



إمارات تاكس
EMARATAX

Taxpayer User Manual
Corporate Tax Self Registration

Date: 10 June, 2025

Version 3.0.0.0

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Document Control Information

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| 2.0.0.0 | 07-Mar-24 | Invenio LSI Team | User Manual for EmaraTax Portal - Corporate Tax Self Registration – Updated post feedback from PwC |



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 |
| | 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 to the Previous section of the Input Form |
| Next Step | This is used to go to the Next section of the Input Form |
| Save as Draft | This is used to save the application as a draft, so that it can be completed later |
| | This menu at the top gives an overview of the various sections within the application form. 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 |

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways.

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Introduction

This manual is prepared to help an applicant to navigate through the Federal Tax Authority EmaraTax portal and submit their Corporate Tax Self Registration application. The applicant must be eligible to register for Corporate Tax as per Federal Decree Law Number 47 of 2022 on the Taxation of Corporations and Businesses.

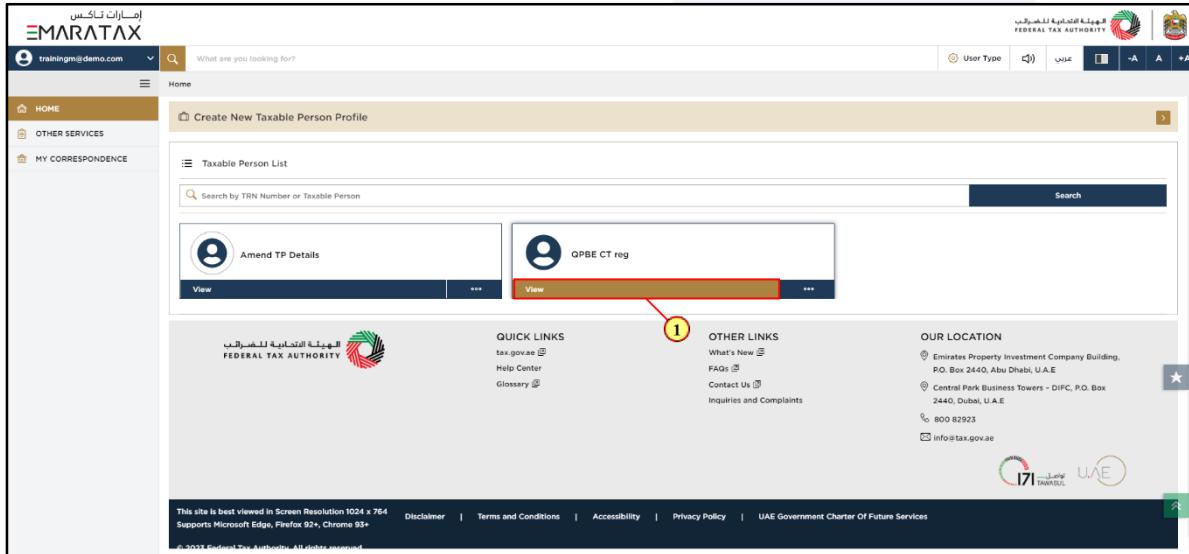
The applicant can be either a natural person (for example, an Individual), or a legal person (for example, a Public Joint Stock Company, Incorporated, Government Body).



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.

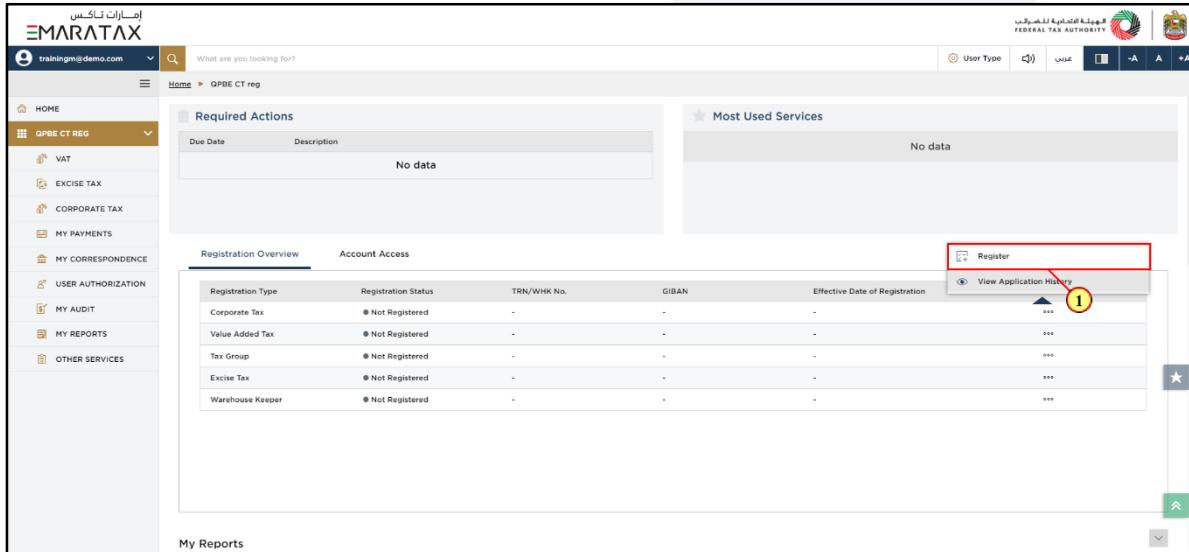
Taxable Person Tile



The screenshot shows the EMARATAX platform's Taxable Person List page. At the top, there is a navigation bar with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. Below the navigation is a search bar with placeholder text 'What are you looking for?'. The main content area displays a table titled 'Taxable Person List' with two rows. The first row has a link 'Amend TP Details' and a 'View' button. The second row, which is highlighted with a red box, has a link 'QPBE CT reg' and a 'View' button. A yellow circle with the number '1' is drawn around the 'View' button in the second row. The footer contains links for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary) and 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints). It also includes information about '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; B00 82923; info@tax.gov.ae). The footer also features the TANASUL logo and the UAE flag.

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

Corporate Tax Self Registration



The screenshot shows the 'EMARATAX' platform interface for Corporate Tax Self Registration. The left sidebar includes links for HOME, QPBE CT REG (selected), VAT, EXCISE TAX, CORPORATE TAX, MY PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, MY AUDIT, MY REPORTS, and OTHER SERVICES. The main content area has sections for 'Required Actions' (empty) and 'Most Used Services' (empty). Below these are 'Registration Overview' and 'Account Access' tables. In the 'Registration Overview' table, the 'Registration Type' row for 'Corporate Tax' has a radio button labeled 'Not Registered'. To the right of the table is a 'Register' button with a circled '1' above it, and a 'View Application History' link.

| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> You can self-register for Corporate Tax if you are not registered for Value Added Tax or Excise Tax yet. In order to register for Corporate Tax, click '...' against the Corporate Tax registration type. Select 'Register' to start your Corporate Tax Registration application. |



Instructions and Guidelines

The screenshot shows the EMARATAX platform interface for Corporate Tax Registration. Key elements include:

- Header:** Includes the logo, navigation bar, and search bar.
- Page Title:** "Corporate Tax Registration".
- Information Boxes:**
 - "No. of form sections": 5 sections.
 - "Expected time to complete this application": 30 minutes.
 - "Expected fees for this service": Free of charge.
- Required Documents:** A list of documents required for registration, categorized by type of registrant (Natural Person or Legal Person/Partnership).
- Service Details:** Information about the service, including its purpose ("Use this service to register for Corporate Tax and obtain a Tax Registration Number (TRN).") and eligibility criteria.
- Buttons:** "Back", "Start", and other navigation controls.



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



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What are you looking for?

User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Watch Video tutorial | Download User Manual

Content will be available soon

List of documents that are required for making an application to register yourself for Corporate Tax are provided below:

A. If the registrant is a Natural Person:

- 1. Emirates ID/Passport of the Taxable Person
- 2. Trade licenses
- 3. Evidence of Business Activity
- 4. Emirates IDs, Passports and Proof of Authorization of authorized signatories

B. If the registrant is a Legal Person or a Partnership:

- 1. Certificate of incorporation
- 2. Decree Law, if you are a Federal/Emirate Government Entity
- 3. Cabinet Resolution, if you are a Qualifying Public Benefit Entity
- 4. All trade licenses including branch licenses associated with the main license
- 5. Emirates IDs, Passports and Trade Licenses of owners
- 6. Emirates IDs, Passports and Proof of Authorization of authorized signatories

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

Service Details

About the Service

Use this service to register for Corporate Tax 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) | Read the instructions and guidelines for Corporate Tax Registration and mark the checkbox to confirm. |



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What are you looking for?

User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Watch Video tutorial | Download User Manual

Content will be available soon

List of documents that are required for making an application to register yourself for Corporate Tax are provided below:

A. If the registrant is a Natural Person:

- 1. Emirates ID/Passport of the Taxable Person
- 2. Trade licenses
- 3. Evidence of Business Activity
- 4. Emirates IDs, Passports and Proof of Authorization of authorised signatories

B. If the registrant is a Legal Person or a Partnership:

- 1. Certificate of incorporation
- 2. Decree Law, if you are a Federal/Emirate Government Entity
- 3. Cabinet Resolution, if you are a Qualifying Public Benefit Entity
- 4. All trade licenses including branch licenses associated with the main license
- 5. Emirates IDs, Passports and Trade Licenses of owners
- 6. Emirates IDs, Passports and Proof of Authorization of authorised signatories

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

Service Details

About the Service

Use this service to register for Corporate Tax 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 registration of your Corporate Tax application. |

Entity Details Section

The screenshot shows the 'Corporate Tax Registration' page. At the top, there is a navigation bar with links for Home, QPBE CT reg, and Corporate Tax Registration. Below the navigation is a progress bar with five numbered circles: 1 Entity Details, 2 Identification Details, 3 Contact Details, 4 Authorized Signatory, and 5 Review and Declaration. The 'Entity Details' section is currently active, displaying fields for Entity Type (Legal Person - incorporated), Entity Sub-Type (Public Joint Stock Company), Country of Registration/Incorporation (United Arab Emirates), Date of incorporation (01/01/2022), and other optional fields like Cabinet Decision Number and Qualifying Public Benefit Entity status. There are also upload fields for Certificate of Incorporation and Cabinet Decision.

- i
 - The Corporate Tax Registration application has been divided into five short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.
 - 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 and all the document and details are up-to-date. This would help to avoid any rejection or resubmission of the application later.



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What are you looking for?

User Type:

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

Entity Details

1 Entity Type: Legal Person - incorporated

2 Identification Details

3 Contact Details

4 Authorized Signatory

5 Review and Declaration

Entity Details

Entity Type: Legal Person - incorporated

Entity Sub-Type: Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates

Date of incorporation: 01-01-2022

Are you a Qualifying Public Benefit Entity? Yes No

Cabinet Decision Number: Cabinet Decision Number/07

Upload Certificate of Incorporation: Add/View(1)

Drag files here

Max file size: 15 MB

Format: PDF, DOC

Max No. of File: 5

Upload Cabinet Decision: Add/View(1)

Drag files here

Max file size: 15 MB

Format: PDF, DOC

Max No. of File: 3

Cancel

Save as Draft

Next Step

| Step | Action |
|------|---|
| (1) | Select the ' Entity Type ' and ' Entity Sub-Type ' of your business from the drop-down list. Note that the input fields in this section may vary based on the entity type selected. |



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User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

Entity Details 1

Identification Details 2

Contact Details 3

Authorized Signatory 4

Review and Declaration 5

Entity Details

Entity Type: Legal Person - Incorporated Entity Sub-Type: Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates

Date of Incorporation: 01/01/2022

Are you a Qualifying Public Benefit Entity? Yes No i

Cabinet Decision Number: Cabinet Decision Number/07

Upload Certificate of Incorporation Add/View() Drag files here Max No. of File: 5 Max file size: 15 MB

Upload Cabinet Decision Add/View() Drag files here Max No. of File: 3 Max file size: 15 MB

Format: PDF, DOC

Format: PDF, DOC

Cancel Save as Draft Next Step

Previous Step



The '**Country of Registration/Incorporation**' is defaulted to United Arab Emirates, and is greyed-out for Legally Incorporated Public Joint Stock Company.



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What are you looking for?

User Type:

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

Entity Details

Identification Details

Contact Details

Authorized Signatory

Review and Declaration

Entity Details

Entity Type: Legal Person - incorporated

Entity Sub-Type: Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates

Date of Incorporation: 01/01/2022

Are you a Qualifying Public Benefit Entity? Yes No

Cabinet Decision Number: Cabinet Decision Number/07

Upload Certificate of Incorporation: Drag files here Max No. of File: 5 Max file size: 15 MB

Upload Cabinet Decision: Drag files here Max No. of File: 3 Max file size: 15 MB

Cancel Save as Draft Next Step

1

| Step | Action |
|------|--|
| (1) | Enter ' Date of Incorporation ' of your business. |



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User Type: عرب English A A+

Home > QPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

Entity Details 1

Identification Details 2

Contact Details 3

Authorized Signatory 4

Review and Declaration 5

Entity Details

Entity Type: Legal Person - incorporated 1

Entity Sub-Type: Public Joint Stock Company 1

Country of Registration/Incorporation: United Arab Emirates 1

Date of Incorporation: 01/01/2022 1

Are you a Qualifying Public Benefit Entity? 1

Yes No

Cabinet Decision Number: Cabinet Decision Number07 1

Upload Certificate of Incorporation 1

Add/View() Drag files here Max No. of File: 5 Max file size: 15 MB

Upload Cabinet Decision 1

Add/View() Drag files here Max file size: 15 MB Format: PDF, DOC Max No. of File: 3

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|---|
| (1) | Select 'Yes' if you are a Qualifying Public Benefit Entity. |



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User Type: عرب English A A+

Home > QPBE CT reg > Corporate Tax Registration

Corporate Tax Registration

Entity Details 1

Identification Details 2

Contact Details 3

Authorized Signatory 4

Review and Declaration 5

Entity Details

Entity Type: Legal Person - incorporated Entity Sub-Type: Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates Date of Incorporation: 01/01/2022

Are you a Qualifying Public Benefit Entity? Yes No

Cabinet Decision Number: Cabinet Decision Number07

Upload Certificate of Incorporation Add/View() Drag files here Max file size: 15 MB Format: PDF, DOC Max No. of File: X

Upload Cabinet Decision Add/View() Drag files here Max file size: 15 MB Format: PDF, DOC Max No. of File: X

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> Enter 'Cabinet Decision Number' if you are a Qualifying Public Benefit Entity. Upload supporting documents. |



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User Type: عرب

Home > GPSE CT Reg > Corporate Tax Registration

Corporate Tax Registration

Are you a Qualifying Public Entity Entity?

Yes No

Cabinet Decision Number

Cabinet Decision Number07

Upload Certificate of Incorporation

Add/View(1) Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Upload Cabinet Decision

Add/View(1) Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Corporate Tax Period Details

Corporate Tax Period: January - December

First Corporate Tax Period Start Date: 01/01/2024 First Corporate Tax Period End Date: 31/12/2024

First Corporate Tax Return Filing Due Date: 30/09/2025

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> Enter 'Corporate Tax Period'. The remaining fields in the Corporate Tax Period Details section are auto-populated and greyed out. |



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User Type: عرب

Home > GPSE CT Reg > Corporate Tax Registration

Corporate Tax Registration

Are you a Qualifying Public Entity?

Yes No

Cabinet Decision Number:

Cabinet Decision Number:07

Upload Certificate of Incorporation:

Add/View() Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Upload Cabinet Decision:

Add/View() Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Corporate Tax Period Details:

Corporate Tax Period: January - December

First Corporate Tax Period Start Date: 01/01/2024 First Corporate Tax Period End Date: 31/12/2024

First Corporate Tax Return Filing Due Date: 30/09/2025

Previous Step Next Step



- You may click on '**Save as Draft**' to save your application and return to continue working on your application later.
- You may click on '**Cancel**' to cancel the application.



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User Type: عرب

Home > GPSE CT Reg > Corporate Tax Registration

Corporate Tax Registration

Are you a Qualifying Public Entity?

Yes No

Cabinet Decision Number

Cabinet Decision Number: 07

Upload Certificate of Incorporation

Add/View(1) Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Upload Cabinet Decision

Add/View(1) Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Corporate Tax Period Details

Corporate Tax Period: January - December

First Corporate Tax Period Start Date: 01/01/2024 First Corporate Tax Period End Date: 31/12/2024

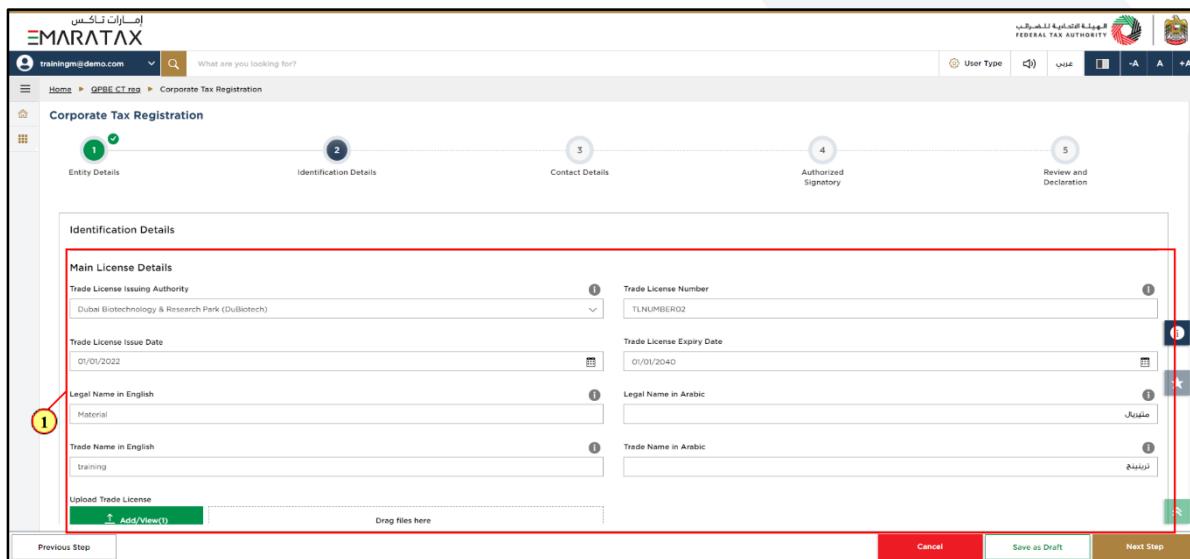
First Corporate Tax Return Filing Due Date: 30/09/2025

1

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

Identification Details Section

Main License Details

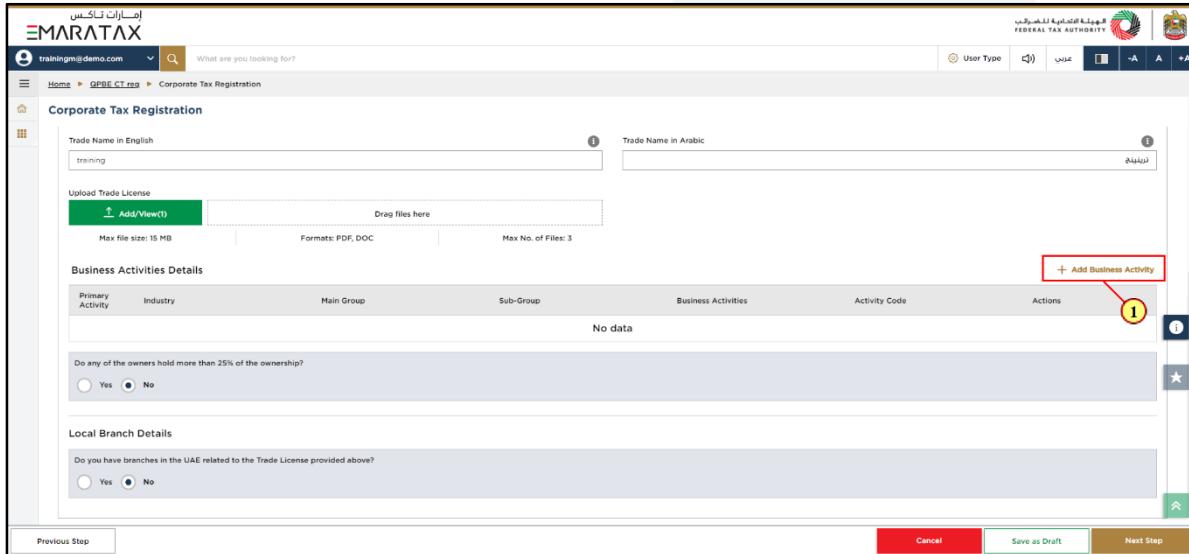


The screenshot shows the 'Identification Details' step of a five-step process for Corporate Tax Registration. The 'Main License Details' group is highlighted with a red box. Step 1, 'Upload Trade License', is indicated by a red circle with the number '1'.

| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> Enter Main License Details. Upload supporting documents. |

| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> Enter Main License Details. Upload supporting documents. |

Business Activities Details



The screenshot shows the 'Corporate Tax Registration' page. At the top, there are fields for 'Trade Name in English' (containing 'training') and 'Trade Name in Arabic'. Below these is a section for 'Upload Trade License' with a file upload button ('Add/View(1)'). There is also a note about file size (Max file size: 15 MB) and format (PDF, DOC). A 'Business Activities Details' table is present, showing columns for Primary Activity, Industry, Main Group, Sub-Group, Business Activities, Activity Code, and Actions. The 'Actions' column contains a button labeled '+ Add Business Activity', which is highlighted with a red box and circled in yellow with the number '1'. Below the table, there are questions about ownership and branches, both with 'Yes' and 'No' radio buttons selected. At the bottom, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

| Step | Action |
|------|---|
| (1) | Click ' Add Business Activity ' to enter business activity information related to the Trade License. |



The screenshot shows the 'Corporate Tax Registration' page. In the 'Business Activities' section, the following details are entered:

- Industry:** Agriculture, forestry and fishing
- Main Group:** Crop and animal production, hunting and related service activities
- Sub-Group:** Growing of non-perennial crops
- Activity:** Growing of cereals (except rice), leguminous crops and oil seeds
- Activity Code:** 0111

At the bottom right of the form, there is a yellow circle with the number '1' and a red box around the 'Add' button.

| Step | Action |
|------|---|
| (1) | After completing all mandatory fields, click 'Add'. |



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What are you looking for?

User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

training

Upload Trade License

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Business Activities Details

| Primary Activity | Industry | Main Group | Sub-Group | Business Activities | Activity Code | Actions |
|----------------------------------|-----------------------------------|--|--------------------------------|--|---------------|---------|
| <input checked="" type="radio"/> | Agriculture, forestry and fishing | Crop and animal production, hunting and related service activities | Growing of non-perennial crops | Growing of cereals (except rice), leguminous crops and oil seeds | 0111 | ... |

Do any of the owners hold more than 25% of the ownership?

Yes No

Local Branch Details

Do you have branches in the UAE related to the Trade License provided above?

Yes No

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | Select 'No' if none of the owners hold more than 25% of the ownership. |



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What are you looking for?

User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

training

Upload Trade License

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Business Activities Details

| Primary Activity | Industry | Main Group | Sub-Group | Business Activities | Activity Code | Actions |
|----------------------------------|-----------------------------------|--|--------------------------------|--|---------------|---------|
| <input checked="" type="radio"/> | Agriculture, forestry and fishing | Crop and animal production, hunting and related service activities | Growing of non-perennial crops | Growing of cereals (except rice), leguminous crops and oil seeds | 0111 | ... |

Do any of the owners hold more than 25% of the ownership?

Yes No

Local Branch Details

Do you have branches in the UAE related to the Trade License provided above?

Yes No

I

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> The registration will be in the name of the Head Office, meeting the relevant criteria. Registration will not be performed in the name of a branch. Even if you are operating via branches in more than one Emirate, only one Corporate Tax Registration is required. Select 'No' if you do not have any local branches in the UAE. |



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What are you looking for?

User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

training

Upload Trade License

Add/View(1)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Business Activities Details

| Primary Activity | Industry | Main Group | Sub-Group | Business Activities | Activity Code | Actions |
|----------------------------------|-----------------------------------|--|--------------------------------|--|---------------|---------|
| <input checked="" type="radio"/> | Agriculture, forestry and fishing | Crop and animal production, hunting and related service activities | Growing of non-perennial crops | Growing of cereals (except rice), leguminous crops and oil seeds | 0111 | ... |

Do any of the owners hold more than 25% of the ownership?

Yes No

Local Branch Details

Do you have branches in the UAE related to the Trade License provided above?

Yes No

Previous Step

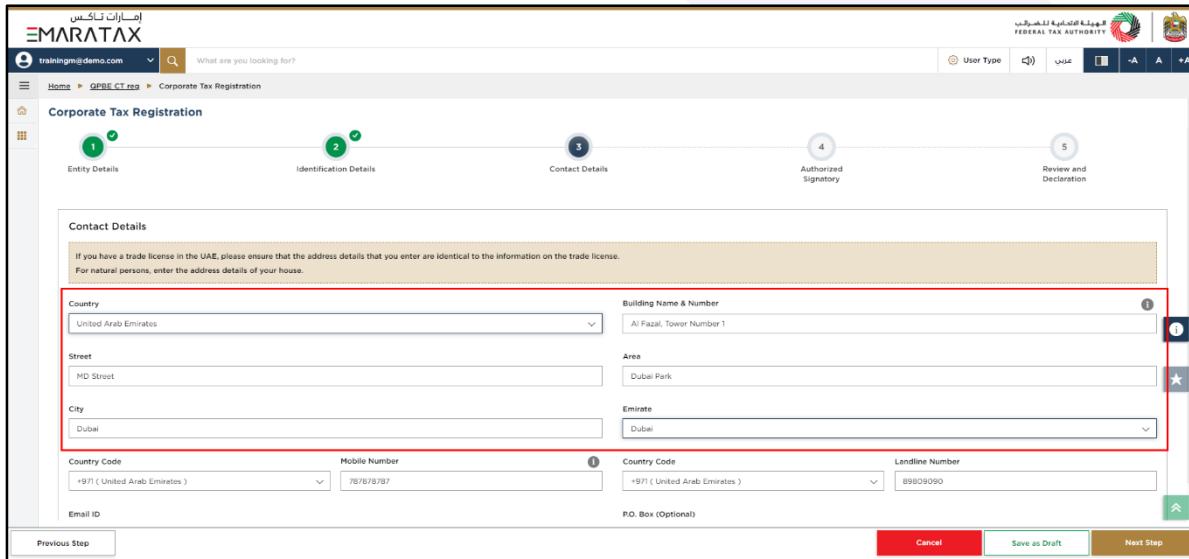
Cancel

Save as Draft

Next Step (1)

| Step | Action |
|------|--|
| (1) | Click the ' Next Step ' button to save and proceed to the next section. |

Contact Details Section



The screenshot shows the 'Contact Details' step of the Corporate Tax Registration process. The form includes fields for Country (United Arab Emirates), Street (10D Street), City (Dubai), Building Name & Number (Al Fazal, Tower Number 1), Area (Dubai Park), Emirate (Dubai), Landline Number (89809090), and Mobile Number (78787878). A red box highlights the address input fields.

i

Enter the Company address details.



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What are you looking for?

User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

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: Al Fazal, Tower Number 1 | | |
| Street: MD Street | Area: Dubai Park | | |
| City: Dubai | Emirate: Dubai | | |
| Country Code: +971 (United Arab Emirates) | Mobile Number: 78787878 | Country Code: +971 (United Arab Emirates) | Landline Number: 89809090 |
| Email ID: ct@demo.com | PO Box (Optional): 6007 | | |

Previous Step | Cancel | Save as Draft | Next Step



Enter the contact details. Ensure that your Contact Number and Email are accurate.



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Corporate Tax Registration

Contact Details

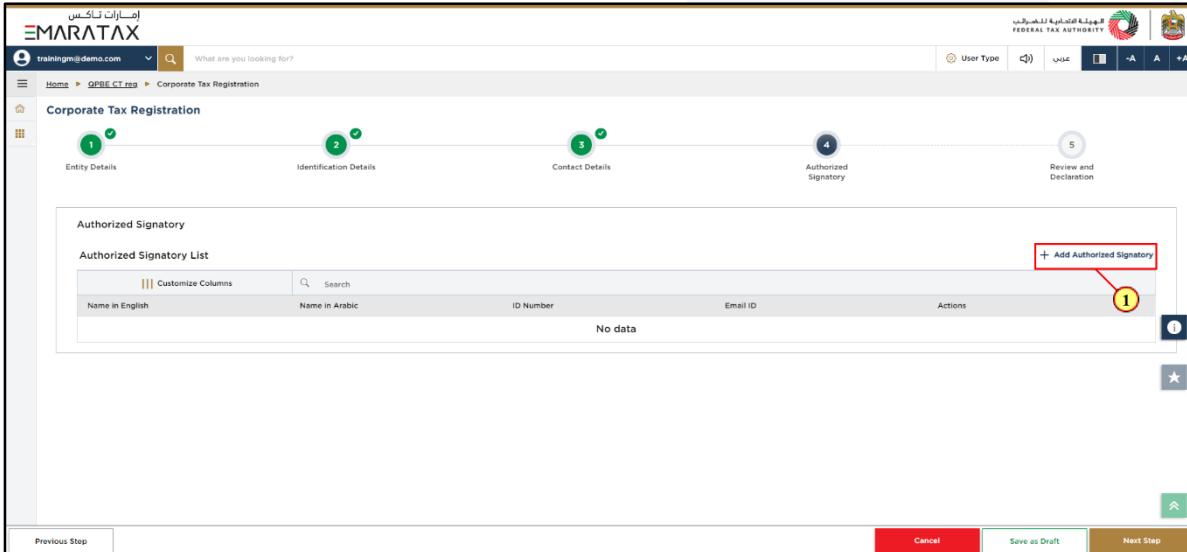
If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

| | | | |
|---|--|---|---------------------------|
| Country: United Arab Emirates | Building Name & Number: Al Fazal, Tower Number 1 | | |
| Street: MD Street | Area: Dubai Park | | |
| City: Dubai | Emirate: Dubai | | |
| Country Code: +971 (United Arab Emirates) | Mobile Number: 78787878 | Country Code: +971 (United Arab Emirates) | Landline Number: 89809090 |
| Email ID: ct@demo.com | P.O. Box (Optional): 6007 | | |

Previous Step | Cancel | Save as Draft | **Next Step** (1)

| Step | Action |
|------|--|
| (1) | Click the ' Next Step ' button to save and proceed to the next section. |

Authorized Signatory Section



The screenshot shows the 'Corporate Tax Registration' process. Step 4, 'Authorized Signatory', is currently active. A red box highlights the '+ Add Authorized Signatory' button, which is circled in yellow. Other steps like Entity Details, Identification Details, Contact Details, and Review and Declaration are also visible.

| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> Click 'Add Authorized Signatory' to enter the Authorized Signatory details. You can add one or more Authorized Signatory, if required. |



| Step | Action |
|------|---|
| (1) | After completing all mandatory fields, click 'Add'. |



The screenshot shows the 'Corporate Tax Registration' process. Step 1, 'Entity Details', is completed and marked with a green checkmark. Step 2, 'Identification Details', is in progress and marked with a green checkmark. Step 3, 'Contact Details', is in progress and marked with a green checkmark. Step 4, 'Authorized Signatory', is in progress and marked with a green checkmark. Step 5, 'Review and Declaration', is the final step. The 'Next Step' button at the bottom right is highlighted with a red circle and the number 1.

| Step | Action |
|------|---|
| (1) | Click the 'Next Step' button to save and proceed to the next section. |

Step

Action

(1) Click the 'Next Step' button to save and proceed to the next section.



Review and Declaration Section



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



إمارات تاكس
EMARATAX

trainingm@demo.com What are you looking for?

User Type: عرب

Home > GPSE CT reg > Corporate Tax Registration

Corporate Tax Registration

| | | | |
|-----------------|----------------|----------------|-------------|
| Name in English | Name in Arabic | ID Number | Email ID |
| demo user | جعفر | PASSNUMBER6007 | ct@demo.com |

Declaration

| | |
|-------------------------------|----------------------|
| First Name in English | Last Name in English |
| Demo | User |
| First Name in Arabic | Last Name in Arabic |
| جعفر | جعفر |
| Country Code | Mobile Number |
| +971 (United Arab Emirates) | 901109887 |
| Submission Date | Email |
| 25/01/2024 | trainingm@demo.com |

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 Cancel Save as Draft Submit

| 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. |



إمارات تك فو

EMARATAX

What are you looking for?

User Type: عرب

FEDERAL TAX AUTHORITY

Home > GRIEVECT reg > Corporate Tax Registration

Corporate Tax Registration

| Name in English | Name in Arabic | ID Number | Email ID |
|-----------------|----------------|----------------|-------------|
| demo user | JMR 9002 | PASSNUMBER6007 | ct@demo.com |

Edit

Declaration

| | |
|-------------------------------|----------------------|
| First Name in English | Last Name in English |
| Demo | User |
| First Name in Arabic | Last Name in Arabic |
| 6002 | JMR |
| Country Code | Mobile Number |
| +971 (United Arab Emirates) | 901109887 |
| Submission Date | Email |
| 25/01/2024 | trainingm@demo.com |

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

Cancel

Save as Draft

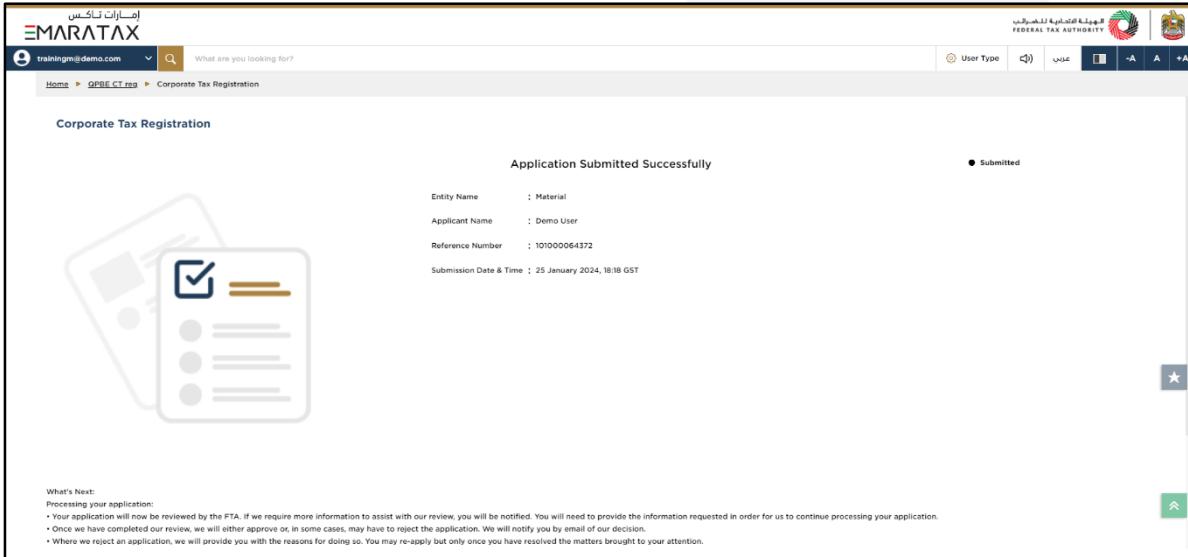
Submit

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



| Step | Action |
|------|-------------------------|
| (1) | Click 'Yes' to confirm. |

Post Application Submission



The screenshot shows a successful application submission on the EMARATAX platform. The page title is "Corporate Tax Registration". A large success message "Application Submitted Successfully" is centered. To the left, there's a graphic of a checklist icon. To the right, there's a "Submitted" status indicator with a checkmark. Below the main message, detailed information is listed:

| | | |
|------------------|---|--------------|
| Entity Name | : | Material |
| Applicant Name | : | Demo User |
| Reference Number | : | 101000064372 |

Submission Date & Time : 25 January 2024, 18:18 GST

What's Next:

- Processing your application.
- 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.
- 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.
- 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.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with the 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, or if the FTA rejects 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.





Application Submitted Successfully

● Submitted

| | |
|------------------|----------------|
| Entity Name | : Material |
| Applicant Name | : Demo User |
| Reference Number | : 101000064372 |

Submission Date & Time : 25 January 2024, 18:18 GST

What's Next?

Process your application:

- 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.
- 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.
- 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.

| Step | Action |
|------|---|
| (1) | Click ' Home ' to navigate back to the Taxable Person dashboard. |

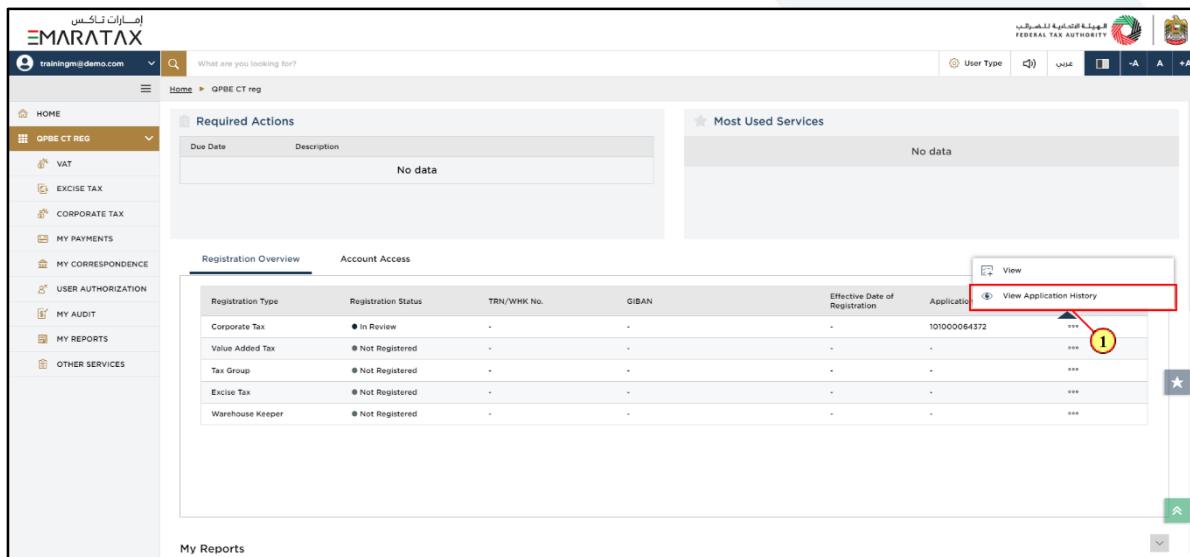
Correspondences

Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of the application).
- Application approval or rejection notification.
- Reminder to complete the draft application (only if the applicant fails to take action on a drafted application within the regular time period).
- Draft application auto cancellation notification (only if the applicant fails to take action on a drafted application within a particular time period).
- Application auto rejection notification (only if the applicant does not respond to the FTA's request for additional information within a particular time period).

Application History - In-Review

Once the Taxpayer submits the application for Registration of Corporate Tax, the application will be sent to the FTA for review and the status of the application will be 'In-Review'.



The screenshot shows the EMARATAX interface for Corporate Tax registration. The left sidebar includes links for VAT, Excise Tax, Corporate Tax, My Payments, Correspondence, User Authorization, Audit, Reports, and Other Services. The main area displays 'Required Actions' and 'Most Used Services' sections, both showing 'No data'. Below these are 'Registration Overview' and 'Account Access' tabs. The 'Registration Overview' tab contains a table with the following data:

| Registration Type | Registration Status | TRN/WHK No. | GIBAN | Effective Date of Registration | Application ID |
|-------------------|---|-------------|-------|--------------------------------|----------------|
| Corporate Tax | <input checked="" type="radio"/> In Review | - | - | - | 101000064372 |
| Value Added Tax | <input checked="" type="radio"/> Not Registered | - | - | - | *** |
| Tax Group | <input checked="" type="radio"/> Not Registered | - | - | - | *** |
| Excise Tax | <input checked="" type="radio"/> Not Registered | - | - | - | *** |
| Warehouse Keeper | <input checked="" type="radio"/> Not Registered | - | - | - | *** |

A red box highlights the 'View Application History' button next to the first row (Corporate Tax). A yellow circle with the number '1' is placed over this button. The bottom of the screen shows a 'My Reports' section.

| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> In order to view the status of your application, click '...' against the Corporate Tax registration type. Select 'View Application History' to view the status of your application. |



إمارات تاكيس
EMARATAX

training@demo.com

What are you looking for?

User Type: عربی

Home > GPBE CT reg > CT Registration Application History

CT Registration Application History

| Ref. No. | Application Name | Date of Submission | Time of Submission | Status | Status Date | Action |
|--------------|----------------------------|--------------------|--------------------|-----------|-------------|--------|
| 101000064372 | Corporate Tax Registration | 25/01/2024 | 10:18:09 GST | In-Review | 25/01/2024 | *** |

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UAE

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You can check the status of the application based on the application number once the application has been submitted.



Application History – Approved

Once the FTA approves the application for Self Registration of Corporate Tax, the registration process is complete and the status of the application will be ‘Approved’. The Registration Certificate will be issued by the FTA to the Taxpayer.

The screenshot shows the EMARATAX interface for Corporate Tax registration. The main area displays a table of registration details, including:

| Registration Type | Registration Status | TRN/WHK No. | GIBAN | Effective Date of Registration |
|-------------------|---------------------|-----------------|-------------------------|--------------------------------|
| Corporate Tax | Active | 100802480200001 | AE318680100802480200001 | 01/06/2023 |
| Value Added Tax | Not Registered | - | - | *** |
| Tax Group | Not Registered | - | - | *** |
| Excise Tax | Not Registered | - | - | *** |
| Warehouse Keeper | Not Registered | - | - | *** |

The sidebar on the right lists 'Most Used Services' with a dropdown menu open. The 'View Application History' option is highlighted with a red circle and the number '1'.

| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> In order to view the status of your application, click ‘...’ against the Corporate Tax registration type. Select ‘View Application History’ to view the status of your application. |



إمارات تاكيس
EMARATAX

training@demo.com

What are you looking for?

User Type: عرب English Arabic +A A A +A

Home > GPBE CT reg > CT Registration Application History

CT Registration Application History

| Ref. No. | Application Name | Date of Submission | Time of Submission | Status | Status Date | Action |
|--------------|----------------------------|--------------------|--------------------|----------|-------------|--------|
| 301000064372 | Corporate Tax Registration | 25/01/2024 | 18:18:09 GST | Approved | 25/01/2024 | *** |

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

QUICK LINKS: tax.gov.ae, Help Center, Glossary

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You can check the status of the application based on the application number once the application has been approved.



إمارات تاكتس
EMARATAX

training@demo.com

What are you looking for?

Home > QPBE CT reg CT Registration Application History

CT Registration Application History

1

| Ref. No. | Application Name | Date of Submission | Time of Submission | Status | Status Date | Action |
|--------------|----------------------------|--------------------|--------------------|----------|-------------|--------|
| 101000064372 | Corporate Tax Registration | 25/01/2024 | 18:18:09 GST | Approved | 25/01/2024 | *** |

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| Step | Action |
|------|---|
| (1) | Click 'QPBE CT reg' Taxable Person Account. |



إمارات تاكس

EMARATAX

training@demo.com

What are you looking for?

User Type: عرب

Home > GPBE CT reg

Required Actions

| Due Date | Description |
|----------|-------------|
| No data | |

Most Used Services

- Amend Taxable Person Details
- Amend Corporate Tax Registration
- Corporate Income Tax Registration

Registration Overview

| Registration Type | Registration Status | TR No. | GIBAN | Effective Date of Registration | Action |
|-------------------|---------------------|------------------|------------------------|--------------------------------|--------|
| Corporate Tax | Active | 100BD02480200001 | AE31868010080248020001 | 01/06/2023 | *** |
| Value Added Tax | Not Registered | - | - | - | *** |
| Tax Group | Not Registered | - | - | - | *** |
| Excise Tax | Not Registered | - | - | - | *** |
| Warehouse Keeper | Not Registered | - | - | - | *** |

Certificates (1)

My Reports

| Step | Action |
|------|---|
| (1) | To view the certificate, click ' Certificates '. |



The screenshot shows the EMARATAX portal interface. The left sidebar includes links for HOME, GPBE CT REG (which is highlighted), VAT, EXCISE TAX, CORPORATE TAX, MY PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, MY AUDIT, MY REPORTS, and OTHER SERVICES. The main content area has a search bar and a breadcrumb trail: Home > GPBE CT reg. Below this, there's a 'Required Actions' section with a 'Due Date' and 'Description' table showing 'No data'. To the right is a 'Most Used Services' section with links for Amend Taxable Person Details, Amend Corporate Tax Registration, and Corporate Income Tax Registration. The central part of the screen shows a 'Registration Overview' table with columns for Reference Number, Date of issue, Certificate Type, and Action. The first row in this table is highlighted with a red box.

You can find your Corporate Tax Registration Certificate here.