



إمارات تاكس  
EMARATAX

Taxpayer User Manual

Corporate Tax Registration and Re-Submission by  
Tasheel Agent to assist Taxpayer via UAE PASS

Date: 21 February, 2024

Version 2.0.0.0



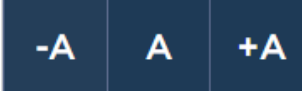



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## Navigating through EmaraTax

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

Button	Description
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email Address, Registered Mobile Number, and Password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go to the Previous section of the Input Form
<b>Next Step</b>	This is used to go to the Next section of the Input Form
<b>Save as Draft</b>	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 taxpayers to benefit from these services in the best and simplest ways.



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## Login via UAE PASS

This manual is prepared to help a Tasheel Agent to navigate through the Federal Tax Authority EmaraTax portal. The Tasheel Agent will help the Taxpayer setup an online account with EmaraTax if the Taxpayer is not registered or to link the Taxpayer's EmaraTax account with their UAE PASS account if the Taxpayer is registered with EmaraTax.

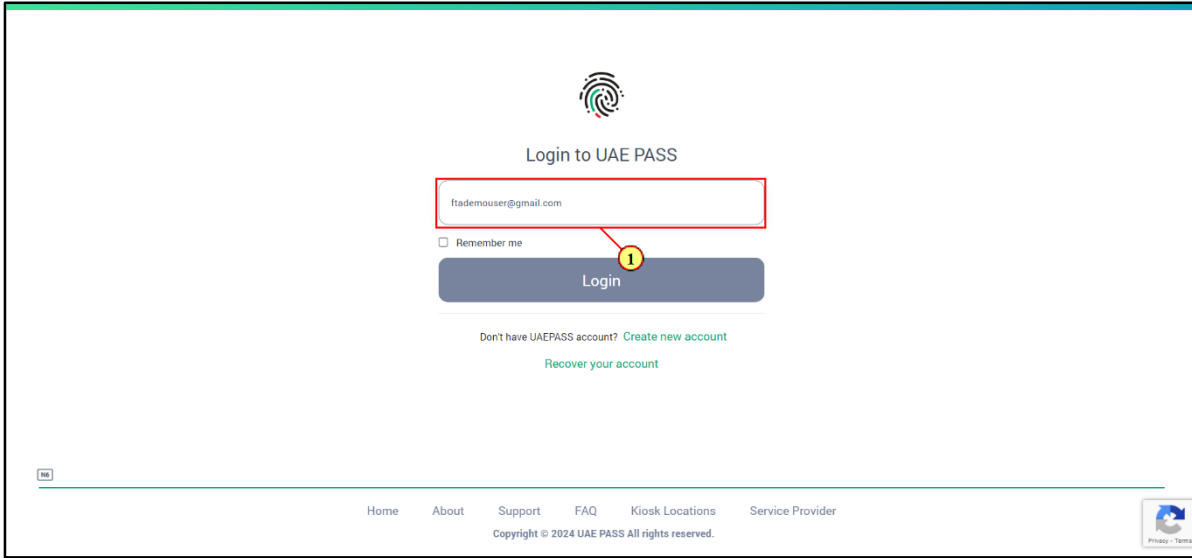


# Scenario 1: Login via Taxpayer UAE PASS wherein Taxpayer is not registered with EmaraTax

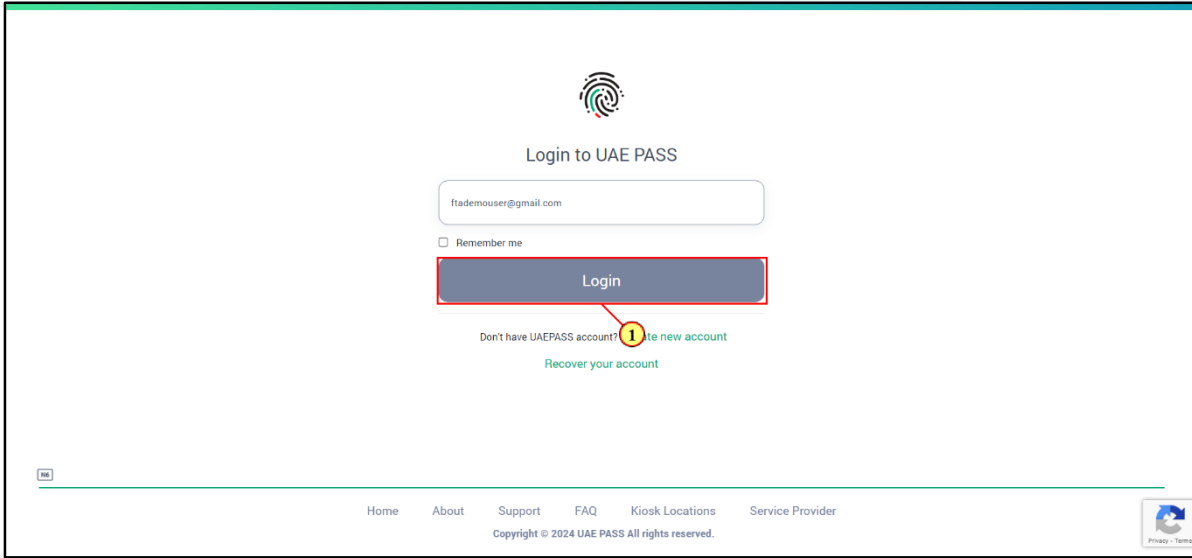
This document covers the steps to be followed by the Tasheel Agent to help the Taxpayer setup an online account with EmaraTax using Taxpayer's UAE PASS. The Taxpayer is not yet registered with EmaraTax.



Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen.



Step	Action
(1)	Enter the Taxpayer's Emirates ID, or E-Mail Address, or Phone Number, registered with their UAE PASS.



ftademouser@gmail.com

Remember me

Login

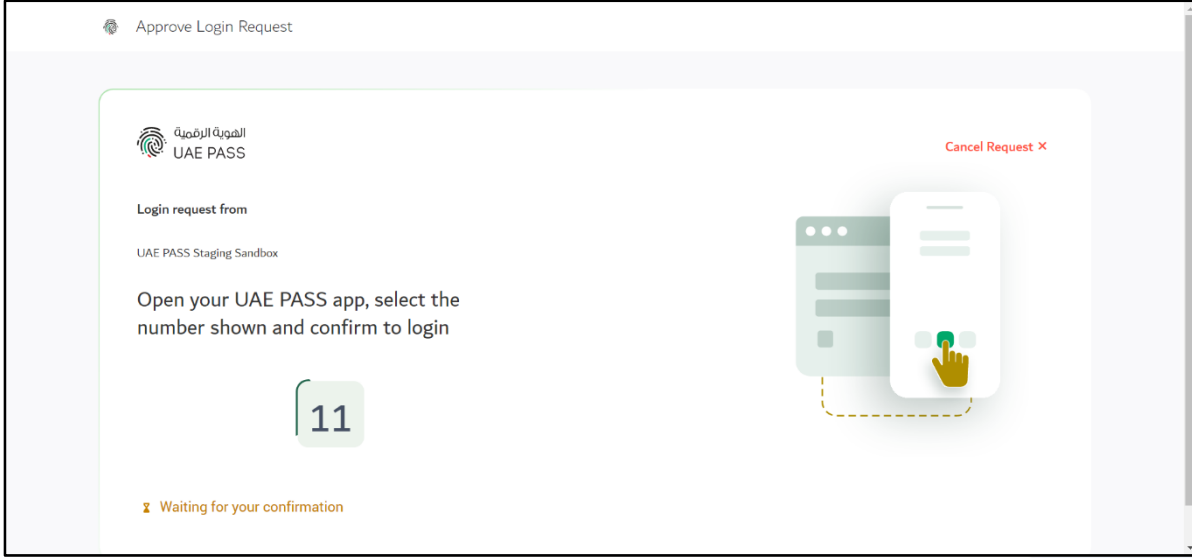
Don't have UAEPASS account? **1** Create new account

Recover your account

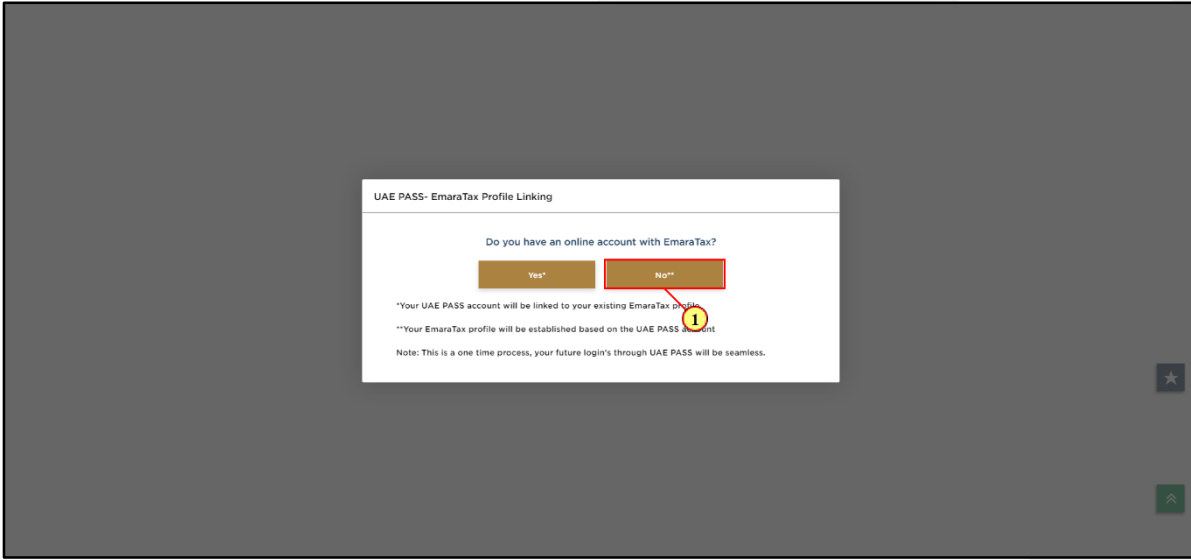
Home About Support FAQ Kiosk Locations Service Provider

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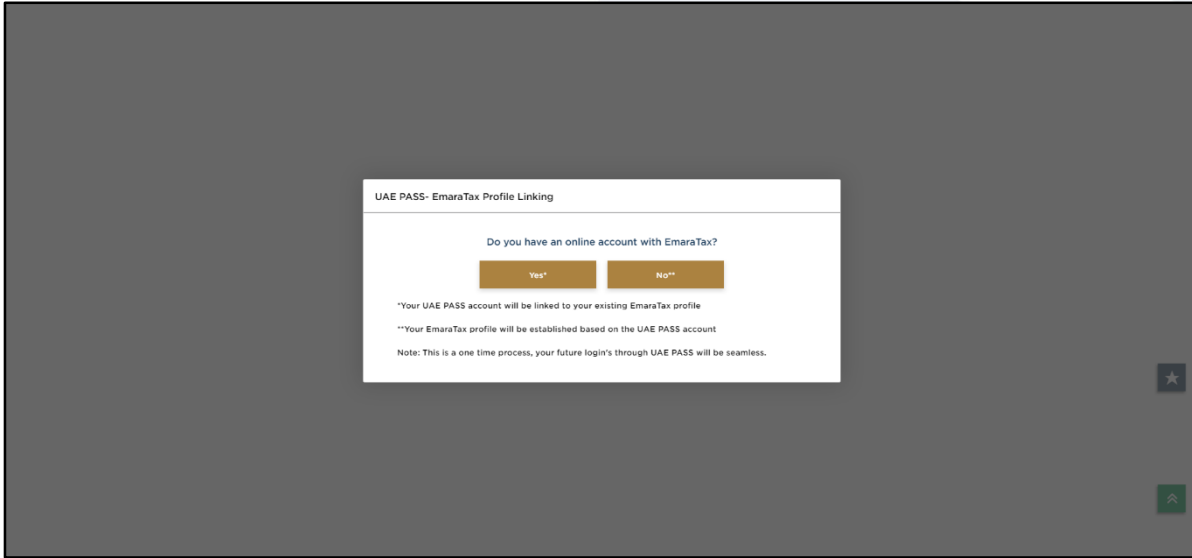
Step	Action
(1)	Click on 'Login' to continue.



- The Taxpayer will receive a UAE PASS authentication notification in their UAE PASS mobile app.
- Instruct the Taxpayer to confirm the notification.



Step	Action
(1)	Click ' <b>No</b> ' to create a new EmaraTax profile.



UAE PASS- EmaraTax Profile Linking

Do you have an online account with EmaraTax?

Yes\* No\*\*

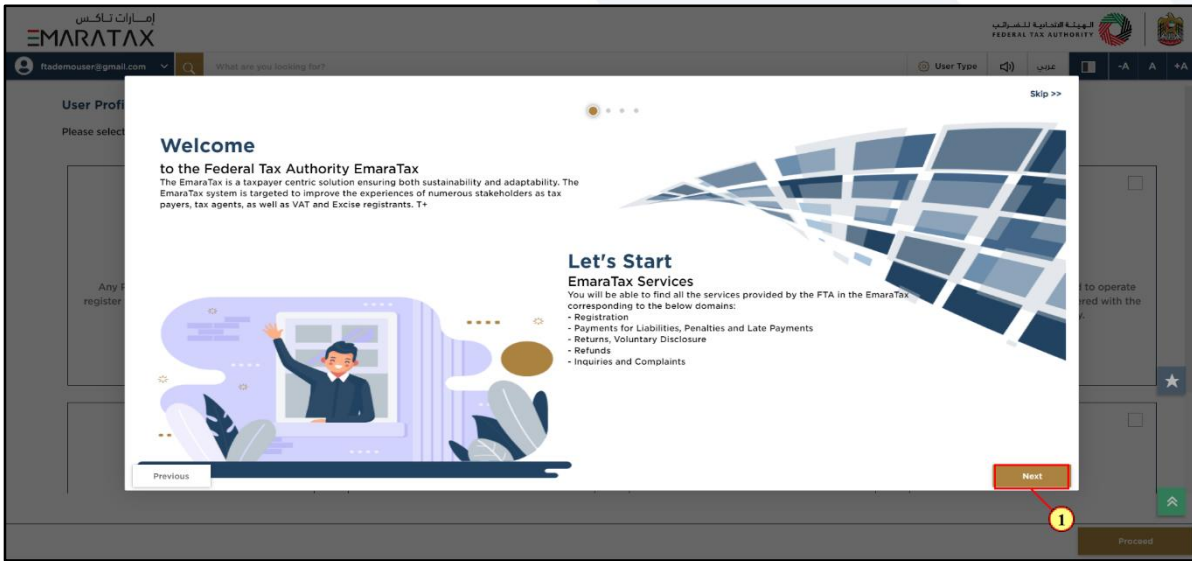
\*Your UAE PASS account will be linked to your existing EmaraTax profile

\*\*Your EmaraTax profile will be established based on the UAE PASS account

Note: This is a one time process, your future login's through UAE PASS will be seamless.



An EmaraTax Account will be created based on the Taxpayer's UAE PASS account details (First Name, Last name, E-Mail Address, Mobile Number).



Step	Action
(1)	<ul style="list-style-type: none"> <li>You will be logged into the Taxpayer's Emaratax account.</li> <li>Click '<b>Next</b>' to continue.</li> </ul>



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rdemouser@gmail.com

What are you looking for?

User Type عربي

### User Profile

Please select the relevant purpose(s) for using EmaratTax portal

 <b>Taxable Person</b> Any Person registered or obligated to register for Tax purposes under the Decree-Law.	 <b>Legal Representative</b> 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...	 <b>Natural Person Tax Agent</b> 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 ...	 <b>Tax Agency</b> A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

Proceed



Select Taxable Person 'User Profile'.



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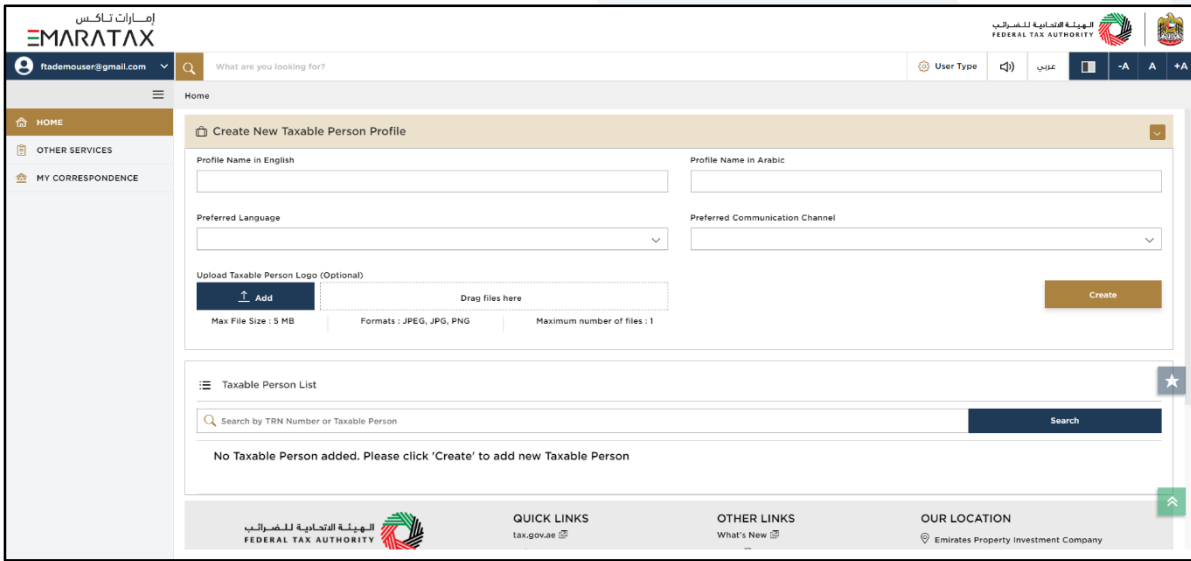
User Type عربي

**User Profile**  
Please select the relevant purpose(s) for using Emaratax portal

- Taxable Person**  
Any Person registered or obligated to register for Tax purposes under the Decree-Law.
- 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...
- 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 ...
- Tax Agency**  
A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

**Proceed**

Step	Action
(1)	Click ' <b>Proceed</b> ' to navigate to the Taxpayer's dashboard.



The screenshot displays the MARATAX user interface. At the top, there is a navigation bar with the user's email (rademouser@gmail.com) and a search bar. The main content area is titled 'Create New Taxable Person Profile'. It contains several input fields: 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language' (a dropdown menu), and 'Preferred Communication Channel' (a dropdown menu). Below these is an 'Upload Taxable Person Logo (Optional)' section with an 'Add' button and a 'Drag files here' area. The upload section specifies a maximum file size of 5 MB, supported formats of JPEG, JPG, and PNG, and a maximum of 1 file. A 'Create' button is located at the bottom right of the form. Below the form is a 'Taxable Person List' section with a search bar and a message: 'No Taxable Person added. Please click 'Create' to add new Taxable Person'. The footer of the page includes the Federal Tax Authority logo, quick links to tax.gov.ae, other links, and the location of the Emirates Property Investment Company.



Depending on the User Profile selected, the associated dashboard shall be displayed.



## Create Taxable Person

Step	Action
(1)	To create a new Taxable Person, enter the mandatory details and click ' <b>Create</b> '. The new Taxable Person will be displayed in the list.



## End of Scenario 1

End of the process of login via UAE PASS for a non-registered Taxable Person.

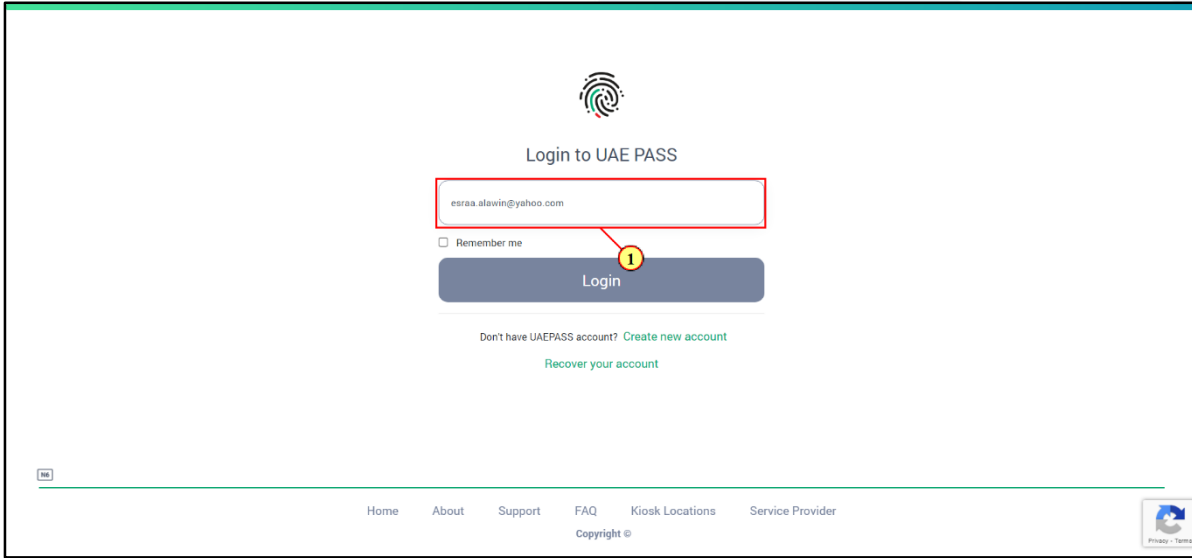


## Scenario 2: Login via Taxpayer UAE PASS wherein Taxpayer is registered with EmaraTax

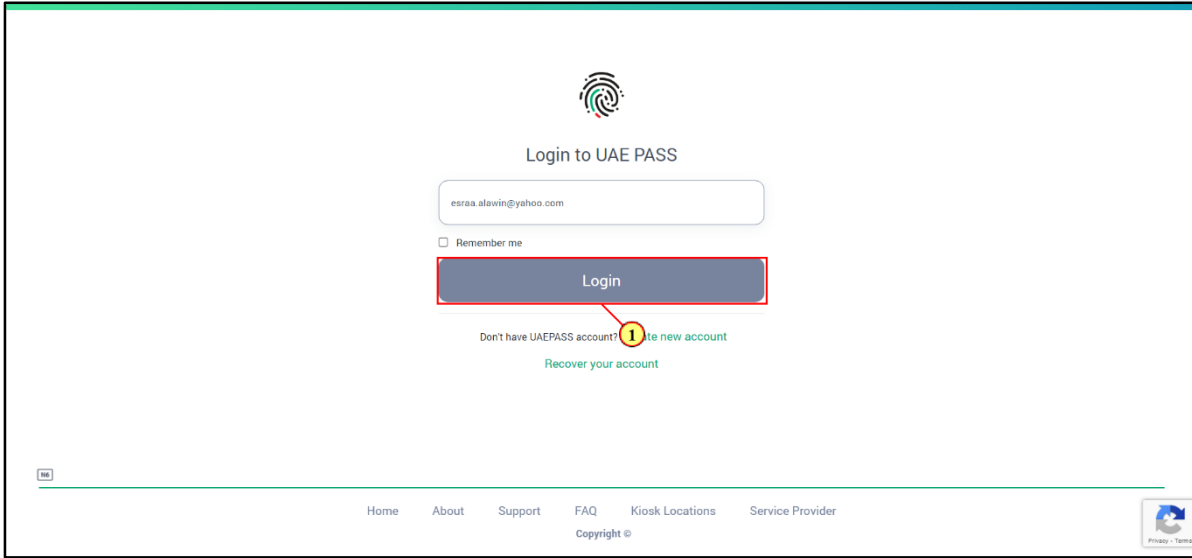
This document covers the steps to be followed by the Tasheel Agent to link the Taxpayer's EmaraTax account with their UAE PASS account. The Taxpayer should already be registered with EmaraTax.



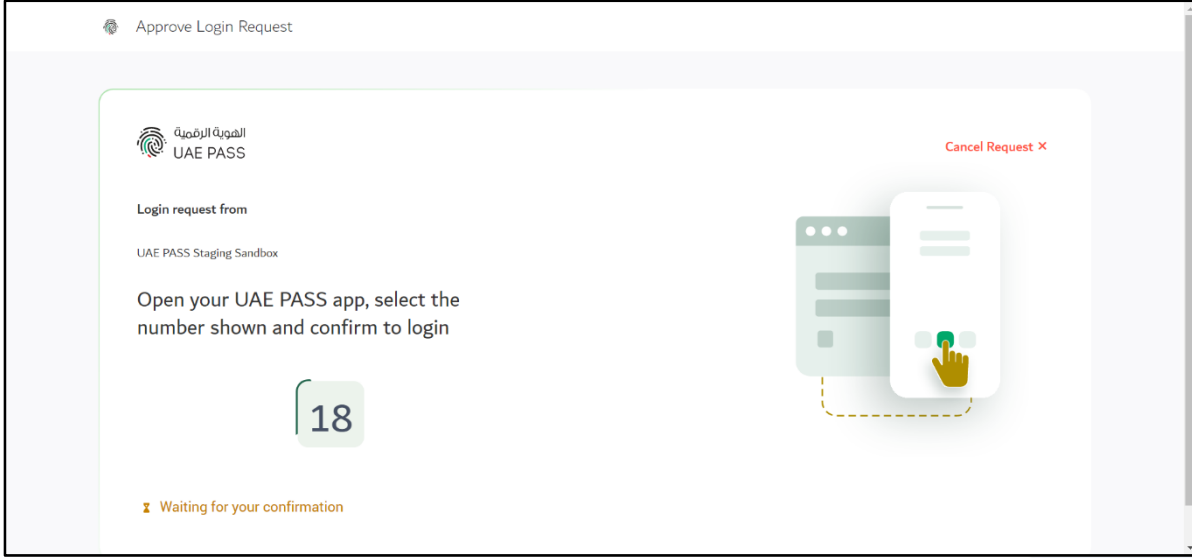
Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen.



Step	Action
(1)	Enter the Taxpayer's Emirates ID, or E-Mail Address, or Phone Number, registered with their UAE PASS.



Step	Action
(1)	Click on 'Login' to continue.



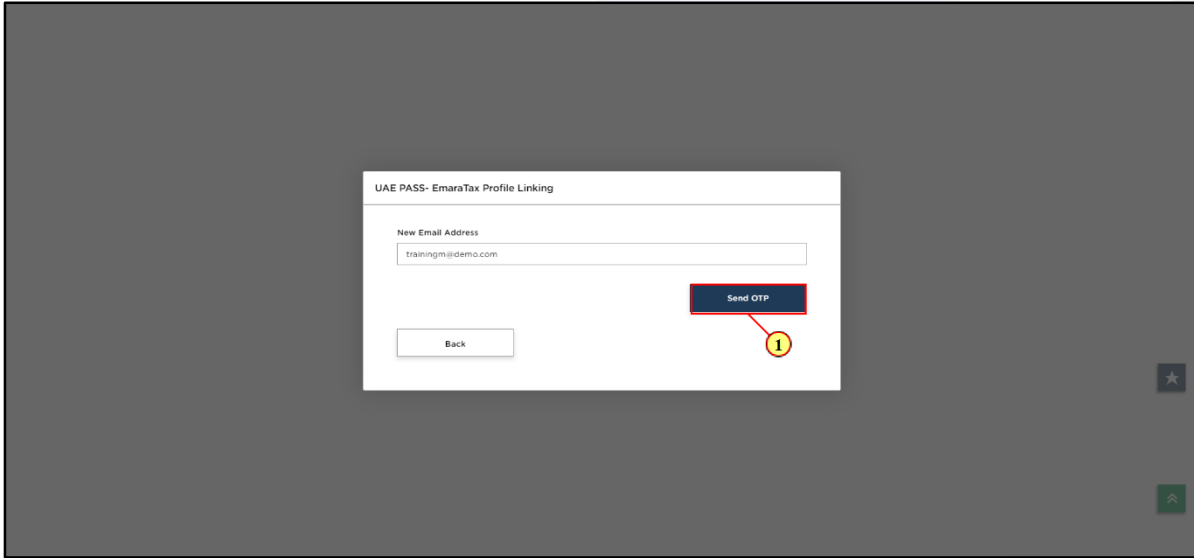
- The Taxpayer will receive a UAE PASS authentication notification in their UAE PASS mobile app.
- Instruct the Taxpayer to confirm the notification.



Step	Action
(1)	Click 'Yes'.



Step	Action
(1)	Enter the Taxpayer's EmaraTax registered Email Address.



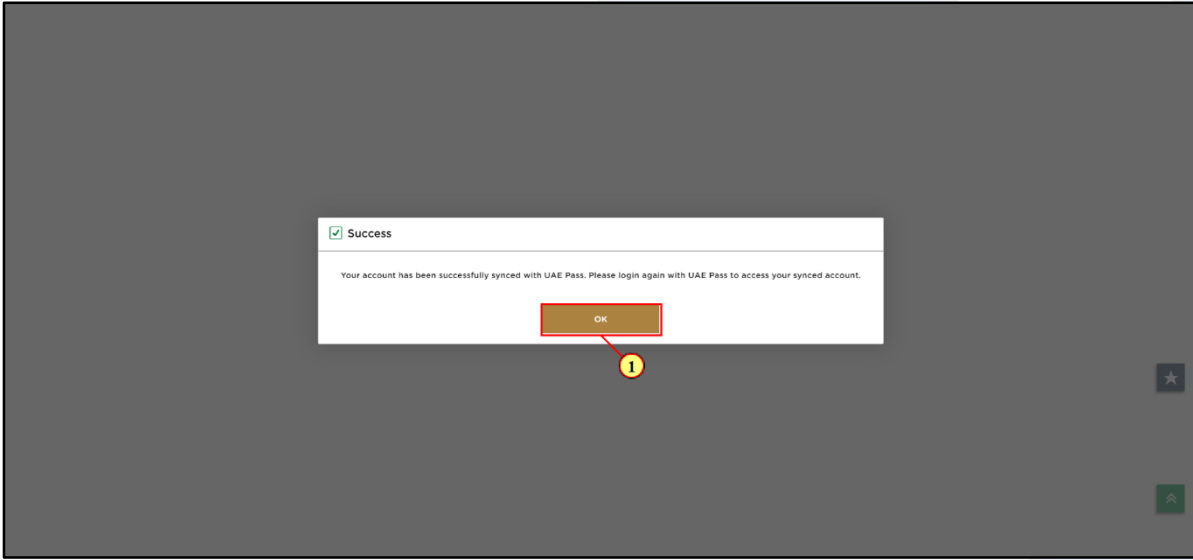
Step	Action
(1)	Click on ' <b>Send OTP</b> '.



Step	Action
(1)	<ul style="list-style-type: none"> <li>The Taxpayer will receive a system generated e-mail to his/her registered e-mail with a One Time Password (OTP).</li> <li>Enter the OTP received from the Taxpayer.</li> </ul>



Step	Action
(1)	Click ' <b>Update</b> ' to continue.



Step	Action
(1)	Click 'OK'. You will be redirected back to the EmaraTax login screen.



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عربي -A A +A

**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 EmaratTax for the first time. If you have already successfully reset your password please login to EmaratTax 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  
E-Mail Address

Password  
Password

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

[Login](#)

OR

**Login with UAE PASS**  
A single trusted digital identity for all citizens, residents and visitors.

[QUICK LINKS](#)  
tax.gov.ae

[OTHER LINKS](#)  
What's New

[OUR LOCATION](#)  
Emirates Property Investment Company Building, D.C.



- Click on '**Login with UAE PASS**'.
- Follow the steps as detailed earlier in the manual, to login with UAE PASS.



The screenshot displays the EmaraTax web application. At the top, there is a header with the 'EMARATAX' logo and the text 'إمارات تاكس'. Below the header is a navigation menu with options like 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area is titled 'Create New Taxable Person Profile' and contains a 'Taxable Person List'. This list has a search bar and two entries: one with a person icon and the letter 'A', and another with a person icon and the text 'QPBE CT reg'. Each entry has a 'View' button. The footer contains several sections: 'QUICK LINKS' with links to 'tax.gov.ae', 'Help Center', and 'Glossary'; 'OTHER LINKS' with links to 'What's New', 'FAQs', 'Contact Us', and 'Inquiries and Complaints'; and 'OUR LOCATION' with the address 'Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E' and 'Central Park Business Towers - DIFC, P.O. Box 2440, Dubai, U.A.E', along with a phone number '800 82923' and email 'info@tax.gov.ae'. There are also logos for '171' and 'UAE' in the bottom right corner.



On successful login through UAE PASS, you will be automatically logged into the Taxpayer's EmaraTax account and redirected to their Taxable Person dashboard.



The screenshot shows the MARATAX web portal interface. At the top, there is a search bar and navigation options. The main content area displays a 'Taxable Person List' with a search bar and two entries: one with a profile icon and the letter 'A', and another with a profile icon and the text 'QPBE CT reg'. Below the list, there are sections for 'QUICK LINKS', 'OTHER LINKS', and 'OUR LOCATION'. The footer includes the Federal Tax Authority logo and contact details.



- You can view the existing Taxable Person List of the Taxpayer, if any.
- You can also create a new Taxable Person.



## End of Scenario 2

End of the process of login via UAE PASS for a registered Taxable Person.



## Linking Complete

The Taxpayer's EmaraTax account is now linked with his/her UAE PASS account and the Taxable Person is created. The Tasheel Agent assists the Taxpayer in filling out the Corporate Tax Registration application.

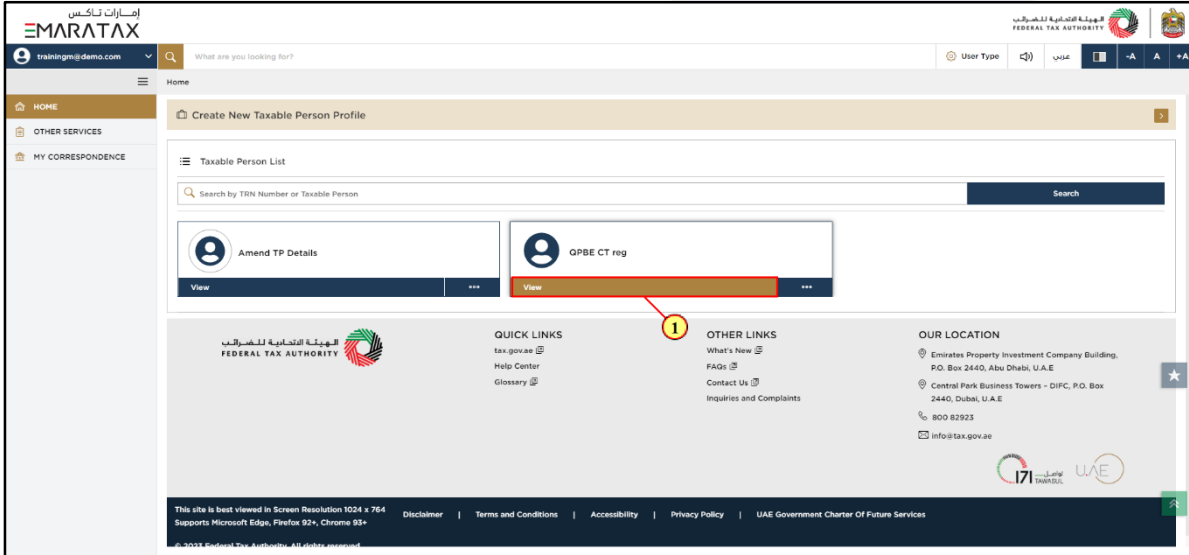


# Corporate Tax Registration by a Tasheel Agent to assist the Taxpayer

This manual is prepared to help a Tasheel Agent to navigate through the Federal Tax Authority Emaratax portal and assist the Taxpayer in filling out the Corporate Tax Registration application using Taxpayer UAE PASS. The Tasheel Agent will complete the application. The Taxpayer will then review and independently submit the application.

The applicant must be eligible to register for Corporate Tax as per Federal Decree Law Number 47 of 2022 on the Taxation of Corporations and Businesses. The applicant can be a natural person (For example, Individual), or a legal person (For example, a Public Joint Stock Company, Incorporated, Government Body).

## Taxable Person Tile



Step	Action
(1)	Select the Taxable Person from the list and click ' <b>View</b> ' to open the dashboard.




The screenshot shows the EMARATAX portal interface. The main content area displays a table under the heading 'Registration Overview'. The table has columns for Registration Type, Registration Status, TRN/WHK No., GIBAN, and Effective Date of Registration. The rows listed are Corporate Tax, Value Added Tax, Tax Group, Excise Tax, and Warehouse Keeper, all with a status of 'Not Registered'. A 'Register' button is highlighted with a red box above the table. A yellow circle with the number '1' highlights the 'View Application History' link in the rightmost column of the 'Corporate Tax' row.

Step	Action
(1)	<ul style="list-style-type: none"> <li>The Tasheel Agent can help the Taxpayer to self-register for Corporate Tax if he/she is not registered for Value Added Tax or Excise Tax yet.</li> <li>In order to register for Corporate Tax, click '...' against the Corporate Tax registration type.</li> <li>Select <b>'Register'</b> to start the Taxpayer's Corporate Tax Self Registration application.</li> </ul>



# Instructions and Guidelines

 The 'instructions and guidelines' page is designed to help the Taxpayer understand certain important requirements relating to Corporate Tax Registration in the UAE. It also provides guidance on what information the Taxpayer should have in hand when completing the Corporate Tax Registration application.



The screenshot shows the EMARATAX portal for Corporate Tax Registration. It includes a search bar, navigation menu, and a list of required documents for registration. A red box highlights a checkbox with the text "I confirm that I have read the above instructions and guidelines" and a circled "1" next to it, indicating the step to be performed.

Step	Action
(1)	Read the instructions and guidelines for Corporate Tax Registration and mark the checkbox to confirm.



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What are you looking for?

Home > QPBE CT Reg > Corporate Tax Registration

Watch Video Tutorial  
Download User Manual

Content will be available soon

List of documents that are required for making an application to register yourself for Corporate tax are provided below:

A. If the registrant is a Natural Person:

- 1. Emirates ID/Passport of the Taxable Person
- 2. Trade Licenses
- 3. Evidence of Business Activity
- 4. Emirates IDs, Passports and Proof of Authorization of authorised signatories

B. If the registrant is a Legal Person or a Partnership:

- 1. Certificate of Incorporation
- 2. Decree Law, if you are a Federal/Emirate Government entity
- 3. Cabinet Decision, if you are a Qualifying Public Benefit Entity
- 4. Main trade license, including branch licenses associated with the main license
- 5. Emirates IDs, Passports and Trade Licenses of owners.
- 6. Emirates IDs, Passports and Proof of Authorization of authorised signatories

Accepted file types are PDF, DOC and DOCK. The individual file size limit is 15 MB.

Service Details

About the Service

Use this service to register for Corporate Tax and obtain a Tax Registration Number (TRN).

Eligibility Criteria

Service Steps

FAQs

I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click ' <b>Start</b> ' to initiate the registration of the Taxpayer's Corporate Tax application.



## Entity Details Section



- The registration application has been divided into five 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.
- The Taxpayer is requested to ensure that the documents submitted, supports the information entered in the application. This would help to avoid any rejection or resubmission of the application later.



Step	Action
(1)	Select the ' <b>Entity Type</b> ' and ' <b>Entity Sub-Type</b> ' of the Taxpayer's business from the drop-down list. Note that the input fields in this section may vary based on the entity type selected.



The screenshot shows the 'Corporate Tax Registration' form in the EMARATAX system. The 'Entity Details' section is active, showing 'Legal Person - Incorporated' as the Entity Type and 'Public Joint Stock Company' as the Entity Sub-Type. The 'Country of Registration/Incorporation' dropdown menu is highlighted with a red box and shows 'United Arab Emirates' as the selected option. Other fields include 'Date of Incorporation' (01/01/2022) and a radio button for 'Are you a Qualifying Public Benefit Entity?' (set to 'No'). There are also fields for 'Cabinet Decision Number' and two file upload sections: 'Upload Certificate of Incorporation' and 'Upload Cabinet Decision', both with 'Add/View()' buttons and 'Drag files here' instructions. The bottom of the form has 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' buttons.



The 'Country of Registration/Incorporation' is defaulted to United Arab Emirates, and is greyed-out for Legally Incorporated Public Joint Stock Company.



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What are you looking for?

User Type

عربي

Home > QRBE CT Reg > Corporate Tax Registration

Corporate Tax Registration

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

**Entity Details**

Entity Type: Legal Person - Incorporated

Entity Sub-Type: Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates

Date of Incorporation: 01/01/2022

Are you a Qualifying Public Benefit Entity?  Yes  No

Cabinet Decision Number: Cabinet Decision Number 07

Upload Certificate of Incorporation: Add/View(1) Drag files here Max file size: 15 MB Format: PDF, DOC Max No. of Files: 3

Upload Cabinet Decision: Add/View(1) Drag files here Max file size: 15 MB Format: PDF, DOC Max No. of Files: 3

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Enter 'Date of Incorporation' of the Taxpayer's business.



Step	Action
(1)	Select 'Yes' if the Taxpayer is a Qualifying Public Business Entity.



Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter '<b>Cabinet Decision Number</b>' if the Taxpayer is a Qualifying Public Business Entity.</li> <li>Upload supporting documents.</li> </ul>



The screenshot shows the 'Corporate Tax Registration' form in the EMARATAX system. The 'Corporate Tax Period' dropdown menu is highlighted with a red box and a yellow circle containing the number '1'. The form includes the following fields and sections:

- Are you a qualifying Public Interest Entity?** (Radio buttons for Yes and No)
- Cabinet Decision Number** (Text input field)
- Upload Certificate of Incorporation** (File upload area with 'Add/View()' button, 'Drag files here' text, and file specifications: Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3)
- Upload Cabinet Decision** (File upload area with 'Add/View()' button, 'Drag files here' text, and file specifications: Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3)
- Corporate Tax Period Details** (Section containing):
  - Corporate Tax Period** (Dropdown menu, highlighted with a red box and a yellow circle with '1')
  - First Corporate Tax Period Start Date** (Text input field, value: 01/01/2024)
  - First Corporate Tax Period End Date** (Text input field, value: 31/12/2024)
  - First Corporate Tax Return Filing Due Date** (Text input field, value: 30/09/2025)

Navigation buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Enter 'Corporate Tax Period'.



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training@demo.com What are you looking for?

Home > QRBE CT reg Corporate Tax Registration

### Corporate Tax Registration

Are you a qualifying Public benefit Entity?

Yes  No

Cabinet Decision Number  
Cabinet Decision Number07

Upload Certificate of Incorporation

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

Upload Cabinet Decision

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

#### Corporate Tax Period Details

Corporate Tax Period  
January - December

First Corporate Tax Period Start Date  
01/01/2024

First Corporate Tax Period End Date  
31/12/2024

First Corporate Tax Return Filing Due Date  
30/09/2025



- You may click on '**Save as Draft**' to save the Taxpayer's application and return to continue working on the Taxpayer's application later.
- You may click on '**Cancel**' to cancel the application.



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



# Identification Details Section

## Main License Details

The screenshot shows the 'Identification Details' step in the 'Corporate Tax Registration' process. The 'Main License Details' section includes the following fields:

- Trade License Issuing Authority: Dubai Biotechnology & Research Park (DuBiotech)
- Trade License Number: TLNUMBER02
- Trade License Issue Date: 01/01/2022
- Trade License Expiry Date: 01/01/2040
- Legal Name in English: Material
- Legal Name in Arabic: ماديال
- Trade Name in English: training
- Trade Name in Arabic: تدريب

At the bottom, there is an 'Upload Trade License' section with a file upload button and a 'Drag files here' area. The navigation bar at the bottom includes 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' buttons.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter Main License Details of the Taxpayer.</li> <li>Upload supporting documents.</li> </ul>



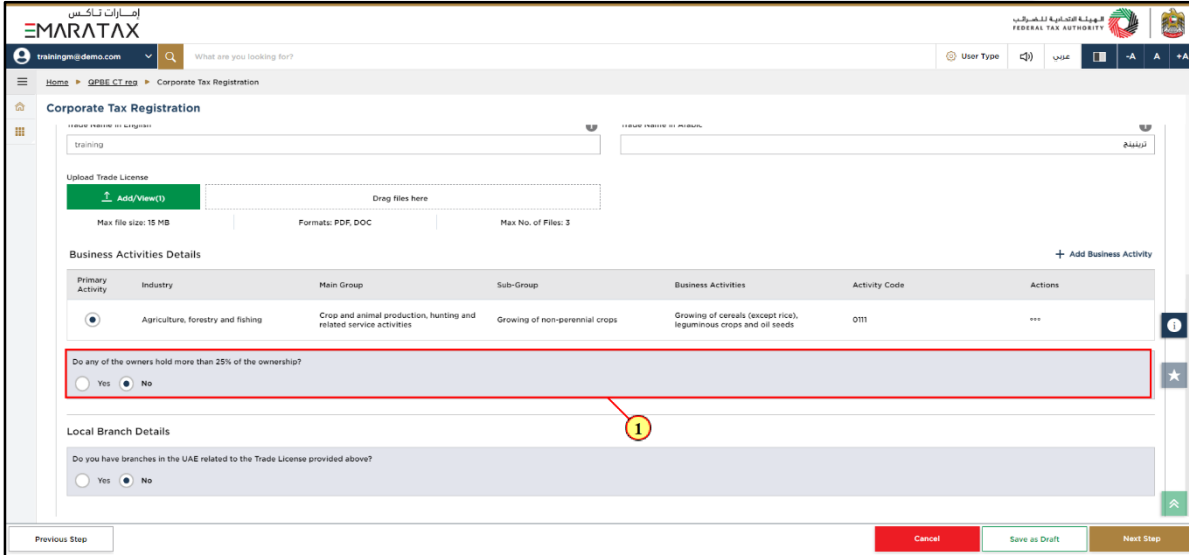
## Business Activities Details

Step	Action
(1)	Click ' <b>Add Business Activity</b> ' to enter business activity information related to the Trade License of the Taxpayer.



Step	Action
(1)	After completing all mandatory fields, click 'Add'.

## Owners List Details



Step	Action
(1)	Select 'No' if any of the owners do not hold more than 25% of the ownership.



## Local Branch Details

The screenshot shows the 'Corporate Tax Registration' form. The 'Local Branch Details' section is highlighted with a red box and a yellow callout bubble containing the number '1'. The question in this section is 'Do you have branches in the UAE related to the Trade License provided above?' with radio buttons for 'Yes' and 'No'.

Step	Action
(1)	<ul style="list-style-type: none"> <li>The registration will be in the name of Head Office, meeting the relevant criteria. Registration will not be performed in the name of a branch. Even if the Taxpayer is operating via branches in more than one Emirate, only one Corporate Tax Registration is required.</li> <li>Select 'No' if the Taxpayer does not have any local branches.</li> </ul>



The screenshot shows the 'Corporate Tax Registration' form in the EMARATAX system. The form is titled 'Corporate Tax Registration' and includes a search bar and navigation links. The main content area is divided into several sections: 'Upload Trade License' with an 'Add/View()' button and file upload instructions; 'Business Activities Details' with a table of activities and a '+ Add Business Activity' button; and 'Local Branch Details' with a question about branches in the UAE. At the bottom, there are three buttons: 'Previous Step', 'Cancel', and 'Next Step'. A red circle with the number '1' is placed over the 'Next Step' button.

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



## Contact Details Section

The screenshot shows the 'Contact Details' step in the Corporate Tax Registration process. The form contains the following fields:

- Country: United Arab Emirates
- Building Name & Number: Al Fazal, Tower Number 1
- Street: MD Street
- Area: Dubai Park
- City: Dubai
- Emirate: Dubai
- Country Code: +971 ( United Arab Emirates )
- Mobile Number: 787878787
- Country Code: +971 ( United Arab Emirates )
- Landline Number: 89809090
- Email ID: (empty)
- P.O. Box (Optional): (empty)

Navigation buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.



Enter the Company address details of the Taxpayer.



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What are you looking for?

User Type عربي

Corporate Tax Registration

Signature Declaration

**Contact Details**

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Al-Fazal, Tower Number 1

Street: MD Street Area: Dubai Park

City: Dubai Emirate: Dubai

Country Code: +971 ( United Arab Emirates ) Mobile Number: 787878787 Country Code: +971 ( United Arab Emirates ) Landline Number: 89809090

Email ID: ct@demo.com P.O. Box (Optional): 6007

Previous Step Cancel Save as Draft Next Step



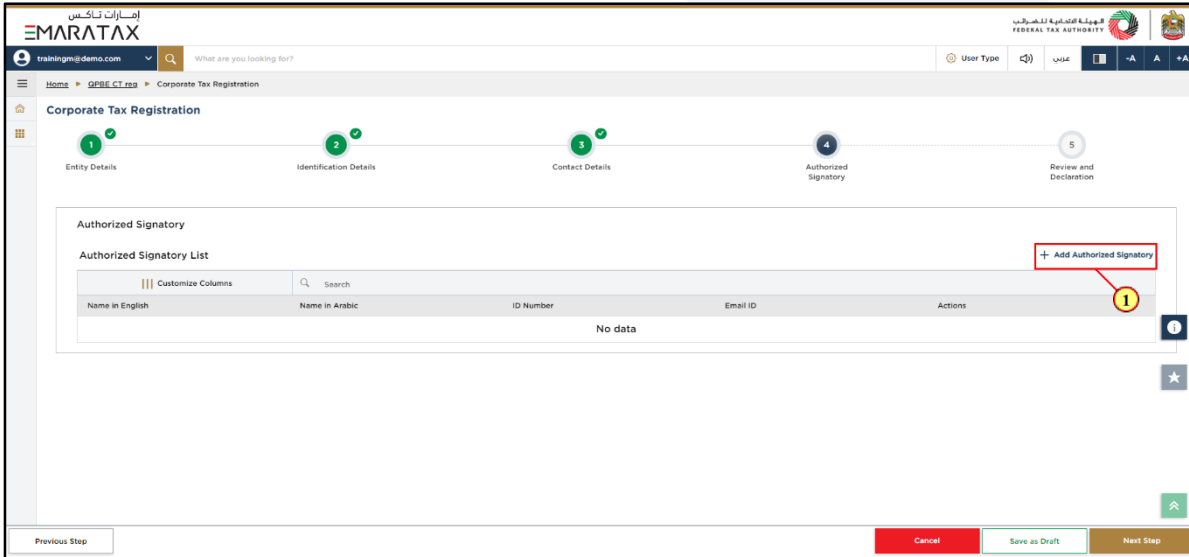
You must carefully post the contacting details information of the Taxpayer in this section.



Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



# Authorized Signatory Section



Step	Action
(1)	<ul style="list-style-type: none"> <li>Click '<b>Add Authorized Signatory</b>' to enter the Authorized Signatory details of the Taxpayer.</li> <li>The Taxpayer can add one or more Authorized Signatory, if required.</li> </ul>



Step	Action
(1)	After completing all mandatory fields, click 'Add'.



Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



## Review and Declaration Section

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FEDERAL TAX AUTHORITY

Corporate Tax Registration

Entity Details Identification Details Contact Details Authorized Signatory Review and Declaration

Review and Declaration

Step 1: Entity Details

Entity Type  
Legal Person - Incorporated

Entity Sub-Type  
Public Joint Stock Company

Country of Registration/Incorporation  
United Arab Emirates

Date of Incorporation  
01/01/2022

Are you a Qualifying Public Benefit Entity?  
 Yes  No

Cabinet Decision Number  
Cabinet Decision Number07

Previous Step Cancel Save as Draft Submit



This section highlights all the details entered by you, across the application. The Taxpayer is required to review and submit the application..



Step	Action
(1)	After carefully reviewing all of the information entered on the application with the Taxpayer, mark the checkbox to declare the correctness of the information provided in the application.



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training@demo.com What are you looking for?

Home > QBR CT reg > Corporate Tax Registration

### Corporate Tax Registration

Name in English	Name in Arabic	ID Number	Email ID
demo user	يوزر ديمو	PASSNUMBER6007	ct@demo.com

Declaration

First Name in English: Demo  
Last Name in English: User  
First Name in Arabic: ديمو  
Last Name in Arabic: يوزر  
Country Code: +971 ( United Arab Emirates )  
Mobile Number: 90109887  
Email: training@demo.com  
Submission Date: 25/01/2024

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.

Previous Step Cancel Save as Draft Submit



Tasheel Agent's role is to prepare and fill out the application, while Taxpayer is responsible for reviewing and submitting the application.



## Post Application Submission

The screenshot displays the 'Corporate Tax Registration' page on the EMARATAX portal. The main heading is 'Application Submitted Successfully'. Below this, a list of details is provided: Entity Name: Material, Applicant Name: Demo User, Reference Number: 101000064372, and Submission Date & Time: 25 January 2024, 18:18 GST. A 'Submitted' status indicator is shown in the top right corner. A 'What's Next' section at the bottom explains the review process and provides instructions on how to proceed if the application is approved, rejected, or requires further information.

After the Taxpayer's application is submitted successfully, a Reference Number is generated for the Taxpayer's submitted application. You must notify the Taxpayer about 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 the Taxpayer in order to assist with the verification of the Taxpayer's application, the Taxpayer will receive an email notification setting out the information required from the Taxpayer.
- Once the FTA confirms acceptance of the Taxpayer's application, or if the FTA rejects the Taxpayer's application, the Taxpayer will be notified on the decision.
- The status of the Taxpayer's application in the dashboard will be updated accordingly. The Taxpayer may check the Taxpayer's application status in the dashboard from time to time.



The screenshot shows the EMARATAX portal interface. At the top, there is a navigation bar with the 'Home' link highlighted in red. Below the navigation bar, the main content area displays 'Corporate Tax Registration' with a 'Submitted' status. A success message reads 'Application Submitted Successfully'. To the left, there is an illustration of a document with a checkmark. Below the success message, the following details are listed:

- Entity Name : Material
- Applicant Name : Demo User
- Reference Number : 101000064372
- Submission Date & Time : 25 January 2024, 18:18 GST

At the bottom of the screenshot, there is a section titled 'What's Next:' with the following instructions:

- Processing your application:
- Your application will now be reviewed by the FTA. If we require more information to assist with our review, you will be notified. You will need to provide the information requested in order for us to continue processing your application.
- Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
- 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.

Step	Action
(1)	Click ' <b>Home</b> ' to navigate back to the Taxable Person dashboard.



# Logoff from Taxable Person's Account

Tasheel Agent must logoff from the Taxable Person's Account.



## Taxable Person Dashboard

Step	Action
(1)	Click on 'trainingm@demo.com'.



Step	Action
(1)	Click on ' <b>Logout</b> ' to logout from the Taxable Person's Account.



EMARATAX الإمارات تإكس

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FEDERAL TAX AUTHORITY

عربي -A A +A

**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 signup here

[Sign Up](#)

Got any question on the new system?  
[Read the FAQs](#)

**Login with your E-mail**

E-mail Address

E-Mail Address

Password

Password

[Forgot password?](#)

Enter Security Code

991166

[Login](#)

**Login with UAE PASS**

UAE Pass is a single trusted digital identity for all citizens, residents to United Arab Emirates

 You will be re-directed back to the EmaraTax Portal Login Screen.



# End of Corporate Tax Registration by a Tasheel Agent to assist the Taxpayer

End of the process of Corporate Tax Registration by a Tasheel Agent to assist the Taxpayer.



## Login via UAE PASS

Follow the steps covered in “Login via UAE PASS” described in this manual to login to the Taxable Person’s Account.



## Corporate Tax Registration via Conversion by a Tasheel Agent to assist the Taxpayer

This manual is prepared to help a Tasheel Agent to navigate through the Federal Tax Authority Emaratax portal and assist the Taxpayer in filling out the Corporate Tax Registration via Conversion application using Taxpayer UAE PASS. The Tasheel Agent will complete the application. The Taxpayer will then review and independently submit the application.

The applicant must be eligible to register for Corporate Tax as per Federal Decree Law Number 47 of 2022 on the Taxation of Corporations and Businesses. The applicant can be a natural person (For example, Individual), or a legal person (For example, a Public Joint Stock Company, Incorporated, Government Body). The applicant should already be registered for Value Added Tax or Excise Tax to register for Corporate Tax via Conversion. Certain fields will be auto-populated based on the Entity Type selected for Registration.



## Taxable Person Tile

The screenshot shows the MARATAX user interface. At the top, there is a search bar and navigation options. The main content area is titled 'Taxable Person List' and features a search bar. Below the search bar, there are three profile cards. The third card, 'VAT registered Taxable Person - CT REG via Conversion', has its 'View' button highlighted with a red box. A red arrow points from a circled '1' in the 'OUR LOCATION' section to this button. The footer contains quick links, other links, and location information.

Step	Action
(1)	Select the Taxable Person from the list and click ' <b>View</b> ' to open the dashboard.



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What are you looking for?

User Type عربي

HOME

VAT REGISTERED TAXABLE PERSON - CT REG VIA CONVERSION

VAT  
EXCISE TAX  
CORPORATE TAX  
MY PAYMENTS  
MY CORRESPONDENCE  
USER AUTHORIZATION  
MY AUDIT  
MY REPORTS  
OTHER SERVICES

Required Actions

Due Date	Description
• 28/02/2018	VAT - Return submission pending for the period January 2018
• 28/03/2018	VAT - Return submission pending for the period February 2018
• 29/04/2018	VAT - Return submission pending for the period March 2018

Most Used Services

- VAT - New Registration

Registration Overview Taxable Person Details Certificates (1) Account Access

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	Action
Corporate Tax	● Not Registered	-	-	-	***
Value Added Tax	● Active	10080272500003	AE56868010080272500003	01/01/2018	***
Tax Group	● Not Registered	-	-	-	***
VAT Clearing Company - TINCO	● Not Registered	-	-	-	***
Excise Tax	● Not Registered	-	-	-	***
Warehouse Keeper	● Not Registered	-	-	-	***

Step	Action
(1)	The Tasheel Agent can help the Taxpayer to register for Corporate Tax via Conversion if he/she is already registered for Value Added Tax or Excise Tax. In this case, the Taxpayer is already registered for Value Added Tax with 'Active' status and wants to register for Corporate Tax.



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Home - VAT registered Taxable Person - CT REG via Conversion

Required Actions

Due Date	Description
28/02/2018	VAT - Return submission pending for the period January 2018
28/03/2018	VAT - Return submission pending for the period February 2018
29/04/2018	VAT - Return submission pending for the period March 2018

Most Used Services

- VAT - New Registration

Registration Overview | Taxable Person Details | Certificates (1) | Account Access

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	...
Corporate Tax	● Not Registered	-	-	-	...
Value Added Tax	● Active	10080272500003	AE56868010080272500003	01/01/2018	...
Tax Group	● Not Registered	-	-	-	...
VAT Clearing Company - TINCO	● Not Registered	-	-	-	...
Excise Tax	● Not Registered	-	-	-	...
Warehouse Keeper	● Not Registered	-	-	-	...

Register

View Application History

Step	Action
(1)	<ul style="list-style-type: none"> <li>In order to register the Taxpayer for Corporate Tax via Conversion, click '...' against the Corporate Tax registration type.</li> <li>Select <b>'Register'</b> to start the Taxpayer's Corporate Tax Registration via Conversion application.</li> </ul>



# Instructions and Guidelines

The screenshot shows the EMARATAX website interface for Corporate Tax Registration. Key elements include:

- Header:** EMARATAX logo and navigation menu.
- Service Overview:**
  - No. of form sections: 5 sections
  - Expected time to complete this application: 30 minutes
  - Expected fees for this service: Free of charge
- Tutorial materials:**
  - Watch Video Tutorial
  - Download User Manual
- Required Documents:**
  - List of documents required for registration.
  - Categories:
    - A. If the registrant is a Natural Person:
      - 1. Emirates ID/Passport of the Taxable Person
      - 2. Trade licenses
      - 3. Evidence of Business Activity
      - 4. Emirates IDs, Passports and Proof of Authorization of authorised signatories
    - B. If the registrant is a Legal Person or a Partnership:
      - 1. Certificate of Incorporation
      - 2. Decree Law, if you are a Federal/Emirate Government entity
      - 3. Cabinet Decision, if you are a Qualifying Public Benefit Entity
      - 4. Main trade license, including branch licenses associated with the main license
      - 5. Emirates IDs, Passports and Trade Licenses of owners.
      - 6. Emirates IDs, Passports and Proof of Authorization of authorised signatories
  - Note: 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 for Corporate Tax and obtain a Tax Registration Number (TRN).
- Navigation:** Back and Start buttons.



The 'instructions and guidelines' page is designed to help the Taxpayer understand certain important requirements relating to Corporate Tax Registration in the UAE. It also provides guidance on what information the Taxpayer should have in hand when completing the Corporate Tax Registration application.



The screenshot shows the 'Corporate Tax Registration' page on the MARATAX portal. The page includes a search bar, navigation menu, and a list of required documents for registration. A red box highlights a checkbox with the text 'I confirm that I have read the above instructions and guidelines', which is marked with a yellow callout bubble containing the number '1'. Below the checkbox are 'Back' and 'Start' buttons.

Step	Action
(1)	Read the instructions and guidelines for Corporate Tax Registration and mark the checkbox to confirm.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > Corporate Tax Registration

3. Evidence of Business Activity  
4. Emirates IDs, Passports and Proof of Authorization of authorised signatories

B. If the registrant is a Legal Person or a Partnership:

- 1. Certificate of Incorporation
- 2. Decree Law, if you are a Federal/Emirate Government entity
- 3. Cabinet Decision, if you are a Qualifying Public Benefit Entity
- 4. Main trade license, including branch licenses associated with the main license
- 5. Emirates IDs, Passports and Trade Licenses of owners.
- 6. Emirates IDs, Passports and Proof of Authorization of authorised signatories

Accepted file types are PDF, DOC and DOCK. The individual file size limit is 15 MB.

Service Details

About the Service

Use this service to register for Corporate Tax and obtain a Tax Registration Number (TRN).

Eligibility Criteria

Service Steps

FAQs

I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click ' <b>Start</b> ' to initiate the registration of the Taxpayer's Corporate Tax application.



## Entity Details Section



- The registration application has been divided into five 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.
- The Taxpayer is requested to ensure that the documents submitted, supports the information entered in the application. This would help to avoid any rejection or resubmission of the application later.



Step	Action
(1)	The fields 'Entity Type' and 'Entity Sub-Type' of the Taxpayer's business will be pre-populated. If needed, the Tasheel Agent can only change the Entity Type to 'Partnership'.



These fields are pre-populated and greyed-out if the Entity Type and Entity Sub-Type are the same as entered in Value Added Tax Registration application of the Taxpayer.



Step	Action
(1)	Select 'Yes' if the Taxpayer is a Qualifying Public Business Entity.



The screenshot shows the 'Corporate Tax Registration' form in the MARATAX system. The form includes fields for Entity Type (Legal Person - Incorporated), Entity Sub-Type (Public Joint Stock Company), Country of Registration (United Arab Emirates), and Date of Incorporation (08/02/2005). A section titled 'Are you a Qualifying Public Benefit Entity?' has radio buttons for 'Yes' and 'No'. Below this, there is a 'Cabinet Decision Number' field and two file upload areas: 'Upload Certificate of Incorporation' and 'Upload Cabinet Decision'. Both upload areas have a green 'Add/View()' button and a 'Drag files here' instruction. A red box highlights the 'Cabinet Decision Number' field and the 'Upload Cabinet Decision' area. A yellow circle with the number '1' is placed below the 'Upload Cabinet Decision' area.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter '<b>Cabinet Decision Number</b>' if the Taxpayer is a Qualifying Public Business Entity.</li> <li>Upload supporting documents.</li> </ul>



The screenshot shows the 'Corporate Tax Registration' form in the MARATAX system. The 'Corporate Tax Period' dropdown menu is highlighted with a red box and a yellow circle containing the number '1'. The form includes the following fields:

- Cabinet Decision Number: Cabinet Decision No (56)
- Upload Certificate of Incorporation: Add/View() button, Drag files here, Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3
- Upload Cabinet Decision: Add/View() button, Drag files here, Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3
- Corporate Tax Period Details:
  - Corporate Tax Period: June - May (highlighted with a red box and a yellow circle containing '1')
  - First Corporate Tax Period Start Date: 01/06/2023
  - First Corporate Tax Period End Date: 31/05/2024
  - First Corporate Tax Return Filing Due Date: 28/02/2025

Navigation buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Enter 'Corporate Tax Period'.



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What are you looking for?

User Type عربي

Home VAT registered Taxable Person - CT REG via Conversion Corporate Tax Registration

### Corporate Tax Registration

Cabinet Decision Number  
Cabinet Decision No (56)

Upload Certificate of Incorporation  
Add/View() Drag files here  
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Upload Cabinet Decision  
Add/View() Drag files here  
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

#### Corporate Tax Period Details

Corporate Tax Period  
June - May

First Corporate Tax Period Start Date  
01/06/2023

First Corporate Tax Period End Date  
31/05/2024

First Corporate Tax Return Filing Due Date  
28/02/2025

Previous Step Cancel Save as Draft Next Step



- You may click on '**Save as Draft**' to save the Taxpayer's application and return to continue working on the Taxpayer's application later.
- You may click on '**Cancel**' to cancel the application.



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



# Identification Details Section

## Main License Details

Step	Action
(1)	The Main License Details of the Taxpayer are pre-populated from the Value Added Tax Registration application and greyed-out here.



## Business Activities Details

Corporate Tax Registration

Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***

Do any of the owners hold more than 25% of the ownership?  
 Yes  No

Owners List

Owner Type	Name in English	Name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Legal Name	الاسم القانوني	TRADELICENSE0004	100.00	***

Local Branch Details

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	The Business Activities Details of the Taxpayer are pre-populated from the Value Added Tax Registration application and greyed-out here.



## Owners List Details

The screenshot shows the 'Corporate Tax Registration' form in the MARATAX system. The 'Owners List' section is highlighted with a red box and a yellow circle with the number 1. The table below shows the details of the owner.

Owner Type	Name in English	Name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Legal Name	الاسم القانوني	TRADELICENSE0004	100.00	***

Step	Action
(1)	The Ownership and Owners List Details of the Taxpayer are pre-populated from the Value Added Tax Registration application and greyed-out here.



## Local Branch Details

The screenshot shows the 'Corporate Tax Registration' form in the MARATAX system. The 'Local Branch Details' section is highlighted with a red box and a yellow callout '1'. The form includes the following sections:

- Activity:** A table with columns for Activity, Description, and ID. The selected activity is 'Agriculture, forestry and fishing' with ID '0111'.
- Ownership:** A question 'Do any of the owners hold more than 25% of the ownership?' with 'Yes' and 'No' radio buttons.
- Owners List:** A table with columns: Owner Type, Name in English, Name in Arabic, ID Number, Shareholding Percentage, and Actions. One owner is listed: 'Legal Person' with ID 'TRADELICENSE0004' and 100.00% shareholding.
- Local Branch Details:** A question 'Do you have branches in the UAE related to the Trade License provided above?' with 'Yes' and 'No' radio buttons. This section is highlighted with a red box and a yellow callout '1'.

Step	Action
(1)	The Local Branch Details of the Taxpayer are pre-populated from the Value Added Tax Registration application and greyed-out here.



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What are you looking for?

User Type عربي

Home VAT registered Taxable Person - CT REG via Conversion Corporate Tax Registration

### Corporate Tax Registration

Activity

Agriculture, forestry and fishing Crop and animal production, hunting and related service activities Growing of non-perennial crops Growing of cereals (except rice), leguminous crops and oil seeds 0111 \*\*\*

Do any of the owners hold more than 25% of the ownership?

Yes  No

Owners List

+ Add Owner

Owner Type	Name in English	Name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Legal Name	الاسم القانوني	TRADELICENSE0004	100.00	***

Local Branch Details

Do you have branches in the UAE related to the Trade License provided above?

Yes  No

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

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



## Contact Details Section

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FEDERAL TAX AUTHORITY

Home > VAT registered Taxable Person - CT REG via Conversion > Corporate Tax Registration

Corporate Tax Registration

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Building Name & Number

Street: Building Name & Number Area: Area

City: Dubai Emirate: Dubai

Country Code Mobile Number Country Code Landline Number

Previous Step Cancel Save as Draft Next Step



The Company's physical address of the Taxpayer is pre-populated from the Value Added Tax Registration application and greyed-out here.



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FEDERAL TAX AUTHORITY

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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > Corporate Tax Registration

### Corporate Tax Registration

#### Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country: United Arab Emirates

Building Name & Number: Building Name & Number

Street: Building Name & Number

Area: Area

City: Dubai

Emirate: Dubai

Country Code: +971 ( United Arab Emirates )

Mobile Number: 345678908

Country Code: +971 ( United Arab Emirates )

Landline Number: 34567890

Email ID: taxableperson@contact.com

P.O. Box (Optional): POBOX

Previous Step Cancel Save as Draft Next Step



- You must carefully post the contacting details information of the Taxpayer in this section.
- 'P.O. Box (Optional)' is pre-populated from the Value Added Tax Registration application and greyed-out here.



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MARATAX

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FEDERAL TAX AUTHORITY

trainingm@demo.com

What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > Corporate Tax Registration

### Corporate Tax Registration

#### Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country: United Arab Emirates

Building Name & Number: Building Name & Number

Street: Building Name & Number

Area: Area

City: Dubai

Emirate: Dubai

Country Code: +971 ( United Arab Emirates )

Mobile Number: 923456789

Country Code: +971 ( United Arab Emirates )

Landline Number: 92345678

Email ID: taxableperson@contact.com

P.O. Box (Optional): POBOX

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



## Authorized Signatory Section

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click '<b>Add Authorized Signatory</b>' to enter the Authorized Signatory details of the Taxpayer.</li> <li>The Taxpayer can add one or more Authorized Signatory, if required.</li> <li>The Authorized Signatory from the Value Added Tax Registration application will be available here, if any.</li> </ul>



Step	Action
(1)	After completing all mandatory fields, click 'Add'.



Corporate Tax Registration

Authorized Signatory

Name in English	Name in Arabic	ID Number	Email ID	Actions
Demo User	تجريبي مستخدم	512-3456-7890323-4	demouser@authorised.com	***

Buttons: Previous Step, Cancel, Save as Draft, Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



## Review and Declaration Section

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Home > VAT registered Taxable Person - CT REG via Conversion > Corporate Tax Registration

Corporate Tax Registration

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

Review and Declaration

Step 1: Entity Details

Entity Type: Legal Person - Incorporated

Entity Sub-Type: Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates

Date of Incorporation: 08/02/2005

Are you a Qualifying Public Benefit Entity?  
 Yes  No

Cabinet Decision Number  
Cabinet Decision No (56)

Previous Step Cancel Save as Draft Submit



This section highlights all the details entered by you, across the application. The Taxpayer is required to review and submit the application.



Step	Action
(1)	After carefully reviewing all of the information entered on the application with the Taxpayer, mark the checkbox to declare the correctness of the information provided in the application.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > Corporate Tax Registration

### Corporate Tax Registration

Step 3: Contact Details

Step 4: Authorized Signatory

#### Declaration

First Name in English Demo	Last Name in English User	
First Name in Arabic دومو	Last Name in Arabic يوزر	
Country Code +971 ( United Arab Emirates )	Mobile Number 901109887	Email trainingm@demo.com
Submission Date 08/02/2024		

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.

Previous Step Cancel Save as Draft Submit



Tasheel Agent's role is to prepare and fill out the application, while Taxpayer is responsible for reviewing and submitting the application.



## Post Application Submission

The screenshot shows the EMARATAX portal interface. The main heading is "Corporate Tax Registration" and the status is "Application Submitted Successfully". A progress indicator shows "Submitted". The following details are displayed:

- Entity Name : Legal Name
- Applicant Name : Demo User
- Reference Number : 101000064776
- Submission Date & Time : 8 February 2024, 13:55 GST

Below the details, there is a "What's Next" section with the text: "Processing your application: Your application will now be reviewed by the FTA. If we require more information to assist with our review, you will be notified. You will need to provide the information requested in order for us to continue processing your application."

After the Taxpayer's application is submitted successfully, a Reference Number is generated for the Taxpayer's submitted application. You must notify the Taxpayer about 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 the Taxpayer in order to assist with the verification of the Taxpayer's application, the Taxpayer will receive an email notification setting out the information required from the Taxpayer.
- Once the FTA confirms acceptance of the Taxpayer's application, or if the FTA rejects the Taxpayer's application, the Taxpayer will be notified on the decision.
- The status of the Taxpayer's application in the dashboard will be updated accordingly. The Taxpayer may check the Taxpayer's application status in the dashboard from time to time.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person > CT REG via Conversion > Corporate Tax Registration

Corporate Tax Registration

Application Submitted Successfully

Submitted

Entity Name : Legal Name  
Applicant Name : Demo User  
Reference Number : 101000064776  
Submission Date & Time : 8 February 2024, 13:55 GST

What's Next:  
Processing your application:  
• Your application will now be reviewed by the FTA. If we require more information to assist with our review, you will be notified. You will need to provide the information requested in order for us to continue processing your application.

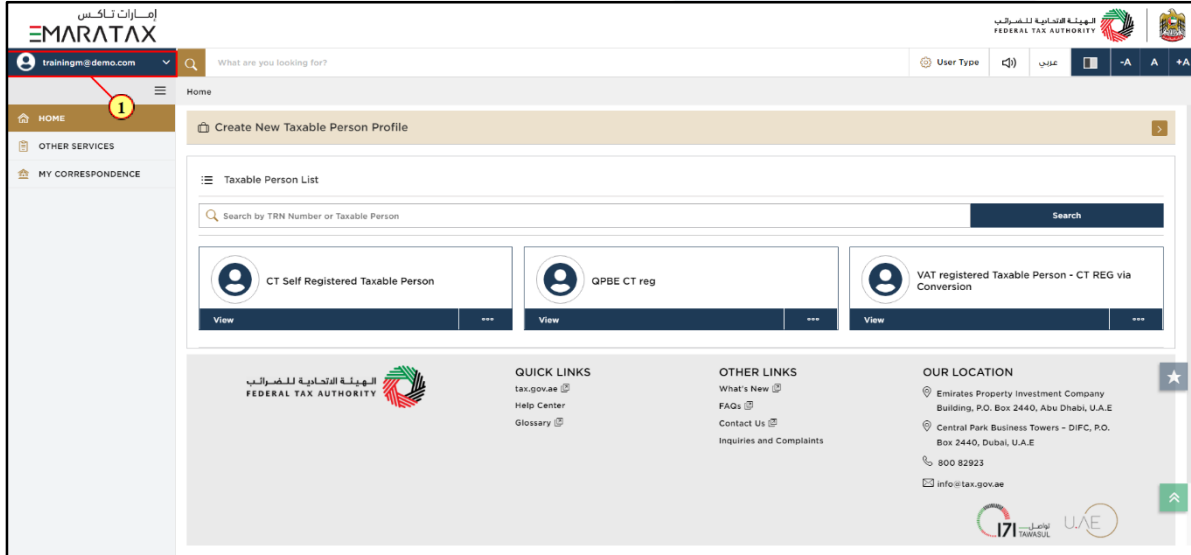
Step	Action
(1)	Click ' <b>Home</b> ' to navigate back to the Taxable Person dashboard.



## Logoff from Taxable Person's Account

Tasheel Agent must logoff from the Taxable Person's Account.

## Taxable Person Dashboard



Step	Action
(1)	Click on 'trainingm@demo.com'.



Step	Action
(1)	Click on ' <b>Logout</b> ' to logout from the Taxable Person's Account.



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عربي -A A +A

**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 signup here

[Sign Up](#)

Got any question on the new system?  
[Read the FAQs](#)

**Login with your E-mail**

E-mail Address

E-Mail Address

Password

Password

[Forgot password?](#)

Enter Security Code

991166

Login

**Login with UAE PASS**

UAE Pass is a single trusted digital identity for all citizens, residents to United Arab Emirates



You will be re-directed back to the EmaraTax Portal Login Screen.



# End of Corporate Tax Registration via Conversion by Tasheel Agent to assist the Taxpayer

End of the process of Corporate Tax Registration via Conversion by a Tasheel Agent to assist the Taxpayer.



## Login via UAE PASS

Follow the steps covered in “Login via UAE PASS” described in this manual to login to the Taxable Person’s Account.



# Re-Submission of Corporate Tax Registration application by a Tasheel Agent to assist the Taxpayer

This manual is prepared to help a Tasheel Agent to navigate through the Federal Tax Authority EmaraTax portal and assist the Taxpayer in filling out the Re-Submission of Corporate Tax Registration application using Taxpayer UAE PASS. The Tasheel Agent will complete the application. The Taxpayer will then review and independently submit the application. When the FTA seeks clarifications/requires more information to assist with their review of the submitted Registration application, the application will be sent back to the applicant with additional information notification.



## Taxable Person Tile

The screenshot shows the MARATAX user interface. At the top, there is a search bar and navigation options. The main content area is titled 'Taxable Person List' and includes a search filter. Below the search bar, there are three profile cards, each with a 'View' button. The 'View' button for the 'VAT registered Taxable Person - CT REG via Conversion' card is highlighted with a red box. A red arrow points from a circled '1' in the 'OUR LOCATION' section to this button. The footer contains quick links, other links, and location information.

Step	Action
(1)	Select the Taxable Person from the list and click ' <b>View</b> ' to open the dashboard.



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What are you looking for?

User Type عربي

HOME

VAT REGISTERED TAXABLE PERSON - CT REG VIA CONVERSION

VAT

EXCISE TAX

CORPORATE TAX

MY PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

MY AUDIT

MY REPORTS

OTHER SERVICES

Required Actions

Due Date	Description
28/02/2018	VAT - Return submission pending for the period January 2018
28/03/2018	VAT - Return submission pending for the period February 2018
29/04/2018	VAT - Return submission pending for the period March 2018

Most Used Services

- VAT - New Registration

Registration Overview Taxable Person Details Certificates (1) Account Access

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	Application Reference Number	Action
Corporate Tax	● Awaiting Information	-	-	-	101000064776	...
Value Added Tax	● Active	100802725000003	AE568680100802725000003	01/01/2018	-	...
Tax Group	● Not Registered	-	-	-	-	...
VAT Clearing Company - TINCO	● Not Registered	-	-	-	-	...
Excise Tax	● Not Registered	-	-	-	-	...
Warehouse Keeper	● Not Registered	-	-	-	-	...



When the FTA seeks clarifications/requires more information to assist with their review of the submitted Registration application, the application will be sent back to the applicant seeking additional information.  
You can find the registration status as '**Awaiting Information**' against Corporate Tax registration type.



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What are you looking for?

HOME

VAT REGISTERED TAXABLE PERSON - CT REG VIA CONVERSION

VAT  
EXCISE TAX  
CORPORATE TAX  
MY PAYMENTS  
MY CORRESPONDENCE  
USER AUTHORIZATION  
MY AUDIT  
MY REPORTS  
OTHER SERVICES

Required Actions

Due Date	Description
28/02/2018	VAT - Return submission pending for the period January 2018
28/03/2018	VAT - Return submission pending for the period February 2018
29/04/2018	VAT - Return submission pending for the period March 2018

Most Used Services

- VAT - New Registration

Registration Overview | Taxable Person Details | Certificates (1) | Account Access

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	Applicati Number	View Application History
Corporate Tax	● Awaiting Information	-	-	-	101000064776	...
Value Added Tax	● Active	100802725000003	AE568680100802725000003	01/01/2018	-	...
Tax Group	● Not Registered	-	-	-	-	...
VAT Clearing Company - TINCO	● Not Registered	-	-	-	-	...
Excise Tax	● Not Registered	-	-	-	-	...
Warehouse Keeper	● Not Registered	-	-	-	-	...

Continue

Step	Action
(1)	<ul style="list-style-type: none"> <li>The Tasheel Agent can assist the Taxpayer in filling out the Corporate Tax Registration application.</li> <li>In order to update the registration application with information requested by the FTA, click '...' against the Corporate Tax registration type.</li> <li>Select 'Continue' to start the Re-Submission of Taxpayer's Corporate Tax Registration application.</li> </ul>



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الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

Home > VAT-registered Taxable Person - CT.REG via Conversion > CT.Registration Application History > Corporate Tax Registration

Corporate Tax Registration

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

Review and Declaration

Step 1: Entity Details

Entity Type  
Legal Person - Incorporated

Entity Sub-Type  
Public Joint Stock Company

Country of Registration/Incorporation  
United Arab Emirates

Date of Incorporation  
08/02/2005

Are you a Qualifying Public Benefit Entity?  
 Yes  No

Cabinet Decision Number  
Cabinet Decision No (56)

Previous Step Save as Draft Submit



The sections of the application previously submitted are all highlighted in green. The section that has the FTA review comments is highlighted with an '!' icon next to it.

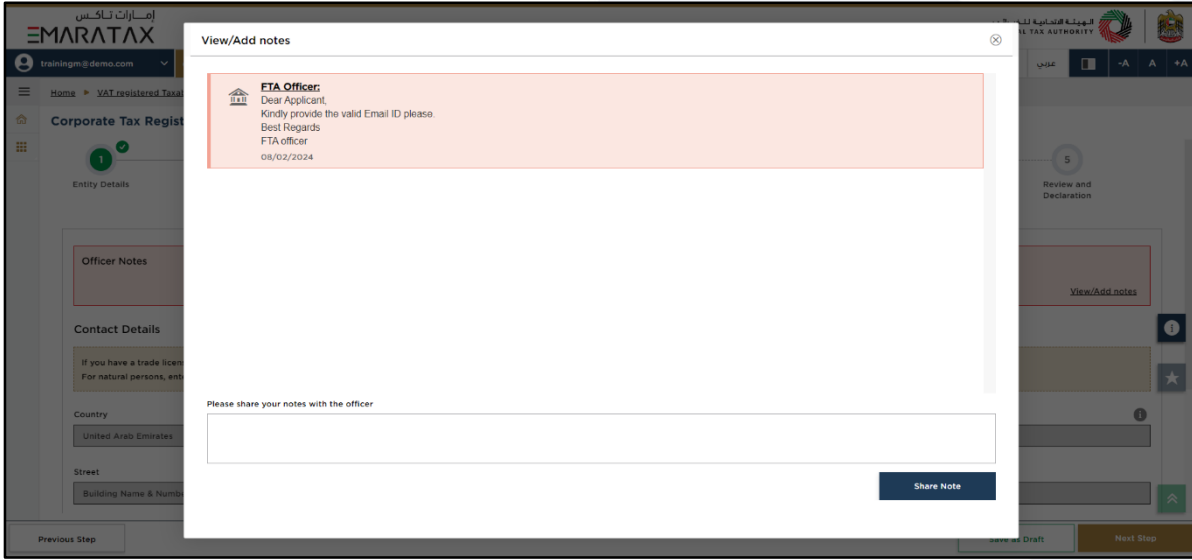


The screenshot displays the 'Corporate Tax Registration' workflow. Step 3, 'Contact Details', is highlighted with a red box and a yellow circle with the number 1. Below the workflow, the 'Review and Declaration' section is expanded to show 'Step 1: Entity Details'. The form includes fields for Entity Type (Legal Person - Incorporated), Country of Registration (United Arab Emirates), Entity Sub-Type (Public Joint Stock Company), and Date of Incorporation (08/02/2005). There are also radio buttons for 'Are you a Qualifying Public Benefit Entity?' (Yes/No) and a 'Cabinet Decision Number' field.

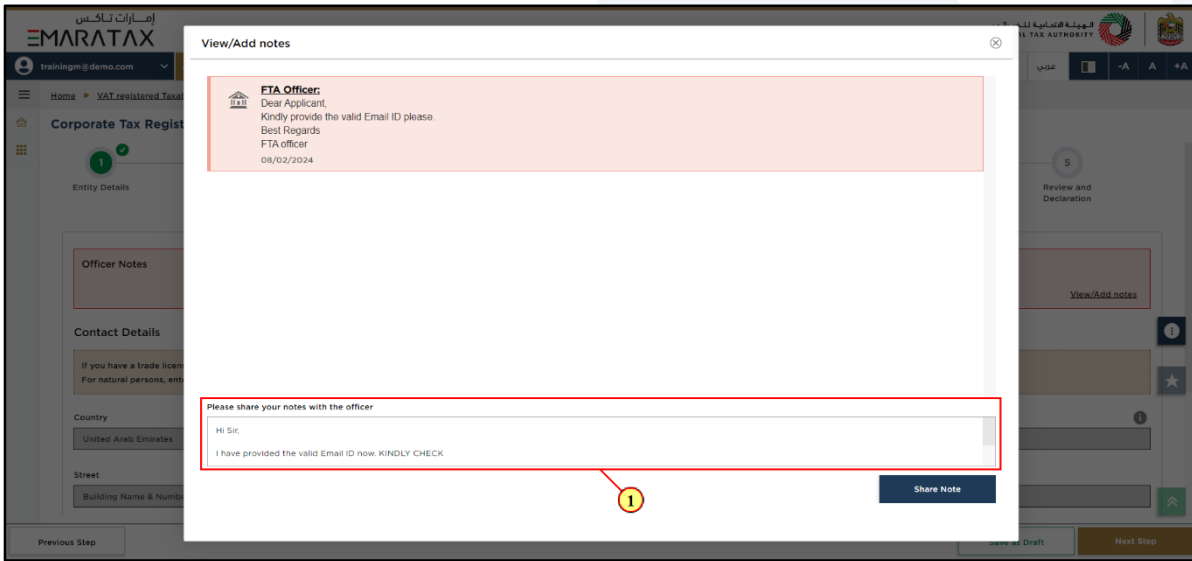
Step	Action
(1)	Click ' <b>Contact Details</b> ' to access the section that has the FTA review comments.



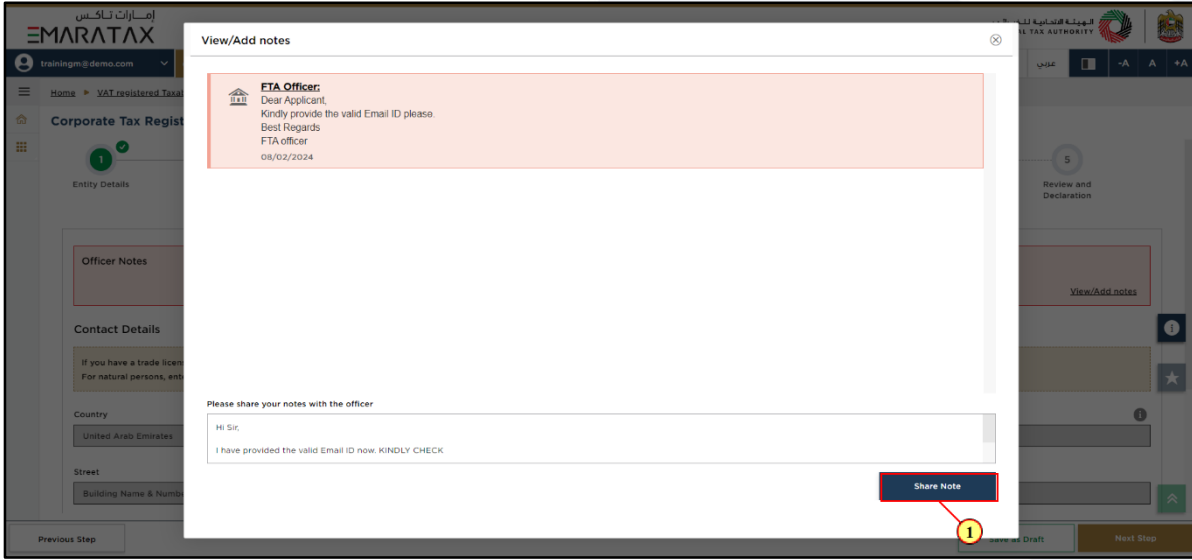
Step	Action
(1)	Click ' <b>View/Add notes</b> ' to view the FTA Officer notes.



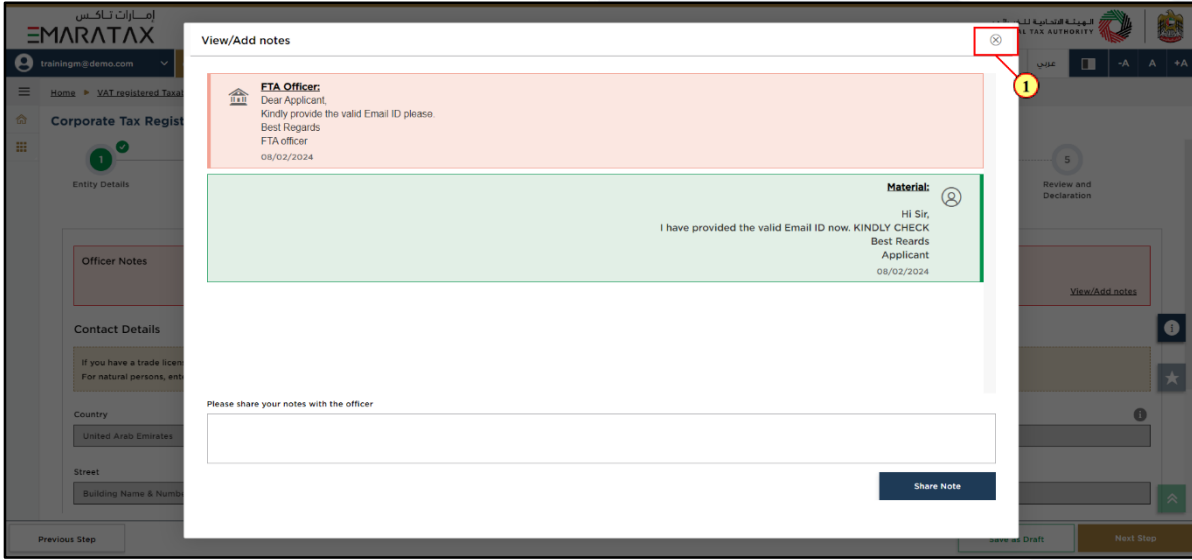
The FTA Officer review comments are available here. Share the details with the Taxpayer.



Step	Action
(1)	Based on the information shared by the Taxpayer, update the response to be sent back to the FTA Officer. Show the notes entered by you to the Taxpayer for confirmation.



Step	Action
(1)	Click ' <b>Share Note</b> ' to share notes with the FTA Officer.



Step	Action
(1)	Click here to close the 'View/Add notes' window.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > CT Registration Application History > Corporate Tax Registration

### Corporate Tax Registration

#### Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country: United Arab Emirates

Building Name & Number: Building Name & Number

Street: Building Name & Number

Area: Area

City: Dubai

Emirate: Dubai

Country Code: +971 ( United Arab Emirates )

Mobile Number: 923456789

Country Code: +971 ( United Arab Emirates )

Landline Number: 92345678

Email ID: taxableperson@gmail.com

P.O. Box (Optional): POBOX

Previous Step

Save as Draft

Next Step

Step	Action
(1)	Update the Taxpayer's 'Email ID' carefully.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > CT Registration Application History > Corporate Tax Registration

### Corporate Tax Registration

#### Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country: United Arab Emirates

Building Name & Number: Building Name & Number

Street: Building Name & Number

Area: Area

City: Dubai

Emirate: Dubai

Country Code: +971 ( United Arab Emirates )

Mobile Number: 923456789

Country Code: +971 ( United Arab Emirates )

Landline Number: 92345678

Email ID: taxableperson@gmail.com

P.O. Box (Optional): POBOX

Previous Step Save as Draft Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > CT Registration Application History > Corporate Tax Registration

### Corporate Tax Registration

- 1 Entity Details
- 2 Identification Details
- 3 Contact Details
- 4 Authorized Signatory
- 5 Review and Declaration

Officer Notes

View/Add notes

Authorized Signatory

Authorized Signatory List

+ Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email ID	Actions
Demo User	تدريب مستخدم	512-3456-7890323-4	demouser@authorised.com	***

Previous Step Save as Draft Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



## Review and Declaration Section

The screenshot displays the EMARATAX web application interface. At the top, there is a navigation bar with the user's email 'trainingm@demo.com' and a search bar. The main content area is titled 'Corporate Tax Registration' and features a progress indicator with five steps: 1. Entity Details (green), 2. Identification Details (green), 3. Contact Details (red), 4. Authorized Signatory (green), and 5. Review and Declaration (green). The 'Review and Declaration' section is expanded, showing the following details:

Entity Type	Legal Person - Incorporated	Entity Sub-Type	Public Joint Stock Company
Country of Registration/Incorporation	United Arab Emirates	Date of Incorporation	08/02/2005
Are you a Qualifying Public Benefit Entity?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Cabinet Decision Number	Cabinet Decision No (56)		

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



This section highlights all the details entered by you, across the application. The Taxpayer is required to review and submit the application.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > CT Registration Application History > Corporate Tax Registration

### Corporate Tax Registration

Step 3: Contact Details

Country: United Arab Emirates

Street: Building Name & Number

City: Dubai

Country Code: +971 ( United Arab Emirates )

Mobile Number: 923456789

Building Name & Number: Building Name & Number

Area: Area

Emirate: Dubai

Country Code: +971 ( United Arab Emirates )

Landline Number: 92345678

Email ID: TAXABLEPERSON@CONTACT.COM

P.O. Box (Optional): POBOX

Old New

Previous Step Save as Draft Submit



This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The old value is highlighted here.



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What are you looking for?

User Type عربي

Home VAT registered Taxable Person - CT REG via Conversion CT Registration Application History Corporate Tax Registration

### Corporate Tax Registration

Email ID TAXABLEPERSON@CONTACT.COM		P.O. Box (Optional) POBOX	
Country United Arab Emirates		Building Name & Number Building Name & Number	
Street Building Name & Number		Area Area	
City Dubai		Emirate Dubai	
Country Code +971 ( United Arab Emirates )	Mobile Number 923456789	Country Code +971 ( United Arab Emirates )	Landline Number 92345678
Email ID TAXABLEPERSON@gmail.com		P.O. Box (Optional) POBOX	

Step 4: Authorized Signatory

Previous Step Save as Draft Submit



This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The new value is highlighted here.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > CT Registration Application History > Corporate Tax Registration

### Corporate Tax Registration

Name in English	Name in Arabic	ID Number	Email ID
Demo User	المستخدم الترنينج	512-3456-7890323-4	demouser@authorised.com

**Declaration**

First Name in English: Demo

Last Name in English: User

First Name in Arabic:

Last Name in Arabic:

Country Code: +971 ( United Arab Emirates )

Mobile Number: 901109887

Email: trainingm@demo.com

Submission Date: 08/02/2024

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.

Previous Step 1 Save as Draft Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application with the Taxpayer, mark the checkbox to declare the correctness of the information provided in the application.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > CT Registration Application History > Corporate Tax Registration

### Corporate Tax Registration

Name in English	Name in Arabic	ID Number	Email ID
Demo User	المستخدم التمرين	512-3456-7890323-4	demouser@authorised.com

#### Declaration

First Name in English: Demo

Last Name in English: User

First Name in Arabic:

Last Name in Arabic:

Country Code: +971 ( United Arab Emirates )

Mobile Number: 901109887

Email: trainingm@demo.com

Submission Date: 08/02/2024

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.

Previous Step Save as Draft Submit



Tasheel Agent's role is to prepare and fill out the application, while Taxpayer is responsible for reviewing and submitting the application.



## Post Application Submission

The screenshot displays the EMARATAX portal interface. The main heading is "Corporate Tax Registration". A central message states "Application Submitted Successfully" with a "Submitted" status indicator. Below this, a list of details is provided:

- Entity Name : Legal Name
- Applicant Name : Demo User
- Reference Number : 101000064776
- Submission Date & Time : 8 February 2024, 14:07 GST

On the left, there is an icon of a document with a checkmark. At the bottom left, a "What's Next" section states: "Processing your application: Your application will now be reviewed by the FTA. If we require more information to assist with our review, you will be notified. You will need to provide the information requested in order for us to continue processing your application."

After the Taxpayer's application is submitted successfully, a Reference Number is generated for the Taxpayer's submitted application. You must notify the Taxpayer about 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 the Taxpayer in order to assist with the verification of the Taxpayer's application, the Taxpayer will receive an email notification setting out the information required from the Taxpayer.
- Once the FTA confirms acceptance of the Taxpayer's application, or if the FTA rejects the Taxpayer's application, the Taxpayer will be notified on the decision.
- The status of the Taxpayer's application in the dashboard will be updated accordingly. The Taxpayer may check the Taxpayer's application status in the dashboard from time to time.



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What are you looking for?

User Type عربي

Home > VAT registered Taxable Person - CT REG via Conversion > CT Registration Application History > Corporate Tax Registration

Corporate Tax Registration

Application Submitted Successfully

Submitted

Entity Name : Legal Name  
Applicant Name : Demo User  
Reference Number : 10100064776  
Submission Date & Time : 8 February 2024, 14:07 GST

What's Next:  
Processing your application:  
• Your application will now be reviewed by the FTA. If we require more information to assist with our review, you will be notified. You will need to provide the information requested in order for us to continue processing your application.

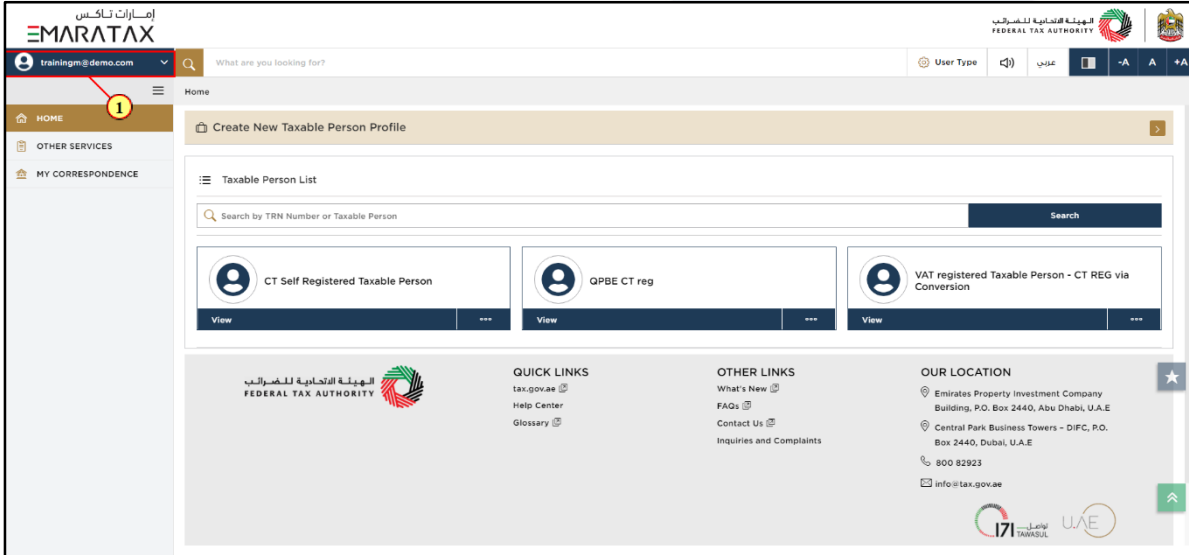
Step	Action
(1)	Click ' <b>Home</b> ' to navigate back to the Taxable Person dashboard.



# Logoff from Taxable Person's Account

Tasheel Agent must logoff from the Taxable Person's Account.

## Taxable Person Dashboard



Step	Action
(1)	Click on 'trainingm@demo.com'.



Step	Action
(1)	Click on ' <b>Logout</b> ' to logout from the Taxable Person's Account.



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FEDERAL TAX AUTHORITY

عربي -A A +A

**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 signup here

[Sign Up](#)

Got any question on the new system?  
[Read the FAQs](#)

**Login with your E-mail**

E-mail Address

E-Mail Address

Password

Password

[Forgot password?](#)

Enter Security Code

991166

[Login](#)

**Login with UAE PASS**

UAE Pass is a single trusted digital identity for all citizens, residents to United Arab Emirates

 You will be re-directed back to the EmaraTax Portal Login Screen.



# End of Re-Submission of Corporate Tax Registration application by Tasheel Agent to assist the Taxpayer

End of the process of Re-Submission of Corporate Tax Registration application by a Tasheel Agent to assist the Taxpayer.