



إمارات تاكس  
**EMARATAX**

## Initiate and processing retention payment claims for UAE Nationals Building New Residences refund - User Manual

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**Private and Confidential**

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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 Section

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
English      عربي	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

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



## Table of contents

Document Control Information.....	2
Annexure Section.....	3
Navigating through EmaraTax .....	4
Table of contents .....	5
Introduction .....	6
EmaraTax Login Page .....	7
Special Refunds Dashboard.....	8
UAE Nationals Building New Residences – Retention Refund Request - Dashboard .....	9
Instructions and Guidelines.....	11
Applicant Details.....	13
Claim Details.....	16
Property Details.....	17
Expense Details.....	18
Bank Details.....	24
Review & Declaration .....	28
Acknowledgement.....	32
Correspondences.....	34



## Introduction



This manual is prepared to help the applicant to navigate through the EmaraTax portal and to guide the applicant in submitting a retention refund request for UAE Nationals Building New Residences.



## EmaraTax Login Page

**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**  
Welcome to the EmaraTax

**Login with your E-mail**

Email Address: training07@xyz.com

Password: ..... [\(Show\)](#)

[Forgot password?](#)

Enter Security Code: 161156

[Login](#)

**Login with your Emirates ID**

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS [★](#)

[Login With UAE PASS](#)

- 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.



## Special Refunds Dashboard

The screenshot shows the Federal Tax Authority's Special Refunds Dashboard. On the left, there's a sidebar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area has a search bar and navigation buttons for User Type, Language (Arabic), and font size. A 'Required Actions' section shows 'No data'. To the right, a 'Most Used Services' section lists 'Refund Home Builder' and 'Sign Up Process'. Below these are two boxes: 'Business Visitor Refunds' (0 Total Requests) and 'New Residence VAT Refunds' (3 Total Requests). The 'New Residence VAT Refunds' box is highlighted with a red border and a yellow circle containing the number '1'.

Step	Action
(1)	Click here to view all your previous New Residence VAT Refunds



## UAE Nationals Building New Residences – Retention Refund Request - Dashboard

The screenshot shows a dashboard titled "New Residence VAT Refunds". It includes a search bar, user type selection, and language options. A table displays two refund applications:

Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
HB2210000 225	27/07/2022	Noorul Azim A	نورول عظيم	10,000.00	10,000.00	10,000.00	10,000.00	Reviewed	<a href="#">View</a>
HB2210000 223	27/07/2022	Noorul Azim A	نورول عظيم	55,000.00	55,000.00	55,000.00	55,000.00	Reviewed	<a href="#">View</a>

This dashboard displays information related to your previous New Residence VAT refund requests.

The screenshot shows a dashboard titled "New Residence VAT Refunds". It includes a search bar, user type selection, and language options. A table displays two refund applications:

Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
HB2210000 225	27/07/2022	Noorul Azim A	نورول عظيم	10,000.00	10,000.00	10,000.00	10,000.00	Reviewed	<a href="#">View</a>
HB2210000 223	27/07/2022	Noorul Azim A	نورول عظيم	55,000.00	55,000.00	55,000.00	55,000.00	Reviewed	<a href="#">View</a>

You can add a new column to the table or filter the refund applications by its status. You can also search for an application by the refund application number.



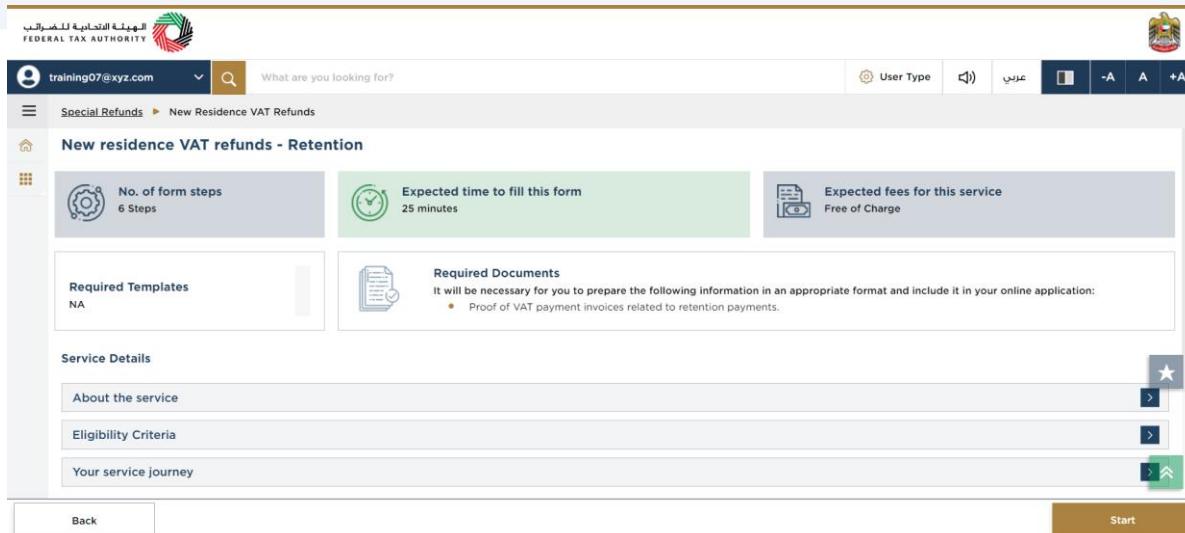
Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
HB2210000 225	27/07/2022	Noorul Azim A	نورول عظيم	10,000.00	10,000.00	10,000.00	10,000.00	Reviewed	...
HB2210000 223	27/07/2022	Noorul Azim A	نورول عظيم	55,000.00	55,000.00	55,000.00	55,000.00	Reviewed	...

Step	Action
(1)	Click on 'ellipsis' to view or Request Retention

Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
HB2210000 225	27/07/2022	Noorul Azim A	نورول عظيم	10,000.00	10,000.00	10,000.00	10,000.00	Reviewed	...
HB2210000 223	27/07/2022	Noorul Azim A	نورول عظيم	55,000.00	55,000.00	55,000.00	55,000.00	Reviewed	...

Step	Action
(1)	Click here to initiate a retention payment claim

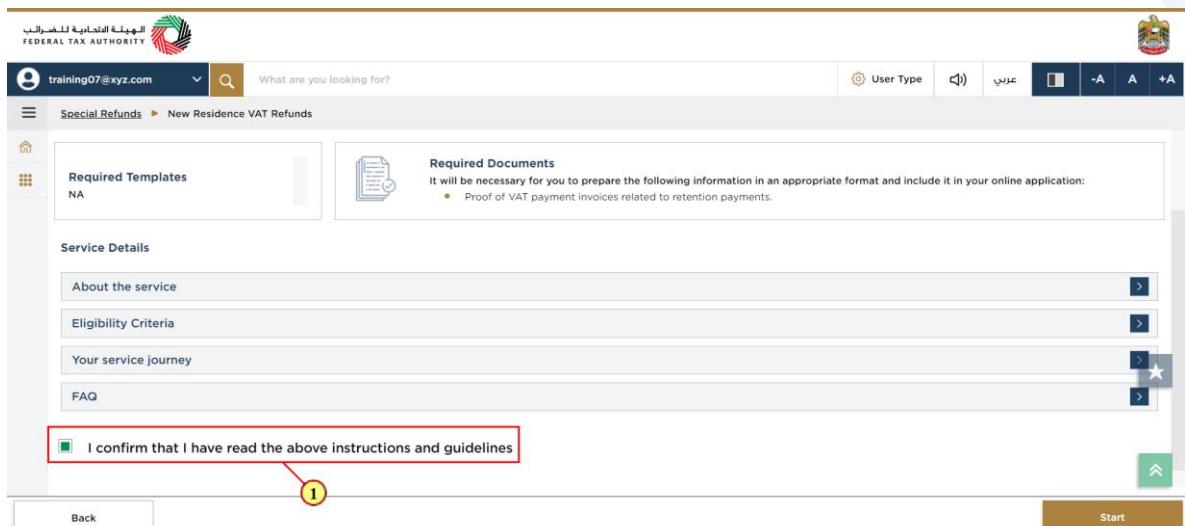
## Instructions and Guidelines



The screenshot shows the 'New residence VAT refunds - Retention' service page. Key details include:

- No. of form steps: 6 Steps
- Expected time to fill this form: 25 minutes
- Expected fees for this service: Free of Charge
- Required Documents: Proof of VAT payment invoices related to retention payments.
- Service Details: About the service, Eligibility Criteria, Your service journey.
- Buttons: Back, Start.

 These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this refund request.



The screenshot shows the 'New Residence VAT Refunds' service page. A red box highlights the checkbox for confirming reading the instructions and guidelines, with a yellow circle labeled '1' pointing to it. Other visible elements include:

- Required Templates: NA
- Required Documents: Proof of VAT payment invoices related to retention payments.
- Service Details: About the service, Eligibility Criteria, Your service journey, FAQ.
- Buttons: Back, Start.

Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines



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What are you looking for?

User Type: عربی -A A +A

Special Refunds > New Residence VAT Refunds

Required Templates NA

Required Documents

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

- Proof of VAT payment invoices related to retention payments.

Service Details

- About the service
- Eligibility Criteria
- Your service journey
- FAQ

I confirm that I have read the above instructions and guidelines

Back 1

Start

Step	Action
(1)	Click on 'Back' to go back to the previous page

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What are you looking for?

User Type: عربی -A A +A

Special Refunds > New Residence VAT Refunds

Required Templates NA

Required Documents

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

- Proof of VAT payment invoices related to retention payments.

Service Details

- About the service
- Eligibility Criteria
- Your service journey
- FAQ

I confirm that I have read the above instructions and guidelines

Back 1

Start

Step	Action
(1)	Click on 'Start' to proceed to the refund request



## Applicant Details

The progress bar displays the number of steps required to complete the refund request. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green.

**Information:** The progress bar displays the number of steps required to complete the refund request. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green.

This section is pre-populated from original application.

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

training07@xyz.com

What are you looking for?

User Type: عربی -A A +A

New Residence VAT Refunds

### New residence VAT refunds - Retention

Country Code	Mobile Number	Country code (optional)	Other Mobile Number (Optional)
+971 (United Arab Emirates)	659761875		
Email ID			
training07@xyz.com			
Family Book Number	<a href="#">View Family Book Copy</a>		
1234			
TRN (If you are a Taxable Person)			
Previous Step		<a href="#">Save as Draft</a>	<a href="#">Next Step</a>

Step	Action
(1)	Click on 'Previous' to go back to the previous section

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FEDERAL TAX AUTHORITY

training07@xyz.com

What are you looking for?

User Type: عربی -A A +A

New Residence VAT Refunds

### New residence VAT refunds - Retention

Country Code	Mobile Number	Country code (optional)	Other Mobile Number (Optional)
+971 (United Arab Emirates)	659761875		
Email ID			
training07@xyz.com			
Family Book Number	<a href="#">View Family Book Copy</a>		
1234			
TRN (If you are a Taxable Person)			
Previous Step		<a href="#">Save as Draft</a>	<a href="#">Next Step</a>

Step	Action
(1)	Click on 'Save as draft' to save the refund request as a draft



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What are you looking for?

New Residence VAT Refunds

### New residence VAT refunds - Retention

Country Code +971 (United Arab Emirates)	Mobile Number 659761875	Country code (optional)	Other Mobile Number (Optional)
Email ID training07@xyz.com			
Family Book Number 1234		<a href="#">View Family Book Copy</a>	
TRN (If you are a Taxable Person)		<input type="button" value="I"/>	
<input type="button" value="Previous Step"/>	<input type="button" value="Save as Draft"/> <input style="background-color: #c0392b; color: white; border: 1px solid #c0392b; border-radius: 5px; padding: 2px 10px; font-weight: bold; margin-left: 10px;" type="button" value="Next Step"/>		

Step	Action
(1)	Click on 'Next Step' to proceed to the next section



## Claim Details

Screenshot of the Federal Tax Authority's 'New residence VAT refunds - Retention' claim details page.

The page shows the following information:

- Purpose of the claim: New Construction
- Request refund type: Housing program fund (selected)
- Funder Name: Abu Dhabi Housing Authority
- Buttons at the bottom: Previous Step, Save as Draft, Next Step

 This section is pre-populated from original application.



## Property Details

Screenshot of the 'New residence VAT refunds - Retention' application form on the Federal Tax Authority website.

**Header:** What are you looking for? (Search bar), User Type (dropdown), Arabic/English toggle, Font size (+A, A, -A).

**Breadcrumbs:** Home > New Residence VAT Refunds

**Section Title:** New residence VAT refunds - Retention

**Form Fields:**

- Date of property completion certificate: 01/05/2022
- Plot number: 1234
- Street: str al hada
- Area: Abu Dhabi
- Emirate: Abu Dhabi
- City: Abu Dhabi
- Block number: 85

**Buttons:** Previous Step, Save as Draft, Next Step.



This section is pre-populated from original application.



## Expense Details

What are you looking for? User Type: Arabic -A A +A

Home > New Residence VAT Refunds

New residence VAT refunds - Retention Declaration

Expense Details

Retention Reference Details

Previous amount of VAT Claimed(AED) Previous amount of VAT Approved(AED)

10,000.00 10,000.00

Reference Number: HB2210000225

Please enter the relevant expense details pertaining to the retention

Save as Draft Next Step

Step	Action
(1)	The retention reference details are pre-populated based on the VAT amount entered in the original application

What are you looking for? User Type: Arabic -A A +A

Home > New Residence VAT Refunds

New residence VAT refunds - Retention

Reference Number: HB2210000225

Please enter the relevant expense details pertaining to the retention

Total amount Of VAT claimed(AED) Last payment Date

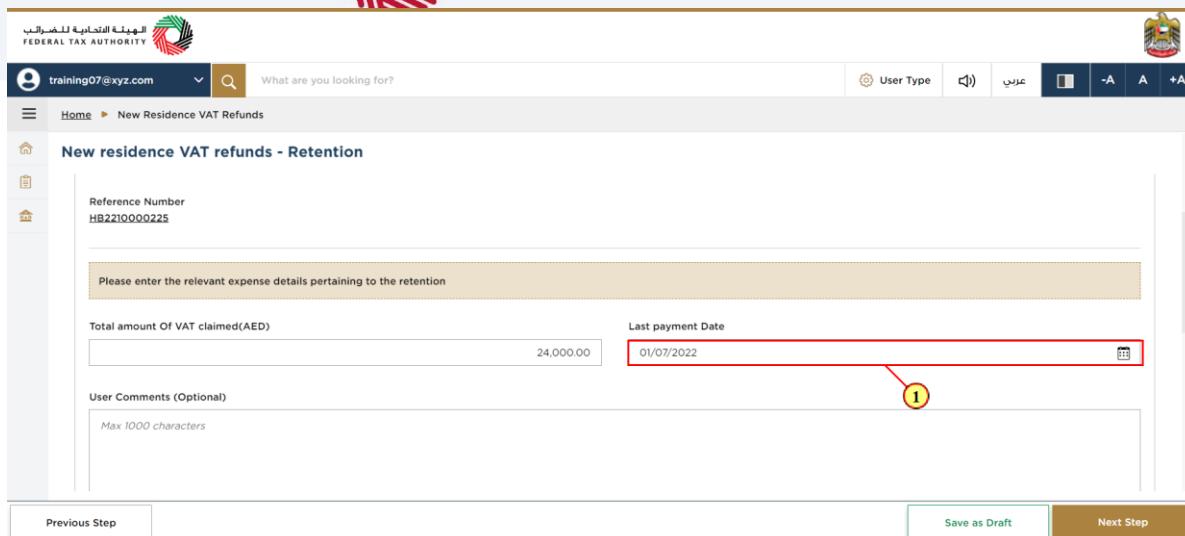
24,000.00 DD/MM/YYYY

User Comments (Optional)

Max 1000 characters

Save as Draft Next Step

Step	Action
(1)	Enter the total VAT amount paid on the construction of the property. This will be the requested refund amount



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What are you looking for?

User Type: عربی

Reference Number: HB2210000225

Please enter the relevant expense details pertaining to the retention

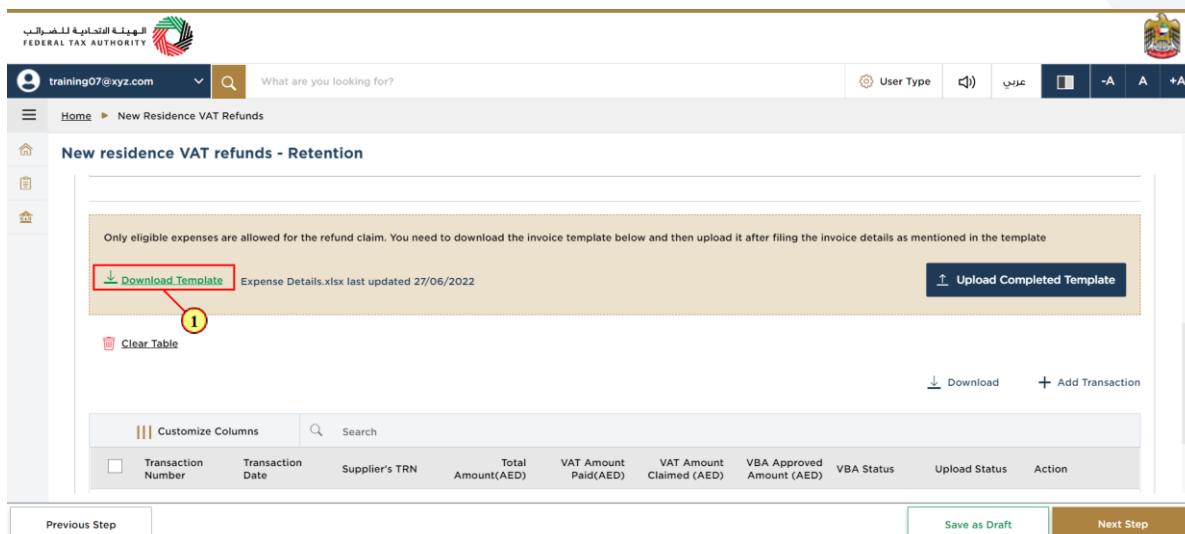
Total amount Of VAT claimed(AED): 24,000.00

Last payment Date: 01/07/2022

User Comments (Optional): Max 1000 characters

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Enter the Last payment Date



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What are you looking for?

User Type: عربی

Home > New Residence VAT Refunds

New residence VAT refunds - Retention

Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template

[Download Template](#) Expense Details.xlsx last updated 27/06/2022

[Upload Completed Template](#)

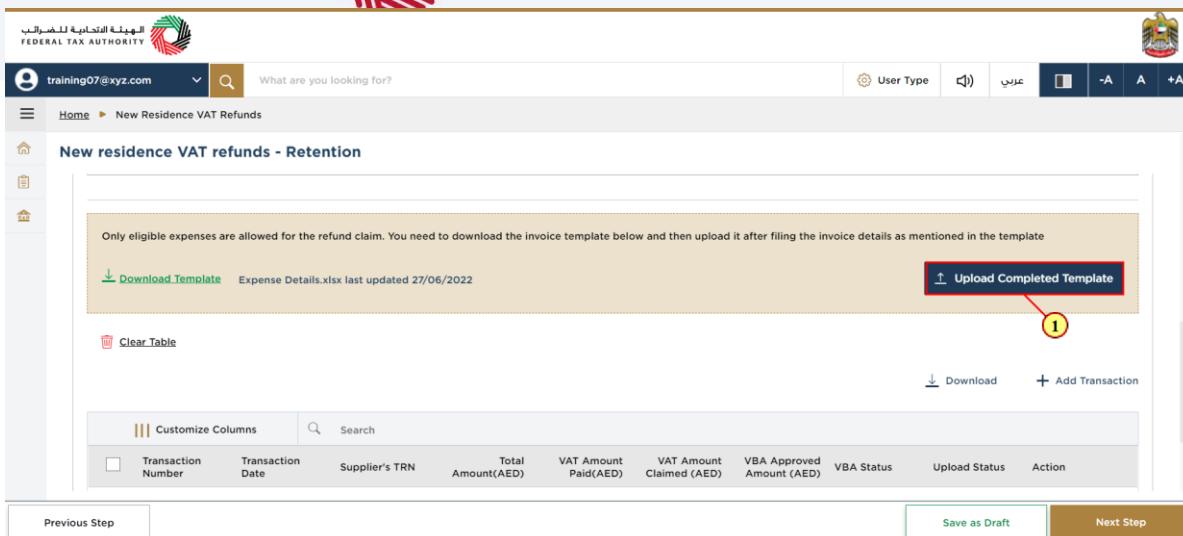
[Clear Table](#)

Customize Columns | Search

Transaction Number	Transaction Date	Supplier's TRN	Total Amount(AED)	VAT Amount Paid(AED)	VAT Amount Claimed (AED)	VBA Approved Amount (AED)	VBA Status	Upload Status	Action
--------------------	------------------	----------------	-------------------	----------------------	--------------------------	---------------------------	------------	---------------	--------

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Click here to download the template that can filled offline to directly upload items to the expense details



Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template

[Download Template](#) Expense Details.xlsx last updated 27/06/2022

[Upload Completed Template](#)

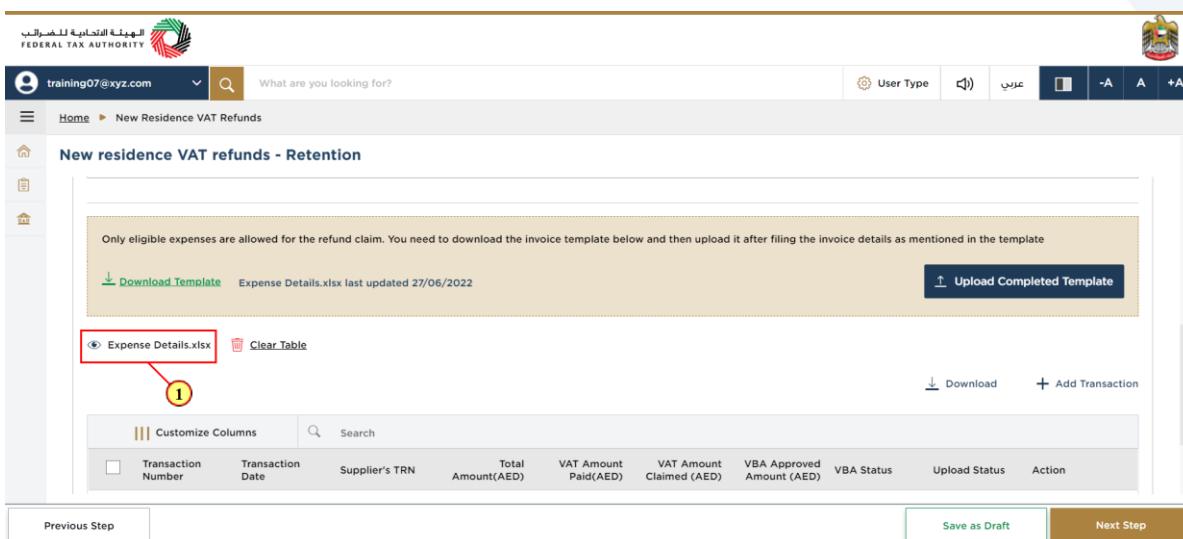
[Clear Table](#)

[Download](#) [Add Transaction](#)

Expense Details										
Customize Columns										
<input type="checkbox"/>	Transaction Number	Transaction Date	Supplier's TRN	Total Amount(AED)	VAT Amount Paid(AED)	VAT Amount Claimed (AED)	VBA Approved Amount (AED)	VBA Status	Upload Status	Action

[Previous Step](#) [Save as Draft](#) [Next Step](#)

Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the expense details table below



Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template

[Download Template](#) Expense Details.xlsx last updated 27/06/2022

[Upload Completed Template](#)

[Expense Details.xlsx](#) [Clear Table](#)

[Download](#) [Add Transaction](#)

Expense Details										
Customize Columns										
<input type="checkbox"/>	Transaction Number	Transaction Date	Supplier's TRN	Total Amount(AED)	VAT Amount Paid(AED)	VAT Amount Claimed (AED)	VBA Approved Amount (AED)	VBA Status	Upload Status	Action

[Previous Step](#) [Save as Draft](#) [Next Step](#)

Step	Action
(1)	Click here to download the uploaded template

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What are you looking for?

User Type | عرب | -A | A | +A

Home > New Residence VAT Refunds

### New residence VAT refunds - Retention

Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template

[Download Template](#) Expense Details.xlsx last updated 27/06/2022    [Upload Completed Template](#)

[Expense Details.xlsx](#) [Clear Table](#) (1)

[Download](#) [Add Transaction](#)

	Transaction Number	Transaction Date	Supplier's TRN	Total Amount(AED)	VAT Amount Paid(AED)	VAT Amount Claimed (AED)	VBA Approved Amount (AED)	VBA Status	Upload Status	Action
<input type="checkbox"/>										

Previous Step [Save as Draft](#) Next Step

Step	Action
(1)	Click here to clear the expense table

training07@xyz.com

What are you looking for?

User Type | عرب | -A | A | +A

Home > New Residence VAT Refunds

### New residence VAT refunds - Retention

Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template

[Download Template](#) Expense Details.xlsx last updated 27/06/2022    [Upload Completed Template](#)

[Expense Details.xlsx](#) [Clear Table](#) (1)

[Download](#) [+ Add Transaction](#)

	Transaction Number	Transaction Date	Supplier's TRN	Total Amount(AED)	VAT Amount Paid(AED)	VAT Amount Claimed (AED)	VBA Approved Amount (AED)	VBA Status	Upload Status	Action
<input type="checkbox"/>										

Previous Step [Save as Draft](#) Next Step

Step	Action
(1)	Click here to add an expense to the expense table

Invoice Number - 9891464615

Invoice Details	Transaction Type	Transaction Number
Tax Invoice	9891464615	
Transaction Date	Supplier's TRN	
01/07/2022	100010413100003	
Supplier's Name	Line Item	
Abu Dhabi Construction Company	100	
Total Amount Paid (AED)	VAT Paid (AED)	
240,000.00	12,000.00	2,000.00

**1**

Save | Save as Draft | Next Step

Step	Action
(1)	Enter all the mandatory details. Optional fields will be marked as 'Optional'

Invoice Number - 9891464615

VAT Claimed (AED)	Goods or Services for which VAT is claimed
12,000.00	Goods
Please fill the below details as action on this Invoice	
Upload copy of invoices or other documents	Upload copy of payment proof
<b>1</b>	Add/View(1) Drag files here
Max File size: 15 MB	Formats : PDF, JPG, PNG, XLS, XLSX,
	Max No. of files : 3
Additional Comments (Optional)	
File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3	
Max 1000 characters	

**1**

Save | Save as Draft | Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green

Invoice Number - 9891464615

VAT Claimed (AED)	Goods or Services for which VAT is claimed
12,000.00	Goods
Please fill the below details as action on this Invoice	
Upload copy of Invoices or other documents	Upload copy of payment proof
<input type="button" value="Add/View(I)"/> Drag files here	<input type="button" value="Add/View(I)"/> Drag files here
Max File size: 15 MB	Max File size: 15 MB
Formats : PDF, JPG, PNG, XLS, XLSX, JPEG	Formats : PDF, JPEG, JPG
Max No. of files : 3	Max No. of files : 3
Additional Comments (Optional)	
Max 1000 characters	
<input type="button" value="Save"/> <span style="border: 1px solid yellow; border-radius: 50%; padding: 2px;">1</span>	
<input type="button" value="Save as Draft"/> <input type="button" value="Next Step"/>	

Step	Action
(1)	Click on 'Save'

New residence VAT refunds - Retention

<input type="button" value="Expense Details.xlsx"/> <input type="button" value="Clear Table"/>	<input type="button" value="Download"/> <input type="button" value="Add Transaction"/>																																								
<input type="button" value="Customize Columns"/> <input type="button" value="Search"/> <table border="1"> <thead> <tr> <th>Transaction Number</th> <th>Transaction Date</th> <th>Supplier's TRN</th> <th>Total Amount(AED)</th> <th>VAT Amount Paid(AED)</th> <th>VAT Amount Claimed (AED)</th> <th>VBA Approved Amount (AED)</th> <th>VBA Status</th> <th>Upload Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>9891464615</td> <td>01/07/2022</td> <td>100010413100003</td> <td>240,000.00</td> <td>12,000.00</td> <td>12,000.00</td> <td>12,000.00</td> <td>Approve</td> <td></td> <td>***</td> </tr> <tr> <td>8376999443</td> <td>02/07/2022</td> <td>100010413100003</td> <td>240,000.00</td> <td>12,000.00</td> <td>12,000.00</td> <td>12,000.00</td> <td>Approve</td> <td></td> <td>***</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td></td> <td>480,000.00</td> <td>24,000.00</td> <td>24,000.00</td> <td>24,000.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Transaction Number	Transaction Date	Supplier's TRN	Total Amount(AED)	VAT Amount Paid(AED)	VAT Amount Claimed (AED)	VBA Approved Amount (AED)	VBA Status	Upload Status	Action	9891464615	01/07/2022	100010413100003	240,000.00	12,000.00	12,000.00	12,000.00	Approve		***	8376999443	02/07/2022	100010413100003	240,000.00	12,000.00	12,000.00	12,000.00	Approve		***	<b>Total</b>			480,000.00	24,000.00	24,000.00	24,000.00			
Transaction Number	Transaction Date	Supplier's TRN	Total Amount(AED)	VAT Amount Paid(AED)	VAT Amount Claimed (AED)	VBA Approved Amount (AED)	VBA Status	Upload Status	Action																																
9891464615	01/07/2022	100010413100003	240,000.00	12,000.00	12,000.00	12,000.00	Approve		***																																
8376999443	02/07/2022	100010413100003	240,000.00	12,000.00	12,000.00	12,000.00	Approve		***																																
<b>Total</b>			480,000.00	24,000.00	24,000.00	24,000.00																																			
Total VAT Amount Claimed : AED 24,000.00																																									
<input type="button" value="Previous Step"/> <input type="button" value="Save as Draft"/> <input type="button" value="Next Step"/>																																									

	You can add a new column to the table or filter the expense by its status. You can also search for the expense details by the transaction number.
---	---



## Bank Details

**New residence VAT refunds - Retention**

**Banking Details**

Country	IBAN	Bank Name	Bank Branch
United Arab Emirates	[REDACTED]	[REDACTED]	[REDACTED]
Account Holder's Name	Account Number		
[REDACTED]	[REDACTED]		

Previous Step 1 Next Step

Save as Draft

Step	Action
(1)	Enter your bank account details

**New residence VAT refunds - Retention**

**Banking Details**

Country	IBAN	Bank Name	Bank Branch
United Arab Emirates	[REDACTED]	[REDACTED]	[REDACTED]
Account Holder's Name	Account Number		
[REDACTED]	[REDACTED]		

Previous Step 1 Next Step

	For domestic accounts, the IBAN will be validated by the system. For international accounts, you have to upload a Bank Validation letter. If your bank account is not within United Arab Emirates, you will have the option to select the eligible currency for refund.
--	---

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What are you looking for?

User Type | عربى | -A | A | +A

Home > New Residence VAT Refunds

### New residence VAT refunds - Retention

**Banking Details**

Country: United Arab Emirates

IBAN:

Bank Name: [REDACTED] 1

Bank Branch: [REDACTED]

Account Holder's Name:

Account Number: [REDACTED]

Previous Step Save as Draft Next Step

Step	Action
(1)	Enter International Bank Account Number (IBAN in UAE consist of 23 characters)

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What are you looking for?

User Type | عربى | -A | A | +A

Home > New Residence VAT Refunds

### New residence VAT refunds - Retention

**Banking Details**

Country: United Arab Emirates

IBAN: [REDACTED]

Bank Name: [REDACTED]

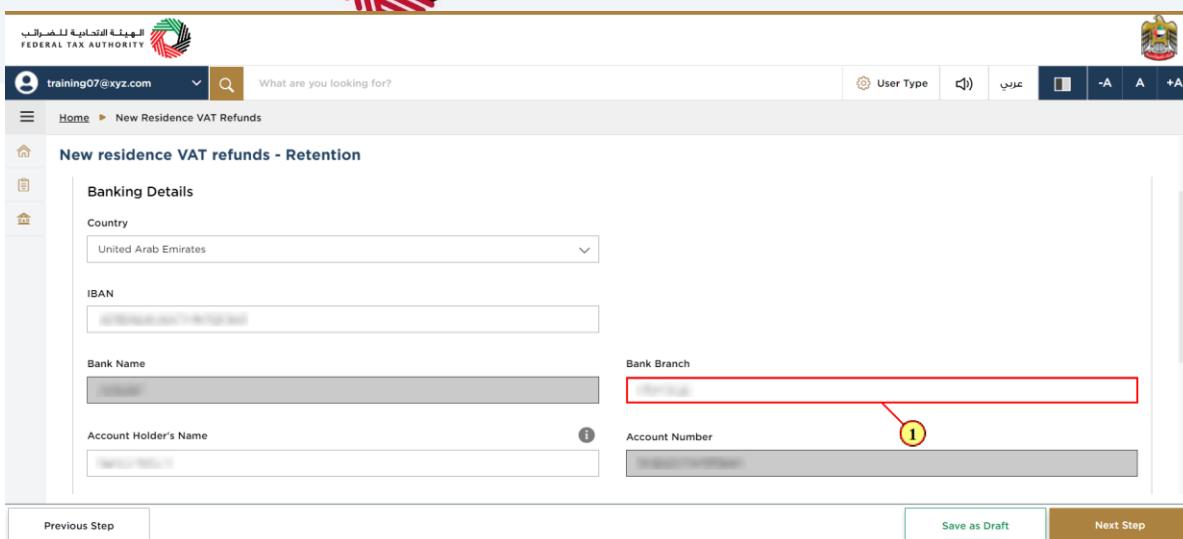
Bank Branch: [REDACTED]

Account Holder's Name:  1

Account Number: [REDACTED]

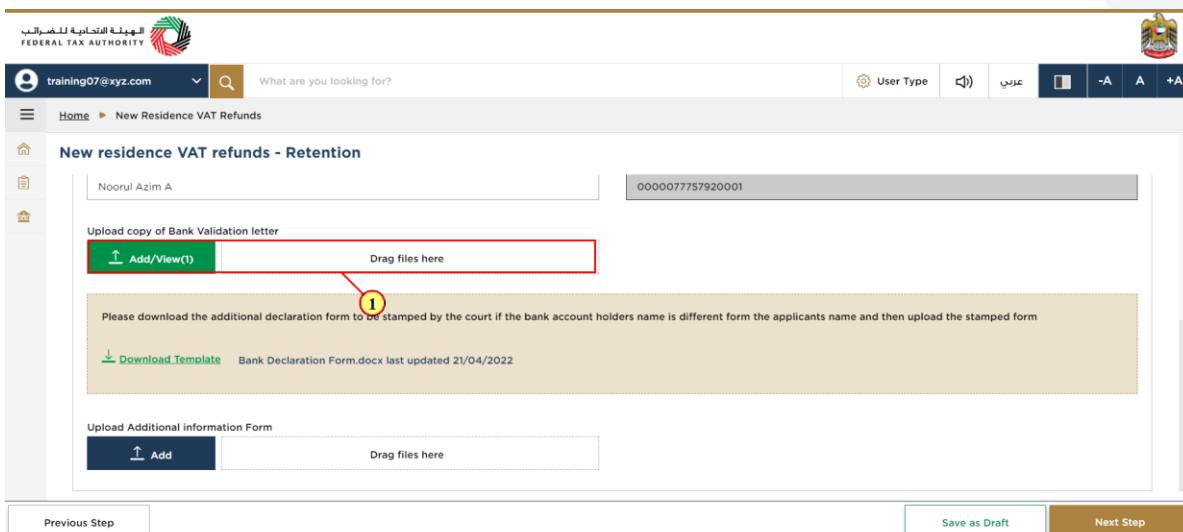
Previous Step Save as Draft Next Step

Step	Action
(1)	Enter the name of Account holder operating the bank account



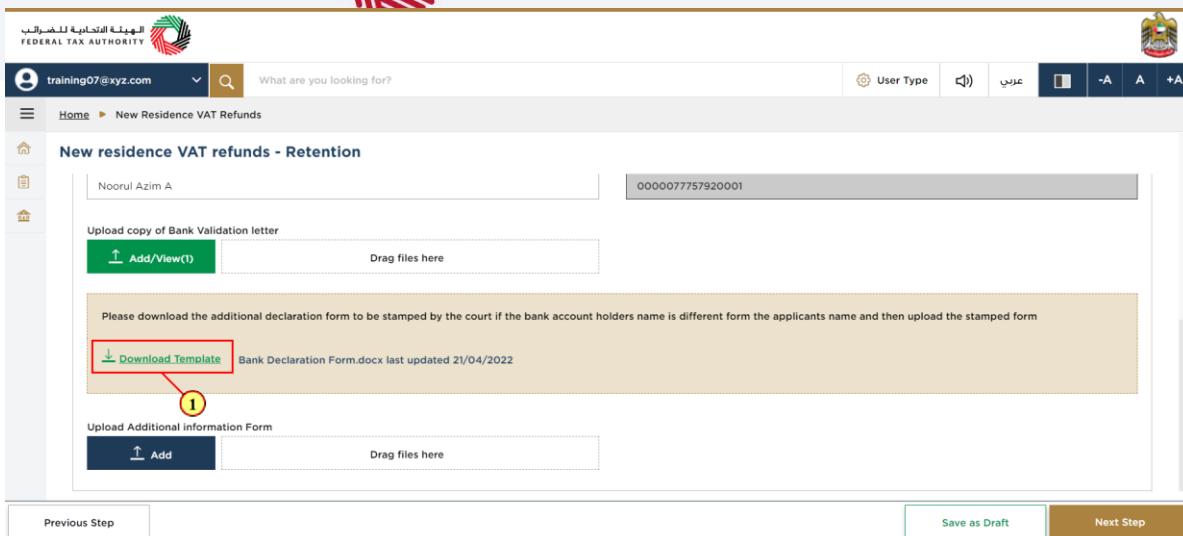
The screenshot shows the 'New residence VAT refunds - Retention' form. It includes fields for Banking Details: Country (United Arab Emirates), IBAN, Bank Name, Bank Branch (highlighted with a red box and circled '1'), Account Holder's Name, and Account Number. Buttons for 'Previous Step', 'Save as Draft', and 'Next Step' are at the bottom.

Step	Action
(1)	Enter the branch name



The screenshot shows the 'New residence VAT refunds - Retention' form. It includes sections for 'Upload copy of Bank Validation letter' (with a green 'Add/View(1)' button highlighted with a red box and circled '1') and 'Download Template' (Bank Declaration Form.docx last updated 21/04/2022). Other sections include 'Upload Additional information Form' and 'Save as Draft'/'Next Step' buttons.

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the Bank Validation letter. On successful upload of document, the 'Add' button will highlight in green



What are you looking for? User Type: عربی -A A +A

Noorul Azim A 0000077757920001

Upload copy of Bank Validation letter

↑ Add/View(1) Drag files here

Please download the additional declaration form to be stamped by the court if the bank account holders name is different form the applicants name and then upload the stamped form

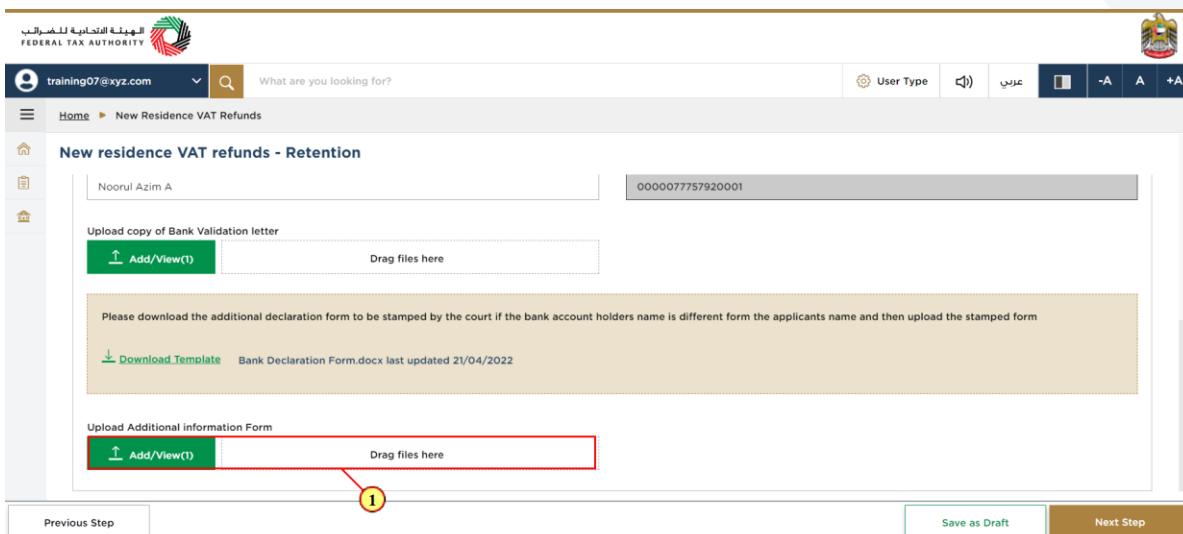
[Download Template](#) Bank Declaration Form.docx last updated 21/04/2022

Upload Additional information Form

↑ Add Drag files here

Previous Step Save as Draft Next Step

Step	Action
(1)	Click here to download the court declaration form



What are you looking for? User Type: عربی -A A +A

Noorul Azim A 0000077757920001

Upload copy of Bank Validation letter

↑ Add/View(1) Drag files here

Please download the additional declaration form to be stamped by the court if the bank account holders name is different form the applicants name and then upload the stamped form

[Download Template](#) Bank Declaration Form.docx last updated 21/04/2022

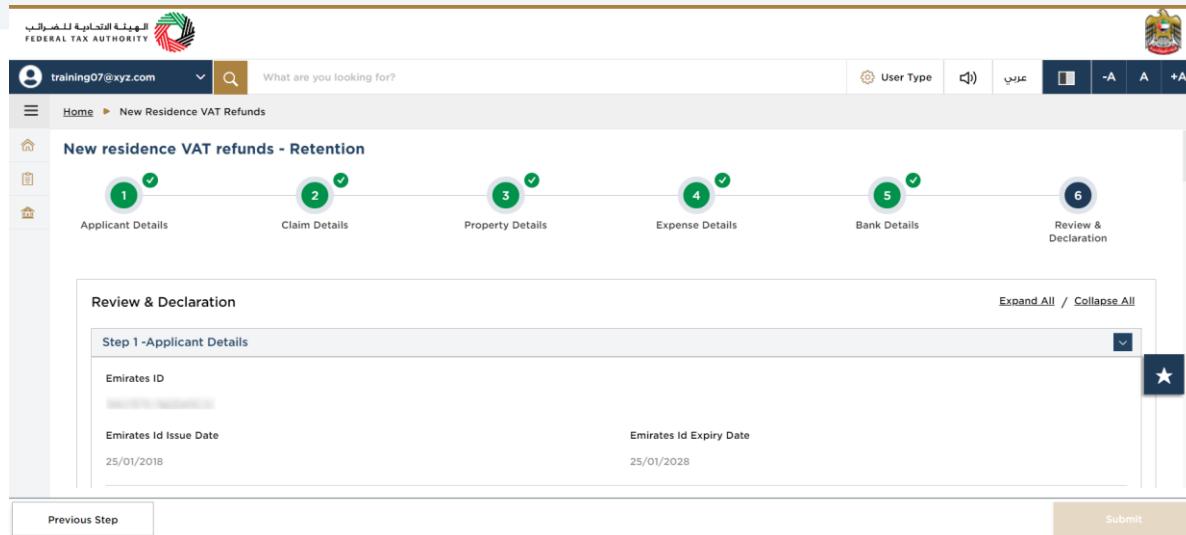
Upload Additional information Form

↑ Add/View(1) Drag files here

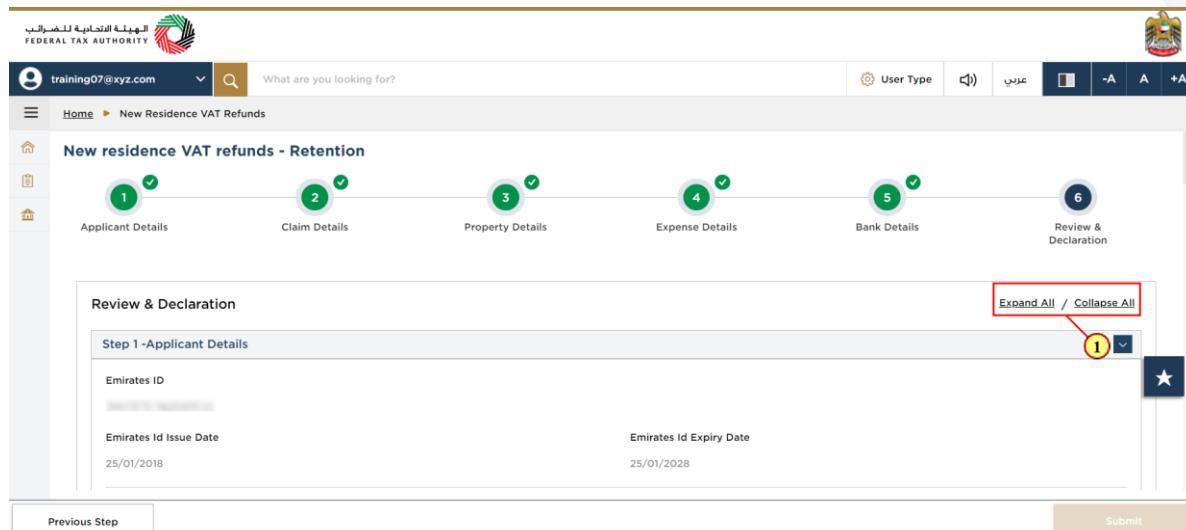
Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the Additional information Form. On successful upload of document, the 'Add' button will highlight in green

## Review & Declaration



 This section displays your completed refund request and allows you to review it prior to submission.



Step	Action
(1)	Click here to expand or collapse all steps at once

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FEDERAL TAX AUTHORITY

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What are you looking for?

User Type: عربی

New Residence VAT Refunds

### New residence VAT refunds - Retention

**Review & Declaration**

Step 1 -Applicant Details

Step 2- Claim Details

Step 3- Property Details

Step 4- Expense Details

Total amount Of VAT claimed(AED) 10,000.00

Previous amount of VAT Approved(AED) 10,000.00

**Edit**

**Submit**

**Previous Step**

Step	Action
(1)	Click on the drop-down arrow to review the details in this step

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What are you looking for?

User Type: عربی

New Residence VAT Refunds

### New residence VAT refunds - Retention

**Review & Declaration**

Step 1 -Applicant Details

Step 2- Claim Details

Step 3- Property Details

Step 4- Expense Details

Total amount Of VAT claimed(AED) 10,000.00

Previous amount of VAT Approved(AED) 10,000.00

**Edit**

**Submit**

**Previous Step**

Step	Action
(1)	Click on each step to review every section

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What are you looking for?

User Type | عربی | -A | A | +A

Home > New Residence VAT Refunds

### New residence VAT refunds - Retention

**Step 4- Expense Details**

Total amount Of VAT claimed(AED)	10,000.00	Previous amount of VAT Approved(AED)	10,000.00
Total amount Of VAT claimed(AED)	Last payment Date		
User Comments (Optional)			

**Edit** (marked with a red circle and number 1)

Previous Step | Submit

Step	Action
(1)	Click here to edit the details in this section

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What are you looking for?

User Type | عربی | -A | A | +A

Home > New Residence VAT Refunds

### New residence VAT refunds - Retention

Country Code	Mobile Number	Email ID
+971 (United Arab Emirates)	658941267	training07@xyz.com
Date of Submission	01/08/2022	

I hereby agree to the below:

- I declare that **1** the owner (a UAE national) and all this information in this form is correct, and that the new residence for which the new residence VAT refund has been requested will be used exclusively by myself or my family members.
- I acknowledge that the federal Tax authority may claim the refund if it finds that I do not meet the specified conditions
- I declare that the VAT incurred on the housing costs has not been recovered in any tax returns under my existing TRN or any other TRN.
- I declare that all materials purchased and which are subject of this claim have been used for the construction of the building
- I read and reviewed all steps information.

Previous Step | Save as Draft | Submit

Step	Action
(1)	Mark the checkbox once you have reviewed all the information given in each step



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FEDERAL TAX AUTHORITY

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What are you looking for?

User Type: عربی -A A +A

Home > New Residence VAT Refunds

### New residence VAT refunds - Retention

Country Code	Mobile Number	Email ID
+971 (United Arab Emirates)	658941267	training07@xyz.com
Date of Submission		
01/08/2022		

I hereby agree to the below:

- I declare that I'm the owner (a UAE national) and all this information in this form is correct, and that the new residence for which the new residence VAT refund has been requested will be used exclusively by myself or my family members.
- I acknowledge that the federal Tax authority may claim the refund if it finds that I do not meet the specified conditions
- I declare that the VAT incurred on the housing costs has not been recovered in any tax returns under my existing TRN or any other TRN.
- I declare that all materials purchased and which are subject of this claim have been used for the construction of the building
- I read and reviewed all steps Information.

!

Previous Step Save as Draft Submit

Step	Action
(1)	Click on 'Submit' to submit the refund request.



## Acknowledgement

The screenshot shows a user interface for submitting VAT refunds. At the top, there's a header with the FTA logo and a search bar. Below the header, a breadcrumb navigation shows 'Special Refunds > HBR Refund Assign List'. The main content area is titled 'New residence VAT refunds - Retention' and contains a form for a 'New Residence VAT Refunds' application. The application details are as follows:

- Applicant's Name : AB Company AB Company
- Refund Application Number : HB2259000160
- Submitted Date : 8 November 2022
- Requested VAT Claim Amount : AED 24,000.00

On the right side of the application form, there's a status indicator 'Submitted' with a blue dot. To the right of the application details, there are two small icons: a star and an upward arrow.

	<p>You have successfully submitted the refund request.</p> <p>Make a note of the application number for future references. You can also access this refund request from the New Residence VAT Refunds tile within the Special Refunds module.</p>
--	---

The screenshot shows the 'What Next' section of the portal. It includes a list of steps for processing the application and some important notes about international bank validation and transfer fees. At the bottom of the page, there's a footer with contact information and two buttons: 'Back to Dashboard' and 'Download'.

A red circle with the number '1' is drawn around the 'Back to Dashboard' button, indicating it as a key action step.

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.



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What are you looking for?

User Type | Arabic | -A | A | +A

Special Refunds > HBR Refund Assign List

**What Next**

1. Processing your application:
- a. Your application will be reviewed by the FTA. You will be contacted if we require more information to assist with our review. You will need to provide the information requested for us to continue processing your application.
- b. 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.
- c. Where we reject an application, we will provide you with the reason for doing so. You may re-apply but only once you have resolved the matters brought to your attention (if possible).
2. The status of your application in the dashboard will be updated accordingly. You can check the status of your application at any time by logging into the EmaraTax portal.

**Important Notes**

The international bank details will be validated during the refund application process if you use an international bank that does not have a correspondent bank in the UAE. A transfer fee will be charged by the associated bank.

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

Back to Dashboard | Download

1

Step	Action
(1)	Click on 'Download' to download a copy of refund application submission acknowledgement



## Correspondences

**After submission, applicant receives the following correspondences:**

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

Thank you