



إمارات تاكس EMARATAX

Delink Taxable Person From Tax Agency (By Tax Agency) - User Manual

Date: Oct 2022

Version 1.0.0.0

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Document Control Information

Document Version Control

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

Annexure







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

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



Navigating through EmaraTax

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

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

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Introduction



This manual is prepared to help the Tax Agency to navigate through the Federal Tax Authority EmaraTax portal to submit a delink Taxable Person from Tax Agency request to the account admin of Taxable Person. On submission of the request, the account admin of Taxable Person will be notified about the request. The account admin of Taxable Person should login to their account to “Approve” or “Reject” the request.

If the account admin of Taxable Person approves the delink request, the Taxable Person gets delinked from the Tax Agency and the Tax Agent. The Tax Agent will not be able to access the Taxable Person details in the portal. If the account admin of Taxable Person rejects the delink request, the Taxable Person will not be delinked from the Tax Agency. The Tax Agency can submit an escalation request to FTA with necessary supporting documents. FTA will review the request and if found valid can delink the Taxable Person from the Tax Agency. If the account admin of Taxable Person does not take any action, reminder notification will be sent to the account admin of Taxable Person. If no action is taken by the account admin of Taxable Person even after 7 days after receiving the request, the delink request will be automatically cancelled.

On approval or rejection or automatic cancellation, both the Taxable Person and Tax Agency will receive email and SMS notifications.



Login to EmaraTax

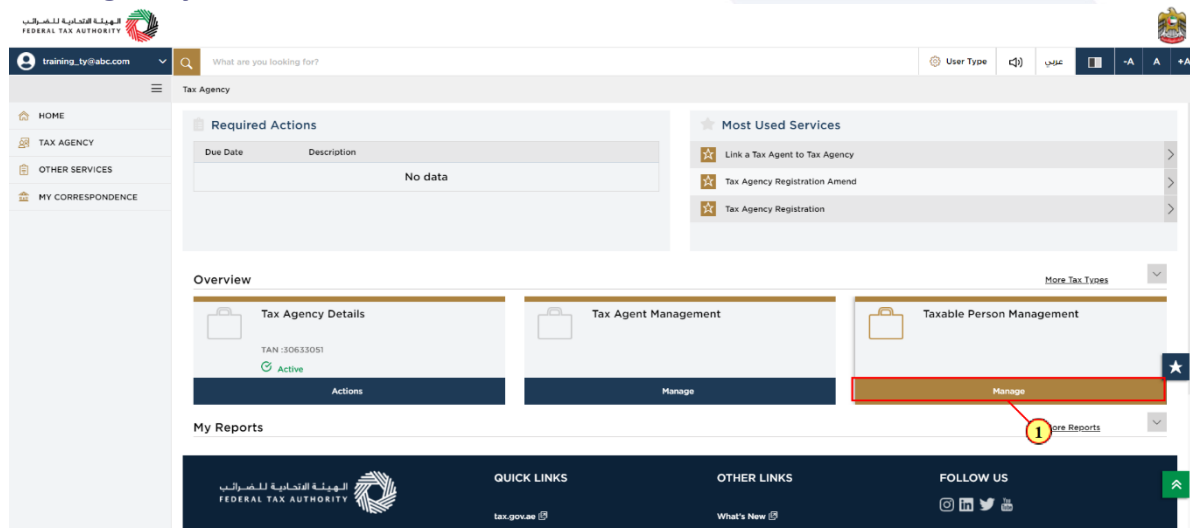


- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.
- If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

Delink Taxable Person from Tax Agency (By Tax Agency)

Login as Tax Agency

Tax Agency Dashboard



Step	Action
(1)	<ul style="list-style-type: none"> This service is used to delink the taxable person from tax agency by the tax agency. To access this service, you are requested to login as a tax agency and go to tax agency dashboard. Go to Taxable Person Management Tile and the Click 'Manage'.

Taxable Person Management

The screenshot displays the 'Taxable Person Management' interface. At the top, there's a navigation bar with 'HOME', 'TAX AGENCY', 'VAT', 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area shows a 'Taxable Person List' table. The table has columns for 'Email ID', 'Name (English)', 'Name (Arabic)', 'Assign Date', 'Status', 'Delink/Reject Date', and 'Action'. A red box highlights the 'Action' column, and a yellow circle with the number '1' is placed over the 'Delink' button in the first row. The footer of the dashboard includes quick links, other links, and follow us sections.

Step	Action
(1)	<ul style="list-style-type: none"> Once you are inside the taxable person management dashboard, a grid will appear showcasing various options for the taxable person management along with the list of taxable persons. You are requested to go to specific taxable person to perform the delinking request. Click 'Actions' on the Taxable Person to be delinked.

The screenshot shows the 'Taxable Person Management' section of the Federal Tax Authority portal. A table lists taxable persons with columns for Email ID, Name (English), Name (Arabic), Assign Date, Status, and Delink/Reject Date. The first entry, 'Abdul Rehman', has a status of 'Linked' and a 'Delink' button next to it, which is highlighted with a red box and a yellow circle with the number 1. Other entries include 'ghghghgh' with a status of 'Agent Assigned'.

Step	Action
(1)	Click 'Delink' to initiate delinking of the Taxable Person

The screenshot shows a 'Reason for Delinking' dialog box. It contains a text area for 'Reason for Delinking' with the word 'Delinking' entered. Below this is an 'Upload Evidence of delinking' section with an 'Add/View()' button and a 'Drag files here' area. At the bottom right of the dialog, a red box highlights the 'Submit' button, which is also marked with a yellow circle and the number 1.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the Reason for Delinking and upload supporting documents. Click 'Submit' to submit the request.

Post Application Submission

De-Link Taxable Person From Tax Agency

Application Submitted Successfully

NAME : ABC Agency Co

Reference Number : 900000000000

Submitted Date : 25 August 2022

What Next:

- Once the application is submitted, the PTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the PTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the PTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with PTA.
- 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.

Important Notes:

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if PTA determines that the Taxable Person failed to register for VAT on time. The PTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

For any inquiry or assistance, please contact us on: Within UAE: 000000000000 / Outside UAE: +971 000000000000 / Email: info@fta.gov.ae

Back to Dashboard Download

- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The status of your request on the Dashboard will change to “Pending Approval” and you will receive an email from us to confirm receipt of your application.
- Read the “What Next” and “Important Notes”.

De-Link Taxable Person From Tax Agency

Application Submitted Successfully

NAME : ABC Agency Co

Reference Number : 900000000000

Submitted Date : 25 August 2022

What Next:

- Once the application is submitted, the PTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the PTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the PTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with PTA.
- 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.

Important Notes:

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if PTA determines that the Taxable Person failed to register for VAT on time. The PTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

For any inquiry or assistance, please contact us on: Within UAE: 000000000000 / Outside UAE: +971 000000000000 / Email: info@fta.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 Tax Agency dashboard.



The following sections of the video explain the steps to be taken by the Account Admin of the Taxable Person to approve or reject the delinking request submitted by the Tax Agency.

Login as Admin of Taxable Person

Select Taxable Person

The screenshot shows the Federal Tax Authority portal. The user is logged in as 'training_wd@abc.com'. The main menu includes 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The 'Taxable Person List' is displayed, showing three entries: 'Incorpotaed Registration', 'Abdul Rehman', and 'ghghghgh'. The 'View' button for 'Abdul Rehman' is highlighted with a red box and a yellow circle with the number '1'.

Step	Action
(1)	<ul style="list-style-type: none"> Login as Admin (Taxable Person) to approve the Delink request from Tax Agency. Click 'View' on the Taxable person Tile.

The screenshot shows the Federal Tax Authority portal. The user is logged in as 'training_wd@abc.com'. The main menu includes 'HOME', 'ABDUL REHMAN', 'VAT', 'EXCISE TAX', 'WAREHOUSE KEEPER', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The 'USER AUTHORIZATION' menu item is highlighted with a red box and a yellow circle with the number '1'.

Step	Action
(1)	Click 'User Authorization' on the left side menu.

Manage User Authorization

training_wd@abc.com

What are you looking for?

User Type

عربي

HOME

ABDUL REHMAN

VAT

EXCISE TAX

WAREHOUSE KEEPER

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Manage User Authorization

+ Add User

Customize Columns

Status

Search

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	18/08/2023	Linked		

Back

Step	Action
(1)	<ul style="list-style-type: none"> Once you are inside the Manage User Authorization dashboard, a grid will appear showcasing various options for the authorization along with the list of user types. You are requested to go to specific User to perform action on the delinking request. Click 'Actions' on the pending delinking request.

training_wd@abc.com

What are you looking for?

User Type

عربي

HOME

ABDUL REHMAN

VAT

EXCISE TAX

WAREHOUSE KEEPER

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Manage User Authorization

+ Add User

Customize Columns

Status

Search

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	18/08/2023	Delinking Pending		

Back

Step	Action
(1)	Click 'Approve' for the pending delinking request.



Confirm

Are you sure you want to approve?


No Yes

1

Step	Action
(1)	Click 'Yes' to confirm approval.

Manage User Authorization

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	25/08/2022	Delinked		

 The delinking request is approved successfully, and you will receive an email to confirm delinking.



Correspondences



Tax Agency will receive the following correspondences:

- Delinking request submission acknowledgement.
- Delinking request approval or rejection notification.

Tax Agency will receive the following correspondences, if they submit an escalation application to FTA:

- Escalation application submission acknowledgement.
- Escalation application approval by FTA.
- Escalation application rejection by FTA.
- Escalation application additional information requested by FTA.

Account admin of Taxable person will receive the following correspondences:

- Delinking request for approval.
- Reminder notification for completing the approval.
- Delinking request approval or rejection notification.



Thank you