



إمارات تاكس
EMARATAX

Delink Taxable Person From Tax Agency (By Admin Of Taxable Person) - User Manual

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Document Control Information

Document Version Control

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure

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

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



Navigating through EmaraTax

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

Button	Description
In the Portal	
User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English	This is used to toggle between the English and Arabic versions of the portal
-A A +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
1 2	This menu on the top gives an overview of the various sections within the application. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a checkmark.

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Introduction



This manual is prepared to help the account admin of a Taxable Person to navigate through the Federal Tax Authority EmaraTax portal to submit a delink Taxable Person from Tax Agency request to the Tax Agency. On submission of the request, the Tax Agency will be notified about the request. The Tax Agency should login to their account to “Approve” or “Reject” the request.

If the Tax Agency approves the delink request, the Taxable Person gets delinked from the Tax Agency and the Tax Agent. The Tax Agent will not be able to access the Taxable Person details in the portal. If the Tax Agency rejects the delink request, the Taxable Person will not be delinked from the Tax Agency. The Account Admin of the Taxable Person can submit an escalation request to FTA with necessary supporting documents. FTA will review the request and if found valid can delink the Taxable Person from the Tax Agency. If the Tax Agency does not take any action, reminder notification will be sent to the Tax Agency. If no action is taken by the Tax Agency even after 7 days after receiving the request, the delink request will be automatically cancelled.

On approval or rejection or automatic cancellation, both the Taxable Person and Tax Agency will receive email and SMS notifications.



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_wd@abc.com

Password: *****

[Forgot Password?](#)

Enter Security Code: 584624

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS

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This site is best viewed in Microsoft Edge Vers. 3834.933.0.0 (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.



Delink Taxable Person from Tax Agency (By Admin of Taxable Person)

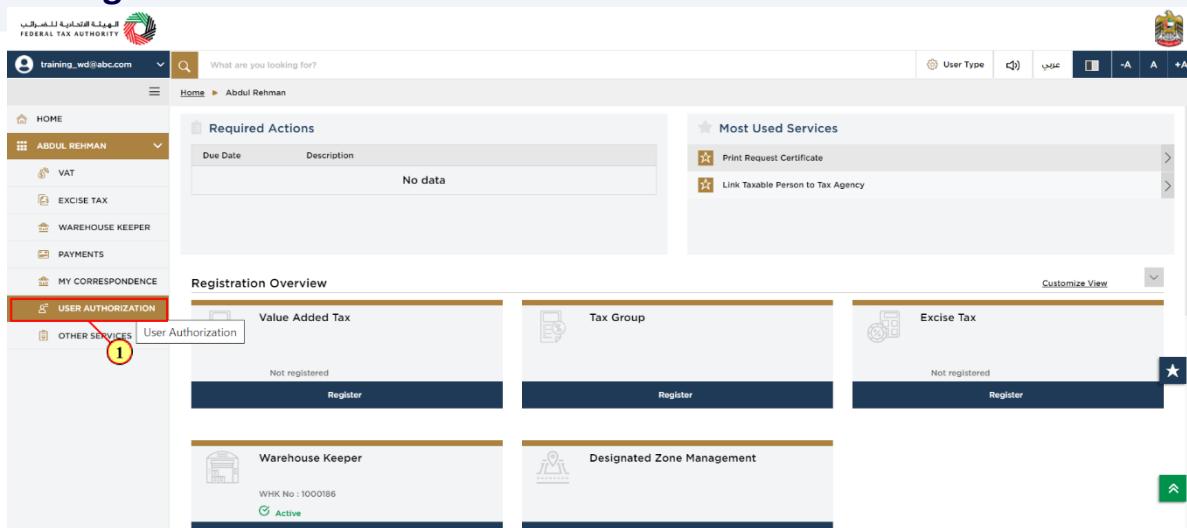
Login as Admin of Taxable Person

Taxable person dashboard

The screenshot shows the 'Create New Taxable Person Profile' section. Below it, the 'Taxable Person List' is displayed. Three profiles are shown: 'Incorporated Registration' (View), 'Abdul Rehman' (View), and 'ghghghgh' (View). The 'Abdul Rehman' profile is highlighted with a red box and an arrow pointing to its 'View' button, which is circled with a red circle containing the number '1'. The footer contains links like 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary, Sitemap) and 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries). It also features social media icons and a 'Customer Charter' link.

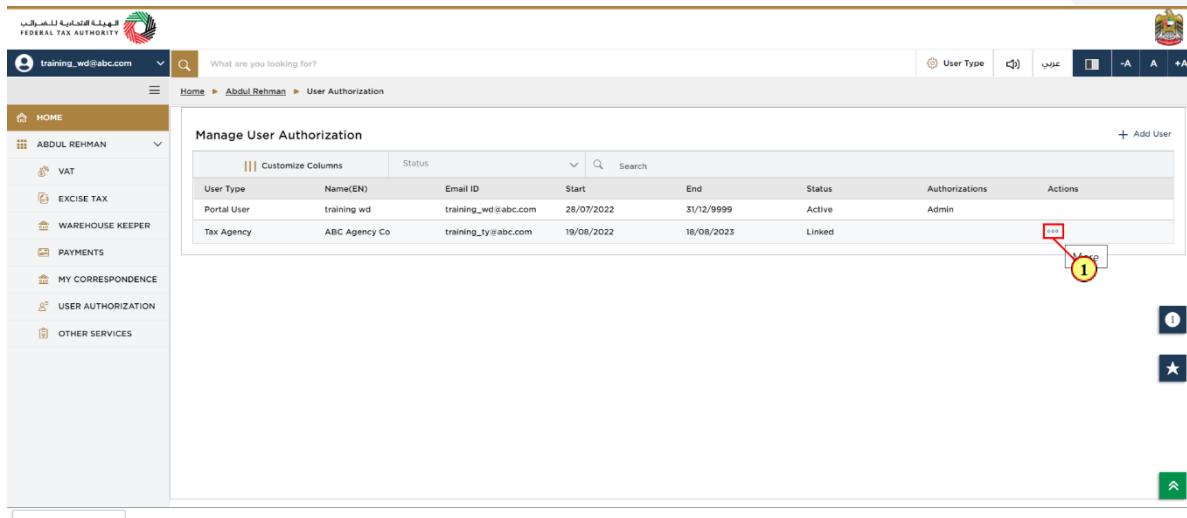
Step	Action
(1)	This service is used to delink the taxable person from tax agency by the admin of taxable person. To access this service, you are requested to login as an admin of the taxable person and click 'View' to open the taxable person dashboard.

Manage User Authorization



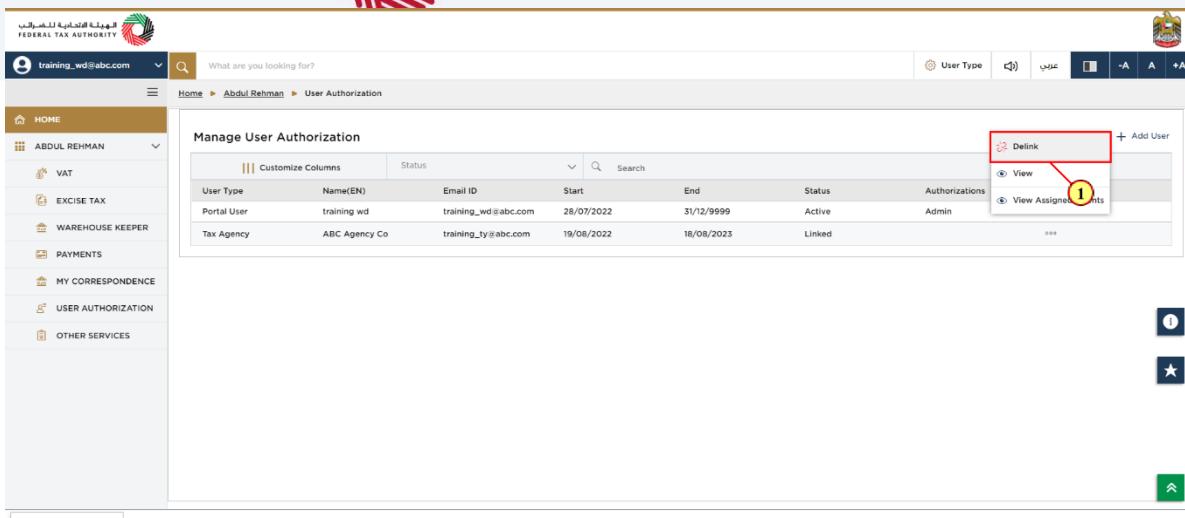
The screenshot shows the homepage of the Federal Tax Authority. The left sidebar has a 'USER AUTHORIZATION' menu item highlighted with a red box and a yellow circle containing the number '1'. The main content area shows a registration overview with four sections: Value Added Tax (Not registered), Tax Group (Register), Excise Tax (Not registered), Warehouse Keeper (Active), and Designated Zone Management.

Step	Action
(1)	Click 'User Authorization' on the left side menu.



The screenshot shows the 'Manage User Authorization' dashboard. It displays a grid of users with columns for User Type, Name(EN), Email ID, Start, End, Status, Authorizations, and Actions. One row for a 'Tax Agency' is selected, and its 'Actions' column is highlighted with a red box and a yellow circle containing the number '1'.

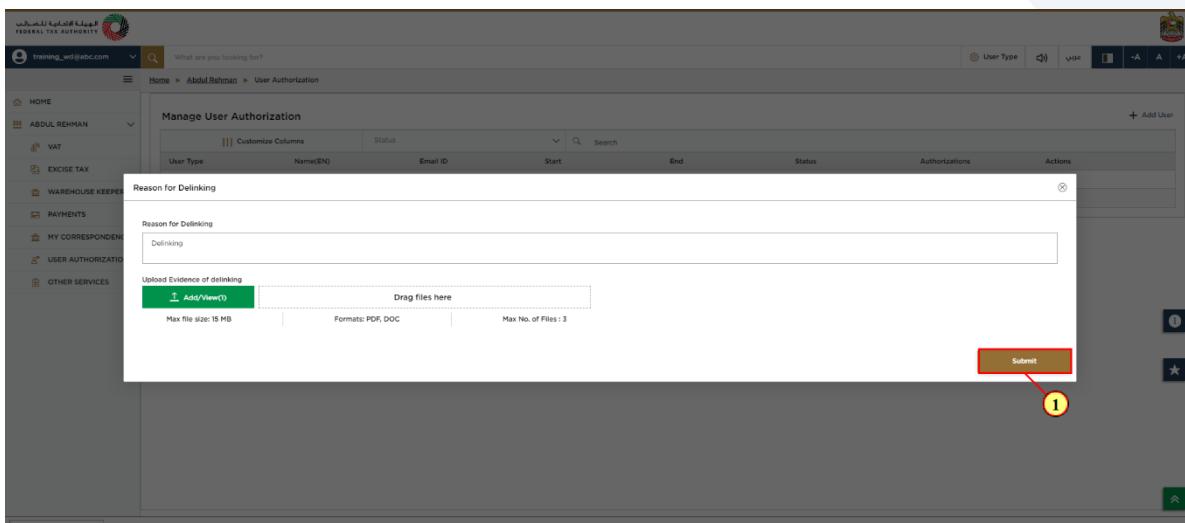
Step	Action
(1)	<ul style="list-style-type: none"> Once you are inside the Manage User Authorization dashboard, a grid will appear showcasing various options for the authorization along with the list of user types. You are requested to go to specific User to perform action on the delinking request. Click 'Actions' on the Tax Agency to be delinked.



Manage User Authorization

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training_wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	Delink View View Assigned
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	18/08/2023	Linked		

Step	Action
(1)	Click 'Delink' on the Tax Agency to be delinked.



Reason for Delinking

Reason for Delinking

Delinking

Upload Evidence of delinking

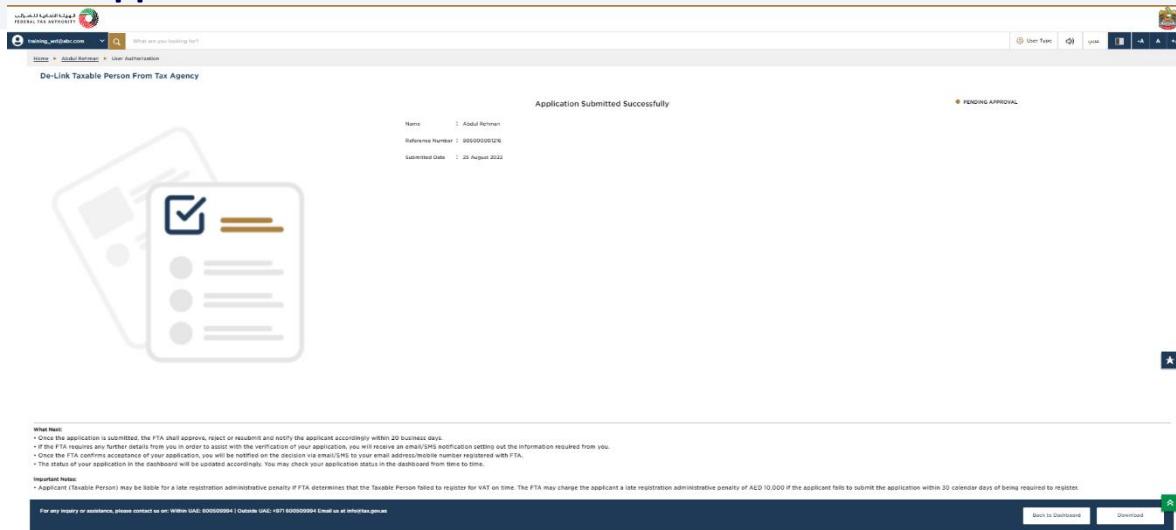
Add/View() Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3

Submit

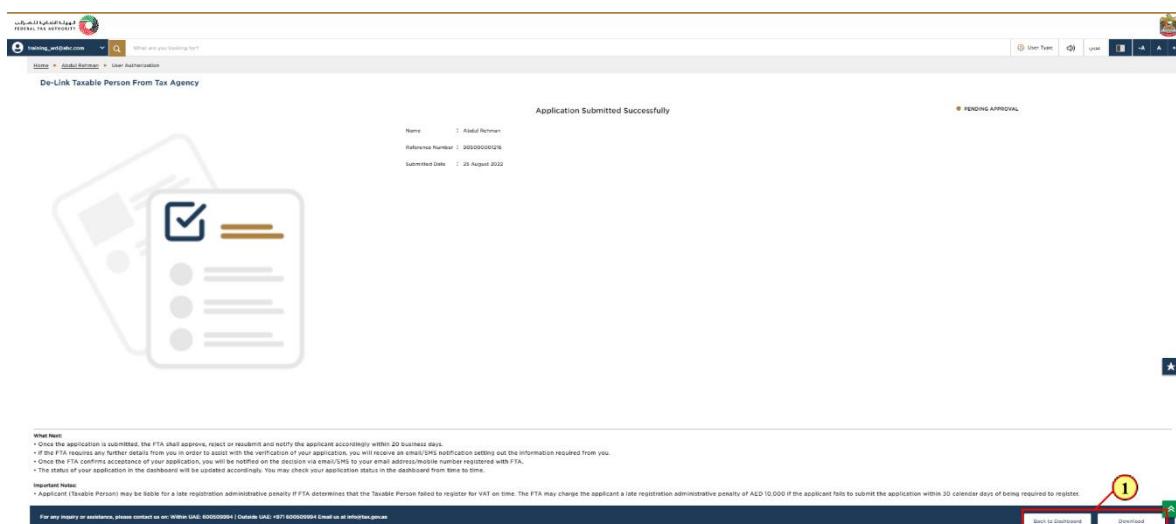
Step	Action
(1)	<ul style="list-style-type: none"> Enter the Reason for Delinking and upload supporting documents. Click 'Submit' to submit the request.

Post Application Submission



The screenshot shows the FTA De-Link Taxable Person From Tax Agency application submission page. At the top, there's a navigation bar with 'Home', 'De-link Person', and 'User Authorization'. Below it, a sub-menu shows 'De-Link Taxable Person From Tax Agency'. The main area has a success message 'Application Submitted Successfully' and a pending approval status 'PENDING APPROVAL'. It displays the applicant's details: Name: Abdal Rahman, Reference Number: 20000000016, and Submitted Date: 29 August 2022. A large icon of a document with a checkmark is centered. At the bottom, there's a 'What Next?' section with 'Important Notes' and a 'Back to Dashboard' button.

	<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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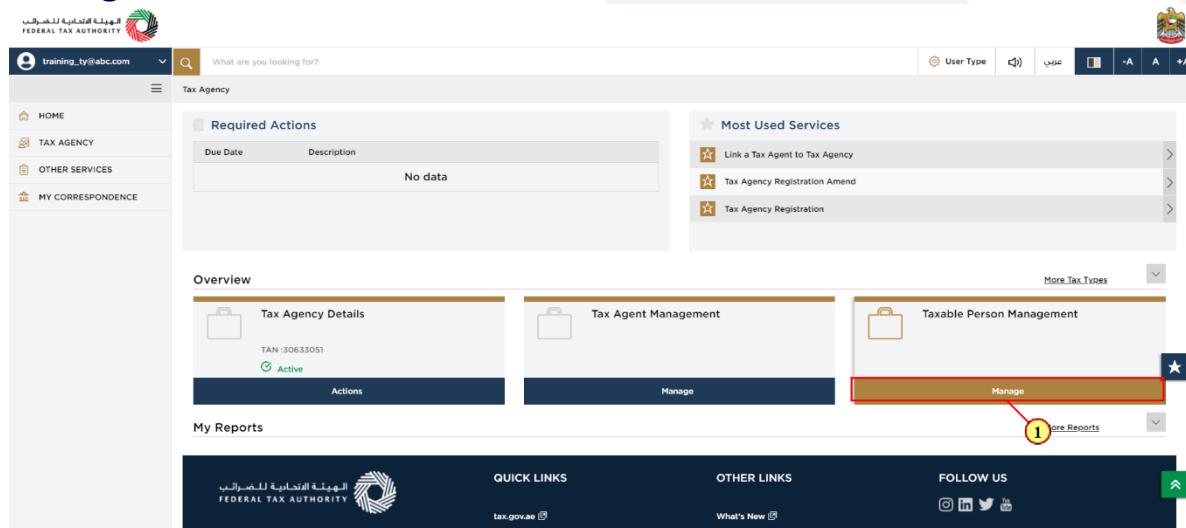
The screenshot shows the same application submission page as above. It includes a 'What Next?' section with 'Important Notes' and two buttons at the bottom: 'Back to Dashboard' and 'Download'. A red circle with the number '1' highlights the 'Download' button.

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.



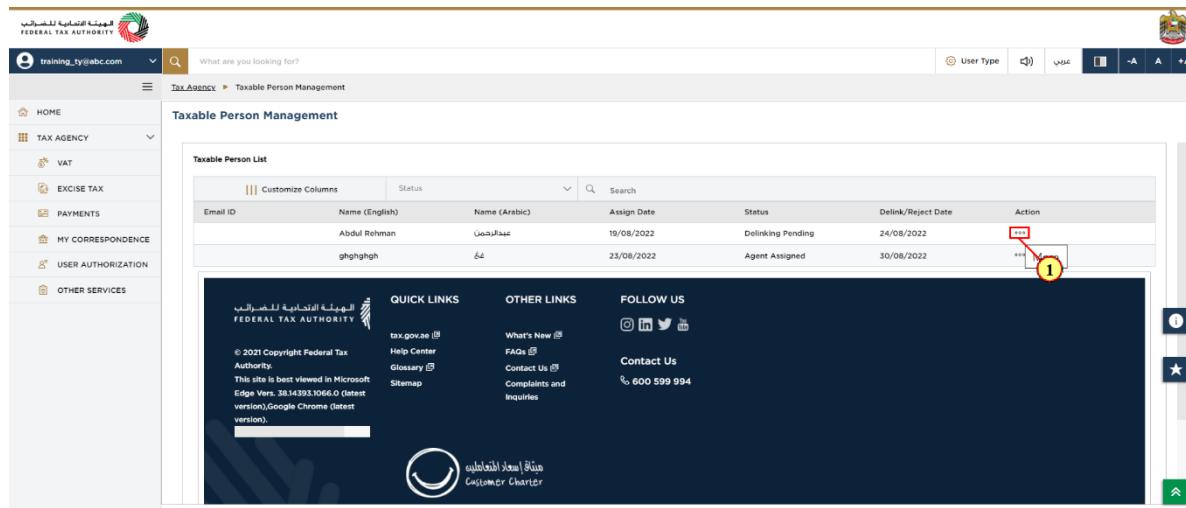
The following section of the video explains the steps taken by the Tax Agency to approve or reject the delinking request submitted by the Account Admin of the Taxable Person.

Login as Tax Agency Tax Agent Dashboard



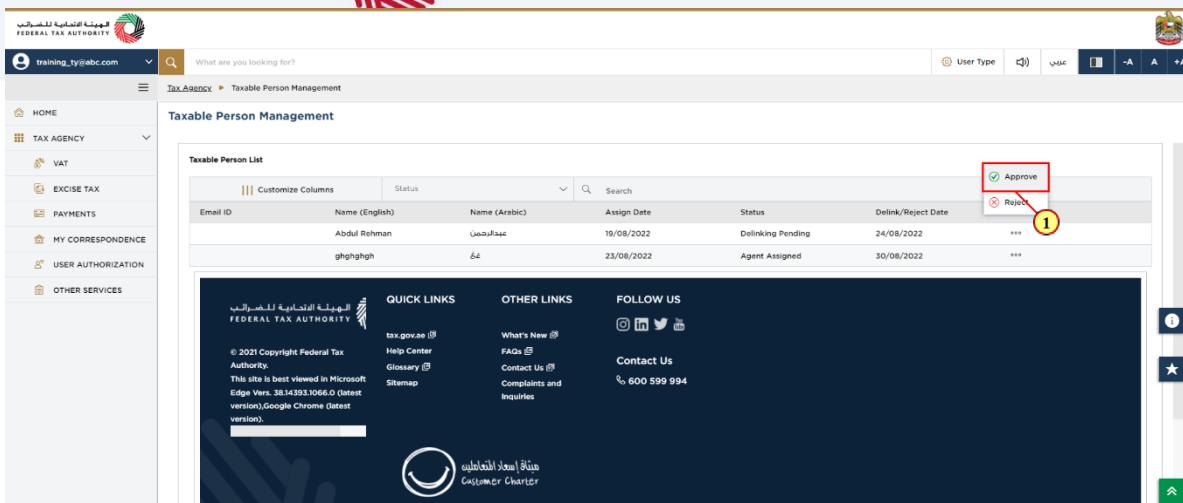
The screenshot shows the Tax Agent Dashboard. On the left sidebar, under 'TAX AGENCY', 'MY CORRESPONDENCE' is highlighted. In the center, there's a 'Required Actions' section with a 'No data' message. To the right, a 'Most Used Services' section lists 'Link a Tax Agent to Tax Agency', 'Tax Agency Registration Amend', and 'Tax Agency Registration'. Below these are three tiles: 'Tax Agency Details' (TAN: 30653051, Active), 'Tax Agent Management' (Manage button), and 'Taxable Person Management' (Manage button, circled with a red box and labeled '1'). At the bottom, there are links for 'QUICK LINKS' (tax.gov.ae), 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries), and 'FOLLOW US' (social media icons). A 'More Reports' link is also visible.

Step	Action
(1)	<ul style="list-style-type: none"> Login as Tax Agency to approve the request received from Taxable Person. Go to Taxable Person Management Tile and the Click 'Manage'.



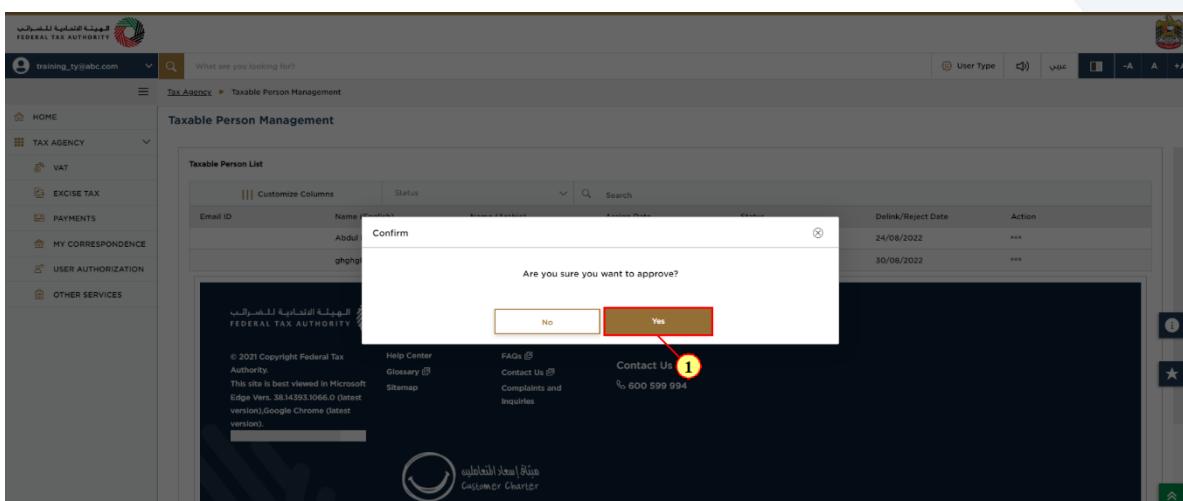
The screenshot shows the 'Taxable Person Management' dashboard. The left sidebar has 'USER AUTHORIZATION' selected. The main area displays a 'Taxable Person List' grid with columns: Email ID, Name (English), Name (Arabic), Assign Date, Status, Delink/Reject Date, and Action. One row shows 'Abdul Rehman' and 'ghighigh' with 'Delinking Pending' status and '24/08/2022' as the 'Action' date. A red box highlights the 'Action' column, and a red circle with the number '1' points to the 'Action' button for the first row. At the bottom, there are links for 'QUICK LINKS' (tax.gov.ae), 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries), and 'FOLLOW US' (social media icons). A 'Customer Charter' logo is also present.

Step	Action
(1)	<ul style="list-style-type: none"> Once you are inside the Manage User Authorization dashboard, a grid will appear showcasing various options for the authorization along with the list of user types. You are requested to go to specific User to perform action on the delinking request. Click 'Actions' on the delinking pending request.



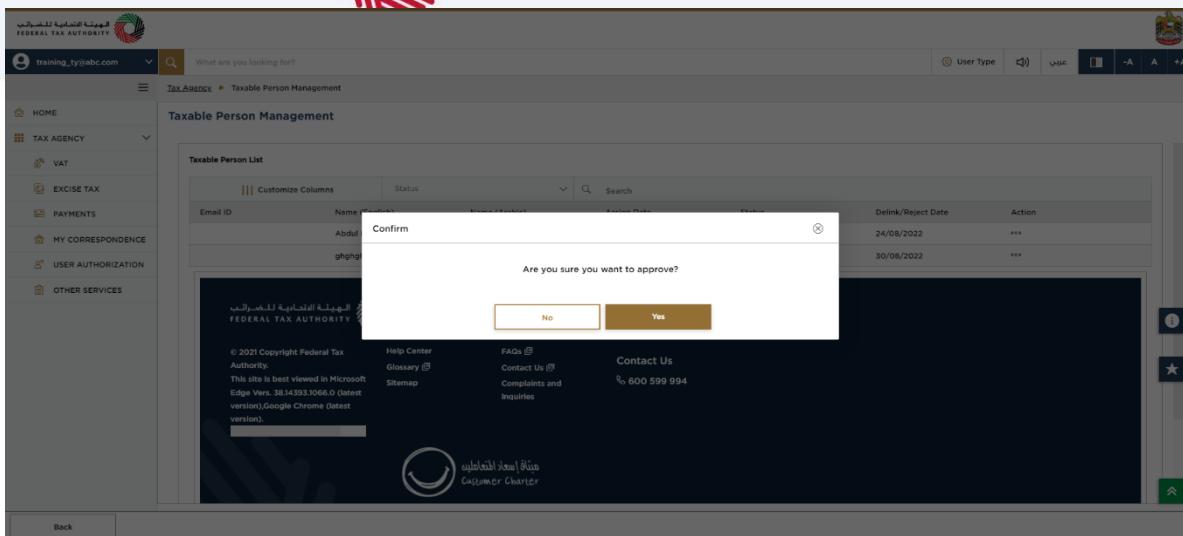
The screenshot shows the Taxable Person Management section. At the top right of the table header, there are two buttons: 'Approve' (with a green checkmark icon) and 'Reject' (with a red X icon). A yellow circle with the number '1' is drawn around the 'Approve' button.

Step	Action
(1)	Click 'Actions' and 'Approve' or 'Reject' on the Taxable Person delinking request which is pending approval.



A confirmation dialog box titled 'Confirm' is displayed. It contains the question 'Are you sure you want to approve?'. Below the question are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box and a yellow circle with the number '1'.

Step	Action
(1)	Click 'Yes' to confirm approval.

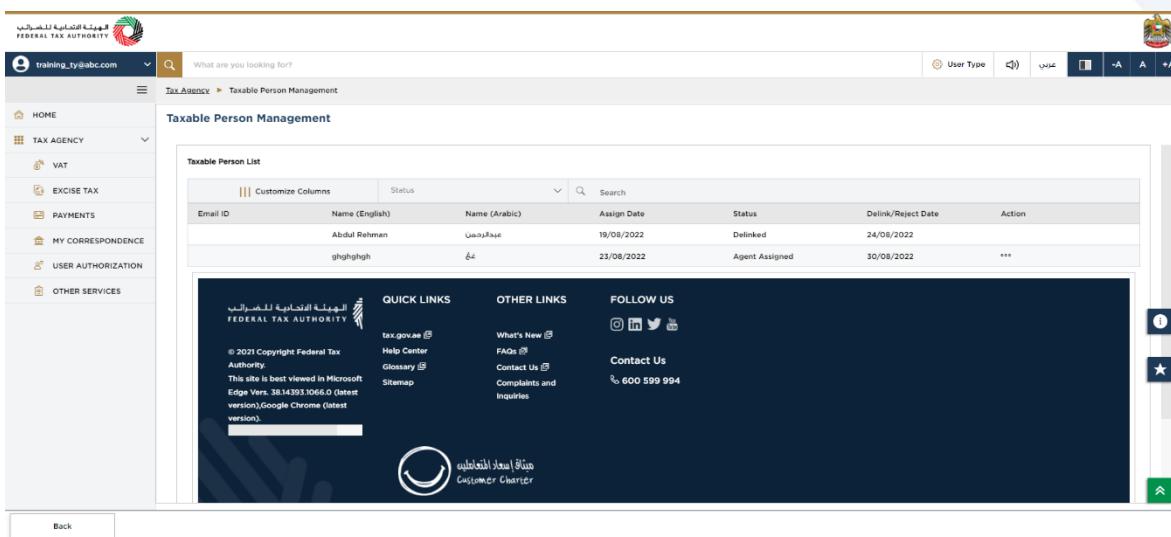


The screenshot shows the Tax Agency's Taxable Person Management interface. A modal dialog box titled 'Confirm' is displayed in the center, asking 'Are you sure you want to approve?'. There are 'No' and 'Yes' buttons at the bottom of the dialog. In the background, the main table lists two rows of taxable persons with their names, assign dates, statuses, and delink/reject dates.

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
Abdul Rehman	عبد الرحمن	19/08/2022	Delinked	24/08/2022	***	
ghhghghg	جعفر	23/08/2022	Agent Assigned	30/08/2022	***	



If you have selected the 'Reject' option in the previous screen, the message would be displayed as 'Click Yes to Reject'.
 Note that, if no action has been taken within 7 days of receiving the request, it will be automatically rejected and the Taxable Person will be notified.



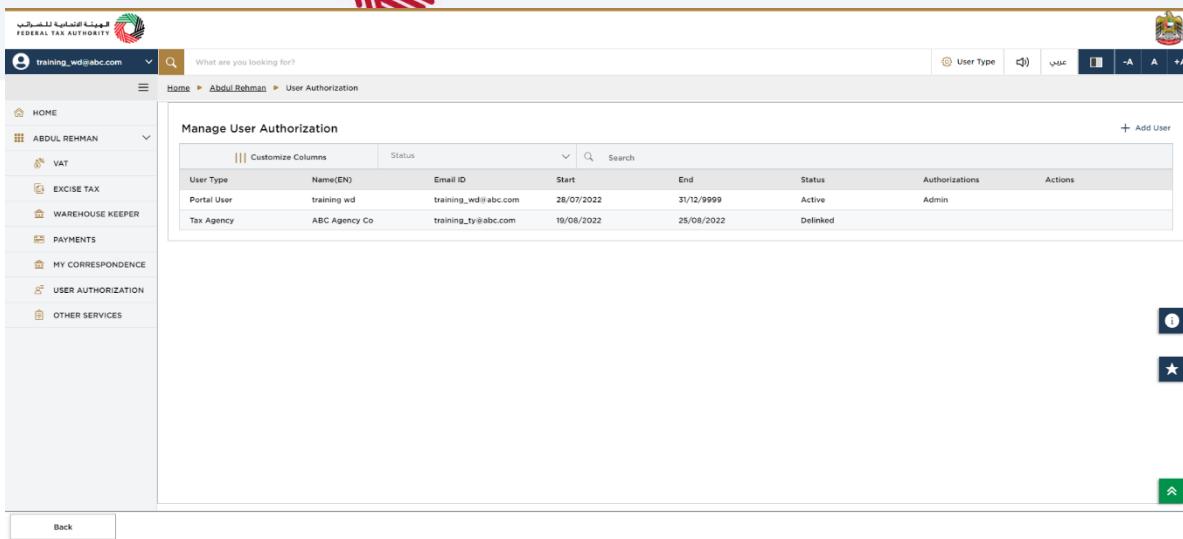
The screenshot shows the same Taxable Person Management interface after the delinking request was approved. The status of the first row has been updated to 'Delinked'.

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
Abdul Rehman	عبد الرحمن	19/08/2022	Delinked	24/08/2022	***	
ghhghghg	جعفر	23/08/2022	Agent Assigned	30/08/2022	***	



Once the delinking request is approved by the Tax Agency, the delinking status is updated to 'Delinked'.

Once Tax Agency has approved or rejected the delinking request. The status of the request in the Taxable Person profile will be updated as shown in the next screen.



User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	25/08/2022	Delinked		



Once the delinking request is approved by the Tax Agency, the status in Taxable Person profile will be Delinked. The Taxable Person will be delinked from the Tax Agent and the Tax Agent will not be able to access the Taxable Person profile in the portal.



Correspondences

Account admin of Taxable Person will receive the following correspondences:

- Delinking request submission acknowledgement.
- Delinking request approval or rejection notification.

Account admin of Taxable Person will receive the following correspondences, if they submit an escalation application to FTA:

- Escalation application submission acknowledgement.
- Escalation application approval by FTA.
- Escalation application rejection by FTA.
- Escalation application additional information requested by FTA.

Tax Agency will receive the following correspondences:

- Delinking request for approval.
- Reminder notification for completing the approval.
- Delinking request approval or rejection notification.



Thank you