



إمارات تاكس
EMARATAX

Edit VAT Registration User Manual

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Document Control Information

Document Version Control

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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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Introduction



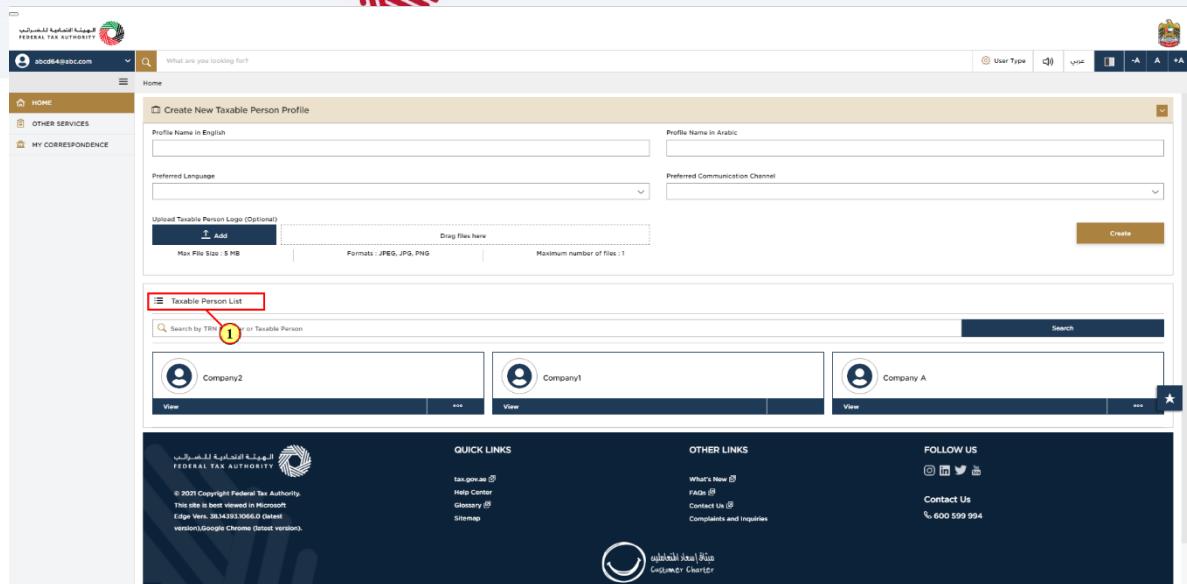
This manual is prepared to help a VAT registered taxpayer to navigate through the Federal Tax Authority EmaraTax portal and edit their VAT registration. The taxpayer can edit the following information and the changes will be reflected immediately in their VAT registration post submission of the "Edit" application. An approval from FTA is not required.

- Bank Account details.
- GCC Activities section.
- Customs Registration Number.



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.



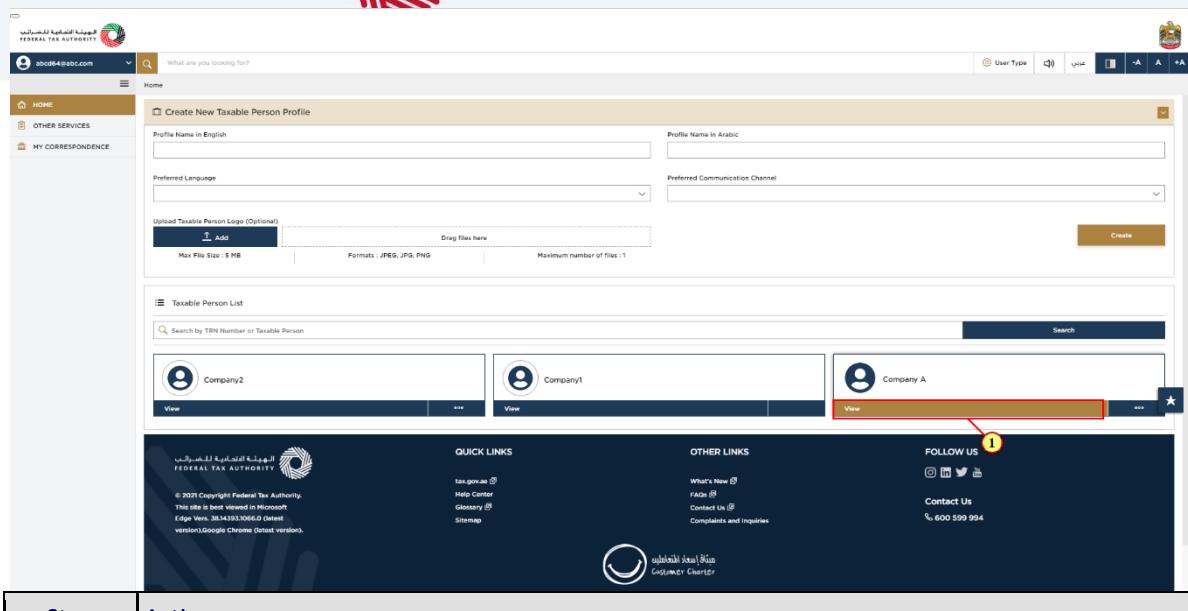
The screenshot shows the EmaraTax portal interface. At the top, there's a navigation bar with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. Below this is a search bar and a user profile icon. The main content area has a title 'Create New Taxable Person Profile' and fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. There's also a section for 'Upload Taxable Person Logo (Optional)' with a file upload input and a 'Create' button. Below this is a 'Taxable Person List' section with a search bar containing 'Search by TIN or Taxable Person'. Three results are shown: 'Company2' (with a 'View' link), 'Company1' (with a 'View' link), and 'Company A' (with a 'View' link). The footer contains the UAE national emblem, the Federal Tax Authority 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. It has fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. There is a section for 'Upload Taxable Person Logo (Optional)' with a file upload area and a 'Create' button highlighted with a red circle and the number '1'. Below this is a 'Taxable Person List' section showing three entries: 'Company2', 'Company1', and 'Company A'. At the bottom, there is a footer with links like 'tax.gov.ae', 'Help Center', 'Glossary', 'Sitemap', 'What's New', 'FAQs', 'Contact Us', 'Complaints and Inquiries', and social media links for Instagram, LinkedIn, Twitter, and YouTube. There is also a 'Customer Charter' link.

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 user interface of the Federal Tax Authority website. 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', a magnifying glass, and other navigation options.

The main content area displays a form 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 with a file upload input and a 'Create' button.

Below this is a section titled 'Taxable Person List' with a search bar. It shows three entries: 'Company2' (with a 'View' button), 'Company1' (with a 'View' button), and 'Company A' (with a 'View' button highlighted with a red box and a circled '1' above it, indicating the step to click).

The footer contains 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), social media links (Facebook, LinkedIn, Twitter, YouTube), and a 'Customer Charter' link.

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



Edit

Step	Action
(1)	<ul style="list-style-type: none"> In order to edit your VAT Registration, click 'Actions' in the VAT tile. Select 'Edit' for start editing your VAT registration.



Guidelines and Instructions

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



Screenshot of the Federal Tax Authority (FTA) website showing the VAT Registration - Edit page. The page displays service details, required documents, and a step-by-step guide.

Service Details:

- No. of form steps: 4 steps
- Expected time to complete this application: 10 minutes
- Expected fees for this service: Free of charge

Required Documents:

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

- Changes in Bank account details of the business
- A bank Letter validating the bank account details for you.
- Note: The letter must be issued on the bank's letter head and stamped and must include information about your account details.
- Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.

Service Details:

- About the service
- Eligibility Criteria
- Service steps
- FAQs

Step 1: I confirm that I have read the above instructions and guidelines.

Table:

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



Screenshot of the Federal Tax Authority (FTA) website showing the VAT Registration - Edit page. The page displays service details, required documents, and a confirmation section. A table at the bottom provides steps for initiating the application.

VAT Registration

No. of form steps: 4 steps

Expected time to complete this application: 10 minutes

Expected fees for this service: Free of charge

Required Templates: NA

Required documents:

- Changes in Bank account details of the business
- A bank Letter validating the bank account details for you.
- Note: The letter must be issued on the bank's letter head and stamped and must include information about your account details.
- Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.

Service Details:

- About the service
- Eligibility Criteria
- Service steps
- FAQs

I confirm that I have read the above instructions and guidelines.

Start (button highlighted with a red box and circled with a green circle)

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



Bank Details

The screenshot shows the VAT Registration - Edit page. The top navigation bar includes the FTA logo, user type selection, and search functionality. The main content area is titled 'VAT Registration - Edit' and shows a three-step progress bar. Step 1, 'Bank Details', is currently active and highlighted in blue. Step 2, 'Additional Details', and Step 3, 'Review and Declaration', are shown as pending steps. The 'Bank Details (Optional)' section contains fields for Country, Bank Name, Branch Name, Account Holder's Name, and Account number. A link to 'View Copy of Bank Validation Letter' is also present. At the bottom, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

	<ul style="list-style-type: none"> The progress bar displays the number of sections required to complete the application. The section you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous section will be highlighted in green. 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.
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The screenshot shows the 'VAT Registration - Edit' page. At the top, there are tabs for 'Bank Details' (selected), 'Additional Details', and 'Review and Declaration'. Below these tabs, there is a section titled 'Bank Details (Optional)'. It contains fields for 'Country' (dropdown menu), 'Bank Name' (text input), 'Branch Name' (text input), 'Account Holder's Name' (text input), 'Account number' (text input), and a file upload area for 'Upload Copy of Bank Validation Letter' (Max file size: 15 MB, Formats: PDF, DOC). There is also a note: 'Max No of Files : 3'. At the bottom of this section, there is a 'Save as Draft' button.

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing”, to edit the bank details, if required. Upon selection, the fields in the section will become editable. If you do not want to edit the section and have selected ‘Enable Editing’, select ‘Disable Editing’ so that the fields become non editable. You can add bank details if it was not provided during the VAT registration. You may edit and update your Bank details, if required. You may click on ‘Save as draft’ to save your application and return to continue working on your application later.



The screenshot shows the 'VAT Registration - Edit' page. At the top, there are navigation links for 'Home', 'Companies', 'VAT Registration', and 'Edit'. On the right, there are buttons for 'User Type', 'Print', 'Zoom', and font size adjustment. The main form is titled 'Bank Details (Optional)'. It includes fields for 'Country' (dropdown), 'Bank Name' (text input), 'Branch Name' (text input), 'Account Holder's Name' (text input), and 'Account number' (text input). Below these is a file upload section for 'Copy of Bank Validation Letter' with a maximum file size of 15 MB and a drag-and-drop area. A note indicates supported formats: PDF, DOC. The form also shows 'Max No of Files : 3'. At the bottom of the form are buttons for 'Cancel', 'Save as Draft', and 'Next Step'.

	<ul style="list-style-type: none"> • You are requested to ensure that your account details are accurate. • 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.
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Screenshot of the VAT Registration - Edit page on the Federal Tax Authority website.

The page shows the 'Bank Details' section, step 2 of 3. It includes fields for Country, Bank Name, Branch Name, Account Holder's Name, Account number, and a file upload area for a Bank Validation Letter. A progress bar at the top indicates steps 1, 2, and 3.

At the bottom right, there are buttons for 'Cancel', 'Save as Draft', and a highlighted 'Next Step' button, which is circled in green with the number 1.

Step	Action
(1)	After editing the required information, click 'Next Step' to save and proceed to the next section.



Additional Details

The screenshot shows the VAT Registration - Edit page. The 'Additional Details' section is highlighted. At the top right of this section is a toggle switch labeled 'Enable Editing' (green) and 'Disable Editing' (grey). A red box surrounds this toggle, and a red circle with the number '1' points to it. Below the toggle are two sets of questions with radio button options: 'Do you intend to import goods or services?' and 'Will any of these imports be from GCC member states?'. The 'Yes' option is selected for both. Another set of questions follows: 'Do you intend to export goods or services?' and 'Will any of these exports to GCC member states?'. The 'Yes' option is selected for both. Below these questions is a table titled 'GCC member state' with one row for Kuwait. The table includes columns for TRN, Estimated value of imports per year (AED per year), Estimated value of exports per year (AED per year), and Actions. The 'Actions' column shows a green star icon. Further down, there's a section for 'Custom Registration details' with a table for 'Emirate' and 'Dubai'. The 'Actions' column for Dubai shows a green attachment icon. At the bottom of the 'Additional Details' section are 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' buttons.

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing” to update the additional details information, if required. You may choose to update GCC Business Activities details and Customs registration details with any of the Customs Authorities in the UAE. Click ‘Previous Step’ to save and proceed to the previous section After completing all mandatory fields, click the ‘Next Step’ button to save and proceed to the next section.



Screenshot of the VAT Registration - Edit page on the Federal Tax Authority website.

The page shows the following sections:

- Additional Details:**
 - Do you intend to import goods or services? (Yes)
 - Will any of these imports be from GCC member states? (Yes)
 - Do you intend to export goods or services? (Yes)
 - Will any of these exports to GCC member states? (Yes)
- GCC Business Activities:** A table showing estimated values of imports and exports per year. One row is visible for Kuwait.
- Customs Registration:** A table showing customs registration details for Dubai.
- Action Buttons:** Previous Step, Cancel, Save as Draft, Next Step (highlighted with a green circle).

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



Review and Declaration

Screenshot of the VAT Registration - Edit page on the eAbc portal.

The page shows the following fields:

- Do you intend to import goods or services?** (Yes/No)
- Do you intend to export goods or services?** (Yes/No)
- GCC member state:** Kuwait
- Trade License Number:** 2432523525
- Estimate Value of Imports/AED per Year:** 100000.00
- Estimate Value of Exports/AED per Year:** 100000.00
- Do you have a customs registration number?** (Yes/No)
- Emirates:** Dubai
- Customs Number:** 12422423423
- Attachment:** [Click attachment](#)

Declaration

Fields include:

- First Name in English:** ab
- Last Name in English:** cd
- First Name in Arabic:** (empty)
- Last Name in Arabic:** (empty)
- Country Code:** +971 (United Arab Emirates)
- Mobile Number:** 987654321
- Email:** ABCDEF@ABC.COM
- Submission Date:** 07/08/2023
- 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 the old and the newly updated information entered by you across the application.
- You are requested to review and submit the application formally.



Screenshot of the VAT Registration - Edit page on the Federal Tax Authority website.

The page shows the following fields:

- Do you intend to import goods or services? (Yes)
- Do you intend to export goods or services? (No)
- GCC member state: Kuwait
- Trade License Number: 243253525
- Estimate Value of Imports/AED per Year: 10000.00
- Estimate Value of Exports/AED per Year: 10000.00
- Do you have a customs registration number? (Yes)
- Emirates: Dubai
- Customs Numbe: 124223423423
- Attachment: [click attachment](#)

Declaration

First Name in English: ab

Last Name in English: cd

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

First Name in Arabic: *

Last Name in Arabic: *

Email: ABCDEF@ABC.COM

Submission Date: 07/08/2023

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

Buttons: Previous Step, Next 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.



Sohail4@abc.com What are you looking for?

Home > Company > VAT Registration - Edit

VAT Registration - Edit

Now

Do you intend to import goods or services? Yes No

Do you intend to export goods or services? Yes No

GCC member state: Kuwait Trade License Number: 243253525 Estimate Value of Imports/AED per Year: 10000.00 Estimate Value of Exports/AED per Year: 10000.00

Will any of these imports be from GCC member states? Yes No

Will any of these exports be from GCC member states? Yes No

Do you have a customs registration number? Yes No

Emirates Customs Numbe Attachment

Dubai

Customs Numbe Attachment

Declaration

First Name in English: ab First Name in Arabic: *

Last Name in English: cd Last Name in Arabic:

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Email: ABCDE4@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)	If all the information entered is correct, click 'Submit' .



Post Application Submission

Screenshot of the FTA website showing the successful submission of a VAT registration application.

VAT Registration - Edit

Application Edited Successfully

Name : Company A
Reference Number : 100000003248
Submitted Date : 3 August 2022

Edited

What Next:

- Once your application is submitted, the FTA will review, reject, or request and notify the applicant accordingly, within 30 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- 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.

Important Notes:

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if PTA determines that the Taxable Person failed to register for VAT on time. The PTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

	<ul style="list-style-type: none"> After your application is submitted successfully, a Reference Number is generated for your application. Note this reference number for future purposes. The Edit applications are approved on submission and does not require FTA approval. The changes submitted will be reflected in your VAT profile. Read the “What Next” and “Important Notes”.
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Correspondences

Taxpayer receives the following correspondences:

- Application submission acknowledgment.



Thank you