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

I n d e x

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.

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.
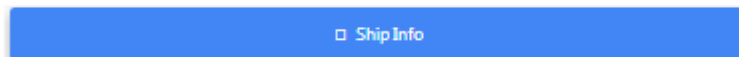
Creation of a New Application

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

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

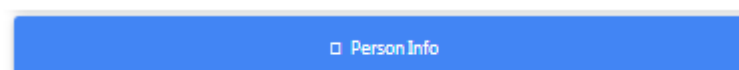Subsequently this screen consists of three sections.

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)

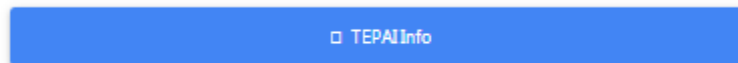- ID Number (Passport or ID Document number)

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

- Greek TIN (Tax Identification No)

- Name

- Surname

- Father's name

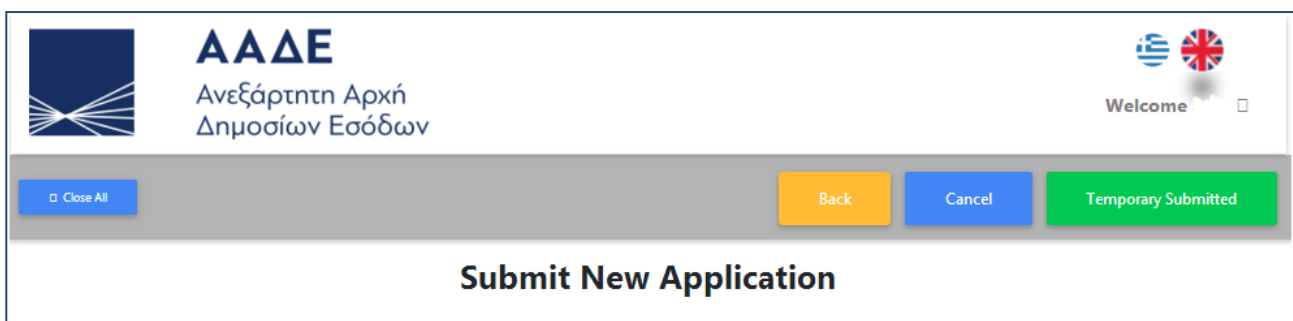- Phone Number (or Mobile Phone Number)

- E-mail

3. **By pressing the button:**

> TEPAI Info

the user registers the data for the calculation of TEPAI.
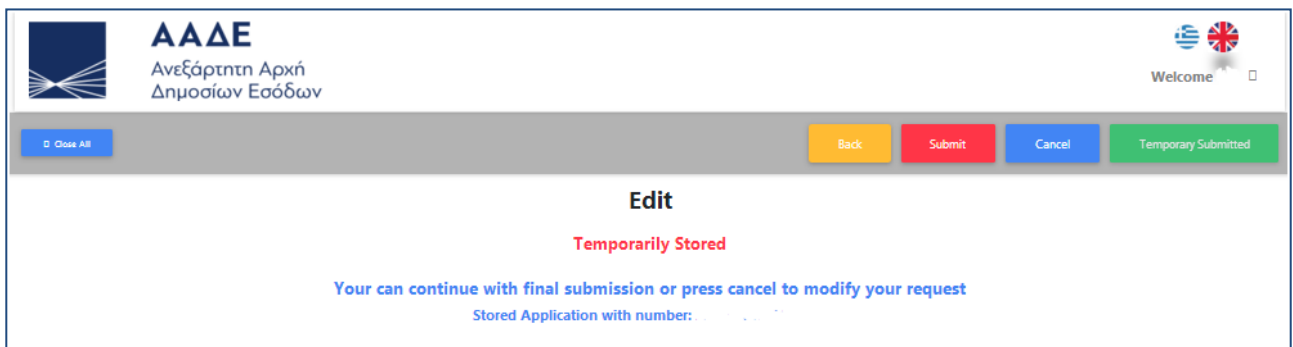
Temporary submitted/submit

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

Subsequently may submit the application by choosing "Submit".

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.