



إمارات تاكس
EMARATAX

VAT Registration Amendment - User Manual

Date: Oct 2022

Version 1.0.0.0

Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.



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 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.

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](#)



VAT Amendment

Document Control Information.....	2
Annexure 2	
Navigating through EmaraTax	3
VAT Amendment	4
Introduction.....	5
Login to EmaraTax.....	6
VAT Tile 10	
Guidelines and Instructions	11
Review and Declaration	14
Entity Details Section	15
Identification Details.....	19
Main License Details.....	19
Business Activities	20
Owner Details	21
Branch Details.....	22
Contact Details.....	24
Business Relationships	27
Authorized Signatory.....	29
Review and Declaration	31
Post Application Submission.....	34
Correspondences	35



Introduction



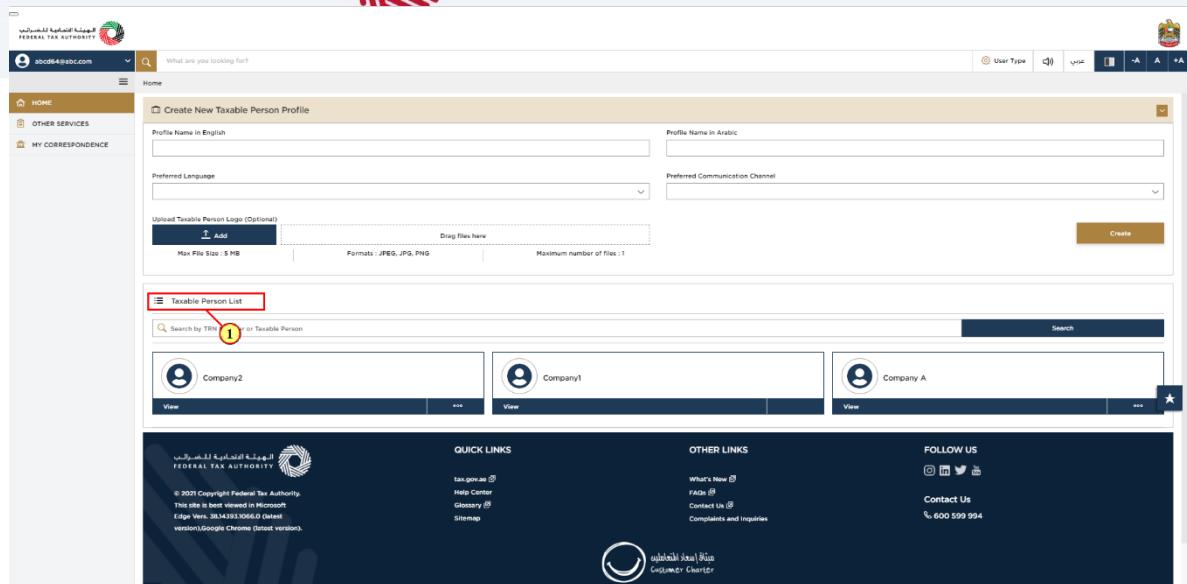
This manual is prepared to help you navigate through the Federal Tax Authority (FTA) EmaraTax portal and Amend your VAT Registration information. To initiate the amendment, you must be already registered with the FTA and should have a valid TRN. The amendments done to the following sections require approval from the FTA:

- Details of the applicant
- Business activities of the applicant section
- Contact details
- Business relationships
- Authorized Signatory



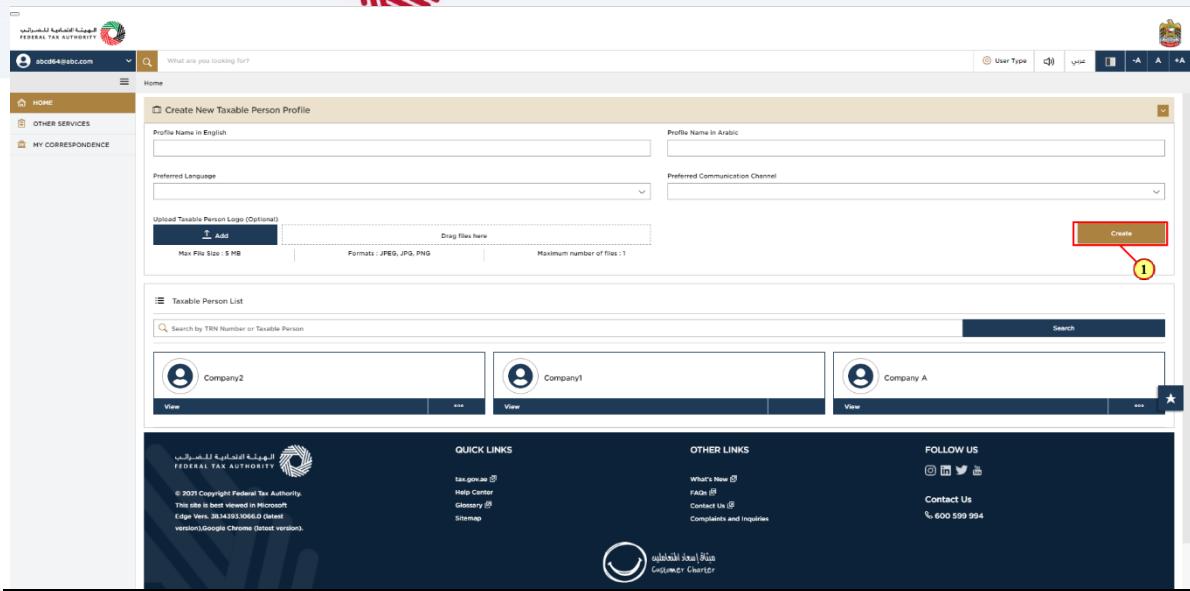
Login to EmaraTax

<p>The user must login into their EmaraTax account. Using their login credentials.</p> <ul style="list-style-type: none"> 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 is 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 option to 'Upload Taxable Person Logo (Optional)'. A 'Create' button is located at the bottom right of this form. Below this, a section titled 'Taxable Person List' displays three entries: 'Company2', 'Company1', and 'Company A'. Each entry has a 'View' link and a small star icon. At the bottom of the page, there's a footer with links to 'tax.gov.ae', 'Help Center', 'Glossary', 'Sitemap', 'OTHER LINKS' (including 'What's New', 'FAQs', 'Contact Us', and 'Complaints and Inquiries'), and 'FOLLOW US' (with icons for LinkedIn, Twitter, and YouTube). The footer also includes 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)'.

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 includes fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', 'Preferred Communication Channel', and an optional 'Upload Taxable Person Logo'. The 'Create' button is highlighted with a red circle labeled '1'.

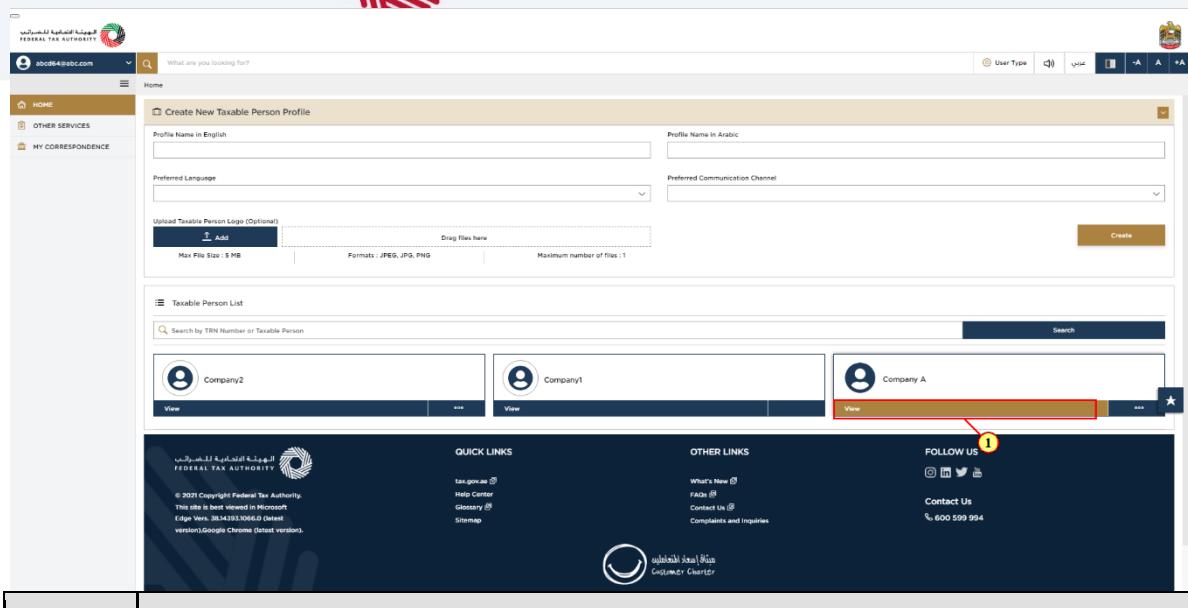
Taxable Person List:

- Company2
- Company1
- Company A

Footer:

- QUICK LINKS:** tax.gov.ae, Help Center, Glossary, Sitemap.
- OTHER LINKS:** What's New, FAQs, Contact Us, Complaints and Inquiries.
- FOLLOW US:** Instagram, LinkedIn, Twitter, YouTube.
- Contact Us:** ٦٠٠ ٥٩٩ ٩٩٤.
- Customer Charter:** [الشروط والأحكام](#)

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 homepage of the Federal Tax Authority website. At the top, there is a search bar and a navigation menu with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. Below the menu, a section titled 'Create New Taxable Person Profile' is displayed, requiring input for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload field. A 'Create' button is located at the bottom right of this section. Below this, a section titled 'Taxable Person List' shows three entries: 'Company2', 'Company1', and 'Company A'. The 'View' button for 'Company A' is highlighted with a red box and a circled '1' above it, indicating a step in the process. The footer contains the FTA logo, copyright information (© 2021 Copyright Federal Tax Authority), quick links (tax.gov.ae, Help Center, Glossary, Sitemap), other links (What's New, FAQs, Contact Us, Complaints and Inquiries), social media links (Instagram, 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.



VAT Tile

The screenshot shows the VAT Tile section of the FTA portal. At the top, there's a 'Required Actions' box with a due date of 03/08/2022 and a description of 'Payment for VAT Late Registration Penalty, pending for 100000.00'. Below this is a 'Most Used Services' section with links for 'Value Added Tax Registration' and 'VAT Registration - Edit Application'. The main area is titled 'Overview' and contains several tiles: 'VAT' (Active), 'Excise Tax' (Not registered), 'Warehouse Keeper' (Not registered), 'Tax Group' (Register), and 'VAT Clearing Company - TINCO' (Not registered). A red box highlights the 'Actions' dropdown menu under the VAT tile, with the 'Amend' option selected. A red circle with the number '1' is placed over this highlighted area.

Step	Action
(1)	In order to initiate VAT Amendment application, click on 'Actions' in the VAT tile and select 'Amendment'.



Guidelines and Instructions

Searched results

FEDERAL TAX AUTHORITY

What are you looking for?

Home > Services > VAT Registration - Amend

VAT Registration - Amendment

No. of form sections: 4 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

Required Documents

It will be necessary for you to prepare the following information in an appropriate format and include it in your online application. Below section provides the different documents required depending on the type of amendment:

A) Name or trading name of the business.

- Any other proof of change in name for example, copy of the article of association etc.

B) Composition of a partnership.

- Copy of the partnership agreement or any other legal document as appropriate.

C) Address of the principal place of business.

- Copy of the lease agreement or the purchase agreement in case of change in address.

D) Primary business activity or activities.

E) Others

- Any other documents required to be amended or added.

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

I confirm that I have read the above instructions and guidelines

Back Start

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



Screenshot of the Federal Tax Authority website showing the VAT Registration - Amendment process. The page includes sections for tutorial materials, required documents, service details, and a checkbox for confirming reading instructions.

Required Documents:

- A) Name or trading name of the business.
- B) Composition of a partnership
 - Copy of the partnership deed or any other legal document as appropriate
- C) Address of the principal place of business.
- D) Primary business activity or activities.
- E) Others
 - Any other proof of change in name for example, copy of the article of association etc.
 - Copy of the partnership deed or any other legal document as appropriate

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

I confirm that I have read the above instructions and guidelines (checkbox marked)

Step	Action
(1)	<ul style="list-style-type: none"> A screen will appear with guidelines and instructions. Read the instructions and guidelines carefully before starting the application and mark the checkbox to confirm.



Screenshot of the Federal Tax Authority website showing the VAT Registration - Amendment process. The page includes sections for tutorial materials, required documents, service details, and a confirmation checkbox. A red circle labeled '1' points to the 'Start' button.

Step	Action
(1)	Click 'Start' to initiate VAT Amendment application.



Review and Declaration

The screenshot shows the 'Review and Declaration' section of the VAT Registration Amendment application. The page is divided into six main sections, each with a numbered circular icon above it:

- Entity Details**: Step 1, contains fields for Entity Type (Legal Person - Public Joint Stock Company), Incorporation certificate, Tax Group application, and Establishment document.
- Identification Details**: Step 2, contains fields for Trade License (Yes or No), Issuing Authority (Trade License Number: DFTA/932/WE), and City (Dubai Academic City).
- Contact Details**: Step 3, not visible in the screenshot.
- Business Relationships**: Step 4, not visible in the screenshot.
- Authorized Signatory**: Step 5, not visible in the screenshot.
- Review and Declaration**: Step 6, contains 'Edit' buttons for the previous sections, a 'Save All / Collapse All' button, and three action buttons at the bottom: 'Cancel', 'Save as Draft', and 'Next Step'.



The amend application first displays the ‘Review and Declaration’ section. You may click on the Edit button for any of the sections to Amend the details in it.



Entity Details Section



- The application is divided into a number of short sections which deal with various aspects of the Amend process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted as blue. Once you progress to the next section successfully, the previous section will be highlighted as green.
- You are requested to ensure that the documents submitted, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.



Screenshot of the VAT Registration Amendment - Taxpayer User Manual showing the Entity Details step. The screenshot highlights the 'Enable Editing' toggle switch, which is currently selected (green). A red box and a yellow circle with the number '1' indicate this field.

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing”, to amend entity details, if required. Upon selection, the fields in the section will become editable. If you do not want to amend the section and have selected ‘Enable Editing’, select ‘Disable Editing’ so that the fields become non editable.



Screenshot of the VAT Registration - Amendment form on the Federal Tax Authority website.

The form consists of six steps:

- Entity Details**
- Identification Details**
- Contact Details**
- Business Relationships**
- Authorized Signatory**
- Review and Declaration**

Step 1: Entity Details

Entity Type: Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation? (Yes)

Are you applying to create or join a Tax Group? (No)

Upload Certificate of Incorporation: Add/Select (Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3)

Buttons: Enable Editing, Disable Editing, Previous Step (highlighted with a red arrow and circled with a yellow border), Next Step, Cancel, Save as Draft.

Step	Action
(1)	Click 'Previous Step' to save and proceed to the previous section.



Screenshot of the VAT Registration - Amendment form on the Federal Tax Authority website.

The page shows a six-step process: Entity Details, Identification Details, Contact Details, Business Relationships, Authorized Signatory, and Review and Declaration. Step 1 (Entity Details) is currently active.

Entity Details:

- Entity Type: Legal Person - Public Joint Stock Company
- Do you have a certificate of incorporation? (Yes is selected)
- Are you applying to create or join a Tax Group? (No is selected)
- Upload Certificate of Incorporation: A green button labeled "Add/Select" is shown.
- Max file size: 15 MB
- Formats: PDF, DOC
- Max No. of Files: 3

Action Bar:

- Previous Step
- Cancel
- Save as Draft
- Next Step (highlighted with a red circle)

Table:

Step	Action
(1)	After amending the required information, click 'Next Step' to save and proceed to the 'Identification Details' section.



Identification Details

Main License Details

Identification Details

Do you have a Trade License in the UAE? Yes No

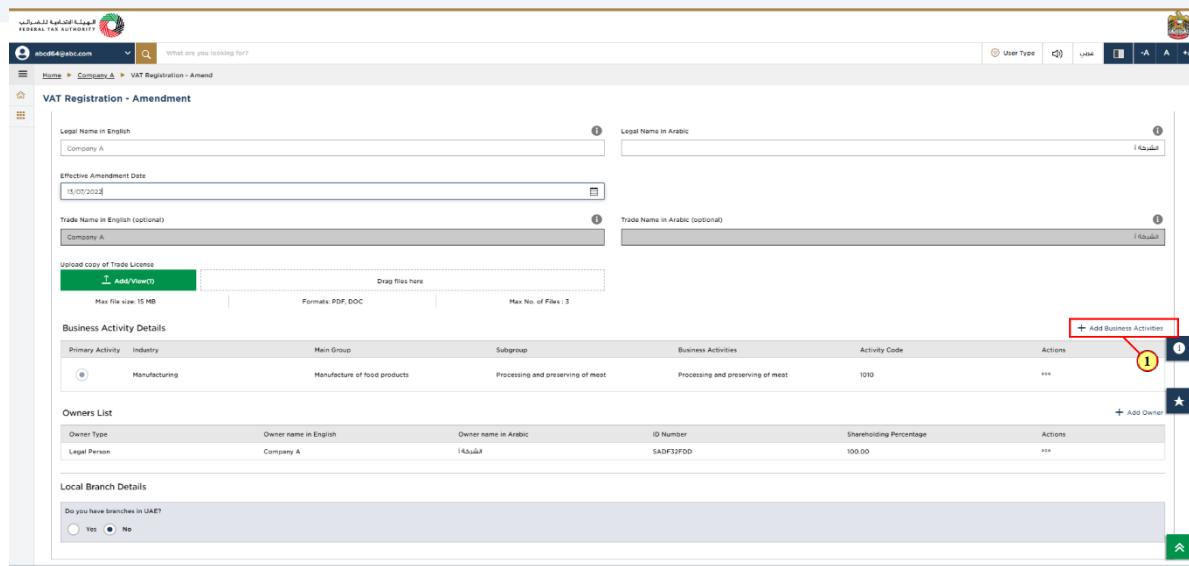
Main License Details

Trade License Issuing Authority <small>Dubai Academic City</small>	Trade License Number <small>DPSAV321WE</small>
License Issue date <small>12/07/2013</small>	License Expiry Date <small>12/07/2023</small>
Legal Name in English <small>Company A</small>	Legal Name in Arabic <small>أبراج</small>
Effective Amendment Date <small>DD/MM/YYYY</small>	Trade Name in English (optional) <small>Company A</small>
Trade Name in Arabic (optional) <small>أبراج</small>	

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

Step	Action
(1)	<ul style="list-style-type: none"> • Select “Enable Editing”, to amend identification details, if required. • You may update the main trade license details and enter the Effective Amendment Date. All fields are not amendable, the greyed-out fields cannot be updated.

Business Activities



The screenshot shows the 'VAT Registration - Amendment' page. In the 'Business Activity Details' section, there is a table with columns: Primary Activity, Industry, Main Group, Subgroup, Business Activities, Activity Code, and Actions. A red box highlights the 'Actions' column, and a red circle with the number '1' is placed over the 'Add Business Activities' button.

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/> Manufacturing		Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	... + Add Business Activities

Step Action

(1) Similarly, if required you may update the Business Activities. Click on Add Business Activities to enter the business activity information associated to the trade license. You can add multiple Business Activities. Ensure that the information about all your business activities is included.



Owner Details

Screenshot of the VAT Registration - Amendment page showing the 'Owner Details' section.

The screenshot shows the following fields:

- Legal Name in English: Company A
- Legal Name in Arabic: شركة A
- Effective Amendment Date: 15/01/2023
- Trade Name in English (optional): Company A
- Trade Name in Arabic (optional): شركة A
- Upload copy of Trade License: Add/View(?)
- Business Activity Details: Manufacturing, Manufacture of food products, Processing and preserving of meat, Activity Code: 1010, Actions: ***
- Owners List: Legal Person, Owner name in English: Company A, Owner name in Arabic: شركة A, ID Number: SADF32FDD, Shareholding Percentage: 100.00, Actions: ***
- Local Branch Details: Do you have branches in UAE? (Yes)

At the bottom right of the 'Owners List' table, there is a red box around the '+ Add Owner' button, which is highlighted with a yellow circle.

Step	Action
(1)	You may update the owner details by clicking 'Add Owners'. You are required to enter all the owners' associated to the trade license. You can add multiple owners.



Branch Details

Screenshot of the Federal Tax Authority VAT Registration Amendment - Amendment page. The page shows fields for Legal Name in English (Company A), Legal Name in Arabic (شركة A), Effective Amendment Date (15/07/2022), Trade Name in English (optional) (Company A), and Trade Name in Arabic (optional) (شركة A). It includes a file upload section for a Trade License (Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3) and a Business Activity Details table. The table shows a row for Manufacturing (Main Group: Manufacture of food products, Subgroup: Processing and preserving of meat, Business Activities: Processing and preserving of meat, Activity Code: 1010). An Owners List table shows a row for Legal Person (Owner name in English: Company A, Owner name in Arabic: شركة A, ID Number: SADF31FDD, Shareholding Percentage: 100.00). The Local Branch Details section contains a question 'Do you have branches in UAE?' with 'Yes' selected (radio button highlighted with a red box and yellow circle). Below it is an 'Add New Branch' button. At the bottom are buttons for Previous Step, Cancel, Save as Draft, and Next Step.

Step	Action
(1)	You may update your branch details. Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.



Screenshot of the VAT Registration - Amendment form on the Federal Tax Authority website.

The form includes fields for Legal Name in English (Company A), Legal Name in Arabic (الشركة A), Effective Amendment Date (10/07/2020), Trade Name in English (optional) (Company A), and Trade Name in Arabic (optional) (الشركة A). There is also a section for Uploading copy of Trade License with a file upload button and a placeholder for Drag files here.

Business Activity Details: Shows Primary Activity (Manufacturing), Industry (Manufacture of food products), Main Group (Manufacture of food products), Subgroup (Processing and preserving of meat), Business Activities (Processing and preserving of meat), Activity Code (1010), and Actions (***).

Owners List: Shows one owner (Legal Person) named Company A with ID Number SADF32FDD and Shareholding Percentage 100.00.

Local Branch Details: Shows a question "Do you have branches in UAE?" with options Yes (radio button) and No (radio button). The "Yes" option is selected.

At the bottom right, there are buttons for Previous Step, Cancel, Save as Draft, and Next Step. The "Next Step" button is highlighted with a red circle containing the number 1.

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



Contact Details

- If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out. Do not use another company's address (for example, your accountant).
 - If you are a foreign business applying to register for UAE VAT, you may choose to appoint a tax agent in the UAE. In such cases, once you have a tax agent appointed provide the necessary details.

Screenshot of the Federal Tax Authority (FTA) VAT Registration - Amendment page. The page shows a form for updating contact details. A red circle labeled '(1)' highlights the 'Enable Editing' button in the top right corner of the contact details section.

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
 If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
 For Property owners, enter the address details that is mentioned in the Title Deed.
 For Natural persons, enter the address details of your house.

Enable Editing (1) **Disable Editing**

Country	United Arab Emirates	Building Name & Number	Trade Center 1
Street	Al Muntazah Street	Area	ICD Brookfield
City	Dubai	Emirates	Dubai
Country Code	+971 / United Arab Emirates	Mobile Number	05056789
P.O. Box	Z723	Country Code	+971 / United Arab Emirates
Email ID	abc@abc.com	Landline Number	123456789
Addressees	Address Amendment Date	DD/MM/YYYY	

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

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing”, to amend contact details, if required. Update the required information and enter the Address amendment date and upload the supporting documents.



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

The page shows the following details:

- Contact Details:**
 - If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
 - If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
 - For Property owners, enter the address details that is mentioned in the Title Deed.
 - For natural persons, enter the address details of your house.
- Address Fields:**
 - Country: United Arab Emirates
 - Building Name & Number: Trade Center 1
 - Area: ICD Brookfield
 - City: Dubai
 - Emirates: Dubai
 - Country Code: +971 / United Arab Emirates
 - Mobile Number: 05056789
 - Landline Number: +971 / United Arab Emirates 123456789
 - Email ID: abcdef4@abc.com
 - P.O. Box: Z723
- Date Fields:**
 - Address Amendment Date: DD/MM/YYYY
- Buttons:**
 - Previous Step
 - Cancel
 - Save as Draft
 - Next Step (highlighted with a red circle)

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



Business Relationships

Screenshot of the 'Business Relationships' section of the VAT Registration Amendment form on the efttax.ae website.

The page shows a step-by-step process with the following steps:

- Entity Details
- Identification Details
- Contact Details
- Business Relationships
- Authorized Signatory
- Review and Declaration

Step 4 (Business Relationships) is currently active. A red box highlights the 'Enable Editing' button, which is checked. A yellow circle with the number '1' points to this button.

Below the Business Relationships section, there is a file upload area for a passport copy. It includes fields for 'Last Name in English' and 'Last Name in Arabic', and a placeholder 'Are you a Resident of UAE?'. There is also a section for 'Country of Nationality' and 'Passport Number'.

At the bottom right of the form, there are buttons for 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	<ul style="list-style-type: none"> Select “Enable Editing”, to amend or add business relationship details, if required. This section will be used to Amend the relationships for your VAT Registration.



Screenshot of the VAT Registration - Amendment form on the Federal Tax Authority website.

The form is divided into six steps:

- Entity Details**
- Identification Details**
- Contact Details**
- Business Relationships**
- Authorized Signatory**
- Review and Declaration**

Business Relationships section details:

- Designation: Manager
- First Name in English: Company
- Last Name in English: A
- First Name in Arabic: ا.س.م
- Last Name in Arabic: ابراهيم
- Are you a Resident of UAE? (Yes)
- Country of Nationality: United Kingdom
- Passport Number: SFAPCASA02
- Passport Issuing Country: United Kingdom
- Please upload copy of Passport: Max File size : 10 MB Formats: PDF, DOC Max No. of files : 3 Passport Expiry Date: 25/06/2034
- + Add Relationships

Previous Step

Step	Action
(1)	After amending the required information, click 'Next Step' to save and proceed to the 'Authorized Signatory' section.



Authorized Signatory

Step	Action
(1)	Select “Enable Editing”, to amend or add authorized signatory details, if required.

Screenshot of the Federal Tax Authority VAT Registration Amendment interface. The page shows the 'VAT Registration - Amendment' process with six steps: Entity Details, Identification Details, Contact Details, Business Relationships, Authorized Signatory, and Review and Declaration.

The 'Authorized Signatory' section displays a table with one row:

Name in English	Name in Arabic	ID Number	Email	Actions
Company A	شركة A	SFACASASA0	ABCDEF@ABC.COM	...

Buttons at the bottom right include 'Save as Draft' (highlighted with a red circle), 'Next Step' (highlighted with a green circle), 'Cancel', and 'Print'.

A callout box highlights the 'Next Step' button with a red circle labeled '1'.

A table below provides instructions for step 1:

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



Review and Declaration

Screenshot of the VAT Registration - Amendment application form on the Federal Tax Authority website.

Step 5 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	الشركة A	SFAFCASAZD	ABCD64@ABC.COM

New **Old**

Name in English	Name in Arabic	ID Number	Email	Effective Amendment Date
Company A	الشركة A	SFAFCASAZD	ABCD64@ABC.COM	31/12/9999

Declaration

First Name in English	Last Name in English	First Name in Arabic	Last Name in Arabic
ah	cd		
Country Code	Mobile Number	Email	
+971 (United Arab Emirates)	987654321	abcd64@abc.com	
Submission Date			
07/08/2022			

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

Previous Step Cancel Save as Draft Submit



- This section highlights all the details entered by you across the application. You are requested to review and submit the application formally.
- The section provides a comparison of the old and the newly updated information.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

What are you looking for?

User Type Value

[Home](#) [Company A](#) [VAT Registration - Amend](#)

VAT Registration - Amendment

Step 5 : Authorized Signatory

[Edit](#)

Name in English	Name in Arabic	ID Number	Email
Company A	الشركة A	SFAFCASAZD	ABCD64@ABC.COM

[Old](#) [New](#)

Name in English	Name in Arabic	ID Number	Email	Effective Amendment Date
Company A	الشركة A	SFAFCASAZD	ABCD64@ABC.COM	31/12/9999

Declaration

First Name in English <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value="Abd"/>	First Name in Arabic <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text"/>
Last Name in English <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value="Khalid"/>	Last Name in Arabic <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text"/>
Country Code <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value="+971 (United Arab Emirates)"/>	Mobile Number <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value="987654321"/>
Submission Date <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value="03/08/2022"/>	Email <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value="abcd-4@abc.com"/>

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

1 2 3 4 5

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

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

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.



SFAFD64@abc.com

What are you looking for?

User Type: VAT User Company Agent Other

VAT Registration - Amend

VAT Registration - Amendment

Step 5 : Authorized Signatory

Date:

Name in English: Company A	Name in Arabic: الشركة المقدمة	ID Number: SFAFCASAZD	Email: ABCD64@ABC.COM
Name in English: Company A	Name in Arabic: الشركة المقدمة	ID Number: SFAFCASAZD	Email: ABCD64@ABC.COM
			Effective Amendment Date: 31/12/9999

Declaration

First Name in English: abd First Name in Arabic: عبد

Last Name in English: rafid Last Name in Arabic: رفيد

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321

Email: abcd64@abc.com

Submission Date: 07/08/2022

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

1 2

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	If all the information entered is correct, click 'Submit' .



Post Application Submission

The screenshot shows a web interface for VAT Registration - Amend. At the top, there's a navigation bar with 'User Type' and other settings. Below it, a success message 'Application Submitted Successfully' is displayed. The message includes the following details:

- Name : Company A
- Reference Number : 300000000045
- Submitted Date : 3 August 2022

On the left, there's a graphic of a document with a checkmark and equals sign. On the right, there's a small star icon. At the bottom, there are sections for 'What Next?' and 'Important Notes'.

What Next:

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

	<p>After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with FTA.</p> <p>What's next?</p> <ul style="list-style-type: none"> Once the application is submitted, the FTA shall approve, reject or resubmit and notify the Taxable Person accordingly. If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you. Once the FTA confirms acceptance of your application, you will be notified on the decision. The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time. Read the "What Next" and "Important Notes".
-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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