



إمارات تاكس
EMARATAX

Initiate VAT 301 Payment - User Manual

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Document Control Information

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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: <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 the applicant to navigate through the EmaraTax portal and to submit the VAT 301 Import Declaration Form for VAT Payment.



EmaraTax Login Page

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

Welcome to the new e-CTS

Login

Welcome to the Federal Tax Authority

Login with FTA account

Email Address
traininguser03@gmail.com

Password
.....

[Forgot password?](#)

Enter Security Code
372395

Login

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

الهوية الرقمية
UAE PASS

Login With UAE PASS



- 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




الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

traininguser03@gmail.c... What are you looking for?

User Type عربي -A A +A

User Profile


Please select the relevant purpose(s) for using e-CTS portal



Taxable Person

Any Person registered or obligated to register for Tax purposes under the Decree-Law.


[Read More](#)



Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person...


[Read More](#)



Tax Agent

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before...

[Read More](#)



Tax Agency

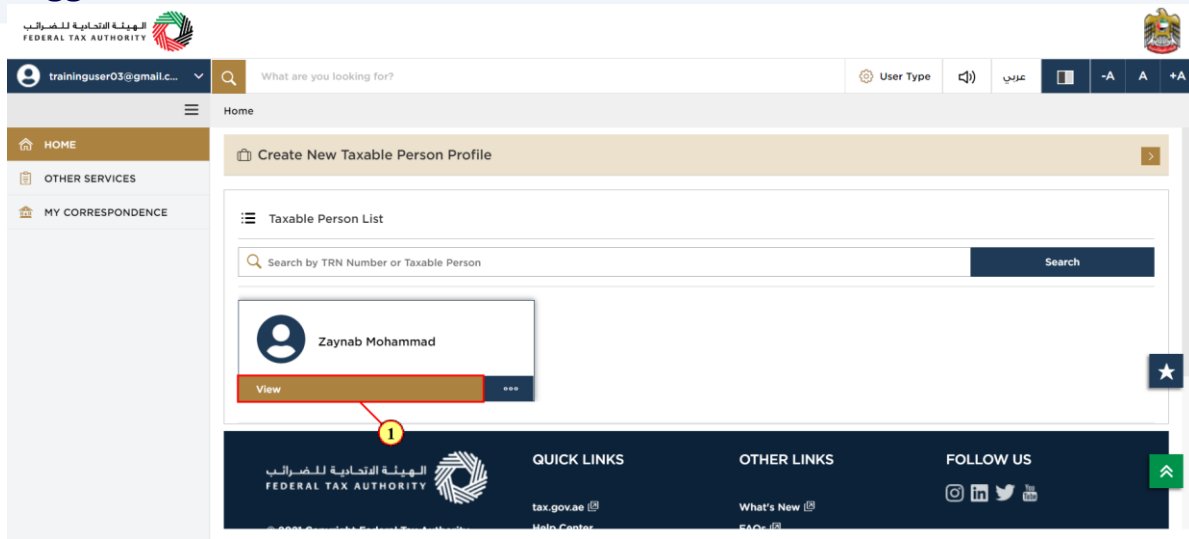
A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

[Read More](#)

Proceed

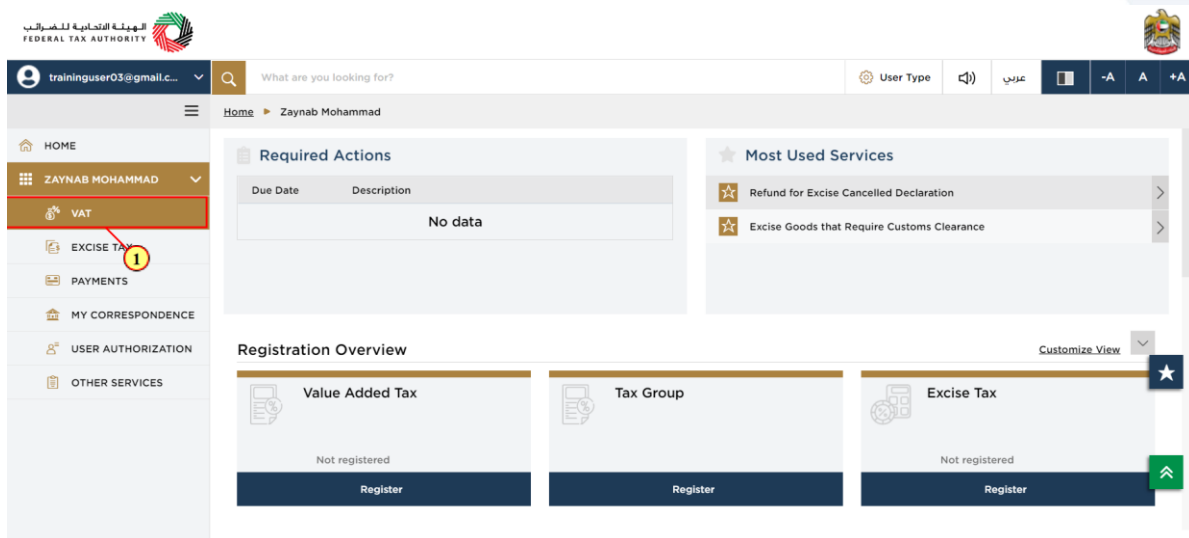
Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

Logged in User Dashboard



The screenshot shows the user dashboard for 'Zaynab Mohammad'. The 'Taxable Person List' section is visible, with a search bar and a list of taxable persons. The 'View' button for Zaynab Mohammad is highlighted with a red circle and the number 1. The dashboard also includes a sidebar with navigation options like 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE', and a footer with 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US'.

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



The screenshot shows the user dashboard for 'Zaynab Mohammad'. The 'VAT' module is highlighted in the sidebar with a red circle and the number 1. The dashboard also includes sections for 'Required Actions', 'Most Used Services', and 'Registration Overview'.

Step	Action
(1)	Click here to access VAT module.



TINCO VAT Module

Step	Action
(1)	Click on 'Create New' to create new refund request.



Declaration ID

Important Notice
Dear Valued Tax Payer, Please note that form VAT301 will be restricted on 23rd February 2021 for all users with a valid TRN except the pre-approved categories by the FTA. In order for you to continue importing goods via Customs, kindly ensure to link all your importer codes to your TRN. For further instructions on how you can do this, please see the following [link](#). For users with special user credentials, VAT301 will continue to be available for you to use as usual.

Declaration ID

Customs Authority *

Declaration Number *

Back



The progress bar displays the number of steps required to complete the payment request. The step you are currently in is highlighted in blue.

Declaration ID

Customs Authority *
Dubai

Declaration Number *
2673555767

Declaration Date *
09/27/2020

Back

Step	Action
(1)	Fill in 'Customs Authority', 'Declaration Number' and 'Declaration Date'



What are you looking for?

User Type عربي -A A +A

Home > Zaynab.Mohammad > VAT > VAT 301 - Import Declarations Form for VAT Payment

VAT Payment

Declaration ID

Customs Authority *
Dubai

Declaration Number *
2673555767

Declaration Date *
09/27/2020

Next

Back

Step	Action
(1)	Click on 'Next' to proceed to next section.



About Declaration

traininguser03@gmail.c... What are you looking for? User Type عربي -A A +A

Home > Zaynab Mohammad > VAT > VAT 301 - Import Declarations Form for VAT Payment

Entity Name (Arabic) AR 10000000000801	Regime Code STANDARD
Emirates ID No.	Final Destination United Arab Emirates
Port Of Entry 10000000000801	Passport No.
Contact Number	Excise Declaration ID CD2200020242
Import Type Standard	

Back



The cancelled import Declaration ID is auto-populated.



Declaration Details

traininguser03@gmail.c... What are you looking for? User Type عربي -A A +A

Home > Zaynab Mohammad > VAT > VAT 301 - Import Declarations Form for VAT Payment

1 Declaration ID
2 About Declaration
3 Declaration Details
4 VAT Payment

Declaration Details

HS Code	Import Value	Customs Duty	CIF Value	Total	Exempt	Zero-Rated	Subject to VAT
HS193	825.00	524.00	816.00	1,340.00	-	-	1,340.00
HS728	558.00	802.00	446.00	1,248.00	-	-	1,248.00
Total	1,383.00	1,326.00	1,262.00	2,588.00	-	-	2,588.00

Back

Step	Action
(1)	Click on 'Add new line' to add new item.

traininguser03@gmail.c... What are you looking for? User Type عربي -A A +A

Home > Zaynab Mohammad > VAT > VAT 301 - Import Declarations Form for VAT Payment

VAT On Excise 0

Total VAT 129.4

Amount Payable 129.4

Transaction List 0

Back

	Already entered declaration details are pre-populated.
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الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

traininguser03@gmail.c... What are you looking for? User Type عربي -A A +A

Home > Zaynab.Mohammad > VAT > VAT 301 - Import Declarations Form for VAT Payment

VAT On Excise	0
Total VAT	129.4
Amount Payable	129.4
Transaction List	0

Back



Amount payable is auto-populated.



VAT Payment

Step	Action
(1)	Click here to pay VAT



Thank you