



إمارات تاكس
EMARATAX

Tax Agent User Manual
Register Juridical Person Tax Agent

Date: 24 June, 2024

Version 1.2.0.0

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
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
	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 to the Previous section of the Input Form
Next Step	This is used to go to the Next section of the Input Form
Save as Draft	This is used to save the application as a draft, so that it can be completed later
	This menu at the top gives an overview of the various sections within the application 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 Tax Agents to benefit from these services in the best and simplest ways.



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Introduction

This manual is prepared to help the applicant to navigate through the Federal Tax Authority EmaraTax portal to submit their Juridical Person Tax Agent Registration application. The applicant should be a legal entity with a Trade License to operate as a Juridical Person Tax Agent.



Login to EmaraTax

EMARATAX
الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY
الإمارات العربية المتحدة
United Arab Emirates

Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.

[Please reset your password here](#)

Don't have an account?

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

[Sign Up](#)

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

Login with your E-mail

E-mail Address:

Password: (

[Forgot password?](#)

Enter Security Code:

[Login](#)

Login with UAE PASS

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

[Login with UAE PASS](#)

QUICK LINKS: [tax.gov.ae](#)

OTHER LINKS: [What's New](#)

OUR LOCATION: [Emirates Property Investment Company Building, P.O.](#)



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.



Select User Profile

إمارات تاكس
EMARATAX
jaagent@demo.com

What are you looking for?

User Type

Sort

Taxable Person

Any Person registered or obligated to register for Tax purposes under the Decree-Law.

[Read More](#)

Legal Representative

The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person legally appointed to represent...

[Read More](#)

Natural Person Tax Agent

Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfillment ...

[Read More](#)

Tax Agency

A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

[Read More](#)

Special Refunds

Special refunds contain the VAT refund services for UAE nationals for building new residences, refunds for the business visitors, Mosque Construction and...

[Read More](#)

Other Services

This will allow you to initiate some of the FTA services which doesn't require you to be a registered user in VAT/Excise.

[Read More](#)

Juridical Person Tax Agent

A juridical person registered as a Tax Agent as per the conditions specified in the Executive regulations to the Tax procedural law.

[Read More](#)

Natural Person Representative Agent

A Natural person who is linked to the Juridical Person Tax Agent as a representative agent.

[Read More](#)

[Proceed](#)

Step	Action
(1)	Select the checkbox for ' Juridical Person Tax Agent ' to choose the User Profile.



United Arab Emirates

إمارات تاكس
EMARATAX

jagent@demo.com What are you looking for?

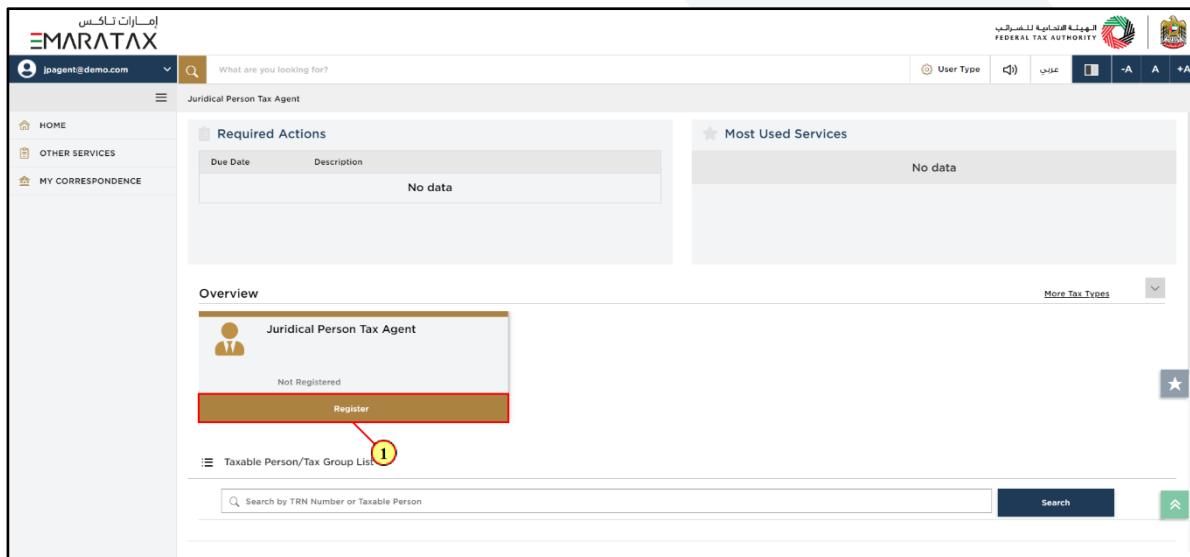
User Type: عرب

Taxable Person Any Person registered or obligated to register for Tax purposes under the Decree-Law. Read More	Legal Representative The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person legally appointed to represent... Read More	Natural Person Tax Agent Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfillment ... Read More	Tax Agency A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency. Read More
Special Refunds Special refunds contain the VAT refund services for UAE nationals for building new residences, refunds for the business visitors, Mosque Construction and... Read More	Other Services This will allow you to initiate some of the FTA services which doesn't require you to be a registered user in VAT/Excise. Read More	Juridical Person Tax Agent A juridical person registered as a Tax Agent as per the conditions specified in the Executive regulations to the Tax procedural law. Read More	Natural Person Representative Agent A Natural person who is linked to the Juridical Person Tax Agent as a representative agent. Read More

Proceed (1)

Step	Action
(1)	Click ' Proceed ' to continue to the home page.

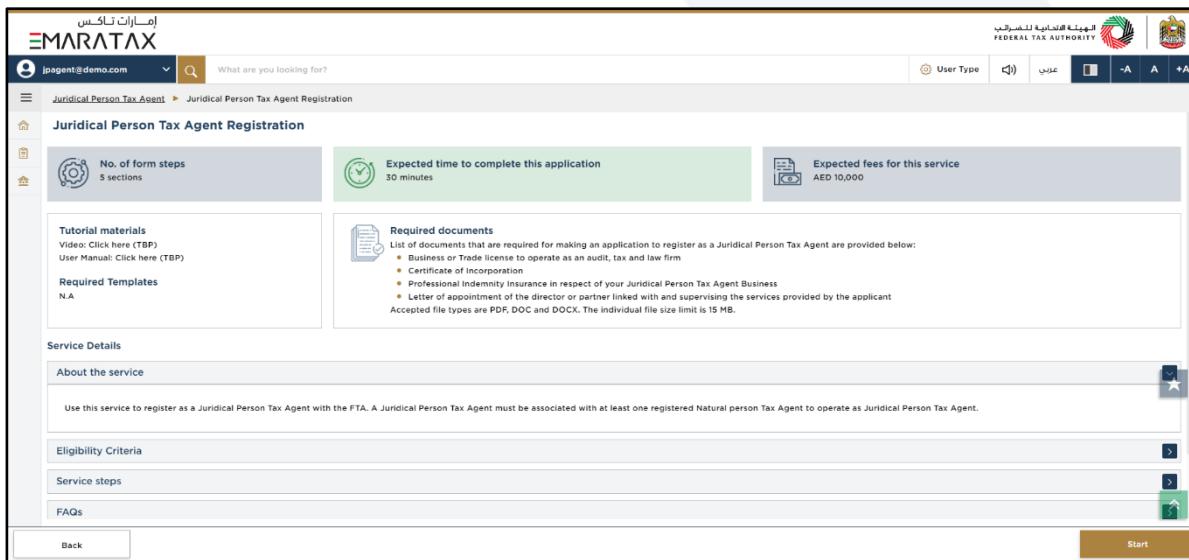
Register Juridical Person Tax Agent



The screenshot shows the EMARATAX interface. On the left, there's a sidebar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area has a search bar at the top right. Below it, there are sections for 'Required Actions' (which says 'No data') and 'Most Used Services' (also 'No data'). The central part is titled 'Overview' and features a large box for 'Juridical Person Tax Agent'. Inside this box, it says 'Not Registered' and has a prominent 'Register' button, which is circled in red with the number '1' above it. At the bottom of the screen, there's a search bar with the placeholder 'Search by TRN Number or Taxable Person'.

Step	Action
(1)	Click ' Register ' on the Juridical Person Tax Agent tile to initiate the Juridical Person Tax Agent Registration application.

Instructions and Guidelines



The screenshot shows the EMARATAX service portal for 'Juridical Person Tax Agent Registration'. Key sections include:

- User Information:** Shows 'jpagent@demo.com' and a search bar.
- Service Details:** Shows 'No. of form steps: 5 sections', 'Expected time to complete this application: 30 minutes', and 'Expected fees for this service: AED 10,000'.
- Tutorial materials:** Includes links to 'Video: Click here (TBP)' and 'User Manual: Click here (TBP)'.
- Required Documents:** Lists documents required for registration, including 'Business or Trade license to operate as an audit, tax and law firm', 'Certificate of Incorporation', 'Professional Indemnity Insurance in respect of your Juridical Person Tax Agent Business', and 'Letter of appointment of the director or partner linked with and supervising the services provided by the applicant'.
- Service Details:** Includes sections for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'.
- Action Buttons:** Includes 'Back' and 'Start' buttons.



The ‘**instructions and guidelines**’ page is designed to help you understand certain important requirements relating to Juridical Person Tax Agent Registration in the UAE. It also provides guidance on what information you should have in hand when you are completing the registration application.



إمارات تاكس
EMARATAX

jagent@demo.com What are you looking for?

User Type:
Arabic:
English:
Large Text:

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Tutorial materials
Video: Click here (TBP)
User Manual: Click here (TBP)

Required Templates
N.A.

Service Details
About the service
Use this service to register as a Juridical Person Tax Agent with the FTA. A Juridical Person Tax Agent must be associated with at least one registered Natural person Tax Agent to operate as Juridical Person Tax Agent.

Eligibility Criteria

Service steps

FAQs

I confirm that I have read the getting started guide. 1

Back

Step	Action
(1)	Read the instructions and guidelines for Juridical Person Tax Agent Registration and mark the checkbox to confirm.



إمارات تاكس
EMARATAX

Jnagent@demo.com What are you looking for?

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Tutorial materials
Video: Click here (TBP)
User Manual: Click here (TBP)

Required Templates
N.A.

Service Details
About the service
Use this service to register as a Juridical Person Tax Agent with the FTA. A Juridical Person Tax Agent must be associated with at least one registered Natural person Tax Agent to operate as Juridical Person Tax Agent.

Eligibility Criteria

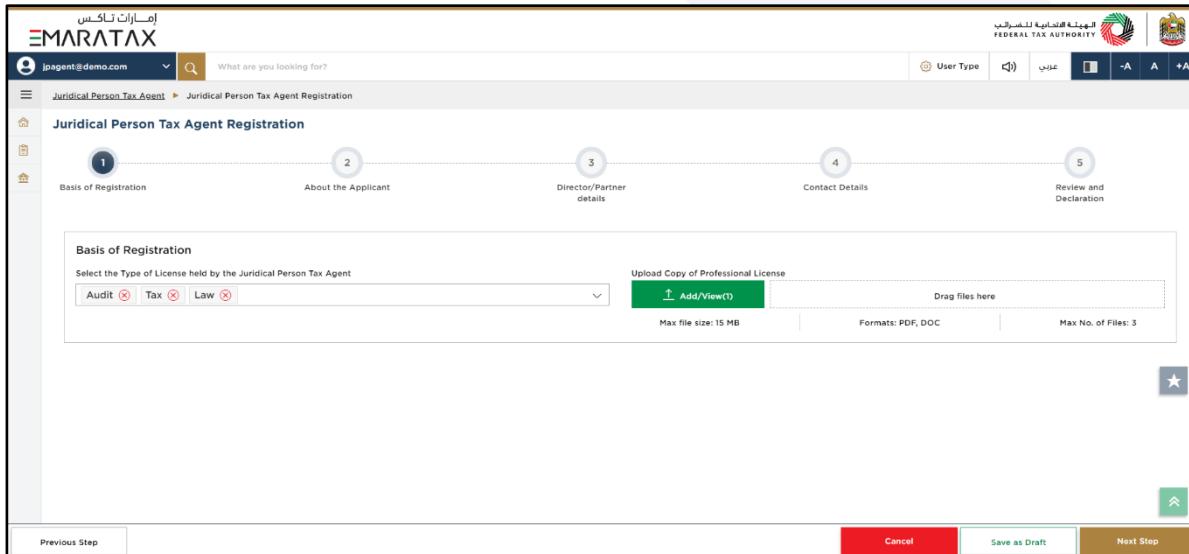
Service steps

FAQs

I confirm that I have read the getting started guide.

Step	Action
(1)	Click 'Start' to initiate the Juridical Person Tax Agent Registration application.

Basis of Registration Section



The screenshot shows the 'EMARATAX' interface for 'Juridical Person Tax Agent Registration'. The current step is 'Basis of Registration' (Step 1). The progress bar shows five steps: 1. Basis of Registration, 2. About the Applicant, 3. Director/Partner details, 4. Contact Details, and 5. Review and Declaration. Step 1 is highlighted in blue. The 'About the Applicant' section is visible below the progress bar.

Basis of Registration

Select the Type of License held by the Juridical Person Tax Agent

Audit (X) | Tax (X) | Law (X)

Upload Copy of Professional License

Add/View(1) | Drag files here

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

Previous Step | Cancel | Save as Draft | Next Step



- The registration application has been divided into five short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.
- In order to move from one section to the next, all mandatory fields of the current section must be entered. The fields which are optional are marked as optional next to the field name.
- You are requested to ensure that the documents submitted, support the information entered by you in the application and all the document and details entered by you are up-to-date. This would help to avoid any rejection or resubmission of the application later.



EMARATAX

What are you looking for?

User Type: عربى A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Basis of Registration

Select the Type of License held by the Juridical Person Tax Agent

Audit (X) Tax (X) Law (X)

Upload Copy of Professional License

Add/View (1)

Drag files here

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

1

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Select the Type of License held by you that allows you to operate as a Juridical Person Tax Agent. Upload the Copy of Professional License.



EMARATAX

What are you looking for?

User Type: عربى A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Basis of Registration

Select the Type of License held by the Juridical Person Tax Agent

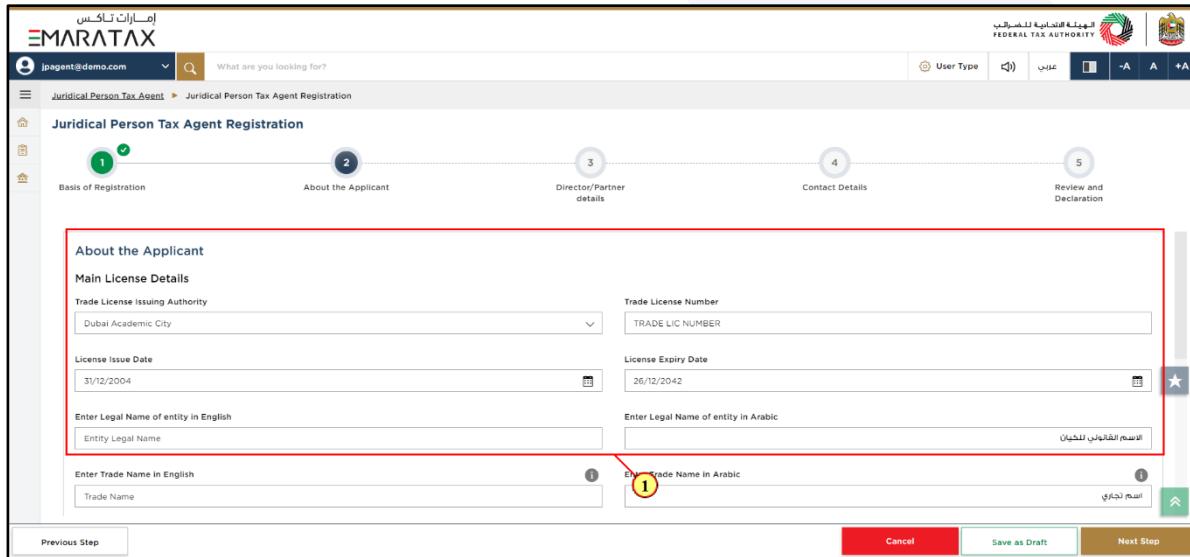
Audit Tax Law

Upload Copy of Professional License
 Drag files here
 Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Previous Step Save as Draft

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

About the Applicant Section



The screenshot shows the 'EMARATAX' interface for 'Juridical Person Tax Agent Registration'. The 'About the Applicant' step is highlighted with a red box. Inside this box, the 'Main License Details' section is shown, containing fields for Trade License Issuing Authority (selected as 'Dubai Academic City'), Trade License Number, License Issue Date (31/12/2004), License Expiry Date (26/12/2042), Entity Legal Name (English and Arabic), and Trade Name (English and Arabic). Step 1 is highlighted with a yellow circle.

Step	Action
(1)	Enter the Applicant information.



EMARATAX

What are you looking for?

User Type: عربى A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

About the Applicant

Main License Details

Trade License Issuing Authority	Trade License Number
Dubai Academic City	TRADE LIC NUMBER
License Issue Date	License Expiry Date
31/12/2004	26/12/2042
Enter Legal Name of entity in English	Enter Legal Name of entity in Arabic
Entity Legal Name	الاسم القانوني للشريك
Enter Trade Name in English	Enter Trade Name in Arabic
Trade Name	اسم تجاري

Previous Step (1) Cancel Save as Draft Next Step

Step	Action
(1)	Enter your Trade License details.



EMARATAX

What are you looking for?

User Type: عربى A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1. Basis of Registration 2. About the Applicant 3. Director/Partner details 4. Contact Details 5. Review and Declaration

Trade Name اسم التجاري

Upload Copy of Trade License Add/View(1) Drag files here Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of Files: 3

Date of Incorporation 31/12/2004 Add/View(1) Drag files here Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files : 1

Professional Indemnity Insurance Details

Enter PII Number PINUMBER Pii Expiry Date 26/12/2042

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Upload Copy of Trade License.



EMARATAX

What are you looking for?

User Type: عربى A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Date of Incorporation: 31/12/2004 Upload copy of Certificate of incorporation Add/View() Max file size: 15 MB Formats: PDF, DOC, DOCX Drag files here Max No. of files : 1

Professional Indemnity Insurance Details

Enter PII Number: PINUMBER PII Expiry Date: 26/12/2042

Upload copy of PII Insurance Add/View() Drag files here Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of files : 1

Previous Step (1) Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Enter Date of Incorporation. Enter details of Professional Indemnity Insurance. Upload supporting documents.



EMARATAX

What are you looking for?

User Type: عربى -A A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Date of Incorporation: 31/12/2004 Formats: PDF, XLS, XLSX

Upload copy of Certificate of Incorporation Add/View() Max file size: 15 MB Formats: PDF, DOC, DOCX Drag files here Max No. of files : 1

Professional Indemnity Insurance Details

Enter PII Number: PINUMBER PII Expiry Date: 26/12/2042

Upload copy of PII Insurance Add/View() Max file size: 15 MB Formats: PDF, DOC, DOCX Drag files here Max No. of files : 1

Previous Step Cancel Save as Draft Next Step



- Click on the '**Save as Draft**' button to save your application and return to continue working on your application later.
- Click on '**Previous Step**' to move to the previous section.
- Click on '**Cancel**' to cancel the application without saving.



EMARATAX

What are you looking for?

User Type: عربى A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Date of Incorporation: 31/12/2004 PNR No. of files: 2

Upload copy of Certificate of Incorporation Add/View() Max file size: 15 MB Formats: PDF, DOC, DOCX Drag files here Max No. of files : 1

Professional Indemnity Insurance Details

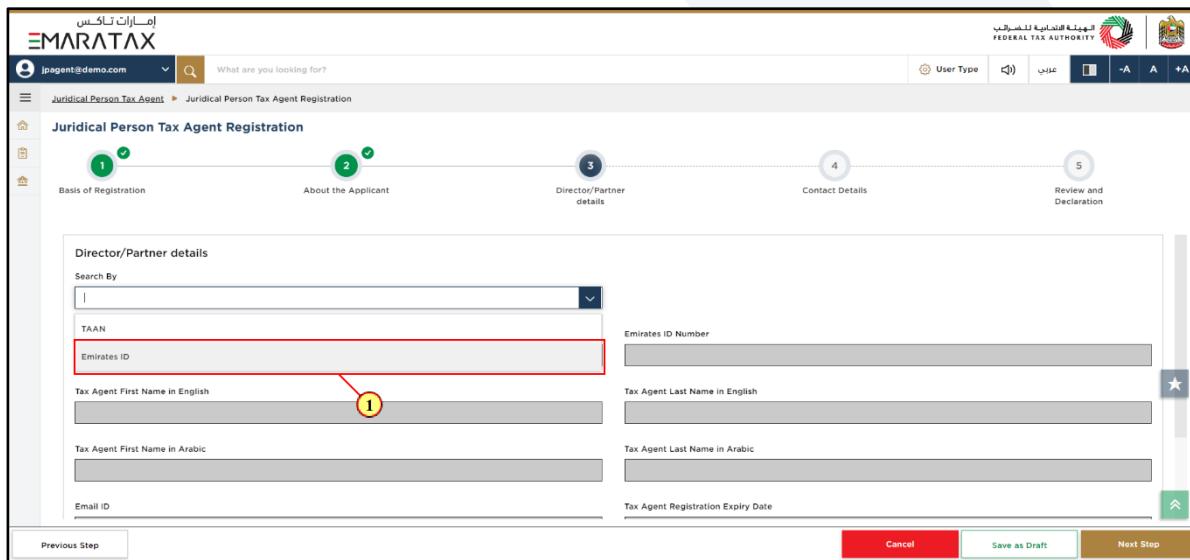
Enter PII Number: PINUMBER PII Expiry Date: 26/12/2042

Upload copy of PII Insurance Add/View() Max file size: 15 MB Formats: PDF, DOC, DOCX Drag files here Max No. of files : 1

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.

Director/Partner details Section



The screenshot shows the 'Director/Partner details' step of the 'Juridical Person Tax Agent Registration' process. The 'Search By' dropdown is set to 'TAAN'. The 'Emirates ID' field is highlighted with a red box and circled with a yellow circle labeled '1'. Other fields visible include 'Emirates ID Number', 'Tax Agent First Name in English', 'Tax Agent Last Name in English', 'Tax Agent First Name in Arabic', 'Tax Agent Last Name in Arabic', 'Email ID', and 'Tax Agent Registration Expiry Date'. At the bottom are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Search by the Emirates ID and enter the details.



امارات تاكس
EMARATAX

What are you looking for?

User Type: عربی

[Juridical Person Tax Agent](#) > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Basis of Registration 20010129	About the Applicant Tax Agent First Name in English NPAgent	Director/Partner details Tax Agent Last Name in English Tax Agent	Contact Details Tax Agent Last Name in Arabic الندا ناصر	Review and Declaration
Tax Agent First Name in Arabic الندا ناصر	Email ID np@contactemail.com	Tax Agent Registration Expiry Date 08/12/2026	Please upload Copy of Letter of Appointment <input type="button" value="Add/View(1)"/> <input type="button" value="Drag files here"/> Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of Files: 3	
Designation Manager				



Some of the fields are auto-populated based on the Emirates ID you entered.



EMARATAX

What are you looking for?

User Type: عربى A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

20011029 987-6549-8765433-1

Tax Agent First Name in English: NPAgent Tax Agent Last Name in English: Tax Agent

Tax Agent First Name in Arabic: الامانة العامة لـ نـاـجـيـل Tax Agent Last Name in Arabic: نـاـجـيـل

Email ID: np@contactemail.com Tax Agent Registration Expiry Date: 08/12/2026

Designation: Manager

Please upload Copy of Letter of Appointment

Add/View(1) Drag files here

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

Previous Step 1 Cancel Save as Draft Next Step

Step	Action
(1)	Enter the Designation and upload Copy of Letter of Appointment.



امارات تاكس
EMARATAX

What are you looking for?

User Type: عربی

[Juridical Person Tax Agent](#) > Juridical Person Tax Agent Registration

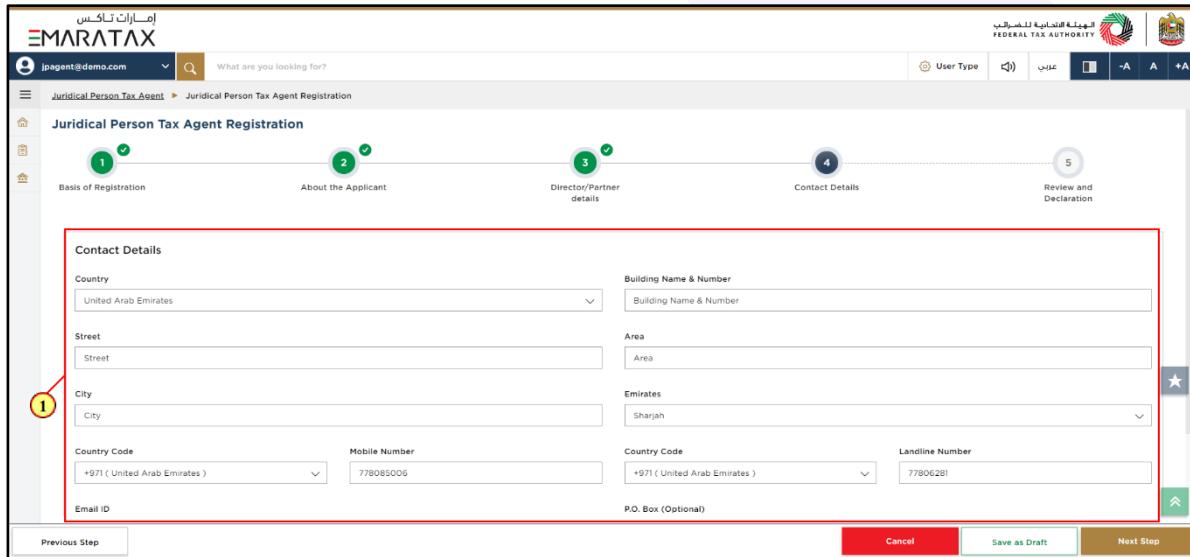
Juridical Person Tax Agent Registration

1 Basis of Registration 2 About the Applicant 3 Director/Partner details 4 Contact Details 5 Review and Declaration

Basis of Registration 20010129	About the Applicant Tax Agent First Name in English NPAgent	Director/Partner details Tax Agent Last Name in English Tax Agent	Contact Details Tax Agent Last Name in Arabic الندا ناصر	Review and Declaration
Tax Agent First Name in Arabic الندا ناصر	Email ID np@contactemail.com	Tax Agent Registration Expiry Date 08/12/2026	Please upload Copy of Letter of Appointment <input type="button" value="Add/View(1)"/> <input type="button" value="Drag files here"/> Max file size: 15 MB Formats: PDF, DOC, DOCX Max No. of Files: 3	

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

Contact Details Section



The screenshot shows the 'Juridical Person Tax Agent Registration' form. The 'Contact Details' section is highlighted with a red box and step 1 is circled in yellow. The section contains fields for Country, Street, City, Country Code, Mobile Number, Landline Number, and Email ID.

Step	Action
(1)	Enter the Contact Details of the Juridical Person Tax Agent.

Step	Action
(1)	Enter the Contact Details of the Juridical Person Tax Agent.



JURIDICAL PERSON TAX AGENT

What are you looking for?

User Type: عربى A +A

Basis of Registration About the Applicant Director/Partner details Contact Details Review and Declaration

Contact Details

Country: United Arab Emirates	Building Name & Number:
Street: Street	Area:
City: City	Emirates: Sharjah
Country Code: +971 (United Arab Emirates)	Mobile Number: 778085006
Country Code: +971 (United Arab Emirates)	Landline Number: 77806281
Email ID: P.O. Box (Optional)	

Previous Step Cancel Save as Draft Next Step



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



Juridical Person Tax Agent Registration

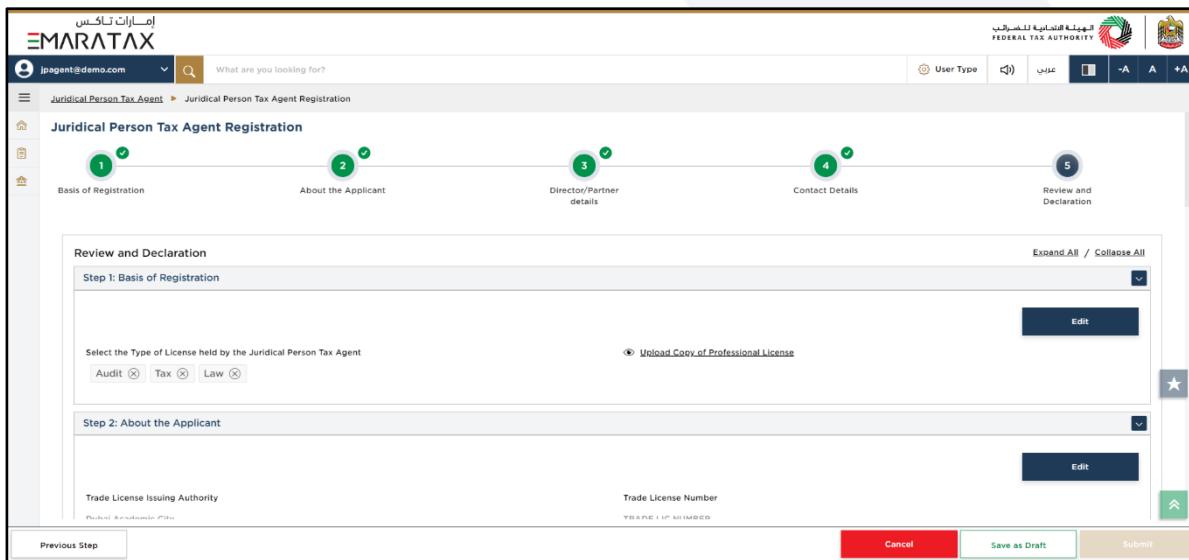
Contact Details

Country	Building Name & Number		
United Arab Emirates			
Street	Area		
Street	Area		
City	Emirates		
City	Sharjah		
Country Code	Mobile Number	Country Code	Landline Number
+971 (United Arab Emirates)	778085006	+971 (United Arab Emirates)	77806281
Email ID	P.O. Box (Optional)		
j@contactmail.com	pobox		
Preferred Language of Communication			
English			

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.

Review and Declaration Section



The screenshot shows the EMARATAX platform for Juridical Person Tax Agent Registration. The process is divided into five steps:

- Step 1: Basis of Registration** (Completed)
- Step 2: About the Applicant** (In Progress)
- Step 3: Director/Partner details** (In Progress)
- Step 4: Contact Details** (In Progress)
- Step 5: Review and Declaration** (Current Step)

In the **Review and Declaration** section, under **Step 1: Basis of Registration**, the user has selected "Audit" as the type of license held by the Juridical Person Tax Agent. There is also an option to **Upload Copy of Professional License**. Other options like "Tax" and "Law" are available but not selected.



This section highlights all the details entered by you across the application. You are required to review and submit the application.



EMARATAX

What are you looking for?

User Type: عربى -A A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

Juridical Person Tax Agent Registration

Step 4: Contact Details

Declaration

First Name in English <input type="text" value="jp"/>	Last Name in English <input type="text" value="agent"/>
First Name in Arabic <input type="text" value="الجنس الأجنبي"/>	Last Name in Arabic <input type="text" value="الاسم العائلي"/>
Country Code <input type="text" value="+971 (United Arab Emirates)"/>	Mobile Number <input type="text" value="620111916"/>
Email <input type="text" value="jpagent@demo.com"/>	
Submission Date <input type="text" value="11/12/2023"/>	
<input checked="" type="checkbox"/> I hereby declare the below	
<ul style="list-style-type: none"> • I hereby declare 1 the information provided above is correct. • I acknowledge 1 JP Tax Agent registration fee of AED 5000 is payable after approval of this application. 	

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.



Juridical Person Tax Agent Registration

Step 4: Contact Details

Declaration

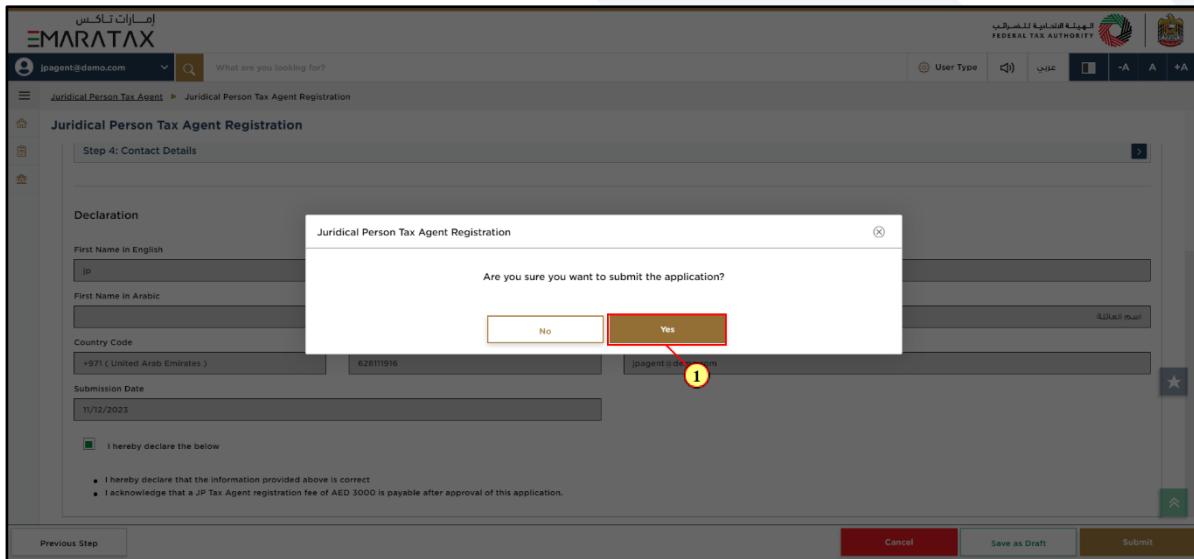
First Name in English	agent	Last Name in English	agent
First Name in Arabic	الجنس	Last Name in Arabic	الجنس
Country Code	+971 (United Arab Emirates)	Mobile Number	620111916
Email			
Submission Date	11/12/2023		

I hereby declare the below

- I hereby declare that the information provided above is correct.
- I acknowledge that a JP Tax Agent registration fee of AED 5000 is payable after approval of this application.

Submit (1)

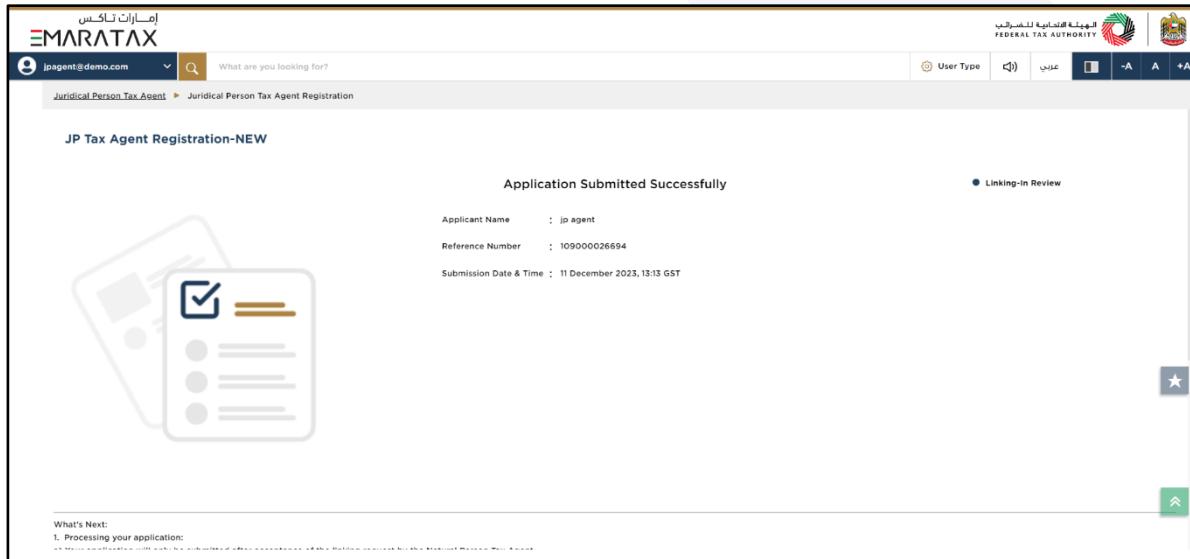
Step	Action
(1)	Click ' Submit ' to submit the Juridical Person Tax Agent Registration application.



The screenshot shows the 'EMARATAX' interface for 'Juridical Person Tax Agent Registration'. The main form includes fields for 'First Name in English' (jp), 'First Name in Arabic', 'Country Code' (+971 (United Arab Emirates)), and 'Submission Date' (11/12/2023). Below these are two checkboxes under 'Declaration': 'I hereby declare the below' and 'I hereby declare that the information provided above is correct'. At the bottom are buttons for 'Cancel', 'Save as Draft', and 'Submit'.

Step	Action
(1)	Click 'Yes'.

Post Application Submission



The screenshot shows the EMARATAX application interface. At the top, there's a header with the logo and names in Arabic and English. Below it, a search bar and user information are displayed. The main content area shows a success message: "Application Submitted Successfully". It includes details like "Applicant Name : jo agent", "Reference Number : 109000026694", and "Submission Date & Time : 11 December 2023, 13:13 GST". There are also icons for linking and review. At the bottom, a section titled "What's Next" lists "1. Processing your application".



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. The application will be sent to Natural Person Tax Agent for acceptance.



EmaraTax

What are you looking for?

User Type: عرب A +A A +A

Juridical Person Tax Agent > Juridical Person Tax Agent Registration

What's Next:

1. Processing your application:
a) Your application will only be submitted after acceptance of the linking request by the Natural Person Tax Agent.
b) Your application will now be reviewed by FTA. If we require more information to assist with our review, we will contact you by email. You will need to provide the information requested for us to continue processing your application.
c) Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
d) Where we reject an application, we will provide you with the reasons for doing so. You may re-apply but only once you have resolved the matters brought to your attention.
2. Paying the registration fee:
a) Once the FTA has verified your Juridical Person Tax Agent registration application, you will be notified to make the required payment. You can pay the registration fee from your EmaraTax account using the Fab Magnati payment. On payment, you will receive an email and an SMS notification informing you of the status of the application and payment status. Once the FTA confirms acceptance of your application, you will be notified on the decision.
3. Juridical Person Tax Agent registration certificate:
a) If the FTA approves your Juridical Person Tax Agent Registration application(><) and the appointed Natural Person Tax Agent accepts the linking request, your Juridical Person Tax Agent Approval Number (JTAAN) will be issued. A Juridical Person Tax Agent registration certificate will also be issued FTA (online Certificate) and notified to you via email and SMS. You can download this certificate from your EmaraTax account. The linked Natural Person Tax Agent along with your Juridical Person Tax Agent details will be listed in the FTA Tax Agent Register and published in the FTA website (<http://www.tax.gov.ae>) ..

Important Note:

1. The status of your application will be updated in the dashboard of the EmaraTax portal. You can check it at any time by logging in to your EmaraTax account.
2. The Juridical Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Juridical Person Tax Agent registration process.
3. The "Juridical Person Tax Agent to whom it May Concern letter" does not grant you to perform the duties of a Tax Agent and does not certify listing you in the Tax Agents Register at the Federal Tax Authority.
4. Your Juridical Person Tax Agent registration with the FTA is valid for a period of 12 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.
5. The person who appointed the Natural Person Tax Agent/Agency/Juridical Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural Person Tax Agent/Agency/Juridical Person Tax Agent on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the tax system or you have committed a significant violation of the relevant laws

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

1

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 Juridical Person Tax Agent dashboard.

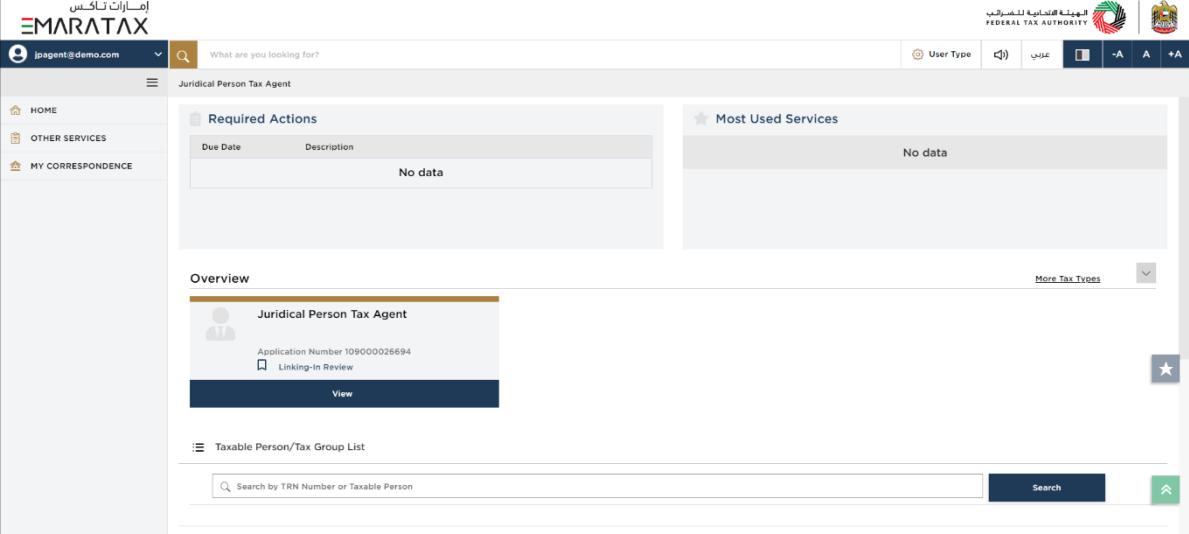


Correspondences

Juridical Person Tax Agent 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).
- Awaiting payment.
- Application approval or rejection notification.

Application History - Linking-In Review



The screenshot shows the EMARATAX application history interface. At the top, there's a navigation bar with 'EMARATAX' logo, user info (jagent@demo.com), search bar, and various settings. The main content area is titled 'Juridical Person Tax Agent'. It contains two sections: 'Required Actions' (empty) and 'Most Used Services' (empty). Below these is an 'Overview' section for a 'Juridical Person Tax Agent' with application number 109000026694, status 'Linking-In Review', and a 'View' button. At the bottom is a 'Taxable Person/Tax Group List' search bar.

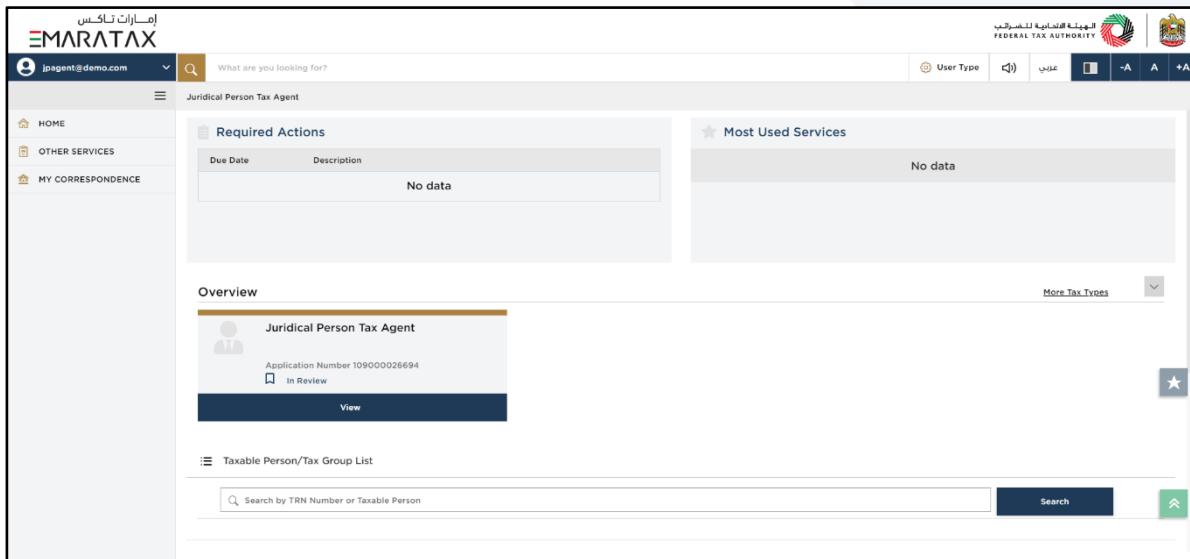


Once your application is submitted, a linking request will be sent to the Natural Person Tax Agent and the status of your Juridical Person Tax Agent application will be '**Linking-In Review**'.

Application History - In-Review

At least one Natural Person Tax Agent should be associated in the position of Director/Manager or any equivalent position, to be able to operate as a Juridical Person Tax Agent.

After the Natural Person Tax Agent approves the Linking request, the application will move to the FTA for review and the status of your application will be 'In-Review'. If the Natural Person Tax Agent rejects the Linking request, the application will be sent back to the Juridical Person Tax Agent.

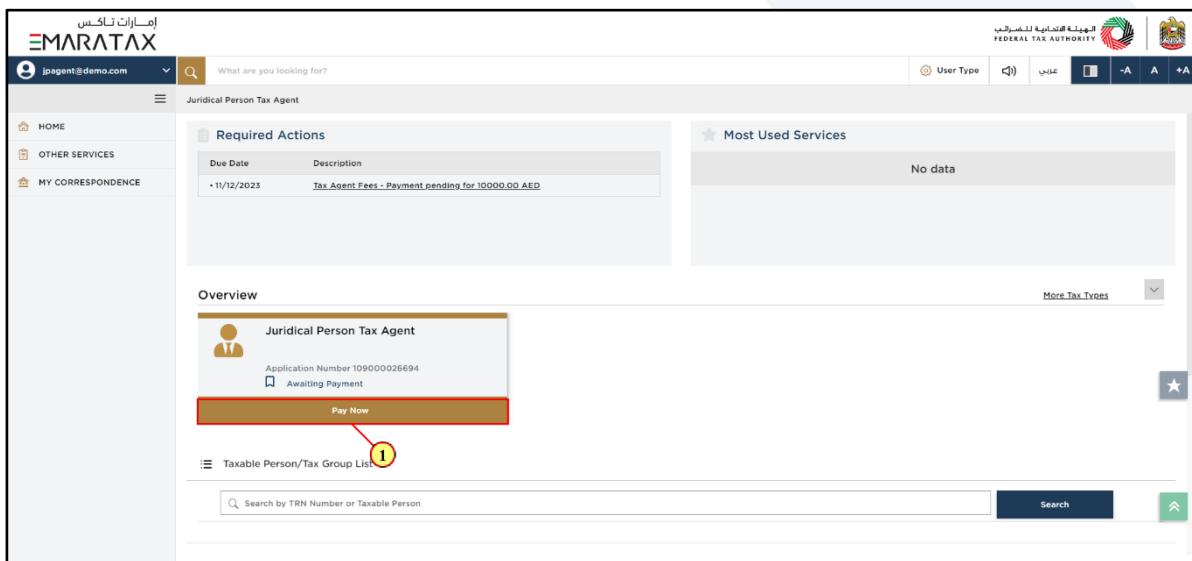


The screenshot shows the EMARATAX interface. On the left, there's a sidebar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area has a search bar at the top. Below it, there's a section titled 'Required Actions' which says 'No data'. To the right, there's a 'Most Used Services' section also showing 'No data'. Underneath, there's an 'Overview' section for a 'Juridical Person Tax Agent' with an application number (109000026694) and a status of 'In Review'. A 'View' button is present. At the bottom, there's a 'Taxable Person/Tax Group List' section with a search bar and a 'Search' button.

	While your application is under review by the FTA, the status of your Juridical Person Tax Agent application will be ' In Review '.
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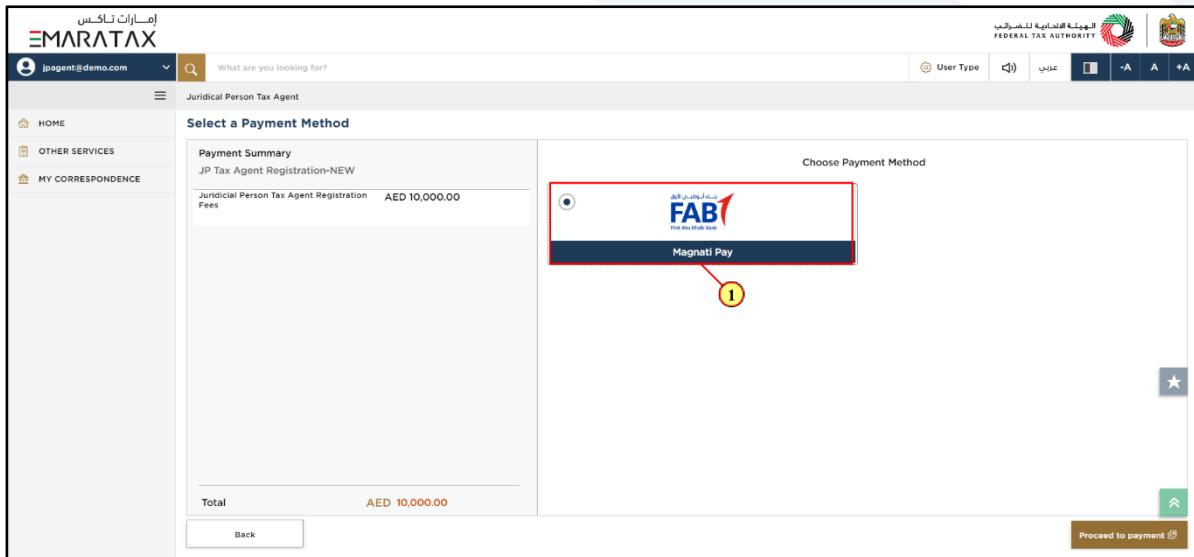
Application History - Awaiting Payment

Once the FTA approves your application, you will be informed to make the payment for your Juridical Person Tax Agent Registration.



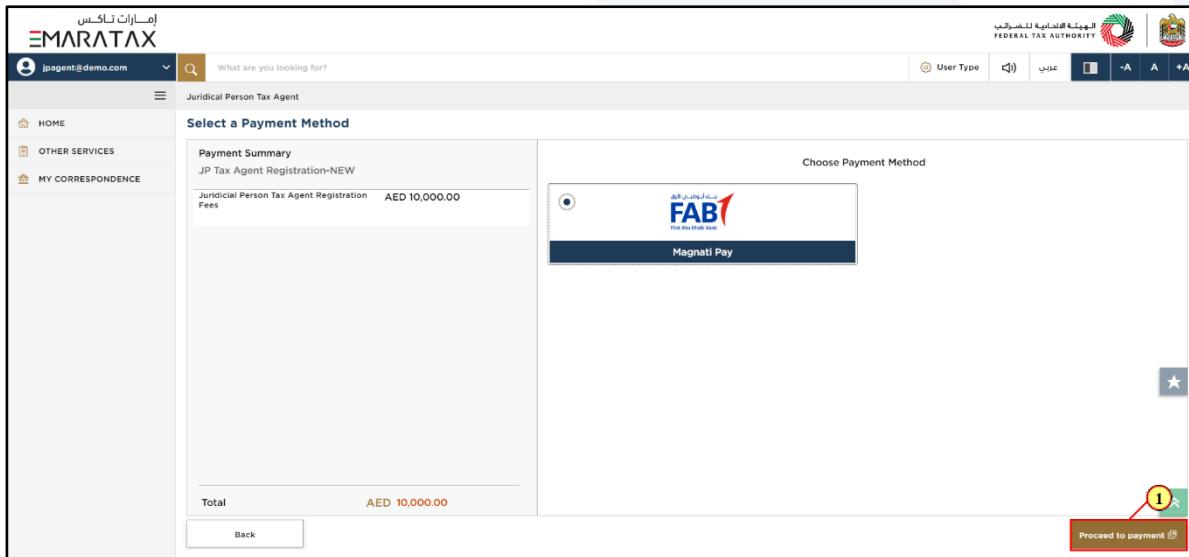
The screenshot shows the EMARATAX interface. In the 'Required Actions' section, there is one item: 'Tax Agent Fees - Payment pending for 10000.00 AED' due on 11/12/2023. The 'Overview' section displays a tile for 'Juridical Person Tax Agent' with the application number 109000026694 and status 'Awaiting Payment'. A large red box highlights the 'Pay Now' button. A yellow circle with the number '1' is placed over the 'Taxable Person/Tax Group List' link below the tile. The top right corner of the screen shows the FTA logo and the United Arab Emirates coat of arms.

Step	Action
(1)	Click 'Pay Now' on the Juridical Person Tax Agent tile.



The screenshot shows the 'EMARATAX' platform interface. On the left, a sidebar includes links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main area displays a 'Payment Summary' for 'JP Tax Agent Registration-NEW' with a total amount of 'AED 10,000.00'. To the right, a 'Choose Payment Method' section is shown, featuring the 'FAB' logo (Fiat Auto Bank) and the 'Magneti Pay' option. A yellow circle with the number '1' points to the 'Magneti Pay' button. At the bottom right of this section is a green 'Proceed to payment' button.

Step	Action
(1)	Choose the preferred payment method.



The screenshot shows the EMARATAX platform interface. On the left, there's a sidebar with options like HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area displays a 'Payment Summary' for 'JP Tax Agent Registration-NEW'. It shows a single item: 'Judicial Person Tax Agent Registration Fees' with a value of 'AED 10,000.00'. Below this, a 'Choose Payment Method' section is shown, featuring a card for 'FAB' (First Abu Dhabi Bank) with the option 'Magneti Pay'. At the bottom right of this section is a red-bordered button labeled 'Proceed to payment' with a circled '1' above it.

Step	Action
(1)	Click 'Proceed to payment'.



The screenshot shows the EmaraTax interface. On the left, there's a sidebar with options like HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area shows a 'Payment Summary' for 'JP Tax Agent Registration-NEW' with a total amount of 'AED 10,000.00'. A modal window titled 'Confirmation' is open in the center, asking 'You are about to leave Federal Tax Authority EmaraTax. Do you want to proceed?'. There are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle and the number '1'.

Step	Action
(1)	Click 'Yes' to continue.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

الرجاء انتظاراً

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME	CARD EXPIRY
FRictionless	12 2024
CARD NUMBER	CVV / CVC
5204740000001002	*** 282 782

Pay SAMSUNG PAY

Google Pay

PAYMENT TO
Federal Tax Authority
TRANSACTION AMOUNT
AED 10000.00
SERVICE CHARGE
AED 71.40
TOTAL
AED 10071.40

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

Pay Cancel 1

Powered by  VISA 

Step	Action
(1)	Enter the payment details and click 'Pay' .



إمارات تاكس
EMARATAX

jagent@demo.com

What are you looking for?

User Type | عرب | A -A +A

Payment Acknowledgment

Payment Successful

Paid

Submission Date (UAE) : 11/12/2023
Time (UAE) : 13:21:36
TRN : J2000008900090
Legal Name : Entity Legal Name
Amount paid to FTA : AED 10,000.00

د.إ

What Next :
1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment.
2) You+



After your payment is done successfully, you will be issued a Juridical Person Tax Agent Number and Juridical Person Tax Agent Registration Certificate, enabling you to operate as a Juridical Person Tax Agent.



إمارات تاكس
EMARATAX

What are you looking for?
User Type
عربي
-A
A
+A

Payment Successful

د.إ.

Paid

Submission Date (UAE) :	11/12/2023
Time (UAE) :	13:21:36
TRN :	J2000008900090
Legal Name :	Entity Legal Name
Amount paid to FTA :	AED 10,000.00

What Next :

1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment
2) You+

For any queries please contact us on tax.gov.ae or contact us directly at our call center number 800 82925 or email at info@tax.gov.ae

Download
Back to Dashboard

1

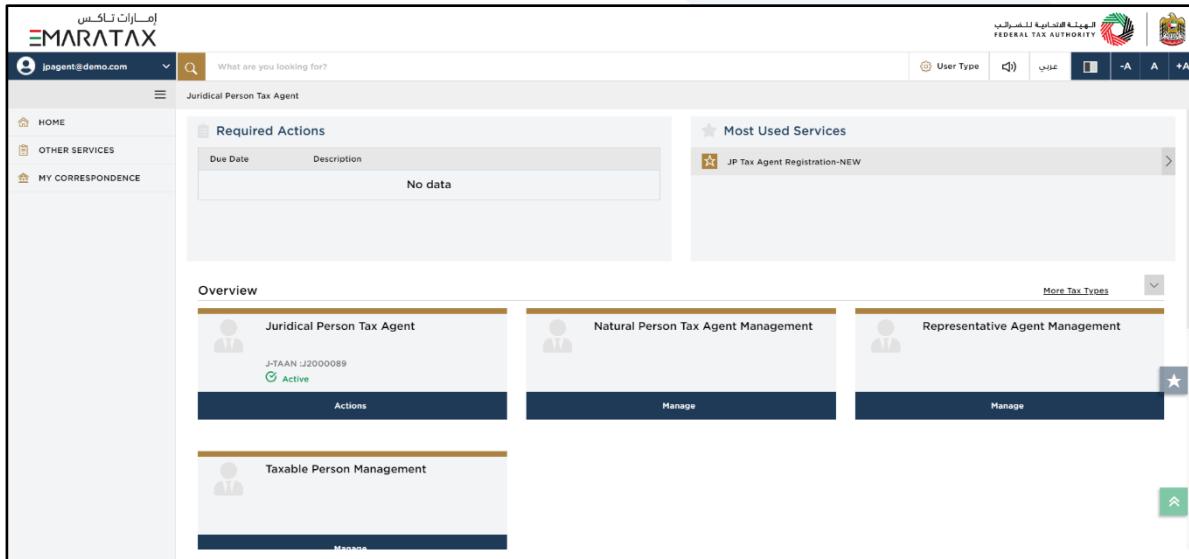
Step	Action
(1)	<ul style="list-style-type: none"> • Click 'Download' to download a pdf copy of the acknowledgement screen. • Click 'Back to Dashboard' to navigate back to the Juridical Person Tax Agent dashboard.

Federal Tax Authority

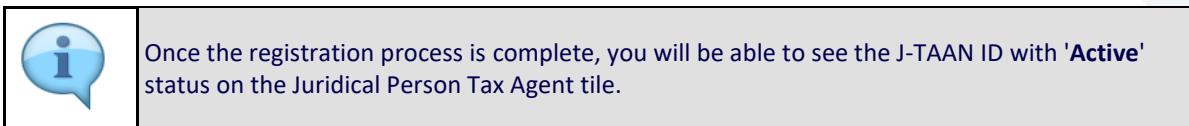
Tax Agent User Manual - Register Juridical Person Tax Agent

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Application Status – Active



The screenshot shows the EMARATAX application interface. At the top, there is a navigation bar with the logo 'EMARATAX', a user dropdown 'jpagent@demo.com', a search bar 'What are you looking for?', and various icons for user type selection, language, and font size. Below the navigation bar, the main content area is titled 'Juridical Person Tax Agent'. It features a 'Required Actions' section with a table showing 'Due Date' and 'Description' columns, both currently displaying 'No data'. To the right of this is a 'Most Used Services' section with a single item: 'JP Tax Agent Registration-NEW'. The main area is divided into several sections: 'Overview' (with tiles for 'Juridical Person Tax Agent', 'Natural Person Tax Agent Management', 'Representative Agent Management', and 'Taxable Person Management'), 'Actions' (under Juridical Person Tax Agent), 'Manage' (under Natural Person Tax Agent Management and Representative Agent Management), and another 'Manage' button under Taxable Person Management.



Once the registration process is complete, you will be able to see the J-TAAN ID with 'Active' status on the Juridical Person Tax Agent tile.



The screenshot shows the EMARATAX platform interface. The top navigation bar includes the logo, user email (jagent@demo.com), a search bar, and various menu options like 'User Type', 'Logout', and font size controls. A sidebar on the left lists 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE' (which is highlighted with a yellow circle and the number '1'). The main content area has sections for 'Required Actions' (empty) and 'Most Used Services' (listing 'JP Tax Agent Registration-NEW'). Below these are four management modules: 'Juridical Person Tax Agent' (with ID J-TAAN-J2000089 and status Active), 'Natural Person Tax Agent Management', 'Representative Agent Management' (with a star icon), and 'Taxable Person Management'. Each module has an 'Actions' or 'Manage' button.

Step	Action
(1)	Click 'MY CORRESPONDENCE'.



The screenshot shows the 'Certificates(1)' tab selected in the 'Correspondences(3)' section. A single certificate is listed with the following details:

Date Received	Correspondence Reference Number	Correspondence Type
11/12/2023	109000026694	Juridical Person Tax Agent Registration-Certificate of Registration

Below the table, there is a 'Download' button with a downward arrow icon. A red box surrounds this button, and a red circle with the number '1' points to it.

Step	Action
(1)	You can download your Juridical Person Tax Agent Registration Certificate here.