



إمارات تاكس
EMARATAX

Initiate Indirect Refund Claim for UAE Nationals Building New Residences - User Manual

Date: Oct 2022

Version 1.0.0.0

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United Arab Emirates

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 Section

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 عربي	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. 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. To get more information on these services Click [Here](#)



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Introduction



This manual is prepared to help the applicant to navigate through the EmaraTax portal and to submit a New Residences VAT Refund Request.



EmaraTax Login Page

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

[Sign Up](#)

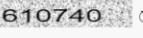
Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address

Password

[Forgot password?](#)

Enter Security Code
 

Login

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

 **الهوية الرقمية**
UAE PASS

Login With UAE PASS

- 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.



User Type Selection

What are you looking for?

User Type عربی

User Profile
Please select the relevant purpose(s) for using e-CTS portal

Taxable Person A Person who is subject to Tax under the provisions of the relevant Tax Law	Tax Agents Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before.. Read More	Tax Agency Any legal entity which has a trade license to operate as a Tax Agency	Special Refunds
--	--	--	------------------------

Step	Action
(1)	Click on 'User Type' to select Special Refunds

What are you looking for?

User Type عربی

User Profile
Please select the relevant purpose(s) for using e-CTS portal

Taxable Person A Person who is subject to Tax under the provisions of the relevant Tax Law	Tax Agents Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before.. Read More	Tax Agency Any legal entity which has a trade license to operate as a Tax Agency	Special Refunds
--	--	--	------------------------

Step	Action
(1)	Select the Special Refunds



User Profile

Please select the relevant purpose(s) for using e-CTS portal

Taxable Person

A Person who is subject to Tax under the provisions of the relevant Tax Law

Tax Agents

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before..

[Read More](#)

Tax Agency

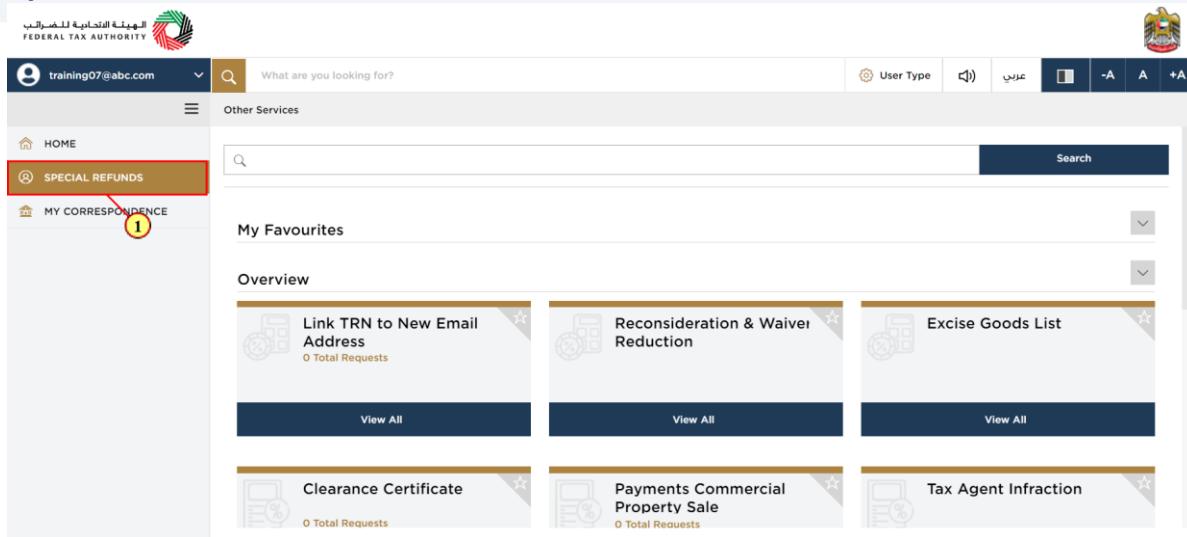
Any legal entity which has a trade license to operate as a Tax Agency

Special Refunds

1
Proceed

Step	Action
(1)	Click on 'Proceed' to access the Special Refunds module

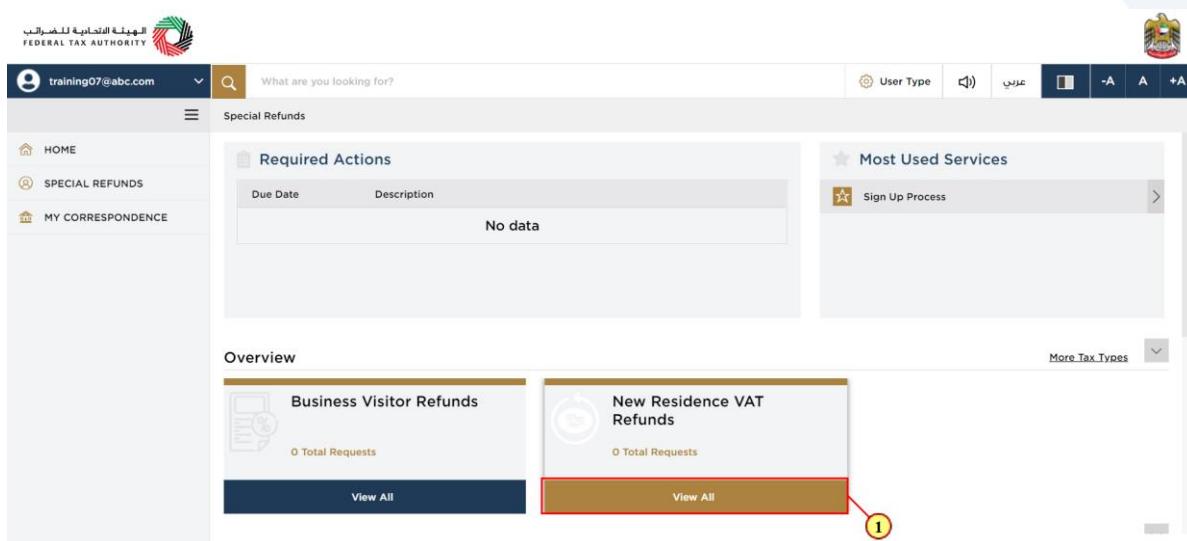
Special Refunds Dashboard



The screenshot shows the 'SPECIAL REFUNDS' module selected in the sidebar. The main area displays various service cards:

- Link TRN to New Email Address**: 0 Total Requests. [View All](#)
- Reconsideration & Waiver Reduction**: [View All](#)
- Excise Goods List**: [View All](#)
- Clearance Certificate**: 0 Total Requests. [View All](#)
- Payments Commercial Property Sale**: 0 Total Requests. [View All](#)
- Tax Agent Infraction**: [View All](#)

Step	Action
(1)	Click here to access the Special Refunds module



The screenshot shows the 'New Residence VAT Refunds' service card selected. The main area displays:

- Required Actions**: Due Date, Description. No data.
- Most Used Services**: Sign Up Process.
- Overview**: Business Visitor Refunds, New Residence VAT Refunds. The 'New Residence VAT Refunds' card is highlighted with a red box and a circled '1'.

Step	Action
(1)	Click here to view all your previous New Residence VAT Refunds



New Residence VAT Refund Dashboard

Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
No refund applications. Please click on "New Refund Request" to start a new application									

 This dashboard displays information related to your previous New Residence VAT refund requests.

Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
No refund applications. Please click on "New Refund Request" to start a new application									

 You can add a new column to the table or filter the refund applications by its status. You can also search for an application by the refund application number.



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What are you looking for?

User Type | عرب | -A | A | +A

Special Refunds > New Residence VAT Refunds

New Residence VAT Refunds

Customize Columns		Status	Search						
Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
No refund applications. Please click on "New Refund Request" to start a new application									

New Refund Request

1

Step	Action
(1)	Click on 'New Refund Request' to initiate a new refund request



Instructions and Guidelines

New Residence VAT Refunds

No. of form steps: 6 Steps

Expected time to fill this form: 25 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:

- Copy of your Family Book.
- Copy of your Emirates ID.
- Document to prove building is occupied (for example: Water and electricity delivery bill) (if required).
- Contractor's contract
- Constructor's contract
- Certificate of completion from the municipality
- Copy of the letter/certificate issued by your bank which includes details such as the account holder's name, bank's name and the IBAN.
- bank's name and the IBAN.
- Additional declaration form to be stamped by the court where the bank account holder name is different from the applicant's name (if required).
- Refund requests with an expense certificate from the Emirates Development Bank will be processed according to an expedited procedure (if required).

Required Templates

Power of Attorney

Back **Start**

i These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this refund request.

Service Details

About the service

Eligibility Criteria

Your service journey

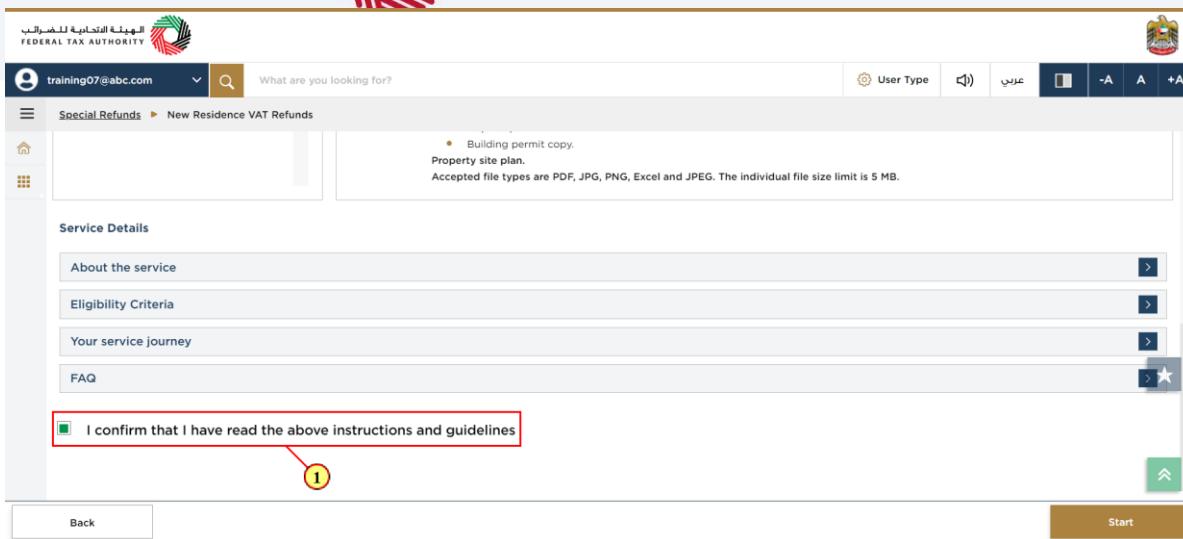
FAQ

I confirm that I have read the above instructions and guidelines

Building permit copy.
Property site plan.
Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Back **Start**

Step	Action
(1)	Click on 'Back' to go back to the previous page



What are you looking for? User Type: Arabic -A A +A

Special Refunds ► New Residence VAT Refunds

Service Details

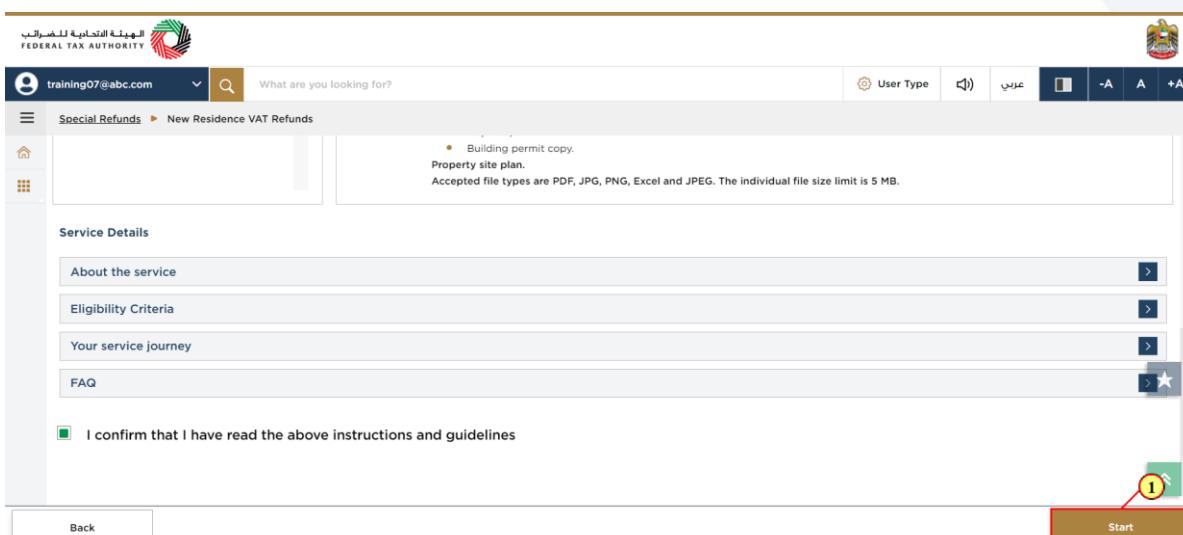
- About the service
- Eligibility Criteria
- Your service journey
- FAQ

I confirm that I have read the above instructions and guidelines

Building permit copy.
Property site plan.
Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Back Start

Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines



What are you looking for? User Type: Arabic -A A +A

Special Refunds ► New Residence VAT Refunds

Service Details

- About the service
- Eligibility Criteria
- Your service journey
- FAQ

I confirm that I have read the above instructions and guidelines

Building permit copy.
Property site plan.
Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Back Start

Step	Action
(1)	Click on 'Start' to proceed to the refund request



Applicant Details

The screenshot shows the 'New Residence VAT Refunds' application form. At the top, there is a navigation bar with a search bar, user type selection, and language options (Arabic/English). Below the navigation is a breadcrumb trail: Home > New Residence VAT Refunds. The main form area has a progress bar with six steps: 1. Applicant Details (highlighted in blue), 2. Claim Details, 3. Property Details, 4. Expense Details, 5. Bank Details, and 6. Review & Declaration. The 'Applicant Details' step contains fields for Emirates ID (input field), Emirates ID Issue Date (calendar input), Emirates ID Expiry Date (calendar input), and a file upload section for Emirates ID copy. Buttons at the bottom include 'Previous Step', 'Save as Draft', and 'Next Step'.

 The progress bar displays the number of steps required to complete the refund request. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green.

The screenshot shows the 'New Residence VAT Refunds' application form. The 'Applicant Details' section is highlighted with a red box. The '1' in the progress bar is highlighted with a yellow circle. The rest of the interface is similar to the first screenshot, including the navigation bar, breadcrumb trail, and other steps in the process.

Step	Action
(1)	Enter all the mandatory details. Optional fields will be marked as 'Optional'

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What are you looking for?

User Type عربی -A A +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Applicant Details

Emirates ID	<input type="text"/>	Upload copy of your emirates ID
Emirates Id Issue Date	<input type="text"/> 25/01/2018	Add <input type="button"/> Drag files here
First Name in English	Noorul	Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3
Last Name in English	Azim	

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter Emirates ID number of the applicant (Format is "000-0000-0000000-0")

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What are you looking for?

User Type عربی -A A +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Applicant Details

Emirates ID	<input type="text"/>	Upload copy of your emirates ID
Emirates Id Issue Date	<input type="text"/> 25/01/2018	Add/View(<input type="button"/>) Drag files here
First Name in English	Noorul	Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3
Last Name in English	Azim	

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green

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What are you looking for?

User Type: عربی -A A +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Country Code: +971 (United Arab Emirates)	Mobile Number: 659874123	Country code (optional): +971 (United Arab Emirates)	Other Mobile Number (Optional): 698541365
Email ID: training07@abc.com			
Family Book Number: 1234	Upload Family Book Copy <input style="background-color: green; color: white; border: none; padding: 2px 10px; margin-right: 10px;" type="button" value="Add/View(1)"/> Drag files here Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3		
TRN (If you are a Taxable Person):			
Previous Step	Save as Draft	Next Step	

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green

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What are you looking for?

User Type: عربی -A A +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Country Code: +971 (United Arab Emirates)	Mobile Number: 659874123	Country code (optional): +971 (United Arab Emirates)	Other Mobile Number (Optional): 698541365
Email ID: training07@abc.com			
Family Book Number: 1234	Upload Family Book Copy <input style="background-color: green; color: white; border: none; padding: 2px 10px; margin-right: 10px;" type="button" value="Add/View(1)"/> Drag files here Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3		
TRN (If you are a Taxable Person):			
Previous Step	Save as Draft	Next Step	

Step	Action
(1)	Click on 'Previous' to go back to the previous section

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What are you looking for?

User Type: عربی -A A +A

Special Refunds > New Residence VAT Refunds

New Residence VAT Refunds

Country Code	Mobile Number	Country code (optional)	Other Mobile Number (Optional)
+971 (United Arab Emirates)	659874123	+971 (United Arab Emirates)	698541365
Email ID			
training07@abc.com			
Family Book Number	<input style="background-color: green; color: white; border: none; padding: 2px 10px; margin-right: 10px;" type="button" value="Upload Family Book Copy"/> Add/View(1) <input type="text" value="1234"/> Drag files here Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3		
TRN (If you are a Taxable Person)			
Previous Step		Save as Draft (1) Next Step	

Step	Action
(1)	Click on 'Save as draft' to save the refund request as a draft

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What are you looking for?

User Type: عربی -A A +A

Special Refunds > New Residence VAT Refunds

New Residence VAT Refunds

Country Code	Mobile Number	Country code (optional)	Other Mobile Number (Optional)
+971 (United Arab Emirates)	659874123	+971 (United Arab Emirates)	698541365
Email ID			
training07@abc.com			
Family Book Number	<input style="background-color: green; color: white; border: none; padding: 2px 10px; margin-right: 10px;" type="button" value="Upload Family Book Copy"/> Add/View(1) <input type="text" value="1234"/> Drag files here Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3		
TRN (If you are a Taxable Person)			
Previous Step		Save as Draft (1) Next Step	

Step	Action
(1)	Click on 'Next Step' to proceed to the next section



Claim Details

Screenshot of the 'New Residence VAT Refunds' claim details page. The page shows a six-step process: 1. Applicant Details (Step 1, completed), 2. Claim Details (Step 2, active), 3. Property Details, 4. Expense Details, 5. Bank Details, and 6. Review & Declaration.

Claim Details

Purpose of the claim: New Construction (highlighted with a red box)

What is your Request refund type:

- Housing program fund (highlighted with a yellow circle)
- personal fund
- Housing program and personal fund

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

Step	Action
(1)	Click here to select the purpose of the claim

Screenshot of the 'New Residence VAT Refunds' claim details page. The page shows a six-step process: 1. Applicant Details (Step 1, completed), 2. Claim Details (Step 2, active), 3. Property Details, 4. Expense Details, 5. Bank Details, and 6. Review & Declaration.

Claim Details

Purpose of the claim: New Construction

What is your Request refund type:

- Housing program fund (highlighted with a red box)
- personal fund
- Housing program and personal fund

Funder Name: (highlighted with a yellow circle)

Upload Funder Certificate Copy

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

Step	Action
(1)	Choose one of the options for the request fund type

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What are you looking for? User Type: عربی -A A +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Claim Details

Purpose of the claim: New Construction

What is your Request refund type: Housing program fund personal fund Housing program and personal fund

Funder Name: Abu Dhabi Housing Authority

Upload Funder Certificate Copy: Add Drag files here
Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3

1

Previous Step Save as Draft Next Step

Step	Action
(1)	Click here to select the name of the government entity or body which provided you with the housing fund

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What are you looking for? User Type: عربی -A A +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Claim Details

Purpose of the claim: New Construction

What is your Request refund type: Housing program fund personal fund Housing program and personal fund

Funder Name: Abu Dhabi Housing Authority

Upload Funder Certificate Copy: Add/View() Drag files here
Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3

1

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green



Property Details

Property Details

Date of property completion certificate: 01/06/2022

Plot number: 123

Street: Khalifa Bin Shakbout St

Area: khalidiya village

Emirate: Abu Dhabi

Upload property completion certificate copy

Add Drag files here

Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3

Previous Step 1 Save as Draft Next Step

Step	Action
(1)	Enter the details of the property for which you are requesting the refund

Property Details

Date of property completion certificate: 01/06/2022

Plot number: 123

Street: Khalifa Bin Shakbout St

Area: khalidiya village

Emirate: Abu Dhabi

Upload property completion certificate copy

Add Drag files here

Max File size: 15 MB Formats : PDF, JPG Max No. of files : 3

Previous Step 1 Save as Draft Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green



Expense Details

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What are you looking for? User Type: Arabic -A A +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

1 ✓ 2 ✓ 3 ✓ 4 5 6 Review & Declaration

Applicant Details Claim Details Property Details Expense Details Bank Details

Expense Details

Total amount Of VAT claimed(AED) 50,000.00

Are you planning to apply for a VAT refund in relation to retention payments of the same property later? Yes No

User Comments (Optional)

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter the VAT amount that you are claiming

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What are you looking for? User Type: Arabic -A A +A

Home ► HBR Refund Assign List

New Residence VAT Refunds

Expense Details

Total amount of VAT claimed(AED) 50,000.00

Are you planning to apply for a VAT refund in relation to retention payments of the same property later? Yes No

User Comments (Optional) Max 1000 characters

Previous Step Save as Draft Next Step

Step	Action
(1)	Select 'Yes' if you intend to make an additional claim for VAT held on retention



Bank Details

New Residence VAT Refunds

Banking Details

Country	United Arab Emirates
IBAN	[REDACTED]
Bank Name	[REDACTED]
Account Holder's Name	[REDACTED]
Bank Branch	[REDACTED]
Account Number	[REDACTED]

Previous Step 1 Next Step

Save as Draft

Step	Action
(1)	Enter your bank account details

New Residence VAT Refunds

Banking Details

Country	United Arab Emirates
IBAN	[REDACTED]
Bank Name	[REDACTED]
Account Holder's Name	[REDACTED]
Bank Branch	[REDACTED]
Account Number	[REDACTED]

Previous Step 1 Next Step

Step	Action
(1)	Enter International Bank Account Number (IBAN in UAE consist of 23 characters)

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What are you looking for?

User Type: عربی -A A +A

Home > HBR Refund Assign List

New Residence VAT Refunds

Banking Details

Country: United Arab Emirates

IBAN:

Bank Name: Bank Branch:

Account Holder's Name: (1)

Account Number:

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Enter the name of Account holder operating the bank account

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What are you looking for?

User Type: عربی -A A +A

Home > HBR Refund Assign List

New Residence VAT Refunds

Banking Details

Country: United Arab Emirates

IBAN:

Bank Name: Bank Branch: (1)

Account Holder's Name: Account Number:

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Enter the branch name

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What are you looking for?

User Type | عربى | -A | A | +A

Home > HBR Refund Assign List

New Residence VAT Refunds

Banking Details

Country: United Arab Emirates

IBAN:

Bank Name: Bank Branch:

Account Holder's Name: Account Number:

Previous Step | Save as Draft | Next Step

 For domestic accounts, the IBAN will be validated by the system. For international accounts, you have to upload a Bank Validation letter. If your bank account is not within United Arab Emirates, you will have the option to select the eligible currency for refund.

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What are you looking for?

User Type | عربى | -A | A | +A

Home > New Residence VAT Refunds

New Residence VAT Refunds

Noorul Azim A

000007775792000

Upload copy of Bank Validation letter

Add/View(1) Drag files here

Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3

1

Please download the additional declaration form to be stamped by the court if the bank account holders name is different from the applicants name and then upload the stamped form

[Download Template](#) Bank Declaration Form.docx last updated 21/04/2022

Upload Additional information Form

Add Drag files here

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green

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What are you looking for?

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

Home > New Residence VAT Refunds

New Residence VAT Refunds

Noorul Azim A 000007775792000

Upload copy of Bank Validation letter

[Download Template](#) Bank Declaration Form.docx last updated 21/04/2022

1

Upload Additional information Form

Save as Draft | Next Step

Step	Action
(1)	Click here to download the court declaration form

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What are you looking for?

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

Special Refunds > New Residence VAT Refunds

New Residence VAT Refunds

Upload copy of Bank Validation letter

[Download Template](#) Bank Declaration Form.docx last updated 21/04/2022

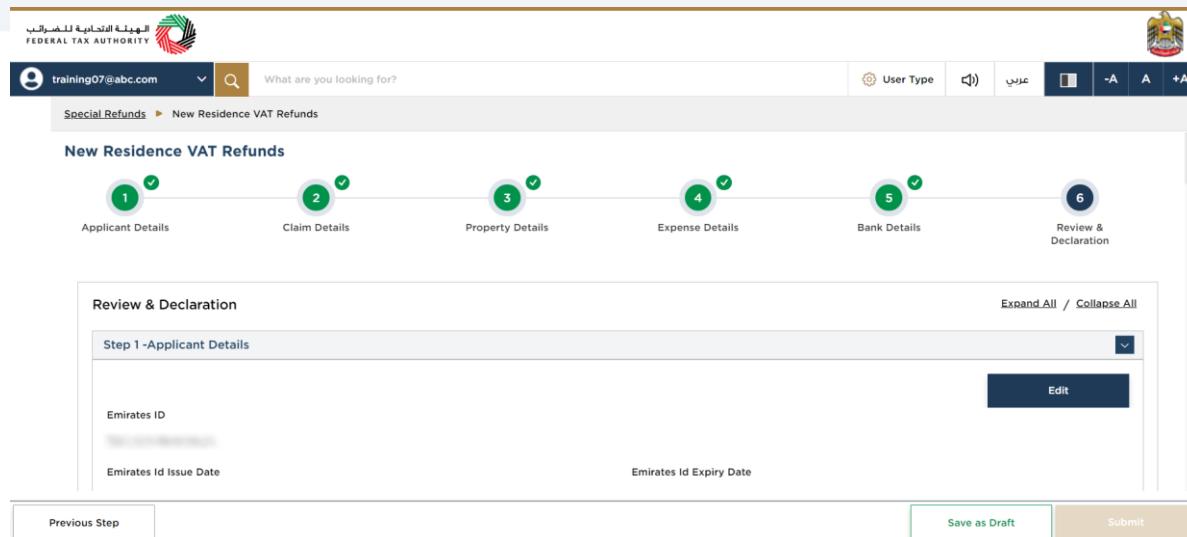
1

Upload Additional information Form

Save as Draft | Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green

Review & Declaration



New Residence VAT Refunds

Review & Declaration

Step 1 - Applicant Details

Emirates ID

Emirates Id Issue Date

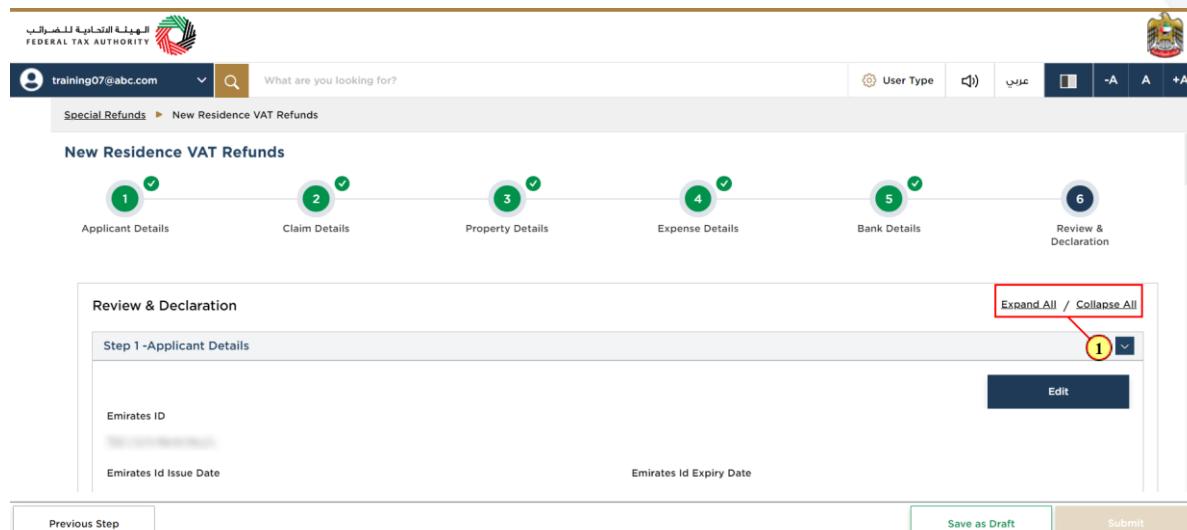
Emirates Id Expiry Date

Previous Step

Save as Draft

Submit

 This section displays your completed refund request and allows you to review it prior to submission.



New Residence VAT Refunds

Review & Declaration

Step 1 - Applicant Details

Emirates ID

Emirates Id Issue Date

Emirates Id Expiry Date

Previous Step

Save as Draft

Submit

Step	Action
(1)	Click here to expand or collapse all steps at once



What are you looking for? User Type Arabic -A A +A

Home > HBR Refund Assign List

New Residence VAT Refunds

Review & Declaration

Step 1 -Applicant Details

Step 2- Claim Details

Step 3- Property Details

Step 4- Expense Details

Step 5- Bank Details

Country

Edit

Save as Draft Submit

Previous Step

Step	Action
(1)	Click on the drop-down arrow to review the details in this step

What are you looking for? User Type Arabic -A A +A

Home > HBR Refund Assign List

New Residence VAT Refunds

Review & Declaration

Step 1 -Applicant Details

Step 2- Claim Details

Step 3- Property Details

Step 4- Expense Details

Step 5- Bank Details

Country

Edit

Save as Draft Submit

Previous Step

Step	Action
(1)	Click on each step to review every section

training07@abc.com

What are you looking for?

User Type | عربی | -A | A | +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Step 1 -Applicant Details

Emirates ID	<input type="button" value="Edit"/>		
Emirates Id Issue Date	25/01/2018	Emirates Id Expiry Date	25/01/2028
First Name in English	Noorul	Last Name in English	Azim A
First Name in Arabic (Optional)	نورول	Last Name in Arabic (Optional)	أزيم أ

[Previous Step](#) [Save as Draft](#) [Submit](#)

Step	Action
(1)	Click here to edit the details in this section

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What are you looking for?

User Type | عربی | -A | A | +A

Special Refunds ► New Residence VAT Refunds

New Residence VAT Refunds

Country Code	Mobile Number	Email ID
+971 (United Arab Emirates)	689745632	training07@abc.com
Date of Submission	22/07/2022	

I hereby agree to the below:

- I declare that **1** the owner (a UAE national) and all this information in this form is correct, and that the new residence for which the new residence VAT refund has been requested will be used exclusively by myself or my family members.
- I acknowledge that the federal Tax authority may claim the refund if it finds that I do not meet the specified conditions
- I declare that the VAT incurred on the housing costs has not been recovered in any tax returns under my existing TRN or any other TRN.
- I declare that all materials purchased and which are subject of this claim have been used for the construction of the building
- I read and reviewed all steps information.

[Previous Step](#) [Save as Draft](#) [Submit](#)

Step	Action
(1)	Mark the checkbox once you have reviewed all the information given in each step




الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

User Type
عربية
Print
-A
A
+A


What are you looking for?

[Special Refunds](#)
►
[New Residence VAT Refunds](#)

New Residence VAT Refunds

Country Code

Mobile Number

Date of Submission

Email ID

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- I declare that all materials purchased and which are subject of this claim have been used for the construction of the building
- I read and reviewed all steps Information.

Previous Step
Save as Draft
Submit 1

Step	Action
(1)	Click on 'Submit' to submit the refund request



Acknowledgement

The screenshot shows the FTA website's 'New Residence VAT Refunds' page. At the top, there is a search bar and user settings. Below the header, it says 'What are you looking for?' and 'Special Refunds > New Residence VAT Refunds'. The main content area displays the application details:

Applicant's Name	:	Noorul Azim
Refund Application Number	:	HB2210000230
Submitted Date	:	26 October 2022
Requested VAT Claim Amount	:	AED 50,000.00

On the right side of the application details, there is a 'Checking eligibility' button, a star icon, and a green arrow icon.

 You have successfully submitted the refund request.
Make a note of the application number for future references. You can also access this refund request from the New Residence VAT Refunds tile within the Special Refunds module.

The screenshot shows the 'What Next' section of the FTA website. It includes a list of steps and notes:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify 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 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 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.

At the bottom, there is a footer with contact information and two buttons: 'Back to Dashboard' and 'Download'. A red circle with the number '1' is drawn around the 'Back to Dashboard' button.

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.



What Next:

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For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

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

Step	Action
(1)	Click on 'Download' to download a copy of refund application submission acknowledgement



Correspondences



After submission, applicant receives the following correspondences:

- Application submission acknowledgment
- Application approval or rejection notification
- Additional information notification (only if FTA requires more information to assist with their review of your application)

Thank you