

E-TEPAI System. – User Guide. 19th February 2020
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Note: Might be difficult on a small mobile device – suggest a full size screen is used for the initial registration and set up until you are used to the format.

<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 UK Flag for Language.

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

FAQs: You can down load the latest version from this page.

Manual: Worth looking at with this.

Login For eTEPAI users..... or Register

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

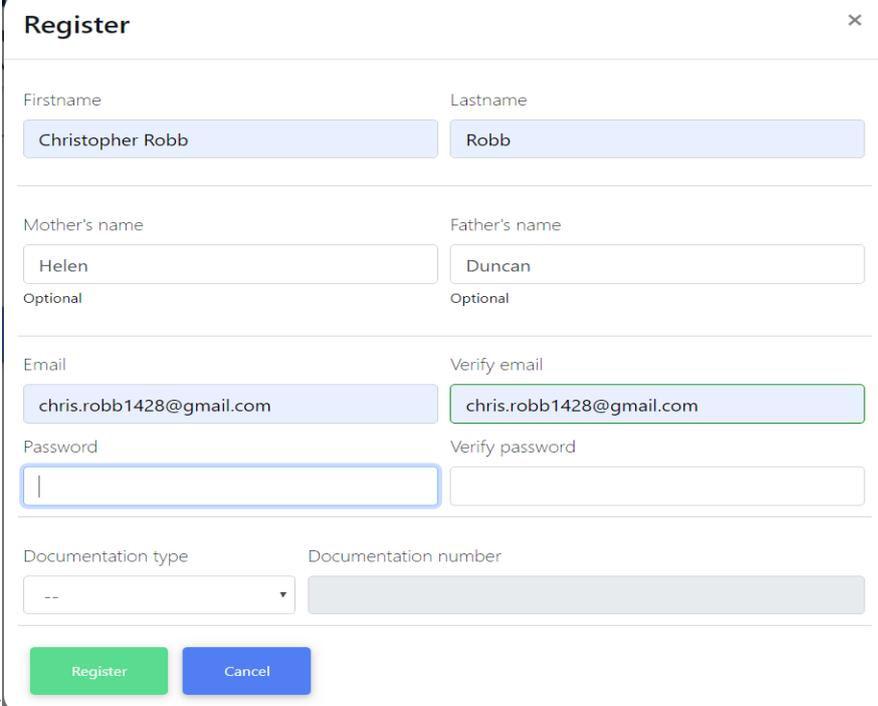
Use the **TEPAI Login** unless you have a Taxisnet number

Select **Register** for the first time.

You will need:

- *Your email address.*
- *A Password*
- *Your Passport number to put in the application (note: this will be used for logging in next time you log in).*

The screen shot below shows the registration page.



Register ×

Firstname Lastname
Christopher Robb Robb

Mother's name Father's name
Helen Duncan
Optional Optional

Email Verify email
chris.rob1428@gmail.com chris.rob1428@gmail.com

Password Verify password

Documentation type Documentation number
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Register Cancel

Press Register to await a confirmation email. When it comes – press **HERE** on the email – this take you to the login screen

Login using your email address, 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.

WARNING:

The system as set up may use “Auto Fill”. This will cause major issues as it fills in the wrong fields. So you must check after filling in the address etc that all data entered is correct and has not been overwritten

You are require to fill in all fields with a * and ** and *** as you don't have a TIN (Greek tax number). Ignore fields without an *

Problem fields:

Within Registry:

Post Code – Enter your post code – not system checked and last year you could only put 3 letters/numbers in.

In application:

Port Of registry. It requires a search to be made – so type in your port of registry – ie Southampton GB. For the search, enter the letters slowly and it brings up matching ports – as you enter more letters it comes up with fewer matches until you can see yours. Click on it. If you have chosen the wrong port click on the X at the end of the field.

Then fill in remaining *, ** and *** items. You can accept the “NO” default if you are not applying for a 12 months 20% discount. If applying for the full 12 month discount from January to December click on the port questions.

Mooring place in Greece exists (YES/NO)

Mooring place in Greece Leros

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:

» Liabe Person's info

» TEPAl Info

Liabe Persons Information:

Note: persons entered here are Joint and severally Liabe. Choose either Owner or Holder/User. A Holder or User is a person named on the DEKPA as an alternate person to the owner - the User would be a regular skipper of the boat.

In my case I entered myself as the owner.

It appears that you can only enter one liabe person – so I entered myself. Google chrome filled in all the address details, but as the website is **incorrectly coded** - the info goes into all the wrong places – so DOUBLE CHECK ALL FIELDS. It is difficult to check later and it overwrites the Boat name with the Owner name. Note, it may now have been corrected.

Then click on TEPAI info.

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

Will the ship remain in Greek Ports all year - Y/N - This is 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. The system should automatically calculate the fees and discount in the payment section that you are due – It works.

Select the Months of Tax you want by clicking on the month(s). I did June, July, September, October. I will haul out for July and August so will be EXEMPT from the E-TEPAI automatically. Note that you are not **Out Of Use** in respect of the DEKPA rules. Those in a Marina will need to deposit papers with Port police – applying for Exemption.

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

This brings up a summary of your entries including the application number EG. 80575.

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.

Note also that some users have seen an error message here. Re login and you may well see your entry saved. This may be a browser problem.

Once the error have been corrected and you have checked the months and payment total, Press 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

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. The format has changed this year (2020) to a longer number in excess of 15 digits. Only use the **FIRST 20 DIGIT**.

NEXT

PAYMENT:

Payment can be made by bank transfer using the SEPA system, or cash direct to Greek Banks.

Two members have paid via the Greek Post Office BY CREDIT CARD. The Greek PO was described as “very Easy”.

When paying by bank transfer, you should just enter the 20 digit payment code. Users should note that they now have a block of numbers 5 or more long giving in excess of 25 digits. Just enter the first 20 digits.

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

Initially many payments were rejected due to adding unnecessary information.

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

On Barclays 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, but a couple of banks (Santander in particular) takes control codes across and sends an incorrect 20 digit code)

☒ **Recipient : see below**

The recipient of the funds has been missed off the FAQ Instructions;

I have used AADE, but Ministry of Finance has been used.

☒ **Recipient bank: BNGRGRAA which resolves to (Bank of Greece)**

☒ **IBAN (field 59 of swift): GR1201000230000000481090510**

☒ **Remittance information (field 70 of swift): the 20 digits (no letters, punctuation and spaces) of TEPAI payment code.**

Do not be helpful and add the name of the boat or anything else especially in the "Notes for beneficiary" when even a dash will be added to the reference number and the PAYMENT WILL FAIL AND BE RETURNED.

The payment will take one working day – longer over w/e

Checking Payment Status:

When a payment has successfully been made, the user will get an email back with the Application Print out with the payment status amended. This is the receipt to show to the Port Police. If it is not sent, there are 2 ways to get confirmation. If you just want to see your status use the first.

Method 1.

This is just for checking payment – for receipt look at method 2 below.

Login, scroll to the bottom and right – click on the Blue edit button

Scroll down again to the bottom and scroll right and a Green Button marked E- Paravolo. Click and the status will come up on screen.

eParavolo Info ×

Payment Num (eParavolo)	27524620995907090018
Status	NEO
Date	

Close

Status NEO changes to Paid in Greek. And a date of receipt shows up

Method 2.

This is YOUR PROOF OF PAYMENT TO CARRY ON BOARD

Log on, scroll right to the 3 buttons –Edit (Blue) Print (light Blue) or Delete (red)

Click on Print and a pdf file will be displayed/downloaded.

ΚΩΔΙΚΟΣ ΠΛΗΡΩΜΗΣ (e-Παραβόλου) ΤΕΠΑΗ PAYMENT CODE of relevant tax	Ημ/νία Date	Ποσό Amount	Κατάσταση Status	Ημ/νία πληρωμής Payment Date	Τροποποιήσεις Πληρωμής Modifications 1. ΑΡΧΙΚΗ ΠΛΗΡΩΜΗ/INITIAL	
02954325995907020018	3/05/2019	654.00	ΠΛΗΡΩΜΕΝΟ/PAID			
ΚΩΔΙΚΟΣ ΠΛΗΡΩΜΗΣ (e-Παραβόλου) του προστίμου ΤΕΠΑΗ PAYMENT CODE of relevant fine tax	Ημ/νία Date	Ποσό Amount	Κατάσταση Status	Ημ/νία πληρωμής Payment	Αρχή Authority	Ημ/νία Date

Either save this to your device remembering where you put it. Preferably, you should Print it.....

If you cannot print it, you may be able to email it to a friendly person or email to the local Port Police for them to print. You may get away with just showing it on screen.

NOTE:

NEO means NEW ie “not paid”

ΠΛΗΡΩΜΕΝΟ/PAID = paid.

APPLYING FOR ADDITIONAL MONTHS.

You will need to make a new “**application**” but using you existing login.

Follow the above, ticking off the months you want to use, and then use the new 20 digit number to pay.

THIS IS YOUR RECEIPT

Εκτυπωτικό Οριστικοποιημένης Αίτησης eTEPAI

Σελίδα 1 από 2

Print Definitive Application form of eTEPAI

Αριθμός αίτησης Application number SSR1416020000000619		Ημερομηνία αίτησης Application Date 10/5/2019							
Όνομα πλοίου Ship's Name Carina	Ολικό Μήκος (σε μέτρα) Total Length (in meters) 11.95	Σημαία Flag UNITED KINGDOM UNITED KINGDOM	Λιμάνι Νηολογίου Port Port, GB Port, GB						
Είδος πλοίου: Type of ship:	ΙΔΙΩΤΙΚΟ ΠΛΟΙΟ ΑΝΑΨΥΧΗΣ/PRIVATE RECREATIONAL SHIPS								
Ημερομηνία εισόδου στα Ελληνικά χωρικά ύδατα: Date of entry into Greek territorial waters:									
2019	ΜΗΝΕΣ / ΕΚΠΤΩΣΗ -25% (Αποκλειστική επαγγελματική χρήση) MONTHS / DISCOUNT -25% (Exclusive professional use)								
			09-ΣΕΠ 09-SEP						
		06-ΙΟΥΝ 06-JUN	10-ΟΚΤ 10-OCT						
		07-ΙΟΥΛ 07-JUL							
ΕΤΟΣ: YEAR:									
ΕΚΠΤΩΣΕΙΣ :	-10%	Εφάπαξ πληρωμή/ Lump - Sum Payment for the whole year	OXI-NO						
DISCOUNTS :	-20%	Παραμονή του πλοίου σε λιμένες της Ελληνικής Επικράτειας για όλο το έτος The ship remains in Greek ports for the whole year	NAI-YES						
ΚΩΔΙΚΟΣ ΠΛΗΡΩΜΗΣ (ε-Παραβόλου) ΤΕΠΑΗ PAYMENT CODE of relevant tax	Ημ/νία Date	Ποσό Amount	Κατάσταση Status	Ημ/νία πληρωμής Payment Date	Τροποποιήσεις Πληρωμής Payment Modifications				
27524620995907090018	10/05/2019	132.00	ΠΛΗΡΩΜΕΝΟ/PAID	17/05/2019	1.ΑΡΧΙΚΗ ΠΛΗΡΩΜΗ/INITIAL PAYMENT				
ΚΩΔΙΚΟΣ ΠΛΗΡΩΜΗΣ (ε-Παραβόλου) του προστίμου ΤΕΠΑΗ PAYMENT CODE of relevant fine tax	Ημ/νία Date	Ποσό Amount	Κατάσταση Status	Ημ/νία πληρωμής Payment	Αρχή Authority	Ημ/νία Date			
Αριθμός Νηολογίου Registry Number	Α.Μ.Υ.Ε.Ν. Greek Ministry of Merchant Shipping Registry Number	Αριθμός IMO IMO No	Β.Ε.Μ.Σ Small Vessels Registry Book No	Δ.Δ.Σ. International Call Sign	HIN	CIN	WIN	Κ.Ο.Χ. G.R.T. (Gross Registered Tonnage)	Ο.Χ G.T. (Gross Tonnage)
SSR141602				MQZV3					
Αριθμός στο e-Μητρώο Πλοίων Ship e-Register No (www.aade.gr)	Τόπος Ελλιμενισμού στην Ελλάδα Mooring Place in Greece	Σχόλια χρήστη Comments							

Adobe Acrobat Reader DC

Version 19.12.20035.332343

Microsoft Windows 10 Home 32-bit Build 6.2.9200

Blocked accounts:

The E-TEPAI account will block if you have 11 failed attempts to access - where upon it comes up account blocked. It is not clear what you need to do. The answer is simple:

1. Go to the E-TEPAI Login

2. Enter your email address

3. Click on "Reset Password"

4. Await email response.

A) your account is now unblocked - you don't have to change the password

B) if you have forgotten your password, follow the instructions on the email to change the password

The most common problems is people forgetting passwords, and forgetting that the document number is in fact their Passport number.