



إمارات تاكس
EMARATAX

Initiate VAT 301 Payment - User Manual

Date: Oct 2022

Version 1.0.0.0

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Document Control Information

Document Version Control

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



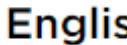
Annexure Section

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: <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 عربى	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

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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

- 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

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.
	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...
	Tax Agent	Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before...
	Tax Agency	A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

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Proceed

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

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.
	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...
	Tax Agent	Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before...
	Tax Agency	A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

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Proceed

Step	Action
(1)	Select the Taxable Person tile





الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY





 traininguser03@gmail.c... 

 User Type 

 عذر



 -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.

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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](#)

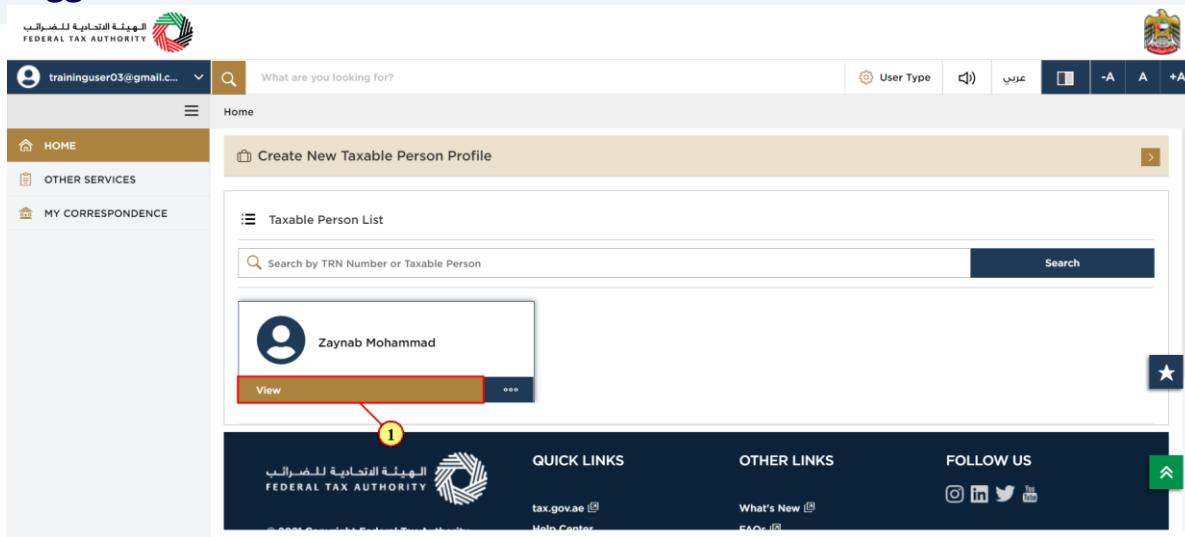

Tax Agency

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

[Read More](#)

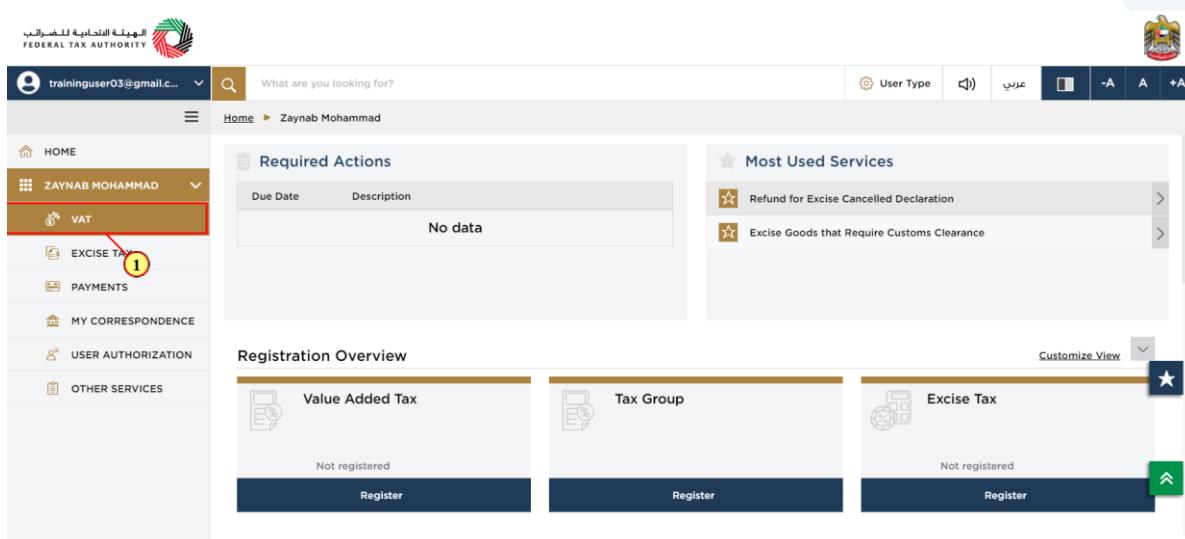
Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

Logged in User Dashboard



The screenshot shows the user dashboard for a logged-in user named 'traininguser03@gmail.com'. The main header includes the Federal Tax Authority logo and the United Arab Emirates national emblem. The top navigation bar features a search bar, user type selection, and language options (Arabic/English). The left sidebar has links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area displays a 'Create New Taxable Person Profile' section with a 'Taxable Person List' table. One row in the table is highlighted for 'Zaynab Mohammad', with a red circle labeled '1' pointing to the 'View' button. The footer contains links for 'QUICK LINKS' (tax.gov.ae, Help Center), 'OTHER LINKS' (What's New, FAQ), and 'FOLLOW US' (social media icons).

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



This screenshot shows the Taxable Person dashboard for 'ZAYNAB MOHAMMAD'. The left sidebar lists 'HOME', 'ZAYNAB MOHAMMAD' (selected), 'VAT' (highlighted with a red circle labeled '1'), 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area includes sections for 'Required Actions' (Due Date: No data), 'Most Used Services' (Refund for Excise Cancelled Declaration, Excise Goods that Require Customs Clearance), and 'Registration Overview' for Value Added Tax, Tax Group, and Excise Tax (both marked as 'Not registered' with 'Register' buttons). A 'Customize View' button is also present.

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



TINCO VAT Module

The screenshot shows the TINCO VAT Module interface. The left sidebar has a navigation menu with options like HOME, ZAYNAB MOHAMMAD, VAT (selected), EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area shows a 'My Favorites' section and a 'Returns & Refunds' section. Under 'Returns & Refunds', there are three cards: VAT 702 (VAT Refund Form for Non-Registered Importers), VAT 301 (Import Declarations Form for VAT Payment), and VAT 301A (Cancelled Customs Declaration Refund). The VAT 301 card has a red box around its 'Create New' button, which is highlighted with a yellow circle and a red arrow pointing to it. At the bottom, there are links for QUICK LINKS, OTHER LINKS, and FOLLOW US.

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'



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

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

Declaration ID

4 VAT Payment

Customs Authority *
Dubai

Declaration Number *
2673555767

Declaration Date *
09/27/2020

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



About Declaration

Screenshot of the Federal Tax Authority's VAT 301 - Import Declarations Form for VAT Payment interface.

User details:

- User Type: User
- Language: Arabic
- Font Size: A

Breadcrumbs:

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

Form fields (auto-populated from previous declaration):

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

Buttons:

- Back
- Information icon (i)
- Star icon
- Up arrow icon



The cancelled import Declaration ID is auto-populated.



Declaration Details

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

Add new line

Back

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

VAT On Excise

0

Total VAT

129.4

Amount Payable

129.4

Transaction List

0

Back

	Already entered declaration details are pre-populated.
--	--



العنوان: العنوان الشامل للمؤسسة
FEDERAL TAX AUTHORITY

traininguser03@gmail.com

What are you looking for?

User Type: عرب

-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

The screenshot shows the VAT payment process on the Federal Tax Authority's website. The user is at step 4: VAT Payment. The pay amount is 129.40 AED. A red arrow points to the 'Pay VAT' button, which is highlighted with a yellow circle containing the number 1.

Step	Action
(1)	Click here to pay VAT



Thank you