E-TEPAI System. – User Guide.   10th May 2019

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Notes:

- Tested using Windows 10 and Google Chrome. Other browsers may have different issues.
- Might be difficult on a small mobile device – suggest a full size screen is used for the initial registration and set up.

Process:

https://www.aade.gr/polites/etepai

After the introduction - sign in on the APP

https://www1.aade.gr/aadeapps2/etepai/

This opens in a new screen.

Select Flag for Language.

The Screen now has access to the FAQs and a manual.

FAQs – the old version is still here (see up to date version at https://www.noonsite.com/place/greece/formalities#fees-section)

Manual – does not link to anything yet

Login:

There are 2 types – E-TEPAI and a login for TAXISnet users

TEPAI Login.

Select Register for the first time.

Press Register to await a confirmation email. This took 18 minutes to come.

When it comes – press HERE on the email – this take you to the login screen

Login using your email address and password AND Passport number.

This takes you to a summary of your registrations – which at this stage is empty. Top right is a button for NEW APPLICATION.

You are required to fill in all fields with a single * and ** and *** as you don't have a TIN.

Problem fields:

Post Code: Will only accept 5 characters – GU273 when it should be GU27 3LZ   so I just put that in and have reported the issue – which may be browser related.

Port of registry: It requires a search to be made – so type in your port of registry – i.e. Southampton. You get a search with all the ports in the world with South in – 15 pages– very confusing.   Page through till you find the correct one – including your country code – i.e. UK. Click on that and it populates the field. I think entering UK in the search would have helped.

Then fill in remaining * * and *** items. You can accept the NO default if you are not applying for a 12 month 20% discount.

Unless you are Part 1 registered, you don't need to put in Gross Registered Tonnage or Tonnage.

You then come to 2 blue buttons:

>> Liable Person's info

>> TEPAI Info

Liable Person's Info.

Note: Persons entered here are Joint and severally Liable. Choose either Owner or Holder/User . A Holder or User is a person named on the DEKPA - the User would be a regular skipper of the boat.

In my case I entered myself as the owner only but I will add my Son as a user later.   This has implications re. Chartering and by entering a user that should prevent you falling foul of the charter laws.

It appears that you can only enter one liable person – so I entered myself. Google chrome filled in all the address details, but it the website is incorrectly coded and the info goes into all the wrong places – so DOUBLE CHECK.

Then click on TEPAI info.

Date of entry into Greek waters – this is a Y/N selection – if you are there already click Y.

Will the ship remain in Greek Ports all year Y/N - This must be related to the annual discount of 20% you can get if you pay in December each year for the FULL next year. I answered Yes, though I will only use 4 months or so fees.

Select the Months of Tax you want by clicking on the month – I did June, July, September, October. I will haul out for July and August so will be automatically out of use. Those in a Marina will need to deposit papers with Port police.

When that's done – click Green Button at top right - Temporary Submitted.

This brings up a summary of your entries including the application number SSR14160200000000619

If all ok - Press Red button to "Submit" at top right.

If you have errors they will be listed at the top in red – not always very clear.

Under bank details it requires ID type and your passport number.

Once the error have been corrected and you have checked the months and payment total, re-submit.

You then get a summary of everything again, but now with your registry entry at the bottom. Check this – NOTE that the status is now SUBMITTED - you have completed your submission.

NEXT - Documents

You will get an email with 2 attachments. Print them both off or save them as downloads for later. The important thing is the 20 digit reference which you will need for payment.

NEXT - Payment

I chose to pay using my Barclays on line overseas payments.

Select to pay an amount in EUROS - do NOT let it convert to Euros for you.

You have approx. 120 seconds to complete before your rate expires and you have to refresh rate.

Enter the relevant codes.

Note – it is recommended that you cut and paste all long numbers to avoid error.

⬧ Recipient bank: BNGRGRAA (Bank of Greece)

⬧ IBAN (field 59 of swift): GR1201000230000000481090510

⬧ Remittance information (field 70 of swift): the 20 numbers (no letters, punctuation and spaces) of TEPAI payment code

Press confirm!

Then check up a day later (up to 4 if over weekend) if your money has been received.

Go sailing.