



## Tax Agent User Manual Register Natural Person Tax Agent with Exam Schedule

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
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email Address, Registered Mobile Number, and Password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go to the Previous section of the Input Form
<b>Next Step</b>	This is used to go to the Next section of the Input Form
<b>Save as Draft</b>	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 Natural Person Tax Agent Registration application.

You are required to be a UAE resident to perform the Natural Person Tax Agent Registration. Note that this application will be reviewed by the FTA and will be approved only once all the preconditions are met and requisite exams are cleared and Tax Registration payment is completed.

## Login to EmaraTax

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  
training02@gmail.com

Password  
Welcome@123

[Forgot password?](#)  
Enter Security Code  
644803

[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 Research 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 'User Profile' selection interface on the EmaraTax portal. The header includes the 'EMARATAX' logo and the text 'إمارات تاكس'. Below the header, there is a search bar and a 'User Type' dropdown. The main content area is titled 'User Profile' and asks the user to 'Please select the relevant purpose(s) for using EmaraTax portal'. There are four selectable options, each with an icon, a title, a description, and a 'Read More' link. The 'Natural Person Tax Agent' option is highlighted with a red box and a yellow circle with the number 1, indicating it is the correct selection. The options are: Taxable Person, Legal Representative, Natural Person Tax Agent, and Tax Agency. At the bottom right, there is a 'Proceed' button.

Step	Action
(1)	Select the checkbox for ' <b>Natural Person Tax Agent</b> ' to choose the User Profile.



إمارات تاكس  
EMARATAX

npagent@demo.com

What are you looking for?

User Type عربي

**User Profile**

Please select the relevant purpose(s) for using EmaratTax portal

**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](#)

**Proceed**

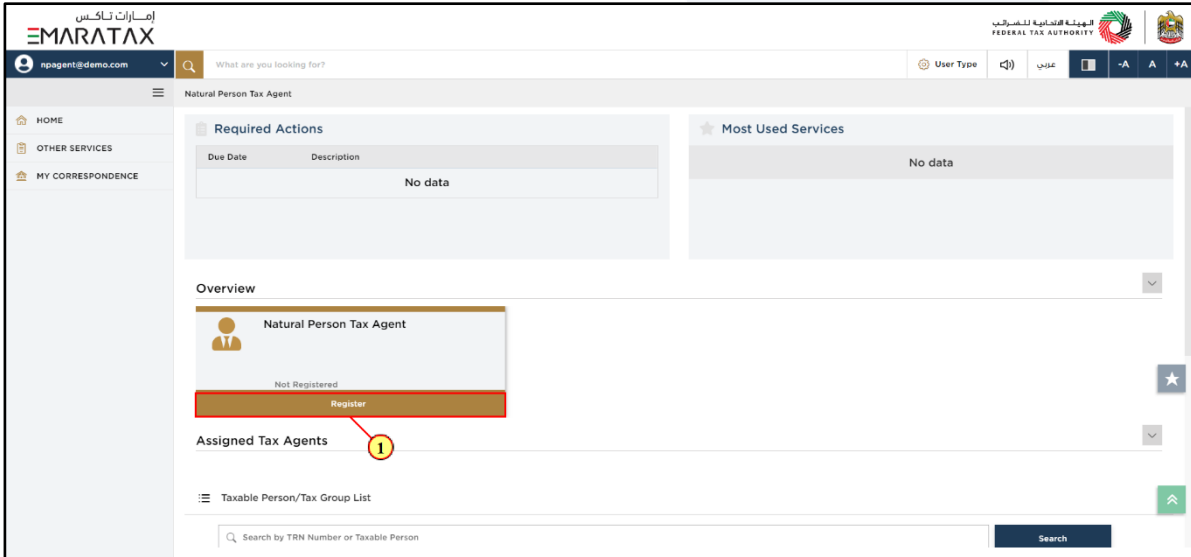
Step	Action
(1)	Click ' <b>Proceed</b> ' to continue to the home page.




The Taxable Person who appointed the Natural Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural 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.



## Register Natural Person Tax Agent



Step	Action
(1)	Click ' <b>Register</b> ' on the Natural Person Tax Agent tile to initiate the Natural Person Tax Agent Registration application.



# Instructions and Guidelines



The ‘**instructions and guidelines**’ page is designed to help you understand certain important requirements relating to Natural 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.



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What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Video: Click here (TBP)

User Manual: Click here (TBP)

Required Templates  
N.A

List of documents that are required for making an application to register as a Natural Person Tax Agent are provided below:

- Relevant degrees from educational institutions and/or internationally known tax institutes
- Proof of your tax specialisation and practical tax experience (e.g., employment contract with a professional firm)
- Police Clearance Certificate/Good Conduct Certificate
- IELTS /TOEFL Certificate in case the Language selected is English
- Emirates ID
- Passport
- FTA Tax Agent exam results (if requested by FTA to prove you have already successfully completed the exam)

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 Tax Agent with the FTA. You can operate as a Tax Agent only if you are linked to a registered Tax Agency or Juridical Person Tax Agent.

Eligibility Criteria

Service steps

FAQs

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

Back

Start

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



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What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Video: Click here (TBP)

User Manual: Click here (TBP)

Required Templates  
N.A

List of documents that are required for making an application to register as a Natural Person Tax Agent are provided below:

- Relevant degrees from educational institutions and/or internationally known tax institutes
- Proof of your tax specialisation and practical tax experience (e.g., employment contract with a professional firm)
- Police Clearance Certificate/Good Conduct Certificate
- IELTS /TOEFL Certificate in case the Language selected is English
- Emirates ID
- Passport
- FTA Tax Agent exam results (if requested by FTA to prove you have already successfully completed the exam)

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 Tax Agent with the FTA. You can operate as a Tax Agent only if you are linked to a registered Tax Agency or Juridical Person Tax Agent.

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 Natural Person Tax Agent Registration application.



## Basis of Registration Section



- The registration application has been divided into four 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 the document and details are up-to-date. This would help to avoid any rejection or resubmission of the application later.



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What are you looking for?

User Type

عربي

1 2 3 4

Basis of Registration Applicant Details Contact Details Review & Declaration

**Basis of Registration**

Select the following tax type you want to apply to be a Tax Agent for?

Corporate Tax

Do you have a certified bachelors's degree?

Yes No

**Educational Certificate**

+ Add Relevant Degrees

Degree	Name of Educational Institutions/Internationally Known Tax Institutes	Start Year	End year	Medium of language of Educational degree	Certificate Issuance Date	Attachment	Actions
No data							

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Select the tax type from the dropdown list.



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What are you looking for?

User Type

عربي

1 2 3 4

Basis of Registration

Natural Person Tax Agent-Registration

1 2 3 4

Basis of Registration

Select the following tax type you want to apply to be a Tax Agent for?

Corporate Tax

Do you have a certified bachelors's degree?

☒ Yes ☐ No

Educational Certificate

+ Add Relevant Degrees

Degree	Name of Educational Institutions/Internationally Known Tax Institutes	Start Year	End year	Medium of language of Educational degree	Certificate Issuance Date	Attachment	Actions
No data							

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Select 'Yes' to proceed with the application.



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What are you looking for?

User Type

عربي

1 2 3 4

Basis of Registration

Applicant Details

Contact Details

Review & Declaration

Basis of Registration

Select the following tax type you want to apply to be a Tax Agent for?

Corporate Tax

Do you have a certified bachelors's degree?

Yes No

Educational Certificate

+ Add Relevant Degrees

Degree	Name of Educational Institutions/Internationally Known Tax Institutes	Start Year	End year	Medium of language of Educational degree	Certificate Issuance Date	Attachment	Actions
No data							

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Click 'Add Relevant Degrees' to upload your Educational Certificates.





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What are you looking for?

User Type

عربي

Natural Person Tax Agent - Registration

Natural Person Tax Agent

Add Relevant Degrees

Select Relevant Degrees From Educational Institutions And/Or Internationally Known Tax Institute

Bachelor's / Master's in tax

Provide Name of Educational Institutions/Internationally Known Tax Institutes

check

Medium of language of Educational degree

English

Start Year

01/01/2021

End year

13/12/2023

Certificate Issuance Date

14/12/2023

Upload Your Educational Certificates.

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Add

1

No data

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter your Educational Certificate related details and upload supporting documents.</li> <li>Click 'Add' to save the details.</li> </ul>



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What are you looking for?

User Type

عربي

Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Known Tax Institutes	check	01/01/2021	13/12/2023	English	14/12/2023	view attachment	***								
<p>Are you a member of a professional body?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>															
<p>Provide the name of professional body</p> <p>check</p>		<p>Provide valid professional Certificate</p> <p><a href="#">Add/View()</a></p> <p>Max file size: 15 MB</p> <p>Formats: PDF, DOC</p> <p>Max No. of Files: 3</p> <p>Drag files here</p>													
<p>Additional Document Details</p> <p>Select your Year of Experience</p> <p></p>															
<p>Professional Experience Certificate</p> <p><a href="#">+ Add Certificate</a></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Issuance Date</th> <th>Attachment</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Document Name	Issuance Date	Attachment	Actions				
Document Name	Issuance Date	Attachment	Actions												

Previous Step

Cancel

Save as Draft

Next Step



Enter details regarding your professional body membership and upload the professional Certificate.



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What are you looking for?

User Type

عربي

Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body

professional body name

Add/View()

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Additional Document Details

Select your Year of Experience

3 years or more during the previous 5 years

Professional Experience Certificate

Document Name

Issuance Date

Attachment

Actions

No data

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

Yes No

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Select your 'Year of Experience' from the dropdown list.



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What are you looking for?

User Type

عربي

Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body

professional body name

Provide valid professional Certificate

Add/View()

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Additional Document Details

Select your Year of Experience

3 years or more during the previous 5 years

Professional Experience Certificate

Document Name

Issuance Date

Attachment

Actions

No data

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

Yes No

Previous Step

Cancel

Save as Draft

Next Step

+ Add Certificate

1

Step	Action
(1)	Click ' <b>Add Certificate</b> ' to add your Professional Experience Certificate.



Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter your Professional Certificate related details and upload support documents.</li> <li>Click '<b>Add</b>' to save the details.</li> </ul>



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What are you looking for?

User Type

عربي

Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body

check

Provide valid professional Certificate

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Additional Document Details

Select your Year of Experience

3 years or more during the previous 5 years

Professional Experience Certificate

Document Name

Issuance Date

Attachment

Actions

check

14/12/2023

view attachment

...

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

Yes No

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>If you have already successfully completed and passed the Tax Agent Qualification Standards Tests, select 'Yes' and upload supporting documents as evidence.</li> <li>If you have not taken any Tax Agent Qualification Standards Tests or have not passed the Tests, select 'No'.</li> </ul>



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What are you looking for?

User Type

عربي

Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body

check

Provide valid professional Certificate

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Additional Document Details

Select your Year of Experience

3 years or more during the previous 5 years

Professional Experience Certificate

+ Add Certificate

Document Name	Issuance Date	Attachment	Actions
check	14/12/2023	view attachment	...

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

Yes No

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.



## Applicant Details Section

Step	Action
(1)	Enter the Applicant Information.





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What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Upload scanned copy of passport

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date

01/01/2021

Certificate Expiry Date

01/01/2025

Please upload Police Clearance Certificate

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Language Proficiency

Please provide language proficiency

Please provide language proficiency

English

Arabic

Previous

Cancel

Save as Draft

Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter details regarding Police Clearance Certificates/Good Conduct Certificates.</li> <li>Upload supporting documents.</li> </ul>



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What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Upload scanned copy of passport

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date

01/01/2021

Certificate Expiry Date

01/01/2025

Please upload Police Clearance Certificate

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Language Proficiency

Please provide language proficiency

Arabic

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Select Arabic as Language Proficiency.



Step	Action
(1)	Click 'OK' to close the Information pop-up box.



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What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Upload scanned copy of passport

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date

01/01/2021

Certificate Expiry Date

01/01/2025

Please upload Police Clearance Certificate

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Language Proficiency

Please provide language proficiency

Arabic

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.



## Contact Details Section

**Natural Person Tax Agent-Registration**

1. Basis of Registration 2. Applicant Details 3. Contact Details 4. Review & 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 )

Mobile Number: 123456789

Country Code: +971 ( United Arab Emirates )

Landline Number: 12345678

Email ID: P.O. Box(Optional)

Previous Step Cancel Save as Draft Next Step

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

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MARATAX

npagent@demo.com

What are you looking for?

User Type

عربي

Declaration

### Natural Person Tax Agent-Registration

**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 )

Mobile Number: 123456789

Country Code: +971 ( United Arab Emirates )

Landline Number: 12345678

Email ID: contact@np.com

P.O. Box(Optional): pobox

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.



## Review and Declaration Section

**Natural Person Tax Agent-Registration**

1. Basis of Registration 2. Applicant Details 3. Contact Details 4. Review & Declaration

**Review & Declaration**

Step 1: Basis of Registration

Step 2: Applicant Details

Step 3: Contact Details

**Declaration**

First Name in English: bhanu

Last Name in English: prakash

First Name in Arabic:

Last Name in Arabic:

Country Code: 02

Phone Number:

Email:

Previous Step Cancel Submit



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



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What are you looking for?

User Type

عربي

Step 3: Contact Details

**Declaration**

First Name in English: bhanu

Last Name in English: prakash

First Name in Arabic:

Last Name in Arabic:

Country Code: +971 ( United Arab Emirates )

Phone Number: 000000002

Email: TRAINING02@GMAIL.COM

Date of Submission: 14/12/2023

☒ I hereby declare the below

- I hereby declare that the information provided above is correct
- I acknowledge that Tax Agent registration fee of AED 3000 is payable after approval of this application
- I acknowledge that I will not be able to practice as a Tax agent unless I am listed in the Register of Tax Agents and my TAAAN is linked to a Registered Tax Agency or Juridical Person Tax Agent.

Previous Step

Cancel

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.





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What are you looking for?

User Type

عربي

Step 3: Contact Details

**Declaration**

First Name in English  
bhanu

Last Name in English  
prakash

First Name in Arabic  
02

Last Name in Arabic  
02

Country Code  
+971 ( United Arab Emirates )

Phone Number  
000000002

Email  
TRAINING02@GMAIL.COM

Date of Submission  
14/12/2023

☒ I hereby declare the below

- I hereby declare that the information provided above is correct
- I acknowledge that a Tax Agent registration fee of AED 3000 is payable after approval of this application
- I acknowledge that I will not be able to practice as a Tax agent unless I am listed in the Register of Tax Agents and my TAAN is linked to a Registered Tax Agency or Juridical Person Tax Agent.

Previous Step

Cancel

Submit

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

## Post Application Submission

The screenshot shows the EMARATAX portal interface. At the top, there is a header with the EMARATAX logo and the text 'إمارات تاكس' and 'الهيئة الاتحادية للضرائب'. Below the header, there is a navigation bar with the text 'Natural Person Tax Agent-Registration'. The main content area displays the message 'Application Submitted Successfully' with a status indicator 'Submitted'. Below this, the following details are listed:

- Applicant Name : bhanu prakash
- Reference Number : 109000026741
- Submission Date & Time : 14 December 2023, 09:15 GST

On the left side of the main content area, there is a graphic of a document with a checkmark. At the bottom left, there is a section titled 'What's Next:' with the text '1. Processing your application:'. On the right side, there is a star icon and a green arrow icon.



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. Once the FTA receives your application, a Tax Agent Arabic Exam will be scheduled for you and an appointment will be sent by the FTA.

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What are you looking for?

User Type عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

c) 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.

2. FTA Natural Person Tax Agent exams:

a) Once the FTA has verified your Natural Person Tax Agent registration application, you may be notified to schedule an appointment for the FTA Tax Agent Arabic Reading and Writing Exam from your EmaraTax account. You may register with our approved vendor for the FTA Tax Agent Qualification.

b) On completing both the Natural Person Tax Agent Arabic Exam and the FTA approved Natural Person Tax Agent Qualification Standards Test, attach both the exam results to your application in your EmaraTax account and submit.

c) Your application will now be reviewed by us. 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.

3. Paying the registration fee:

a) Once the FTA has verified your Natural Person Tax Agent registration application and exam results, you will be notified to make the required payment. You can pay the registration fee from your EmaraTax account. 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.

4. Tax Agent "To Whom it May Concern" letter:

a) Once the FTA confirms your payment, You will be issued a "Tax Agent to Whom it May Concern" letter and notified via email and SMS. You can download this letter from your EmaraTax account. Please note that this is an initial approval of Natural Person Tax Agent, and you cannot operate as a Natural Person Tax Agent at this stage until you complete step 5.

5. Listing in the Natural Person Tax Agent Register:

a) The registered Tax Agency/Juridical Person Tax Agent with which you wish to work should apply to the FTA requesting to link you as a Natural Person Tax Agent to the Tax Agency/Juridical Person Tax Agent. Once the request to link to the Natural Person Tax Agent is sent to the FTA, the FTA will review this. If the FTA approves the linkage, your Natural Person Tax Agent Approval Number (TAAN) will be issued and linked to the Tax Agency/Juridical Person Tax Agent. A Natural Person Tax Agent registration certificate will be issued by us and notified to you via email and SMS. You can download this letter from your EmaraTax account. You will be listed in the FTA Tax Agent Register and published in the FTA website (<http://www.tax.gov.ae>)

Important Notes:

1. The status of your application will be updated in the dashboard of your EmaraTax portal. You can check it at any time by log in to your EmaraTax portal.

2. Successful completion of the FTA Natural Person Tax Agent exams is mandatory (as per discretion of FTA) for completing the Natural Person Tax Agent registration process.

3. The Natural Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Tax Agent registration process.

4. The "Natural 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. You should satisfy the last condition for listing in the register, which is linking to a Registered Tax Agency/Juridical Person Tax Agent.

5. Your Natural Person Tax Agent registration with the FTA is valid for a period of 36 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.

6. The Taxable 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](mailto:info@tax.gov.ae)

Back to Dashboard Download

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



# Correspondences

**Natural 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 appointment confirmation.
- Reschedule requested for exam appointment.
- Appointment confirmed.
- Awaiting payment.
- Application approval or rejection notification.



# Natural Person Tax Agent Arabic Exam Scheduling

Once the FTA accepts your application, an appointment for the Arabic Exam and/or Qualification Standards Tests is scheduled by the FTA and sent to you.

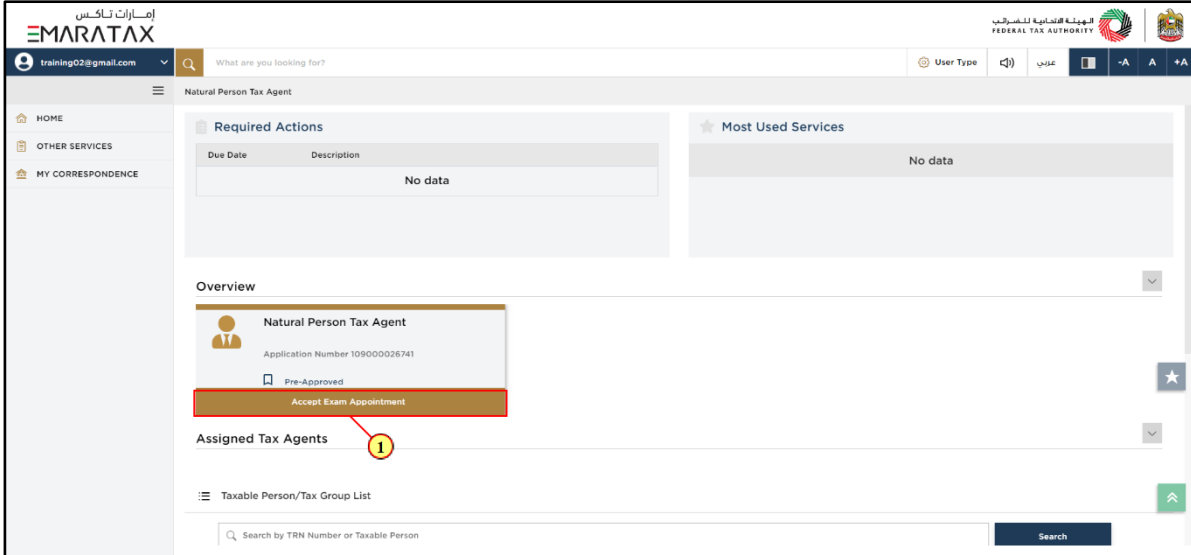
You have the option to 'Accept Exam Appointment' or request for a reschedule of the appointment. This manual will address the process for 'Accept Exam Appointment'.

The screenshot displays the EMARATAX portal interface. At the top, there's a navigation bar with the EMARATAX logo and user information. The main content area is titled 'Natural Person Tax Agent'. It features several sections: 'Required Actions' with a table showing 'Due Date' and 'Description' (currently empty), 'Most Used Services' with a 'No data' message, 'Overview' which includes a card for 'Natural Person Tax Agent' with an 'Accept Exam Appointment' button, and 'Assigned Tax Agents' with a search bar for 'Taxable Person/Tax Group List'.



- Once the FTA receives your application, a Tax Agent Arabic Exam will be scheduled for you depending on the examination status that you entered in the registration application.
- You would receive an exam appointment notification from the FTA.

## Accept Exam Appointment



Step	Action
(1)	Click 'Accept Exam Appointment' on the Natural Person Tax Agent tile.



إمارات تاكس  
MARATAX

training02@gmail.com

What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration

2 Applicant Details

3 Contact Details

4 Exam Certificate

Exam Certificate

Customize Columns

Search

Exam Type	Date	Time	Location	Mode	Appointment Status	Action
TAX AGENT READING AND WRITING ARABIC EXAM				Offline Assessment		...

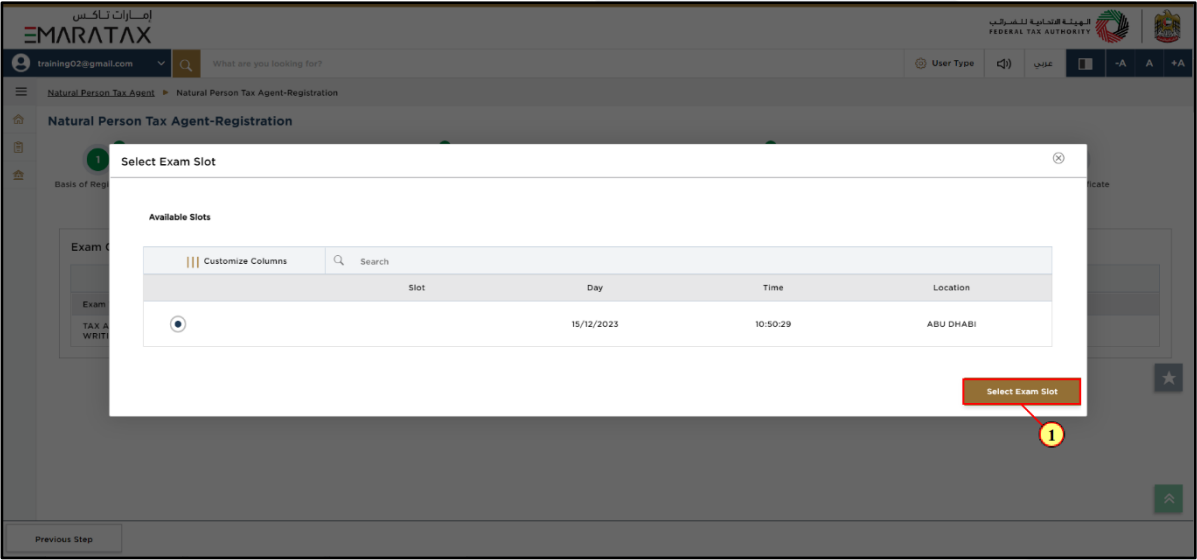
Select Exam Slot

Reschedule

1

Previous Step

Step	Action
(1)	Click '...' and 'Select Exam Slot' to check the slot provided by the FTA. You also have an option to Reschedule the exam appointment.



Step	Action
(1)	Choose from the Available Slots and 'Select Exam Slot' to accept the exam appointment.





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MARATAX

training02@gmail.com

What are you looking for?

User Type

عربي

1 2 3 4

1 Basis of Registration

2 Applicant Details

3 Contact Details

4 Exam Certificate

Exam Certificate

Customize Columns

Search

Exam Type	Date	Time	Location	Mode	Appointment Status	Action
TAX AGENT READING AND WRITING ARABIC EXAM	15/12/2023	10:50:29	ABU DHABI	Offline Assessment	Appointment Confirmed	***

Previous Step

Submit

Step	Action
(1)	Click ' <b>Submit</b> '. Your appointment for the Natural Person Tax Agent Arabic exam is now confirmed. Please visit the exam venue at the mentioned time and date and attend the exam.

## Upload Exam Result

Once the Natural Person Tax Agent successfully completes both Arabic Exam and Qualification Standards Tests, the next step is to 'Upload Exam Result'.

The screenshot shows the MARATAX portal interface. The user is logged in as 'training02@gmail.com'. The main content area is titled 'Natural Person Tax Agent'. It includes sections for 'Required Actions', 'Most Used Services', 'Overview', and 'Assigned Tax Agents'. In the 'Assigned Tax Agents' section, a red box highlights the 'Upload Exam Result' button, which is labeled with a circled '1'.

Step	Action
(1)	Once you have successfully completed your Tax Agent Arabic exam and Tax Agent Qualification Standards Test, click ' <b>Upload Exam Result</b> ' to upload the results.



إمارات تاكس  
MARATAX

training02@gmail.com

What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration

2 Applicant Details

3 Contact Details

4 Exam Certificate

Exam Certificate

Customize Columns

Search

Exam Type	Date	Time	Location	Mode	Exam Status	Exam Result Date	Exam Result Attachment	Appointment Status	Action
TAX AGENT READING AND WRITING ARABIC EXAM	15/12/2023	10:50:29	ABU DHABI	Offline Assessment			<a href="#">view attachment</a>	Appointment Confirmed	...

Upload Exam Result

Reschedule

Previous Step

Step	Action
(1)	Click '...' and select ' <b>Upload Exam Result</b> ' to upload your exam results. You also have an option to Reschedule the exam appointment.



**Update Test Results**

TAX AGENT READING AND WRITING ARABIC EXAM 15/12/2023

Time: 10:50:29 Location: ABU DHABI

Mode: Offline Assessment

**Result Details**

Exam Result: Pass Exam Result Date: 16/12/2023

Please Upload Exam Result

Add/View() Drag files here

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

Save

Step	Action
(1)	Enter your Exam Result, Exam Result Date and upload supporting documents. Click 'Save' to save the details.



إمارات تاكس  
MARATAX

training02@gmail.com

What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration

2 Applicant Details

3 Contact Details

4 Exam Certificate

Exam Certificate

Customize Columns

Search

Exam Type	Date	Time	Location	Mode	Exam Status	Exam Result Date	Exam Result Attachment	Appointment Status	Action
TAX AGENT READING AND WRITING ARABIC EXAM	15/12/2023	10:50:29	ABU DHABI	Offline Assessment	Pass	16/12/2023	<a href="#">view attachment</a>	Appointment Confirmed	***

Previous Step

Submit

Step	Action
(1)	Click 'Submit' to submit your Exam Results to the FTA for review.

## Post Submission of Exam Results

The screenshot shows the EMARATAX portal interface. At the top, there's a header with the logo and navigation links. The main content area displays a confirmation message: "Application Submitted Successfully". Below this, it lists the applicant's details: Applicant Name: bhanu prakash, Reference Number: 109000026741, and Submission Date & Time: 14 December 2023, 09:23 GST. A status indicator shows "Submitted". There is also a "What's Next" section at the bottom.

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.

What's next?



- Once the application is submitted, the FTA shall approve, reject or resubmit for additional information and notify the applicant accordingly.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

## Application History - Awaiting Payment

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

The screenshot displays the MARATAX portal interface for a user logged in as 'training02@gmail.com'. The main heading is 'Natural Person Tax Agent'. Under 'Required Actions', there is a table with one entry: 'Tax Agent Fees - Payment pending for 3000.00 AED' due on '19/12/2023'. The 'Overview' section shows the 'Natural Person Tax Agent' application with number '109000026741' and a status of 'Awaiting Payment'. A prominent orange 'Pay Now' button is visible. Below this, the 'Assigned Tax Agents' section shows a count of '1', indicated by a red circle with the number 1. The bottom section is titled 'Taxable Person/Tax Group List' with a search bar.

Step	Action
(1)	Click ' <b>Pay Now</b> ' on the Natural Person Tax Agent tile.



Step	Action
(1)	Choose the preferred Payment Method.





إمارات تاكس  
MARATAX

training02@gmail.com

What are you looking for?

User Type

عربي

HOME

OTHER SERVICES

MY CORRESPONDENCE

Natural Person Tax Agent

Select a Payment Method

Payment Summary

Tax Agent - New Registration

Tax Agent Registration Fees AED 3,000.00

Choose Payment Method

FAB  
FEDERAL ARAB BANK

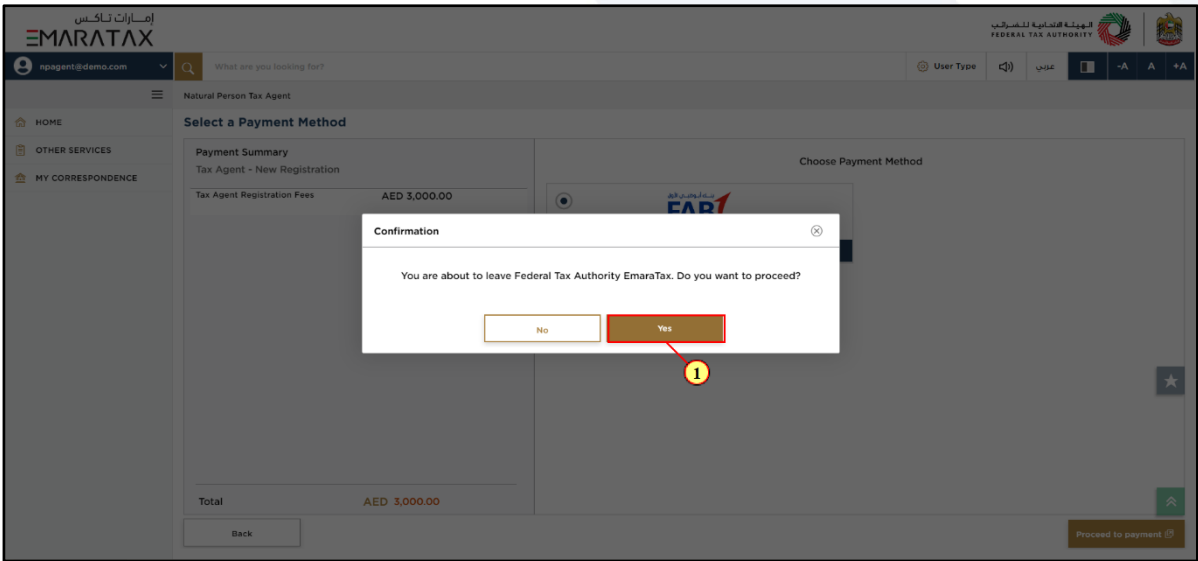
Magnati Pay

Total AED 3,000.00

Back

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

challenge

CARD EXPIRY

11

2025

CARD NUMBER

5204740000001002

CVV / CVC

\*\*\*

SECURE

128 BIT SSL

SAMSUNG pay

G Pay

PAYMENT TO  
Federal Tax Authority

TRANSACTION AMOUNT  
**AED 3000.00**

SERVICE CHARGE  
AED 21.42

TOTAL  
**AED 3021.42**

Pay

Cancel

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.

Powered by

FAB

First Abu Dhabi Bank

magnati

Payments and Asset Solutions

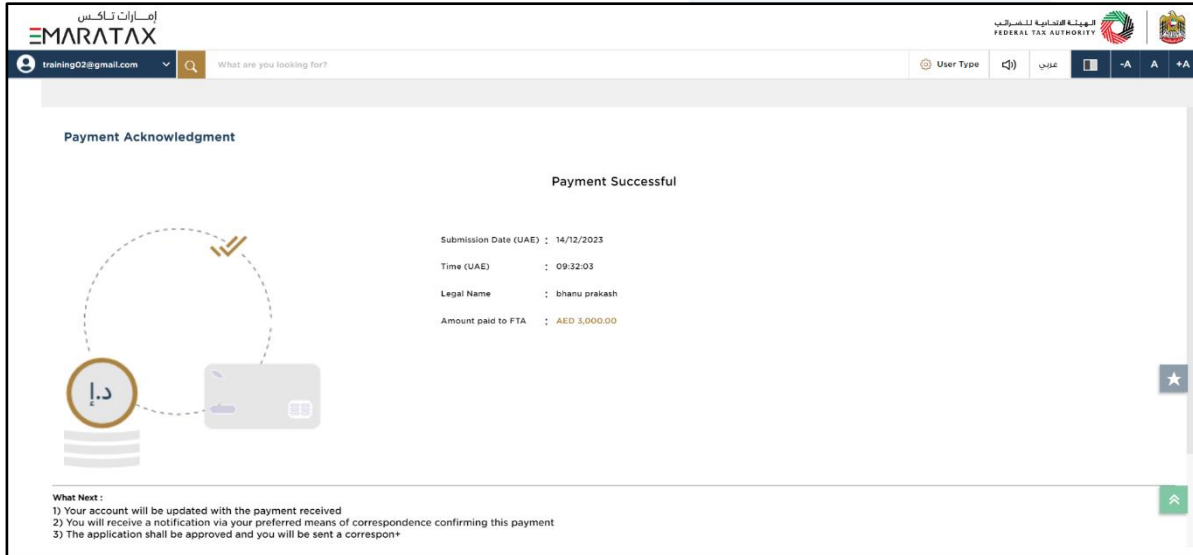
VISA

MIR

MasterCard

Step	Action
(1)	Enter the payment details and click ' <b>Pay</b> '.

## Post Successful Payment



**Payment Acknowledgment**

**Payment Successful**

Submission Date (UAE) : 14/12/2023  
Time (UAE) : 09:32:03  
Legal Name : bhanu prakash  
Amount paid to FTA : AED 3,000.00

**What Next :**

- 1) Your account will be updated with the payment received
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) The application shall be approved and you will be sent a correspond\*



- After your payment is completed successfully, the status of your Natural Person Tax Agent Registration application on the dashboard will change to '**Awaiting Linking**' and you will receive a confirmation email from the FTA.
- You will be issued a Provisional Certificate by the FTA.

إمارات تاكس  
EMARATAX

npagent@demo.com

What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

c) 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.

2. FTA Natural Person Tax Agent exams:

a) Once the FTA has verified your Natural Person Tax Agent registration application, you may be notified to schedule an appointment for the FTA Tax Agent Arabic Reading and Writing Exam from your EmaraTax account. You may register with our approved vendor for the FTA Tax Agent Qualification.

b) On completing both the Natural Person Tax Agent Arabic Exam and the FTA approved Natural Person Tax Agent Qualification Standards Test, attach both the exam results to your application in your EmaraTax account and submit.

c) Your application will now be reviewed by us. 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.

3. Paying the registration fee:

a) Once the FTA has verified your Natural Person Tax Agent registration application and exam results, you will be notified to make the required payment. You can pay the registration fee from your EmaraTax account. 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.

4. Tax Agent "To Whom it May Concern" letter:

a) Once the FTA confirms your payment, You will be issued a "Tax Agent To Whom it May Concern" letter and notified via email and SMS. You can download this letter from your EmaraTax account. Please note that this is an initial approval of Natural Person Tax Agent, and you cannot operate as a Natural Person Tax Agent at this stage until you complete step 5.

5. Listing in the Natural Person Tax Agent Register:

a) The registered Tax Agency/Juridical Person Tax Agent with which you wish to work should apply to the FTA requesting to link you as a Natural Person Tax Agent to the Tax Agency/Juridical Person Tax Agent. Once the request to link to the Natural Person Tax Agent is sent to the FTA, the FTA will review this. If the FTA approves the linkage, your Natural Person Tax Agent Approval Number (TAAN) will be issued and linked to the Tax Agency/Juridical Person Tax Agent. A Natural Person Tax Agent registration certificate will be issued by us and notified to you via email and SMS. You can download this letter from your EmaraTax account. You will be listed in the FTA Tax Agent Register and published in the FTA website (<http://www.tax.gov.ae>)

Important Notes:

1. The status of your application will be updated in the dashboard of your EmaraTax portal. You can check it at any time by log in to your EmaraTax portal.

2. Successful completion of the FTA Natural Person Tax Agent exams is mandatory (as per discretion of FTA) for completing the Natural Person Tax Agent registration process.

3. The Natural Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Tax Agent registration process.

4. The "Natural 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. You should satisfy the last condition for listing in the register, which is linking to a Registered Tax Agency/Juridical Person Tax Agent.

5. Your Natural Person Tax Agent registration with the FTA is valid for a period of 36 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.

6. The Taxable 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](mailto:info@tax.gov.ae)

Back to Dashboard

Download

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



The screenshot shows the MARATAX portal for a Natural Person Tax Agent. The interface includes a sidebar with navigation links (HOME, OTHER SERVICES, MY CORRESPONDENCE), a search bar, and a main content area. The main content area displays 'Required Actions' (No data), 'Most Used Services' (Tax Agent - New Registration), and an 'Overview' section with three cards: 'Natural Person Tax Agent' (Application Number 109000026741, Awaiting Linking, Actions), 'Tax Agency Details' (Manage), and 'Juridical Person Agent Management' (Manage). Below the overview is a section for 'Assigned Tax Agents' with a 'Taxable Person/Tax Group List' and a search bar.



You may connect with a Juridical Tax Agent to initiate an application to link you to the Juridical Tax Agent. Please note that only once you are linked to a Juridical Tax Agent which includes review and approval by the FTA, a Tax Agent Approval Number and Natural Person Tax Agent Registration Certificate will be issued by the FTA.