



Tax Agent User Manual Register Natural Person Tax Agent without Exam Schedule

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



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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 training 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, requisite exams are cleared and Tax Registration payment is completed. This training manual explains the steps to be followed by the Natural Person Tax Agent who has already passed Arabic Exam and Qualification Standards Tests. Once the FTA approves your application, you will be informed to make the payment for your Natural Person Tax Agent Registration.

Login to EmaraTax

إمارات تاكس
EMARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

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
npagent@demo.com

Password

[Forgot password?](#)
Enter Security Code
448324

[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](#)
Emaratax Property Investment Company Building, B/D



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 navigation links. 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 primary selection boxes, each with a person icon and a checkbox. The 'Natural Person Tax Agent' option is highlighted with a red box and a yellow circle containing the number '1'. Below these are four smaller, partially visible selection boxes. A 'Proceed' button is located at the bottom right of the selection area.

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



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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](#)

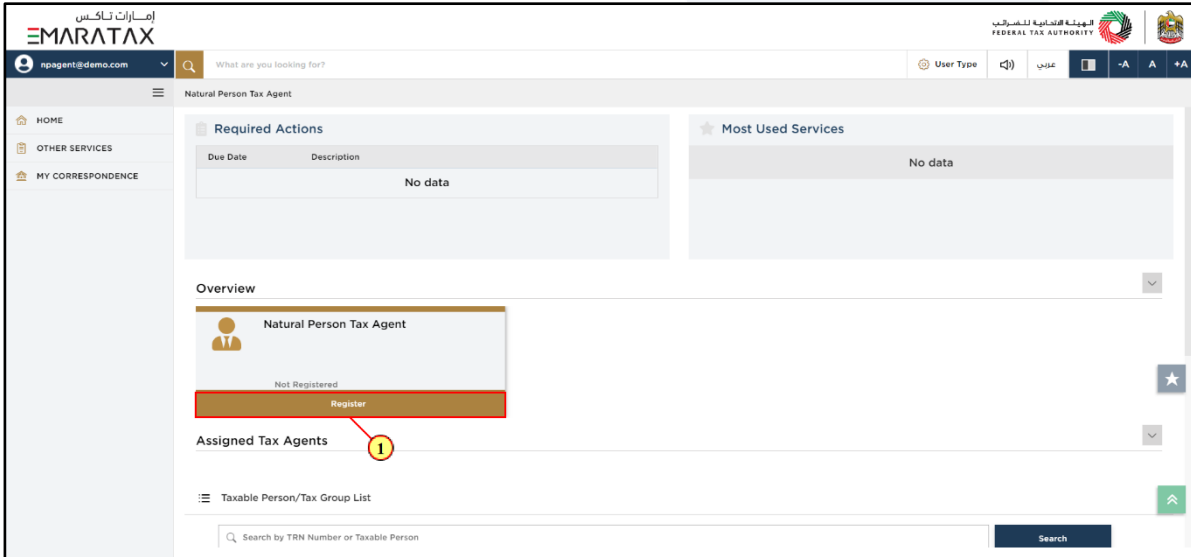
Proceed

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



Instructions and Guidelines

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What are you looking for?

User Type

عربي

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



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.



إمارات تاكس
MARATAX

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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 Applicant Details Contact Details Review & Declaration

Natural Person Tax Agent-Registration

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

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

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							

Are you a member of a professional body?

☐ Yes ☐ No

Additional Document Details

Select your Year of Experience

Professional Experience Certificate

+ Add Certificate

Previous Step

Cancel

Save as Draft

Next Step

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



EMARATAX
Natural Person Tax Agent - Registration

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

Educational institution

Medium of language of Educational degree

English

Start Year

09/12/2013

End year

12/12/2016

Certificate Issuance Date

19/12/2017

Upload Your Educational Certificates.

Drag files here

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

Add

Previous Step | Cancel | Save as Draft | Next Step

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



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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

Are you a member of a professional body?

☒ 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

Professional Experience Certificate

+ Add Certificate

Document Name	Issuance Date	Attachment	Actions
No data			

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 - 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

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 ' Add Certificate ' to add your Professional Experience Certificate.



The screenshot shows the 'Add Certificate' modal form in the EMARATAX portal. The form has the following fields and elements:

- Certificate name:** A text input field.
- Certificate Issuance Date:** A date picker showing 07/12/2004.
- Upload your Professional Certificate:** A section with a green 'Add/View(1)' button and a 'Drag files here' area.
- Max file size:** 15 MB
- Formats:** PDF, DOC
- Max No. of Files:** 3
- Add Certificate:** A red button at the bottom right of the modal, highlighted with a red circle and the number 1.

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



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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

professional body name

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
Certificate name	07/12/2004	view attachment	...

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

☒ Yes ☐ No

Tax Agent Qualification Standards Tests

[Add/View\(1\)](#)

Drag files here

Certificate Issuance Date

12/12/2019

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"> If you have already successfully completed and passed the Tax Agent Qualification Standards Tests, select 'Yes' and upload supporting documents as evidence. Enter Certificate Issuance Date.



إمارات تاكس
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npagent@demo.com What are you looking for?

User Type عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

professional body name

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
Certificate name	07/12/2004	view attachment	...

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

☒ Yes ☐ No

Tax Agent Qualification Standards Tests

12/12/2019

12/12/2019

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.

Applicant Details Section

Applicant Information

First Name in English:

Last Name in English:

First Name in Arabic:

Last Name in Arabic:

Do you have a valid residence permit for the UAE?

☒ Yes ☐ No

Emirates ID Number:

Emirates ID Expiry Date:

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Enter the Applicant Information.



إمارات تاكس
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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 18/01/2005 Certificate Expiry Date 31/01/2043

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

Previous Step Cancel Save as Draft Next Step

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



إمارات تاكس
MARATAX

npagent@demovideo.c... What are you looking for?

User Type عربي

Natural Person Tax Agent Natural Person Tax Agent-Registration

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

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date 18/01/2005 Certificate Expiry Date 31/01/2043

Please upload Police Clearance Certificate

Add/View() Drag files here

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

Language Proficiency

Please provide language proficiency

English Arabic

Please upload copy of IELTS Certificate

Add/View() Drag files here

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

Certificate Issuance Date 19/01/2010

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Select English and Arabic as Language Proficiency, either of these languages is acceptable.



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



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npagent@demo.com

What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

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

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 20/12/2018

Certificate Expiry Date: 26/12/2042

Please upload Police Clearance Certificate

Add/View() | Drag files here

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

Language Proficiency

Please provide language proficiency

English Arabic

Please upload copy of IELTS Certificate

Add/View() | Drag files here

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

Certificate Issuance Date: 11/12/2023

Previous Step

1

Cancel

Save as Draft

Next Step

Step	Action
(1)	Upload copy of IELTS Certificate and enter Certificate Issuance Date.



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What are you looking for?

User Type

عربي

Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

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

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 20/12/2018

Certificate Expiry Date: 26/12/2042

Please upload Police Clearance Certificate

Add/View()

Drag files here

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

Language Proficiency

Please provide language proficiency

English Arabic

Please upload copy of IELTS Certificate

Add/View()

Drag files here

Certificate Issuance Date: 11/12/2023

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

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.



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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

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

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 20/12/2018

Certificate Expiry Date: 26/12/2042

Please upload Police Clearance Certificate

↑ Add/View() | Drag files here

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

Language Proficiency

Please provide language proficiency

English Arabic

Please upload copy of IELTS Certificate

↑ Add/View() | Drag files here

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

Certificate Issuance Date: 11/12/2023

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.



إمارات تاكس
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

The screenshot shows the 'Review & Declaration' section of the MARATAX portal. The breadcrumb trail is 'Natural Person Tax Agent-Registration'. The progress bar indicates four steps: 1. Basis of Registration (active), 2. Applicant Details, 3. Contact Details, and 4. Review & Declaration. The 'Review & Declaration' section is titled 'Step 1: Basis of Registration'. It contains a dropdown menu for 'Select the following tax type you want to apply to be a Tax Agent for?' with 'Corporate Tax' selected. Below this is a question 'Do you have a certified bachelors's degree?' with 'Yes' selected. A table titled 'Educational Certificate' displays the following data:

Degree	Name of Educational Institutions/Internationally Known Tax Institutes	Start Year	End year	Certificate name	Certificate Issuance Date
Bachelor's / Master's in tax	Educational Institution	09/12/2013	12/12/2016	English	19/12/2017

At the bottom of the form, there are buttons for 'Previous Step', 'Cancel', and 'Submit'.



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



إمارات تاكس
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What are you looking for?

User Type

عربي

Natural Person Tax Agent - Natural Person Tax Agent-Registration

11/12/2023

Declaration

First Name in English
NP

Last Name in English
Agent

First Name in Arabic
U A

Last Name in Arabic
عامل

Country Code
+971 (United Arab Emirates)

Phone Number
778050743

Email
npagent@demo.com

Date of Submission
11/12/2023

☒ I hereby declare the below

1

- I hereby declare the information provided above is correct
- I acknowledge 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)	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.



إمارات تاكس
MARATAX

npagent@demo.com

What are you looking for?

User Type

عربي

Natural Person Tax Agent

Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Contact@np.com

pobox

Declaration

First Name in English

NP

Last Name in English

Agent

First Name in Arabic

U A

Last Name in Arabic

عامل

Country Code

+971 (United Arab Emirates)

Phone Number

778050743

Email

npagent@demo.com

Date of Submission

11/12/2023

☒ 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.

إمارات تاكس
EMARATAX

npagent@demo.com

What are you looking for?

User Type

عربي

+

-

A

+A

Natural Person Tax Agent

Natural Person Tax Agent-Registration

Contact@np.com

polbox

Declaration

First Name in English

NP

First Name in Arabic

فانيل

Country Code

+971 (United Arab Emirates)

Date of Submission

11/12/2023

☒ 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

Natural Person Tax Agent-Registration

Are you sure you want to submit the application?

No

Yes

1

Step	Action
(1)	Click 'Yes'.

Post Application Submission

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 following details:

- Applicant Name : NP Agent
- Reference Number : 109000027171
- Submission Date & Time : 04 January 2024, 08:52 GST

On the left side of the confirmation message, there is an icon of a document with a checkmark. At the bottom left, there is a section titled "What's Next:" with the following text:

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.

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.

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

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 Natural Person Tax Agent dashboard.



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 payment.
- Application approval or rejection notification.

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 Natural Person Tax Agent. The top navigation bar includes the MARATAX logo and a search bar. The main content area is divided into several sections: 'Required Actions' with a table showing a due date of 16/12/2023 for 'Tax Agent Fees - Payment pending for 3000.00 AED'; 'Most Used Services' which is currently empty; 'Overview' showing the 'Natural Person Tax Agent' application with number 109000026679 and a status of 'Awaiting Payment', with a red 'Pay Now' button highlighted; and 'Assigned Tax Agents' which shows a list with a red circle and the number 1 next to it. The bottom section is titled 'Taxable Person/Tax Group List' and includes a search bar.

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



Step	Action
(1)	Choose the preferred payment method.



إمارات تاكس
MARATAX

npagent@demo.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

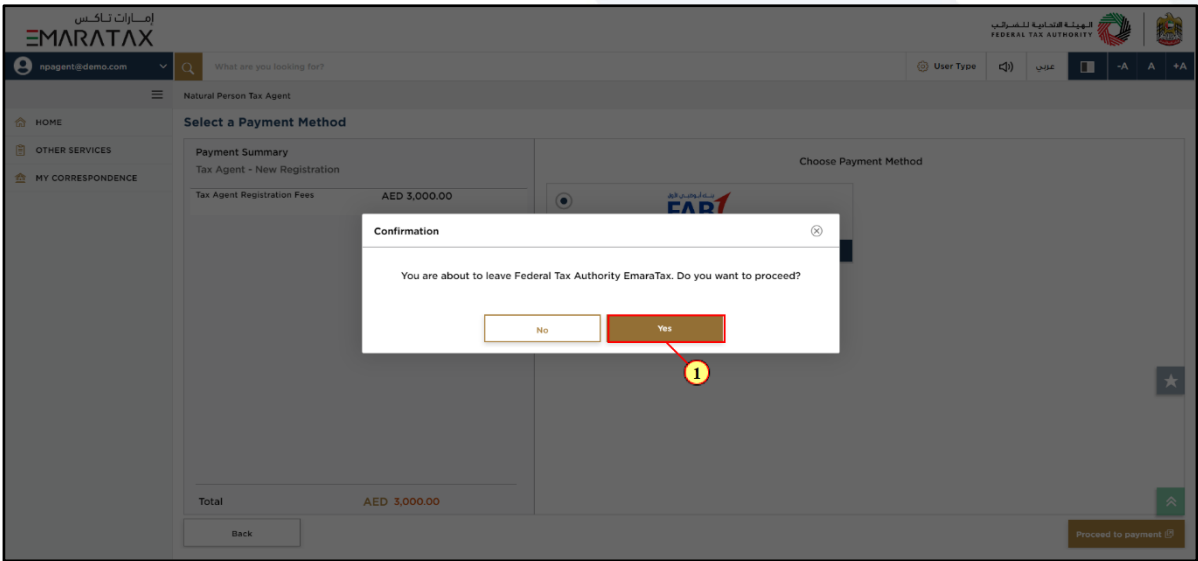
Magnati Pay

Total AED 3,000.00

Back

Proceed to payment

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



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



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

العربية

Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME

FRITIONLESS

CARD EXPIRY

12 2024

CARD NUMBER

520474000001002

CVV / CVC

...

☐ 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 3000.00
SERVICE CHARGE
AED 21.42
TOTAL
AED 3021.42

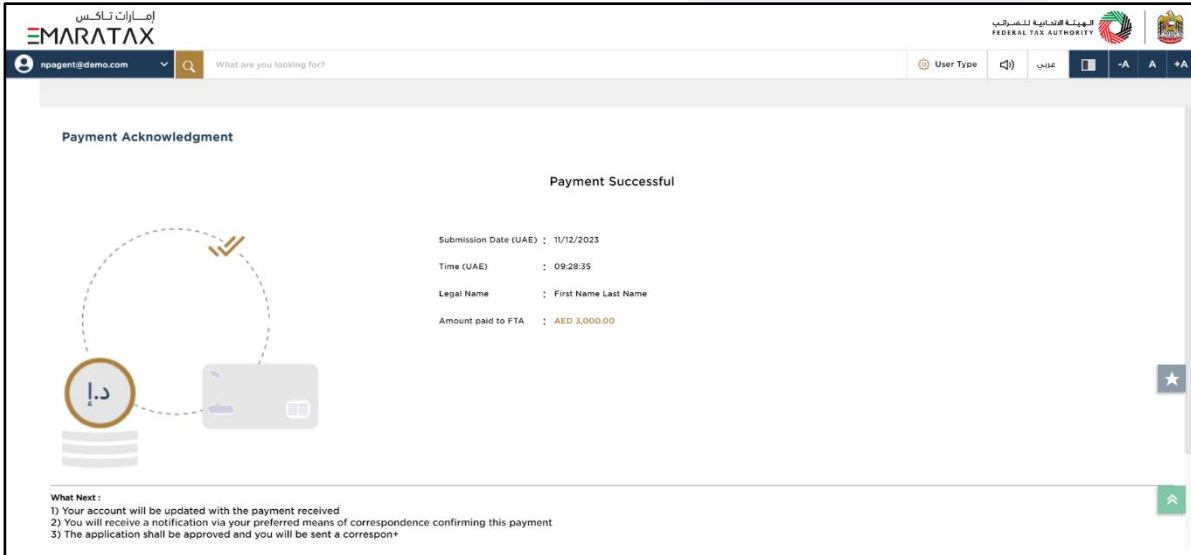
Pay

Cancel 1

Powered by

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

Post Successful Payment



Payment Acknowledgment

Payment Successful

Submission Date (UAE) : 11/12/2023
Time (UAE) : 09:28:35
Legal Name : First Name Last Name
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
MARATAX

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What are you looking for?

User Type

عربي

Submission Date (UAE) : 11/12/2023

Time (UAE) : 09:28:35

Legal Name : First Name Last Name

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*

Important:
Tax Agent needs to submit a linking request to link to a Tax agency. Only upon being linked to a registered Tax Agency, the Tax Agent will receive their Tax Agent Approval Number (TAAN), can start operating as a Tax Agent and be pub*

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

1

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 Tax Agent dashboard.



The screenshot displays the MARATAX portal for a Natural Person Tax Agent. The interface includes a sidebar with 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area shows 'Required Actions' (empty table), 'Most Used Services' (Tax Agent - New Registration), 'Overview' (Natural Person Tax Agent details, Tax Agency Details, and Juridical Person Agent Management), and 'Assigned Tax Agents' (Taxable Person/Tax Group List). A search bar is at the bottom.



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.