



Tax agent Infraction User Manual

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Version 1.0

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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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Introduction



This manual is prepared to help the applicant to navigate through the EmaraTax portal to raise an infraction against a Tax agent

Login to EmaraTax

	<p>You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have a EmaraTax account, you can sign-up for an account by clicking the 'sign up' button.</p> <p>If you have forgotten your password, you can use the 'forgot password' feature to reset your password.</p> <p>If you login via your registered e-mail and password, on successful login, the EmaraTax online user dashboard will be displayed.</p> <p>If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered e-mail and mobile number to successfully login.</p> <p>If you wish to login via UAE Pass, you will be re-directed to UAE Pass.</p> <p>On successful UAE Pass login, you will be re-directed back to the EmaraTax online user dashboard.</p>
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Tax agent Infraction - Online user profile

Step	Action
(1)	Click on 'other services'

The screenshot shows the 'Other Services' menu with options like 'Excise Goods List', 'Payment of VAT on Commercial Property Sale', 'Clearance Certificate', 'Waivers', and 'Tax Agent Infraction'. The 'Tax Agent Infraction' section has a 'Create New' button highlighted with a red box and a yellow circle with the number 1.

Step	Action
(1)	Click on 'Create New' under 'Tax agent infraction' tile.

The screenshot shows the 'Tax Agent Infraction' form. The 'Tax Agent's Name' dropdown is set to 'rayan ahmad' and the 'Infraction Category' dropdown is set to 'Professional Competence'. The 'Infraction Description' field contains the text: 'I would like to report on the professional competency of my Tax Agent.' The 'Back', 'Save as Draft', and 'Submit' buttons are visible at the bottom.

Step	Action
(1)	Update the 'tax agent's name', 'infraction category' from the drop down box and also update the 'infraction description'.

The screenshot shows the 'Upload Supporting Documents' section of the form. The 'Add' button is highlighted with a red box and a yellow circle with the number 1. The 'Max file size' is 15 MB, the 'Format' is PDF, DOC, and the 'Max. No. of files' is 3.

Step	Action
(1)	Upload supporting documents.



Step	Action
(1)	Click on 'submit'.

You have successfully submitted the application.
You will receive a notification via e-mail and SMS acknowledging the request.
Make a note of the reference number for future references.
You can also access this application from the dashboard.

The status life cycle for the application is as below:
IN PROGRESS - FTA is reviewing the Service request
CLOSED - Service request is closed.

Tax agent Infraction - Taxable Person profile

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'training1@abc.com'. The main menu on the left includes 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The 'Taxable Person List' is displayed, showing a search bar and a list of taxable persons. The first entry is 'Ahmad Abdullah', and the 'View' button is highlighted with a red box and a yellow circle with the number 1.

Step	Action
(1)	Click on 'view'

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'training1@abc.com'. The main menu on the left includes 'HOME', 'AHMAD ABDULLAH', 'VAT', 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The 'OTHER SERVICES' menu item is highlighted with a red box and a yellow circle with the number 1.

Step	Action
(1)	Click on 'other services'

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'training1@abc.com'. The main menu on the left includes 'HOME', 'AHMAD ABDULLAH', 'VAT', 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The 'OTHER SERVICES' menu item is highlighted with a red box and a yellow circle with the number 1. The 'Tax Agent Infraction' tile is visible, and the 'Create New' button is highlighted with a red box and a yellow circle with the number 1.

Step	Action
(1)	Click on 'create new' under 'tax agent infraction' tile.



Step	Action
(1)	Update the 'tax agent's name', 'infraction category' from the drop down box and also update the 'infraction description'.

Step	Action
(1)	Upload supporting documents.

Step	Action
(1)	Click on 'submit'.



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

Home > Ahmad Abdullah > Other Services > Tax Agent Infraction - Tax Agent Infraction

Tax Agent Infraction

Application Submitted Successfully

● Submitted

applicant's Name : Ahmad Abdullah
Reference Number : 8000048578
Submitted Date : 26 August 2022

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You have successfully submitted the application.
You will receive a notification via e-mail and SMS acknowledging the request.
Make a note of the reference number for future references.
You can also access this application from the dashboard.

The status life cycle for the application is as below:
IN PROGRESS - FTA is reviewing the Service request
CLOSED - Service request is closed.

Correspondences



After submission, Taxpayer receives the following correspondence:

- Application submission acknowledgment.



Thank you