



إمارات تاكس  
EMARATAX

## Edit VAT Clearing Company (TINCO) - 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 application. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a checkmark.

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## Introduction



This manual is prepared to help the VAT Clearing Company (TINCO) to navigate through the Federal Tax Authority EmaraTax portal and edit their communication addresses. The changes will be immediately reflected against their TINCO registration upon submit of the application. The updated communication addresses of the TINCO will be reflected in the list of published VAT Clearing Companies in the FTA website.



# Login to EmaraTax

- 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.



## Taxable Person Tile

The screenshot shows the homepage of the Federal Tax Authority's digital platform. At the top, there is a search bar with placeholder text 'What are you looking for?' and a magnifying glass icon. To the right of the search bar are buttons for 'User Type' (dropdown), language selection ('Arabic'), and font size adjustment ('-A', '+A'). Below the search bar, there is a navigation menu with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area features a 'Create New Taxable Person Profile' form and a 'Taxable Person List' section. In the 'Taxable Person List' section, a user profile for 'Abdullah' is listed, with a red circle highlighting the 'View' button.

Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard



# VAT Clearing Company - TINCO Tile

The screenshot shows the user interface of the Federal Tax Authority's digital platform. The top navigation bar includes the FTA logo, user information (training\_fta@abc.com, Abdullah), and various search and filter options. The main content area displays a 'Required Actions' section with two items: 'Additional Information pending for 908000000543' (due 26/07/2022) and 'Payment for VAT Late Registration Penalty pending for 10000.00' (due 22/07/2022). To the right, a 'Most Used Services' section lists 'Excise Clearing Company - Registration (TINCE)', 'VAT Clearing Company - Registration (TINCO)', and 'Value Added Tax Registration'. Below these are tiles for 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', 'Tax Group', 'VAT Clearing Company - TINCO' (which is highlighted with a red border and circled '1'), and 'Excise Clearing Company - TINCE'.

Step	Action
(1)	Click 'Actions' in the VAT Clearing Company - TINCO tile.



## Edit Button

The screenshot shows the FTA portal interface. On the left, there's a sidebar with navigation links: HOME, ABDULLAH (selected), VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area has a search bar at the top. Below it, there's a 'Required Actions' section and an 'Overview' section. In the 'Overview' section, there are three cards: 'Value Added Tax' (Active), 'Excise Tax' (Not registered), and 'Tax Group'. The 'Excise Tax' card has an 'Actions' dropdown menu open, showing 'View', 'Edit' (highlighted with a red box and a yellow circle with '1'), 'Amend', and 'Deregister'. To the right of these cards, there's a 'Most Used Services' section with links to Excise Clearing Company - Registration (TINCE), VAT Clearing Company - Registration (TINCO), and Value Added Tax Registration.

Step	Action
(1)	Click 'Edit' to initiate the Edit VAT Clearing Company - TINCO registration application.



# Guidelines and Instructions

The screenshot shows the 'VAT Clearing Company (TINCO) Registration - Edit' page. At the top, there are sections for 'No. of form sections' (3 sections), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of charge). Below these are sections for 'Tutorial Materials' (Watch Video Tutorial, Download User Manual), 'Required Documents' (N.A.), and 'Service Details' (About the service, Eligibility Criteria, Service steps, FAQs). At the bottom, there is a checkbox labeled 'I confirm that I have read the above instructions and guidelines'.

 The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to editing your VAT Clearing Company - TINCO registration, in the UAE. It also provides guidance on what information you should have in hand when you are editing the VAT Clearing Company (TINCO) registration application.

The screenshot shows the same 'VAT Clearing Company (TINCO) Registration - Edit' page as the previous one. The 'I confirm that I have read the above instructions and guidelines' checkbox is highlighted with a red box and a yellow circle with the number '1' pointing to it. The rest of the page content is identical to the first screenshot.

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.



FEDERAL TAX AUTHORITY

What are you looking for?

User Type:  عرب  English  A  +A

Home > Charity Registration > VAT Clearing Company (TINCO) - Edit

### VAT Clearing Company (TINCO) Registration - Edit

No. of form sections 3 sections	Expected time to complete this application 45 minutes	Expected fees for this service Free of charge
Tutorial Materials <a href="#">Watch Video Tutorial</a> <a href="#">Download User Manual</a>	Required Documents N.A.	
Service Details <a href="#">About the service</a> <a href="#">Eligibility Criteria</a> <a href="#">Service steps</a> <a href="#">FAQs</a>		
<input checked="" type="checkbox"/> I confirm that I have read the above instructions and guidelines <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>		
<a href="#">Back</a>		<a href="#" style="background-color: #8B4513; color: white; padding: 5px 10px;">Start</a>

**Step Action**

(1) Click 'Start' to initiate the Edit VAT Clearing Company - TINCO Registration application.



## Communication Details

The screenshot shows the 'Communication Details' section of the VAT Clearing Company (TINCO) Registration - Edit page. It displays a table of entities with columns for Entity Name in English, Address, Email Address, Mobile Number, Landline Number, and Action. A row for 'ABC Trading Co' is selected, and an edit dialog is open over it. The dialog has fields for Entity Name in English ('ABC Trading Co'), Entity Name in Arabic ('أب سي ترADING كو'), Building Name & Number ('101'), Street ('Abu Dhabi'), Area ('Abu Dhabi'), City ('AbuDhabi'), PO Box No. ('879657'), Country Code ('+971 ( United Arab Emirates )'), Mobile Number ('987654321'), and Landline Number ('387353897'). Buttons at the bottom of the dialog include 'Edit' (highlighted with a red box), 'Delete' (with a red circle around the number 1), and 'Cancel'. Below the table, there are buttons for 'Previous Step', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select “Action”, to edit or delete communication details.</li> <li>Note that only communication details can be updated.</li> </ul>

The screenshot shows the 'Add Entity' dialog box overlaid on the main page. The dialog contains fields for Entity Name in English ('ABC Trading Co'), Entity Name in Arabic ('أب سي ترADING كو'), Country ('United Arab Emirates'), Building Name & Number ('101'), Street ('Abu Dhabi'), Area ('Abu Dhabi'), City ('AbuDhabi'), PO Box No. ('879657'), Country Code ('+971 ( United Arab Emirates )'), Mobile Number ('987654321'), and Landline Number ('387353897'). A 'Save' button is highlighted with a red box and a red circle around the number 1. Below the dialog, there are buttons for 'Previous Step', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Edit the communication data and click on “Save” to complete the edit activity.



Screenshot of the VAT Clearing Company (TINCO) Registration - Edit page.

The page shows a table of communication details for 'ABC Trading Co' with columns: Entity Name in English, Address, Email Address, Mobile Number, Landline Number, and Action. The 'Action' column contains 'Edit' and 'Delete' buttons, with 'Edit' highlighted and circled in red.

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
ABC Trading Co	101	Training_ff@abc.com	987654321	387553897	Edit  Delete

At the bottom right, there are buttons for 'Cancel', 'Save as Draft', and 'Next Step'. The 'Next Step' button is highlighted and circled in red.



# Review and Declaration

The screenshot shows the 'Review & Declaration' section of the application. It includes two tables for comparison: 'Step 1: Communication Details' and 'Authorized Signatory & Declaration'. The 'Communication Details' table shows information for 'ABC Trading Co' with two rows: 'Old' (Mobile Number: 987654321, Landline Number: 387353897) and 'New' (Mobile Number: 987654321, Landline Number: 387353897). The 'Authorized Signatory & Declaration' table shows 'No data' under 'Name in English', 'Name in Arabic', and 'Email ID'. At the bottom, there are 'Cancel', 'Save as Draft', and 'Submit' buttons.

	<ul style="list-style-type: none"> <li>This section will help you to make sure that you have completed the application correctly.</li> <li>The section provides a comparison of the old and the newly updated information.</li> </ul>
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The screenshot shows the 'Declaration' section. It includes fields for 'First Name in English' (Training), 'Last Name in English' (ff), 'First Name in Arabic' (تدريب), 'Last Name in Arabic' (دربن)، 'Country Code' (+971 (United Arab Emirates)), 'Phone Number' (987654321), 'Email ID' (training\_ff@abc.com), and 'Date of Submission' (26/07/2022). A red box highlights the checkbox labeled 'I declare that all information provided is true, accurate and complete to the best of my knowledge and belief'. At the bottom, there are 'Cancel', 'Save as Draft', and 'Submit' buttons.

Step	Action
(1)	After carefully reviewing all 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) website showing the 'VAT Clearing Company (TINCO) Registration - Edit' page.

The page displays the following information:

- Authorized Signatory & Declaration**
- Authorized Signatory list**: A table with columns: Name in English, Name in Arabic, Email ID. It shows "No data".
- Declaration** section with fields for First Name in English (Training), Last Name in English (ff), First Name in Arabic (دربن)، Last Name in Arabic (دربن)، Country Code (+971 ( United Arab Emirates )), Phone Number (987654321), and Email ID (training\_ff@abc.com).
- Date of Submission**: 06/07/2022
- Disclaimer**: I declare that all information provided is true , accurate and complete to the best of my knowledge and belief.
- Action Buttons**: Previous Step, Cancel, Save as Draft, Submit (highlighted with a red circle labeled '1').

**Step Action**

Step	Action
(1)	Click 'Submit' to complete the edit application.



## Post Application Submission

Application Edited Successfully

Name : Abdullah  
Reference Number : 9999000000556  
Submitted Date : 26 July 2022

**What Next:**

- Once your application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified via the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated automatically. You may check your application status in the dashboard from time to time.

**Important Notes:**

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

For any query please contact us on [www.ets.ae](http://www.ets.ae) or contact us directly at our call center number 1234567890 or email [ets@ptaf.ae](mailto:ets@ptaf.ae)

[Back to Dashboard](#) [Download](#)

	<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>The edit application is automatically approved, the updated changes can be viewed in your registration.</li> <li>Read the “What Next” and “Important Notes”.</li> </ul>
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Application Edited Successfully

Name : Abdullah  
Reference Number : 9999000000556  
Submitted Date : 26 July 2022

**What Next:**

- Once your application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified via the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated automatically. You may check your application status in the dashboard from time to time.

**Important Notes:**

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

For any query please contact us on [www.ets.ae](http://www.ets.ae) or contact us directly at our call center number 1234567890 or email [ets@ptaf.ae](mailto:ets@ptaf.ae)

[Back to Dashboard](#) [Download](#)

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 Taxable Person dashboard.</li> </ul>



## Correspondences

**Taxpayer receives the following correspondences:**

- Application submission acknowledgment



Thank you