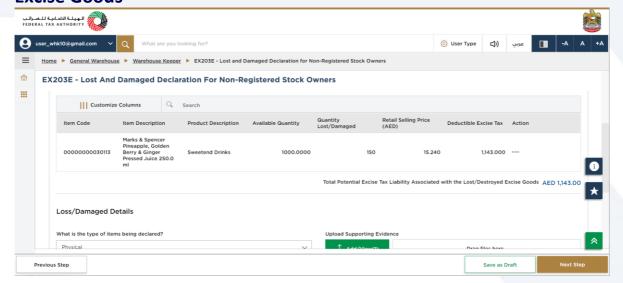


Step	Action
(1)	Click on 'Save' to add the item to the declaration



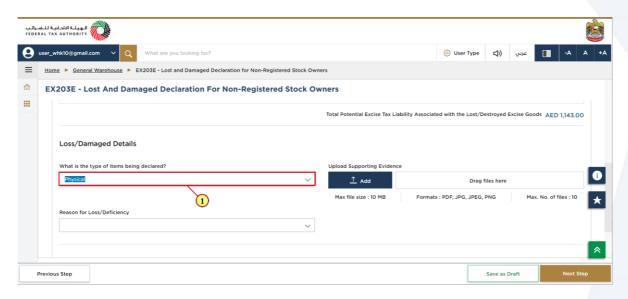


### **Excise Goods**





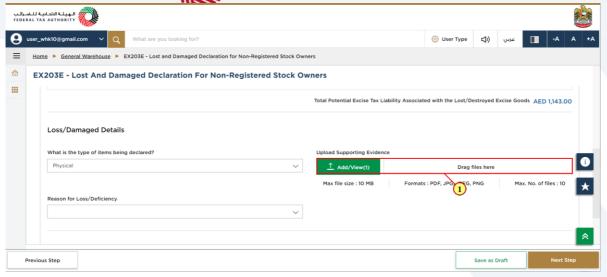
This is the amount of Excise Tax that is calculated based on the items included in the declaration



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

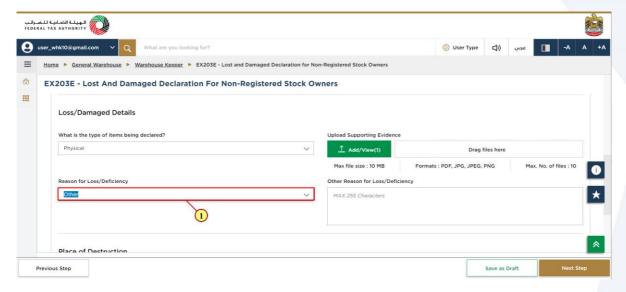






Step Action

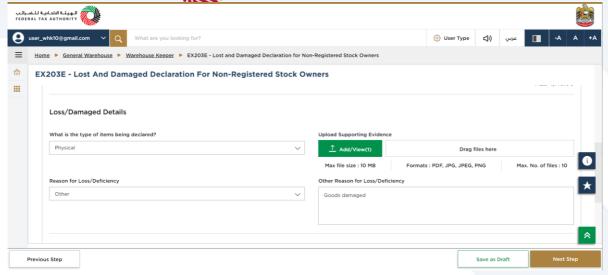
(1) Click on 'Add' button or drag & drop your files to upload documentary evidence. On successful upload of document, the 'Add' button will be highlighted in green



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

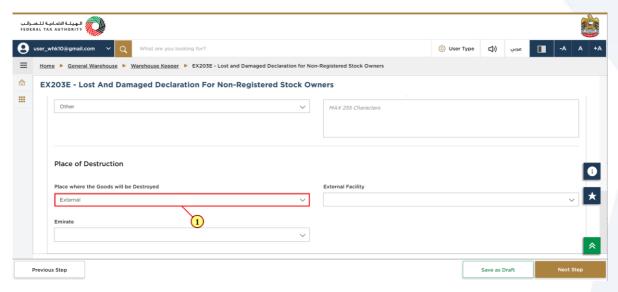








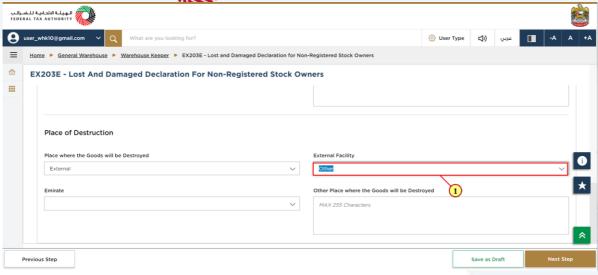
Enter any other reason if the Reason for Loss or Deficiency is selected as 'Other'



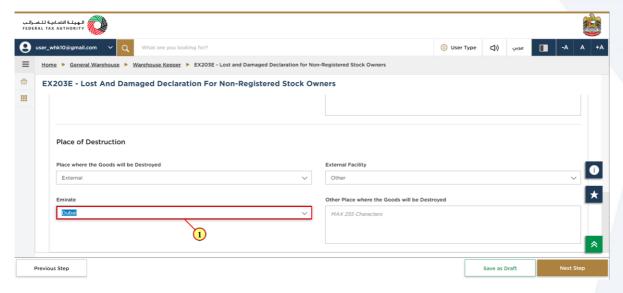
Step	Action
(1)	Select the place where the goods will be destroyed from the drop-down list







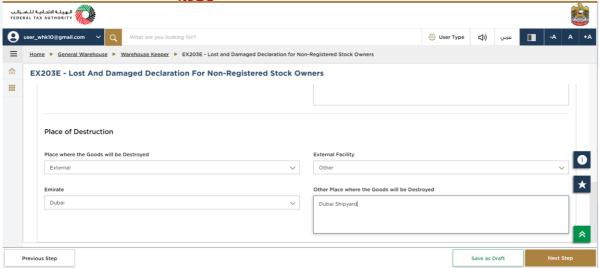




Step	Action
(1)	Select the emirate from the drop-down list







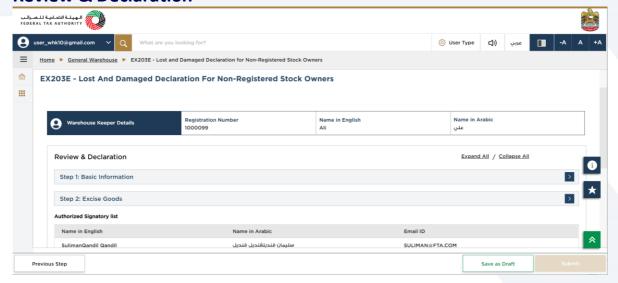


Enter any other place where the goods will be destroyed if the external facility is selected as 'Other'



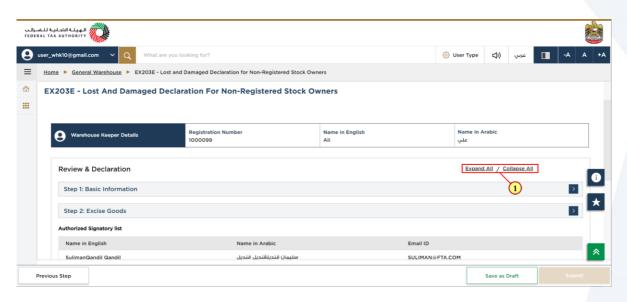


### **Review & Declaration**





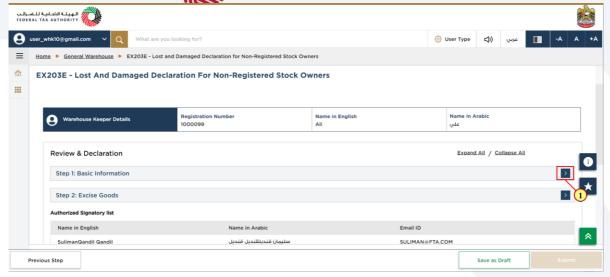
This section displays your completed declaration and allows you to review it prior to submission

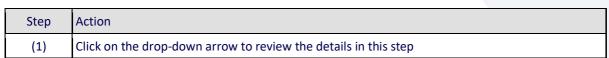


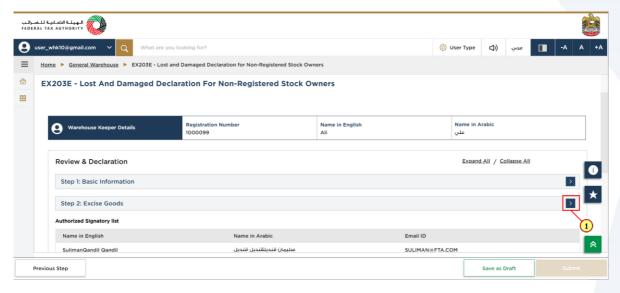
	Step	Action
I	(1)	Click here to expand or collapse all steps at once







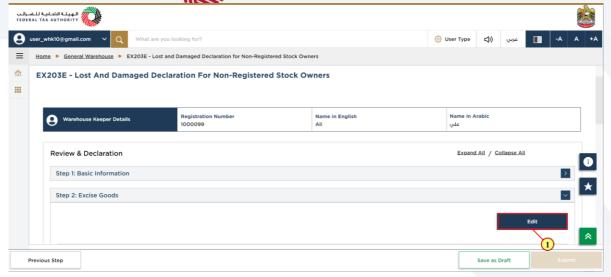




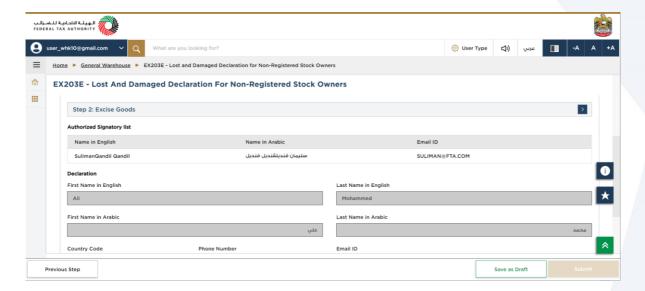
Step	Action
(1)	Click on each step to review every section









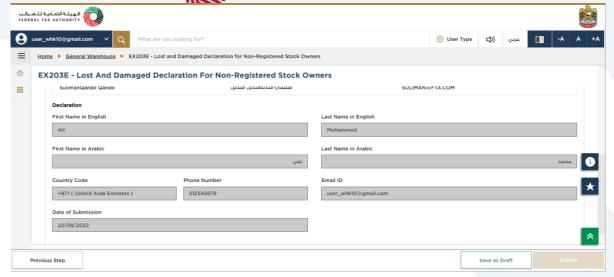




The Authorized Signatory details are taken from your Warehouse Keeper registration currently held by the FTA

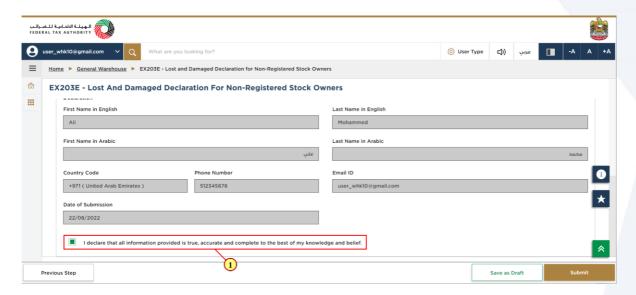








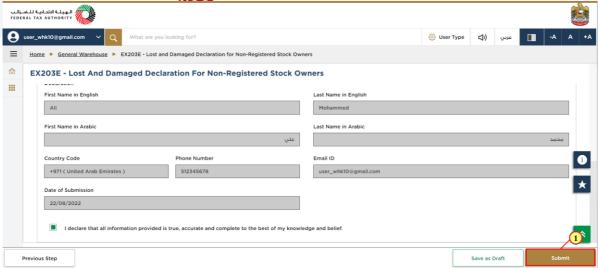
The Declaration details are taken from your Warehouse Keeper registration currently held by the FTA



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





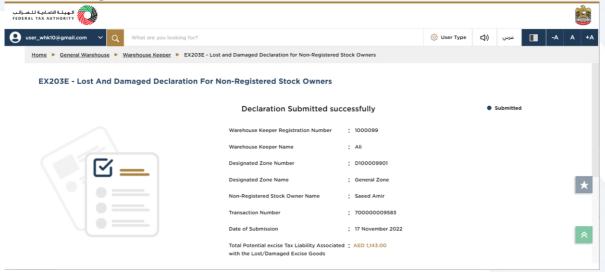


Step	Action
(1)	Click on 'Submit' to submit the declaration





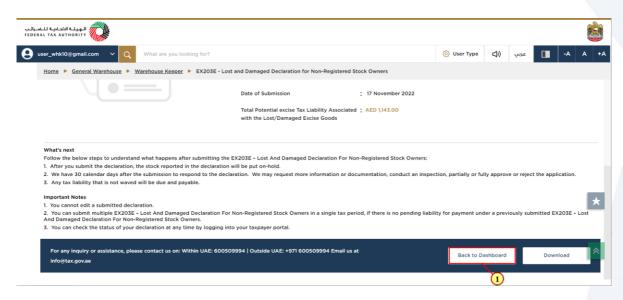
### **Acknowledgement**





You have successfully submitted the declaration!

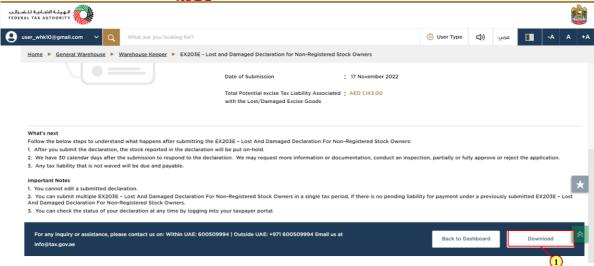
Make a note of the transaction number for future references. You can also access this Lost and Damaged Declaration tile, within the Excise Tax module.



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





### Correspondences





# 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