



Deregister Tax Agent - 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
	This is used to go the Next section of the Input Form
	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 Agent to navigate through the Federal Tax Authority EmaraTax portal to submit a deregistration application to FTA.

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

On approval of the application by FTA, the Tax Agent will be deregistered and their TAAN will be inactivated. The Tax Agent will be removed from the FTA Tax Agent register and from the published Tax Agents list in the FTA website.



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 Agent Tile

The screenshot shows the Federal Tax Authority portal interface. The 'Tax Agent' tile is highlighted with a red box, and a yellow circle with the number 1 points to the 'Actions' button within the tile. The tile displays the application number 902000000763 and the status 'Awaiting Tax Agency Linking'. The 'Overview' section shows 'Tax Agent' and 'Tax Agency Details' tabs. The 'Assigned Tax Agents' section is also visible.

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

The screenshot shows the Federal Tax Authority portal interface. The 'Tax Agent' tile is highlighted with a red box, and a yellow circle with the number 1 points to the 'Actions' button within the tile. The dropdown menu is open, showing options: View, Amend, Deregister, and Awaiting Tax Agency Linking. The tile displays the application number 902000000763 and the status 'Awaiting Tax Agency Linking'. The 'Overview' section shows 'Tax Agent' and 'Tax Agency Details' tabs. The 'Assigned Tax Agents' section is also visible.

	In order to initiate Tax Agent deregistration, the Tax Agent should not be linked to any Tax Agencies or Taxable Persons.
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Step	Action
(1)	Click 'Deregister' to initiate the Tax Agent deregistration application.

Guidelines and Instructions

testagent333@pp.com What are you looking for?

Home Tax Agent Deregistration

No. of form steps: 2 steps

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of Charge

Required Templates: N/A

Required Documents: It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:
 • A proof or evidence supporting your reason for deregistration (example, a letter from the Tax Agency with which you were associated to)
 Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

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

Back Cancel Start

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

testagent333@pp.com What are you looking for?

Home Tax Agent Deregistration

No. of form steps: 2 steps

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of Charge

Required Templates: N/A

Required Documents: It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:
 • A proof or evidence supporting your reason for deregistration (example, a letter from the Tax Agency with which you were associated to)
 Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

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

Back Cancel Start

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



testagent333@pp.com What are you looking for? User Type عربي

Home Tax Agent Deregistration

No. of form steps: 2 steps

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of Charge

Required Templates
N/A

Required Documents
It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- A proof or evidence supporting your reason for deregistration (example, a letter from the Tax Agency with which you were associated to)

Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

I confirm that I have read the above instructions and guidelines

Back Cancel Start

Step	Action
(1)	Click 'Start' to initiate the Tax Agent 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 Agent deregistration to take effect.



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

Review and Declaration

Declaration & review


Review

Step 1: Deregistration information

First Name in English: Rahman
Last Name in English: Rahman
First Name in Arabic: (Arabic)
Last Name in Arabic: (Arabic)
TAN: 200030018
Effective Date of Deregistration: 05/10/2022
Reason for Deregistration: Deregistration

☒ I hereby declare that the information provided above is correct.

Buttons: Previous Step, Save as Draft, Submit

 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.

Declaration & review

Review

Step 1: Deregistration information

First Name in English: Rahman
Last Name in English: Rahman
First Name in Arabic: (Arabic)
Last Name in Arabic: (Arabic)
TAN: 200030018
Effective Date of Deregistration: 05/10/2022
Reason for Deregistration: Deregistration

☒ I hereby declare that the information provided above is correct.

Buttons: Previous Step, Save as Draft, 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.



training_@fah.com

What are you looking for?

User Type

Home

Tax Agent Deregistration

1

Deregistration Information

2

Declaration & review

Declaration & review

Review

Expand All / Collapse All

Step 1: Deregistration information

First Name in English
Rahman

Last Name in English
Rahman

First Name in Arabic
راحم

Last Name in Arabic
راحم

TAN
20003018

Reason for Deregistration
Deregistration

Effective Date of Deregistration
03/10/2022

I hereby declare that the information provided above is correct.

Previous Step

Save as Draft

Submit

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

Post Application Submission

Tax Agent Deregistration

Application Submitted Successfully

● Pending Approval

Name : Rahman Rahman

Reference Number : 108000000000

Submitted Date : 6 September 2022

What Next:

- 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.

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: 800508984 | Outside UAE: +971 800508984 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”.

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.



Correspondences



Tax Agent 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