



إمارات تاكس
EMARATAX

VAT Registration 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	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
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
1 2	This menu on the top gives an overview of the various sections within the application. 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 checkmark.

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VAT Registration

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Introduction

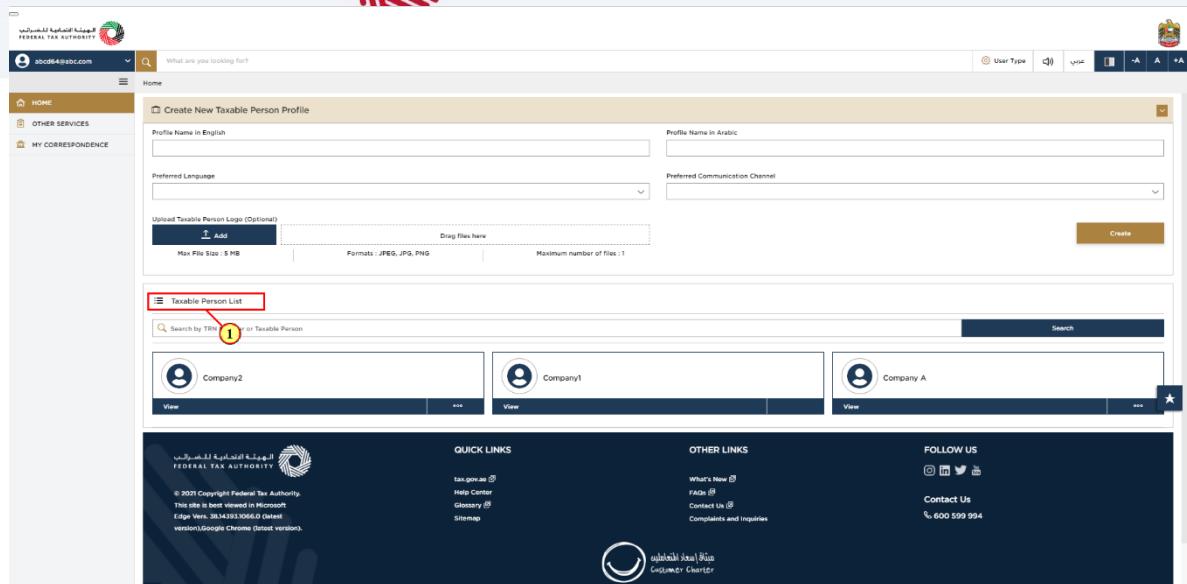


This manual is prepared to help you navigate through the Federal Tax Authority (FTA) portal and submit the VAT Registration application. You must be eligible to register for VAT mandatorily or voluntarily as per the turnover threshold criteria stipulated in Federal Decree Law Number (8) of 2017 on Value Added Tax. 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

- 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.



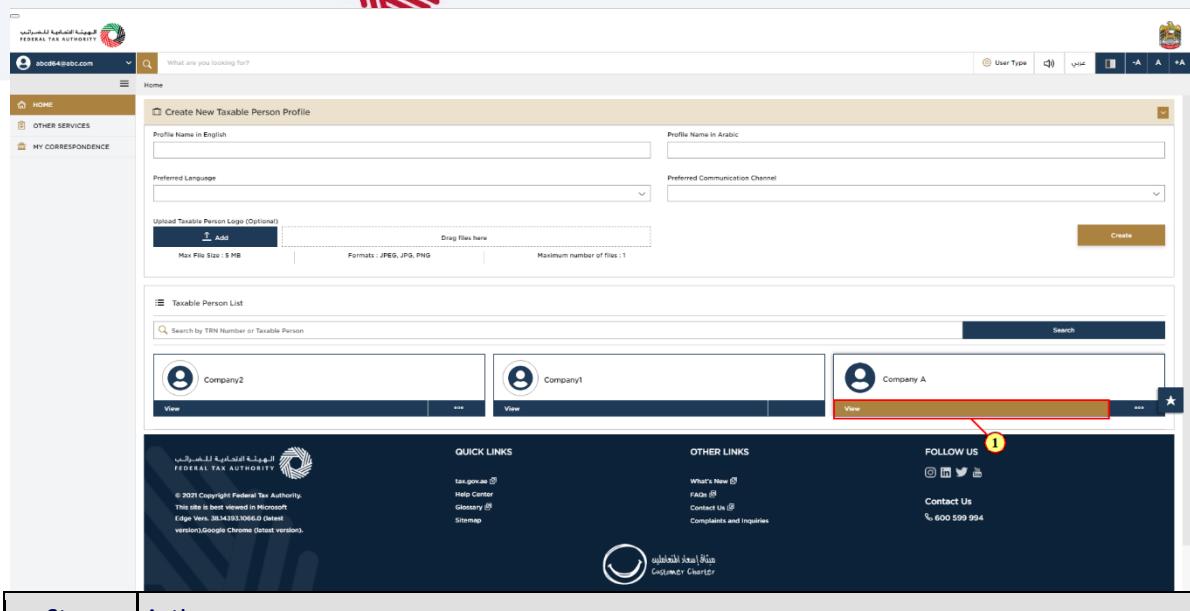
The screenshot shows the EmaraTax portal interface. At the top, there's a navigation bar with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. Below this is a search bar and a user profile icon. The main content area is titled 'Create New Taxable Person Profile'. It includes fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', 'Preferred Communication Channel', and an 'Upload Taxable Person Logo (Optional)' section. A 'Create' button is located at the bottom right of this form. Below this, a section titled 'Taxable Person List' displays three entries: 'Company2', 'Company1', and 'Company A'. Each entry has a 'View' link and a small star icon. The footer contains the FTA logo, copyright information (© 2021 Copyright Federal Tax Authority. This site is best viewed in Microsoft Edge Ver. 38.44383.3060.0 (Latest version)/Google Chrome (Latest version).), quick links (tax.gov.ae, Help Center, Glossary, Sitemap), other links (What's New, FAQs, Contact Us, Complaints and Inquiries), and social media links (Instagram, LinkedIn, Twitter, YouTube). It also features a 'Customer Charter' logo.

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 'Create New Taxable Person Profile' page. The 'Create' button is highlighted with a red box and a circled '1'. The page includes fields for Profile Name in English and Arabic, Preferred Language, Preferred Communication Channel, and an optional logo upload section. Below the form is a 'Taxable Person List' section displaying three entries: Company2, Company1, and Company A.

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 Federal Tax Authority's web interface. At the top, there is a navigation bar with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. A search bar is present with the placeholder 'What are you looking for?'. On the right side of the header, there are icons for 'User Type', 'Print', and 'Zoom'.

The main content area has a title 'Create New Taxable Person Profile'. It contains fields for 'Profile Name in English' and 'Profile Name in Arabic', both with placeholder text 'Profile Name'. Below these are dropdown menus for 'Preferred Language' and 'Preferred Communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload input and a 'Create' button.

Below this is a section titled 'Taxable Person List' with a search bar. It displays three entries: 'Company2' (with a 'View' button), 'Company1' (with a 'View' button), and 'Company A' (with a 'View' button). The 'View' button for 'Company A' is highlighted with a red rectangle and a circled '1' above it, indicating a step in the process.

The footer of the page includes the Federal Tax Authority logo, copyright information (© 2021 Copyright Federal Tax Authority. This site is best viewed in Microsoft Edge Ver. 38.14383.3060.0 (Latest version)/Google Chrome (Latest version)), quick links (tax.gov.ae, Help Center, Glossary, Sitemap), other links (What's New, FAQs, Contact Us, Complaints and Inquiries), and social media links (Instagram, LinkedIn, Twitter, YouTube) with the text 'FOLLOW US'. It also features a 'Customer Charter' link.

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. On the left, there's a sidebar with navigation links: HOME, COMPANY A (selected), VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area has a search bar at the top. Below it, there are two sections: 'Required Actions' and 'Most Used Services', both showing 'No data'. Under 'Overview', there are three tiles: 'Value Added Tax' (Not registered, Register button highlighted with a red box and circled '1'), 'Excise Tax' (Not registered, Register button), and 'Warehouse Keeper' (Not registered, Register button). At the bottom, there's a section for 'My Reports'.

Step	Action
(1)	Click 'Register' on the VAT tile with in the Taxable Person dashboard to initiate the VAT registration application.



Guidelines and Instructions

Required Documents

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

- Valid Trade Licence / Business License(s).
- Passport / Emiratis ID of the authorised signatory(s).
- Proof of authorisation for the authorised signatory(s).
- Contact Information.
- Bank account details or bank account details of the applicant.

Depending on the basis on which you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Self-prepared calculation sheet which may include details to calculate the taxable/non-taxable supplies based on financial records.
- Revenue forecast with evidence (e.g., Local Purchase Order or Contract).
- Monthly turnover declaration for the specified periods that is signed and stamped by the authorised signatory on the entity's printed letterhead.
- Supporting financial documents (e.g., Invoices/POs/contracts/title deed/bancary contracts).

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Expense budget report.
- Articles of Association/Partnership Agreement (if applicable).
- Certificate of Incorporation (if applicable for Legal Person).
- Documents which show ownership information of the business.
- Customs details (if applicable).
- Power of Attorney documents (if applicable).
- Charter, constitution, articles of association 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 "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").

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



شنطة الضريبة الفيدرالية

FEDERAL TAX AUTHORITY

VAT Registration

What are you looking for?

User Type: Valid:

Home > Company ID > VAT Registration

Dear user, registering the same account details or the applicant.

Dependents information on which you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Self-prepared calculation sheet which may include details to calculate the taxable/non-taxable supplies based on financial records.
- Revenue forecast with evidence (e.g. Local Purchase Order or Contract).
- Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead.
- Supporting financial documents (e.g., Invoices/UPCs/contracts/title deed/lease contracts).

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Service business license.
- Articles of Association/Partnership Agreement (if applicable).
- Certificate of Incorporation (if applicable for Legal Person).
- Documents which show ownership information of the business.
- Customs details (if applicable).
- Power of Attorney documents (if applicable).
- Club, charity or non-governmental organization documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association").
- Article 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 and passport of the manager, owner and senior management.
- A scanned copy of the land/property title deed (applicable if you selected "Legal Person-Incorporate/Legal Person-Club or Association").
- A scanned copy of the land/property title deed (applicable if you selected "Legal Person-Incorporate/Legal Person-Club or Association").

Accepted file types are PDF, JPEG, PNG 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

Start

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



Saud@ftr.gov.ae VAT Registration

What are you looking for?

User Type: Individual Company Agent Other

VAT Registration

Home > Company > VAT Registration

Dear [User],

Kindly note that before you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Bank letter validating the bank account details of the applicant.
- Declaration on which you are registering, other relevant documents may include:
 - Audit report audited or non-audited financial statement.
 - Self-prepared calculation sheet which may include details to calculate the taxable/non-taxed supplies based on financial records.
 - Revenue forecast with evidence (e.g., Local Purchase Order or Contract).
 - Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead.
 - Supporting financial documents (e.g., Invoices/UPCs/contracts/title deed/tenancy contracts).

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report, audited or non-audited financial statement.
- Service business license.
- Articles of Association/Partnership Agreement (if applicable).
- Certificate of Incorporation (if applicable for Legal Person).
- Documents which show ownership information of the business.
- Customs details (if applicable).
- Power of Attorney documents (if applicable).
- Club, charity or non-governmental organization documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association").
- Article 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 and passport of the manager, owner and senior management.
- A scanned copy of the land/property title deed (applicable if you selected "Legal Person-Incorporate/Legal Person-Club or Association").

Accepted file types are PDF, JPG, PNG 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

Start 1

Step	Action
(1)	Click 'Start' to initiate the VAT Registration application.



Entity Details Section

	<ul style="list-style-type: none"> 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. 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. You are requested to ensure that the documents submitted, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.
--	---



Screenshot of the Value Added Tax Registration process on the Federal Tax Authority website.

The page shows a step-by-step progress bar at the top:

- Entity Details (Step 1)
- Identification Details (Step 2)
- Eligibility Details (Step 3)
- Contact Details (Step 4)
- Business Relationships (Step 5)
- Bank Details (Step 6)
- Additional Details (Step 7)
- Authorized Signatory (Step 8)
- Review and Declaration (Step 9)

Entity Details Section:

- Entity Type:** Legal Person - Public Joint Stock Company (highlighted with a red box and circled '1').
- Do you have a certificate of incorporation?** Yes (radio button selected).
- Are you applying to create or join a Tax Group?** No (radio button selected).
- Upload Certificate of Incorporation:** A green button labeled "Add/View(0)" and a file upload area with "Drag files here".
- File Size:** Max file size: 10 MB, Formats: PDF, DOC.
- Max No. of Files:** 3.

Action Table:

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.



Screenshot of the Value Added Tax Registration application interface. The page shows a step-by-step process with nine steps numbered 1 to 9. Step 1 is 'Entity Details' where the user has selected 'Legal Person - Public Joint Stock Company'. There are fields for 'Do you have a certificate of incorporation?' (Yes/No) and 'Are you applying to create or join a Tax Group?' (Yes/No). A file upload section for 'Certificate of Incorporation' is shown with a maximum file size of 10 MB and formats PDF, DOC. Buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

You will be able to see the following list of entity types in the application:

- Legal Person - Public Joint Stock Company
- Legal Person - Incorporated
- Legal Person - Foreign Businesses
- Legal Person - Club or Association
- Legal Person - Charity
- Legal Person - Exhibitions
- Legal Person - Federal UAE Govt Entity
- Legal Person - Emirate UAE Govt Entity
- Legal person -Others
- Natural Person - Individual
- Natural Person - Partnership / Heirs of Natural Person
- Natural Person - Others





Screenshot of the Value Added Tax Registration application form. The top navigation bar shows 'abc@abc@abc.com' and a search bar. The main title is 'Value Added Tax Registration'. A progress bar at the top indicates 9 steps completed.

Entity Details

Entity Type: Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation? (Yes)

Are you applying to create or join a Tax Group? (No)

Upload Certificate of Incorporation: Add/View (Green button)

Drag files here

Max file size: 10 MB

Formats: PDF, DOC

Max No. of Files: 3

Buttons at the bottom: Previous Step, Cancel, Save as Draft (highlighted with a red circle), 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.



Screenshot of the Value Added Tax Registration process on the Federal Tax Authority website.

The page shows the 'Entity Details' step (Step 1) of a 9-step registration process. The steps are: Entity Details, Identification Details, Eligibility Details, Contact Details, Business Relationships, Bank Details, Additional Details, Authorized Signatory, and Review and Declaration.

Entity Details:

- Entity Type: Legal Person - Public Joint Stock Company
- Do you have a certificate of incorporation? (Yes)
- Are you applying to create or join a Tax Group? (No)

Upload Certificate of Incorporation: Add/View (Green button), Drag files here, Max file size: 10 MB, Formats: PDF, DOC, Max No. of Files: 3

Action Bar: Previous Step, Next Step (Red button circled with a yellow circle), Cancel, Save as Draft

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

Screenshot of the 'Value Added Tax Registration' form showing the 'Identification Details' section.

The 'Main License Details' section is highlighted with a red box and circled with a yellow circle containing the number '1'. This section includes fields for Trade License Issuing Authority (selected: Dubai Academic City), Trade License Number (DFES/123), License Issue Date (01/01/2023), License Expiry Date (DD/MM/YYYY), Legal Name in English, Legal Name in Arabic, Trade Name in English (optional), and Trade Name in Arabic (optional). A file upload area for 'Uploaded copy of Trade License' is also shown.

The 'Business Activity Details' section below it is also highlighted with a red box and circled with a yellow circle containing the number '1'. It includes columns for Primary Activity, Industry, Main Group, Subgroup, Business Activities, Activity Code, and Actions. A note '(1)' is placed next to the first row of this table.

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



Value Added Tax Registration

Entity Details Identification Details Eligibility Details Contact Details Business Relationships Bank Details Additional Details Authorized Signatory Review and Declaration

Identification Details

Do you have a Trade License in the UAE?

Yes No

Main License Details

Trade License Issuing Authority: Dubai Academic City

Trade License Number: DPSA/123

License Issue Date: DD/MM/YYYY

License Expiry Date: DD/MM/YYYY

Legal Name in English: [Redacted]

Legal Name in Arabic: [Redacted]

Trade Name in English (optional): [Redacted]

Trade Name in Arabic (optional): [Redacted]

Upload copy of Trade License: Add | Drag files here | Max file size: 10 MB | Formats: PDF, DOC | Max No of Files: 3

Business Activity Details

Primary Activity: [Redacted] Industry: [Redacted] Main Group: [Redacted] Subgroup: [Redacted] Business Activities: [Redacted] Activity Code: [Redacted] Actions: [Redacted]

+ Add Business Activities

Previous Step Cancel Save as Draft Next Step

	Trade License is not applicable for the below entity types: <ul style="list-style-type: none"> • Natural Person - Partnership or Heir • Legal Person - Foreign Business • Legal Person - Federal UAE Govt. Entity • Legal Person - Emirate UAE Govt. Entity
--	--

Business Activities

Screenshot of the 'Value Added Tax Registration' process, specifically the 'Identification Details' step (Step 2).

The page shows a series of steps: Step 1 (Entry Details), Step 2 (Identification Details), Step 3 (Eligibility Details), Step 4 (Contact Details), Step 5 (Business Relationships), Step 6 (Bank Details), Step 7 (Additional Details), Step 8 (Authorized Signatory), and Step 9 (Review and Declaration).

Identification Details:

- Do you have a Trade License in the UAE? (Yes)
- Main License Details:
 - Trade License Issuing Authority: Dubai Academic City
 - Trade License Number: DPSA/1321/WE
 - License Issue date: 12/05/2013
 - License Expiry Date: 12/05/2023
 - Legal Name in English: Company A
 - Legal Name in Arabic: شركة A
 - Trade Name in English (optional): Company A
 - Trade Name in Arabic (optional): شركة A
- Upload copy of Trade License: Add/View(?)

Business Activity Details:

Primary Activity: Industry

Actions: + Add Business Activities (highlighted with a red box and yellow circle)

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



Screenshot of the Value Added Tax Registration process on the Federal Tax Authority website. The page shows the 'Identification Details' step, which includes fields for business activities, industry, main group, sub-group, activity, and activity code. A red box highlights the 'Add' button at the bottom right of the activity code section, with a yellow circle containing the number '1' above it.

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



The screenshot shows the 'Identification Details' step of the VAT registration process. It includes fields for Business Activities, Industry, Main Group, Sub-Group, Activity, Activity Code, and Primary Status. There is also a section for uploaded trade license copies and a table for business activity details.



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



Owner Details

Screenshot of the 'Value Added Tax Registration' page showing the 'Owner Details' section.

The page includes fields for License Issue date (12/07/2013), License Expiry Date (12/07/2025), Legal Name in English (Company A), Legal Name in Arabic (شركة A), Trade Name in English (optional) (Company A), and Trade Name in Arabic (optional) (Company A).

There is a file upload section for 'Upload copy of Trade License' with a 'Add/View(1)' button and a 'Drag files here' area. It specifies a max file size of 15 MB and formats PDF, DOC, with a max number of files of 3.

The 'Business Activity Details' section shows one activity: Manufacturing (Main Group: Manufacture of food products, Subgroup: Processing and preserving of meat, Business Activities: Processing and preserving of meat, Activity Code: 1010, Actions: ***). There is a '+ Add Business Activities' button.

The 'Owners List' section has a header row with columns: Owner Type, Owner name in English, Owner name in Arabic, ID Number, Shareholding Percentage, and Actions. A '+ Add Owner' button is located at the top right of this table.

The 'Local Branch Details' section asks 'Do you have branches in UAE?' with 'Yes' and 'No' radio buttons. The 'No data' message is displayed.

At the bottom, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Click on 'Add Owners' to enter all the owners' associated to the trade license.



Screenshot of the Value Added Tax Registration form on the Federal Tax Authority website.

The form includes fields for Owner Details, Business Activities, and Local Branch Details. A red box highlights the "Add" button at the bottom right of the main form area, which is also marked with a yellow circle containing the number 1.

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



Branch Details

Screenshot of the 'Value Added Tax Registration' page showing the 'Business Activity Details' and 'Local Branch Details' sections.

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	... View

Local Branch Details:

Do you have branches in UAE?

Yes No

[Add New Branch](#)

Step Action:

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.



abc@abc.com

What are you looking for?

[Home](#) > [Companies](#) > VAT Registration

Value Added Tax Registration

License Issue date: 12/07/2013 **License Expiry Date:** 12/07/2028

Legal Name in English: Company A **Legal Name in Arabic:** شركة A

Trade Name in English (optional): Company A **Trade Name in Arabic (optional):** شركة A

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	<input type="button" value="..."/>

+ Add Business Activities

Owners List:

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	شركة A	SADF123FDD	100.00	<input type="button" value="..."/>

+ Add Owner

Local Branch Details:

Do you have branches in UAE? Yes No



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 VAT registration is required.



S abc@abc.com

What are you looking for?

Home > Company A > VAT Registration

Value Added Tax Registration

License Issue date: 12/07/2013 **License Expiry Date:** 12/07/2028

Legal Name in English: Company A **Legal Name in Arabic:** شركة A

Trade Name in English (optional): Company A **Trade Name in Arabic (optional):** شركة A

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	<input type="button" value="..."/>

+ Add Business Activities

Owners List:

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	شركة A	SADP123456	100.00	<input type="button" value="..."/>

+ Add Owner

Local Branch Details:

Do you have branches in UAE? Yes No

Next Step

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



Eligibility Details

Taxable supplies and Taxable expenses

Please ensure upload scanned copy of the following documents to avoid resubmitting your application:

1. Declaration of the monthly turnover sizes

- If the entity is established prior to 2017 the declaration should include monthly turnover from Jan 2017 to the date of the submission.
- The declaration should include monthly turnover from the date of establishment to the date of submission.
- You may use declaration letter template in the following link (https://tax.gov.ae/_media/Print/EN/Word/Turnover-Declaration-Letter.docx)
- The letter shall be stamped and signed by the Authorized Signatory

2. Invoices:

- Invoices shall be stamped and signed by the Authorized Signatory

3. Purchase Orders:

- Purchase Order (PO) shall be stamped and signed by Authorized Signatory of both the supplier and the buyer.
- The PO shall include payment terms or delivery date within the next 30 days.

4. Any other supporting financial documents such as contracts, title deeds, tenancy contracts, etc.)

Please download the template and then upload it after filling taxable supplies details as mentioned in the template

[Download Template](#) Taxable Supplies.xlsx last updated 23.01.2021

[Upload Filled Template](#)

[Clear Table](#)

Taxable supplies

Month	Amount(AED)	Cumulative(AED)

Step	Action
(1)	<p>There are two options to enter your taxable supplies and Taxable expenses.</p> <p>1. Download the excel template, enter the details and upload it back. The details provided in the excel template will get populated in the screen.</p> <p>OR</p> <p>2. Enter the taxable supplies and Taxable expenses directly in the screen.</p> <p>3. The figure must only be reported in UAE Dirhams (AED).</p>



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What are you looking for?

Home > Company > VAT Registration

Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory.

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

Upload scanned copies of documentary proof - Purchase orders, contracts.

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

Upload scanned copies of documentary proof - Sample expenses invoices.

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

Upload scanned copies of documentary proof - Sample sales invoices.

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

VAT Registration Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

1. Your taxable supplies was more than AED375,000 in any past period of 12 months or less; or
2. You expect that your taxable supplies will be more than AED375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded Reason for change in Obligation Date (Optional)

On what date would you like to be registered (prior to the standard effective date as per the law) Reason for change in Effective date (Optional)

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? Yes No

Do you expect to make exempt supplies? Yes No

Do you wish to apply for Exception from VAT? Yes No



If the 'VAT registration criteria' is determined as 'Mandatory' or 'Voluntary', you are eligible for VAT registration. If the 'VAT registration criteria' is determined as 'Not applicable', you are not eligible for VAT registration.



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What are you looking for?

Home > Companies > VAT Registration

Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory.

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

Upload scanned copies of documentary proof - Purchase orders, contracts.

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

Upload scanned copies of documentary proof - Sample expenses invoices.

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

Upload scanned copies of documentary proof - Sample sales invoices.

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

User Registration **Mandatory**

Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

- Your taxable supplies was more than AED375,000 in any past period of 12 months or less; or
- You expect that your taxable supplies will be more than AED375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded Reason for change in Obligation Date (Optional)

On what date would you like to be registered (prior to the standard effective date as per the law) Reason for change in Effective date (Optional)

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? Yes No 1 I expect to make exempt supplies? Yes No

Do you wish to apply for Exception from VAT? Yes No

Step	Action
(1)	<ul style="list-style-type: none"> The obligation and effective date of registration will get populated in the screen. You can change the date by providing the reason.



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What are you looking for?

Home > Company > VAT Registration

Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory.

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

Upload scanned copies of documentary proof - Purchase orders, contracts.

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

Upload scanned copies of documentary proof - Sample expenses invoices.

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

Upload scanned copies of documentary proof - Sample sales invoices.

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

User Registration **Mandatory**

Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

1. Your taxable supplies was more than AED375,000 in any past period of 12 months or less; or
2. You expect your taxable supplies will be more than AED375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded Reason for change in Obligation Date (Optional)

On what date would you like to be registered (prior to the standard effective date as per the law) Reason for change in Effective date (Optional)

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? Yes No

Do you expect to make exempt supplies? Yes No

Do you wish to apply for Exception from VAT? Yes No

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



Contact Details

Screenshot of the Value Added Tax Registration process showing the 'Contact Details' step. The form is divided into several sections:

- Entity Details**: Shows the entity type as 'Trade Center'.
- Identification Details**: Shows the TIN as 'ABCDEF123456789'.
- Eligibility Details**: Shows the VAT registration status as 'VAT Registered'.
- Contact Details**: This section is highlighted with a red box and contains the following fields:
 - Country: United Arab Emirates
 - Building Name & Number: Trade Center 1
 - Area: ICD Brookfield
 - Emirates: Dubai
 - Street: Al Mashaqib Street
 - City: Dubai
 - Mobile Number: +971 56 123456789
 - Landline Number: +971 4 123456789
 - P.O. Box: 12345
- Business Relationships**
- Bank Details**
- Additional Details**
- Authorized Signatory**
- Review and Declaration**

A red circle labeled '1' points to the 'P.O. Box' field in the 'Contact Details' section.

At the bottom, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

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



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What are you looking for?

Home > Company A > VAT Registration

Value Added Tax Registration

Entity Details 1 Identification Details 2 Eligibility Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Additional Details 7 Authorized Signatory 8 Review and Declaration 9

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country <input type="text" value="United Arab Emirates"/>	Building Name & Number <input type="text" value="Trade Center 1"/>		
Street <input type="text" value="Al Muhamed Al Street"/>	Area <input type="text" value="ICD Brookfield"/>		
City <input type="text" value="Dubai"/>	Emirates <input type="text" value="Dubai"/>		
Country Code <input type="text" value="+971 (United Arab Emirates)"/>	Mobile Number <input type="text" value="05456789"/>	Country Code <input type="text" value="+971 (United Arab Emirates)"/>	Landline Number <input type="text" value="123456789"/>
Email ID <input type="text" value="abcFTA@abc.com"/>	P.O. Box <input type="text" value="123456789"/>		

- 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 VAT, you may choose to appoint a tax agent in the UAE. In such cases, provide the necessary details.



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What are you looking for?

Home > Company A > VAT Registration

Value Added Tax Registration

Entity Details 1 Identification Details 2 Eligibility Details 3 Contact Details 4 Business Relationships 5 Bank Details 6 Additional Details 7 Authorized Signatory 8 Review and Declaration 9

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country	United Arab Emirates	Building Name & Number	Trade Center 1
Street	Al Muhamed Al Street	Area	ICD Brookfield
City	Dubai	Emirates	Dubai
Country Code	+971 (United Arab Emirates)	Mobile Number	05456789
		Country Code	+971 (United Arab Emirates)
		Landline Number	123456789
Email ID	abcFTA@abc.com	P.O. Box	1234

Next Step

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



Business Relationships

Screenshot of the 'Business Relationships' step in the Value Added Tax Registration process. The step is highlighted with a red box. A yellow circle labeled '1' points to the 'First Name in English' field.

The page shows the following fields:

- Designation:** Manager (highlighted with a red box)
- First Name in English:** Company (highlighted with a yellow circle labeled '1')
- Last Name in English:** A
- First Name in Arabic:** إسم العميل
- Last Name in Arabic:** إسم العميل
- Are you a Resident of UAE?** Yes (radio button selected)
- Country of Nationality:** United Arab Emirates
- Passport Number:** SFANCAZAD
- Passport Issuing Country:** United Arab Emirates
- Please upload copy of Passport:** Add/View(0) (button)
- Max File size: 15 MB**
- Format: PDF, DOC**
- Max No. of files: 3**
- Passport Expiry Date:** 25/06/2024
- Drag files here**
- + Add Relationships**

Step	Action
(1)	Enter the details of the Manager OR CEO.



Add More Relationships

Screenshot of the 'Value Added Tax Registration' form showing the 'Business Relationships' section. The 'Business Relationships' step is highlighted with a green circle and the number 5. A callout bubble with the number 1 points to the '+ Add Relationships' button.

Step	Action
(1)	Click 'Add Relationships' to add more relationship details, this is an optional field.



Screenshot of the Federal Tax Authority's VAT Registration - Taxpayer User Manual showing the 'Add Relationships' step for a Value Added Tax registration. The form is for adding a Partner/Director.

Step 1: Enter Partner or Director details and click 'Add'.

The screenshot shows the following fields:

- Partner/Director: Director
- First Name in English: Company
- Last Name in English: A
- First Name in Arabic: الشركة
- Last Name in Arabic: المحدودة
- Is the Partner/Director a Resident in the UAE?: No
- Country of Nationality: United Kingdom
- Passport Number: ADPVA50212
- Passport Issuing Country: United Kingdom
- Passport Expiry Date: 25/06/2024
- Start Date: 25/06/2013
- Are you (or any of the directors of the applicant), currently involved in (or in the last 5 years been involved in) any other business resident in the UAE, either individually or as a director or partner in that business?: No

At the bottom right, the 'Add' button is highlighted with a red box and a yellow circle containing the number 1.

abcFTA@abc.com What are you looking for? User Type: User

Home > Company A > VAT Registration

Value Added Tax Registration

Business Relationships

Designation:	Manager					
First Name in English:	Company					
First Name in Arabic:	أ.م.م					
Are you a Resident of UAE?	<input checked="" type="radio"/> Yes <input type="radio"/> No					
Country of Nationality:	United Kingdom					
Passport Number:	SFAFCASAZD					
Passport Issuing Country:	United Kingdom					
Please upload copy of Passport <input type="button" value="Add/View(1)"/> Drag files here Max File size : 15 MB Formats: PDF, DOC Max No. of files : 3						
+ Add Relationships						
Relationship:	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Director	Company A	أ.م.م	ADFGVASD1212	Non Resident	United Kingdom	***

Previous Step Save as Draft

Step Action

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



Bank Details

The screenshot shows the 'Value Added Tax Registration' process on the FTA website. The current step is 'Bank Details' (Step 6). The form includes fields for Country (United Arab Emirates), IBAN (AL0020012), Bank Name (andifel), Branch Name (Dubai branch), Account Holder's Name (CHAITANY), Account number (0000), and an optional upload field for a Bank Validation Letter (Max file size: 15 MB, Formats: PDF, DOC). There are also tabs for Entity Details, Identification Details, Eligibility Details, Contact Details, Business Relationships, Additional Details, Authorized Signatory, and Review and Declaration.

	<ul style="list-style-type: none"> • Bank details are optional at the time of VAT Registration. You may also provide or update the bank account details after the VAT registration is completed. However, you are advised to provide the bank details as a part of this application to avoid submission of bank details at the time of refunds processing. • You are requested to ensure that your account details are accurate. Some accounts cannot receive payments electronically. Also, ensure that your Bank has this facility. • If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank. • If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.
--	---



Screenshot of the Federal Tax Authority VAT Registration process, Step 6: Bank Details.

The page shows a progress bar with 9 steps completed. Step 6 is highlighted with a red box and a circled '1'.

Bank Details (Optional)

- Country: United Arab Emirates
- IBAN: AEQ20030000056378920002
- Bank Name: Al Raif Bank
- Branch Name: Dubai branch
- Account Holder's Name: CHAITANY
- Account number: 0000056378920000

Upload Copy of Bank Validation Letter: Add/View (1 file) | Drag files here | Max. file size: 15 MB | Format: PDF, DOC | Max. No. of Files: 3

Buttons: Previous Step, Save as Draft, Next Step (highlighted with a green circle and circled '1')

Step	Action
(1)	You may enter your bank details and click 'Next Step' to save and proceed to the 'Additional Details' section



Additional Details

GCC Business activities

Screenshot of the Value Added Tax Registration process showing the 'Additional Details' step.

The screenshot shows a progress bar with 9 steps completed. Step 7 is highlighted in yellow, indicating the current step: 'Additional Details'.

Additional Details:

- Do you intend to import goods or services? Yes No
- Will any of these imports be from GCC member states? Yes No
- Do you intend to export goods or services? Yes No
- Will any of these exports to GCC member states? Yes No

Action: + Add GCC Business activities (Step 7)

Table:

Step	Action
(1)	Click 'Add GCC Business activities' If the person is intending to import goods or services and these imports are from GCC member states.



The screenshot shows the 'Value Added Tax Registration' process on the Federal Tax Authority website. The current step is 'Additional Details'. A modal window titled 'GCC Business Activities' is displayed, asking for 'TRN (if available)' and 'Value of Import (AED per year)'. Both fields contain placeholder text ('2432123525' and '10,000.00'). A red box highlights the 'Add' button at the bottom right of the modal.

Step	Action
(1)	<ul style="list-style-type: none"> Select the GCC state from the drop down. Enter the Tax Registration Number (TRN) or equivalent if the entity is already registered for VAT purposes with the respective tax authority in the GCC Member state. Enter the value of goods you expect to import and sell in the 12 months following the date of registration Click 'Add'.



Screenshot of the Value Added Tax Registration process on the Federal Tax Authority website.

The page shows a progress bar with 9 steps completed:

- Entity Details
- Identification Details
- Eligibility Details
- Contact Details
- Business Relationships
- Bank Details
- Additional Details
- Authorized Signatory
- Review and Declaration

The "Additional Details" step is active, showing fields for import and export intentions, GCC Business Activities, and customs registration numbers.

GCC Business Activities

- Select GCC state: Kuwait
- TIN (if available): 2452123525
- Value of Import (AED per year): 10,000.00
- Value of Export (AED per year): 10,000.00

Customize Columns

Do you have a customs registration number?

Actions

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



Do not include the value of any services unless they are directly related to moving goods (Example., commission, and freight insurance).



Custom details

Screenshot of the Value Added Tax Registration process showing the 'Custom Details' step.

The page displays a series of steps numbered 1 to 9. Step 1 is 'Entity Details', Step 2 is 'Identification Details', Step 3 is 'Eligibility Details', Step 4 is 'Contact Details', Step 5 is 'Business Relationships', Step 6 is 'Bank Details', Step 7 is 'Additional Details', Step 8 is 'Authorized Signatory', and Step 9 is 'Review and Declaration'.

Additional Details:

- Do you intend to import goods or services? Yes No
- Will any of these imports be from GCC member states? Yes No
- Do you intend to export goods or services? Yes No
- Will any of these exports to GCC member states? Yes No

GCC Business Activities:

GCC member state	TIN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
Kuwait	2432523525	10,000.00	10,000.00	...

Custom Registration details:

Please add Custom Registration details

Customize Columns	...	Attachment	Actions
Emirates	Customs Number	No data	+ Add Custom Details (1)

Buttons at the bottom:

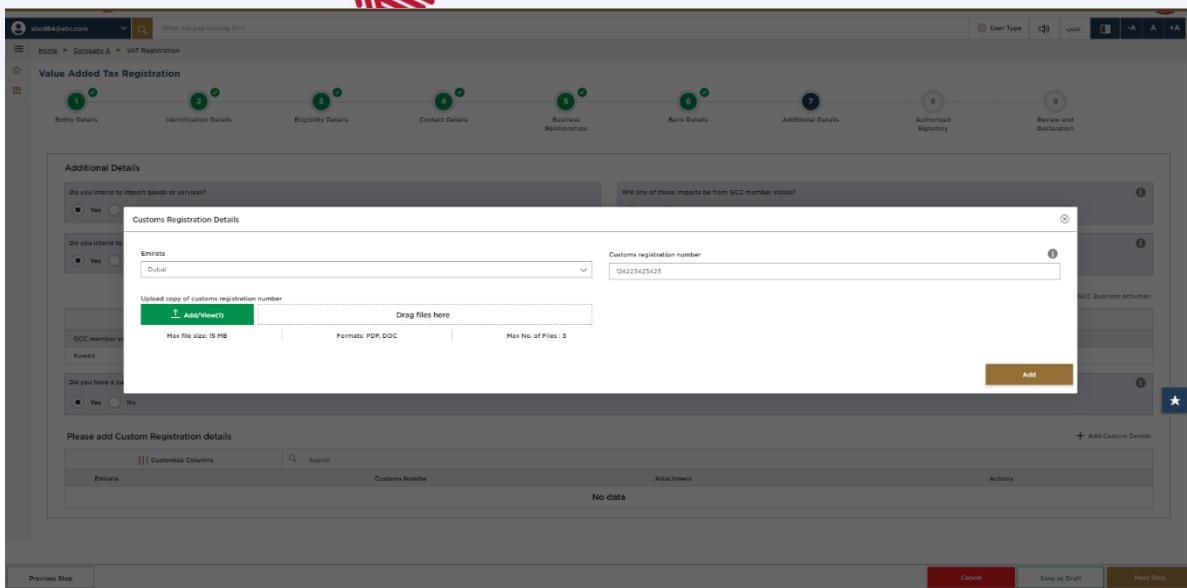
- Previous Step
- Cancel
- Save as Draft
- Next Step

Step	Action
(1)	If you are registered with any of the Customs Authorities in the UAE, select 'Yes' and click 'Add Custom Details' to enter the customs registration details.



Screenshot of the Value Added Tax Registration process on the Federal Tax Authority website. The page shows the 'Additional Details' step, which includes fields for customs registration, GCC member status, and attachments. A red box labeled '1' highlights the 'Add' button in the attachment section.

Step	Action
(1)	<ul style="list-style-type: none"> Select the Emirate from the drop down. Enter your Customs Registration Number, issued by the relevant Customs department in the UAE. Upload supporting document and click 'Add'.



The screenshot shows the FTA VAT Registration system interface. At the top, there's a navigation bar with 'User Type' and other settings. Below it, a progress bar indicates the 'Value Added Tax Registration' process is at step 2 of 9. The main area is titled 'Additional Details' and contains sections for customs registration, GCC member status, and other declarations. A table for 'Custom Registration details' is shown with one row of data. Buttons for 'Add', 'Save as Draft', and 'Next Step' are visible at the bottom.

	<ul style="list-style-type: none"> If you have multiple Customs Registration Numbers ("CRN") in the UAE, add each of them as a separate line item. The Customs Registration information will assist the FTA and the relevant Customs departments to identify you accurately at the time of importing and exporting goods into or from the UAE. Failure to enter this information may result in delays at the border. You may also remove any item from the list by clicking on 'Delete'.
---	---



Screenshot of the Value Added Tax Registration page. The top navigation bar shows 'abcFTA@abc.com' and a search bar. The main title is 'Value Added Tax Registration'. Below it, a progress bar shows steps 1 through 9. Step 1 is 'Entity Details', step 2 is 'Identification Details', step 3 is 'Eligibility Details', step 4 is 'Contact Details', step 5 is 'Business Relationships', step 6 is 'Bank Details', step 7 is 'Additional Details', step 8 is 'Authorized Signatory', and step 9 is 'Review and Declaration'. The 'Additional Details' section contains two groups of questions about import and export intentions. The 'GCC member state' table shows Kuwait with TRN 2432323525 and estimated imports and exports of 10,000.00 AED per year. The 'Customs registration number' table shows Dubai with Customs Number 12423423403. At the bottom right, there is a 'Next Step' button with a circled '1' above it.

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



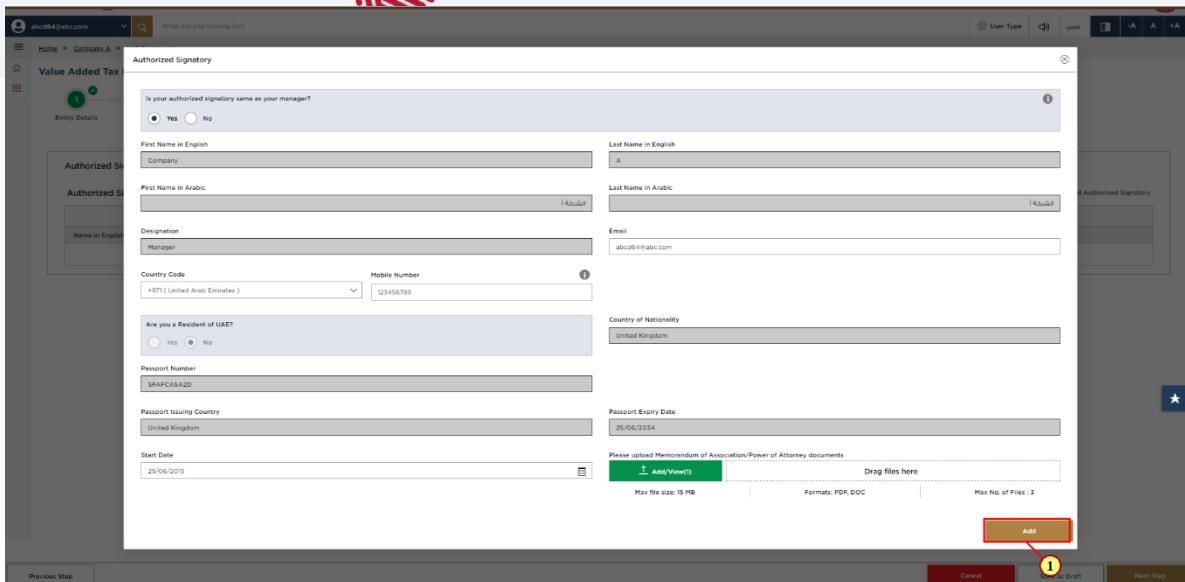
Authorized Signatory

The screenshot shows the 'Value Added Tax Registration' process, step 8: 'Authorized Signatory'. It displays a table titled 'Authorized Signatory list' with columns: Name in English, Name in Arabic, ID Number, Email, and Actions. A red box highlights the 'Actions' column, and a yellow circle highlights the 'Add Authorized Signatory' button at the top right of the table.

Authorized Signatory list				
Name in English	Name in Arabic	ID Number	Email	Actions
No data				

Step **Action**

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



The screenshot shows the 'Authorized Signatory' section of the VAT registration form. It includes fields for personal information like first name, last name, designation, and contact details. There is also a section for passport information and a file upload area for legal documents. The 'Add' button is highlighted with a red box.

Step	Action
(1)	<ul style="list-style-type: none"> If Manager OR Chief Executive Officer (CEO) is the authorized signatory, select 'Yes'. The Manager OR CEO details provided in the 'Business Relationships' section will get populated in the screen. Otherwise, select 'No', to enter the authorized signatory details . After completing all mandatory fields, click 'Add'.



Screenshot of the 'Authorized Signatory' form in the Federal Tax Authority system.

Entity Details:

- Entity Name: Company A
- Entity Type: Value Added Tax
- Entity Status: Active
- Entity Address: Entity Details

Authorized Signatory:

Is your authorized signatory same as your manager? Yes No

First Name in English	Last Name in English
Company	A
First Name in Arabic	Last Name in Arabic
أحمد	احمد
Designation	Email
Manager	abc001@abc.com
Country Code	Mobile Number
+971 (United Arab Emirates)	123456789
Are you a Resident of UAE?	Country of Nationality
<input type="radio"/> Yes <input checked="" type="radio"/> No	United Kingdom
Passport Number	Passport Expiry Date
SFAPCA5A2D	25/06/2034
Passport Issuing Country	Please upload Memorandum of Association/Power of Attorney documents
United Kingdom	Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3
Start Date	Add/View(?)
25/06/2015	Drag files here

Buttons:

- Previous Step
- Cancel
- Save as Draft
- Add
- Next Step



- Evidence of authorization may include a Power of Attorney or similar in the case of legal persons.
- You can add one or more authorized signatory, if required.

Screenshot of the Federal Tax Authority VAT Registration process, Step 1: Value Added Tax Registration.

The page shows a progress bar with 9 steps:

- Entity Details (Step 1)
- Identification Details (Step 2)
- Eligibility Details (Step 3)
- Contact Details (Step 4)
- Business Relationships (Step 5)
- Bank Details (Step 6)
- Additional Details (Step 7)
- Authorized Signatory (Step 8)
- Review and Declaration (Step 9)

Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email	Actions
Company A	شركة A	SFAPCASA2D	abc054@abc.com	...

Next Step (Step 8) is highlighted with a yellow circle and a red arrow pointing to it.

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



Review and Declaration

Screenshot of the VAT Registration application review page.

The page shows the following details:

- Step 8: Authorized Signatory**
- Emirates:** Dubai
- Customs Number:** 124223423423
- Step 8 : Authorized Signatory:**
 - Name in English:** Company A
 - Name in Arabic:** إِمَارَاتٍ إِمَارَاتٍ
 - ID Number:** SFAPCASA2D
 - Email:** abc084@abc.com
- Declaration:**
 - First Name in English:** ab
 - Last Name in English:** cd
 - First Name in Arabic:** إِمَارَاتٍ
 - Last Name in Arabic:** إِمَارَاتٍ
 - Country Code:** +971 (United Arab Emirates)
 - Mobilia Number:** 887654321
 - Email:** abc084@abc.com
- Submission Date:** 02/08/2022
- Declaration Checkbox:** I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Buttons at the bottom: 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.



abc@fta.ae abc.com What are you looking for? User Type:

Home > Company A > VAT Registration

Value Added Tax Registration

Step 8 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	الشركة A	SFAPCA542D	abc084@abc.com

Declaration

First Name in English	Last Name in English	First Name in Arabic	Last Name in Arabic
abc	cd	اب	cd
Country Code	Mobile Number	Email	
+971 (United Arab Emirates)	987654321	abc084@abc.com	
Submission Date			
01/08/2022			

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

Previous Step

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.



abcFTA@abc.com What are you looking for? User Type:

Home > Company A > VAT Registration

Value Added Tax Registration

Step 8 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	الشركة A	SFAPCA542D	abc084@abc.com

Declaration

First Name in English	First Name in Arabic	
ab	اب	
Last Name in English	Last Name in Arabic	
cb	اب	
Country Code	Mobile Number	Email
+971 (United Arab Emirates)	987654321	abc084@abc.com
Submission Date	01/08/2022	

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

(1)

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



Post Application Submission

The screenshot shows a web interface for VAT registration. At the top, there's a navigation bar with links for Home, Company A, and VAT Registration. Below that, a sub-menu for VAT Registration is shown. The main content area has a title 'Value Added Tax Registration' and a message 'Application Submitted Successfully'. It lists the following details:

- Name : Company A
- Reference Number : 300000004967
- Submitted Date : 2 August 2022

Below this, there's a section titled 'What Next?' containing a bulleted list of what happens after submission. There's also a 'Important Notes' section at the bottom.

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 on 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

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