



# إمارات تاكس EMARATAX

## Register Tax Agency - User Manual

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## Document Control Information

### Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

### Annexure






The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> <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
-A A +A	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 the applicant who can be a Tax Agency registrant to navigate through the Federal Tax Authority EmaraTax portal to submit their Tax Agency registration application. A Tax Agency allows Taxable Person to facilitate the Tax return filing.

You are required to perform the selection of the user type before proceeding for the Tax Agency registration at EmaraTax portal.



# Login to EmaraTax



- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.
- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.

# Select User Type

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

training\_ay@abc.com

What are you looking for?

User Type عربي -A A +A

**User Profile**

Please select the relevant purpose(s) for using e-CTS portal

**Taxable Person**

A Person who is subject to Tax under the provisions of the relevant Tax Law

☐

**Tax Agents**

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

☐

**Tax Agency**

Any legal entity which has a trade license to operate as a Tax Agency

☒

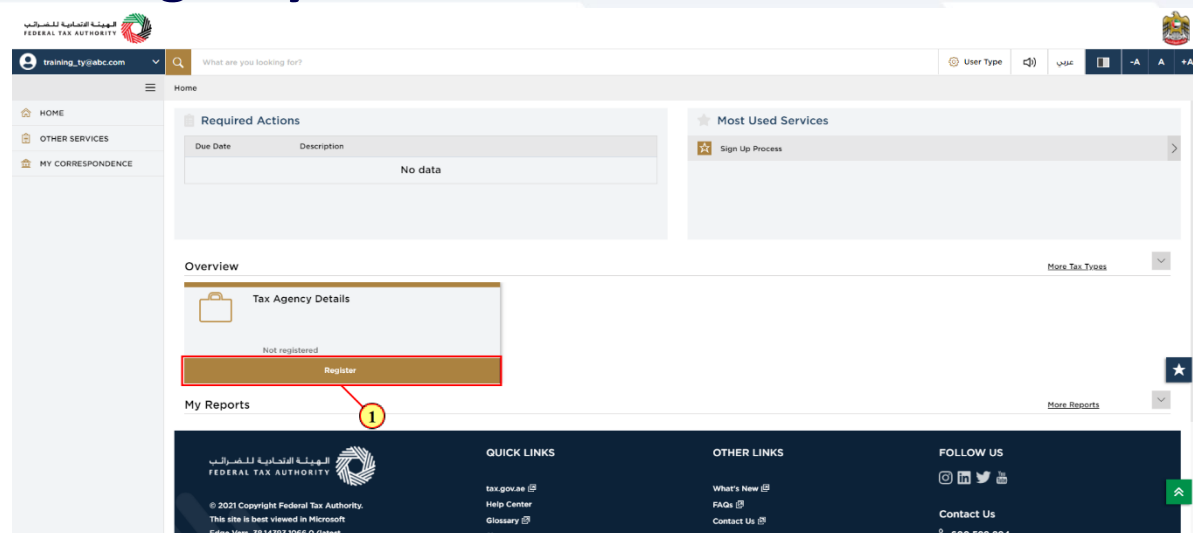
**Special Refunds**

☐

Proceed

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select the checkbox for Tax Agencies to choose the User Type as 'Tax Agency'.</li> <li>Click 'Proceed' to continue to the home page.</li> <li>If you are already VAT registered, you will not get the same page directly.</li> </ul>

# Tax Agency Tile



Step	Action
(1)	Click 'Register' on the Tax Agency tile to initiate the Tax Agency registration application.



# Guidelines and Instructions

The screenshot shows the 'Tax Agency Registration' page. At the top, there's a search bar and navigation links. The main content area includes a 'Required Documents' section with a list of documents needed for registration, such as 'Business or Trade License', 'Certificate of Incorporation', and 'Professional Indemnity Insurance'. Below this, there's a 'Service Details' section with links for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. At the bottom, there's a checkbox labeled 'I confirm that I have read the above instructions and guidelines' which is highlighted with a red box.

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

This is another screenshot of the same 'Tax Agency Registration' page, focusing on the 'Required Documents' section. It lists the documents needed for registration, including 'Business or Trade License', 'Certificate of Incorporation', and 'Professional Indemnity Insurance'. The checkbox 'I confirm that I have read the above instructions and guidelines' is again highlighted with a red box.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



fta\_tax201tax.gov.ae

What are you looking for?

User Type

Home > Tax Agency Registration

**Tax Agency Registration**

No. of form Sections  
6 sections

Expected time to complete this application  
45 minutes

Expected fees for this service  
Free of charge

**Required Templates**  
N.A.

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

- Business or Trade license that allows the applicant to operate as a Tax Agency (usually issued by the Department of Economic Development, "DED")
- Certificate of Incorporation
- Professional Indemnity Insurance in respect of your Tax Agency Business

It is not mandatory for you to upload extra information if you have already provided us with a valid UAE Trade License and/or Certificate of Incorporation.  
Depending on the basis on which you are registering, other relevant documents may include:  

- Articles of Association
- Partnership Agreement
- Similar documents which show ownership information of the business
- Club, charity or association registration documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association")
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity")
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other")
- A scanned copy of the Emirates ID of the owner or a scanned copy of the passport of the owner (applicable if you selected "Natural person - Other")

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

**Service Details**

About the service

Eligibility Criteria

Service steps

FAQs

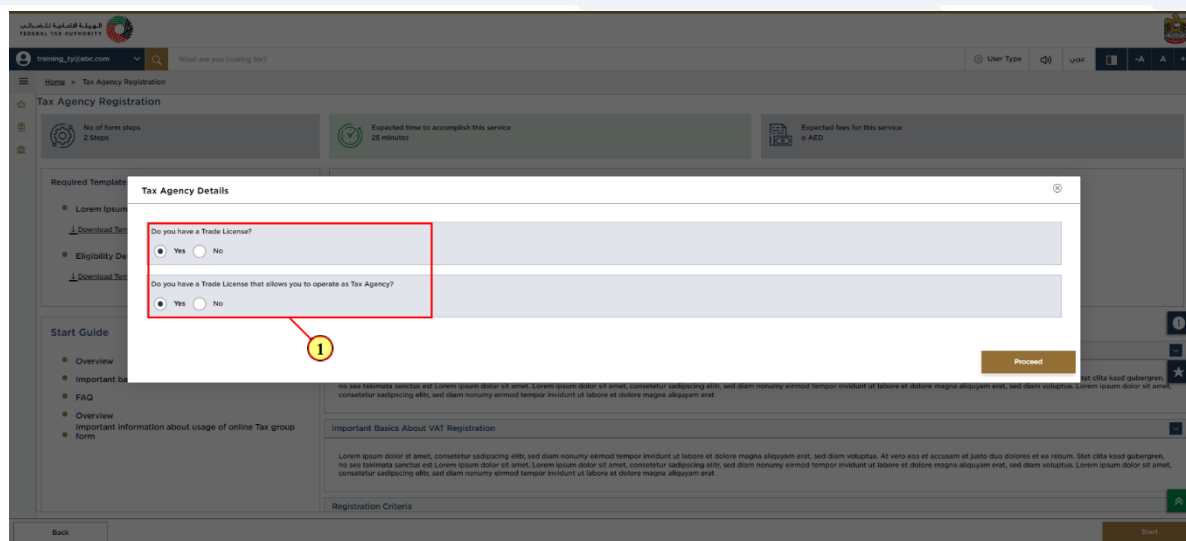
☒ I confirm that I have read the above instructions and guidelines

Back

Start

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

# Trade License Details



Step	Action
(1)	<ul style="list-style-type: none"> <li>Select 'Yes' if you have a Trade License that allows you to operate as a Tax Agency.</li> <li>Click 'proceed' to continue.</li> </ul>

# Applicant Details Section

**Applicant Details**

Do you have a Trade License? ☐ Yes ☐ No

Do you have a Trade License that allows you to operate as Tax Agency? ☐ Yes ☐ No

Please enter tax agency trade license details that allows you to operate as a tax agency

Issuing Authority of Business or Trade License:

Business or Trade License Number:

Business or Trade License Expiry Date:

Upload a copy of this Business or Trade License:

Max file size: 10 MB

Format: PDF, DOC

Drop files here

Max No. of Files: 2 / 3

Do you have a certificate of incorporation? ☐ Yes ☐ No

Date of incorporation:

Upload copy of your Certificate of Incorporation:

Max file size: 10 MB

Format: PDF, DOC

Drop files here

Max No. of Files: 2 / 3

Upload Related Supporting Documents:

Max file size: 10 MB

Format: PDF, DOC

Drop files here

Max No. of Files: 2 / 3

Previous Step

Cancel

Save as Draft

Next Step



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

Step	Action
(1)	Enter your Trade License details



Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter details of your certificate of incorporation</li> <li>Upload supporting documents.</li> </ul>

	<ul style="list-style-type: none"> <li>Click on the 'Save as draft' button to save your application and return to continue working on your application later.</li> <li>Click on 'Previous Step' to move to the previous section.</li> <li>Click on 'Cancel' to cancel the application without saving.</li> </ul>
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Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

# Identification Details Section

Step	Action
(1)	Enter your main trade license details.

Step	Action
(1)	Click 'Add Business Activities' to enter the business activity information associated to the trade license.



Step	Action
(1)	Enter the mandatory business activity information and click on 'Add'.

	<ul style="list-style-type: none"> <li>The activity code will be populated by the system.</li> <li>Ensure that the information about all your business activities is included.</li> </ul>
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Step	Action
(1)	Click 'Add Owners' to enter the Owner information associated to the trade license.

Step	Action
(1)	Enter the mandatory Owner information and click on 'Add'.

1

Step	Action
(1)	Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.

	Branches are not legally distinct from the wider entity to which they belong. Therefore, registration will not be made in the name of a branch but in the name of the head office where it meets the relevant criteria. Even if you are operating via branches in more than one Emirate, only one Tax Agency registration is required.
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training\_tyslab.com What are you looking for?

Home Tax Agency Registration

### Tax Agency Registration

Trade Name in English (optional)

Trade Name in Arabic (optional)

Upload copy of Trade License

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	...

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Agency Co	شركة أم بي سي	454354	100.00	...

Local Branch Details

Do you have branches in UAE?

☒ Yes ☐ No

Cancel Save as Draft Next Step

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

# Contact Details

Step	Action
(1)	Enter the address of the business here.

	Do not use another company's address (for example, your accountant). If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out.
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training\_sy@abc.com What are you looking for? User Type

Home Tax Agency Registration

**Tax Agency Registration**

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Authorized Signatory 6 Review & Declaration

**Contact Details**

Country: United Arab Emirates Building Name & Number: 101

Street: Abu Dhabi Area: Abu Dhabi

City: Abu Dhabi Emirates: Abu Dhabi

Country Code: +971 ( United Arab Emirates ) Mobile Number: 987654321 Country Code: +971 ( United Arab Emirates ) Landline Number: 987654321

Email ID: training\_sy@abc.com P.O. Box: 54321

Previous Step Cancel Save as Draft Next Step

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

# Tax Agency Details

**Tax Agency Registration**

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Authorized Signatory 6 Review & Declaration

**Tax Agency Details**

Please select the date your Business was established or commenced operations in the UAE? 01/06/2021

How many persons do you currently employ? 10

Is your Business registered with any professional body?  
☒ Yes ☐ No

If yes, please indicate which tax related professional body  
 VAT and Excise

Please estimate the percentage(%) of your employees who are, individually members of a professional body  
 100.00

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Enter the details of the Tax Agency.

**Tax Agency Registration**

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Authorized Signatory 6 Review & Declaration

**Tax Agency Details**

Please select the date your Business was established or commenced operations in the UAE? 01/06/2021

How many persons do you currently employ? 10

Is your Business registered with any professional body?  
☒ Yes ☐ No

If yes, please indicate which tax related professional body  
 VAT and Excise

Please estimate the percentage(%) of your employees who are, individually members of a professional body  
 100.00

Previous Step Cancel Save as Draft Next Step

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

# Authorized Signatory

Step	Action
(1)	Click on 'Add Authorized Signatory', to enter the Authorized Signatory details.

Step	Action
(1)	<ul style="list-style-type: none"> <li>You can add one or more authorized signatory.</li> <li>After completing all mandatory fields, click 'Add' button to save and proceed.</li> </ul>



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

Home Tax Agency Registration

**Tax Agency Registration**

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Authorized Signatory 6 Review & Declaration

Authorized Signatory

Authorized Signatory list

+ Add Authorized Signatory

Name In English	Name In Arabic	ID Number	Email	Actions
ABC Agency Co	إيه بي سي شركة الموكلة	123 456 789	Training_ty@abc.com	<a href="#">Edit</a> <a href="#">Delete</a>

Previous Step Cancel Save as Draft Next Step

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



# Review and Declaration

This section will help you to make sure that you have completed the registration application correctly and included the documents we have asked you to send.

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



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

Home Tax Agency Registration

1 2 3 4 5 6  
Applicant Details Identification Details Contact Details Tax Agency Details Authorized Signatory Review & Declaration

Step 5: Authorized Signatory

Name in English Name in Arabic Email  
ABC Agency Co. أبو عبيد شركة الهفافة Training\_ty@abc.com

Declaration  
First Name in English First Name in Arabic  
Training

Last Name in English Last Name in Arabic  
Ty

Country Code Mobile Number Email  
+971 ( United Arab Emirates ) 987654321 training\_ty@abc.com

Submission Date  
13/08/2022

☒ I declare that all information provided is true , accurate and complete to the best of my knowledge and belief

Previous Step Cancel Save as Draft **Submit**

Step	Action
(1)	Click 'Submit' to submit the application to FTA.

# Post Application Submission

The screenshot shows the FTA Tax Agency Registration dashboard. At the top, it says 'Application Submitted Successfully'. Below this, there is a section for 'Pending Approval' with the following details:

- Name: [Redacted]
- Reference Number: 9040000004023
- Submitted Date: 17 August 2022

Below the details, there is a large icon of a document with a checkmark. At the bottom, there is a section for 'What Next' and 'Important Notes'.

**What Next:**

- Once the application is submitted, the FTA shall approve, reject or request to resubmit the application accordingly within 30 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the dashboard 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. This FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

At the bottom right, there are two buttons: 'Back to Dashboard' and 'Download'.

	<ul style="list-style-type: none"> <li>After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this Reference Number for future purposes.</li> <li>FTA may request for clarifications, Once FTA approves the application, your status will be changed to 'Awaiting Tax Agent linking'.</li> <li>The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.</li> <li>PII will be required to be submitted at the time of first linking.</li> <li>Read the "What Next" and "Important Notes".</li> </ul>
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This screenshot is identical to the one above, but with a red box highlighting the 'Download' button at the bottom right, which is used to download a PDF copy of the acknowledgement screen.

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>

# Post Application Approval

The screenshot shows the FTA portal interface. The user is logged in as 'training\_ty@abc.com'. The dashboard includes a search bar, a navigation menu with 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE', and a main content area. The 'Required Actions' section shows 'No data'. The 'Most Used Services' section lists 'Tax Agency Registration'. The 'Overview' section contains three cards: 'Tax Agency Details' (Application Number 904000000453, Awaiting Tax Agent Linking), 'Tax Agent Management', and 'Taxable Person Management'. The 'My Reports' section is also visible. The footer includes the FTA logo, quick links, other links, and social media icons.



- After your application is approved by FTA, the status of your Tax Agency will be 'Awaiting Tax Agent Linking'.
- Only once your Tax Agency is linked to a Tax Agent, you will be able to operate as a Tax Agency.
- Once the linking process is completed, your Tax Agency Number and Tax Agency certificates will be generated.



# Correspondences



## Tax Agency receives the following correspondences:

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



**Thank you**