



## Link Tax Agency to Tax Agent - User Manual

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## Document Control Information

### Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
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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"> <li>Registered for VAT</li> <li>Registered for Excise</li> <li>Non-registered Taxpayer</li> <li>Tax Group</li> <li>Warehouse Keeper</li> <li>Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>Excise Tax Clearing Company (TINCE)</li> </ul>
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
<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 the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

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# Introduction



This manual is prepared to help a registered Tax Agency and Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to link a Tax Agent to Tax Agency.

The Tax Agency needs to initiate a Tax Agent link request application by providing the Tax Agent whom they want to link.

The Tax Agent needs to accept the request by logging into their EmaraTax account.

Once the request is accepted, the application shall be sent to FTA for review. On approval of the application by the FTA, the Tax Agent shall be linked to the Tax Agency.

Tax Agency Approval Number, Tax Agency registration certificate, Tax Agent Approval number, Tax Agent registration certificate shall be issued by FTA if the Tax Agency has added their first Tax Agent; and if the Tax Agent is linked to Tax Agency for the first time.

Else, an updated Tax Agency registration certificate and Tax Agent registration certificate shall be issued. The Tax Agent shall be added to the Tax Agent register and published in the FTA website.



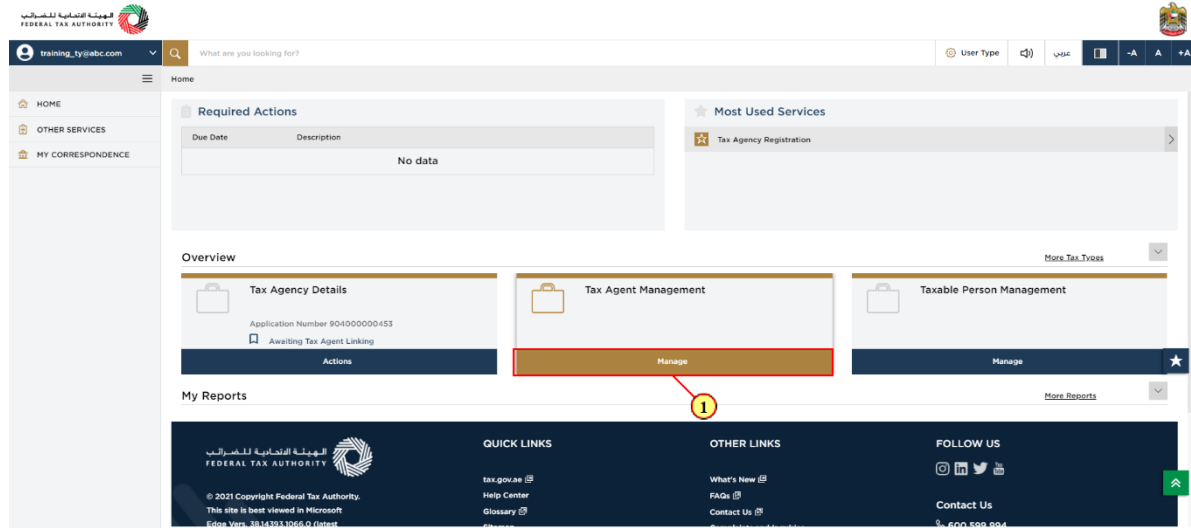
# Login to EmaraTax as Tax Agency



- 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.

# Link Tax Agency to Tax Agent – Steps to be performed by the Tax Agency

## Tax Agent Management Tile



Step	Action
(1)	Click 'Manage' in the Tax Agent Management tile.



The screenshot displays the 'Agent List' interface. At the top, there's a navigation bar with the user's email 'training\_ty@abc.com' and a search bar. Below this, the 'Agent List' section is visible, featuring a table with the following columns: TAAID, Emirates ID, Email ID, Name(EN), Name(AR), Date From, Date To, Status, Status Date, and Actions. The table is currently empty, with the text 'No data' centered below it. To the right of the table, there is a '+ Add Agent' link. The page also includes a 'Back' button at the bottom left and a sidebar with icons for home, search, and other functions.



- The Tax Agents linked to the Tax Agency are displayed in this page. If there are no Tax Agents linked to the Tax Agency, this list will be empty.
- The current status of linking of each Tax Agent is available in the list.





## Tax Agent List

Step	Action
(1)	Click 'Add Agent' to add details of the tax agent to be linked.



## Add Tax Agent

Step	Action
(1)	<ul style="list-style-type: none"> <li>To add the Tax Agent, you can search the Tax Agent via 'TAAN' or 'Emirates ID'. Enter the 'TAAN' or 'Emirates ID' of the Tax Agent to be linked and click 'Validate'.</li> <li>The Tax Agent details will be displayed if the entered 'TAAN' or 'Emirates ID' provided is valid.</li> </ul>



**Add Tax Agent**

Please enter the TAAN or the Emirates ID of the Tax Agent that you wish to be assigned to your Tax Agency

☐ TAAN ☒ Emirates ID

Tax Agent Emirates ID

Tax Agent name in English

Tax Agent name in Arabic

Professional Indemnity Insurance Details

Professional Indemnity Insurance Details  
☒ Yes ☐ No

PII Number

PII Expiry Date

Upload Professional Indemnity Insurance Details

Drag files here

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



- Ensure that the Professional Indemnity Insurance uploaded has the required validity and is not expired.
- The Tax Agent shall not be allowed to practise if Professional Indemnity Insurance is expired.



**Add Tax Agent**

Please enter the TAAID or the Emirates ID of the Tax Agent that you wish to be assigned to your Tax Agency

☐ TAAID ☒ Emirates ID

Tax Agent Emirates ID

Tax Agent name in English

Tax Agent name in Arabic

**Professional Indemnity Insurance Details**

☒ Yes ☐ No

PII Number

PII Expiry Date

**Upload Professional Indemnity Insurance Details**

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

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter the Professional Indemnity Insurance details of the Tax Agent.</li> <li>Upload the copy of Professional Indemnity Insurance document.</li> <li>Click 'Add Agent' to submit the linking request. The Tax Agent shall receive an email notification regarding the linking request.</li> </ul>



## Post Application Submission

Link a Tax Agent to Tax Agency

Application Submitted Successfully

Name : [Linking to Tax Agent](#)

Reference Number : 900000001903

Submitted Date : 18 August 2022

**What Next:**

- Once the application is submitted, the FTA shall approve, reject or request 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: Website: [FTA](#) | Outside UAE: +971 505555554 | Email us at: [info@fta.gov.ae](#)

[Back to Dashboard](#) [Download](#)

- The link Tax Agency to Tax Agent application is submitted successfully to the Tax Agent. A Reference Number is generated for the submitted application. Note this reference number for future purposes.
- The application will be forwarded to the Tax Agent for acceptance.
- The status of your request on the Dashboard will change to “In Review” and you will receive an email confirmation.
- Read the “What Next” and “Important Notes”.

Link a Tax Agent to Tax Agency

Application Submitted Successfully

Name : [Linking to Tax Agent](#)

Reference Number : 900000001903

Submitted Date : 18 August 2022

**What Next:**

- Once the application is submitted, the FTA shall approve, reject or request 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.
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[Back to Dashboard](#) [Download](#)

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>Click 'Back to Dashboard' to navigate back to the Tax Agency dashboard.</li> </ul>



The screenshot shows the user interface of the Federal Tax Authority portal. At the top, there is a navigation bar with the user's email (training\_ty@abc.com) and a search bar. Below the navigation bar, the main content area is divided into several sections:

- Required Actions:** A table with columns 'Due Date' and 'Description'. The table is currently empty, showing 'No data'.
- Most Used Services:** A list of services including 'Link a Tax Agent to Tax Agency' and 'Tax Agency Registration'.
- Overview:** A section containing three cards: 'Tax Agency Details' (showing TAN: 30633051 and 'Active' status), 'Tax Agent Management', and 'Taxable Person Management'.
- My Reports:** A section for reports, currently empty.
- Footer:** Contains 'QUICK LINKS' (tax.gov.ae), 'OTHER LINKS' (What's New), and 'FOLLOW US' (social media icons).

- Once the application is accepted by the Tax Agent, the status will be changed as 'Active'.



training\_ty@abc.com What are you looking for? User Type عربي

Home Tax Agent Management

Agent List + Add Agent

Customize Columns Status Search

TAAN	Emirates ID	Email ID	Name(EN)	Name(AR)	Date From	Date To	Status	Status Date	Actions
0020003018		training_tt@abc.com	Abdul Rehman	عبد رحمن	18/08/2022	31/12/9999	Linked	18/08/2022	...

Back



You can check the status in 'Agent List' once the Tax Agent has accepted the request.



# Correspondences



## The Tax Agency and Tax Agent shall receive the following correspondences:

- 1) Application submission acknowledgement (after Tax Agency submits the link request to the Tax Agent).
- 2) Application acceptance or rejection notification (after Tax Agent accepts or rejects the link request; or on auto cancellation of the application in case Tax Agent does not take any action).
- 3) FTA approval of the application.
- 4) FTA rejection of the application.
- 5) FTA requests additional clarification.





**Thank you**