



إمارات تاكس EMARATAX

Register Tax Agent - 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"> Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



Navigating through EmaraTax

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

Button	Description
In the Portal	
 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English عربي	This is used to toggle between the English and Arabic versions of the portal
	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
 Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

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Document Control Information	2
Annexure 2	
Navigating through EmaraTax	3
Introduction	5
Login to EmaraTax	6
Select User Type	7
Tax Agent Tile	8
Guidelines and Instructions	9
Basis of Registration	11
Applicant Details	17
Contact Details	18
Review and Declaration	19
Post Application Submission	21
Tax Agent Arabic Exam Scheduling	23
Exam Rescheduling	27
Upload Exam Results	29
Post Submission of Exam Results	31
Tax Agent Registration Payment	33
Post Successful Payment	35
Correspondences	37



Introduction



This manual is prepared to help the applicant to navigate through the Federal Tax Authority EmaraTax portal to submit their Tax Agent registration application.

You are required to be a UAE resident to perform the tax agent registration. Note that this application will be reviewed by FTA and will be approved only once all the preconditions are met and requisite exams are cleared and tax registration payment is completed.

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

User Profile

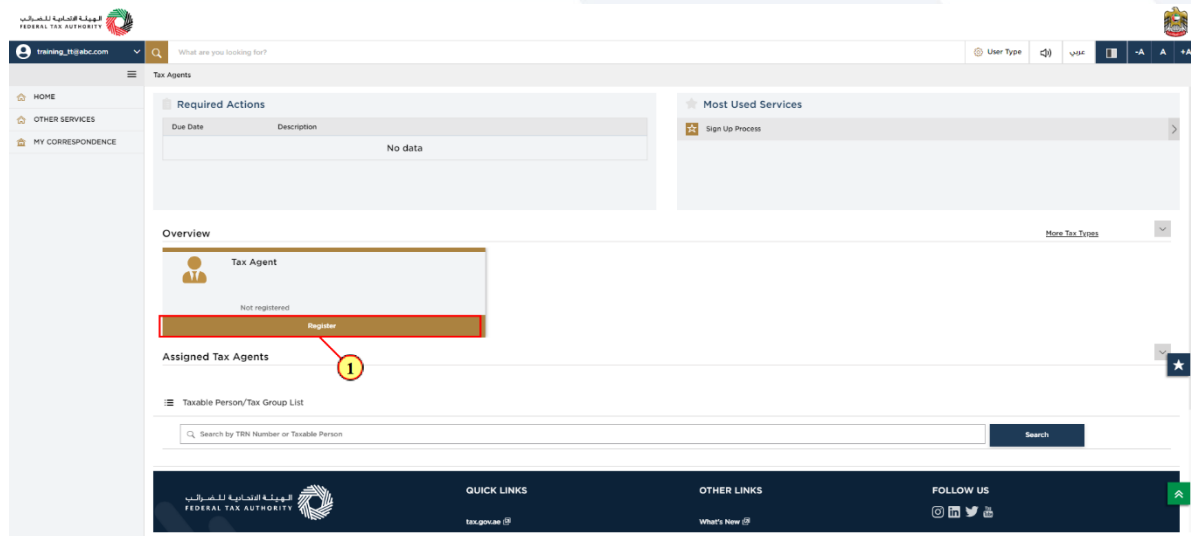
Please select the relevant purpose(s) for using e-CTS portal

<p>Taxable Person</p> <p>Any Person registered or obligated to register for Tax purposes under the Decree-Law.</p> <p>Read More</p>	<p>Legal Representative</p> <p>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 another Person.</p> <p>Read More</p>	<p>Tax Agents</p> <p>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 of his Tax obligations and the exercise of his...</p> <p>Read More</p>	<p>Tax Agencies</p> <p>A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.</p> <p>Read More</p>
<p>Special Refunds</p> <p>Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.</p> <p>Read More</p>	<p>Verification Body Analyst</p> <p></p>	<p>Other Services</p> <p>This will allow you to initiate some of the FTA services which doesn't require you to be a registered user in VAT/Excise.</p> <p>Read More</p>	

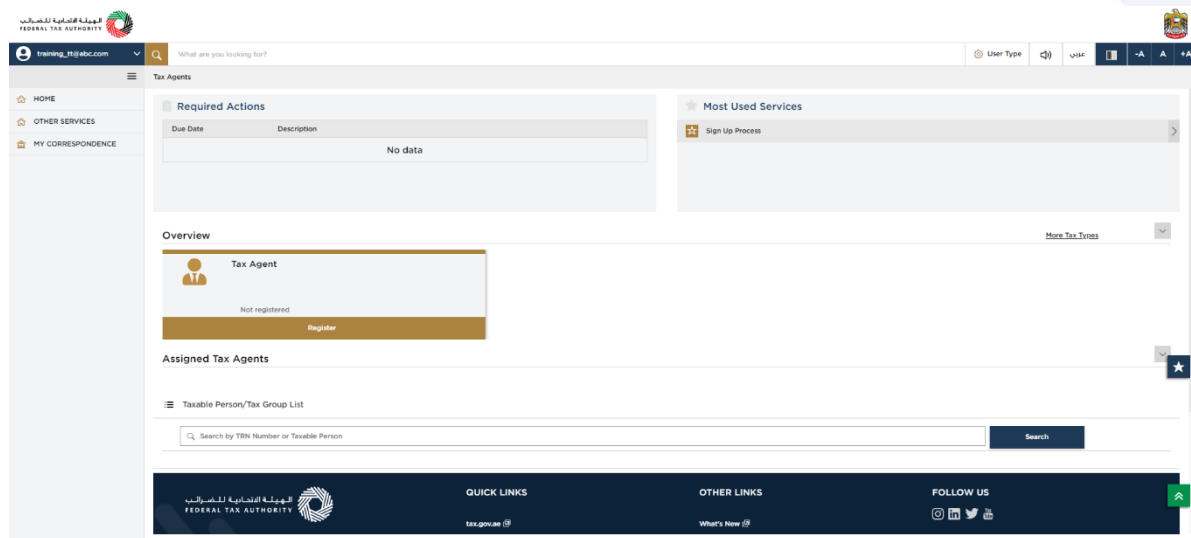
Proceed

Step	Action
(1)	<ul style="list-style-type: none"> Select the checkbox for 'Tax Agent' to choose the User Type as Tax Agent. Click 'Proceed' to continue to the home page.

Tax Agent Tile



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



	<p>The Taxable Person who appointed the Tax Agent/Agency bears the ultimate legal responsibility for the dealings with the FTA by the Tax Agent/Agency on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the tax system or you have committed a significant violation of the relevant laws.</p>
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Guidelines and Instructions

The screenshot shows the 'Tax Agent Registration' page. At the top, there's a search bar and user type selection. The main content area includes a progress bar showing 'No. of form steps: 4 sections'. Below this, there's a section for 'Required documents' which lists: Relevant degrees from educational institutions and/or internationally known tax institutes; Proof of your tax specialisation and practical tax experience (e.g., employment contract with a professional firm); Police Clearance Certificate/Good Conduct Certificate; Medical fitness certification/documentation; Language proficiency documents; FTA Tax Agent exam results (if you have already successfully completed them); and Copy of Emirates ID, residence permit and passport. Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB. At the bottom, there's a checkbox labeled 'I confirm that I have read the above instructions and guidelines' and a 'Start' button.

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

This screenshot is identical to the one above, but with a red rectangular box highlighting the checkbox 'I confirm that I have read the above instructions and guidelines'. A yellow circle with the number '1' is placed next to the checkbox, indicating the first step in the process.

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_test20@tax.gov.ae

What are you looking for?

User Type

Tax Agent

Tax Agent Registration

No. of form steps

4 sections

Expected time to complete this application

45 minutes

Expected fees for this service

AED 3,000 for registering the Tax agent

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:

- Relevant degrees from educational institutions and/or internationally known tax institutes
- Proof of your tax specialisation and practical tax experience (e.g., employment contract with a professional firm)
- Police Clearance Certificate/Good Conduct Certificate
- Medical fitness certification/documentation
- Language proficiency documents
- FTA Tax Agent exam results (if you have already successfully completed them)
- Copy of Emirates ID, residence permit and passport

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 Agent Registration application.

Basis of Registration




- The application is divided into several 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.
- 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 to move to the next section.
- Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.

Step	Action
(1)	You are required to confirm to answer all the requirements mentioned in this section as "Yes" to proceed further with the application.

Step	Action
(1)	Click 'Add Relevant Degrees' to upload your educational certificates.

Step	Action
(1)	<ul style="list-style-type: none"> Enter your educational certificate details and upload supporting documents. Click 'Add' to save the details.



 In this section, you are required to provide the details of the education certificates, medical fitness certificate details and upload the necessary documents.

Step	Action
(1)	<ul style="list-style-type: none"> Upload the police clearance certificate and its issue date. Upload the medical fitness certificate and its issue date.



Step	Action
(1)	Click 'Add Certificate' to add professional experience certificates.

Step	Action
(1)	<ul style="list-style-type: none"> Enter your professional experience details and upload support documents. Click 'Add' to save the details.

The screenshot shows the 'Tax Agent Registration' page. Under the 'Language proficiency documents' section, there is a table with columns: Document Name, Issuance Date, Attachment, and Actions. Below the table, there are two sections for adding documents: 'Tax Agent Qualification Standards Tests' and 'Tax Agent Arabic Examination Results'. Each section has an 'Add' button, a 'Drag files here' area, and a 'Certificate Issuance Date' field. A red box highlights the '+ Add Document' button in the top right corner of the 'Language proficiency documents' section, and a yellow circle with the number '1' points to it.

Step	Action
(1)	Click 'Add Document' to add the language proficiency details.

The screenshot shows the 'Add Document' modal form. It has fields for 'Document Name' (with 'Tax Agent Language' entered), 'Document Issuance Date' (with '01/01/2010' entered), and a 'Language proficiency documents' section with an 'Add/View()' button, a 'Drag files here' area, and a file size/format limit. A red box highlights the 'Add' button at the bottom right of the modal, and a yellow circle with the number '1' points to it.

Step	Action
(1)	<ul style="list-style-type: none"> Enter your language proficiency details and upload support documents. Click 'Add' to save the details.



Tax Agent Registration

Drag files here | 01/06/2022

Max file size: 15 MB | Format: PDF, DOC | Max No. of Files : 3 : 1

Upload Medical fitness certification / Documentation

Drag files here | 01/06/2022

Max file size: 15 MB | Format: PDF, DOC | Max No. of Files : 3 : 1

Additional documents

Professional Experience Certificate + Add Certificate

Document Name	Issuance Date	Attachment	Actions
Tax Agent	01/06/2010	view attachment	...

Language proficiency documents + Add Document

Document Name	Issuance Date	Attachment	Actions
Tax Agent Language	01/01/2010	view attachment	...

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

☐ Yes ☒ No

Have you passed any Arabic Examination test?

☐ Yes ☒ No

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	<ul style="list-style-type: none"> If you have already successfully completed and passed the Tax agent examination, select "Yes" against the specific examination and upload supporting documents as evidence. If you have not taken the Tax agent examination or not passed, answer 'No' to the question.

Tax Agent Registration

Drag files here | 01/06/2022

Max file size: 15 MB | Format: PDF, DOC | Max No. of Files : 3 : 1

Upload Medical fitness certification / Documentation

Drag files here | 01/06/2022

Max file size: 15 MB | Format: PDF, DOC | Max No. of Files : 3 : 1

Additional documents

Professional Experience Certificate + Add Certificate

Document Name	Issuance Date	Attachment	Actions
Tax Agent	01/06/2010	view attachment	...

Language proficiency documents + Add Document

Document Name	Issuance Date	Attachment	Actions
Tax Agent Language	01/01/2010	view attachment	...

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

☐ Yes ☒ No

Have you passed any Arabic Examination test?

☐ Yes ☒ No

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.

Applicant Details

Step	Action
(1)	Enter the applicant's Emirates Id, passport details and upload supporting documents.


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 Tax Agent here.

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_18@abc.com What are you looking for?

tax Agents Tax Agent Registration

Tax Agent Registration

City: Abu Dhabi

Country Code: +971 (United Ar... Landline Number: 98765432

Email ID: training_18@abc.com

Emirate: Abu Dhabi

Country Code: +971 (United Ar... Mobile Number: 987654321

P.O. Box: 347677

Declaration

First Name in English: training

First Name in Arabic: [Field]

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

Date of Submission: 13/08/2022

Last Name in English: IT

Last Name in Arabic: [Field]

Email: training_18@abc.com

☒ I hereby declare the below

- I hereby declare that the information provided above is correct
- I acknowledge that a Tax Agent registration fee of AED 2000 is payable after approval of this application
- I acknowledge that I will not be able to practice as a Tax agent unless I am listed in the Register of Tax Agents and my TAAIN is linked to a Registered Tax Agency

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 'Tax Agent Registration' dashboard. At the top, it says 'Application Submitted Successfully'. Below this, it lists the following details:

- Name: Training 11
- Reference Number: 902000000763
- Submitted Date: 17 August 2022
- Fees: AED 2000.00

Below the details, there is a 'Submitted' status indicator. At the bottom of the dashboard, there are two buttons: 'Back to Dashboard' and 'Download'.

- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.
- Read the "What Next" and "Important Notes".

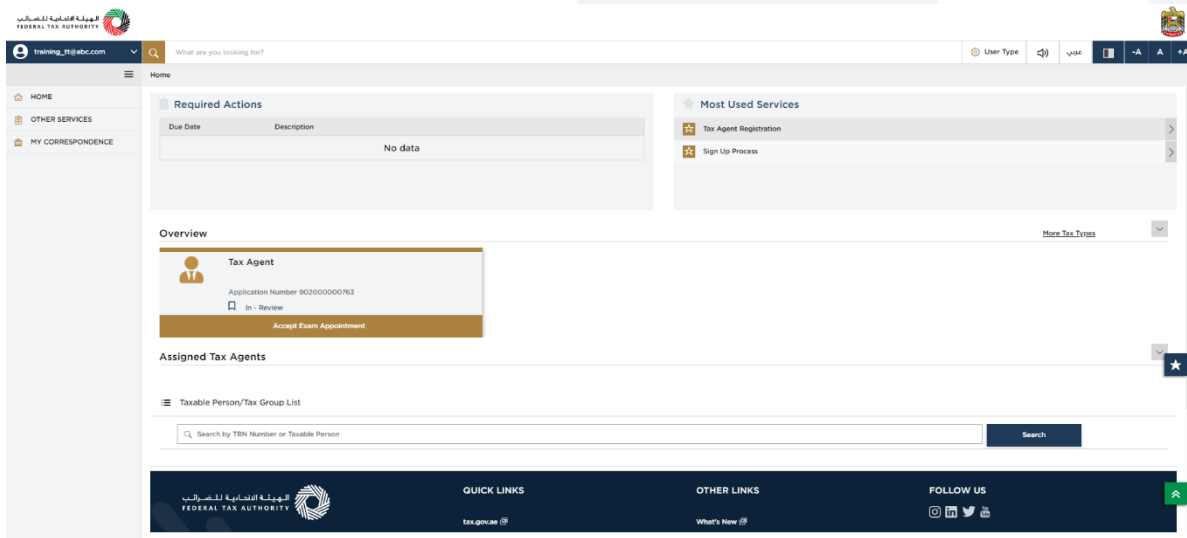
This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Back to Dashboard' and 'Download' buttons at the bottom right of the dashboard. A red circle with the number '1' is placed over the 'Download' button, indicating the first step in the next section.

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

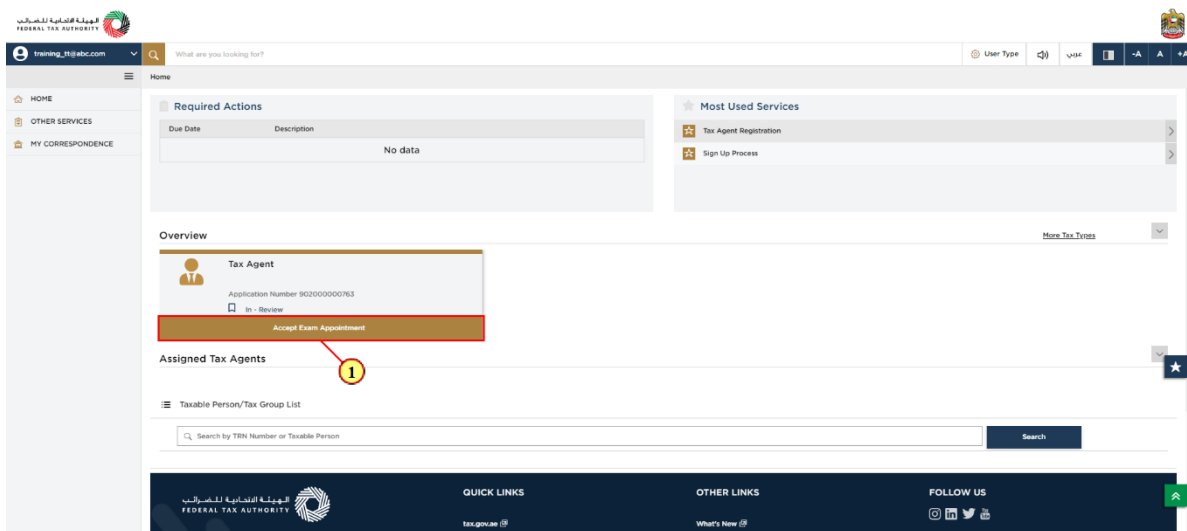


This training manual explains the steps to be followed by the Tax Agent. The application is pre-approved by the Tax Officer and slot for the scheduled exam has been sent to the Tax Agent which appears in the dashboard. The next steps are to “Accept the exam Appointment”.

Tax Agent Arabic Exam Scheduling



Once FTA pre-approves your application, a Tax Agent Arabic exam may be scheduled for you depending on whether you had already completed the exam earlier. If you had provided “No” in your registration application, you would receive a notification from FTA to schedule your Tax Agent exam. If you had provided “Yes” to both the Tax Agent exams in the registration application and based on FTA’s review this step may be skipped and you may be directly asked to pay the Tax Agent registration.



Step	Action
(1)	Click ‘Accept Exam Appointment’ on the Tax Agent Tile.



Step	Action
(1)	<ul style="list-style-type: none"> Navigate to the 'Exam Certificate' section of the application. Click 'Action'.

Step	Action
(1)	Click 'Select Exam Date' to choose the preferred exam slot.



Step	Action
(1)	<ul style="list-style-type: none"> Select the preferred slot from the list. Click 'Select Exam Date'.

Step	Action
(1)	<ul style="list-style-type: none"> Are you sure you want to proceed with the selected slot? Click 'Yes' to continue.

taxing_itsabc.com What are you looking for?

Home > Tax Agent Registration

Tax Agent Registration

1 Basis of Registration 2 Applicant Details 3 Contact Details 4 Exam Certificate

Exam Certificate

Exam Type	Date	Time	Location	Mode	Exam Status	Result Date	Attachment	Action
TAX AGENT ARABIC EXAMINATION	18/08/2022	18:45:45	ABU DHABI	Offline Assessment			Attach	...

Previous Step Submit

Step	Action
(1)	Click 'Submit'. Your appointment for the Tax Agent Arabic exam is now confirmed. Please visit the exam venue on the mentioned date and attend the exam.

Exam Rescheduling

The screenshot shows the 'Tax Agent Registration' portal. The 'Exam Certificate' section contains a table with the following data:

Exam Type	Date	Time	Location	Mode	Exam Status	Result Date	Attachment	Action
TAX AGENT ARABIC EXAMINATION	18/06/2022	18:45:45	ABU DHABI	Offline Assessment			Attach	Reschedule

A red box highlights the 'Reschedule' button in the 'Action' column. A yellow circle with the number '1' is placed next to the button.

Step	Action
(1)	If you require to reschedule your Tax Agent Arabic exam date, click 'Reschedule' in the Exam Certificate section of the application.

The screenshot shows the 'Tax Agent Registration' portal. The 'Exam Certificate' section contains a table with the following data:

Exam Type	Date	Time	Location	Mode	Exam Status	Result Date	Attachment	Action
TAX AGENT ARABIC EXAMINATION	18/06/2022	18:45:45	ABU DHABI	Offline Assessment			Attach	Reschedule

A red box highlights the 'Reschedule' button in the 'Action' column. A yellow circle with the number '1' is placed next to the button.

	<ul style="list-style-type: none"> Once you have requested to reschedule your exam, the FTA will review the request and provide alternate exam slots for you to choose from. You can select the required slot and proceed to complete the Tax Agent Arabic Exam.
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This training manual explains the steps to be followed by the Tax Agent. Once the Tax Agent completes both Arabic Exam and Qualification Standards Tests, the next steps are to “Upload the Exam Info”.

Upload Exam Results

The screenshot shows the 'training_fta.gov.ae' portal. In the 'Overview' section, under 'Tax Agent' details, the 'Upload Exam Info' button is highlighted with a red box and a yellow circle containing the number 1. The 'Assigned Tax Agents' section is also visible below.

Step	Action
(1)	Once you have completed your Tax Agent Arabic exam and Tax Agent Qualification Standards Test, click 'Upload Exam Info' to upload the results.

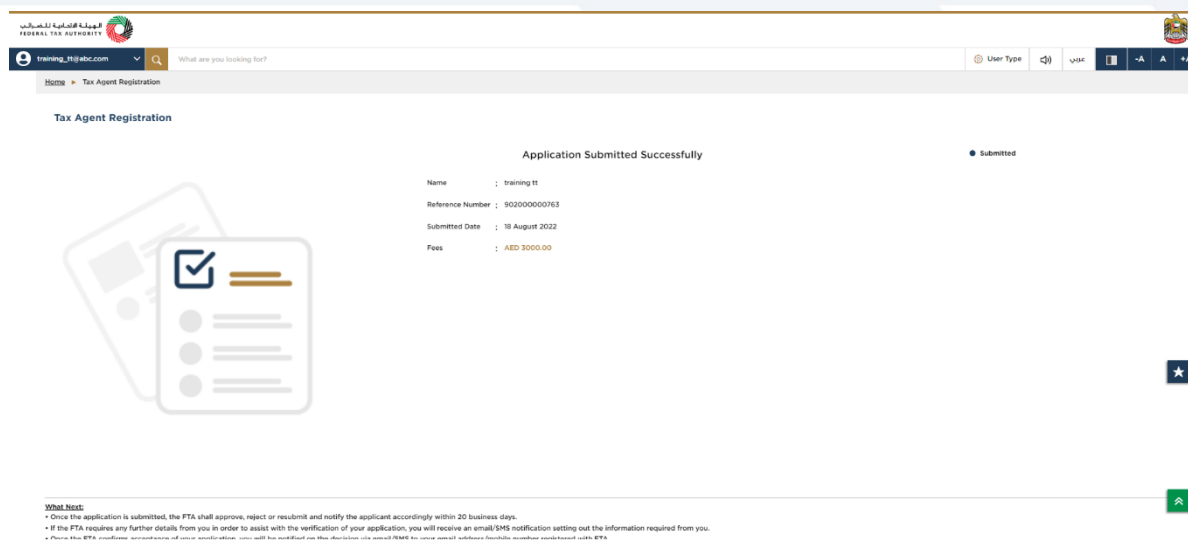
The screenshot shows the 'Tax Agent Registration' process. In the 'Exam Certificate' section, the 'Upload Exam Result' button is highlighted with a red box and a yellow circle containing the number 1. The 'Reschedule' button is also visible below it.

Step	Action
(1)	Click 'upload Exam Result' in Action.

Step	Action
(1)	<ul style="list-style-type: none"> Enter your exam results, exam date and upload the exam result. Click 'Save' to save the details.

Step	Action
(1)	Click 'Submit' to submit your results to FTA for review.

Post Submission of Exam Results




The screenshot shows the 'Tax Agent Registration' page on the FTA portal. The main heading is 'Application Submitted Successfully'. Below this, the status is 'Submitted'. The application details are as follows:

Name	: training tt
Reference Number	: 902000000763
Submitted Date	: 18 August 2022
Fees	: AED 3000.00

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

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified via the dashboard site email/WhatsApp you used email address/mobile number provided with FTA.

- 

- After your application is submitted successfully with the exam results, a Reference Number is displayed for your submitted application. Note this reference number for future purposes.
 - 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.
 - FTA may seek clarification on your application. Once the application is approved by FTA, you would be required to make the payment of service fees to register as a tax agent.
 - Read the “What Next” and “Important Notes”.



This training manual explains the steps to be followed by the Tax Agent. Once the FTA pre-approves your application, you will be informed to make the payment for your Tax Agent Registration.

Tax Agent Registration Payment

Step	Action
(1)	<ul style="list-style-type: none"> Once the FTA has completed their review of your registration application including the Tax Agent exams, you will be informed to make the payment for your Tax Agent Registration. Click 'Pay Now' on the Tax Agent tile.

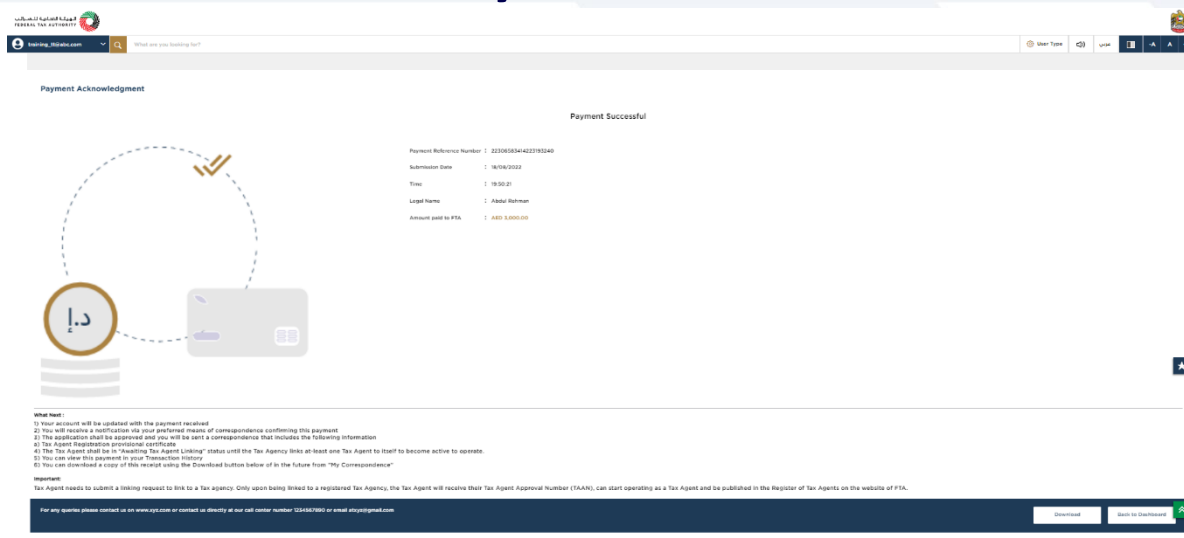
Step	Action
(1)	<ul style="list-style-type: none"> Choose the preferred payment method. Click 'Proceed to payment'.



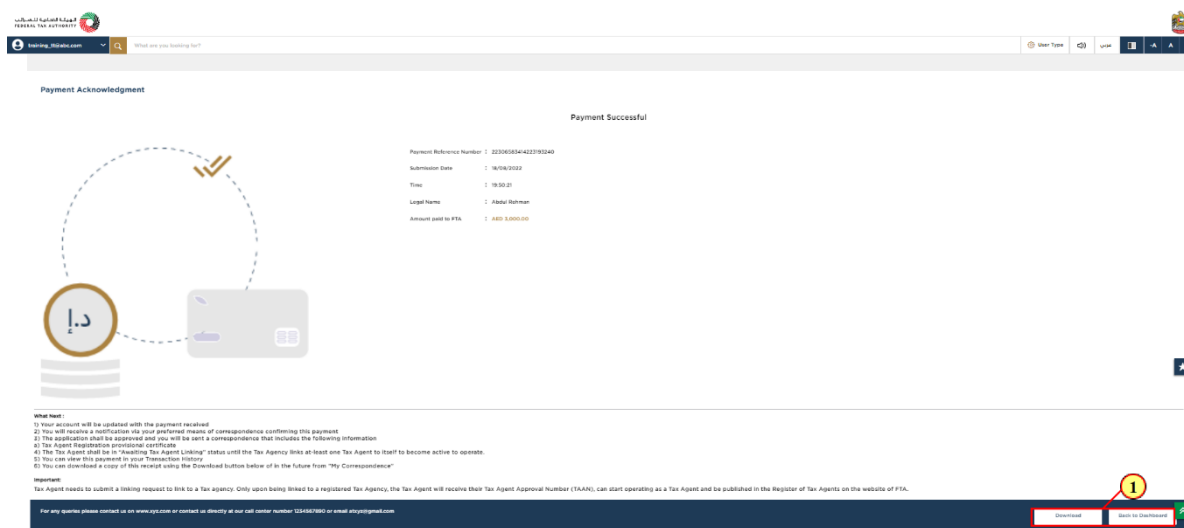
The screenshot shows the 'Select a Payment Method' page in the Federal Tax Authority e-CTS system. A confirmation dialog box is displayed in the center, asking the user if they want to proceed with leaving the system. The dialog box has two buttons: 'No' and 'Yes'. A red circle with the number '1' is placed over the 'Yes' button, indicating the correct action to take.

Step	Action
(1)	Click 'Yes' to continue.

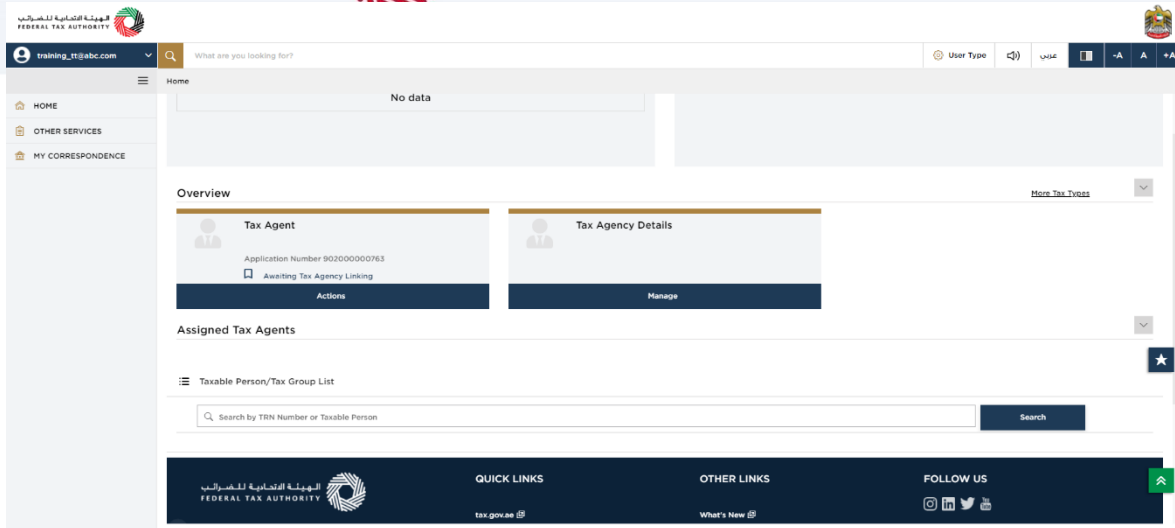
Post Successful Payment



- After your payment is completed successfully, the status of your Tax Agent registration application on the dashboard will change to “Awaiting Tax Agency Linking” and you will receive the confirmation email from FTA.
- You may connect with a Tax Agency to initiate an application to link you to the Tax Agency. Please note that only once you are linked to a Tax Agency, a Tax Agent Approval Number and Tax Agent registration certificate will be issued by the FTA. The Tax Agent details will be listed in the Register of Tax Agents on the FTA Website.
- Read the “What Next” and “Important Notes”.



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



Once the linking between Tax Agent and Tax Agency is completed which includes review and approval from the FTA, the Tax Agent registration is completed. A TAAN and the Tax Agent Registration Number will be issued and you are ready to operate as a Tax Agent. Your Tax Agent Registration Number and contact details will be published in the list of approved Tax Agents register in the FTA website.



Correspondences



Tax Agent receives the following correspondences:

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



Thank you