



إمارات تاكس
EMARATAX

Amend Tax Agency - User Manual

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Document Control Information

Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure







The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Portal	
 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English عربي	This is used to toggle between the English and Arabic versions of the portal
	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
 Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

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Introduction



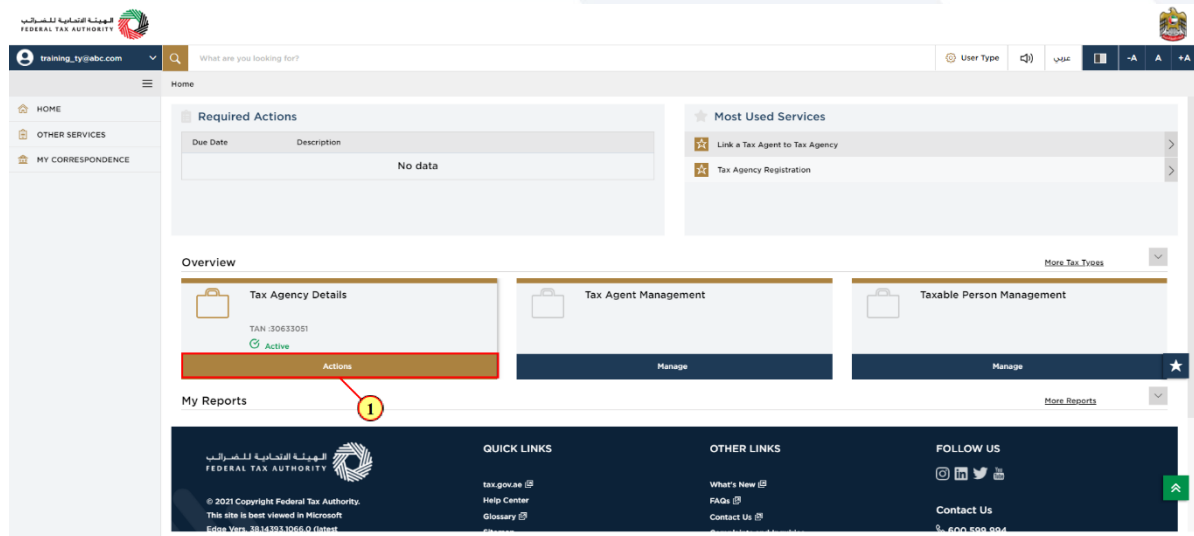
This manual is prepared to help a registered Tax Agency to navigate through the Federal Tax Authority EmaraTax portal to submit their amendment application. The Tax Agency amendment application allows the Tax Agency to request FTA to amend their registration – Amend applicant details such as Tax Agency trade license and supporting documents; Amend identification details such as trade license and business activities; Amend contact details; Amend Tax Agency details (PII); Add or modify authorized signatories. On approval of the application by FTA, amendment will be reflected in your account. You will be able to see the changes in your Tax Agency registration and an updated certificate will be generated and can be downloaded for your account.

Login to EmaraTax

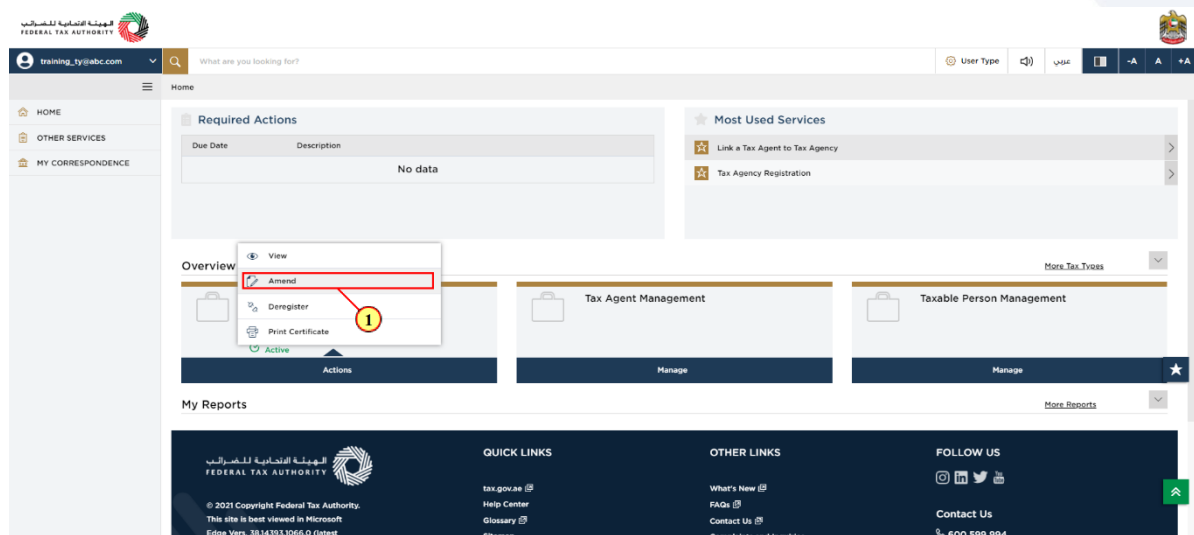


- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.
- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.

Tax Agency Tile



Step	Action
(1)	Click on 'Actions' in the Tax Agency tile to get the option 'Amend'.



Step	Action
(1)	To start the amendment application, you are required to click on 'Amend'.

Guidelines and Instructions

The screenshot shows the 'Tax Agency Registration Amend' page. At the top, there's a navigation bar with the Federal Tax Authority logo and a search bar. Below the navigation bar, the page title 'Tax Agency Registration Amend' is displayed. The main content area is divided into several sections: 'No. of form steps' (5 Steps), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of charge). Below these, there's a 'Tutorial Materials' section with 'Required Templates' (N/A). The 'Required Documents' section lists: 'Valid trade license / Business license', 'Valid professional indemnity insurance policy', and 'Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.' The 'Service Details' section includes 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. At the bottom, there's a confirmation checkbox labeled 'I confirm that I have read the above instructions and guidelines'.

The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to amending your Tax Agency registration, in the UAE. It also provides guidance on what information you should have in hand when you are completing the Tax Agency amendment application.

This screenshot is identical to the one above, but with a red rectangular box highlighting the confirmation checkbox 'I confirm that I have read the above instructions and guidelines'. A yellow circle with the number '1' is placed next to the checkbox, indicating the step number for this action.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



training_by@ftr.com What are you looking for?

Home Tax Agency - Amend

Tax Agency Registration Amend

No. of form steps
5 steps

Expected time to complete this application
45 minutes

Expected fees for this service
Free of charge

Tutorial Materials
Required Templates
N/A

Required Documents
It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Valid trade license / business license
- Valid professional indemnity insurance policy

Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click 'Start' to initiate the Tax Agency Amendment application.

Applicant Details



- The application is divided into a number of short sections which deal with various aspects of the amendment process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted as blue. Once you progress to the next section successfully, the previous section will be highlighted as green.
- In order to move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be entered.
- Ensure that, the data you enter in the application, is identical to the relevant supporting documents, in order to avoid rejection or resubmission of your application.

Step	Action
(1)	Amend Applicant details, if required.



training_ty@fata.gov.ae What are you looking for?

Home > Tax Agency - Amend

Tax Agency Registration Amend

- 1 Applicant Details
- 2 Identification Details
- 3 Contact Details
- 4 Tax Agency Details
- 5 Tax Agent Details
- 6 Authorized Signatory
- 7 Declaration & review

ISSUING AUTHORITY OR BUSINESS OF ISSUING LICENSE: Dubai Department of Economic Development

783733

Business or Trade License Expiry Date: 01/01/2032

Upload a scan of the Business or Trade License

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files : 3 : 3

Do you have a certificate of incorporation? ☒ Yes ☐ No

Date of incorporation: 01/08/2021

Upload copy of your Certificate of Incorporation

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files : 3 : 3

Upload Relevant Supporting Documents

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files : 3 : 3

Previous Step Cancel Save as Draft **Next Step**

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Identification Details

Step	Action
(1)	Amend Identification details such as License Expiry Date, Business Activity details, Owner's details, Local Branch details, if required.

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Contact Details

Step	Action
(1)	Amend contact details, if required.

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Tax Agency Details

Tax Agency Registration Amend

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Tax Agent Details 6 Authorized Signatory 7 Declaration & review

Tax Agency Details

Please select the date your Business was established or commenced operations in the UAE? 01/08/2021

How many persons do you currently employ? 10

Is your Business registered with any professional body?
☒ Yes ☐ No

If yes, please indicate which tax related professional body
 VAT and Excise

Please estimate the percentage(%) of your employees who are individually members of a professional body 100.00

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Amend Tax Agency details, if required.

Tax Agency Registration Amend

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Tax Agent Details 6 Authorized Signatory 7 Declaration & review

Tax Agency Details

Please select the date your Business was established or commenced operations in the UAE? 01/08/2021

How many persons do you currently employ? 10

Is your Business registered with any professional body?
☒ Yes ☐ No

If yes, please indicate which tax related professional body
 VAT and Excise

Please estimate the percentage(%) of your employees who are individually members of a professional body 100.00

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Tax Agent Details

Step	Action
(1)	<ul style="list-style-type: none"> You will find Tax Agent details in this screen. Click 'Next Step' to save and proceed to the next section.

Authorized Signatory Details

Step	Action
(1)	Click 'Actions' to amend the Authorized Signatory details, if required.

Step	Action
(1)	Click 'Add Authorized Signatory' to add a new Authorized Signatory details.



Step	Action
(1)	<ul style="list-style-type: none"> You can add one or more authorized signatory. After completing all mandatory fields, click 'Add' button to save and proceed.

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

Review and Declaration

- This section will help you to make sure that you have completed the application correctly and included the documents we have asked you to send.
- The section provides a comparison of the old and the newly updated information.

Step	Action
(1)	Click Edit, on the section where you want to do the amendment or changes any further.



Tax Agency Registration Amend

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Tax Agent Details 6 Authorized Signatory 7 Declaration & review

Name in English: ABC Agency Co. Name in Arabic: شركة ايه سي ايه سي. Email: Training_ty@abc.com

Declaration

First Name in English: training Last Name in English: ty
First Name in Arabic: Last Name in Arabic:
Country Code: AE Phone Number: 987654321 Email ID: training_ty@abc.com
Date of Submission: 19/08/2022

☒ I Declare that all information provided is true, accurate and complete to best of my knowledge and belief

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application

Tax Agency Registration Amend

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Tax Agent Details 6 Authorized Signatory 7 Declaration & review

Name in English: ABC Agency Co. Name in Arabic: شركة ايه سي ايه سي. Email: Training_ty@abc.com

Declaration

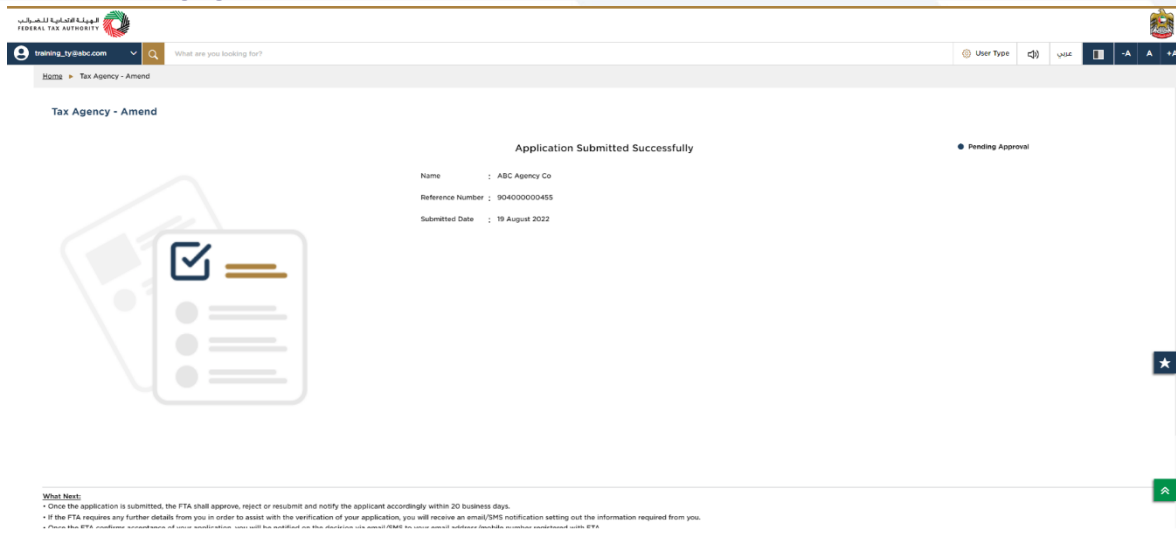
First Name in English: training Last Name in English: ty
First Name in Arabic: Last Name in Arabic:
Country Code: AE Phone Number: 987654321 Email ID: training_ty@abc.com
Date of Submission: 19/08/2022

☒ I Declare that all information provided is true, accurate and complete to best of my knowledge and belief

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	Click 'Submit' to submit the application to FTA

Post Application Submission



- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The status of your request on the Dashboard will change to “In Review” and you will receive an email from us to confirm receipt of your application.
- FTA may request for additional clarification. In case of the approval from FTA, the Amendment will be reflected in your account. You will be able to see the changes in your Tax Agency registration and a new certificate will be generated and sent to your registered email ID.
- Read the “What Next” and “Important Notes”.



Correspondences



Tax Agency receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you