



UAE | KSA | QATAR | BAHRAIN | OMAN | INDIA | UK | USA

# Corporate Tax Registration

## User Manual

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY



Date: January 2023

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# Document Control Information

## Document Version Control

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Version No.	Date	Prepared/Reviewed by	Comments

# Navigating Through EmaraTax

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

Button	Description
In the Portal	
 <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> 	This is used to toggle between the English and Arabic versions of the portal
<b>-A</b> <b>A</b> <b>+A</b>	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
In the Business Process application	
<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



# Corporate Tax Registration

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# Introduction



This manual is prepared to help you navigate through the Federal Tax Authority (FTA) portal and submit the Corporate Tax Registration application. You must be eligible to register for Corporate Tax mandatorily or voluntarily as per the criteria stipulated in Federal Decree Law Number (47) of 2022 on 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).

# Login to EmaraTax



Are you an existing e-Services user? ▾

Welcome to Federal Tax Authority EmaraTax

Login

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: abc64@web.com

Password: Welcome@123

Forgot password?

Enter Security Code: 715568

Login

Login with your Identity Solution

A trusted digital identity solution for easy login to EmaraTax is being setup and would be enabled soon

(Coming Soon)

	<ul style="list-style-type: none"><li>••• 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.</li><li>••• 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.</li><li>••• 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.</li></ul>
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The screenshot shows the 'Create New Taxable Person Profile' page. At the top, there are fields for 'Profile Name In English' and 'Profile Name In Arabic'. Below these are dropdowns for 'Preferred Language' and 'Preferred Communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a placeholder 'Drag files here'. A 'Create' button is located at the bottom right. Below this, a section titled 'Taxable Person List' is shown, featuring a search bar with a magnifying glass icon and the text 'Search by TRN Number / Taxable Person'. A yellow circle with the number '1' is placed over the search bar. Below the search bar, there are three cards labeled 'Company B', 'Company I', and 'Company A', each with a 'View' button. The footer contains links for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary), 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints), and 'OUR LOCATION' (Emirates Property Investment Company Building, Abu Dhabi, UAE; Central Park Business Towers - DIFC, Dubai, UAE; contact info: 800 82323, info@tax.gov.ae). Logos for EITI and UAE are also present.

Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.

The screenshot shows the FTA's web interface for creating a new taxable person profile. The top navigation bar includes links for Home, Other Services, and My Correspondence. A search bar and user type selection are also present. The main content area is titled 'Create New Taxable Person Profile'. It requires input for 'Profile Name In English' and 'Profile Name In Arabic', 'Preferred Language', and 'Preferred Communication Channel'. There is an optional section for 'Upload Taxable Person Logo (Optional)' with a file upload field and a 'Create' button highlighted with a red circle and the number '1'. Below this is a 'Taxable Person List' section with three entries: Company B, Company I, and Company A, each with a 'View' link. The footer contains the FTA logo, quick links (What's New, FAQs, Contact Us, Glossary, Inquiries and Complaints), other links (Emirates Property Investment Company Building, Abu Dhabi, UAE, Central Park Business Towers - DIFC, 800 82923, info@fta.ae), and social media icons for LinkedIn and UAE.

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

The screenshot shows the FTA's online portal. At the top, there's a navigation bar with links for Home, Other Services, and My Correspondence. The main area is titled 'Create New Taxable Person Profile'. It has fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. There's also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a maximum file size of 5 MB. Below this is a 'Taxable Person List' section with three entries: 'Company B', 'Company I', and 'Company A'. The 'View' button for 'Company A' is highlighted with a red box and circled with a red number '1'. At the bottom, there are links for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary), 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints), and 'OUR LOCATION' (Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E., Central Park Business Towers - DIFC, P.O. Box 2440, Dubai, U.A.E., 800 82923, info@tax.gov.ae). Logos for IFTI and UAE are also present.

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

# EmaraTax Taxable person dashboard



The screenshot shows the EmaraTax Taxable person dashboard. The left sidebar includes links for HOME, COMPANY A, VAT, EXCISE TAX, MY PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, MY AUDIT, MY REPORTS, and OTHER SERVICES. The main content area has three sections: 'Required Actions' (empty), 'Most Used Services' (empty), and 'Registration Overview'. The 'Registration Overview' section contains five tiles: 'Value Added Tax' (Status: Not Registered, Action: Register), 'Tax Group' (Action: Register), 'Excise Tax' (Status: Not Registered, Action: Register), 'Warehouse Keeper' (Status: Not Registered, Action: Register), and 'Corporate Tax Registration' (Status: Not Registered, Action: Register). The 'Corporate Tax Registration' tile's 'Register' button is highlighted with a red box and a yellow circle containing the number '1'.

Step	Action
(1)	Click 'Register' on the Corporate Tax tile within the Taxable Person dashboard to initiate the Corporate Tax registration application.

# Guidelines & Instructions



The screenshot shows the Corporate Tax Registration service details page. At the top, there's a header with the Federal Tax Authority logo and a search bar. Below the header, the breadcrumb navigation shows 'Home > Company A > Corporate Tax Registration'. The main content area includes sections for 'No. of form sections' (5 sections), 'Expected time to complete this application' (30 minutes), and 'Expected fees for this service' (Free of charge). There are also sections for 'Tutorial materials' (Watch Video Tutorial, Download User Manual) and 'Required Documents' (list of documents required for registration). The page ends with a 'Service Details' section containing links for 'About the Service', 'Eligibility Criteria', 'Service Steps', and 'FAQs', along with a checkbox for confirming reading the instructions.

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

The screenshot shows the Corporate Tax Registration service page on the UAE Federal Tax Authority website. Key elements include:

- Tutorial materials:** Includes links to Watch Video Tutorial and Download User Manual.
- Required Documents:** Lists requirements for Natural Persons (Emirates ID / Passport) and Legal Persons (Emirates ID / Passport of authorized signatory, Proof of authorization for the authorized signatory). It notes accepted file types (PDF, DOC and DOCX) and a 15MB limit.
- Service Details:** Includes sections for About the Service, Eligibility Criteria, Service Steps, and FAQs.
- Instruction Confirmation:** A checkbox labeled "I confirm that I have read the above instructions and guidelines" is highlighted with a red box and circled with a red number '1'.

Step	Action
(1)	A screen will appear with guidelines and instructions. Read the guidelines and instructions for CT Registration and mark the checkbox to confirm.

FEDERAL TAX AUTHORITY

www.federaltax.ae

abc64@web.com

What are you looking for?

User Type:  Company  Individual  Agent  Other

Corporate Tax Registration

**Corporate Tax Registration**

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

Content will be available soon.

Required Documents:

The following is designed to help you prepare the set of requirements that you should have to hand while completing the application form accurately:

A. In case of registrant is a Natural Person

- Emirates ID / Passport of the Taxable person

B. In case of registrant is a Legal Person

- Emirates ID / Passport of authorised signatory
- Proof of authorization for the authorized signatory

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

Service Details:

About the Service: Use this service to register for CT 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 'Start' to initiate the CT Registration application.

# Entity Details Section



The screenshot shows the 'Corporate Tax Registration' application interface. The 'Entity Details' section is currently active, indicated by a blue circle with the number 1. The other sections (Identification Details, Contact Details, Authorized Signatory, and Review and Declaration) are shown in grey circles with numbers 2, 3, 4, and 5 respectively. The Entity Details section contains fields for Entity Type (Legal Person), Entity Sub-Type (UAE Public Joint Stock Company), Date of Incorporation, and Corporate Tax Period. A progress bar at the bottom shows steps 1 through 5.

	<ul style="list-style-type: none"><li>••• 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 as blue. Once you progress to the next section successfully, the previous section will be highlighted as green.</li><li>••• 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.</li><li>••• You are requested to ensure that the documents submitted, support the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.</li></ul>
--	--

What are you looking for?

User Type

Corporate Tax Registration

Corporate Tax Registration

Entity Details

Identification Details

Contact Details

Authorized Signatory

Review and Declaration

Entity Details

Entity Type

Legal Person

Entity Sub-Type

UAE Public Joint Stock Company

Country of Registration/Incorporation

Date of Incorporation

DD/MM/YYYY

Corporate Tax Period

Cancel

Save as Draft

Next Step

Step	Action
(1)	Select the Entity Type of your business from the list in the entity details section. Note that the input fields in this section may vary based on the entity type selected.

The screenshot shows the 'Corporate Tax Registration' application on the FTA website. The process consists of five steps: Entity Details, Identification Details, Contact Details, Authorized Signatory, and Review and Declaration. Step 1, 'Entity Details', is active. It includes fields for Entity Type (Legal Person), Entity Sub-Type (UAE Public Joint Stock Company), Country of Registration/Incorporation, Date of Incorporation (DD/MM/YYYY), and Corporate Tax Period. At the bottom, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

- i**
- ● ● You will be able to see the following list of entity types and respective sub-types in the application:
    - Legal Person - UAE Public Joint Stock Company
    - Legal Person - UAE Private Company (incl. an Establishment)
    - Legal Person - UAE Partnership
    - Legal Person - Foreign Company
    - Legal Person - Club or Association or Society
    - Legal Person - Trust
    - Legal Person - Charity
    - Legal Person - Foundation
    - Legal Person - Federal Government Entity
    - Legal Person - Emirate Government Entity
    - Legal Person - Other
    - Natural Person - Individual
    - Natural Person - Sole Proprietorship/Establishment or Civil Company
    - Natural Person - Partner in a Partnership
    - Natural Person - Other
  - ● ● However, registration is currently only available for the below entity and sub-types:
    - Legal Person - UAE Public Joint Stock Company
    - Legal Person - UAE Private Company (incl. an Establishment)

What are you looking for?

User Type:

VAT ID:

Print

Reset

Zoom In

Corporate Tax Registration

Entity Details 1

Identification Details 2

Contact Details 3

Authorized Signatory 4

Review and Declaration 5

---

**Entity Details**

Entity Type <span style="float: right;">i</span>	Legal Person	Entity Sub-Type <span style="float: right;">i</span>	UAE Public Joint Stock Company
Country of Registration/Incorporation <span style="float: right;">i</span>	Date of incorporation <span style="float: right;">DD/MM/YYYY</span>		
Corporate Tax Period <span style="float: right;">i</span>	<span style="float: right;">i</span>		
<span style="float: right;">★</span>			

Previous Step Cancel Save as Draft 1 Next Step

Step	Action
(1)	You may click on 'Save as draft' to save your application and return to continue working on your application later.

FEDERAL TAX AUTHORITY

الهيئة الاتحادية للضرائب




abc64@web.com

What are you looking for?

User Type:

UAE:

Print:

Font Size: A -A A +A

Home > Company A > Corporate Tax Registration

### Corporate Tax Registration

Entity Details

Identification Details

Contact Details

Authorized Signatory

Review and Declaration

**Entity Details**

Entity Type: Legal Person

Entity Sub-Type: UAE Public Joint Stock Company

Country of Registration/Incorporation:

Date of Incorporation: DD/MM/YYYY

Corporate Tax Period:

**Next Step** 1

**Cancel** **Save as Draft** **Next Step** 1

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

# Identification Details

## Main License Details



The screenshot shows the 'Corporate Tax Registration' process on the Federal Tax Authority website. The 'Identification Details' step is highlighted with a red box. A yellow circle labeled '1' points to the 'Business Activities Details' section below.

**Identification Details**

**Main License Details**

Trade License Issuing Authority	Dubai Academic City	Trade License Number	DSFAV717
License Issue Date	DD/MM/YYYY	License Expiry Date	DD/MM/YYYY
Legal Name in English		Legal Name in Arabic	
Trade Name in English		Trade Name in Arabic	

**Business Activities Details**

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
No data						

Buttons at the bottom: Previous Step, Cancel, Save as Draft, Next Step

Step	Action
(1)	Depending on the 'Entity Type' selected, you are required to provide the main trade license details in the identification details section.

# Business Activities



The screenshot shows the 'Corporate Tax Registration' interface. At the top, there's a navigation bar with 'Home', 'Company A', and 'Corporate Tax Registration'. Below it, a progress bar indicates five steps: 'Entity Details' (step 1), 'Identification Details' (step 2), 'Contact Details' (step 3), 'Authorized Signatory' (step 4), and 'Review and Declaration' (step 5). The 'Identification Details' step is currently active. It contains fields for 'Main License Details': 'Trade License Issuing Authority' (set to 'Dubai Academic City'), 'Trade License Number' (set to 'DSFAV717'), 'License Issue Date' (set to 'DD/MM/YYYY'), 'License Expiry Date' (set to 'DD/MM/YYYY'), 'Legal Name in English' (empty), 'Legal Name in Arabic' (empty), 'Trade Name in English' (empty), and 'Trade Name in Arabic' (empty). Below this is a 'Business Activities Details' section with a table header: 'Primary Activity', 'Industry', 'Main Group', 'Sub-Group', 'Business Activities', 'Activity Code', and 'Actions'. A red box highlights the 'Actions' column, and a yellow circle labeled '1' points to the '+ Add Business Activity' button. At the bottom of the page are buttons for 'Previous Step', 'Cancel', 'Save as Draft' (highlighted in green), and 'Next Step'.

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

The screenshot shows the 'Corporate Tax Registration' page. In the 'Business Activities' section, several dropdown menus are filled: 'Industry' (Manufacturing), 'Main Group' (Manufacture of food products), 'Sub-Group' (Processing and preserving of meat), and 'Activity' (Processing and preserving of meat). An 'Activity Code' field contains '1010'. On the right side of the form, there is a vertical toolbar with icons for 'Add', 'Edit', 'Delete', 'Print', and 'Save'. A large red box highlights the 'Add' button, and a yellow circle with the number '1' is placed over it, indicating the first step.

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

# Owner Details



The screenshot shows the 'Corporate Tax Registration' section of the FTA website. On the left, there's a sidebar with tabs like 'Entity Details', 'Identification', 'Main License', 'Trade License', 'License Issues', and 'Legal Name'. The main form area is titled 'Business Activities'. It contains several dropdown menus and input fields:

- Industry:** Manufacturing
- Main Group:** Manufacture of food products
- Sub-Group:** Processing and preserving of meat
- Activity:** Processing and preserving of meat
- Activity Code:** 1010

Below these, there are fields for 'Legal Name in English' and 'Legal Name in Arabic', and 'Trade Name in English' and 'Trade Name in Arabic'. At the bottom right of the form, there's a large red 'Add' button. Navigation buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

**i** Ensure that the information about all your business activities is included. The activity code will get populated on the screen.

FEDERAL TAX AUTHORITY

What are you looking for?

User Type

Home > Company\_A > Corporate Tax Registration

### Corporate Tax Registration

Trade Name in English: [Input Field]

Trade Name in Arabic: [Input Field]

**Business Activities Details**

Primary Activity	Industry	Main Group	Sub-Group	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**

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
No data					

**Local Branch Details**

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	Click on 'Add Owners' to enter all the owners that have a 25% or more ownership in the entity being registered

Owner Details

Owner Type: Legal Person

Legal Name in English: Company A

Legal Name in Arabic: شركة A

Trade Name in English: Company A

Trade Name in Arabic: الشركة A

Ownership Start Date: 23/12/2022

Shareholding Percentage: 50

Corporate Tax TRN (Optional):

Add

Step	Action
(1)	Enter the mandatory owner information and click on Add

# Branch Details



Screenshot of the Federal Tax Authority (FTA) Corporate Tax Registration interface:

The page title is "Corporate Tax Registration". The top navigation bar includes the FTA logo, user information (abc64@web.com), a search bar, and various menu options.

The main content area shows the following details:

Primary Activity	Industry	Main Group	Sub-Group	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**  
Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة A		50.00	***

**Local Branch Details**

Do you have branches in UAE?

Yes  No

Add New Branch

1

Previous Step | Cancel | Save as Draft | Next Step

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.

FEDERAL TAX AUTHORITY

What are you looking for?

User Type | Arabic | -A | A | +A

[Home](#) > [Company A](#) > Corporate Tax Registration

### Corporate Tax Registration

Primary Activity	Industry	Main Group	Sub-Group	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**

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Company A	المملوكة لـ		50.00	***

**Local Branch Details**

Do you have branches in UAE?

Yes  No

Add New Branch

[Previous Step](#) [Cancel](#) [Save as Draft](#) [Next Step](#)

i

The registration will be in the name of head office meeting the relevant criteria. Registration will not be performed in the name of Branch. Even if you are operating via branches in more than one Emirate, only one CT registration is required.

FEDERAL TAX AUTHORITY

What are you looking for?

User Type |  | عرب | A | +A

Home > Company\_A > Corporate Tax Registration

### Corporate Tax Registration

Primary Activity	Industry	Main Group	Sub-Group	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

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة A		50.00	***

Local Branch Details

Do you have branches in UAE?

Yes  No

1

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

# Contact Details



The screenshot shows the 'Corporate Tax Registration' process on the Federal Tax Authority website. The current step is 'Contact Details'. A red box highlights the address input fields: 'Building Name & Number' (Trade Center 1), 'Area' (ICD Brookfield), 'City' (Dubai), and 'Emirate' (Dubai). A yellow circle with the number 1 points to the 'Area' field. Other visible fields include 'Country' (United Arab Emirates), 'Street' (Al Khaili Street), 'Country Code' (+971 ( United Arab Emirates )), 'Mobile Number' (123456789), 'Country Code' (+971 ( United Arab Emirates )), 'Landline Number' (123456789), and 'Email ID' (abc64@web.com). Buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Enter the registered address details of the business.

FEDERAL TAX AUTHORITY

www.fta.ae

What are you looking for?

User Type:  User  Admin  Agent  Company  Individual  Other

A A +A

abc64@web.com

Home > Company\_A > 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	Trade Center 1
Street	Al Khaili Street	Area	ICD Brookfield
City	Dubai	Emirate	Dubai
Country Code	+971 ( United Arab Emirates )	Mobile Number	123456789
Country Code	+971 ( United Arab Emirates )	Landline Number	123456789
Email ID	abc64@web.com	P.O. Box (Optional)	213

Previous Step  Save as Draft



- ● ● 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.
- ● ● If you are a foreign business applying to register for UAE CT, you may choose to appoint a tax agent in the UAE. In such cases, provide the necessary details.

The screenshot shows the 'Corporate Tax Registration' process on the FTA website. The current step is 'Contact Details'. The form contains fields for address, phone numbers, and email. A red circle labeled '1' points to the 'Next Step' button at the bottom right.

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

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

# Authorized Signatory



The screenshot shows the 'Corporate Tax Registration' process. The current step is 'Authorized Signatory' (Step 5). A red box highlights the 'Add Authorized Signatory' button, which is circled with a red number 1. Other steps visible include Entity Details, Identification Details, Contact Details, and Review and Declaration.

**Corporate Tax Registration**

Entity Details      Identification Details      Contact Details      Authorized Signatory      Review and Declaration

**Authorized Signatory**

**Authorized Signatory List**

Name in English	Name in Arabic	ID Number	Email ID	Actions
No data				

**Add Authorized Signatory**

Previous Step      Cancel      Save as Draft      Next Step

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

The screenshot shows the 'Corporate Tax - Authorized Signatory' section of the FTA website. It contains the following fields:

- First Name in English:** Company (Last Name in English: A)
- First Name in Arabic:** (Last Name in Arabic: احمد)
- Country Code:** +971 (United Arab Emirates) (Mobile Number: 12345689) (Email ID: abc64@web.com)
- Designation:** Manager
- Is the authorized signatory a resident of the UAE?** (Yes)  (No)
- Passport Number:** PA1234567
- Passport Issuing Country:** United Kingdom
- Passport Expiry Date:** 28/12/2035
- Source of Authorization:** Memorandum of Association
- Upload Copy of Passport:** Add/View(1) (Max file size: 15 MB, Formats: PDF, DOC, Max. No. of files: 3)
- Upload Memorandum of Association:** Add/View(1) (Max file size: 15 MB, Formats: PDF, DOC, Max. No. of files: 3)

At the bottom right, there is a red box with the number '1' pointing to the 'Add' button.

Step	Action
(1)	After entering the required information for an Authorized Signatory, click 'Add'



The screenshot shows the 'Corporate Tax Registration' process on the Federal Tax Authority website. The steps are numbered 1 through 5: Entity Details, Identification Details, Contact Details, Authorized Signatory, and Review and Declaration. Step 4 is currently active, displaying a table of authorized signatories. The table has columns for Name in English, Name in Arabic, ID Number, Email ID, and Actions. One entry is shown: Company A / شركة A, ID PA1234567, abc64@web.com, with three options in the Actions column. At the bottom right of the page, there are buttons for 'Cancel', 'Save as Draft', and 'Next Step'. The 'Next Step' button is highlighted with a red circle and the number '1'.

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

# Review & Declaration



FEDERAL TAX AUTHORITY

What are you looking for?

Home > Company A > Corporate Tax Registration

Corporate Tax Registration

Country Code: +971 ( United Arab Emirates )  
Landline Number: 12345678  
Mobile Number: 123456789

Country Code: +971 ( United Arab Emirates )  
P.O. Box (Optional): 213  
Mobile Number: 123456789

Step 4: Authorized Signatory

Name in English: Company A	Name in Arabic: شركة A	ID Number: PA1234567	Email ID: abc64@web.com
----------------------------	------------------------	----------------------	-------------------------

Declaration

First Name in English: ABC Web  
Last Name in English: Test  
First Name in Arabic: شركه A  
Last Name in Arabic: 4329043  
Country Code: +971 ( United Arab Emirates )  
Mobile Number: 789456456  
Email: ABC64@WEB.COM  
Submission Date: 28/12/2022

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



- This section highlights all the details entered by you across the application. You are requested to review and submit the application formally.

FEDERAL TAX AUTHORITY

What are you looking for?

User Type:

Corporate Tax Registration

**Step 4: Authorized Signatory**

Name In English Company A	Name In Arabic الشركة A	ID Number PA1234567	Email ID abc64@web.com
------------------------------	----------------------------	------------------------	---------------------------

**Declaration**

First Name In English ABC Web	Last Name In English Test
First Name In Arabic	Last Name In Arabic
Country Code +971 ( United Arab Emirates )	Mobile Number 78945645
Submission Date 29/12/2022	

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

**1**

Previous Step  Save as Draft

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.

FEDERAL TAX AUTHORITY

www.federaltax.ae

What are you looking for?

User Type:

Home > Company A > Corporate Tax Registration

### Corporate Tax Registration

Country Code +971 ( United Arab Emirates )	Landline Number 12345678	Country Code +971 ( United Arab Emirates )	Mobile Number 1234567890
Email ID: abc@web.com	P.O. Box (Optional) 213		

**Step 4: Authorized Signatory**

Name in English Company A	Name in Arabic الشركة A	ID Number PA1234567	Email ID abc@web.com
------------------------------	----------------------------	------------------------	-------------------------

**Declaration**

First Name in English ABC Web	Last Name in English Test
First Name in Arabic الشركة A	Last Name in Arabic ABC Web
Country Code +971 ( United Arab Emirates )	Mobile Number 789456456
Submission Date 29/12/2022	

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](#)

Step	Action
(1)	Click 'Submit' to submit the Corporate Tax Registration application.

# Review & Declaration



Application Submitted Successfully

Entity Name : Company A  
Applicant Name : ABC Web Test  
Reference Number : 101000000/59  
Submission Date & Time : 29 December 2022, 13:02 GST

● Pending Approval

What's Next:  
1 Processing your application:  
a) 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.  
b) 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.  
c) 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.

2 CT registration certificate  
a) Following approval of your registration application you will be registered for CT, and a CT TRN (Tax Registration Number) and registration certificate shall be issued to you. You can download the registration certificate from your EmaraTax account.

Important Notes:  
1. The status of your application will be updated in the dashboard of your taxpayer portal. You can check it at any time by log in to the taxpayer portal.

- • • After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with 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 you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified of the decision.
- 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.
- Read the "What Next" and "Important Notes".



# Correspondences

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**Taxpayer 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



## DUBAI

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