



إمارات تاكس EMARATAX

Deregister Tax Agency - User Manual

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Document Control Information

Document Version Control

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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 a registered Tax Agency to navigate through the Federal Tax Authority EmaraTax portal to submit a deregistration application to FTA.

The Tax Agency should not be linked to any Tax Agent to initiate the deregistration application.

On approval of the application by FTA, the Tax Agency will be deregistered and their TAN will be inactivated.

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.

Tax Agency Tile

The screenshot shows the 'Create New Taxable Person Profile' page. The left sidebar contains a menu with 'HOME', 'TAX AGENCY' (highlighted with a red box and a yellow circle with the number 1), 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area includes fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button. Below this is a 'Taxable Person List' section with a search bar and a 'Search' button. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US'.

Step	Action
(1)	Click Tax Agency on the left hand side to open the Tax Agency dashboard.

The screenshot shows the 'Tax Agency' dashboard. The left sidebar contains a menu with 'HOME', 'TAX AGENCY' (highlighted with a red box and a yellow circle with the number 1), 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area includes a 'Required Actions' section with a table showing 'Due Date' and 'Description'. There is also a 'Most Used Services' section with links to 'De-link Tax Agent from Tax Agency', 'De-link Taxable Person from Tax Agency', and 'Link a Tax Agent to Tax Agency'. Below this is an 'Overview' section with three tiles: 'Tax Agency Details' (Application Number 90400000453, Awaiting Tax Agent Linking), 'Tax Agent Management', and 'Taxable Person Management'. The 'Tax Agency Details' tile has an 'Actions' button highlighted with a red box and a yellow circle with the number 1. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US'.

Step	Action
(1)	Click 'Actions' on the Tax Agency Details tile.




In order to initiate Tax Agency deregistration, the Tax Agency should not have any Tax Agents linked.

Step	Action
(1)	Click 'Deregister' to initiate the Tax Agency deregistration application.

Guidelines and Instructions

The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Tax Agency deregistration. It also provides guidance on what information you should have in hand when you are completing the Tax Agency deregistration application.

Step	Action
(1)	Read the guidelines and instructions and mark the checkbox to confirm.



Step	Action
(1)	Click 'Start' to initiate the Tax Agency deregistration application.

Deregistration Information

- The application is divided into several short sections which deal with various aspects of the deregistration process. The progress bar displays the number of sections required to complete the application. The section you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous section will be highlighted in green.
- To move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be filled out in order to move to the next section.
- Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the deregistration reason and upload supporting documents. Enter the date on which you want the Tax Agency deregistration to take effect.



training_tyr@etax.com What are you looking for?

User Type عربي

Tax Agency De-Registration

1 Deregistration Information **2** Review and Declaration

Applicant information

TAN
30633051

Legal Name in English
ABC Agency Co

Legal Name in Arabic
الوكالة بّي سي

Deregistration information

Reason for Deregistration
Not willing to conduct services


Effective Date of De-registration
01/10/2022

Upload Evidence of Deregistration
Add/View() Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 33

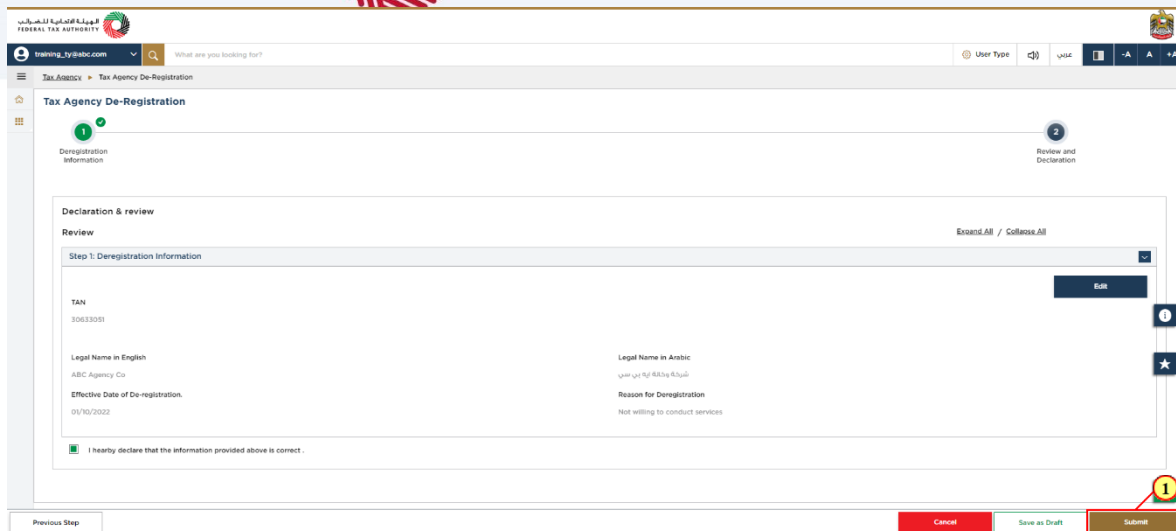
Previous Step Cancel Save as Draft **Next Step**

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

Review and Declaration

 The Review and Declaration section will help you to make sure that you have completed the deregistration application correctly and included the documents we have asked you to send.

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.

Step	Action
(1)	Click 'Submit' to submit the Tax Agency deregistration application.

Post Application Submission

The screenshot shows the 'Tax Agency De-Registration' page on the FTA website. The main heading is 'Application Submitted Successfully'. Below this, it displays the following details:

- Name: ABC Agency Co
- Reference Number: 1000000000000
- Submitted Date: 5 September 2022

Below the details, there is a 'What Next' section with the following instructions:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 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.

Below the 'What Next' section, there is an 'Important Notes' section with the following information:

- 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.

At the bottom of the page, there are two buttons: 'Back to Dashboard' and '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".

This screenshot is identical to the one above, but with a red circle highlighting the 'Download' button at the bottom right of the page.

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.



Correspondences



Tax Agency receives the following correspondences:

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



Thank you