



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

Date: Oct 2022

Version 1.0.0.0

Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.

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



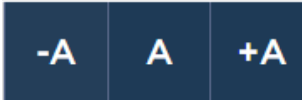



Annexure

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

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



Document Control Information	2
Annexure 2	
Navigating through EmaraTax	3
Introduction	5
Login to EmaraTax	6
Delink Taxable Person from Tax Agency (By Admin of Taxable Person)	7
Login as Admin of Taxable Person	7
Taxable person dashboard	7
Manage User Authorization	8
Post Application Submission	10
Login as Tax Agency	12
Tax Agent Dashboard	12
Correspondences	17



Introduction



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

If the Tax Agency 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 Tax Agency rejects the delink request, the Taxable Person will not be delinked from the Tax Agency. The Account Admin of the Taxable Person 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 Tax Agency does not take any action, reminder notification will be sent to the Tax Agency. If no action is taken by the Tax Agency 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

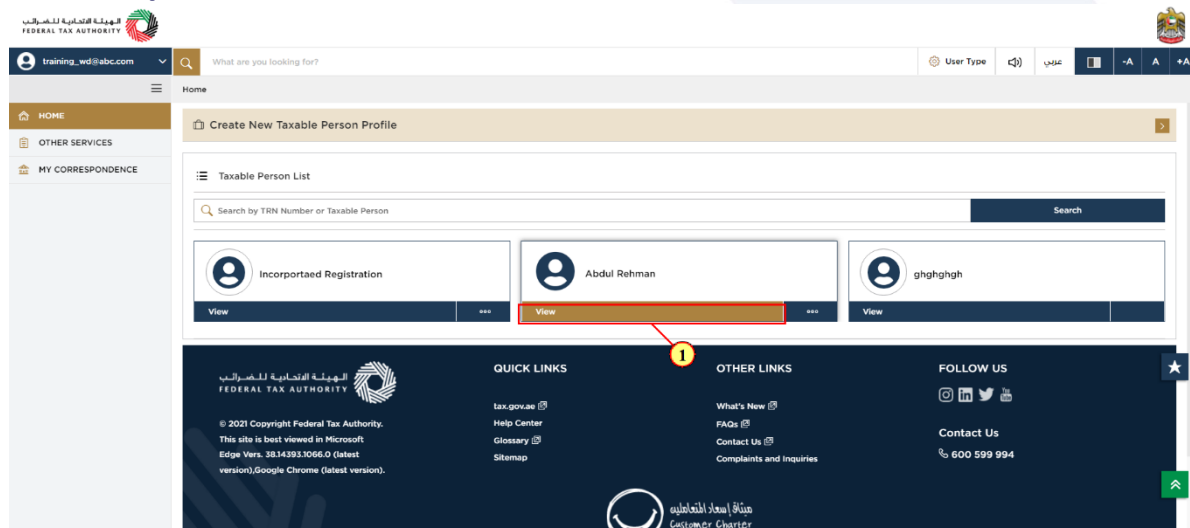


- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.
- If 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 Admin of Taxable Person)

Login as Admin of Taxable Person

Taxable person dashboard



Step	Action
(1)	This service is used to delink the taxable person from tax agency by the admin of taxable person. To access this service, you are requested to login as an admin of the taxable person and click 'View' to open the taxable person dashboard.

Manage User Authorization

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

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		

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 Tax Agency to be delinked.

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	Delink View View Assignments
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	18/08/2023	Linked		

Step	Action
(1)	Click 'Delink' on the Tax Agency to be delinked.

Reason for Delinking

Reason for Delinking

Delinking

Upload Evidence of delinking

Drag files here

Max file size: 15 MB

Format: PDF, DOC

Max No. of Files: 3

Submit

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

Application Submitted Successfully

Name : Abdul Rehman
Reference Number : 0000000026
Submitted Date : 25 August 2022

De-Link Taxable Person From Tax Agency

What Next:

- Once the application is submitted, the FTA shall approve, reject or request and notify the applicant accordingly within 30 business days.
- If the FTA 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 FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- 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 FTA determines that the Taxable Person failed to register for VAT on time. The FTA 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: 800500004 | Outside UAE: +971 800500004 Email us at 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”.

Application Submitted Successfully

Name : Abdul Rehman
Reference Number : 0000000026
Submitted Date : 25 August 2022

De-Link Taxable Person From Tax Agency

What Next:

- Once the application is submitted, the FTA shall approve, reject or request and notify the applicant accordingly within 30 business days.
- If the FTA 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 FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- 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 FTA determines that the Taxable Person failed to register for VAT on time. The FTA 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: 800500004 | Outside UAE: +971 800500004 Email us at 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 Taxable Person dashboard.



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

Login as Tax Agency Tax Agent Dashboard

Step	Action
(1)	<ul style="list-style-type: none"> Login as Tax Agency to approve the request received from Taxable Person. Go to Taxable Person Management Tile and the Click 'Manage'.

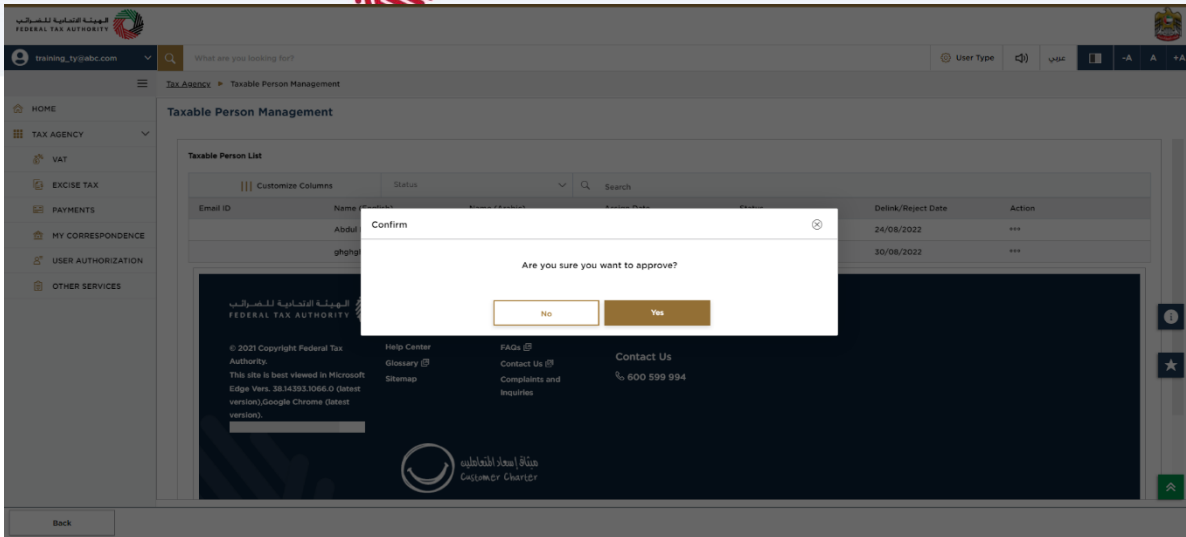
Step	Action
(1)	<ul style="list-style-type: none"> Once you are inside the Manage User Authorization dashboard, a grid will appear showcasing various options for the authorization along with the list of user types. You are requested to go to specific User to perform action on the delinking request. Click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

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. A red box highlights the 'Approve' button next to a pending delinking request for Abdul Rehman. A yellow circle with the number '1' is placed next to the 'Approve' button.

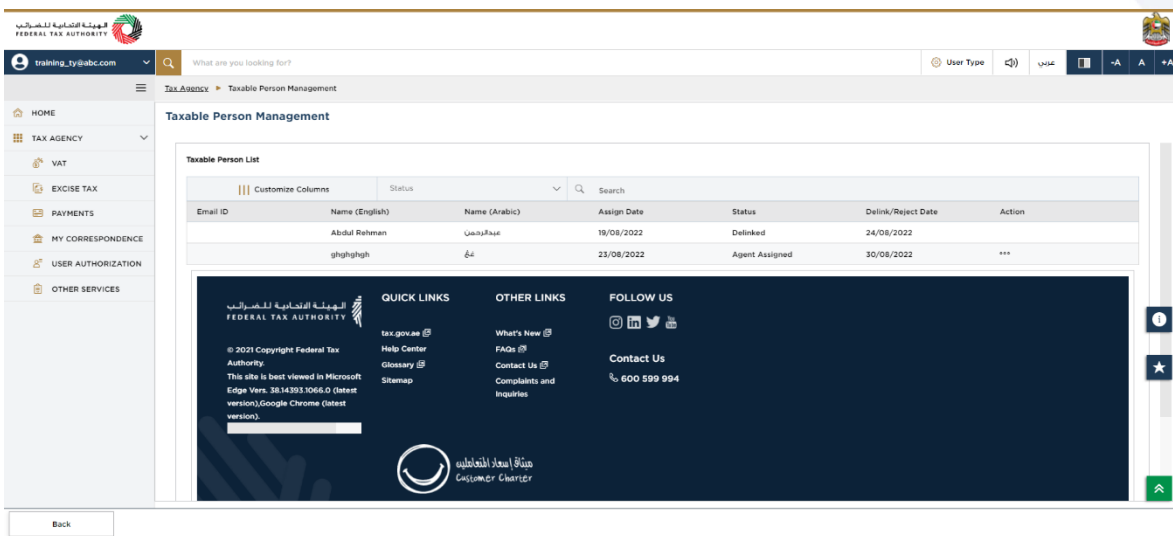
Step	Action
(1)	Click 'Actions' and 'Approve' or 'Reject' on the Taxable Person delinking request which is pending approval.

The screenshot shows the same 'Taxable Person Management' section, but with a confirmation dialog box open. The dialog box asks 'Are you sure you want to approve?' and has 'No' and 'Yes' buttons. A red box highlights the 'Yes' button, and a yellow circle with the number '1' is placed next to it.

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



If you have selected the 'Reject' option in the previous screen, the message would be displayed as 'Click Yes to Reject'. Note that, if no action has been taken within 7 days of receiving the request, it will be automatically rejected and the Taxable Person will be notified.



Once the delinking request is approved by the Tax Agency, the delinking status is updated to 'Delinked'.



Once Tax Agency has approved or rejected the delinking request. The status of the request in the Taxable Person profile will be updated as shown in the next screen.



training_wd@abc.com

What are you looking for?

User Type عربي

Home

Abdul Rehman

User Authorization

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	25/08/2022	Delinked		

Back

Once the delinking request is approved by the Tax Agency, the status in Taxable Person profile will be Delinked. The Taxable Person will be delinked from the Tax Agent and the Tax Agent will not be able to access the Taxable Person profile in the portal.



Correspondences



Account admin of Taxable Person will receive the following correspondences:

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

Account admin of Taxable Person 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.

Tax Agency will receive the following correspondences:

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



Thank you