



إمارات تاكس EMARATAX

Tax Agent User Manual Register Juridical Person Tax Agent

Date: 24 June, 2024

Version 1.2.0.0






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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
-A A +A	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 to the Previous section of the Input Form
Next Step	This is used to go to the Next section of the Input Form
Save as Draft	This is used to save the application as a draft, so that it can be completed later
	This menu at the top gives an overview of the various sections within the application form. 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

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for Tax Agents to benefit from these services in the best and simplest ways.



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Introduction

This manual is prepared to help the applicant to navigate through the Federal Tax Authority EmaraTax portal to submit their Juridical Person Tax Agent Registration application. The applicant should be a legal entity with a Trade License to operate as a Juridical Person Tax Agent.

Login to EmaraTax

إصدارات تراكس
EMARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي

Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.
[Please reset your password here](#)

Don't have an account?
If you do not already have an account with the FTA please sign up here
[Sign Up](#)
Got any question on the new system?
[Read the FAQs](#)

Login with your E-mail
E-mail Address

Password

[Forgot password?](#)
Enter Security Code

[Login](#)

Login with UAE PASS
UAE Pass is a single trusted digital identity for all citizens, residents to United Arab Emirates

QUICK LINKS
[tax.gov.ae](#)

OTHER LINKS
[What's New](#)

OUR LOCATION
Emirates Business Investment Company Building, D.C.



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.



Select User Profile

The screenshot shows the MARATAX portal interface. At the top, there is a header with the logo and name of the Federal Tax Authority in Arabic and English. Below the header is a navigation bar with a search bar and a 'User Type' dropdown. The main content area displays a grid of eight user profile options. Each option consists of a circular icon, a title, a brief description, and a 'Read More' link. A red box with a yellow '1' highlights the 'Juridical Person Tax Agent' option, which has a checkbox that is currently checked. The other options are: Taxable Person, Legal Representative, Natural Person Tax Agent, Tax Agency, Special Refunds, Other Services, and Natural Person Representative Agent. At the bottom right of the grid is a 'Proceed' button.

Step	Action
(1)	Select the checkbox for 'Juridical Person Tax Agent' to choose the User Profile.



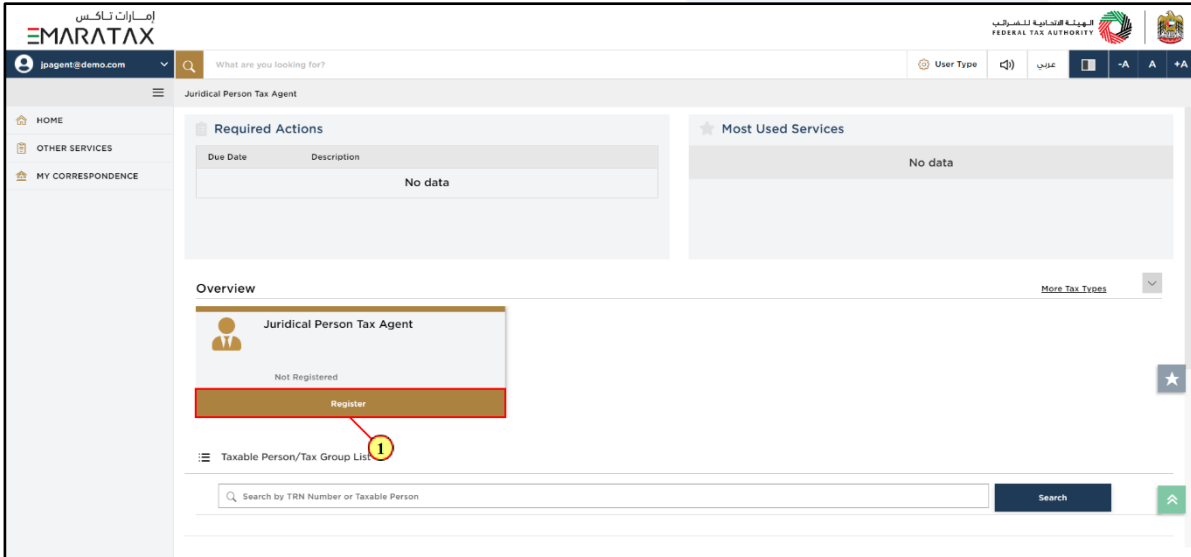
The screenshot shows the EMARATAX website interface. At the top, there is a header with the logo and navigation links. Below the header, there are several cards representing different registration options:

- Taxable Person:** Any Person registered or obligated to register for Tax purposes under the Decree-Law. [Read More](#)
- Legal Representative:** The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person legally appointed to represent... [Read More](#)
- Natural Person Tax Agent:** Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfillment ... [Read More](#)
- Tax Agency:** A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency. [Read More](#)
- Special Refunds:** Special refunds contain the VAT refund services for UAE nationals for building new residences, refunds for the business visitors, Mosque Construction and... [Read More](#)
- Other Services:** This will allow you to initiate some of the FTA services which doesn't require you to be a registered user in VAT/Excise. [Read More](#)
- Juridical Person Tax Agent:** A juridical person registered as a Tax Agent as per the conditions specified in the Executive regulations to the Tax procedural law. [Read More](#)
- Natural Person Representative Agent:** A Natural person who is linked to the Juridical Person Tax Agent as a representative agent. [Read More](#)

At the bottom right, there is a red button labeled "Proceed" with a yellow circle containing the number "1" next to it, indicating the next step in the process.

Step	Action
(1)	Click 'Proceed' to continue to the home page.

Register Juridical Person Tax Agent



Step	Action
(1)	Click ' Register ' on the Juridical Person Tax Agent tile to initiate the Juridical Person Tax Agent Registration application.



Instructions and Guidelines

The screenshot displays the 'Juridical Person Tax Agent Registration' page. At the top, there's a header with the MARATAX logo and navigation links. The main content area includes a sidebar with links like 'Tutorial materials', 'Required Templates', 'Service Details', 'Eligibility Criteria', 'Service steps', and 'FAQs'. The main panel shows registration details: 'No. of form steps: 5 sections', 'Expected time to complete this application: 30 minutes', and 'Expected fees for this service: AED 10,000'. Below this, there's a section for 'Required documents' listing items like 'Business or Trade license', 'Certificate of Incorporation', 'Professional Indemnity Insurance', and 'Letter of appointment'. A 'Back' button is at the bottom left, and a 'Start' button is at the bottom right.



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



إمارات تاكس
MARATAX

jsagent@demo.com

What are you looking for?

User Type

عربي

Juridical Person Tax Agent

Juridical Person Tax Agent Registration

Tutorial materials
Video: Click here (TBP)
User Manual: Click here (TBP)

Required Templates
N/A

Required documents
List of documents that are required for making an application to register as a Juridical Person Tax Agent are provided below:
• Business or Trade license to operate as an audit, tax and law firm
• Certificate of Incorporation
• Professional Indemnity Insurance in respect of your Juridical Person Tax Agent Business
• Letter of appointment of the director or partner linked with and supervising the services provided by the applicant
Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15 MB.

Service Details

About the service

Use this service to register as a Juridical Person Tax Agent with the FTA. A Juridical Person Tax Agent must be associated with at least one registered Natural person Tax Agent to operate as Juridical Person Tax Agent.

Eligibility Criteria

Service steps

FAQs

☒ I confirm that I have read the getting started guide.

Back

Start

Step	Action
(1)	Read the instructions and guidelines for Juridical Person Tax Agent Registration and mark the checkbox to confirm.



إمارات تاكس
MARATAX

jsagent@demo.com

What are you looking for?

User Type

عربي

Juridical Person Tax Agent

Juridical Person Tax Agent Registration

Tutorial materials
Video: Click here (TBP)
User Manual: Click here (TBP)

Required Templates
N/A

Required documents
List of documents that are required for making an application to register as a Juridical Person Tax Agent are provided below:
• Business or Trade license to operate as an audit, tax and law firm
• Certificate of Incorporation
• Professional Indemnity Insurance in respect of your Juridical Person Tax Agent Business
• Letter of appointment of the director or partner linked with and supervising the services provided by the applicant
Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15 MB.

Service Details

About the service

Use this service to register as a Juridical Person Tax Agent with the FTA. A Juridical Person Tax Agent must be associated with at least one registered Natural person Tax Agent to operate as Juridical Person Tax Agent.

Eligibility Criteria

Service steps

FAQs

☒ I confirm that I have read the getting started guide.

Back

Start

Step	Action
(1)	Click 'Start' to initiate the Juridical Person Tax Agent Registration application.

Basis of Registration Section

The screenshot shows the 'Juridical Person Tax Agent Registration' form. The progress bar at the top indicates five steps: 1. Basis of Registration (highlighted in blue), 2. About the Applicant, 3. Director/Partner details, 4. Contact Details, and 5. Review and Declaration. The 'Basis of Registration' section includes a dropdown menu to 'Select the Type of License held by the Juridical Person Tax Agent' with options: Audit, Tax, and Law. To the right, there is an 'Upload Copy of Professional License' section with a green 'Add/View()' button, a 'Drag files here' area, and specifications: 'Max file size: 15 MB', 'Formats: PDF, DOC', and 'Max No. of Files: 3'. At the bottom, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.



- The registration application has been divided into five short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.
- In order to move from one section to the next, all mandatory fields of the current section must be entered. The fields which are optional are marked as optional next to the field name.
- You are requested to ensure that the documents submitted, support the information entered by you in the application and all the document and details entered by you are up-to-date. This would help to avoid any rejection or resubmission of the application later.



الإمارات تـاـكـس
MARATAX

jpagent@demo.com What are you looking for?

User Type عربي

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Basis of Registration

Select the Type of License held by the Juridical Person Tax Agent

Audit Tax Law

Upload Copy of Professional License

Drag files here

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

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Select the Type of License held by you that allows you to operate as a Juridical Person Tax Agent. Upload the Copy of Professional License.



الإمارات تاكس
MARATAX

jpagent@demo.com

What are you looking for?

User Type

عربي

Juridical Person Tax Agent

Juridical Person Tax Agent Registration

1 Basis of Registration

2 About the Applicant

3 Director/Partner details

4 Contact Details

5 Review and Declaration

Basis of Registration

Select the Type of License held by the Juridical Person Tax Agent

Audit Tax Law

Upload Copy of Professional License

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

About the Applicant Section

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

About the Applicant

Main License Details

Trade License Issuing Authority: Dubai Academic City

Trade License Number: TRADE LIC NUMBER

License Issue Date: 31/12/2004

License Expiry Date: 26/12/2042

Enter Legal Name of entity in English: Entity Legal Name

Enter Legal Name of entity in Arabic: الاسم القانوني للشخص

Enter Trade Name in English: Trade Name

Enter Trade Name in Arabic: اسم تجاري

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Enter the Applicant information.

1

Step

Action

(1)

Enter your Trade License details.

Step	Action
(1)	Upload Copy of Trade License.



الإمارات تإكس
EMARATAX

jpagent@demo.com What are you looking for?

User Type عربي -A A +A

Juridical Person Tax Agent Registration

1 2 3 4 5

Basis of Registration About the Applicant Director/Partner details Contact Details Review and Declaration

File Size: 12 MB File Types: PDF, DOC, DOCX Max No. of Files: 1

Date of Incorporation: 31/12/2004

Upload copy of Certificate of Incorporation

Drag files here

Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files: 1

Professional Indemnity Insurance Details

Enter PII Number: PII NUMBER

PII Expiry Date: 26/12/2042

Upload copy of PII Insurance

Drag files here

Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files: 1

Previous Step 1 Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Enter Date of Incorporation. Enter details of Professional Indemnity Insurance. Upload supporting documents.



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EMARATAX

jpagent@demo.com What are you looking for?

User Type عربي -A A +A

Juridical Person Tax Agent Registration

1 2 3 4 5

Basis of Registration About the Applicant Director/Partner details Contact Details Review and Declaration

File size: 12 MB FORMS: PDF, DOC, DOCX FILE NO. OF FILES: 2

Date of Incorporation: 31/12/2004

Upload copy of Certificate of Incorporation

Add/View(1) Drag files here

Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files: 1

Professional Indemnity Insurance Details

Enter PII Number: PII NUMBER

PII Expiry Date: 26/12/2042

Upload copy of PII Insurance

Add/View(1) Drag files here

Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files: 1

Previous Step Cancel Save as Draft Next Step



- Click on the **'Save as Draft'** button to save your application and return to continue working on your application later.
- Click on **'Previous Step'** to move to the previous section.
- Click on **'Cancel'** to cancel the application without saving.



الإمارات تالكس
EMARATAX

ipagent@demo.com What are you looking for?

User Type عربي -A A +A

Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 2 3 4 5

Basis of Registration About the Applicant Director/Partner details Contact Details Review and Declaration

MAX FILE SIZE: 12 MB FORMATS: PDF, DOC, DOCX MAX NO. OF FILES: 1

Date of Incorporation 31/12/2004

Upload copy of Certificate of Incorporation

Add/View(1) Drag files here

Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files : 1

Professional Indemnity Insurance Details

Enter PII Number PII NUMBER

PII Expiry Date 26/12/2042

Upload copy of PII Insurance

Add/View(1) Drag files here

Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files : 1

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Director/Partner details Section

الإمارات تاكس
EMARATAX

ipagent@demo.com What are you looking for? User Type عربي

Juridical Person Tax Agent Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 2 3 4 5
Basis of Registration About the Applicant Director/Partner details Contact Details Review and Declaration

Director/Partner details

Search By
TAAN
Emirates ID

Emirates ID Number

Tax Agent First Name in English

Tax Agent Last Name in English

Tax Agent First Name in Arabic

Tax Agent Last Name in Arabic

Email ID

Tax Agent Registration Expiry Date

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Search by the Emirates ID and enter the details.



إمارات تاكس
EMARATAX

jpagent@demo.com What are you looking for?

User Type عربي -A A +A

Juridical Person Tax Agent Registration

1 2 3 4 5

Basis of Registration About the Applicant Director/Partner details Contact Details Review and Declaration

2001029 987-6549-8765433-1

Tax Agent First Name in English NPAgent Tax Agent Last Name in English Tax Agent

Tax Agent First Name in Arabic الاسم الأول الاسم العائلة

Email ID np@contactemail.com Tax Agent Registration Expiry Date 08/12/2026

Designation Manager

Please upload Copy of Letter of Appointment

Add/View(1) Drag files here

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

Previous Step Cancel Save as Draft Next Step



Some of the fields are auto-populated based on the Emirates ID you entered.

Step	Action
(1)	Enter the Designation and upload Copy of Letter of Appointment.

إمارات تاكس EMARATAX
 الجهينة الفيدرالية للضرائب FEDERAL TAX AUTHORITY

ipagent@demo.com What are you looking for? User Type عربي

Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

- Basis of Registration
- About the Applicant
- Director/Partner details
- Contact Details
- Review and Declaration

20011029	987-6549-87654321
Tax Agent First Name in English NPAgent	Tax Agent Last Name in English Tax Agent
Tax Agent First Name in Arabic الاسم الأول	Tax Agent Last Name in Arabic الاسم العائلة
Email ID np@contactemail.com	Tax Agent Registration Expiry Date 08/12/2026
Designation Manager	Please upload Copy of Letter of Appointment Add/View(1)

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

Previous Step Next Step

Step	Action
(1)	After completing all mandatory fields, click the ' Next Step ' button to save and proceed to the next section.



Contact Details Section

Step	Action
(1)	Enter the Contact Details of the Juridical Person Tax Agent.

إمارات تاكس

FEDERAL TAX AUTHORITY

What are you looking for?

User Type عربي

Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

- 1 Basis of Registration
- 2 About the Applicant
- 3 Director/Partner details
- 4 Contact Details
- 5 Review and Declaration

Contact Details

Country United Arab Emirates	Building Name & Number Building Name & Number
Street Street	Area Area
City City	Emirates Sharjah
Country Code +971 (United Arab Emirates)	Landline Number 77806281
Mobile Number 778085006	P.O. Box (Optional)

Email ID

Previous Step Cancel Save as Draft Next Step



Do not use another company's address. If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out.

1

After completing all mandatory fields, click the **'Next Step'** button to save and proceed to the next section.

Review and Declaration Section

The screenshot shows the 'Review and Declaration' section of the 'Juridical Person Tax Agent Registration' form. The form is titled 'EMARATAX' and 'إمارات تاكس'. The user is logged in as 'ipagent@demo.com'. The form is divided into five steps: 1. Basis of Registration, 2. About the Applicant, 3. Director/Partner details, 4. Contact Details, and 5. Review and Declaration. The 'Review and Declaration' section is currently active. It contains two main sections: 'Step 1: Basis of Registration' and 'Step 2: About the Applicant'. In 'Step 1', the user is asked to 'Select the Type of License held by the Juridical Person Tax Agent' with options: Audit, Tax, and Law. There is also a link to 'Upload Coev. of Professional License'. In 'Step 2', the user is asked to provide the 'Trade License Issuing Authority' and 'Trade License Number'. The form has 'Previous Step', 'Cancel', 'Save as Draft', and 'Submit' buttons at the bottom.



This section highlights all the details entered by you across the application. You are required to review and submit the application.



الإمارات تالكس
EMARATAX

jpagent@demo.com

What are you looking for?

User Type

عربي

Juridical Person Tax Agent Registration

Step 4: Contact Details

Declaration

First Name in English
jp

Last Name in English
agent

First Name in Arabic
الاسم الأول

Last Name in Arabic
الاسم العائلة

Country Code
+971 (United Arab Emirates)

Mobile Number
62811916

Email
jpagent@demo.com

Submission Date
11/12/2023

☒ I hereby declare the below

- I hereby declare the information provided above is correct
- I acknowledge JP Tax Agent registration fee of AED 3000 is payable after approval of this application.

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.



EMARATAX
ipagent@demo.com

What are you looking for?

User Type

عربي

Juridical Person Tax Agent Registration

Step 4: Contact Details

Declaration

First Name in English
jp

Last Name in English
agent

First Name in Arabic
الاسم الأول

Last Name in Arabic
اسم العائلة

Country Code
+971 (United Arab Emirates)

Mobile Number
62811916

Email
ipagent@demo.com

Submission Date
11/12/2023

☒ I hereby declare the below

- I hereby declare that the information provided above is correct
- I acknowledge that a JP Tax Agent registration fee of AED 3000 is payable after approval of this application.

Previous Step

Cancel

Save as Draft

Submit

Step	Action
(1)	Click 'Submit' to submit the Juridical Person Tax Agent Registration application.



EMARATAX
ipagent@demo.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent Registration

Step 4: Contact Details

Declaration

First Name in English
JP

First Name in Arabic

Country Code
+971 (United Arab Emirates) 62811916

Submission Date
11/12/2023

I hereby declare the below

- I hereby declare that the information provided above is correct.
- I acknowledge that a JP Tax Agent registration fee of AED 3000 is payable after approval of this application.

Are you sure you want to submit the application?

No Yes

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	Click 'Yes'.

Post Application Submission

الإمارات تاكس
MARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

jpagent@demo.com What are you looking for?

User Type عربي

Juridical Person Tax Agent Juridical Person Tax Agent Registration

JP Tax Agent Registration-NEW

Application Submitted Successfully

Linking-in Review

Applicant Name : jp agent

Reference Number : 10900002694

Submission Date & Time : 11 December 2023, 13:13 GST

What's Next:
1. Processing your application:



After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with the FTA. The application will be sent to Natural Person Tax Agent for acceptance.



إمارات تاكس
EMARATAX

jsagent@demo.com What are you looking for?

User Type عربي

Juridical Person Tax Agent Juridical Person Tax Agent Registration

What's Next:

- Processing your application:
 - Your application will only be submitted after acceptance of the linking request by the Natural Person Tax Agent.
 - Your application will now be reviewed by FTA. If we require more information to assist with our review, we will contact you by email. You will need to provide the information requested for us to continue processing your application.
 - Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
 - Where we reject an application, we will provide you with the reasons for doing so. You may re-apply but only once you have resolved the matters brought to your attention.
- Paying the registration fee:
 - Once the FTA has verified your Juridical Person Tax Agent registration application, you will be notified to make the required payment. You can pay the registration fee from your EmaratTax account using the Fab Magnati payment. On payment, you will receive an email and an SMS notification informing you of the status of the application and payment status. Once the FTA confirms acceptance of your application, you will be notified on the decision.
- Juridical Person Tax Agent registration certificate:
 - If the FTA approves your Juridical Person Tax Agent Registration application and the appointed Natural Person Tax Agent accepts the linking request, your Juridical Person Tax Agent Approval Number (JTAAN) will be issued. A Juridical Person Tax Agent registration certificate will also be issued FTA (online Certificate) and notified to you via email and SMS. You can download this certificate from your EmaratTax account. The linked Natural Person Tax Agent along with your Juridical Person Tax Agent details will be listed in the FTA Tax Agent Register and published in the FTA website (http://www.tax.gov.ae).

Important Notes:

- The status of your application will be updated in the dashboard of the EmaratTax portal. You can check it at any time by logging in to your EmaratTax account.
- The Juridical Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Juridical Person Tax Agent registration process.
- The "Juridical Person Tax Agent to whom it May Concern letter" does not grant you to perform the duties of a Tax Agent and does not certify listing you in the Tax Agents Register at the Federal Tax Authority.
- Your Juridical Person Tax Agent registration with the FTA is valid for a period of 12 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.
- The person who appointed the Natural Person Tax Agent/Agency/Juridical Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural Person Tax Agent/Agency/Juridical Person Tax Agent on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the tax system or you have committed a significant violation of the relevant laws.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

Back to Dashboard Download

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Juridical Person Tax Agent dashboard.



Correspondences

Juridical Person Tax Agent receives the following correspondences:

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



Application History - Linking-In Review

The screenshot displays the EMARATAX portal interface. The top navigation bar includes the user's email (jagent@demo.com) and a search bar. The main content area is titled 'Juridical Person Tax Agent'. It features a 'Required Actions' table with columns 'Due Date' and 'Description', which is currently empty. Below this is an 'Overview' section showing the 'Juridical Person Tax Agent' application with the number 109000026694 and a 'Linking-In Review' status. A 'View' button is present. At the bottom, there is a 'Taxable Person/Tax Group List' section with a search bar and a 'Search' button.



Once your application is submitted, a linking request will be sent to the Natural Person Tax Agent and the status of your Juridical Person Tax Agent application will be '**Linking-In Review**'.



Application History - In-Review

At least one Natural Person Tax Agent should be associated in the position of Director/Manager or any equivalent position, to be able to operate as a Juridical Person Tax Agent.
After the Natural Person Tax Agent approves the Linking request, the application will move to the FTA for review and the status of your application will be 'In-Review'. If the Natural Person Tax Agent rejects the Linking request, the application will be sent back to the Juridical Person Tax Agent.

The screenshot shows the EMARATAX portal interface. The user is logged in as 'ipagent@demo.com'. The main content area displays the 'Juridical Person Tax Agent' application status. The 'Required Actions' table is empty. The 'Most Used Services' table is also empty. The 'Overview' section shows the application number 109000026694 and the status 'In Review'. Below this, there is a 'Taxable Person/Tax Group List' section with a search bar and a 'Search' button.



While your application is under review by the FTA, the status of your Juridical Person Tax Agent application will be 'In Review'.

Application History - Awaiting Payment

Once the FTA approves your application, you will be informed to make the payment for your Juridical Person Tax Agent Registration.

Step	Action
(1)	Click ' Pay Now ' on the Juridical Person Tax Agent tile.



The screenshot shows the MARATAX portal interface. On the left, a sidebar contains links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main content area is titled 'Juridical Person Tax Agent' and 'Select a Payment Method'. It features a 'Payment Summary' table with one row: 'Juridical Person Tax Agent Registration Fees' for AED 10,000.00. Below this is a 'Total' of AED 10,000.00. To the right, the 'Choose Payment Method' section shows a radio button next to the 'FAB Magnati Pay' logo, which is highlighted with a red box and a yellow circle with the number 1. At the bottom, there are 'Back' and 'Proceed to payment' buttons.

Step	Action
(1)	Choose the preferred payment method.



الإمارات تاكس
EMARATAX

jpagent@demo.com

What are you looking for?

User Type

عربي

HOME

OTHER SERVICES

MY CORRESPONDENCE

Juridical Person Tax Agent

Select a Payment Method

Payment Summary

JP Tax Agent Registration-NEW

Juridical Person Tax Agent Registration Fees AED 10,000.00

Total AED 10,000.00

Back

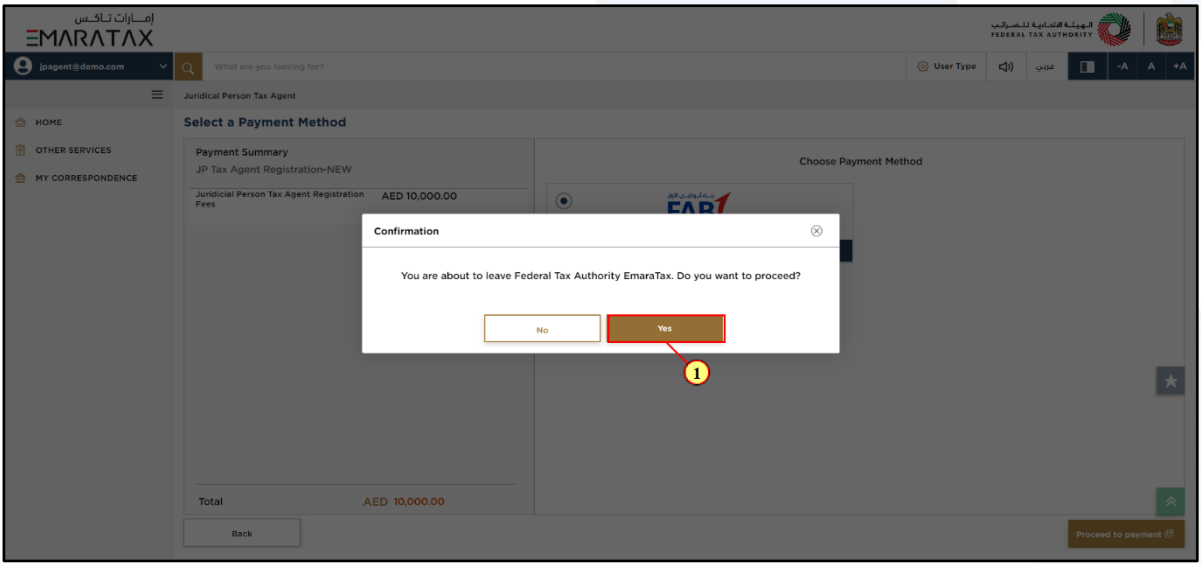
Choose Payment Method

FAB

Magnati Pay

Proceed to payment

Step	Action
(1)	Click 'Proceed to payment'.



Step	Action
(1)	Click 'Yes' to continue.

FEDERAL TAX AUTHORITY

الهيئة الاتحادية للضرائب

العربية

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME

FRICIONLESS

CARD EXPIRY

12

2024

CARD NUMBER

5204740000001002

CVV / CVC

180 12 192

Samsung Pay

G Pay

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO
Federal Tax Authority

TRANSACTION AMOUNT
AED 10000.00

SERVICE CHARGE
AED 71.40

TOTAL
AED 10071.40

Pay

Cancel

Powered by FAB First Abu Dhabi Bank magnati Payment Innovation

VISA Mada Masrara

Step	Action
(1)	Enter the payment details and click ' Pay ' .



إمارات تاكس

EMARATAX

ipagent@demo.com

What are you looking for?

User Type

عربي

-A

A

+A

Payment Acknowledgment

Payment Successful

● Paid

د.إ.

11/12/2023

13:21:36

J200008900090

Entity Legal Name

AED 10,000.00

Submission Date (UAE)

Time (UAE)

TRN

Legal Name

Amount paid to FTA

What Next :

1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment.

2) You*



After your payment is done successfully, you will be issued a Juridical Person Tax Agent Number and Juridical Person Tax Agent Registration Certificate, enabling you to operate as a Juridical Person Tax Agent.



إمارات تاكس

EMARATAX

ipagent@demo.com

What are you looking for?

User Type

عربي

-A A +A

Payment Successful

Submission Date (UAE) : 11/12/2023

Time (UAE) : 13:21:36

TRN : J200008900090

Legal Name : Entity Legal Name

Amount paid to FTA : AED 10,000.00

What Next :

1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment

2) You*

For any queries please contact us on tax.gov.ae or contact us directly at our call center number 800 82923 or email at info@tax.gov.ae

Download

Back to Dashboard

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Juridical Person Tax Agent dashboard.

Application Status – Active

The screenshot displays the EMARATAX portal interface. The top navigation bar includes the logo, a search bar, and user settings. The main content area is titled 'Juridical Person Tax Agent'. It features a 'Required Actions' table with no data, a 'Most Used Services' section with 'JP Tax Agent Registration-NEW', and an 'Overview' section. The 'Overview' section contains four tiles: 'Juridical Person Tax Agent' (J-TAAN J2000089, Active), 'Natural Person Tax Agent Management', 'Representative Agent Management', and 'Taxable Person Management'. The 'Juridical Person Tax Agent' tile shows a green 'Active' status and an 'Actions' button.



Once the registration process is complete, you will be able to see the J-TAAN ID with 'Active' status on the Juridical Person Tax Agent tile.



Step	Action
(1)	Click 'MY CORRESPONDENCE'.



EMARATAX
إمارات تاكس

What are you looking for?

User Type عربي

Juridical Person Tax Agent My Correspondence

Correspondences(3) Certificates(1) Inquiries / Complaints History My Audit

Total Certificates 1

Date	Correspondence Type	Search	Download
11/12/2023	109000026694	Juridical Person Tax Agent Registration-Certificate of Registration	***

1

QUICK LINKS
tax.gov.ae
Help Center
Glossary

OTHER LINKS
What's New
FAQs
Contact Us
Inquiries and Complaints

OUR LOCATION
Emirates Property Investment Company
Building, P.O. Box 2440, Abu Dhabi, U.A.E
Central Park Business Towers - DIFC, P.O.
Box 2440, Dubai, U.A.E
800 82923

Step	Action
(1)	You can download your Juridical Person Tax Agent Registration Certificate here.