




ΑΑΔΕ

Independent Authority
for Public Revenue (IAPR)

**GENERAL DIRECTORATE FOR E-GOVERNANCE AND HUMAN RESOURCES
DIRECTORATE FOR ELECTRONIC GOVERNMENT (D.ILE.D.)**



***User manual of
eTEPAI application***

MAY 2019



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Log In to the application

The user may access the application eTEPAI through the web page of the Independent Authority for Public Revenue <https://www.aade.gr>.

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Welcome to the electronic application eTEPAI. Here you can proceed with the payment process of the Recreational and Daily Tour Cruise Ships Fee (TEPAI).

Frequently Asked Questions (FAQs)

Manual

Log In for eTEPAI users

Log In for TAXISnet users

Register

Obligatory for all having a Greek T.I.N (Tax Identification No)

User accounts have to be created through the application eTEPAI or correctly fill in the username and password, which has already been acquired by the Tax Office (DOY), and connect to TAXISnet, while the language of the application can be changed (EN/EL).

Home screen

After the successful login of the user, the following screen of the application appears. The options given to the user are as follows:

- (a)** Search for applications.
- (b)** New Application.



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Search criteria +New application

Application form number	Date of application	Payment Code	IMO Number	Ship e - Register number (www.aade.gr)	Register Number	Small Vessels Registry Book Number
<input type="text"/>	<input type="text" value="09/05/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A/A	Ship's Name	Flag	Type of ship	Small Vessels Registry Book Number	Register Number	Port of Registry	Greek Ministry of Merchant Shipping Registry Number	IMO Number	International Call Sign	Total Length (in metres)	Ship e - Register number (www.aade.gr)	Status	Actions
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Creation of a New Application

The user by using “New application”, the following screen appears:

AADE
Ανεξάρτητη Αρχή
Δημοσίων Εσόδων

Welcome

Submit New Application

Application form number

Type of ship

Declaratory act of infringement Info

Existence of Declaratory act of infringement

Comments

The first step of the user on the “New Application” screen is selecting a type of ship from the popup menu.



Application form number

Type of ship

PROFESSIONAL RECREATIONAL SHIPS
PROFESSIONAL DAILY TOUR CRUISE SHIPS
PRIVATE RECREATIONAL SHIPS
RECREATIONAL SHIPS, CLASSIFIED AS A PROFESSIONAL SUBJECT TO LAWS APPLICABLE IN ANOTHER COUNTRY

Existence of Declaratory act of infringement

No

Ship Info

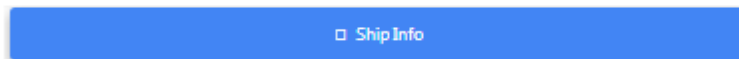
Person Info

TEPAI Info

Comments

Subsequently this screen consists of three sections.

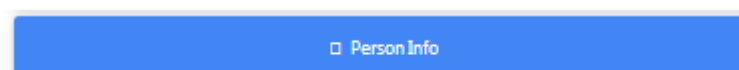
1. By pressing the button:



the user registers the ship's data. The necessary data for identifying the ship is:

- Ship's Name
- Flag
- Total Length (in metres)
- Register Number or Small Vessels Registry Book Number
- Port of Registry

2. By pressing the button:



the user registers the data of the liable person or company. The necessary data is:



- Liable person kind
- Company (Yes/No)

➤ If company is selected, without Greek TIN (Tax Identification No), the necessary data is:

- Company Name
- Address (Street)
- Address (No)
- Address (Postcode/ZIP Code)
- Address (City)
- Address (Country)
- Phone Number (or Mobile Phone Number)
- E-mail

➤ If company is selected, with Greek TIN (Tax Identification No), the necessary data is:

- Greek TIN (Tax Identification No)
- Company Name
- Phone Number (or Mobile Phone Number)
- E-mail

➤ If person is selected, without Greek TIN (Tax Identification No), the necessary data is:

- Name
- Surname
- Father's name
- Mother's name
- Address (Street)
- Address (No)
- Address (Postcode/ZIP Code)
- Address (City)
- Address (Country)
- Phone Number (or Mobile Phone Number)



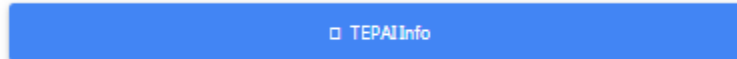
- E-mail
- Birth date
- ID Document Type (Passport or ID Document)
- ID Number (Passport or ID Document number)

new

➤ If person is selected, with Greek TIN (Tax Identification No), the necessary data is:

- Greek TIN (Tax Identification No)
- Name
- Surname
- Father's name
- Phone Number (or Mobile Phone Number)
- E-mail

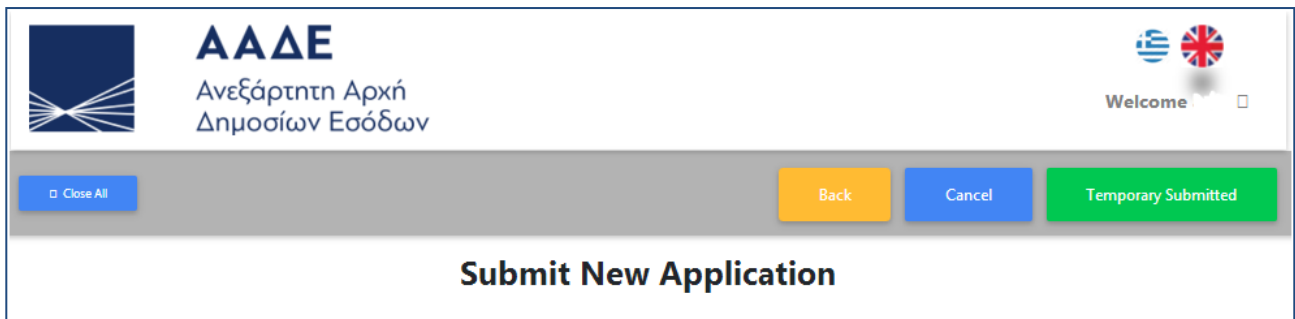
3. By pressing the button:



the user registers the data for the calculation of TEPAI.

Temporary submitted/submit

The user may temporarily submit the application by choosing “Temporary Submitted”.

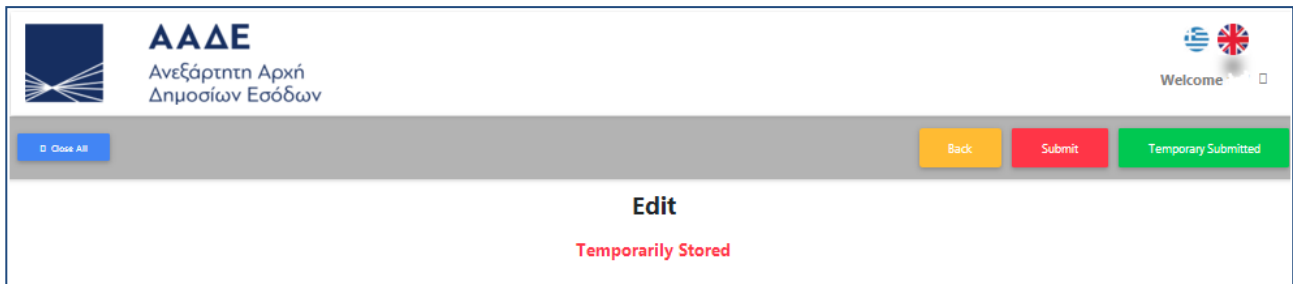


Subsequently may submit the application by choosing “Submit”.

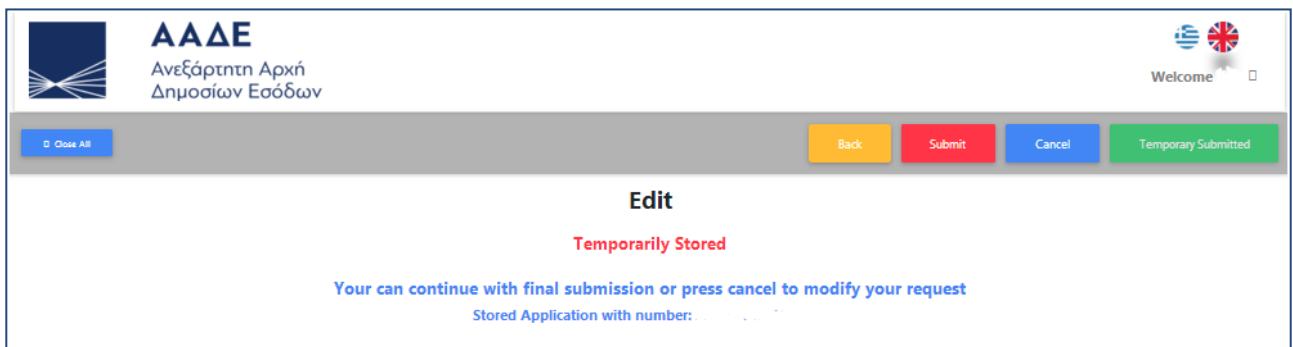


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In the final submission the user may proceed by pressing the button “Submit” again or press “Cancel” in order to modify the details of the application, according to the following message:



Printing the application

After the final submission the user chooses “Back”, returns to the home screen, where the final submission of his application appears in the list of applications. In the column “Actions” chooses “Print” and a pdf file of the application is created, including the 20digit payment code of relevant tax (TEPAI) in order to pay the fee later.

Status	Actions
Submitted	