



إمارات تاكس EMARATAX

Register Designated Zone

User Manual

Date: April 2023

Version 2.0.0.0

Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.

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
2.0	01-Apr-22	Federal Tax Authority	Updates to the user manual to include the Public Clarification EXTP010 related changes effective from 1 April 2023.

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: - 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](#)



Document Control Information	2
Annexure 2	
Navigating through EmaraTax	3
Introduction	5
Login to EmaraTax.....	6
Taxable Person Tile	7
Designated Zone Management Tile.....	8
Add Designated Zone	9
Guidelines and Instructions.....	10
Details of Applicant Section	12
About the Designated Zone Section	16
Location of Records Section	18
System and Procedures Section	20
Valuation & Financial Security Section.....	22
Review and Declaration	26
Post Application Submission	28
Schedule DZ Inspection	31
Financial Guarantee Submission	36
Post Application Submission	39
Designated Zone Registration Payment	42
Post Successful Payment	44
Correspondences	46



Introduction



This manual is prepared to help a registered Warehouse Keeper or a Warehouse Keeper applicant with status "Awaiting DZ linking" to navigate through the Federal Tax Authority EmaraTax portal to submit a Designated Zone registration application. You can submit multiple Designated Zone registration applications one after the other even if the previously submitted Designated Zone registration applications are in review with the FTA.

On approval of your Designated Zone registration application by FTA, a Designated Zone number and a Designated Zone certificate will be issued to you. If you are a Warehouse Keeper applicant with status "Awaiting DZ linking", on approval of your first Designated Zone registration application, your Warehouse Keeper application will also be approved, and you will be issued a Warehouse Keeper number and a Warehouse Keeper certificate.

Please note that the Designated Zone registration process would involve a site inspection by the FTA officers and a requirement to submit a financial guarantee to the FTA post inspection of your proposed Designated Zone site.

Login to EmaraTax



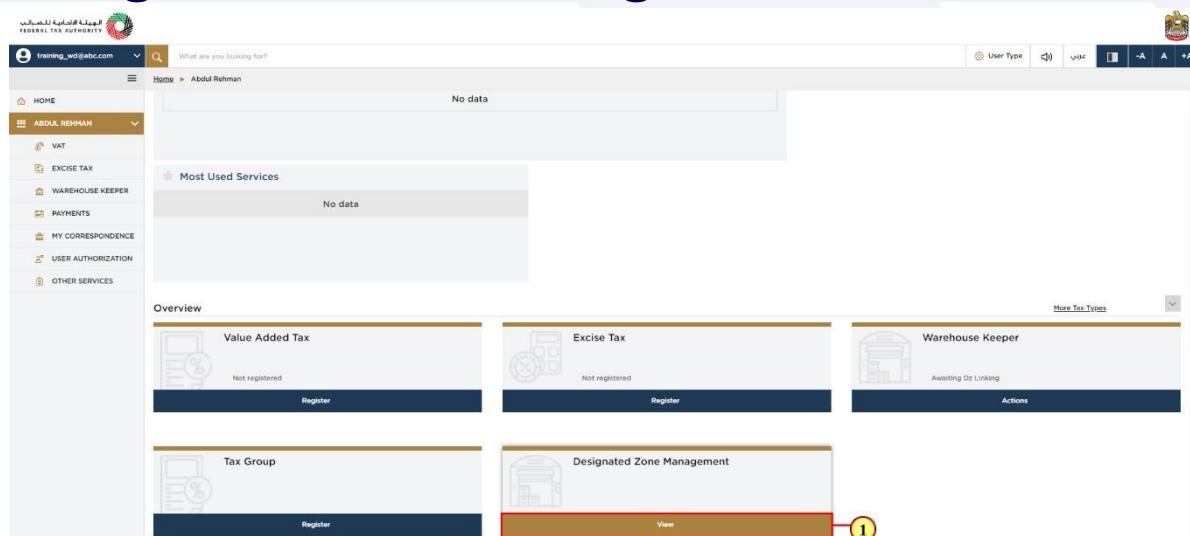
- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.
- If 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.

Taxable Person Tile

The screenshot shows the Federal Tax Authority website interface. The main content area is titled 'Create New Taxable Person Profile'. It includes fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button. Below this is a 'Taxable Person List' table with a search bar and a list of entries. One entry is visible: 'Abdul Rehman'. A red box highlights the 'View' button for this entry, and a yellow circle with the number 1 is placed next to it. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

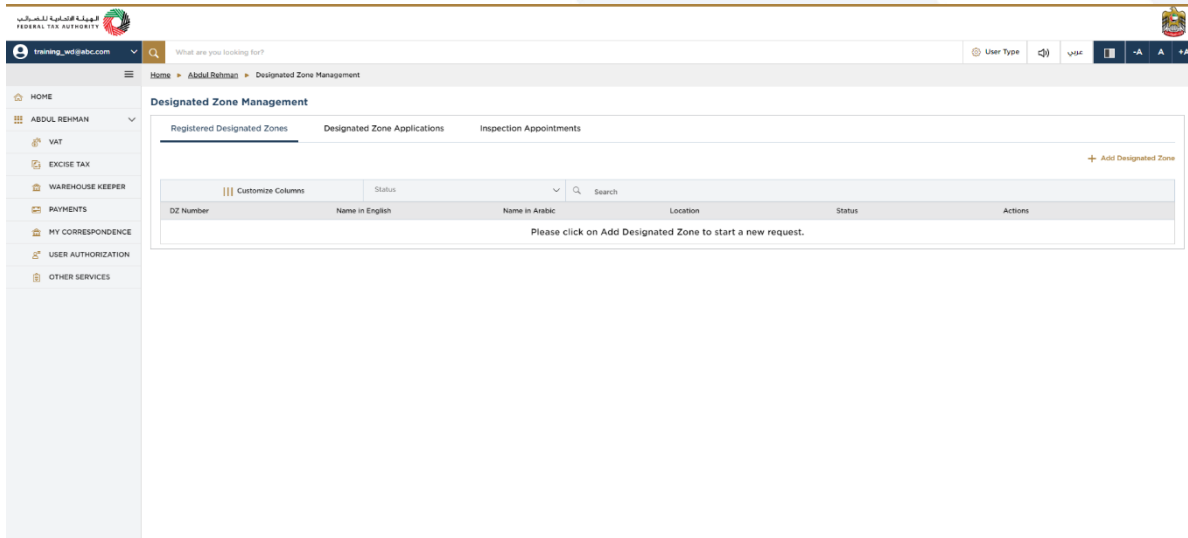
Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard.

Designated Zone Management Tile



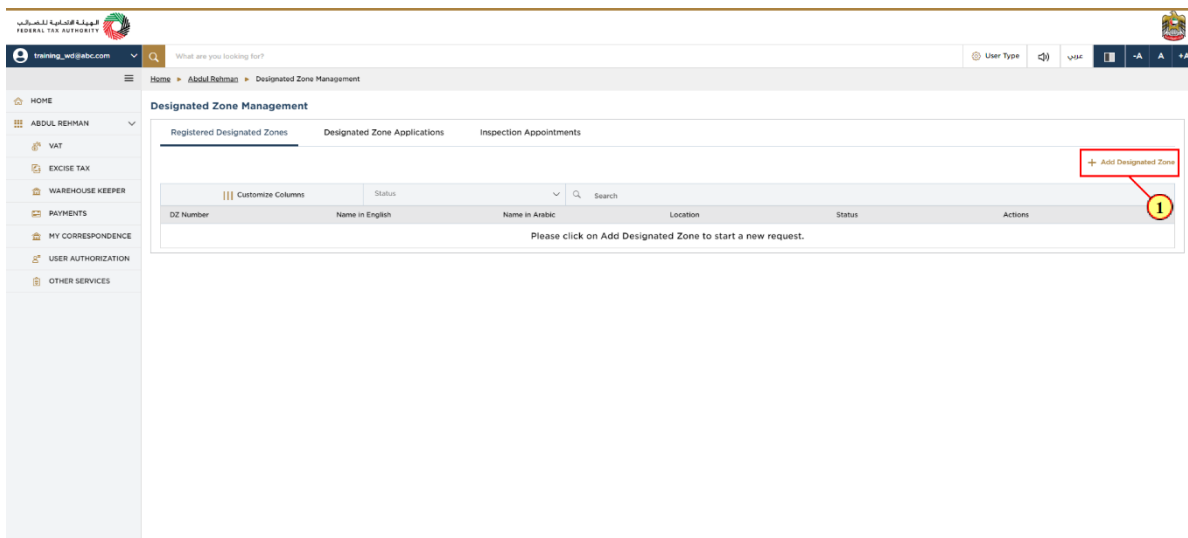
Step	Action
(1)	Click 'View' on the Designated Zone Management tile to view the details of Designated Zones managed by the Warehouse Keeper.

Add Designated Zone



There are three tabs available in this screen.

- Registered Designated Zone tab shows the list of Designated Zones if any that are already registered under the Warehouse Keeper. If you do not have any Designated Zones registered, this list will be empty.
- Designated Zone Applications tab shows the list of Review, Pre approved, approved, rejected, cancelled and draft version of applications.
- Inspection Appointments tab shows all the requests of designated zone inspection from FTA.



Step	Action
(1)	Click 'Add Designated Zone' to initiate the registration application.

Guidelines and Instructions

Designated Zone Registration

No. of form sections: 8 sections

Expected time to complete this form: 20 Minutes

Expected fees for this service: Free for change

Tutorials

- Designated Zone Tutorial
- Designated Zone Tutorial

Required Documents

It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Official Site Plan of the warehouse, managed by the warehouse owner, that is issued by the Free Zone Authority (approved and signed by the Free Zone Authority). The provided plan shall include the plot number.
- Designated warehouse plan, signed and stamped by the engineering consultant and the authorized signatory, showing the areas where the goods are stored, and the types of goods stored (both water goods and non-water goods).
- Letter on the warehouse owner's printed letterhead with detailed description of the inventory system used in designated zone, along with screenshots of the system (signed and stamped by the authorized signatory).
- Declaration confirming the details of procedures followed when moving/lifting water goods, including the entry/exit of water goods into/from the designated zone.
- Images proving that CCTV cameras are installed and working properly in the designated zone.
- Letter certifying procedures and measures adopted in the warehouse to allow the entry of authorized employees/workers to the designated zone and confirming that a governed mechanism is set in place to enforce that.

Service Details

About the Service

Eligibility Criteria

Service Steps

FAQs

☒ I confirm that I have read the above instructions and guidelines

The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Designated Zone registration in the UAE. It also provides guidance on what information you should have in hand when you are completing the Designated Zone registration application.

Designated Zone Registration

No. of form sections: 8 sections

Expected time to complete this form: 20 Minutes

Expected fees for this service: Free for change

Tutorials

- Designated Zone Tutorial
- Designated Zone Tutorial

Required Documents

It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Official Site Plan of the warehouse, managed by the warehouse owner, that is issued by the Free Zone Authority (approved and signed by the Free Zone Authority). The provided plan shall include the plot number.
- Designated warehouse plan, signed and stamped by the engineering consultant and the authorized signatory, showing the areas where the goods are stored, and the types of goods stored (both water goods and non-water goods).
- Letter on the warehouse owner's printed letterhead with detailed description of the inventory system used in designated zone, along with screenshots of the system (signed and stamped by the authorized signatory).
- Declaration confirming the details of procedures followed when moving/lifting water goods, including the entry/exit of water goods into/from the designated zone.
- Images proving that CCTV cameras are installed and working properly in the designated zone.
- Letter certifying procedures and measures adopted in the warehouse to allow the entry of authorized employees/workers to the designated zone and confirming that a governed mechanism is set in place to enforce that.

Service Details

About the Service

Eligibility Criteria

Service Steps

FAQs

☒ I confirm that I have read the above instructions and guidelines

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.

Designated Zone Registration

No. of form sections: 8 sections

Expected time to complete this form: 20 Minutes

Expected fees for this service: Free for change

Tutorials: [Designated Zone Tutorial](#)

Required Templates: [Stock of Goods Declaration](#), [Stock of Goods Declaration \(Other than Designated\)](#), [Stock of All other Goods Declaration](#)

Below are the templates that should be used for capturing stock levels required for the Designated Zone Financial Declaration calculation.

Required Documents:

- Official Site Plan of the warehouse, managed by the warehouse owner (that is issued by the Free Zone Authority (designated and signed by the Free Zone Authority)). The provided plan shall include the plan number.
- Detailed warehouse plan, signed and stamped by the engineering consultant and the authorized signatory, showing the areas where the goods are stored, and the types of goods stored (both excise goods and non-excise goods).
- Letter on the warehouse owner's printed letterhead with detailed description of the inventory system used in designated zone, along with screenshots of the system (signed and stamped by the authorized signatory).
- Declaration confirming the details of procedures followed when moving/shifting excise goods, including the entry/exit of excise goods into/from the designated zone.
- Images proving that CCTV cameras are installed and working properly in the designated zone.
- Letter detailing procedures and measures adopted in the warehouse to allow the entry of authorized employees/visitors to the designated zone and confirming that a governed mechanism is set in place to enforce this.
- In addition to images showing the tools used for this purpose.
- Images of the goods and how they are distributed in the designated zone/warehouse.
- Guidance that the transactions relating to the stock are being logged in the system regularly and that stock reports are issued and approved by the warehouse keeper.
- Monthly financial reports for 12 months on the value of stock goods in the designated zone and the Excise Tax amount as per the advertised price.
- Monthly average of the price of the excise goods held at the end of each month in the designated zone and the Excise Tax amount on the advertised price.
- Estimate of the amount of Excise Tax which will be ascertained in relation to the excise goods entered into the proposed designated zone.
- Financial guarantee and official letter of undertaking specifying the person who will deliver the financial guarantee to the FTA (only to be submitted once the FTA notifies the taxpayer of the required financial guarantee amount).
- Passport/Emirates ID of the authorized signatory.
- Proof of authorization for the authorized signatory.

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

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 'Start' to initiate the Designated Zone Registration application.

Details of Applicant Section

Designated Zone Registration

1 Details of the Applicant 2 About the Designated Zone 3 Location of Goods 4 System & Procedures 5 Valuation and Financial Security 6 Review and Declaration

Details of the Applicant

Name of the Warehouse keeper in English

Name of the Warehouse keeper in Arabic

Transfer of Ownership

Does this Application involve a transfer of ownership? ☐ Yes ☒ No

Details of Goods

Please select which type of Excise Goods will be entered into the proposed Designated Zone?

Upload Supporting Documents For The Selected Categories

Explain the use to which the proposed Designated Zone will be put

Would any of the goods stored in the Designated Zone be transferred to another Designated Zone? ☐ Yes ☒ No

Effective Date

Upload Effective Date of Registration Supporting Document

- The application is divided into several short sections which deal with various aspects of the registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous section will be highlighted in green.
- To move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be filled out in order to move to the next section.
- Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.
- The colour of the upload supporting document is highlighted in blue. Once you upload the supporting documents successfully, the colour will be highlighted in green.

Designated Zone Registration

1 Details of the Applicant 2 About the Designated Zone 3 Location of Goods 4 System & Procedures 5 Valuation and Financial Security 6 Review and Declaration

Details of the Applicant

Name of the Warehouse keeper in English

Name of the Warehouse keeper in Arabic

Transfer of Ownership

Does this Application involve a transfer of ownership? ☐ Yes ☒ No

Details of Goods

Please select which type of Excise Goods will be entered into the proposed Designated Zone?

Upload Supporting Documents For The Selected Categories

Explain the use to which the proposed Designated Zone will be put

Would any of the goods stored in the Designated Zone be transferred to another Designated Zone? ☐ Yes ☒ No

Effective Date

Upload Effective Date of Registration Supporting Document

Some of the fields data are prepopulated from the Warehouse Keeper Registration application.



Step	Action
(1)	- Select whether the application involves a transfer of ownership. - If you select 'yes', provide the Warehouse Keeper Number and the Designated Zone number of the Warehouse Keeper whose ownership is being transferred to you. - You may click on the 'Save as draft' button to save your application and return to continue working on your application later.

	Transfer of Ownership is set to "No" by Default. In case if you have the transfer of ownership scenario, please select "yes". You would be asked for previous Warehouse Keeper details and Designated Zone number in case of Transfer of Ownership.
--	---



training_w@ab.com What are you looking for?

Home > Abdul Rahman > Designated Zone Management

Designated Zone Registration

Transfer of Ownership of DZ

Does this Application involves a transfer of ownership?

☐ Yes ☒ No

Details of Goods

Please select which type of Excise Good(s) will be entered into the proposed Designated Zone?

Select type of Excise Goods

☐ Sweetened Drinks

Upload Supporting Documents For The Selected Categories

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files

Drag files here

Explain the use to which the proposed Designated Zone will be put

Test

Would any of the goods stored in the Designated Zone be transferred to another Designated Zone?

☒ Yes ☐ No

Do you plan to store your own goods and/or goods owned by other parties in the Designated Zone?

Effective Date

01/01/2022

Upload Effective Date of Registration Supporting Document

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files

Previous Step

Save as Draft

Next Step

Step	Action
(1)	- Enter the details of goods that will be entered into the proposed Designated Zone and provide the additional information. - Upload supporting documents for the selected excise goods.

training_w@ab.com What are you looking for?

Home > Abdul Rahman > Designated Zone Management

Designated Zone Registration

Transfer of Ownership of DZ

Does this Application involves a transfer of ownership?

☐ Yes ☒ No

Details of Goods

Please select which type of Excise Good(s) will be entered into the proposed Designated Zone?

Sweetened Drinks

Upload Supporting Documents For The Selected Categories

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files

Drag files here

Explain the use to which the proposed Designated Zone will be put

Test

Would any of the goods stored in the Designated Zone be transferred to another Designated Zone?

☒ Yes ☐ No

Do you plan to store your own goods and/or goods owned by other parties in the Designated Zone?

Own Goods

Goods owned by others

Both

Effective Date

01/01/2022

Upload Effective Date of Registration Supporting Document

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files

Previous Step

Save as Draft

Next Step

Step	Action
(1)	If you are planning to store your own goods or goods owned by other parties in the Designated Zone, select the option accordingly.



Step	Action
(1)	Fill the effective date of registration and upload the supporting document.

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

About the Designated Zone Section

 The registered address will appear on your Designated Zone Registration certificate. It is important that you enter the details accurately.

Step	Action
(1)	- Enter the Designated Zone name. - Enter the Designated Zone address. - If the Designated Zone is controlled and supervised by a Customs department, select 'Yes'



Designated Zone Registration

1. About the Designated Zone

2. Location of the Designated Zone

3. Location of Records

4. System & Procedures

5. Valuation and Financial Security

6. Review and Declaration

About the Designated Zone

Name of the Designated Zone in English

ASDC

Name of the Designated Zone in Arabic

المنطقة المحددة

Location of the designated Zone

Designated Zone Location

Building Name and Number

101

Area

Abu Dhabi

City

Abu Dhabi

PG Box

100000

Country Code

+971 (United Arab Emirates)

Mobile Number

987654321

Country Code

+971 (United Arab Emirates)

Landline Number

987654321

Warehouse Keeper Email Address

warehousekeeper@asdc.com

Designated Zone Email Address

warehousekeeper@asdc.com

Is the stock held from the Proposed Designated Zone subject to control of the Customs department?

☐ Yes ☒ No

Previous Step

Save as Draft

Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

Location of Records Section

- A Warehouse Keeper is required to keep records of excise goods held in the Designated Zone at any time including the stock levels, the value and quantity of excise goods entering or leaving or produced within the Designated Zone and its destinations (example., another Designated Zone, third country, release for consumption).
- In case you select option as “other location”, you are required to provide entire details of the location accurately.

Step	Action
(1)	• Select the location where the Designated Zone records will be kept. • Based on your selection, the required fields will be displayed.



training_well@ab.com What are you looking for? User Type

Home > About Bahrain > Designated Zone Management

Designated Zone Registration

- 1 Details of the Applicant
- 2 About the Designated Zone
- 3 Location of Records
- 4 System & Procedures
- 5 Valuation and Financial Security
- 6 Review and Declaration

Location of Records

Location of Records ?

Same as Designated Zone Location

Building Name and Number

Street

Area

City

Emirates

P.O. Box

Country Code

Mobile Number

Country Code

Landline Number

Previous Step Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

System and Procedures Section

Step	Action
(1)	Enter the details of System and Procedures to be followed in the Designated Zone and upload supporting documents



- Please provide details of the systems and procedures that you will use to ensure that goods entered, held in and removed from the proposed Designated Zone are accurately recorded and Excise tax due thereon is properly determined and paid at the correct time. You are expected to provide full details; failure to do so will delay your application and may result in its rejection.
- Refer to the tool tips against each of these questions for more information.

Designated Zone Registration

1 Details of the Applicant 2 About the Designated Zone 3 Location of Records 4 System & Procedures 5 Valuation and Financial Security 6 Review and Declaration

System & Procedures

Please provide details of stock and record management system(s) that will be used with respect to Excise Goods entered into and removed from the proposed Designated Zone.

Text

Upload sample information demonstrating the capabilities of the system(s) to be used

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Please explain the process which will be adopted with respect to the entry and removal of excise goods to/from the proposed designated zone

Text

Upload sample information demonstrating the process

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Please provide details of any measure which will be put in place to control the access of personnel to the proposed Designated Zone and the Excise Goods within it

Text

Upload sample information demonstrating the measures

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Please indicate how the Excise Goods entered into the proposed Designated Zone on which Excise Tax has not yet been paid will be identified and monitored

Text

Upload sample information demonstrating how Excise Goods entered the proposed Designated Zone on which Excise tax has not been paid will be identified and monitored

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter the details of System and Procedures to be followed in the Designated Zone and upload supporting documents

Designated Zone Registration

1 Details of the Applicant 2 About the Designated Zone 3 Location of Records 4 System & Procedures 5 Valuation and Financial Security 6 Review and Declaration

System & Procedures

Please provide details of stock and record management system(s) that will be used with respect to Excise Goods entered into and removed from the proposed Designated Zone.

Text

Upload sample information demonstrating the capabilities of the system(s) to be used

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Please explain the process which will be adopted with respect to the entry and removal of excise goods to/from the proposed designated zone

Text

Upload sample information demonstrating the process

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Please provide details of any measure which will be put in place to control the access of personnel to the proposed Designated Zone and the Excise Goods within it

Text

Upload sample information demonstrating the measures

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Please indicate how the Excise Goods entered into the proposed Designated Zone on which Excise Tax has not yet been paid will be identified and monitored

Text

Upload sample information demonstrating how Excise Goods entered the proposed Designated Zone on which Excise tax has not been paid will be identified and monitored

Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3

Previous Step Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Valuation & Financial Security Section



- At the time of registering a designated zone, the warehouse keeper must provide the FTA with the following details
- the average month-end stock of the relevant excise goods that will be in the designated zone over a 12-month period, based on the following:
- If the warehouse keeper is already in business and has a warehouse in which excise goods are stored, they are required to determine the average month-end stock of the relevant excise goods based on the actual month-end stock of each product of excise goods held in the 12 months preceding the date of the application.
- If the warehouse keeper is planning to start operating or managing a warehouse and does not have the quantities data to determine the actual month-end stock, they are required to forecast the expected month-end stock per product of excise good to be held for each of the coming 12 months.
- Declaration letter regarding tax evasion
- Warehouse Keeper's annual financial statements for the latest year ended.
- Copy of Ministry of Human Resources and Emiratization ("MOHRE") certificate as a proof for Number of persons employed by the Warehouse Keeper



Step	Action
(1)	Click 'Download Template' to download an excel template in which the estimated stock details of goods that will be handled in the Designated Zone for the next 12 months can be filled.

Step	Action
(1)	Click 'Add' to upload the filled excel template in the application.



EMARATAX
What are you looking for?

Designated Zone Registration

Max File size: 15 MB | Formats: XLS, XLSX | Max. No. of files: 3

Declaration Letter

Please download the declaration letter template and upload below

[Download Template](#) DZ Excise Goods Declaration letterdocx last updated 24/03/2023

Upload filled in declaration letter

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Financial Guarantee Supporting Documents

Upload supporting documents for valuation of Warehouse Keeper's assets (AED) (Annual financial statements for the latest year ended before the financial guarantee application)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Upload supporting documents (as per Ministry of Human Resources and Emiratization ("MOHRE") for the number of persons employed by the Warehouse Keeper)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Upload any other supporting documents (Optional)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Previous Step | Save as Draft | ASK US

Step	Action
(1)	Click 'Download Template' against 'All Excise Finished Goods' to download an excel template in which the required stock details can be filled. Upload the filled excel template in the application.

EMARATAX
What are you looking for?

Designated Zone Registration

Max File size: 15 MB | Formats: XLS, XLSX | Max. No. of files: 3

Declaration Letter

Please download the declaration letter template and upload below

[Download Template](#) DZ Excise Goods Declaration letterdocx last updated 24/03/2023

Upload filled in declaration letter

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Financial Guarantee Supporting Documents

Upload supporting documents for valuation of Warehouse Keeper's assets (AED) (Annual financial statements for the latest year ended before the financial guarantee application)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Upload supporting documents (as per Ministry of Human Resources and Emiratization ("MOHRE") for the number of persons employed by the Warehouse Keeper)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Upload any other supporting documents (Optional)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Previous Step | Save as Draft | ASK US

Step	Action
(1)	Click 'Add' to upload supporting documents for valuation of Warehouse Keeper's assets (AED)

EMARATAX
What are you looking for?

Designated Zone Registration

Max File size: 15 MB | Formats: XLS, XLSX | Max. No. of files: 3

Declaration Letter

Please download the declaration letter template and upload below

[Download Template](#) DZ Excise Goods Declaration letterdocx last updated 24/03/2023

Upload filled in declaration letter

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Financial Guarantee Supporting Documents

Upload supporting documents for valuation of Warehouse Keeper's assets (AED) (Annual financial statements for the latest year ended before the financial guarantee application)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Upload supporting documents (as per Ministry of Human Resources and Emiratization ("MOHRE") for the number of persons employed by the Warehouse Keeper)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Upload any other supporting documents (Optional)

[Add](#) | Drag files here

Max File size: 15 MB | Formats: PDF, DOC | Max. No. of files: 3

Previous Step | Save as Draft | ASK US



Step	Action
(1)	Click 'Add' to upload supporting documents (as per Ministry of Human Resources and Emiratisation ("MOHRE")) for the number of persons employed by the Warehouse Keeper

The screenshot shows the EMARATAX web portal interface. The main heading is "Designated Zone Registration". Below this, there are three main sections: "Declaration Letter", "Financial Guarantee Supporting Documents", and "Upload any other supporting documents (Optional)". Each section has an "Add" button and a "Drag files here" area. A red circle with the number 1 highlights the "Add" button in the "Upload any other supporting documents (Optional)" section.

Step	Action
(1)	Click 'Add' to upload any other supporting documents.

The screenshot shows the EMARATAX web portal interface. The main heading is "Designated Zone Registration". Below this, there are three main sections: "Declaration Letter", "Financial Guarantee Supporting Documents", and "Upload any other supporting documents (Optional)". Each section has an "Add" button and a "Drag files here" area. A red circle with the number 1 highlights the "Add" button in the "Upload any other supporting documents (Optional)" section.

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

Review and Declaration

The Review and Declaration section will help you to make sure that you have completed the registration application correctly and included the documents we have asked you to send.

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application



training_wd@abc.com What are you looking for? User Type عربي -A A +A

Home > Abdul Rehman > Designated Zone Management

Designated Zone Registration

32,000.00 15,680.00

Declaration & Authorised Signatory

Authorized Signatory list

Name in English	Name in Arabic	Email ID
Abdul Rehman	أحمد أحمد	training07@xyz.com

First Name in English: training Last Name in English: wd

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

Country Code: Phone Number: 987654321 Email ID: TRAINING_WD@ABC.COM

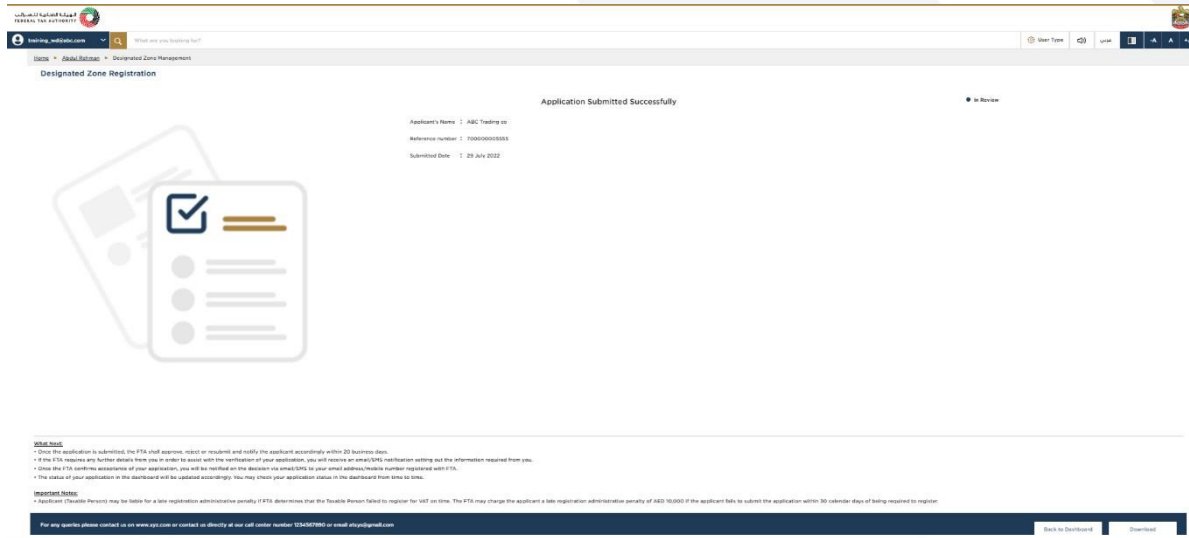
Date of Submission: 29/07/2022

☒ 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** (1)

Step	Action
(1)	Click 'Submit' to submit the Designated Zone registration application.

Post Application Submission



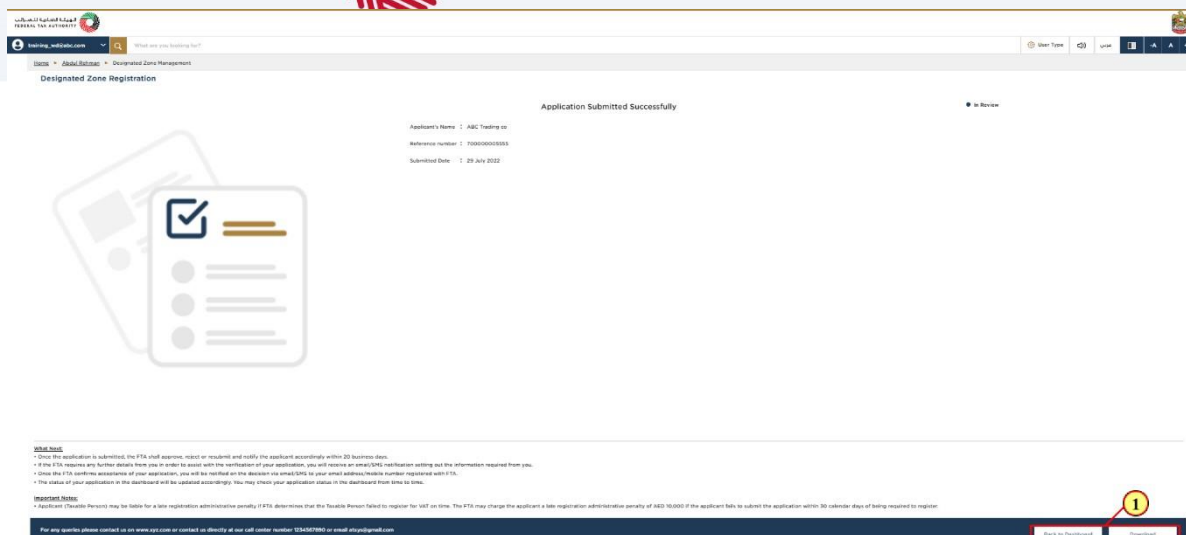
Application Submitted Successfully

Applicant's Name : ABC Trading Co.
Reference Number : 7580000000000
Submitted Date : 7/29/2022

[Back to Dashboard](#)

- 

- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
 - If there is a transfer of ownership involved in this application, please share your application reference number to the Warehouse Keeper who is transferring their Designated Zone to you. That Warehouse Keeper needs to submit a Deregistration application for the Designated Zone which needs to be transferred and provide your application reference number in that application.
 - The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.



Step	Action
(1)	- Click 'Download' to download a pdf copy of the acknowledgement screen. - Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.



The following sections explain the steps after the DZ application has been pre-approved and sent for an inspection by the Tax Officer.

The Taxpayer accepts the inspection appointment as per scheduled date and time

Schedule DZ Inspection

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_wd@abc.com

What are you looking for?

User Type عربي

Home Abdul Rehman

HOME

ABDUL REHMAN

VAT

EXCISE TAX

WAREHOUSE KEEPER

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Designated Zone Management

Registered Designated Zones Designated Zone Applications Inspection Appointments

Customize Columns Status Search

Application Number	DZ Number	Application Type	Name in English	Name in Arabic	Status	Actions
700000005555		Add Designated Zone	ABC	أيه بي سي	In Review	...

Once the application submitted to the FTA for approval, the status as 'In Review' in 'Designated Zone Applications' tab.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training_wd@abc.com

What are you looking for?

User Type عربي

Home Abdul Rehman Designated Zone Management

HOME

ABDUL REHMAN

VAT

EXCISE TAX

WAREHOUSE KEEPER

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Designated Zone Management

Registered Designated Zones Designated Zone Applications Inspection Appointments

Customize Columns Status Search

Inspection Reference No.	DZ Application Number	DZ Number	Appointment Date	Status Date	Appointment Status	Actions
700000005564	700000005555			29/07/2022	Awaiting Confirmation	...

More

- The Taxpayer will receive the inspection intimation once the FTA approve the application partially and sent request to CAE for an inspection.
- Auditor will be assigned to complete the inspection process and submit the feedback.



training_wd@abc.com What are you looking for? User Type عربي

Home Abdul Rehman Designated Zone Management

Designated Zone Management

Registered Designated Zones Designated Zone Applications Inspection Appointments

Inspection Reference No.	DZ Application Number	DZ Number	Appointment Date	Status Date	Appointment Status	Actions
700000005564	700000005555			29/07/2022	Awaiting Confirmation	View Edit

Step	Action
(1)	Click on 'Edit' option to confirm the appointment.

training_wd@abc.com What are you looking for? User Type عربي

Home Abdul Rehman Designated Zone Management

Inspection Appointment

Available Slots

Slot	Day	Time	Status
Slot 1	29/07/2022	10:00	Awaiting Confirmation

Contact Person

Name: Abdul Rehman Country Code: +971 (United Arab Emirates) Mobile Number: 987654321

Remarks: OK

Back Request Reschedule **Accept Appointment**

Step	Action
(1)	Fill the required fields and click on 'Accept Appointment'.



The screenshot shows the 'Designated Zone Management' section of the portal. A success message box is displayed in the center, stating 'Success' and 'Application submitted successfully'. Below the message is an 'OK' button, which is highlighted with a red circle and the number '1'.

Step	Action
(1)	Click 'OK' to continue.

The screenshot shows the 'Inspection Appointments' table in the 'Designated Zone Management' section. The table has the following columns: Inspection Reference No., DZ Application Number, DZ Number, Appointment Date, Status Date, Appointment Status, and Actions. The first row shows an appointment with a status of 'Accepted'.

Inspection Reference No.	DZ Application Number	DZ Number	Appointment Date	Status Date	Appointment Status	Actions
700000005564	700000005555		29/07/2022	29/07/2022	Accepted	...

	Appointment status is changed to 'Accepted' and inspection reference number generated.
--	--



training_wd@abc.com What are you looking for? User Type عربي

Home Abdul Rehman

Designated Zone Management

Registered Designated Zones Designated Zone Applications Inspection Appointments

Customize Columns Status Search

Application Number	DZ Number	Application Type	Name in English	Name in Arabic	Status	Actions
700000005555		Add Designated Zone	ABC	أيه بي سي	In Review	...



- The application status is 'In review' with FTA.
- The FTA officer will assess, on the basis of the evidence submitted, if the designated zone meets the minimum required level of physical security.
- The FTA officer shall physically inspect the premises to determine whether these requirements are met. If the requirements are not satisfactorily met, the FTA will notify the applicant of the need to implement the measures within 20 business days. If the applicant fails to resolve the issues identified by the FTA, the request to register or renew an area as a designated zone may be rejected by the FTA.



The following sections of the video explain the steps after the add DZ application has been pre-approved and the Bank Guarantee has been decided by the Tax Officer.

The Taxpayer has to upload the Bank Guarantee once receives the information from the FTA.



Financial Guarantee Submission

Step	Action
(1)	- Upon review and approval of the submitted information and documentary evidence included within the designated zone registration application, the FTA will notify the applicant of the amount required as a financial guarantee in respect of each area intended to be registered as a designated zone. - The financial guarantee amount shall be calculated as per the below steps: - Step 1: Calculate the Guarantee Base based on the Excise Tax due on the average month-end stock over a period of twelve months. - Step 2: The FTA will determine the applicable and appropriate financial guarantee percentage based on multiple factors, including the compliance history of the relevant taxable person and the Warehouse Keeper, as well as the financial situation of the person required to provide the financial guarantee. - Step 3: The rate determined in Step 2 will be applied to the Guarantee Base calculated in Step 1 to calculate the preliminary financial guarantee amount. - Step 4: The FTA will further determine the required financial guarantee amount in respect of the specific Designated Zone by adjusting the preliminary financial guarantee amount if either the minimum or the maximum threshold applies. - The warehouse keeper should provide the financial guarantee to the FTA within 40 business days. Failure to do so within the prescribed time limit may result in rejection of the DZ registration application.



Designated Zone Management

Registered Designated Zones Designated Zone Applications Inspection Appointments

Customize Columns Status Search

Application Number	DZ Number	Application Type	Name in English	Name in Arabic	Status	Actions
700000005555		Add Designated Zone	ABC	أيه بي سي	Awaiting Bank Guarantee	View Upload Bank Guarantee

Step	Action
(1)	Click 'Upload Bank Guarantee' to submit the details of the Guarantee which you have procured. Ensure that the financial guarantee: - Is in favour of Federal Tax Authority. - Must be valid for 12 months and auto renewable.

Designated Zone Registration

1 Details of the Applicant 2 About the Designated Zone 3 Location of Records 4 System & Procedures 5 Valuation and financial Security 6 Review and Declaration 7 Financial Guarantee

Officer Notes

Financial Guarantee

+ Add Guarantee Amount

Type of Guarantee	Guarantee Amount(AED)	Bank used by the Business	Guarantee Reference Number	Status	Actions
No data					
TOTAL ADDED	0.00				
TOTAL REMAINING	135,000.00				

Final Guarantee Amount: AED 135,000.00

Step	Action
(1)	- You can view the guarantee amount required for your Designated Zone. - Click 'Add Guarantee Amount' to add your Guarantee details.



Step	Action
(1)	- Enter the guarantee details. - Click 'Save' to save the details.

Step	Action
(1)	- Verify if the required guarantee amount has been uploaded - Click 'Submit' to submit the application for FTA review.

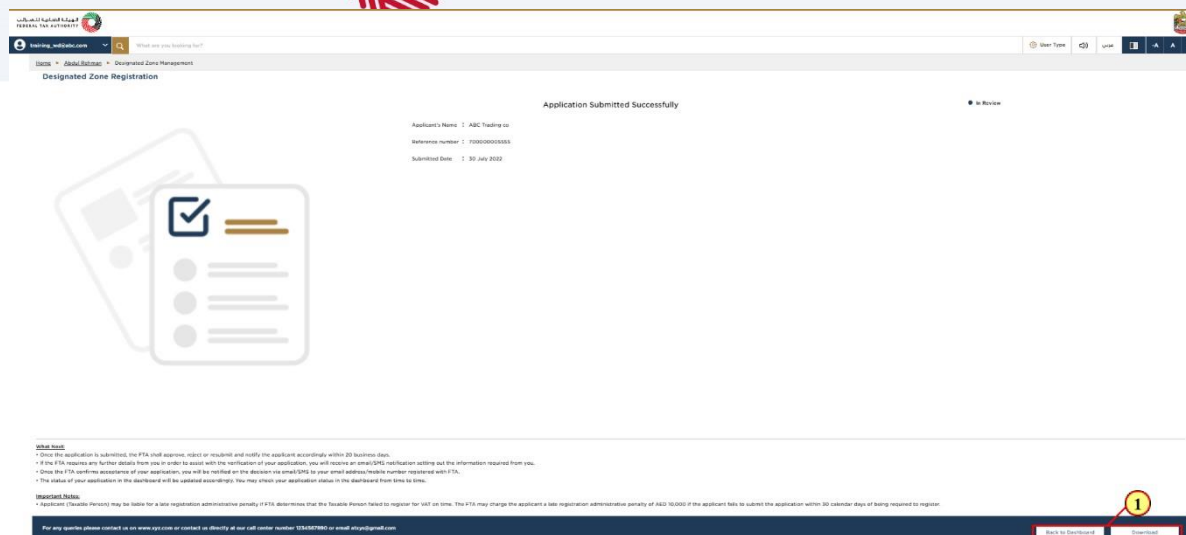
Post Application Submission

Application Submitted Successfully

Applicant's Name : ABC Trading Co
Reference Number : FT000000000000
Submitted Date : 30 July 2020

[Back to Dashboard](#)

- After your application is resubmitted successfully, a Reference Number is displayed for your application. Note this reference number for future purposes.
- The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.
- Copy of the financial guarantee issued by your bank or a UAE financial institution; and a copy of the official letter of undertaking specifying the person who will deliver the financial guarantee to the FTA are required.
- Read the "What Next" and "Important Notes".



Step	Action
(1)	- Click 'Download' to download a pdf copy of the acknowledgement screen. - Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.



The following sections of the training manual explains the steps after the financial guarantee has been reviewed and approved by the FTA. The warehouse keeper has to complete the payment for the designated zone registration.

Designated Zone Registration Payment

Step	Action
(1)	Once the FTA approves your financial guarantee, you will be informed to make the payment for your Designated Zone registration.

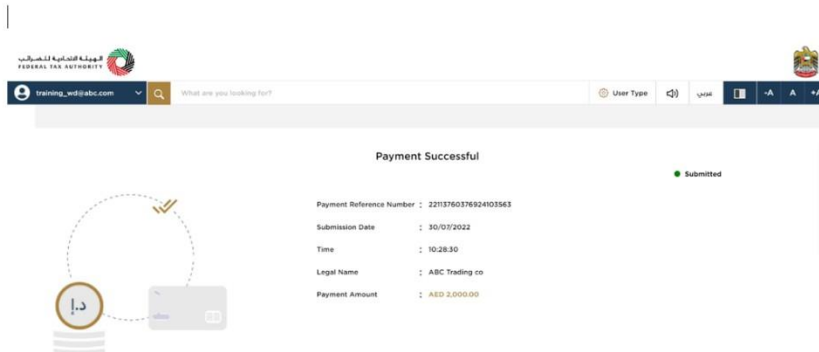
Step	Action
(1)	Click 'Pay' to initiate the payment for Designated Zone registration



Step	Action
(1)	- Choose the preferred payment method - Click 'Proceed to payment'

Step	Action
(1)	- Select the payment method - Click confirm and calculate prices. - Make the payment.

Post Successful Payment



- After your payment is completed successfully, a Reference Number is generated for your payment. Note this reference number for future purposes.
- The status of your Designated Zone on the Dashboard will change to “Active” and you will receive an email from us to confirm successful registration of Designated Zone.
- Read the “What Next” and “Important Notes”.



training_wd@abc.com

What are you looking for?

User Type عربي

Home > Abdul Rehman > Designated Zone Management

Designated Zone Management

Registered Designated Zones Designated Zone Applications Inspection Appointments

+ Add Designated Zone

DZ Number	Name in English	Name in Arabic	Location	Status	Actions
D100018601	ABC	أيه بي سي	101, Abu Dhabi, Abu Dhabi, Abu Dhabi, 585987	● Active	...



Here it completes the process for addition of the first Designated Zone. You are required to follow the same process in case you wish to add another Designated Zone.

training_wd@abc.com

What are you looking for?

User Type عربي

Home > Abdul Rehman > Designated Zone Management

Designated Zone Management

Registered Designated Zones Designated Zone Applications Inspection Appointments

+ Add Designated Zone

DZ Number	Name in English	Name in Arabic	Location	Status	Actions
D100018601	ABC	أيه بي سي	101, Abu Dhabi, Abu Dhabi, Abu Dhabi, 585987	● Active	...



You will receive the Designated Zone certificate once the Designated Zone is active.



Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Application pre-approval or rejection notification.
- Additional information notification. (Only if FTA requires more information to assist with their review of your application).
- Scheduling of Designated Zone site inspection notification.
- Acceptance of Designated Zone site inspection notification.
- Request for financial guarantee notification.
- Submission of financial guarantee notification.
- Awaiting payment for Designated Zone registration notification.
- Application approval notification.



Thank you