



إمارات تاكس  
EMARATAX

## Register 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"> <li>• Registered for VAT</li> <li>• Registered for Excise</li> <li>• Non-registered Taxpayer</li> <li>• Tax Group</li> <li>• Warehouse Keeper</li> <li>• Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>• Excise Tax Clearing Company (TINCE)</li> </ul> |
| 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   |
|--|---|
| <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</b>                             | 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   |
| <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> |   |
| <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  |
| 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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|   |           |
|---|-----------|
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# Introduction



This manual is prepared to help the applicant who can be a Tax Agency registrant to navigate through the Federal Tax Authority EmaraTax portal to submit their Tax Agency registration application. A Tax Agency allows Taxable Person to facilitate the Tax return filing.

You are required to perform the selection of the user type before proceeding for the Tax Agency registration at EmaraTax portal.



# 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\_ty@abc.com

Password:

[Forgot password?](#)

Enter Security Code:  142082

**Login with your Emirates ID**

UAE Pass provides single trusted digital identity solution for service providers

**UAE PASS**

**Login With 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.



# Select User Type

FEDERAL TAX AUTHORITY

training\_ay@abc.com

What are you looking for?

User Type

**User Profile**

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

|                        |  |
|------------------------|--|
|                        | <input type="checkbox"/>   |
| <b>Taxable Person</b>  | A Person who is subject to Tax under the provisions of the relevant Tax Law  |
|                        | <input type="checkbox"/>   |
| <b>Tax Agents</b>      | Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before.. |
|                        | <input checked="" type="checkbox"/>  |
| <b>Tax Agency</b>      | Any legal entity which has a trade license to operate as a Tax Agency  |
|                        | <input type="checkbox"/>   |
| <b>Special Refunds</b> |  |

**Proceed** 1

| Step | Action  |
|------|---|
| (1)  | <ul style="list-style-type: none"> <li>Select the checkbox for Tax Agencies to choose the User Type as 'Tax Agency'.</li> <li>Click 'Proceed' to continue to the home page.</li> <li>If you are already VAT registered, you will not get the same page directly.</li> </ul> |



## Tax Agency Tile

The screenshot shows the homepage of the Federal Tax Authority website. On the left, there's a sidebar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main content area has a section titled 'Required Actions' which says 'No data'. To the right is a 'Most Used Services' section with a link to 'Sign Up Process'. Below these are two cards: 'Tax Agency Details' (which is not registered) and 'My Reports'. The 'Tax Agency Details' card has a prominent 'Register' button highlighted with a red rectangle and a yellow circle with the number '1' above it. At the bottom of the page, there's a footer with links for QUICK LINKS (tax.gov.ae, Help Center, Glossary) and OTHER LINKS (What's New, FAQs, Contact Us), along with social media icons for FOLLOW US.

| Step | Action   |
|------|--|
| (1)  | Click 'Register' on the Tax Agency tile to initiate the Tax Agency registration application. |



# Guidelines and Instructions

FEDERAL TAX AUTHORITY

What are you looking for?

Home > Tax Agency Registration

Tax Agency Registration

No. of form Sections 6 sections

Expected time to complete this application 45 minutes

Expected fees for this service Free of charge

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:

- Business or Trade license that allows the applicant to operate as a Tax Agency (usually issued by the Department of Economic Development, "DED")
- Certificate of Incorporation
- Professional Indemnity Insurance in respect of your Tax Agency Business

It is not mandatory for you to upload extra information if you have already provided us with a valid UAE Trade License and/or Certificate of Incorporation.

Depending on the basis on which you are registering, other relevant documents may include:

- Articles of Association
- Partnership Agreement
- Similar documents which show ownership information of the business
- Club, charity or association registration documents and supporting evidence (Applicable if you selected "Legal person - Club, Charity or Association")
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity")
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other")
- A scanned copy of the Emirates ID of the owner or a scanned copy of the passport of the owner (applicable if you selected "Natural person - Other")

Accepted file types are PDF, JPG, 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

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

FEDERAL TAX AUTHORITY

What are you looking for?

Home > Tax Agency Registration

Tax Agency Registration

No. of form Sections 6 sections

Expected time to complete this application 45 minutes

Expected fees for this service Free of charge

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:

- Business or Trade license that allows the applicant to operate as a Tax Agency (usually issued by the Department of Economic Development, "DED")
- Certificate of Incorporation
- Professional Indemnity Insurance in respect of your Tax Agency Business

It is not mandatory for you to upload extra information if you have already provided us with a valid UAE Trade License and/or Certificate of Incorporation.

Depending on the basis on which you are registering, other relevant documents may include:

- Articles of Association
- Partnership Agreement
- Similar documents which show ownership information of the business
- Club, charity or association registration documents and supporting evidence (Applicable if you selected "Legal person - Club, Charity or Association")
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity")
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other")
- A scanned copy of the Emirates ID of the owner or a scanned copy of the passport of the owner (applicable if you selected "Natural person - Other")

Accepted file types are PDF, JPG, 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

| Step | Action   |
|------|--|
| (1)  | You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions. |



Screenshot of the Federal Tax Authority website showing the 'Tax Agency Registration' service. The page includes sections for 'Required Templates' (None), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of charge). A detailed list of required documents is provided, including Business or Trade license, Certificate of Incorporation, and Professional Indemnity Insurance. A note states it is not mandatory to upload extra information if already provided. A table at the bottom shows step (1) with the action 'Click "Start" to initiate the Tax Agency Registration application'.

| Step | Action  |
|------|---|
| (1)  | Click 'Start' to initiate the Tax Agency Registration application |



## Trade License Details

FEDERAL TAX AUTHORITY
What are you looking for?
User Type
Print
A A+

Home > Tax Agency Registration

**Tax Agency Registration**

No of form steps: 2 Steps

Expected time to accomplish this service: 25 minutes

Expected fees for this service: 0 AED

| Tax Agency Details  |  |
|---|--|
| <input checked="" type="radio"/> Yes <input type="radio"/> No |  |
| <input checked="" type="radio"/> Yes <input type="radio"/> No |  |
| <a href="#">Proceed</a>                                       |  |

Start Guide

- Overview
- Important basics
- FAQ
- Overview
- Important information about usage of online Tax group form

Important Basics About VAT Registration

Registration Criteria

Back Start

| Step | Action   |
|------|--|
| (1)  | <ul style="list-style-type: none"> <li>Select 'Yes' if you have a Trade License that allows you to operate as a Tax Agency.</li> <li>Click 'proceed' to continue.</li> </ul> |



## Applicant Details Section

The screenshot shows the 'Tax Agency Registration' application form. The current step is 'Applicant Details', which is highlighted in blue. The progress bar at the top shows five steps: 'Applicant Details' (blue), 'Identification Details' (grey), 'Contact Details' (grey), 'Tax Agency Details' (grey), and 'Authorised Signature' (grey). Below the progress bar, there are two sections: 'Do you have a Trade License?' and 'Do you have a Trade License that allows you to operate as a Tax Agency?'. Both sections have 'Yes' and 'No' radio buttons. The 'Business or Trade Licence Number' field contains '100732'. The 'Business or Trade Licence Expiry Date' field contains '01/01/2020'. There is a file upload area for 'Upload a scan of the Business or Trade Licence' with a green 'Add/View(1)' button. The 'Max file size: 15 MB' and 'Format: PDF, DOC' are indicated. The 'Date of incorporation' field contains '01/01/2020'. There is a file upload area for 'Upload copy of your Certificate of Incorporation' with a green 'Add/View(1)' button. The 'Max file size: 15 MB' and 'Format: PDF, DOC' are indicated. The 'Upload Relevant Supporting Documents' section has a green 'Add/View(1)' button and a note 'Max file size: 15 MB'. The 'Drop files here' and 'Max No. of Files: 3-3' are also shown. At the bottom right are 'Cancel', 'Save as Draft', and 'Next Step' buttons.

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>The application is divided into a number of short sections which deal with various aspects of the registration 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.</li> <li>In order 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.</li> <li>Ensure that data you enter in the application is identical to the relevant supporting documents in order to avoid rejection or resubmission of your application.</li> </ul> |
|--|--|

The screenshot shows the same application form as above, but with a red box highlighting the 'Business or Trade Licence' section. A yellow circle with the number '1' is placed over the 'Add/View(1)' button in this section. The rest of the interface is identical to the previous screenshot.

| Step | Action                           |
|------|----------------------------------|
| (1)  | Enter your Trade License details |



The screenshot shows the 'Tax Agency Registration' application form. Step 1 is 'Applicant Details'. It includes fields for 'Do you have a Trade License?' (Yes/No), 'Business or Trade License Number' (763733), 'Business or Trade License Expiry Date' (01/01/2022), and 'Upload a scan of the Business or Trade license' (Max file size: 15 MB). Below this, a red box highlights the 'Upload Relevant Supporting Documents' section, which contains a green 'Add/View/Up' button, a 'Drop files here' area, and a note about file formats (PDF, DOC) and size (Max No. of files: 3-2).

| Step | Action   |
|------|--|
| (1)  | <ul style="list-style-type: none"> <li>Enter details of your certificate of incorporation</li> <li>Upload supporting documents.</li> </ul> |

The screenshot shows the 'Tax Agency Registration' application form. Step 1 is 'Applicant Details'. It includes fields for 'Do you have a Trade License?' (Yes/No), 'Business or Trade License Number' (763733), 'Business or Trade License Expiry Date' (01/01/2022), and 'Upload a scan of the Business or Trade license' (Max file size: 15 MB). Below this, a blue info icon is visible in the top right corner. A red box highlights the 'Upload Relevant Supporting Documents' section, which contains a green 'Add/View/Up' button, a 'Drop files here' area, and a note about file formats (PDF, DOC) and size (Max No. of files: 3-2).

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>Click on the 'Save as draft' button to save your application and return to continue working on your application later.</li> <li>Click on 'Previous Step' to move to the previous section.</li> <li>Click on 'Cancel' to cancel the application without saving.</li> </ul> |
|--|--|



Screenshot of the 'Tax Agency Registration' form on the Federal Tax Authority website. The form is divided into six steps: 1. Applicant Details, 2. Identification Details, 3. Contact Details, 4. Tax Agency Details, 5. Authorized Signatory, and 6. Review & Declaration. Step 1 is currently active. The 'Next Step' button at the bottom right of the form is highlighted with a red box and circled in yellow.

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



## Identification Details Section

**Main License Details**

Trade License Issuing Authority: Dubai Department of Economic Development

Trade License Number: 434345

License Issue date: 01/08/2021

License Expiry Date: 01/08/2030

Legal Name in English: ABC Agency Co

Legal Name in Arabic: شركة بي سي بي إن سبيسيال

Trade Name in English (optional):

Trade Name in Arabic (optional):

Upload copy of Trade License: Add/View(0) Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3

| Step | Action                                 |
|------|--|
| (1)  | Enter your main trade license details. |

Trade Name in English (optional):

Trade Name in Arabic (optional):

Upload copy of Trade Licence: Add/View(0) Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3

Business Activity Details:

| Primary Activity | Industry | Main Group | Subgroup | Business Activities | Activity Code | Actions |
|------------------|----------|------------|----------|---------------------|---------------|---------|
| No data          |          |            |          |                     |               |         |

+ Add Business Activities

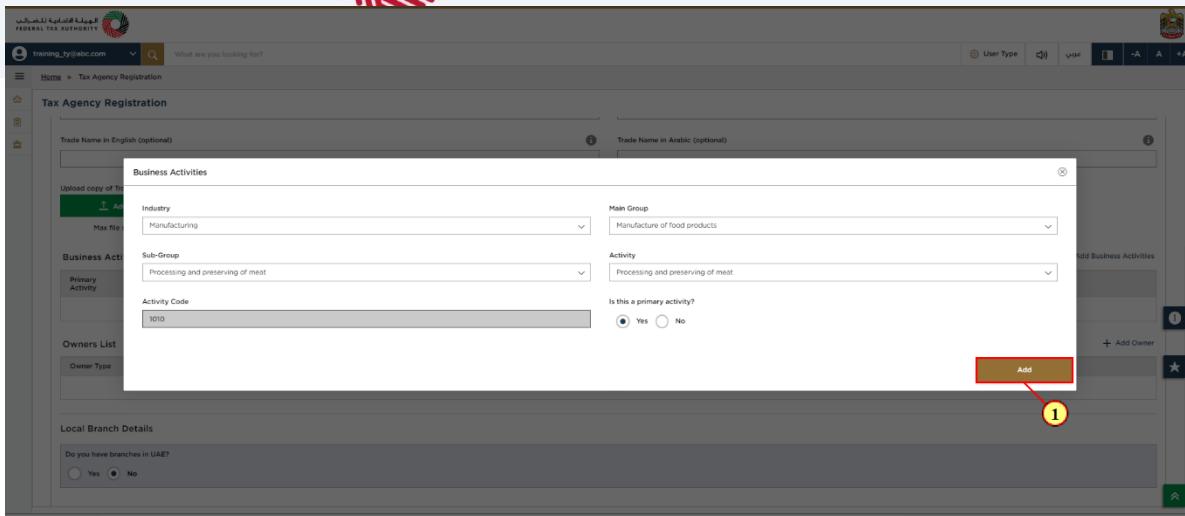
Owners List:

| Owner Type | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions |
|------------|-----------------------|----------------------|-----------|-------------------------|---------|
| No data    |                       |                      |           |                         |         |

Local Branch Details:

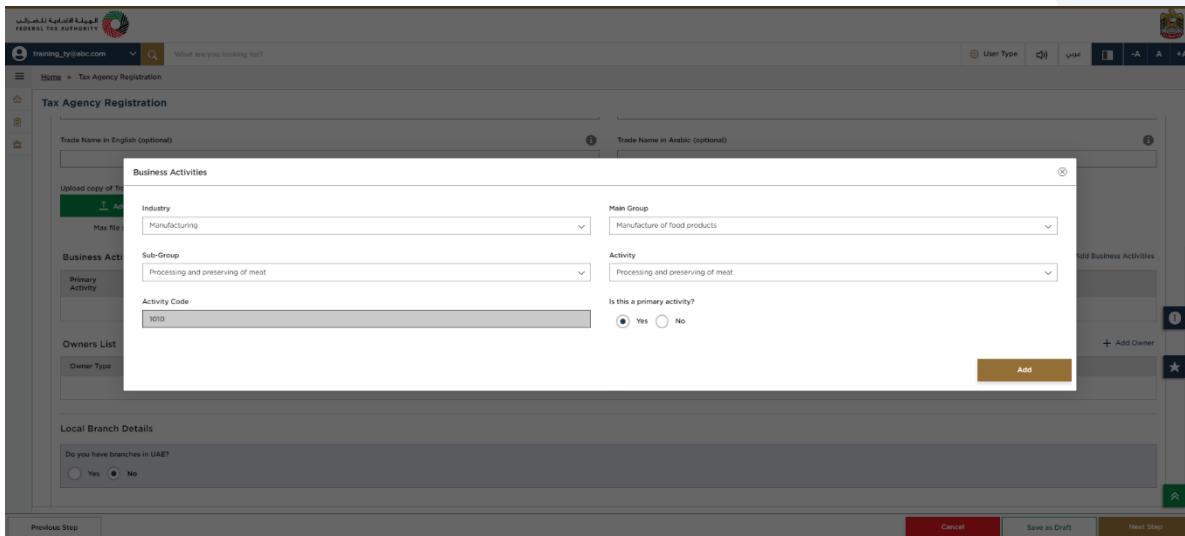
Do you have branches in UAE? Yes No

| Step | Action  |
|------|---|
| (1)  | Click 'Add Business Activities' to enter the business activity information associated to the trade license. |



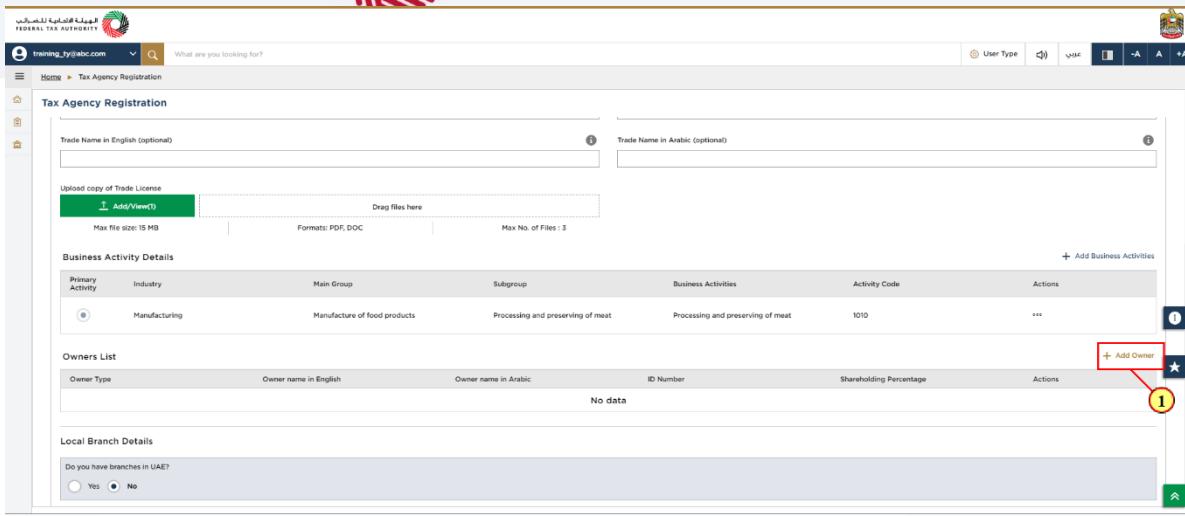
The screenshot shows the 'Tax Agency Registration' form. In the 'Business Activities' section, several fields are populated: Industry (Manufacturing), Main Group (Manufacture of food products), Sub-Group (Processing and preserving of meat), Activity (Processing and preserving of meat), and Activity Code (1010). Below these fields is a radio button group for 'Is this a primary activity?' with 'Yes' selected. To the right of the activity code field is an 'Add' button, which is highlighted with a red box and circled with a yellow circle containing the number '1'.

| Step | Action  |
|------|---|
| (1)  | Enter the mandatory business activity information and click on 'Add'. |



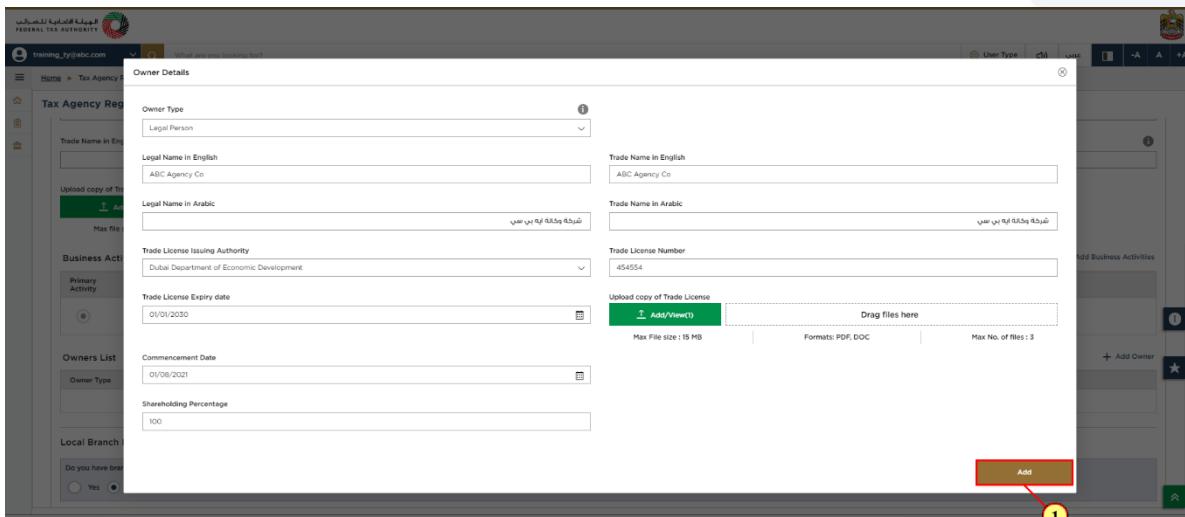
This screenshot is identical to the one above, showing the 'Tax Agency Registration' form with the 'Business Activities' section filled out. The 'Add' button is again highlighted with a red box and circled with a yellow circle containing the number '1'.

|   |   |
|---|---|
|  | <ul style="list-style-type: none"> <li>The activity code will be populated by the system.</li> <li>Ensure that the information about all your business activities is included.</li> </ul> |
|---|---|



The screenshot shows the 'Tax Agency Registration' form. In the 'Business Activity Details' section, there is a table with columns: Primary Activity, Industry, Main Group, Subgroup, Business Activities, Activity Code, and Actions. Below this is the 'Owners List' section, which includes columns for Owner Type, Owner name in English, Owner name in Arabic, ID Number, Shareholding Percentage, and Actions. A red circle labeled '1' points to the '+ Add Owner' button.

| Step | Action   |
|------|--|
| (1)  | Click 'Add Owners' to enter the Owner information associated to the trade license. |



The screenshot shows the 'Owner Details' sub-form. It includes fields for Owner Type (Legal Person), Legal Name in English (ABC Agency Co), Legal Name in Arabic (ABC Agency Co), Trade License Issuing Authority (Dubai Department of Economic Development), Trade License Number (45454), and other details like Trade License Expiry date (01/01/2030) and Shareholding Percentage (100). A red circle labeled '1' points to the 'Add' button at the bottom right of the form.

| Step | Action  |
|------|---|
| (1)  | Enter the mandatory Owner information and click on 'Add'. |



**Tax Agency Registration**

Trade Name in English (optional)

Trade Name in Arabic (optional)

Upload copy of Trade License  Drag files here Formats: PDF, DOC Max No. of Files : 3

Business Activity Details

| Primary Activity | Industry                     | Main Group                        | Subgroup                          | Business Activities | Activity Code | Actions                             |
|------------------|------------------------------|-----------------------------------|-----------------------------------|---------------------|---------------|-------------------------------------|
| Manufacturing    | Manufacture of food products | Processing and preserving of meat | Processing and preserving of meat | 1010                | ***           | <input type="button" value="Edit"/> |

Owners List

| Owner Type   | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions                                 |
|--------------|-----------------------|----------------------|-----------|-------------------------|---|
| Legal Person | ABC Agency Co         | شركة ابى سعيد        | 454554    | 100.00                  | *** <input type="button" value="Edit"/> |

Local Branch Details

Do you have branches in UAE?  Yes  No

1

| Step | Action   |
|------|--|
| (1)  | 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. |

**Tax Agency Registration**

Trade Name in English (optional)

Trade Name in Arabic (optional)

Upload copy of Trade License  Drag files here Formats: PDF, DOC Max No. of Files : 3

Business Activity Details

| Primary Activity | Industry                     | Main Group                        | Subgroup                          | Business Activities | Activity Code | Actions                             |
|------------------|------------------------------|-----------------------------------|-----------------------------------|---------------------|---------------|-------------------------------------|
| Manufacturing    | Manufacture of food products | Processing and preserving of meat | Processing and preserving of meat | 1010                | ***           | <input type="button" value="Edit"/> |

Owners List

| Owner Type   | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions                                 |
|--------------|-----------------------|----------------------|-----------|-------------------------|---|
| Legal Person | ABC Agency Co         | شركة ابى سعيد        | 454554    | 100.00                  | *** <input type="button" value="Edit"/> |

Local Branch Details

Do you have branches in UAE?  Yes  No

1

|  |  |
|--|--|
|  | Branches are not legally distinct from the wider entity to which they belong. Therefore, registration will not be made in the name of a branch but in the name of the head office where it meets the relevant criteria. Even if you are operating via branches in more than one Emirate, only one Tax Agency registration is required. |
|--|--|



training\_ty@tac.ae.com

What are you looking for?

User Type:

[Home](#) > [Tax Agency Registration](#)

### Tax Agency Registration

Trade Name in English (optional)

Trade Name in Arabic (optional)

Upload copy of Trade License

Add/View()

Max file size: 15 MB

Formats: PDF, DOC

Drag files here

Max No. of Files : 3

[Business Activity Details](#)

| 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                | ***           | <a href="#">Edit</a> |

[+ Add Business Activities](#)

[Owners List](#)

| Owner Type   | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions |
|--------------|-----------------------|----------------------|-----------|-------------------------|---------|
| Legal Person | ABC Agency Co         | شركة ابى بن عبد      | 454554    | 100.00                  | ***     |

[+ Add Owner](#)

[Local Branch Details](#)

Do you have branches in UAE?

Yes  No

[Add New Branch](#)

[Previous Step](#)

[Cancel](#) [Save as Draft](#) [Next Step](#) 1

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

## Contact Details

**Tax Agency Registration**

1. Applicant Details      2. Identification Details      3. Contact Details      4. Tax Agency Details      5. Authorized Signatory      6. Review & Declaration

**Contact Details**

|                               |                        |                               |                 |
|-------------------------------|------------------------|-------------------------------|-----------------|
| Country                       | Building Name & Number |                               |                 |
| United Arab Emirates          | 101                    |                               |                 |
| Street                        | Area                   |                               |                 |
| Abu Dhabi                     | Abu Dhabi              |                               |                 |
| City                          | Emirates               |                               |                 |
| Abu Dhabi                     | Abu Dhabi              |                               |                 |
| Country Code                  | Mobile Number          | Country Code                  | Landline Number |
| +971 ( United Arab Emirates ) | 987654321              | +971 ( United Arab Emirates ) | 987654321       |
| Email ID                      | P.O. Box               |                               |                 |
| training_ty@abc.com           | 343356                 |                               |                 |

**Action:** Enter the address of the business here.

**Tax Agency Registration**

1. Applicant Details      2. Identification Details      3. Contact Details      4. Tax Agency Details      5. Authorized Signatory      6. Review & Declaration

**Contact Details**

|                               |                        |                               |                 |
|-------------------------------|------------------------|-------------------------------|-----------------|
| Country                       | Building Name & Number |                               |                 |
| United Arab Emirates          | 101                    |                               |                 |
| Street                        | Area                   |                               |                 |
| Abu Dhabi                     | Abu Dhabi              |                               |                 |
| City                          | Emirates               |                               |                 |
| Abu Dhabi                     | Abu Dhabi              |                               |                 |
| Country Code                  | Mobile Number          | Country Code                  | Landline Number |
| +971 ( United Arab Emirates ) | 987654321              | +971 ( United Arab Emirates ) | 987654321       |
| Email ID                      | P.O. Box               |                               |                 |
| training_ty@abc.com           | 343356                 |                               |                 |

**Do not use another company's address (for example, your accountant). If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out.**



training\_ty@abc.com

What are you looking for?

User Type:  عضو  مسؤول

Home > Tax Agency Registration

**Tax Agency Registration**

1. Applicant Details      2. Identification Details      3. Contact Details      4. Tax Agency Details      5. Authorized Signatory      6. Review & Declaration

Contact Details

Country: United Arab Emirates      Building Name & Number: VOI

Street: Abu Dhabi      Area: Abu Dhabi

City: Abu Dhabi      Emirates: Abu Dhabi

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

Email ID: training\_ty@abc.com      PO. Box: 14338

**Next Step** (1)

Cancel      Save as Draft      **Next Step**

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



## Tax Agency Details

**Tax Agency Registration**

1. Applicant Details      2. Identification Details      3. Contact Details      4. Tax Agency Details      5. Authorized Signatory      6. Review & Declaration

**Tax Agency Details**

Please select the date your Business was established or commenced operations in the UAE?  How many persons do you currently employ?

Is your Business registered with any professional body?  
 Yes  No

If yes, please indicate which tax related professional body:

Please estimate the percentage(%) of your employees who are, individually members of a professional body

**Step Action**

|     |                                      |
|-----|--------------------------------------|
| (1) | Enter the details of the Tax Agency. |
|-----|--------------------------------------|

**Tax Agency Registration**

1. Applicant Details      2. Identification Details      3. Contact Details      4. Tax Agency Details      5. Authorized Signatory      6. Review & Declaration

**Tax Agency Details**

Please select the date your Business was established or commenced operations in the UAE?  How many persons do you currently employ?

Is your Business registered with any professional body?  
 Yes  No

If yes, please indicate which tax related professional body:

Please estimate the percentage(%) of your employees who are, individually members of a professional body

**Step Action**

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



# Authorized Signatory

The screenshot shows the 'Authorized Signatory' step of the 'Tax Agency Registration' process. The interface includes a navigation bar with 'User Type', 'Search', and 'Print' options. Below the navigation is a progress bar with six steps: 'Aplicant Details', 'Identification Details', 'Contact Details', 'Tax Agency Details', 'Authorized Signatory', and 'Review & Declaration'. The 'Authorized Signatory' step is currently active. A table lists existing signatories with columns for 'Name in English', 'Name in Arabic', 'ID Number', 'Email', and 'Actions'. A red box highlights the '+ Add Authorized Signatory' button at the top right of the table area. Step (1) is circled in yellow.

| Step | Action  |
|------|---|
| (1)  | Click on 'Add Authorized Signatory', to enter the Authorized Signatory details. |

The screenshot shows the 'Add Authorized Signatory' form. It includes fields for 'First Name in English' (ABC), 'Last Name in English' (Agency Co.), 'First Name in Arabic', 'Last Name in Arabic', 'Email' (training\_fta@abc.com), 'Country Code' (UAE), 'Mobile Number' (367654321), 'Are you a Resident of UAE?' (Yes), 'Emirates ID', 'Upload copy of your Emirates ID' (with a file input field), 'ID Country' (United Arab Emirates), 'ID Number' (DFTUFDY123456), 'ID Expiry Date' (01/01/2030), 'Passport Issuing Country' (United Arab Emirates), 'Start Date' (01/01/2001), and 'Please upload Notarized copy of Authorization/Power of Attorney documents' (with a file input field). A red box highlights the 'Add' button at the bottom right. Step (1) is circled in yellow.

| Step | Action  |
|------|---|
| (1)  | <ul style="list-style-type: none"> <li>You can add one or more authorized signatory.</li> <li>After completing all mandatory fields, click 'Add' button to save and proceed.</li> </ul> |

Screenshot of the Federal Tax Authority (FTA) Tax Agency Registration interface. The page shows the 'Tax Agency Registration' process with six steps numbered 1 to 6. Step 1 is 'Applicant Details', Step 2 is 'Identification Details', Step 3 is 'Contact Details', Step 4 is 'Tax Agency Details', Step 5 is 'Authorized Signatory', and Step 6 is 'Review & Declaration'. The 'Authorized Signatory' section displays a table with one row for 'ABC Agency Co'. The 'Actions' column for this row contains 'Edit' and 'Delete' buttons, with the 'Edit' button highlighted by a red circle labeled '1'. At the bottom right of the table, there is a 'Next Step' button also highlighted by a red circle labeled '1'.

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



# Review and Declaration

This screenshot shows the 'Tax Agency Registration' application interface. The top navigation bar includes the FTA logo, user type selection, and search functionality. The main page displays a six-step process: 'Applicant Details', 'Identification Details', 'Contact Details', 'Tax Agency Details', 'Authorized Signatory', and 'Review & Declaration'. The current step is 'Step 1: Applicant Details'. The form requires entering tax agency trade license details, such as the business or trade license number (785733) and its expiry date (01/01/2030). It also asks if there is a certificate of incorporation ('Yes') and provides fields for date of incorporation (01/08/2021) and relevant supporting documents.

 This section will help you to make sure that you have completed the registration application correctly and included the documents we have asked you to send.

This screenshot shows the 'Tax Agency Registration' application interface, specifically Step 5: Authorized Signatory. The form requires entering personal information for the signatory, including Name in English (ABC Agency Co), Name in Arabic (أب سي شرقيا جلاة), Email (Training\_ty@abc.com), First Name in English (training), Last Name in English (ty), First Name in Arabic (ناجذ)، Last Name in Arabic (ناجذ)، Mobile Number (987654321), and Email (training\_ty@abc.com). A red box highlights the declaration checkbox at the bottom of the form, which states: 'I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.'

| 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. |



Screenshot of the Federal Tax Authority (FTA) Tax Agency Registration application form. The page shows Step 5: Authorized Signatory. The application has six steps in total: 1. Applicant Details, 2. Identification Details, 3. Contact Details, 4. Tax Agency Details, 5. Authorized Signatory, and 6. Review & Declaration.

**Step 5: Authorized Signatory**

| Name in English | Name in Arabic            | Email               |
|-----------------|---------------------------|---------------------|
| ABC Agency Co   | أب سي بي إن شركات الوساطة | Training_ty@abc.com |

**Declaration**

First Name in English: training  
Last Name in English: ty  
Country Code: +971 (United Arab Emirates)  
Mobile Number: 987654321  
Submission Date: 17/08/2022

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

Buttons: Previous Step, Cancel, Save as Draft, Submit (highlighted with a red circle)

**Table: Step Action**

| Step | Action   |
|------|--|
| (1)  | Click 'Submit' to submit the application to FTA. |



# Post Application Submission

The screenshot shows the FTA Tax Agency Registration dashboard. At the top, it says "Application Submitted Successfully". Below that, there's a table with the following data:

|                  |                  |
|------------------|------------------|
| Name             | : training by    |
| Reference Number | : 984000000462   |
| Submitted Date   | : 17 August 2022 |

On the right side of the dashboard, there are two buttons: "Pending Approval" and "Back to Dashboard". A large graphic of a checklist is overlaid on the left side of the page.

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this Reference Number for future purposes.</li> <li>FTA may request for clarifications. Once FTA approves the application, your status will be changed to 'Awaiting Tax Agent linking'.</li> <li>The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.</li> <li>PII will be required to be submitted at the time of first linking.</li> <li>Read the "What Next" and "Important Notes".</li> </ul> |
|--|---|

The screenshot shows the FTA Tax Agency Registration dashboard. At the top, it says "Application Submitted Successfully". Below that, there's a table with the following data:

|                  |                  |
|------------------|------------------|
| Name             | : training by    |
| Reference Number | : 984000000462   |
| Submitted Date   | : 17 August 2022 |

On the right side of the dashboard, there are two buttons: "Pending Approval" and "Back to Dashboard". A large graphic of a checklist is overlaid on the left side of the page. A red box highlights the "Download" button, which is located in the bottom right corner of the dashboard area. A small circled number "1" is placed near the "Download" button.

| Step | Action  |
|------|---|
| (1)  | <ul style="list-style-type: none"> <li>Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>Click 'Back to Dashboard' to navigate back to the Tax Agency dashboard.</li> </ul> |



# Post Application Approval

- 
  - After your application is approved by FTA, the status of your Tax Agency will be 'Awaiting Tax Agent Linking'.
  - Only once your Tax Agency is linked to a Tax Agent, you will be able to operate as a Tax Agency.
  - Once the linking process is completed, your Tax Agency Number and Tax Agency certificates will be generated.



## 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