



إمارات تاكس
EMARATAX

Deregister Tax Agency - User Manual

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Document Control Information

Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> • Registered for VAT • Registered for Excise • Non-registered Taxpayer • Tax Group • Warehouse Keeper • Freight Forwarder/VAT Clearing Company (TINCO) • Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Portal	
User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English	This is used to toggle between the English and Arabic versions of the portal
-A A +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
1 2	This menu on the top gives an overview of the various sections within the. 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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Document Control Information.....	2
Annexure 2	
Navigating through EmaraTax.....	3
Introduction	5
Login to EmaraTax.....	6
Tax Agency Tile	7
Guidelines and Instructions.....	9
Deregistration Information	11
Review and Declaration	13
Post Application Submission	15
Correspondences	16



Introduction



This manual is prepared to help a registered Tax Agency to navigate through the Federal Tax Authority EmaraTax portal to submit a deregistration application to FTA.

The Tax Agency should not be linked to any Tax Agent to initiate the deregistration application.

On approval of the application by FTA, the Tax Agency will be deregistered and their TAN will be inactivated.



Login to EmaraTax

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

Sign Up

Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address: training_tt@abc.com

Password:

[Forgot password?](#)

Enter Security Code: 730346

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

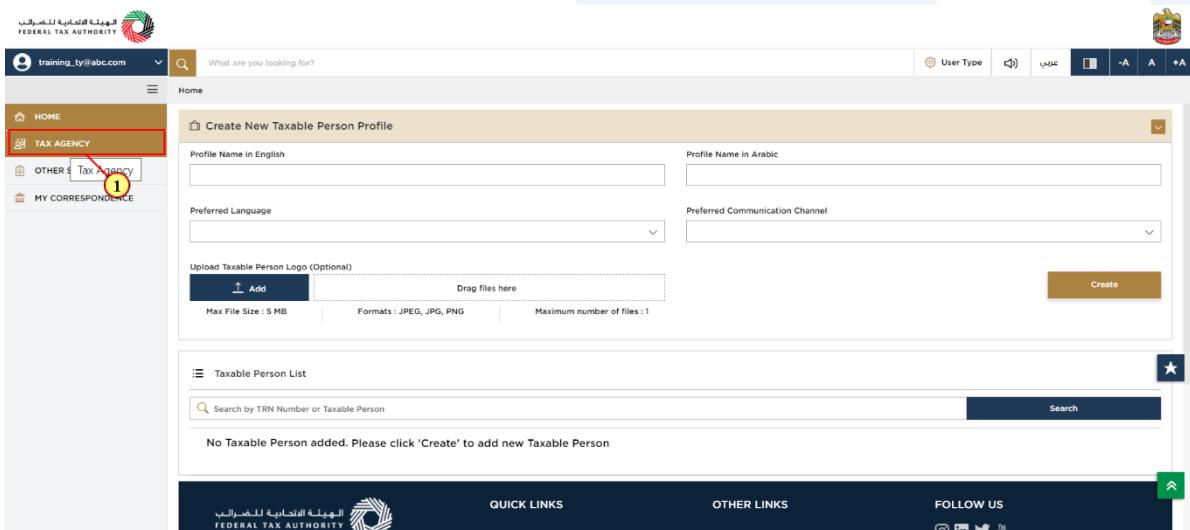
UAE PASS

Login With UAE PASS

© 2021 Copyright: Federal Tax Authority.
This site is best viewed in Microsoft Edge Vers. 38.15439.3.0 (latest version).
Google Chrome (latest version).

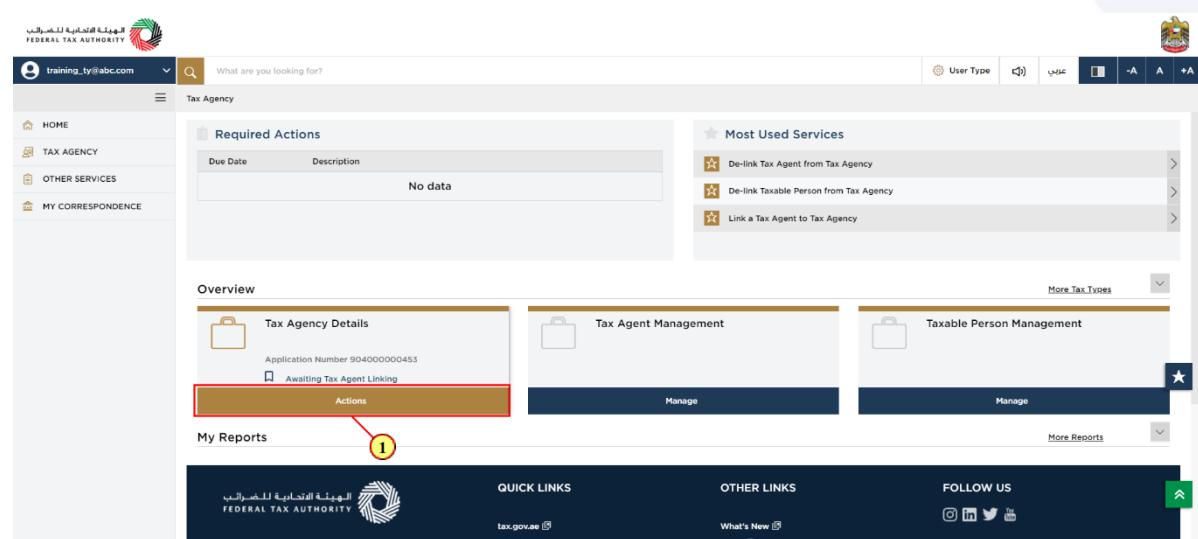
- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the ‘sign up’ button. If you have forgotten your password, you can use the “forgot password” feature to reset your password.
- If 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.

Tax Agency Tile



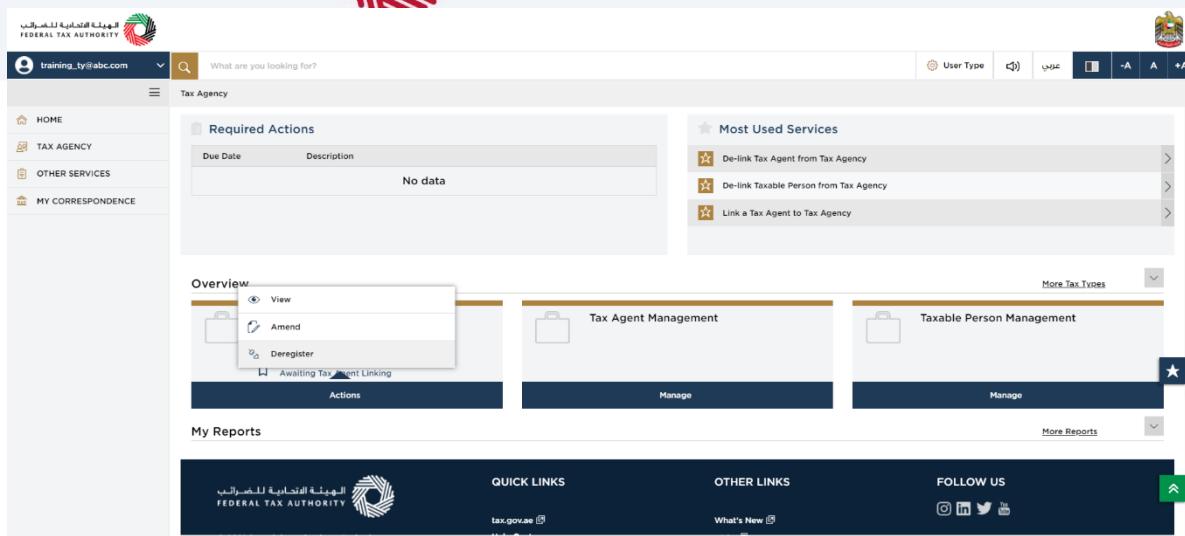
The screenshot shows the 'Create New Taxable Person Profile' form. The sidebar has a red box around the 'TAX AGENCY' option, and a red circle with the number 1 points to it. The main area shows fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', 'Preferred Communication Channel', and an optional logo upload section. A 'Create' button is at the bottom right. Below this is a 'Taxable Person List' section with a search bar and a message: 'No Taxable Person added. Please click 'Create' to add new Taxable Person'. At the bottom are 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

Step	Action
(1)	Click Tax Agency on the left hand side to open the Tax Agency dashboard.



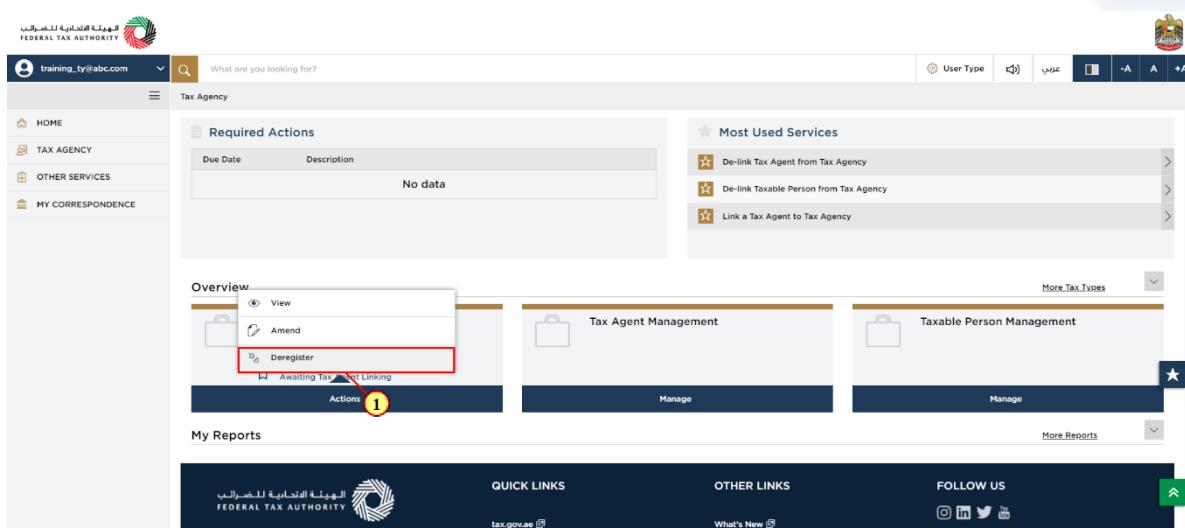
The screenshot shows the Tax Agency dashboard. It includes a 'Required Actions' section with a 'Due Date' and 'Description' table showing 'No data'. To the right is a 'Most Used Services' section with links to 'De-link Tax Agent from Tax Agency', 'De-link Taxable Person from Tax Agency', and 'Link a Tax Agent to Tax Agency'. Below this are three tiles: 'Tax Agency Details' (with application number 904000000453 and an 'Awaiting Tax Agent Linking' status), 'Tax Agent Management' (Manage button), and 'Taxable Person Management' (Manage button). At the bottom are 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

Step	Action
(1)	Click 'Actions' on the Tax Agency Details tile.



The screenshot shows the Tax Agency dashboard. In the 'Overview' section, under 'Actions', the 'Deregister' button is highlighted with a red box and circled with a red number '1'. Other options shown are 'View', 'Amend', and 'Awaiting Tax Agent Linking'.

	In order to initiate Tax Agency deregistration, the Tax Agency should not have any Tax Agents linked.
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The screenshot shows the Tax Agency dashboard. In the 'Overview' section, under 'Actions', the 'Deregister' button is highlighted with a red box and circled with a red number '1'.

Step	Action
(1)	Click 'Deregister' to initiate the Tax Agency deregistration application.



Guidelines and Instructions

The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Tax Agency deregistration. It also provides guidance on what information you should have in hand when you are completing the Tax Agency deregistration application.

Step	Action
(1)	Read the guidelines and instructions and mark the checkbox to confirm.



shalu@pp.com

What are you looking for?

User Type: عرب | A -A +A

Home > Tax Agency De-Registration

Tax Agency De-Registration

No. of Form Sections: 2 Sections

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of Charge

Required Templates: N.A.

Required Documents:

- A proof or evidence supporting your reason for deregistration (example, closure of company letter, trade license cancellation)

Accepted file types are PDF, JPD, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Service Details:

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

I confirm that I have read the above instructions and guidelines

Back Start (1)

Step	Action
(1)	Click 'Start' to initiate the Tax Agency deregistration application.



Deregistration Information

The screenshot shows the 'Tax Agency De-Registration' application form. At the top, there's a progress bar with two steps: 'Deregistration Information' (Step 1) and 'Review and Declaration' (Step 2). Step 1 is highlighted in blue. Below the progress bar, the 'Deregistration Information' section contains fields for TAN (30633051), Legal Name in English (ABC Agency Co), and Legal Name in Arabic (مكتبABC). A dropdown menu for 'Reason for Deregistration' is open, showing 'Not willing to conduct services'. An 'Effective Date of De-registration' field shows '01/10/2022'. On the right, there's a section for 'Upload Evidence of Deregistration' with a file size limit of 15 MB and formats PDF, DOC. A green 'Save as Draft' button is visible at the bottom right.

- The application is divided into several short sections which deal with various aspects of the deregistration process. 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.
- To move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be filled out in order to move to the next section.
- Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.

The screenshot shows the same application form as above, but the 'Deregistration Information' section is now highlighted with a thick red border. A yellow circle with the number '1' is placed on the progress bar next to Step 1, indicating the current step.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the deregistration reason and upload supporting documents. Enter the date on which you want the Tax Agency deregistration to take effect.



training_fta@abc.com

What are you looking for?

User Type: عرب English مهتم

Tax Agency ► Tax Agency De-Registration

Tax Agency De-Registration

1 Deregistration Information **2** Review and Declaration

Applicant Information

TAN: 30633051 Legal Name in English: ABC Agency Co Legal Name in Arabic: شرکة الABC في مصر

Deregistration Information

Reason for Deregistration: Not willing to conduct services ★

Effective Date of De-registration: 01/10/2022

Upload Evidence of Deregistration: Add/View(1) Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3.3

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

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



Review and Declaration



FEDERAL TAX AUTHORITY

الإمارات العربية المتحدة للضرائب

training_ty@abc.com

What are you looking for?

User Type:

Tax Agency ➤ Tax Agency De-Registration

Tax Agency De-Registration

1 Deregistration Information

2 Review and Declaration

Declaration & review

Review

Step 1: Deregistration Information

TAN
30633031

Legal Name in English
ABC Agency Co

Effective Date of De-registration.
01/10/2022

Legal Name in Arabic
الشركة العربية لخدمات الضرائب

Reason for Deregistration
Not willing to conduct services

I hereby declare that the information provided above is correct.

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

FEDERAL TAX AUTHORITY

الجهاز الفيدرالي للضرائب



training_ly@abc.com
 What are you looking for?
User Type
عربي

Tax Agency > Tax Agency De-Registration

Tax Agency De-Registration

Deregistration Information

Review and Declaration

Declaration & review

Review

Step 1: Deregistration Information

Expand All / Collapse All

TAN

30E33051

Legal Name in English

ABC Agency Co

Effective Date of De-registration

01/10/2022

Legal Name in Arabic

جهاز الضرائب الفيدرالي

Reason for Deregistration

Not willing to conduct services

I hereby declare that the information provided above is correct .

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.



training_ty@abc.com

What are you looking for?

User Type: User Admin Super Admin

Tax Agency ► Tax Agency De-Registration

Tax Agency De-Registration

1 Deregistration Information

2 Review and Declaration

Declaration & review

Review

Step 1: Deregistration Information

TAN
3063301

Legal Name in English
ABC Agency Co.

Effective Date of De-registration
01/10/2022

Legal Name in Arabic
ABC اجراء ٣٠٦٣٣

Reason for Deregistration
Not willing to conduct services

I hereby declare that the information provided above is correct.

Previous Step **Cancel** **Save as Draft** **Submit** **(1)**

Step	Action
(1)	Click 'Submit' to submit the Tax Agency deregistration application.



Post Application Submission

Application Submitted Successfully

Name : ABC Agency Co
Reference Number : 1090000000032
Submitted Date : 6 September 2022

Pending Approval

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 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.

For any inquiry or assistance, please contact us on: Within UAE: 0000000000 | Outside UAE: +971 000000000 Email us at info@fas.gov.ae

[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. The status of your request on the Dashboard will change to “Pending approval” and you will receive an email from us to confirm receipt of your application. Read the “What Next” and “Important Notes”.
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Application Submitted Successfully

Name : ABC Agency Co
Reference Number : 1090000000032
Submitted Date : 6 September 2022

Pending Approval

What Next:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
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For any inquiry or assistance, please contact us on: Within UAE: 0000000000 | Outside UAE: +971 000000000 Email us at info@fas.gov.ae

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

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 Tax Agency dashboard.



Correspondences



Tax Agency 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