

# User Manual

## Tax Dispute System

United Arab Emirates - Ministry of Justice

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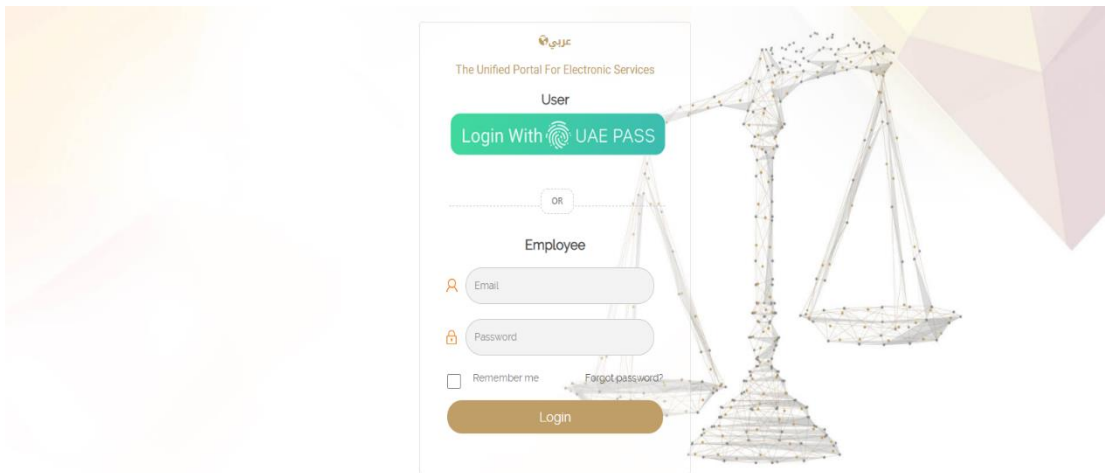
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## 1. FTA Admin

FTA Admin can view all the objections, details, tasks, other tasks, trails and verdicts. FTA Admin will also receive notification once the objection is accepted by committee and notifications of tasks and trails.

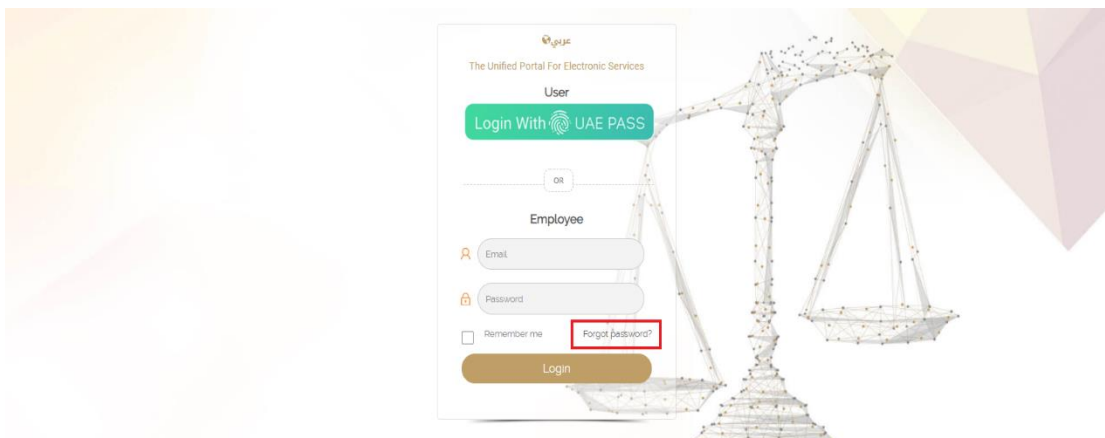
### 1.1 Login

FTA Admin will login to the system by providing the credentials under Employee section. After pressing the Login button if the credentials are correct the Dashboard page will open.

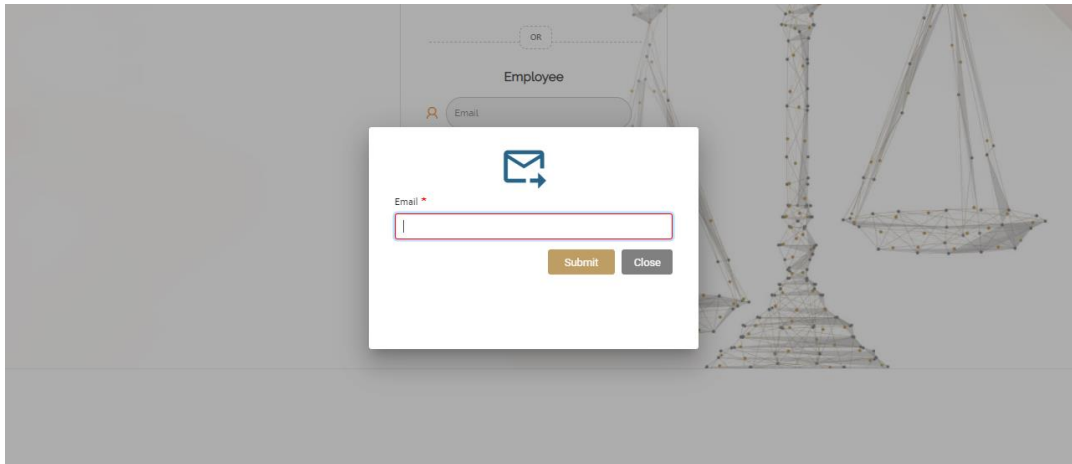


### 1.2 Change Password

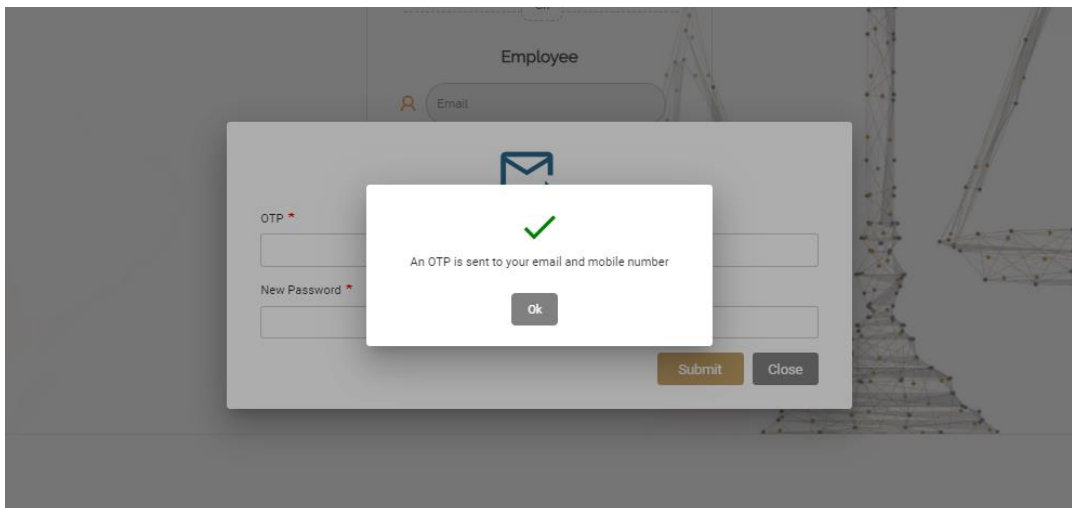
FTA Admin can also change the password by clicking the forget password option.



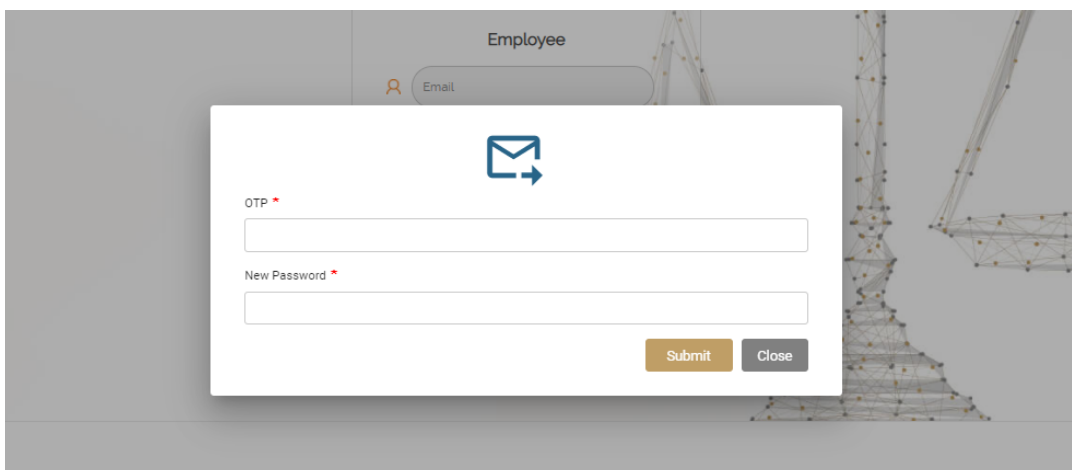
After clicking the option the window will open, enter registered Email ID to change the password.



Once the registered email entered press the submit button. If the Email is correct then below window will appear.

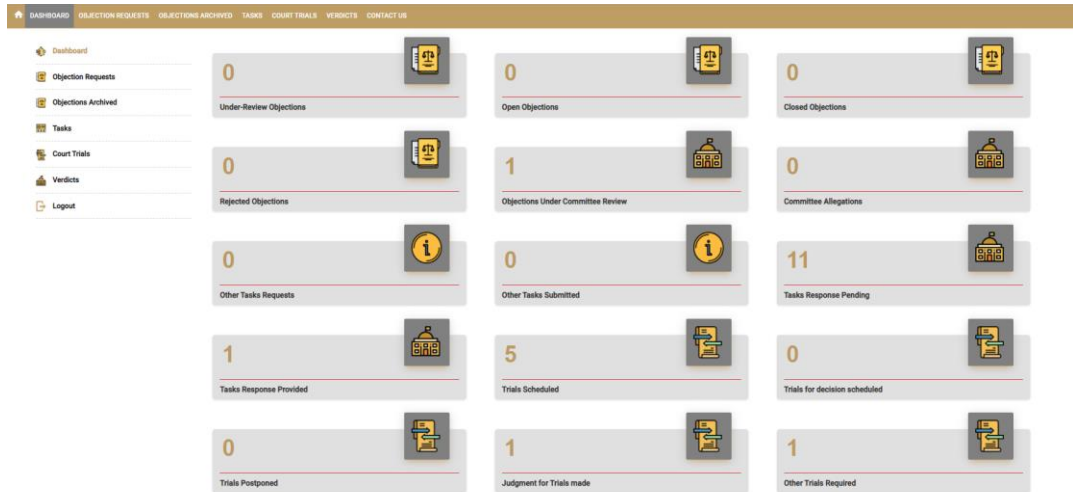


Enter the OTP received by Email and the New Password, then press the submit button, if OTP and Email is correct the password will be changed and FTA Admin will login successfully and redirected to dashboard page.



### 1.3 Dashboard

Upon successful login FTA Admin will be able to view the dashboard screen, where all the stats related to objections will be visible.



### 1.4 Objection Requests

All the objection requests will be visible under this menu. FTA Admin can also filter the results by search.



Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action
TOBR2		كولوكرينك كولوكريك sdfsdfsd	2021-06-24		Dubai 1	Committee Review	
TOBR1	2/2 1/2021	sdfsdfsd MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	

Total Records : 2

#### 1.4.1 Objection Details

FTA Admin can view details of the objection by clicking on the details option next to the objection.



**Tasks List**

Search

Task No	Objection No	Details	Deadline	Status	Action
TSKRq12	2/2 1/2021	Task For Legal Representative	2021-08-31	Pending	
TSKRq11	2/2 1/2021	Task For State Lawyer	2021-08-12	Pending	
TSKRq10	2/2 1/2021	Task For Legal Representative	2021-08-11	Pending	
TSKRq9	2/2 1/2021	Task For Legal Representative	2021-08-10	Pending	
TSKRq8	2/2 1/2021	Task For Legal Representative	2021-07-31	Submitted	
TSKRq7	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq6	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq5	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq4	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	

Close

FTA Admin can also view the details of the task by clicking the details option next to each task. If the response of the task is available FTA Admin can also view the response and the documents attached on the same screen. By clicking the details option below screen will open.

**Tasks List**

Search

New Task

**Task Details - 2/2 1/2021**

<b>Reference Number:</b>	TSKRq8	<b>Task:</b>	Task For Legal Representative
<b>Request For:</b>	Plaintiff	<b>Deadline:</b>	2021-07-31
<b>Status:</b>	Submitted		
<b>Details:</b>	Test Task		

**Response Details**

<b>Task:</b>	Task For Legal Representative	<b>Response Date:</b>	2021-07-25 02:51 PM
<b>Details:</b>	Test Response		

Close

Task No	Objection No	Details	Deadline	Status	Action
TSKRq12	2/2 1/2021	Task For Legal Representative	2021-08-31	Pending	
TSKRq11	2/2 1/2021	Task For State Lawyer	2021-08-12	Pending	
TSKRq10	2/2 1/2021	Task For Legal Representative	2021-08-11	Pending	
TSKRq9	2/2 1/2021	Task For Legal Representative	2021-08-10	Pending	
TSKRq8	2/2 1/2021	Task For Legal Representative	2021-07-31	Submitted	
TSKRq7	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq6	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq5	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq4	2/2 1/2021	Plaintiff	2021-07-31	Pending	

Close

Once the task response will be submitted the status of the task will be “Submitted”. If the legal representative or the state lawyer did not respond to the task and the deadline is passed then the deadline will become red to highlight that no response is submitted.

### 1.4.3 Trails

FTA Admin can view the trails of the objection by clicking the Trails option next to each open objection request.



**Tasks List**

Task No	Objection No	Details	Deadline	Status	Action
TSKRq12	2/2 1/2021	Task For Legal Representative	2021-08-31	Pending	
TSKRq11	2/2 1/2021	Task For State Lawyer	2021-08-12	Pending	
TSKRq10	2/2 1/2021	Task For Legal Representative	2021-08-11	Pending	
TSKRq9	2/2 1/2021	Task For Legal Representative	2021-08-10	Pending	
TSKRq8	2/2 1/2021	Task For Legal Representative	2021-07-31	Submitted	
TSKRq7	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq6	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq5	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq4	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq3	2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	
TSKRq2	2/2 1/2021	Task For Legal Representative	2021-06-25	Pending	
TSKRq1	2/2 1/2021	Task For Legal Representative	2021-06-25	Pending	

Total Records : 12

## 1.7 Court Trails

All the trails from all the objections will be visible under this menu. Irrespective of the specific objection all the trails from all the objections will be visible. FTA Admin can view the details of trail by clicking the details option next to each trail.

**Court Trials**

Trial No	Objection No	Trial Date	Trial Time	Committee	Status	Action
TRIL5	2/2 1/2021	2021-08-09	12:00:31 AM	Dubai 1	Scheduled	
TRIL4	2/2 1/2021	2021-08-24	08:00:31 AM	Dubai 1	Scheduled	
TRIL3	2/2 1/2021	2021-08-18	01:30:31 AM	Dubai 1	Scheduled	
TRIL2	2/2 1/2021	2021-08-10	11:30:31 AM	Dubai 1	Judgement	
TRIL1	2/2 1/2021	2021-06-24	06:00:31 PM	Dubai 1	Another Trial Required	

Total Records : 5

By clicking the details option below screen will appear, where FTA Admin will view all the details of the verdict.

**Trial Details - 2/2 1/2021**

<b>Objection No:</b>	2/2 1/2021	<b>Committee:</b>	Dubai 1
<b>Reference No:</b>	TRIL2	<b>Trial Date:</b>	2021-08-10
<b>Trial Time:</b>	11:30 AM		
<b>Details:</b>	Test Details		
<b>Status:</b>	Scheduled		

**Outcome Details**

<b>Reference No:</b>	TROC2	<b>Date:</b>	2021-08-16
<b>Details:</b>	Test		
<b>Status:</b>	Judgement		

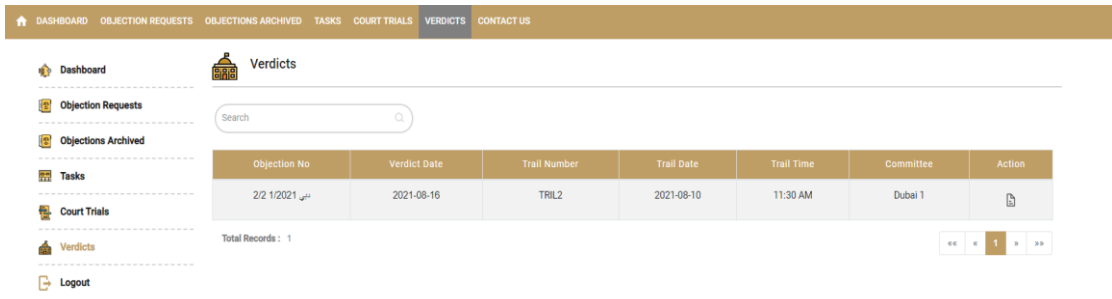
Close

## 1.8 Verdicts

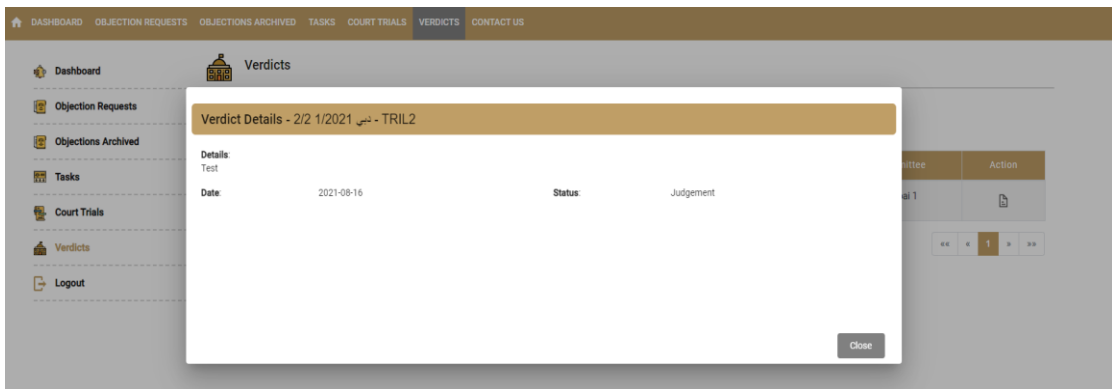
All the verdicts from all the objections will be available under this menu. Irrespective of the specific objection the verdicts from all the objections will be available under this menu. FTA



Admin can search from the list of verdicts and can also view the details of each verdict by clicking the details icon next to each verdict.



By clicking the details of the verdict below screen will open where the FTA Admin can view the details of the verdict and can download the file if available against the verdict.



## 1.9 Logout

By clicking the logout FTA Admin will redirect back to Login Screen.

