



إمارات تاكس
EMARATAX

Deregister VAT Clearing Company (TINCO) - User Manual

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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 check

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Introduction



This manual is prepared to help the VAT Clearing Company (TINCO) to navigate through Federal Tax Authority EmaraTax portal to submit their VAT Clearing Company (TINCO) Deregistration application.

Deregistration of TINCO will not be allowed in the following scenarios:
if the VAT Clearing Company has a TINCE account, the TINCE has to be deregistered first before deregistering TINCO.

If the VAT Clearing Company has outstanding suspense VAT amount to be paid.

On approval of TINCO deregistration by FTA, the VAT Clearing Company will be removed from the published list of VAT Clearing Companies in the FTA website.



Login to EmaraTax

New Here?
If you are not registered, please signup here.

Sign Up

Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address: training_ff@abc.com

Password: *****

Forgot Password?

Enter Security Code: 547801

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS

Login With UAE PASS

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This site is best viewed in Microsoft Edge Vers. 38.15439.3.0 (latest version)/Google Chrome (latest version).

- 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.



Taxable Person Tile



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

User Type
عربي
-A
A
+A



Home
Logout

 HOME
 OTHER SERVICES
 MY CORRESPONDENCE

Create New Taxable Person Profile

Profile Name in English

Profile Name in Arabic

Preferred Language

Preferred communication Channel

Upload Taxable Person Logo (Optional)

↑ Add
Drag files here

Max File Size : 5 MB Formats : JPEG, JPG, PNG Maximum number of files : 1

Create

Taxable Person List

 Search by TRN Number or Taxable Person
Search

Name	Actions
Abdullah	View I

Step	Action
(1)	<ul style="list-style-type: none">Once you login to your EmaraTax Profile, you will be able to see your taxable person profiles under your user account. Select the Taxable Person for which you wish to Deregister the VAT Clearing Company – TINCO.Click ‘View’ on the Taxable Person tile.



VAT Clearing Company – TINCO Tile

The screenshot shows the user interface of the Federal Tax Authority portal. The left sidebar shows navigation options like HOME, ABDULLAH, VAT, EXCISE TAX, VAT CLEARING COMPANY (TINCO), PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main area displays 'Required Actions' and 'Most Used Services'. Under 'Registration Overview', there are tiles for Value Added Tax, Tax Group, VAT Clearing Company - TINCO, Excise Tax Clearing Company (TINCE), Excise Tax, and Warehouse Keeper. The VAT Clearing Company - TINCO tile is highlighted with a red box and a circled '1'.

Step	Action
(1)	Click 'Actions' in the VAT Clearing Company – TINCO tile.



Deregister Button

The screenshot shows the FTA Tax Clearance System interface. In the center, there's a 'Required Actions' section with two items: 'Submission pending for Return Stagger 1 - Quarterly (Feb to Jan) for the period St' (Due Date: 29/08/2022) and 'Payment for VAT Late Registration Penalty pending for 10000.00' (Due Date: 22/07/2022). To the right, under 'Most Used Services', are three options: 'Excise Tax Clearing Company - Amendment (TINCE)', 'VAT Clearing Company - Amendment (TINCO)', and 'Excise Tax Clearing Company- Deregistration(TINCE)'. A dropdown menu for the 'VAT Clearing Company - Amendment (TINCO)' service is open, showing 'View', 'Edit', 'Amend', and 'Deregister' options. The 'Deregister' option is highlighted with a green checkmark and has a tooltip 'Active'. Below this, there's a 'Registration Overview' section with cards for 'Value Added Tax', 'Tax Group', 'Excise Tax Clearing Company (TINCE)', 'Excise Tax', and 'Warehouse Keeper', each with 'Actions' and 'Register' buttons.

 Ensure that before you proceed with the deregistration application, case you have settled the TINCO suspense VAT amount with FTA. In case there is pending suspense VAT amount for your TINCO, your deregistration application may get rejected by FTA or FTA may initiate liquidation of your financial guarantee as part of the deregistration.

The screenshot is identical to the one above, showing the FTA Tax Clearance System interface. The 'Deregister' button in the dropdown menu for the 'VAT Clearing Company - Amendment (TINCO)' service is highlighted with a red box and a yellow exclamation mark. A tooltip 'Active' is visible next to it. The rest of the interface, including the 'Required Actions' section and the 'Registration Overview' cards, remains the same.

Step	Action
(1)	Click 'Deregister' to initiate the Deregister VAT Clearing Company – TINCO application.



Guidelines and Instructions

The screenshot shows the FTA website interface for deregistering a VAT Clearing Company (TINCO). Key details include:

- No. of form steps: 3 sections
- Expected time to complete this application: 45 minutes
- Expected fees for this service: Free of charge
- Tutorial Materials: Watch Video Tutorial, Download User Manual
- Required Documents: Supporting documents related to your VAT clearing company (TINCO) deregistration reason.
- Service Details: About the service, Eligibility Criteria, Service steps, FAQs.
- I confirm that I have read the above instructions and guidelines: A checkbox is checked.

 The ‘guidelines and instructions’ page is designed to help you understand certain important requirements related to Deregistering your VAT Clearing Company – TINCO, in the UAE. It also provides guidance on what information you should have in hand when you are deregistering your VAT Clearing Company (TINCO) application.

The screenshot shows the FTA website interface for deregistering a VAT Clearing Company (TINCO). A red box highlights the 'I confirm that I have read the above instructions and guidelines' checkbox. A yellow circle with the number '1' points to this highlighted area.

Step	Action
(1)	Mark the checkbox to confirm.



Screenshot of the Federal Tax Authority website showing the 'VAT Clearing Company - Deregistration (TINCO)' application page.

The page displays the following information:

- No. of form steps: 3 sections
- Expected time to complete this application: 45 minutes
- Expected fees for this service: Free of charge
- Tutorial Materials: Watch Video Tutorial, Download User Manual
- Required Templates: N.A.
- Service Details: About the service, Eligibility Criteria, Service steps, FAQs
- Required Documents: Supporting documents related to your VAT clearing company (TINCO) deregistration reason.
- I confirm that I have read the above instructions and guidelines:

A large button labeled 'Start' is located at the bottom right, circled with a red border and labeled '1'.

Step	Action
(1)	Click 'Start' to initiate the Deregister VAT Clearing Company – TINCO application.



About the VAT Clearing Company (TINCO)

The screenshot shows the 'VAT Clearing Company - Deregistration (TINCO)' page. It includes sections for 'About the VAT Clearing Company (TINCO)', 'Deregistration Information', and 'Review & Declaration'. The 'Deregistration Information' section contains fields for VAT TRN (00000100633878200003), Entity Type (Legal Person- Public Joint Stock Company), Entity Name in English (ABC Mart), Entity Name in Arabic (أب سي مارت), and TINCO (00000100633878200003). A 'Next Step' button at the bottom right is highlighted with a red circle.

Step	Action
(1)	<ul style="list-style-type: none"> All the fields are prepopulated as per the TINCO registration. Click the 'Next Step' button to save and proceed to the next section.



Deregistration Information

VAT Clearing Company - Deregistration (TINCO)

1 About the VAT Clearing Company (TINCO)

2 Deregistration Information

3 Review & Declaration

Basis Of Deregistration: Business no longer importing for non-registered importers

Short Description for the basis of Deregistration: Business no longer importing for non-registered importers

Effective Date of Deregistration: 01/09/2022

Upload Copy of Deregistration Evidence: Add/View(1) | Drag files here | Formats: PDF, DOC | Max No. of Files : 3

Previous Step | Cancel | Save as Draft | **Next Step**

Step	Action
(1)	Provide the deregistration information and upload required supporting documents.

VAT Clearing Company - Deregistration (TINCO)

1 About the VAT Clearing Company (TINCO)

2 Deregistration Information

3 Review & Declaration

Basis Of Deregistration: Business no longer importing for non-registered importers

Short Description for the basis of Deregistration: Business no longer importing for non-registered importers

Effective Date of Deregistration: 01/09/2022

Upload Copy of Deregistration Evidence: Add/View(1) | Drag files here | Formats: PDF, DOC | Max No. of Files : 3

Previous Step | Cancel | Save as Draft | **Next Step**

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



Review and Declaration

This section will help you to make sure that you have completed the application correctly and included the documents we have asked you to send.

Step	Action
(1)	After carefully reviewing all the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.

FEDERAL TAX AUTHORITY

What are you looking for?

User Type: عرب

Home > Abdullah > VAT Clearing Company (TINCO) - Deregister

VAT Clearing Company - Deregistration (TINCO)

Name in English	Name in Arabic	E-Mail ID
No data		

Declaration

First Name in English: Training Last Name in English: If
 First Name in Arabic: Last Name in Arabic: 1

Country Code: +971 (United Arab Emirates) Phone Number: 987654321 Email: training_ff@abc.com

Date of Submission: 06/08/2022

I declare that all the information provided 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 complete the Deregistration application.

FEDERAL TAX AUTHORITY

What are you looking for?

User Type: عرب

Home > Abdullah > VAT Clearing Company (TINCO) - Deregister

VAT Clearing Company - Deregistration (TINCO)

Name in English	Name in Arabic	E-Mail ID
No data		

De-Registration of TINCO

The TINCO account will be suspended immediately and the information of the VAT Clearing Company (TINCO) will be removed from the portal. Do you want to proceed?

No Yes 1

First Name in English: Training Last Name in English: If
 First Name in Arabic: Last Name in Arabic: 1

Country Code: +971 (United Arab Emirates) Phone Number: 987654321 Email: training_ff@abc.com

Date of Submission: 06/08/2022

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

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	<ul style="list-style-type: none"> On submission of the application, the TINCO account will be suspended immediately and the information of the VAT Clearing Company (TINCO) will be removed from the published list of VAT clearing companies in the FTA portal (tax.gov.ae). You will not be able to submit VAT 301 or 702 applications from your TINCO account when your TINCO account is in 'suspended' status. Click 'Yes' to continue and submit the application. If you click 'No', the application cannot be submitted. If the application gets rejected by FTA, your TINCO account will be set to "active" and the company details will displayed in the published list of VAT clearing companies in the FTA portal.



Post Application Submission

Application Submitted Successfully

Name : ABC Mart
Reference Number : 987000000001
Submitted Date : 16 August 2022

In - Review

What Next:

- Once your application is submitted, the FTA shall review, reject or resubmit and modify the applicant accordingly within 20 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 receives acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- Upon acceptance 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 (Natural Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA 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.

For any queries please contact us on www.tax.gov.ae or contact us directly at our call center number 1234567890 or email taxgov@gmail.com

[Back to Dashboard](#) [Download](#)

	<ul style="list-style-type: none"> After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes. FTA will suspend the TINCO account and remove the VAT Clearing Company – TINCO details from FTA website. The FTA may contact you if any actions required to be taken to settle any outstanding tax liability with respect to the TINCO account. Further, FTA may ask you to provide additional supporting documents to validate the information you declared within your application. On approval of your deregistration application <ul style="list-style-type: none"> Your TINCO account will be deregistered. Your company details will be removed from the published list of VAT clearing companies in our website (tax.gov.ae). Your Tax Services Agreement and Addendum with FTA will be cancelled. If you had submitted the original financial guarantee documents (like a bank guarantee) to FTA, you may visit our office to collect the originals (if there were no liquidation of your financial guarantee due to any pending liabilities). Applicant can schedule a meeting by emailing Freight.Forwarders.Freight.Forwarders@tax.gov.ae. The person collecting the financial guarantee must also hold a letter of undertaking issued by the authorized signatory verifying the details of person. On rejection of your deregistration application, your TINCO account will be set to “Active” and the company details will be displayed in the published list of VAT clearing companies in the FTA website (tax.gov.ae). Read the “What Next” and “Important Notes”.
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Screenshot of the FTA Deregister VAT Clearing Company (TINCO) - Deregister application status page.

The page shows the following details:

- Name: ABC Mart
- Reference Number: 002000000001
- Submitted Date: 16 August 2022
- Status: Application Submitted Successfully
- Actions: In - Review

What Next:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the application is approved, the FTA will issue a certificate of registration setting out the information required from you.
- Should the FTA determine acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with the 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 FTA determines that the Taxable Person failed to register for VAT on time. The FTA 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.

For any queries please contact us on www.zyz.com or contact us directly at our call center number 1004567890 or email xyz@gmail.com.

Action:

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.



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