



WAREHOUSE KEEPER AND DESIGNATED ZONE USER GUIDE SUMMARY (REGISTRATION, AMENDMENT AND DE-REGISTRATION)

This guide will help you complete your registration, amend it and de-register.

Creating an e-Services account:

- Sign up by creating a username/password
- Verify your email address within 24 hours
- Log in to your e-Services account

Registering as a Warehouse Keeper

- Click [Register as a Warehouse Keeper](#)
- Complete all mandatory (marked with *) fields.
- Mandatorily register one designated zone.
- Submit the application.
- When requested by FTA, provide a Financial Security (e-Guarantee) for each designated zone.
- Once the application is approved, pay the Registration Fee to register the designated zone.
- Receive the Warehouse Keeper Registration Certificate and Warehouse Keeper and designated zone Registration Numbers.

You can register another Designated Zone following the same steps by clicking on [Add another designated zone](#)

Amending Warehouse Keeper and Designated Zone

- Amendments are currently not possible and will be introduced at a later stage.

De-registering a Designated Zone

- On the dashboard page, click [De-Register](#) against the Designated Zone to be de-registered
- Enter the reason of de-registration and click [Submit](#)
- A de-registration application requires the FTA's approval. Once approved, the user will receive a notification email.

De-registering a Warehouse Keeper

A Warehouse Keeper does not submit a de-registration application, but when a Warehouse Keeper only has one assigned Designated Zone and this Designated Zone is de-registered, the Warehouse Keeper is automatically de-registered.