



إمارات تاكس  
EMARATAX

## Change Corporate Tax Period - Taxpayer User Manual

Date: 25 July 2023

### Private and Confidential

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## Navigating through EmaraTax

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

Button	Description
<b>In the Portal</b>	
<b>User types</b>	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
<b>English      عربي</b>	This is used to toggle between the English and Arabic versions of the portal
<b>-A      A      +A</b>	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
<b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email Address, Registered Mobile Number, and Password
<b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	

Button	Description
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the form. 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.



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# Introduction



This manual is prepared to help a registered Corporate Tax taxpayer to navigate through the Federal Tax Authority EmaraTax portal and apply to change the Corporate Tax Period. The user must login into their EmaraTax account and open the respective Corporate Tax tile, to initiate the application.

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## Login to EmaraTax



You can login into the EmaraTax account using your login credentials or using UAE Pass. If you have forgotten your password, you can use the 'Forgot password' feature to reset your password.



إمارات تكفل EMARATAX

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

Arabic English عربی -A A +A

Are you an existing e-Services user? ▾

### Welcome to Federal Tax Authority EmaraTax

Login

Login with your E-mail

E-mail Address: adwail@pp.com

Password: .....

[Forgot password?](#)

Enter Security Code: 799462

**Login with UAE PASS**

UAE Pass is a single trusted digital identity for all citizens,residents to United Arab Emirates

**Don't have an account?**

If you do not already have an account with the FTA please [signup here](#)

Got any question on the new system?  
[Read the FAQs](#)



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 interface. At the top, there's a navigation bar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main content area is titled 'Create New Taxable Person Profile' and displays a 'Taxable Person List'. A search bar at the top of this list has a placeholder 'Search by TRN or Taxable Person'. Below the search bar are six entries, each with a small profile icon and a 'View' button:

- 22628 (View)
- apros (View)
- CT (View)
- 8000023016 (View)
- 23016-RETEST (View)
- CTP (View)

At the bottom of the page, there are footer sections for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary), 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints), and 'OUR LOCATION' (Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E., Central Park Business Towers - DIFC, 2440, Dubai, U.A.E., 800 82923, info@tax.gov.ae). On the right side, there's a 'Chat with us' button.

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.



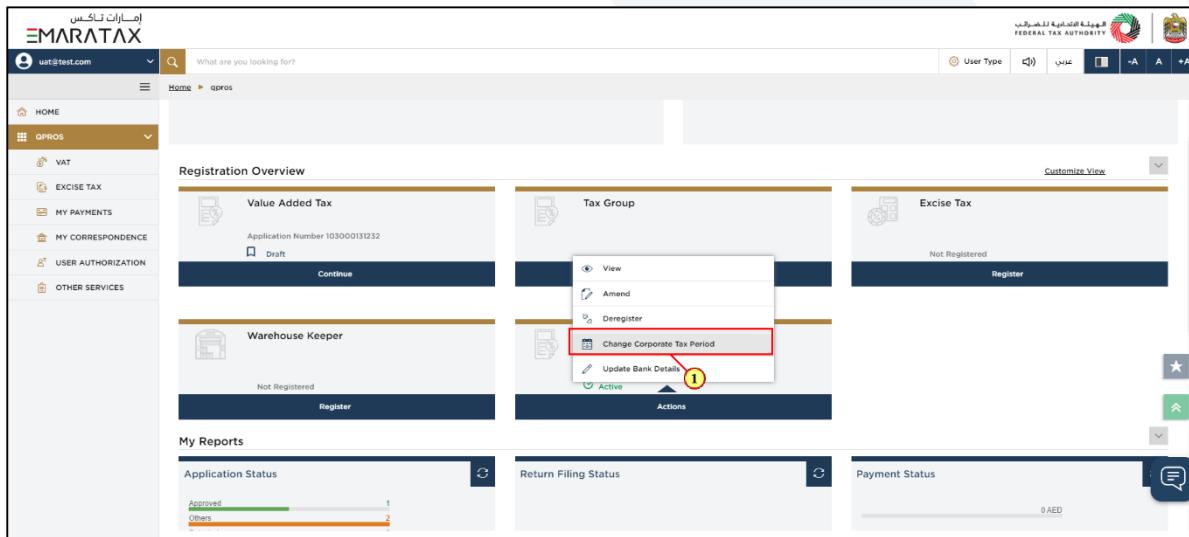
The screenshot shows the 'Taxable Person List' section of the eMARATAX interface. It displays five entries in a grid:

- Entry 1: 22628 (View button highlighted)
- Entry 2: apros (View button highlighted with a red box and yellow circle 'I')
- Entry 3: CT (View button)
- Entry 4: 8000023016 (View button)
- Entry 5: 23016-RETEST (View button)
- Entry 6: CTP (View button)

Below the list are footer links for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary), 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints), and 'OUR LOCATION' (Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E; Central Park Business Towers - DIFC, 2440, Dubai, U.A.E; 800 82923; info@tax.gov.ae). A 'Chat with us' button is also present.

Step	Action
(1)	Select the Taxable Person from the list and click 'View' to open the Dashboard.

# Change Corporate Tax Period



Step	Action
(1)	In order to change the Corporate Tax Period, click 'Actions' in the Corporate Tax tile and Select 'Change Corporate Tax Period'.



# Instructions and Guidelines

The screenshot shows the EMARATAX interface for changing a corporate tax period. On the left, there's a sidebar with 'Tutorial materials' (Watch Video Tutorial, Download User Manual) and 'Required Templates' (NA). The main content area has a section titled 'Required Documents' with a list of items A, B, and C. Below it is a 'Service Details' section with tabs for 'About the Service', 'Eligibility Criteria', 'Service Steps', and 'FAQs'. At the bottom, there's a checkbox labeled 'I confirm that I have read the above instructions and guidelines' (circled with a red '1'). To the right of the checkbox is a 'Start' button.

Step	Action
(1)	Read the instructions and guidelines carefully before starting the application and mark the checkbox to confirm.



**EMARATAX**

What are you looking for?

User Type: عرب | A -A

Home > services > Change Corporate Tax Period

**Tutorial materials**

- Watch Video Tutorial
- Download User Manual

**Required Templates**

NA

**Service Details**

About the Service

Use this service to request for a change in the tax period.

Eligibility Criteria

Service Steps

FAQs

I confirm that I have read the above instructions and guidelines

**Required Documents**

It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Liquidation
  - A documentary proof of the liquidation of the company and the appointment of a liquidator
- Aligning the Financial Year with that of its head office, subsidiary, parent, or ultimate parent company (domestic or foreign)
  - Financial Statements of the company with whom the Financial year is being aligned
  - A documentary proof of the relationship with the company with whom the Financial year is being aligned
- Any other valid commercial, economic or legal reason to change the Tax Period
  - Any documentary proof to support the reason provided for the change in the tax period application

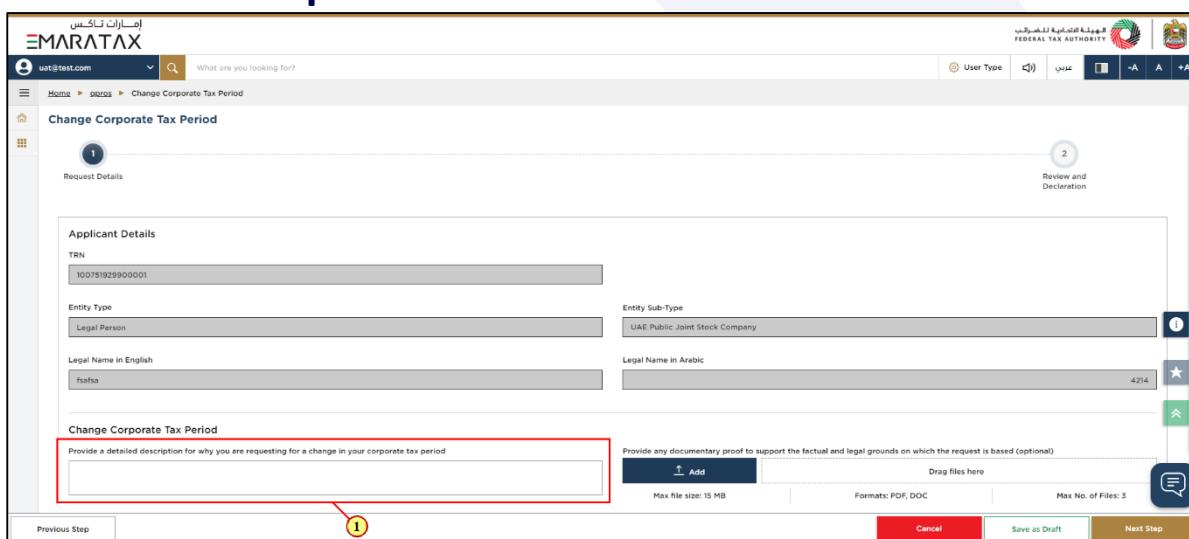
Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15MB.

**Start**

Step	Action
(1)	Click 'Start' to initiate the application for changing the Corporate Tax Period.

# Request Details

## Detailed Description



The screenshot shows the 'Change Corporate Tax Period' page. At the top, there's a header with the UAE flag and the text 'FEDERAL TAX AUTHORITY'. Below the header, the page title is 'Change Corporate Tax Period'. The main section is titled 'Request Details' and contains fields for 'TRN' (10075192990001), 'Entity Type' (Legal Person), 'Entity Sub-Type' (UAE Public Joint Stock Company), 'Legal Name in English' (Fasfa), and 'Legal Name in Arabic' (فاسفا). A note says 'Provide any documentary proof to support the factual and legal grounds on which the request is based (optional)'. There's a red box around the 'Provide a detailed description...' text input field. At the bottom, there are buttons for 'Add', 'Drag files here', 'Max file size: 15 MB', 'Formats: PDF, DOC', 'Max No. of Files: 3', 'Cancel', 'Save as Draft', and 'Next Step'. A yellow circle with the number '1' is placed near the bottom left of the form area.

Step	Action
(1)	<p>Your TRN, Entity Type, Entity Sub-Type, Legal Name in English and Legal Name in Arabic will be auto populated by the system.</p> <ul style="list-style-type: none"> <li>Enter the detailed description of the reason for changing the Tax Period and upload supporting documents.</li> </ul>

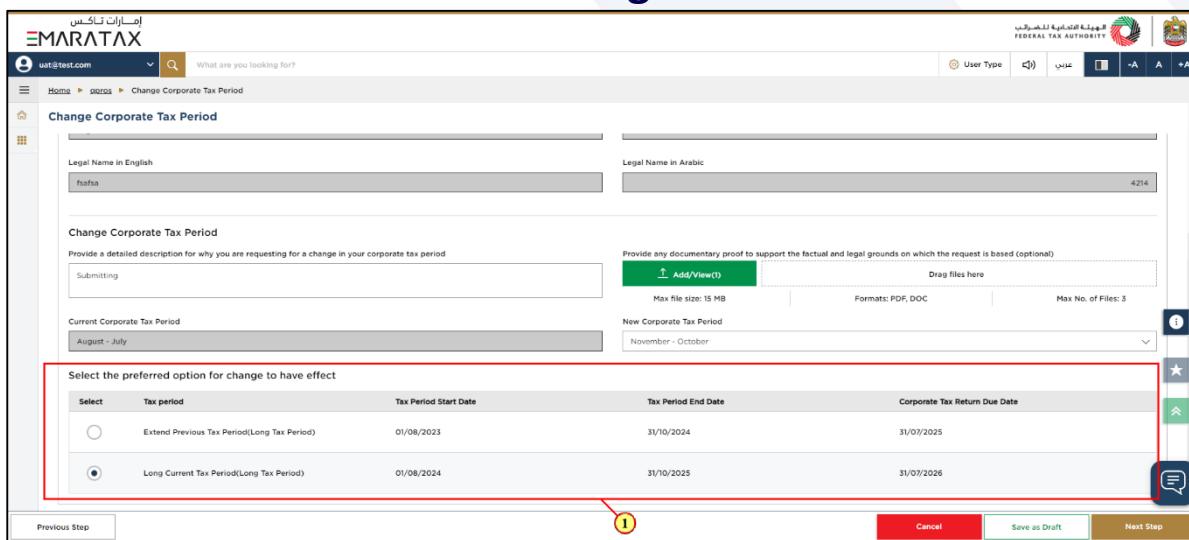


## New Corporate Tax Period

The screenshot shows the 'Change Corporate Tax Period' page. It includes fields for TRN, Entity Type (Legal Person), Legal Name in English (fsafs), Legal Name in Arabic (4214), and a detailed description of the request. A file upload section is present, and the 'New Corporate Tax Period' dropdown is highlighted with a red box and a yellow arrow. The 'Cancel' button at the bottom right is also highlighted with a yellow circle.

Step	Action
(1)	Your Current Corporate Tax Period is auto populated by the system. • Select the New Corporate Tax Period from the drop-down

## Review and Select the new filing dates



EMARATAX

What are you looking for?

User Type: عرب

Legal Name in English: fsafsa

Legal Name in Arabic: ٤٢١٤

Change Corporate Tax Period

Provide a detailed description for why you are requesting for a change in your corporate tax period

Submitting

Add/View(0)

Drag files here

Max file size: 15 MB

Formats: PDF, DOC

New Corporate Tax Period: November - October

Max No. of Files: 3

Select the preferred option for change to have effect

Select	Tax period	Tax Period Start Date	Tax Period End Date	Corporate Tax Return Due Date
<input type="radio"/>	Extend Previous Tax Period(Long Tax Period)	01/08/2023	31/10/2024	31/07/2025
<input checked="" type="radio"/>	Long Current Tax Period(Long Tax Period)	01/08/2024	31/10/2025	31/07/2026

Previous Step i Next Step

Cancel Save as Draft

Step	Action
(1)	System will display the preferred options. Select the appropriate option for change to have effect.



**EMARATAX**

What are you looking for?

User Type: عرب | A | +A

Home > Services > Change Corporate Tax Period

### Change Corporate Tax Period

Legal Name in English: ftsa Legal Name in Arabic: ٤٢١٤

Change Corporate Tax Period

Provide a detailed description for why you are requesting for a change in your corporate tax period  
Submitting

Current Corporate Tax Period: August - July

New Corporate Tax Period: November - October

Select the preferred option for change to have effect

Select	Tax period	Tax Period Start Date	Tax Period End Date	Corporate Tax Return Due Date
<input type="radio"/>	Extend Previous Tax Period(Long Tax Period)	01/08/2023	31/10/2024	31/07/2025
<input checked="" type="radio"/>	Long Current Tax Period(Long Tax Period)	01/08/2024	31/10/2025	31/07/2026

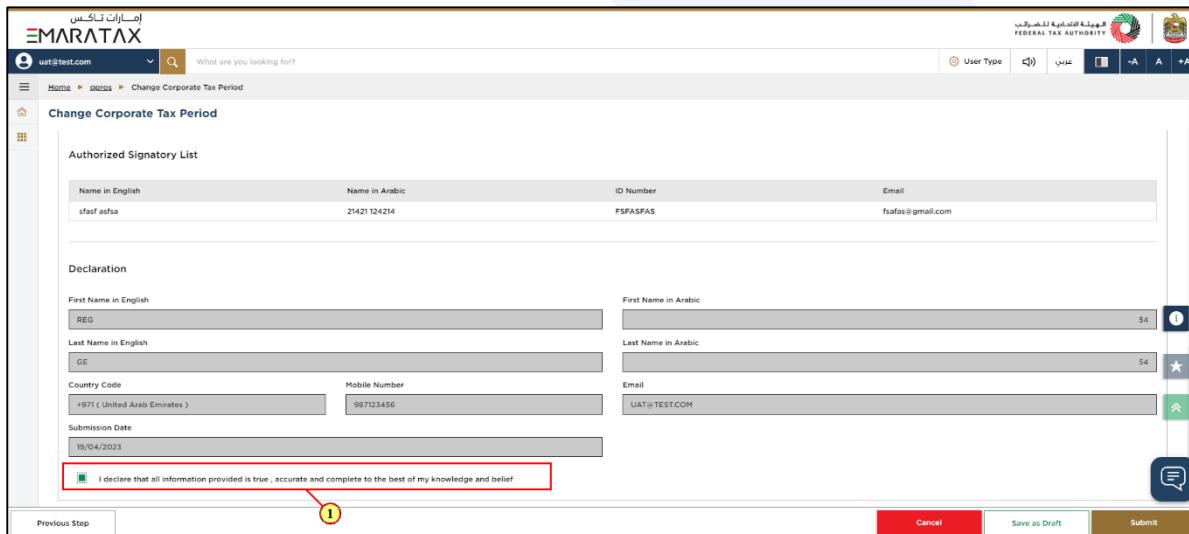
Add/View(1) Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Drag files here

Previous Step Cancel Save as Draft Next Step !

Step	Action
(1)	Click on 'Next Step' to proceed to the 'Review and Declaration' section.

# Review and Declaration



The screenshot shows the 'Change Corporate Tax Period' page. It includes a table for 'Authorized Signatory List' with columns for Name in English, Name in Arabic, ID Number, and Email. Below this is a 'Declaration' section with fields for First Name in English (REG), Last Name in English (GE), Country Code (+971 (United Arab Emirates)), Mobile Number (987123456), Submission Date (19/04/2023), and Email (UAT@TEST.COM). A checkbox labeled 'I declare that all information provided is true, accurate and complete to the best of my knowledge and belief' is highlighted with a red box and a yellow circle with the letter 'I' pointing to it.

Step	Action
(1)	<p>This section will help you to make sure that you have completed the application correctly and included all the relevant documents.</p> <p>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.</p>



**EMARATAX**

What are you looking for?

User Type: عرب | A - A +A

Home > DSSCS > Change Corporate Tax Period

### Change Corporate Tax Period

Authorized Signatory List

Name in English	Name in Arabic	ID Number	Email
sfasf asfasf	21421124214	PSFASFAS	fsfasf@gmail.com

Declaration

First Name in English: REG  
Last Name in English: GE  
Country Code: +971 ( United Arab Emirates )  
Submission Date: 19/04/2023

First Name in Arabic: سفاسف  
Last Name in Arabic: فاسف  
Mobile Number: 987123456  
Email: UAT@TEST.COM

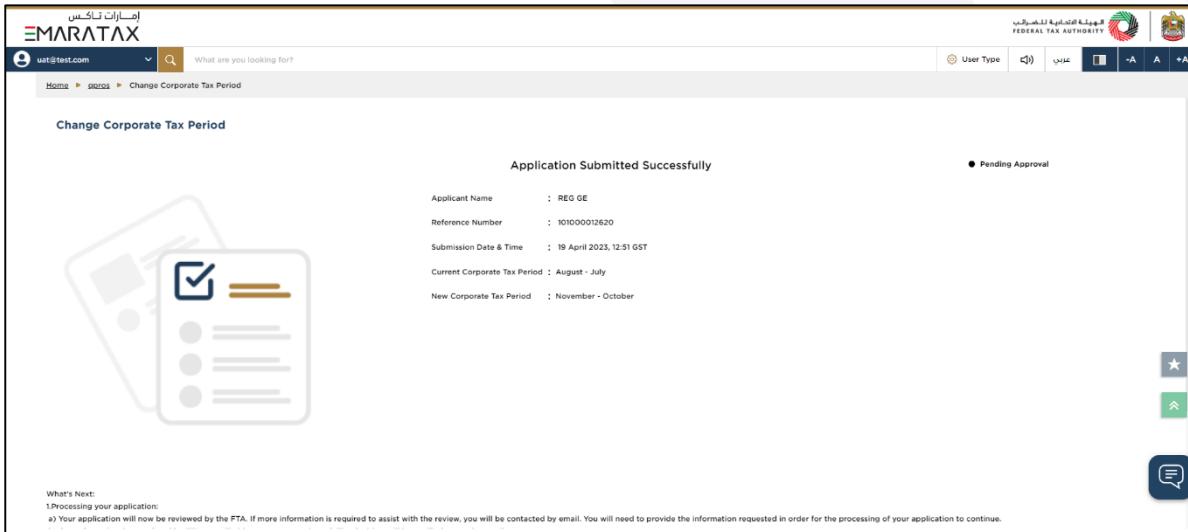
I declare that all information provided is true , accurate and complete to the best of my knowledge and belief

**Submit** (button highlighted with a yellow circle)

Previous Step | Cancel | Save as Draft

Step	Action
(1)	Click ' <b>Submit</b> ' to submit the application.

# Post Application Submission



The screenshot shows a successful application submission for "Change Corporate Tax Period". The application was submitted by REG GE on 19 April 2023, 12:51 GST. The current corporate tax period is August - July, and the new corporate tax period is November - October. The status is "Pending Approval".

**Application Submitted Successfully**

● Pending Approval

Applicant Name : REG GE  
 Reference Number : 101000012620  
 Submission Date & Time : 19 April 2023, 12:51 GST  
 Current Corporate Tax Period : August - July  
 New Corporate Tax Period : November - October

**What's Next:**  
 1. Processing your application:  
 a) Your application will now be reviewed by the FTA. If more information is required to assist with the review, you will be contacted by email. You will need to provide the information requested in order for the processing of your application to continue.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with the FTA.

What's next?

- Once the application is submitted, the FTA shall approve, reject 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.



## Correspondences



**Taxpayer receives the following correspondences:**

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