



إمارات تاكس
EMARATAX

Submit Business Details - User Manual

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Document Control Information

Document Version Control

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1.0	28-May-24	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

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](#)



Add Non-Registered Business Details

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إمارات تاكس
EMARATAX

Submit Non-Registered Business Details
User Manual - FTA - UAE



This manual is prepared to help the Non-Registered Business for Excise Tax to navigate through the EmaraTax portal to submit their Business details



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.



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



User Type

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nonregistereduser@gm... What are you looking for?

User Type عربي -A A +A

User Profile

Please select the relevant purpose(s) for using EmaraTax portal

Taxable Person

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

1

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 legal...

[Read More](#)

Natural Person Tax Agent

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

[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)	Select the Taxable Person tile



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nonregistereduser@gm... What are you looking for?

User Type عربي -A +A

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

[Read More](#)

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

[Read More](#)

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

[Read More](#)

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

[Read More](#)

Special Refunds

Special refunds contain the VAT refund services for UAE nationals for building new residences, refunds for the business visitors, Mosque Constructio...

[Read More](#)

Other Services

This will allow you to initiate some of the FTA services which doesn't require you to be a registered user in VAT/Excise.

[Read More](#)

Juridical Person Tax Agent

A juridical person registered as a Tax Agent as per the conditions specified in the Executive regulations to the Tax procedural law.

[Read More](#)

Natural Person Representative Agent

A Natural person who is linked to the Juridical Person Tax Agent as a representative agent.

[Read More](#)

Proceed

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



The screenshot shows the EMARATAX user interface. At the top, there is a search bar and navigation options. The main content area displays a 'Taxable Person List' with a search filter and a list of entries. One entry for 'Ahmad Khalid' is visible, with a 'View' button highlighted by a red box and a red circle containing the number '1'. The footer contains various links and contact information for the Federal Tax Authority.

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



Taxable person dashboard

EMARATAX
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FEDERAL TAX AUTHORITY

nonregisterreducer@gm... What are you looking for? User Type عربي

HOME AHMAD KHALID VAT EXCISE TAX CORPORATE TAX MY PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION MY AUDIT MY REPORTS OTHER SERVICES

Required Actions

Due Date	Description
No data	

Most Used Services

No data

Registration Overview Account Access Pending Requests

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	Action
Corporate Tax	● Not Registered	-	-	-	...
Value Added Tax	● Not Registered	-	-	-	...
Tax Group	● Not Registered	-	-	-	...
Excise Tax	● Not Registered	-	-	-	...
Warehouse Keeper	● Not Registered	-	-	-	...


Step	Action
(1)	Click here to access Excise Tax module



Step	Action
(1)	Click here to view the dashboard of Non Registered businesses



The screenshot shows the EMARATAX user interface. At the top, there is a search bar and navigation links for 'Home', 'Ahmad Khalid', and 'Excise Tax'. The main heading is 'Excise 311 for Non-Registered Business Refund'. Below this, there are tabs for 'Business Details', 'EX203H - Non-Registered Local Purchase Declaration', and 'Excise 311 for Non-Registered Business Refund'. A table with columns 'Reference Number', 'Name (EN)', 'Name (AR)', 'Application Status', and 'Action' is present, but it is empty. A message reads: 'Please add your business details to get started with the declaration and refund process'. On the left, a sidebar menu includes 'HOME', 'AHMAD KHALID', 'VAT', 'EXCISE TAX', 'CORPORATE TAX', 'MY PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', 'MY AUDIT', 'MY REPORTS', and 'OTHER SERVICES'. At the bottom, there are sections for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary), 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints), and 'OUR LOCATION' (Emirates Property Investment, Central Park Business Towers - DJFC, 800 82923, info@tax.gov.ae).

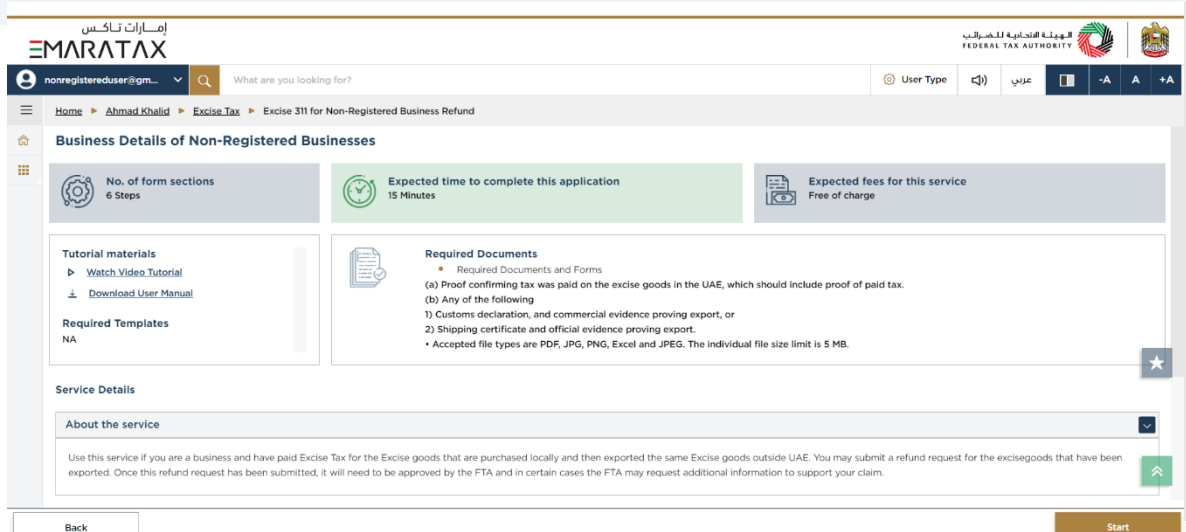
 This dashboard displays information related to the business details of Non-Registered Business for Excise Tax



Step	Action
(1)	Click on 'Add Business Details' to add your business details




Instructions and Guidelines



The screenshot displays the MARATAX web portal interface. At the top, there is a search bar and navigation options. The main content area is titled 'Business Details of Non-Registered Businesses' and contains several key metrics and sections:

- No. of form sections:** 6 Steps
- Expected time to complete this application:** 15 Minutes
- Expected fees for this service:** Free of charge
- Tutorial materials:** Watch Video Tutorial, Download User Manual
- Required Templates:** NA
- Required Documents:** Required Documents and Forms
 - (a) Proof confirming tax was paid on the excise goods in the UAE, which should include proof of paid tax.
 - (b) Any of the following:
 - 1) Customs declaration, and commercial evidence proving export, or
 - 2) Shipping certificate and official evidence proving export.
 - Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.
- Service Details:** About the service
 - Use this service if you are a business and have paid Excise Tax for the Excise goods that are purchased locally and then exported the same Excise goods outside UAE. You may submit a refund request for the excise goods that have been exported. Once this refund request has been submitted, it will need to be approved by the FTA and in certain cases the FTA may request additional information to support your claim.

 These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete the business details of Non-Registered Businesses



إمارات تاكس
EMARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Tutorial materials
▶ Watch Video Tutorial
⌵ Download User Manual

Required Documents
+ Required Documents and Forms
(a) Proof confirming tax was paid on the excise goods in the UAE, which should include proof of paid tax.
(b) Any of the following
1) Customs declaration, and commercial evidence proving export, or
2) Shipping certificate and official evidence proving export.
• Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Required Templates
NA

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)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines.



The screenshot shows the EMARATAX portal interface. At the top, there is a navigation bar with the user's name 'nonregistereduser@gm...' and a search bar. The main content area is titled 'Excise 311 for Non-Registered Business Refund'. It contains several sections: 'Tutorial materials' with links to 'Watch Video Tutorial' and 'Download User Manual'; 'Required Documents' with a list of requirements including proof of tax payment and shipping certificates; 'Service Details' with expandable sections for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'; and a confirmation checkbox 'I confirm that I have read the above instructions and guidelines'. At the bottom of the page, there is a 'Back' button highlighted with a red box and a yellow circle with the number '1', and a 'Start' button.

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



EMARATAX
إمارات تاكس
FEDERAL TAX AUTHORITY

nonregistereduser@gm... What are you looking for? User Type عربي -A A +A

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Tutorial materials
 ▶ Watch Video Tutorial
 ⚙ Download User Manual

Required Documents
 * Required Documents and Forms
 (a) Proof confirming tax was paid on the excise goods in the UAE, which should include proof of paid tax.
 (b) Any of the following
 1) Customs declaration, and commercial evidence proving export, or
 2) Shipping certificate and official evidence proving export.
 * Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Required Templates
 NA

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 on 'Start' to proceed to the business details.



Entity details

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nonregisterduser@gm... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

- Entity Details
- Identification Details
- Contact Details
- Bank Details
- Authorized Signatory
- Review and Declaration

Entity Details

Please mention the type of business

Natural Person Legal Person

First Name in English Last Name in English

First Name in Arabic Last Name in Arabic

Previous Step Save as Draft Next Step



The progress bar displays the number of steps required to complete the Non-Registered Business details. 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



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EMARATAX

nonregistereduser@gm... What are you looking for? User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Entity Details

Please mention the type of business

Natural Person Legal Person

First Name in English: Ahmad Last Name in English: Khalid

First Name in Arabic: أحمد Last Name in Arabic: خالد

Do you hold a valid Emirates ID?
 Yes No

Previous Step 1 Save as Draft Next Step

Step	Action
(1)	Enter all the mandatory details when type of business is 'Natural Person'



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nonregistereduser@gm... What are you looking for?

User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

First Name in English: Ahmad

Last Name in English: Khalid

First Name in Arabic: احمد

Last Name in Arabic: خالد

Do you hold a valid Emirates ID?
 Yes No

Passport Number: 10090671

Upload Passport: Add/View(0) Drag files here

Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Expiry date: 30/05/2028

Passport Issuing Country: Argentina

Previous Step **1** Save as Draft Next Step

Step	Action
(1)	Enter passport details



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nonregistereduser@gm... What are you looking for?

User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

First Name in English: Ahmad

Last Name in English: Khalid

First Name in Arabic: احمد

Last Name in Arabic: خالد

Do you hold a valid Emirates ID?
 Yes No

Passport Number: 10090671

Upload Passport: Add/View(1) Drag files here

Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Expiry date: 30/05/2028

Passport Issuing Country: Argentina

Previous Step Save as Draft Next Step

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



إمارات تاكس
EMARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

First Name in English: Ahmad

Last Name in English: Khalid

First Name in Arabic: احمد

Last Name in Arabic: خالد

Do you hold a valid Emirates ID?
 Yes No

Passport Number: 10090671

Upload Passport: Add/View(1) Drag files here
 Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Expiry date: 30/05/2028

Passport Issuing Country: Argentina

Previous Step (1) Save as Draft Next Step

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



إمارات تاكس
EMARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي -A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

First Name in English: Ahmad

Last Name in English: Khalid

First Name in Arabic: احمد

Last Name in Arabic: خالد

Do you hold a valid Emirates ID?
 Yes No

Passport Number: 10090671

Upload Passport: Add/View(1) Drag files here
 Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Expiry date: 30/05/2028

Passport Issuing Country: Argentina

Previous Step Save as Draft 1 Next Step

Step	Action
(1)	Click on 'Save as Draft' to save the Non-Registered Business details



إمارات تاكس
MARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

First Name in English: Ahmad

Last Name in English: Khalid

First Name in Arabic: احمد

Last Name in Arabic: خالد

Do you hold a valid Emirates ID?
 Yes No

Passport Number: 10090671

Upload Passport: Add/View() Drag files here
 Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Expiry date: 30/05/2028

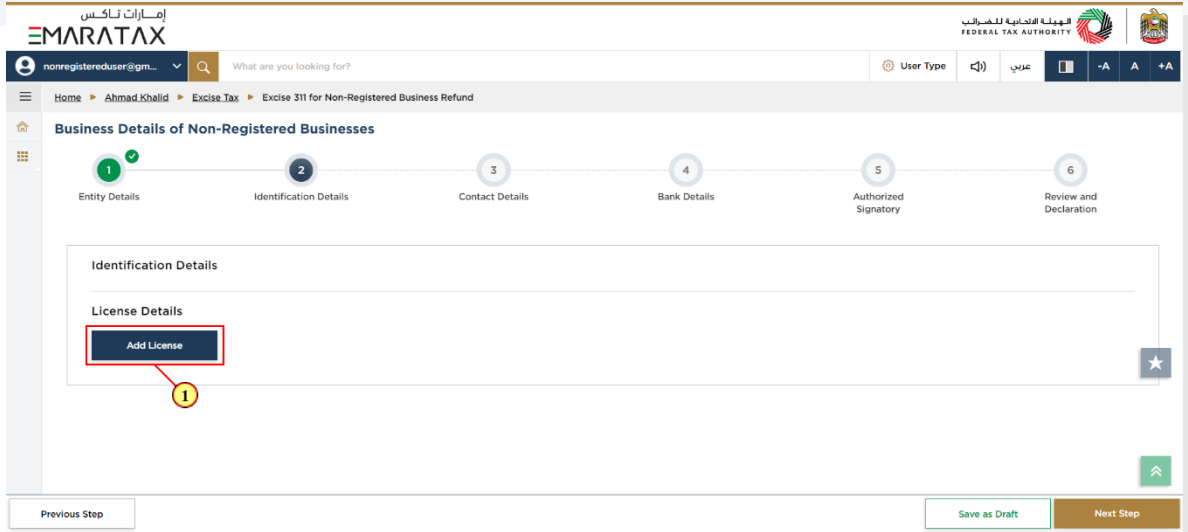
Passport Issuing Country: Argentina

Previous Step Save as Draft **Next Step**

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



Identification details



Step	Action
(1)	Click on 'Add License' to enter trade license details



إمارات تاكس
EMARATAX

nonregistereducer@gm... What are you looking for?

User Type عربي -A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

License Details

[Add License](#)

ABC Hypermarket Delete

License Issuing Authority: Dubai Academic City License Number: 80009090

Issue Date: 01/04/2009 Expiry Date: 31/05/2032

Enter Trade Name in English: ABC Hypermarket Enter Trade Name in Arabic: هبة بي سي هايبر ماركت

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter Trade License details



إمارات تاكس
EMARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

License Issuing Authority: Dubai Academic City

License Number: 80009090

Issue Date: 01/04/2009

Expiry Date: 31/05/2032

Enter Trade Name in English: ABC Hypermarket

Enter Trade Name in Arabic: ايه بي سي هايبر ماركت

Upload Copy of Trade License

Drag files here

Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Activities

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the copy of Trade License. On successful upload of document, the 'Add' button will highlight in green. Click here .



إمارات تاكس
MARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي -A +A

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Upload Copy of Trade License

↑ Add/View(1) Drag files here

Max file size: 15 MB Formats : DOC, DOCX, JPEG, JPG, PNG, PDF Max No. of files: 10

Activities + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
No data						

Owner + Add Owner

Owner Type	Owner name in English	ID Type	ID Number	Actions
No data				

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add Business Activities'



The screenshot shows the 'Business Activities' form in the EMARATAX system. The form is titled 'Business Activities' and contains the following fields:

- Industry:** Manufacturing
- Main Group:** Manufacture of coke and refined petroleum products
- Sub-Group:** Manufacture of coke oven products
- Activity:** Manufacture of coke oven products
- Activity Code:** 1910

An 'Add' button is located at the bottom right of the form. A yellow circle with the number '1' is positioned next to the 'Add' button, indicating the step to be followed.

Step	Action
(1)	Enter the Business Activity Details



Step	Action
(1)	Click on 'Add' to update Business Activity



إمارات تاكس
EMARATAX

nonregisterduser@gm... What are you looking for?

User Type عربي

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Issue Date: 01/04/2009 Expiry Date: 31/05/2032

Enter Trade Name in English: ABC Hypermarket

Enter Trade Name in Arabic: آيه بي هايپير ماركت

Upload Copy of Trade License

Drag files here

Max file size: 15 MB Formats: DOC, DOCX, JPEG, JPG, PNG, PDF Max No. of files: 10

Activities							+ Add Business Activities
Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions	
<input checked="" type="radio"/>	Manufacturing	Manufacture of coke and refined petroleum products	Manufacture of coke oven products	Manufacture of coke oven products	1910	...	

Previous Step Save as Draft Next Step

 The Business activities added are populated in the Non-Registered Business details form



إمارات تاكس
MARATAX

nonregisterduser@gm... What are you looking for?

User Type عربي

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

01/04/2009 31/05/2032

Enter Trade Name in English: ABC Hypermarket

Enter Trade Name in Arabic: ابي بي هايبر ماركت

Upload Copy of Trade License
Add/View(1) Drag files here
Max file size: 15 MB Formats : DOC, DOCX, JPEG, JPG, PNG, PDF Max No. of files: 10

Activities + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Manufacturing	Manufacture of coke and refined petroleum products	Manufacture of coke oven products	Manufacture of coke oven products	1910	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Edit </div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 10px;"> Delete </div>

Previous Step Next Step

Step	Action
(1)	Click on ellipsis to edit or delete the Business Activity details



إمارات تاكس
MARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي -A +A

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Upload Copy of Trade License
Add/View(1) Drag files here
Max file size: 15 MB Formats : DOC, DOCX, JPEG, JPG, PNG, PDF Max No. of files: 10

Activities + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input type="radio"/>	Manufacturing	Manufacture of coke and refined petroleum products	Manufacture of coke oven products	Manufacture of coke oven products	1910	...

Owner + Add Owner

Owner Type	Owner name in English	ID Type	ID Number	Actions
No data				

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add Owner' to add a owner to the Non-Registered Busienss details form



Owner Details

Owner Type
Natural Person

First Name in English
Rashid

Last Name in English
Hussain

First Name in Arabic
رشيد

Last Name in Arabic
حسين

Does the owner hold a valid Emirates ID?
 Yes No

Passport Number
1008989e

Upload Passport
 Drag files here
 Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Passport Expiry date
DD/MM/YYYY

Passport Issuing Country

Step	Action
(1)	Enter the Owner details



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



Owner Details

Rashid Hussain

First Name in Arabic: رشيد Last Name in Arabic: حسين

Does the owner hold a valid Emirates ID?
 Yes No

Passport Number: 10089898

Upload Passport: [Add/View\(\)](#) Drag files here
 Max file size: 15 MB Formats: DOC, DOCX, JPEG, JPG, PNG, PDF Max No. of files: 10

Passport Expiry date: 31/05/2033

Passport Issuing Country: Argentina

Ownership Start Date: 01/05/2009

Shareholding Percentage: 50.00

1

Previous Step Next Step

Step	Action
(1)	Enter the passport details



Step	Action
(1)	Click on "Add" to update Owner details



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MARATAX

nonregisterduser@gm... What are you looking for?

User Type عربي -A A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Upload Copy of Trade License

[Add/View\(0\)](#) Drag files here

Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10


Activities + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input type="radio"/>	Manufacturing	Manufacture of coke and refined petroleum products	Manufacture of coke oven products	Manufacture of coke oven products	1910	...

Owner + Add Owner

Owner Type	Owner name in English	ID Type	ID Number	Actions
Natural Person	Rashid Hussain	Passport	10089898	...

Previous Step Save as Draft Next Step

 The Owner details added are populated in the Non-Registered Business details form



إمارات تاكس
MARATAX

nonregistereduser@gm... What are you looking for?

User Type عربي

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Upload Copy of Trade License

Add/View(0) Drag files here

Max file size: 15 MB Formats : DOC, DOCX, JPEG, JPG, PNG, PDF Max No. of files: 10

Activities + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Manufacturing	Manufacture of coke and refined petroleum products	Manufacture of coke oven products	Manufacture of coke oven products	1910	...

Owner + Add Owner

Owner Type	Owner name in English	ID Type	ID Number	Actions
Natural Person	Rashid Hussain	Passport	10089898	... Edit Delete

Previous Step Next Step

Step	Action
(1)	Click on ellipsis to edit or delete the Owner details



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User Type عربي -A A +A

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Upload Copy of Trade License

[Add/View\(0\)](#) Drag files here

Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Activities + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input type="radio"/>	Manufacturing	Manufacture of coke and refined petroleum products	Manufacture of coke oven products	Manufacture of coke oven products	1910	***

Owner + Add Owner

Owner Type	Owner name in English	ID Type	ID Number	Actions
Natural Person	Rashid Hussain	Passport	10089898	***

Previous Step Save as Draft **Next Step**

1

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



Contact details

EMARATAX

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Country: United Arab Emirates

Building Name & Number: Queen Tower

Street: Near Airport

Area: Dubai

City: Dubai

Emirates: Dubai

Country Code: +971 (United Arab Emirates)

Mobile Number: 609090977

Country Code: +971 (United Arab Emirates)

Landline Number: 60699999

Previous Step

Save as Draft

Next Step

Step	Action
(1)	Enter the contact details



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Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Signatory Declaration

Contact Details

Country: United Arab Emirates Building Name & Number: Queen Tower

Street: Near Airport Area: Dubai

City: Dubai Emirates: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 609090977 Country Code: +971 (United Arab Emirates) Landline Number: 60699999

Previous Step Save as Draft **Next Step**

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



Bank details

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FEDERAL TAX AUTHORITY

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Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Bank Details

Country
United Arab Emirates

IBAN

Bank Name Branch Name

Account Holder's Name Account Number

Upload Copy of Bank Authorization Letter
Add/View() Drag files here

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter the Bank details



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User Type عربي -A A +A

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Bank Details

Country
United Arab Emirates

IBAN

Bank Name Branch Name

Account Holder's Name Account Number

Upload Copy of Bank Authorization Letter
Add/View(1) Drag files here

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload copy of Bank Authorization Letter. On successful upload of document, the 'Add' button will highlight in green.



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User Type عربي -A +A

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Bank Details

Country
United Arab Emirates

IBAN

Bank Name Branch Name

Account Holder's Name Account Number

Upload Copy of Bank Authorization Letter
Add/View(1) Drag files here

Previous Step Save as Draft **Next Step** (1)

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



Authorized Signatory details

Step	Action
(1)	Click on 'Add Authorized Signatory' to add Authorized Signatory Details



EMARA
Authorized Signatory

nonregistered

Home

Business

Entity

Aut

Aut

N

Previous Step

Next Step

First Name in English as per Emirates ID/Passport
Saeed

Last Name in English as per Emirates ID/Passport
Mohammad

First Name in Arabic as per Emirates ID/Passport
سعيد

Last Name in Arabic as per Emirates ID/Passport
محمد

Designation
Manager

Email ID
saeed.mohammad@gmail.com

Country Code
+971 (United Arab Emirates)

Mobile Number
609098864

Are you a Resident of UAE?
 Yes No

Passport Number
10090900

Upload Passport
Add/View(1)

Drag files here

Max file size: 15 MB Formats : DOC, DOCX, JPEG, JPG, PNG, PDF Max No. of files: 10

Add

Step	Action
(1)	Enter Authorized Signatory Details



Authorized Signatory

Designation: Manager

Email ID: saeed.mohammad@gmail.com

Country Code: +971 (United Arab Emirates)

Mobile Number: 609098886

Are you a Resident of UAE?
 Yes No

Passport Number: 10090900

Passport Expiry Date: 31/05/2033

Upload Passport
 Drag files here
 Max file size: 15 MB | Formats : DOC, DOCX, JPEG, JPG, PNG, PDF | Max No. of files: 10

Upload Power of Attorney/ Memorandum of Association
 Drag files here
 Max file size: 15 MB | Formats: PDF,DOC,DOCX | Max No. of files: 10

Passport Issuing Country: Belgium

Step	Action
(1)	Enter passport details of Authorized Signatory



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



Step	Action
(1)	Click on 'Add' to update the Authorized Signatory details to Non-Registered Business details form



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User Type عربي

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

- Entity Details
- Identification Details
- Contact Details
- Bank Details
- Authorized Signatory
- Review and Declaration

Authorized Signatory

Authorized Signatory list + Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Actions
Saeed Mohammad	سعيد محمد	10090900	saeed.mohammad@gmail.com	...

Edit
Delete

Previous Step Save as Draft Next Step

The Authorized Signatory details added are populated in the Non-Registered Business details form



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User Type عربي

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

- Entity Details
- Identification Details
- Contact Details
- Bank Details
- Authorized Signatory
- Review and Declaration

Authorized Signatory

Authorized Signatory list + Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Actions
Saeed Mohammad	سعيد محمد	10090900	saeed.mohammad@gmail.com	Edit Delete

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on ellipsis to edit or delete the Authorized Signatory details



Review and Declaration

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nonregisterduser@gm... What are you looking for? User Type عربي -A A +A

Home > Ahmad Khalid > Excise Tax > Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

1 Entity Details 2 Identification Details 3 Contact Details 4 Bank Details 5 Authorized Signatory 6 Review and Declaration

Review & Declaration

Expand All / Collapse All

Step 1: Entity Details

Please mention the type of business

Natural Person Legal Person

First Name in English as per Emirates ID/Passport: Ahmad

Last Name in English as per Emirates ID/Passport: Khalid

First Name in Arabic as per Emirates ID/Passport:

Last Name in Arabic as per Emirates ID/Passport:

Previous Step Save as Draft Submit



This section displays your completed Business details form and allows you to review it prior to submission



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



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FEDERAL TAX AUTHORITY

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Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

1 Entity Details 2 Identification Details 3 Contact Details 4 Bank Details 5 Authorized Signatory 6 Review and Declaration

Review & Declaration Expand All / Collapse All

Step 1: Entity Details >

Step 2: Identification Details >

Step 3: Contact Details >

Step 4: Bank Details >

Step 5: Authorized Signatory >

Previous Step Save as Draft Submit

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



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Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

1 Entity Details 2 Identification Details 3 Contact Details 4 Bank Details 5 Authorized Signatory 6 Review and Declaration

Review & Declaration Expand All / Collapse All

Step 1: Entity Details

Please mention the type of business

Natural Person Legal Person

First Name in English as per Emirates ID/Passport: Ahmad

Last Name in English as per Emirates ID/Passport: Khalid

First Name in Arabic as per Emirates ID/Passport: Ahmad

Last Name in Arabic as per Emirates ID/Passport: Khalid

Previous Step Edit Save as Draft Submit

Step	Action
(1)	Click on 'Edit' to update the details in this section



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



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User Type عربي -A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Step 3: Authorize signatory

Declaration

First Name in English: Ahmad Last Name in English: Khalid

First Name in Arabic: احمد Last Name in Arabic: خالد

Country Code: +971 (United Arab Emirates) Mobile Number: 090444969 Email ID: NONREGISTEREDUSER@GMAIL.COM

Submission Date: 19/05/2024

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

Previous Step Save as Draft Submit

Step	Action
(1)	Mark the checkbox once you have reviewed all the information given in each step



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User Type عربي -A +A

Home ▶ Ahmad Khalid ▶ Excise Tax ▶ Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Step 3: Authorized signatory

Declaration

First Name in English: Ahmad Last Name in English: Khalid

First Name in Arabic: احمد Last Name in Arabic: خالد

Country Code: +971 (United Arab Emirates) Mobile Number: 090444969 Email ID: NONREGISTEREDUSER@GMAIL.COM

Submission Date: 19/05/2024

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

Previous Step Save as Draft Submit

Step	Action
(1)	Click on 'Submit' to submit the Non-Registered Business details Form.



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What are you looking for?

Home » Ahmad Khalid » Excise Tax » Excise 311 for Non-Registered Business Refund

Business Details of Non-Registered Businesses

Application Submitted Successfully Submitted

Name : Ahmad Khalid
Reference Number : 803000000243
Submitted Date : 20 May 2024

 You have successfully submitted the Non-Registered Business details.
Make a note of the application number for future reference. You can also access this business details from the Non-Registered Business Excise Tax refunds tile within the Exise Tax module.



The screenshot shows the EMARATAX portal interface. The main content area displays a table with the following data:

Reference Number	Name (EN)	Name (AR)	Application Status	Action
80300000243	Ahmad	أحمد	Submitted	View, Edit

A red box highlights the 'View' icon in the 'Action' column, and a yellow circle with the number '1' is placed next to it, indicating the step to click on the ellipsis to view or edit the details.

Step	Action
(1)	Click on ellipsis to view or edit the Non-Registered Business details



After submission, Non-Registered Businesses for Excise Tax receives the following correspondences:

- Acknowledgment on the successful submission of their business details



Thank you