



إمارات تاكس
EMARATAX

Convert TINVG to TRN 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"> • Registered for VAT • Registered for Excise • Non-registered Taxpayer • Tax Group • Warehouse Keeper • Freight Forwarder/VAT Clearing Company (TINCO) • Excise Tax Clearing Company (TINCE)
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
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
-A A +A	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 the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	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.

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](#)



Convert TINVG to TRN

Document Control Information.....	2
Annexure 2	
Navigating through EmaraTax	3
Convert TINVG to TRN	4
Introduction.....	5
Login to EmaraTax.....	6
Convert TINVG to TRN.....	9
Guidelines and Instructions	10
Entity Details Section	13
Identification Details.....	16
Main License Details.....	16
Add Business Activities	17
Add Owners	18
Branch Details.....	19
Eligibility Details	22
Taxable supplies and Taxable expenses	22
Contact Details.....	26
Business Relationships	29
Add More Relationships	30
Bank Details.....	33
Additional Details	36
GCC Business activities	36
Custom details	39
Authorized Signatory.....	43
Review and Declaration	47
Post Application Submission.....	50
Correspondences	51



Introduction

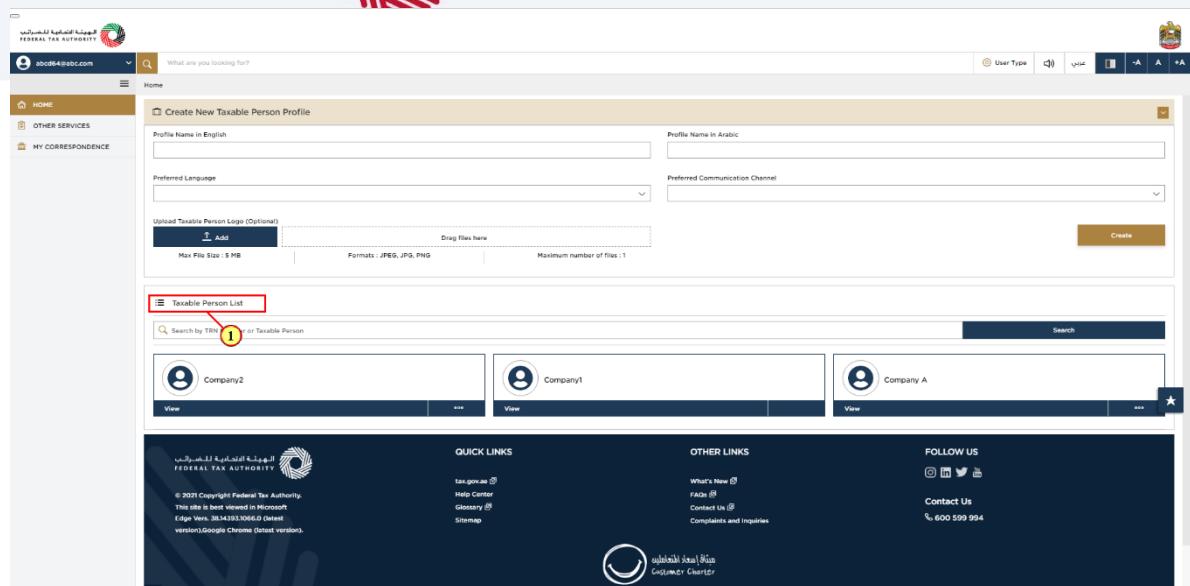


This manual is prepared to help a Taxpayer having a TIN for VAT Group (TINVG) to navigate through the Federal Tax Authority EmaraTax portal and submit a ‘Convert TINVG to TRN application’ to request FTA to convert their TINVG to VAT registration.



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.



The screenshot shows the EmaraTax portal interface. At the top, there's a navigation bar with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. Below this is a search bar and a user profile section. The main content area is titled 'Create New Taxable Person Profile' and includes fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', 'Preferred Communication Channel', and an 'Upload Taxable Person Logo (Optional)' section. A 'Create' button is located at the bottom right of this form. Below this, a section titled 'Taxable Person List' is shown, featuring a search bar and three entries: 'Company2', 'Company1', and 'Company A'. The 'Company1' entry has a yellow circle with a question mark icon above it, indicating a help or information point. The footer contains the FTA logo, copyright information (© 2021 Copyright Federal Tax Authority), and links to 'tax.gov.ae', 'Help Center', 'Glossary', 'Sitemap', 'What's New', 'FAQs', 'Contact Us', 'Complaints and Inquiries', and social media links for Instagram, LinkedIn, Twitter, and YouTube. It also features a 'Customer Charter' link.

Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.



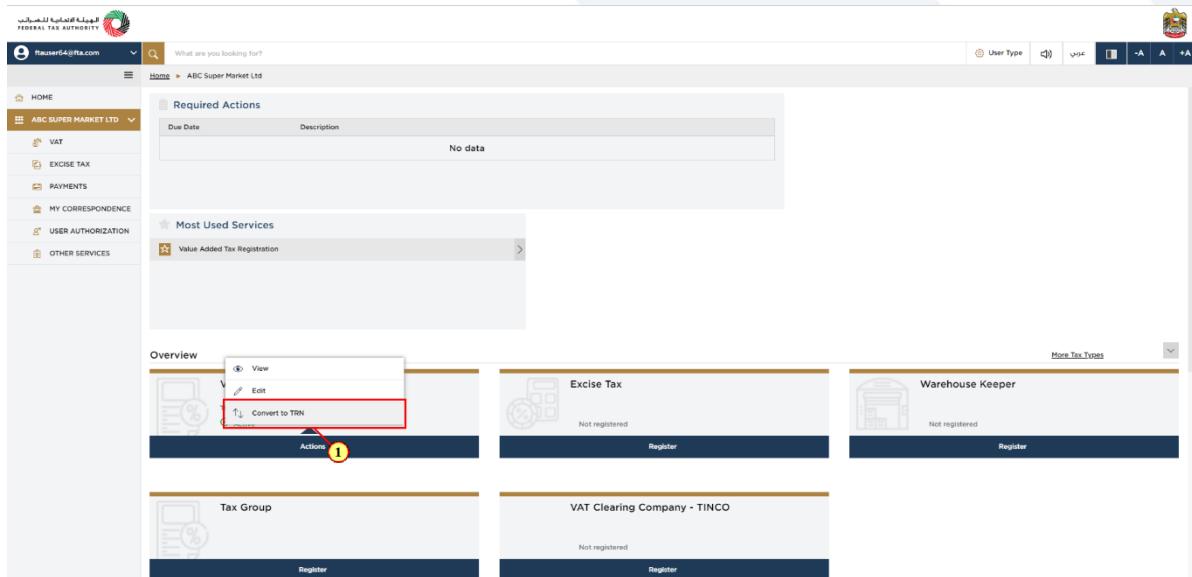
The screenshot shows the 'Taxable Person List' page. At the top, there is a search bar with the placeholder 'What are you looking for?'. Below the search bar, there are three tabs: 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The 'HOME' tab is selected. On the left, there is a sidebar with a user profile icon and the email 'rtauser64@fta.com'. The main content area displays a grid of five entries:

- Ahmed (View)
- Shareef (View)
- ABC Super Market Ltd** (View) - This entry is highlighted with a red box and circled with a yellow circle containing the number 1.
- NOUSHAD KUTTAN AATIF MUKHIA (View)
- Hussain (View)

At the bottom of the page, there is a footer section with links to 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary, Sitemap), 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries), and 'FOLLOW US' (social media icons). There is also a 'Customer Charter' logo and a link to 'Government.ae'.

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

Convert TINVG to TRN



Step	Action
(1)	<ul style="list-style-type: none"> In order to submit Tax Group to initiate the VAT TINVG to TRN registration application, Click 'Actions' on the VAT tile. Click 'Convert to TRN'.



Guidelines and Instructions

The screenshot shows the 'VAT Registration - Convert TIN VG to TRN' service page. It includes sections for 'Tutorial Materials' (Video Tutorial, Download User Manual), 'Required Templates' (N/A), 'Service Details' (About the service, Eligibility Criteria, Service steps, FAQs), and 'Required Documents'. The 'Required Documents' section specifies that it is necessary to provide a valid trade license or business license, any other proof of change in name, copy of the article of association, a valid trade license or business license, copy of the partnership deeds or any other legal document as appropriate, address of the principal place of business, copy of the lease agreement or purchase agreement in case of change in address, and primary business activity or activities. Accepted file types are PDF, JPG, Word, Excel, PNG and JPEG. The individual file size limit is 5MB.



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



Screenshot of the Federal Tax Authority website showing the 'VAT Registration - Convert to TRN' service page.

The page includes a sidebar with links like 'Tutorial Materials', 'Required Templates', and 'Service Details'. The main content area shows 'Required Documents' with a detailed list of required documents categorized by type (A, B, C, D) and specific items (e.g., valid trade license, articles of association, lease agreement). A note specifies accepted file types (PDF, JPG, Word, Excel, PPTX, ZIP) and a size limit of 5MB.

A red box highlights a checkbox labeled 'I confirm that I have read the above instructions and guidelines' (marked with a circled '1').

Step	Action
(1)	<ul style="list-style-type: none"> A screen will appear with guidelines and instructions. Read the guidelines and instructions and mark the checkbox to confirm.



Screenshot of the Federal Tax Authority website showing the 'Convert TINVG to TRN' application page.

The page includes:

- Header with site name, logo, and search bar.
- Breadcrumb navigation: Home > ABC commercial > VAT Registration - Convert to TRN.
- Left sidebar with 'Tutorial Materials' (Watch Video Tutorial, Download User Manual), 'Required Templates' (N/A), and 'Service Details' (About the service, Eligibility Criteria, Service steps, FAQs).
- Main content area titled 'Required Documents' with instructions and a list of required documents categorized by letter (A through E). Category A includes items like a valid trade license or business license, proof of change in name, articles of association, and composition of a partnership. Category B includes a lease agreement or business license. Category C includes address details. Category D includes primary business activity. Category E includes other documents.
- Checklist: 'I confirm that I have read the above instructions and guidelines' with a checked checkbox.
- Footer with 'Back' button and a large orange 'Start' button.

A callout with a red circle and the number '1' points to the 'Start' button.

Step	Action
(1)	Click 'Start' to initiate the Convert TINVG to TRN application.



Entity Details Section

	<ul style="list-style-type: none"> The application is divided into a number of short sections which deal with various aspects of the registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted as blue. Once you progress to the next section successfully, the previous section will be highlighted as green. 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, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later. In order to move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be entered.
--	--



Saud Al-Shehri, FTA User

VAT Registration - Convert to TRN

Entity Details

Entity Type: Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation? Yes

Are you applying to create or join a Tax Group? No

Upload Certificate of Incorporation

Add

Max file size: 15 MB

Formats: PDF, DOC

Drag files here

Max No. of Files: 3

Step Action

(1) Verify and update Entity Details information.

Cancel Save as Draft Next Step

Screenshot of the Federal Tax Authority (FTA) VAT Registration - Convert to TRN process. The page shows the 'Entity Details' step (Step 1). The user has selected 'Legal Person - Public Joint Stock Company'. They have also uploaded a certificate of incorporation (PDF, DOC format, 15 MB max size). The 'Next Step' button is highlighted with a red box and circled with a yellow circle.

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



Identification Details

Main License Details

Screenshot of the VAT Registration Application History - Convert TIN VG to TRN page. The 'Identification Details' step is highlighted with a red box and a circled '1'.

Identification Details

Do you have a TIN license in the UAE? Yes No

Main License Details

Trade License Issuing Authority Dubai Airport Free Zone	Trade License Number FGFESX4D
License Issue date 09/07/2009	License Expiry Date 08/07/2028
Legal Name in English ABC Super Market Ltd	Legal Name in Arabic أبراج سوبر ماركت
Trade Name in English (optional) ABC Super Market Ltd	Trade Name in Arabic (optional)

[View copy of your Trade License](#)

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
(1) Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	...

[Add Business Activities](#)

[Previous Step](#) [Next Step](#)

Step	Action
(1)	Verify and update Identification Details information.

Add Business Activities

Screenshot of the Federal Tax Authority (FTA) website showing the 'Add Business Activities' section. The page displays various registration details and a table for business activity management.

VAT Registration - Convert TIN VG to TRN

Detailed description of the screenshot:

- General Information:** Includes fields for License Issue Date (09/07/2009), License Expiry Date (08/07/2029), Legal Name in English (ABC Super Market Ltd), Legal Name in Arabic (ABC سوبر ماركت), Trade Name in English (optional) (ABC Super Market Ltd), and Trade Name in Arabic (optional).
- Trade License:** A section for uploading a copy of the trade license, with a green button for 'Add/View(1)' and a placeholder for file upload.
- Business Activity Details:** A table showing one primary activity: Agriculture, forestry and fishing, under Crop and animal production, hunting and related service activities. The activity code is 0111. An action button '+ Add Business Activities' is highlighted with a red box and circled '1'.
- Owners List:** Shows one owner type: Legal Person (ABC Super Market Ltd) with ID number SC2ZYX10D and 100.00% shareholding.
- Local Branch Details:** A section for managing local branches.
- Action Buttons:** At the bottom are 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' buttons.

Step	Action
(1)	<ul style="list-style-type: none"> Verify your Business Activity information and you may edit any existing information, if required. Click on 'Add Business Activities', if required to add a new information. You can add multiple Business Activities.



Add Owners

Screenshot of the Federal Tax Authority (FTA) website showing the 'Add Owners' section for VAT Registration - Convert to TRN.

The page displays the following information:

- VAT Registration - Convert TIN VG to TRN**
- Dubai Airport Free Zone** (TIN: FGFGSSX44D)
- License Issue date**: 09/07/2009
- License Expiry Date**: 08/07/2029
- Legal Name in English**: ABC Super Market Ltd
- Trade Name in English (optional)**: ABC Super Market Ltd
- Trade Name in Arabic (optional)**: (Arabic placeholder)
- Business Activity Details** table:

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
...	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	...
- Owners List** table:

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Super Market Ltd	ABC Super Market Ltd	SC2ZYX11DD	100.00	...
- Local Branch Details** (empty table)

Buttons at the bottom: Previous Step, Cancel, Save as Draft, Next Step.

A red box highlights the '+ Add Owner' button in the Owners List table, and a red circle highlights the 'I' icon next to it.

Step	Action
(1)	<ul style="list-style-type: none"> Verify the Owner Details and you may edit any existing information, if required. Click on 'Add Owners', if required to add new details. You can add multiple owners.



Branch Details

Screenshot of the Federal Tax Authority website showing the 'VAT Registration - Convert TIN VG to TRN' form. The 'Local Branch Details' section is highlighted with a red box and circled with a red number '1'. The 'Add New Branch' button is visible below the box.

Local Branch Details:

- Do you have branches in UAE? Yes No

Business Activity Details:

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	...

Owners List:

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Super Market Ltd	شركة أب سي سوبر ماركت	SCZXSTOD	100.00	...

Step	Action
(1)	<ul style="list-style-type: none"> Verify and if required update the branch details. Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.

FEDERAL TAX AUTHORITY

What are you looking for?

User Type:

ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

Legal Name in English ABC Super Market Ltd	Legal Name in Arabic ABC سوبر ماركت ليمتد														
Trade Name in English (optional) ABC Super Market Ltd	Trade Name in Arabic (optional)														
Upload copy of Trade License <input type="button" value="Add/View(1)"/> Drag files here Max file size: 10 MB Formats: PDF, DOC Max No. of Files : 3															
Business Activity Details <table border="1"> <thead> <tr> <th>Primary Activity</th> <th>Industry</th> <th>Main Group</th> <th>Subgroup</th> <th>Business Activities</th> <th>Activity Code</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Agriculture, forestry and fishing</td> <td>Crop and animal production, hunting and related service activities</td> <td>Growing of non-perennial crops</td> <td>Growing of cereals (except rice), leguminous crops and oil seeds</td> <td>0111</td> <td>***</td> </tr> </tbody> </table>		Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions	<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***
Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions									
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***									
Owners List <table border="1"> <thead> <tr> <th>Owner Type</th> <th>Owner name in English</th> <th>Owner name in Arabic</th> <th>ID Number</th> <th>Shareholding Percentage</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Legal Person</td> <td>ABC Super Market Ltd</td> <td>ABC سوبر ماركت ليمتد</td> <td>SCZXS10D</td> <td>100.00</td> <td>***</td> </tr> </tbody> </table>		Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions	Legal Person	ABC Super Market Ltd	ABC سوبر ماركت ليمتد	SCZXS10D	100.00	***		
Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions										
Legal Person	ABC Super Market Ltd	ABC سوبر ماركت ليمتد	SCZXS10D	100.00	***										
Local Branch Details <p>Do you have branches in UAE?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Add New Branch"/></p>															
<input type="button" value="Previous Step"/> <input type="button" value="Cancel"/> <input type="button" value="Save as Draft"/> <input type="button" value="Next Step"/>															



The registration will be in the name of head office meeting the relevant criteria. Registration will not be performed in the name of Branch. Even if you are operating via branches in more than one Emirate, only one VAT registration is required.



Screenshot of the Federal Tax Authority's VAT Registration - Convert TIN VG to TRN page. The page shows fields for Legal Name in English (ABC Super Market Ltd), Legal Name in Arabic (ABC سوبر ماركت ليمتد), Trade Name in English (optional) (ABC Super Market Ltd), and Trade Name in Arabic (optional). A file upload section for a Trade License is shown with a green 'Add/View(1)' button. Below it, Business Activity Details are listed under Primary Activity (Agriculture, forestry and fishing), Main Group (Crop and animal production, hunting and related service activities), Subgroup (Growing of non-perennial crops), Business Activities (Growing of cereals (except rice), leguminous crops and oil seeds), and Activity Code (0111). An Owners List table shows one owner: Legal Person (ABC Super Market Ltd) with ID Number SCZXS10D and Shareholding Percentage 100.00. Local Branch Details show a question 'Do you have branches in UAE?' with 'No' selected. At the bottom right, there are 'Cancel', 'Save as Draft', and a highlighted 'Next Step' button.

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



Eligibility Details

Taxable supplies and Taxable expenses

Please download the template and then upload it after filling taxable supplies details as mentioned in the template

[Download Template](#) Taxable Supplies.xlsx last updated 23.01.2021

[Upload Filled Template](#)

[Clear Table](#)

Taxable supplies

Month	Amount(AED)	Cumulative(AED)
Jun 2022	400,000.00	400,000.00
Jul 2022	0.00	400,000.00

Showing 5 of 67 records per page

Taxable Supplies in any past period of 12 months or less (AED)

400,000.00	Taxable Supplies - Next 30 days	0.00
------------	---------------------------------	------

Please download the template and then upload it after filling taxable expenses details as mentioned in the template

[Download Template](#) Taxable Expenses.xlsx last updated 23.01.2021

[Upload Filled Template](#)

[Clear Table](#)

Taxable Expenses

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

Step	Action
(1)	<p>There are two options to enter your taxable supplies and Taxable expenses.</p> <p>1. Download the excel template, enter the details and upload it back. The details provided in the excel template will get populated in the screen.</p> <p>OR</p> <p>2. Enter the taxable supplies and Taxable expenses directly in the screen.</p> <p>3. The figure must only be reported in UAE Dirhams (AED).</p>



Screenshot of the Federal Tax Authority's VAT Registration - Convert TIN VG to TRN page. The page shows fields for uploading documentary proof (Purchase orders, contracts, Sample expenses invoices, Sample sales invoices) and mandatory registration criteria. It also includes questions about VAT thresholds and VAT exemptions.

Mandatory registration - Mandatory

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

1. Your taxable supplies was more than AED375,000 in any past period of 12 months or less; or
2. You expect that your taxable supplies will be more than AED375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded: 05/06/2022

Reason for change in Obligation Date (Optional):

On what date would you like to be registered (prior to the standard effective date as per the law): 01/07/2022

Reason for change in Effective date (Optional):

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? Yes No

Do you expect to make exempt supplies? Yes No

Do you wish to apply for Exception from VAT? Yes No

Buttons at the bottom: Previous Step, Cancel, Save as Draft, Next Step



If the 'VAT registration criteria' is determined as 'Mandatory' or 'Voluntary', you are eligible for VAT registration. If the 'VAT registration criteria' is determined as 'Not applicable', you are not eligible for VAT registration.



Screenshot of the Federal Tax Authority (FTA) VAT Registration - Convert TIN VG to TRN page. The page shows fields for uploading documentary proof (Purchase orders, contracts, Sample expenses invoices, Sample sales invoices) and mandatory registration information. A red box highlights the 'Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded' field (05/06/2024) and the 'Reason for change in Obligation Date (Optional)' field. Another red box highlights the 'On what date would you like to be registered (prior to the standard effective date as per the law)' field (01/07/2022) and the 'Reason for change in Effective date (Optional)' field. A circled '1' is placed next to the question 'Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies?' with the 'Yes' option selected.

Step	Action
(1)	<ul style="list-style-type: none"> The obligation and effective date of registration will get populated in the screen. You can change the date by providing the reason.

Screenshot of the Federal Tax Authority (FTA) VAT Registration - Convert TIN VG to TRN page. The page shows fields for uploading documentary proof (Purchase orders, contracts, Sample expenses invoices, Sample sales invoices), mandatory registration criteria, and optional questions about VAT on expenses and VAT-exempt supplies. A red circle labeled '1' points to the 'Next Step' button at the bottom right.

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



Contact Details

Screenshot of the VAT Registration - Convert TIN VG to TRN process on the FTA website. The 'Contact Details' step is highlighted with a red box and a yellow circle containing the number '1'. The contact details entered are:

Country: United Arab Emirates	Building Name & Number: Ajiaz Plaza		
Street: Millennium Street	Area: Dubai		
City: Dubai	Emirates: Dubai		
Country Code: +971 (United Arab Emirates)	Mobile Number: 987654321	Country Code: +971 (United Arab Emirates)	Landline Number: 123456789
Email ID: ftauser64@fta.com	P.O. Box: 00000		

Below the form is a table:

Step	Action
(1)	Enter the registered address details of the business .

Screenshot of the Federal Tax Authority (FTA) VAT Registration - Convert to TRN process. The page shows a step-by-step wizard with the following steps:

- Entity Details (Step 1)
- Identification Details (Step 2)
- Eligibility Details (Step 3)
- Contact Details (Step 4)
- Business Relationships (Step 5)
- Bank Details (Step 6)
- Additional Details (Step 7)
- Authorized Signatory (Step 8)
- Review and Declaration (Step 9)

The "Contact Details" step is currently active. It includes fields for:

- Country: United Arab Emirates (dropdown)
- Building Name & Number: Azizi Plaza
- Area: Dubai
- City: Dubai
- Emirates: Dubai (dropdown)
- Country Code: +971 (United Arab Emirates) (dropdown)
- Mobile Number: 987654321
- Country Code: +971 (United Arab Emirates) (dropdown)
- Landline Number: 123456789
- P.O. Box: 00000
- Email ID: ftauser64@fta.com

At the bottom of the form, there are buttons for "Previous Step", "Cancel", "Save as Draft", and "Next Step".



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



Screenshot of the Federal Tax Authority (FTA) website showing the 'VAT Registration - Convert TIN VG to TRN' process. The page displays a step-by-step wizard with the following steps:

- Entity Details (Step 1)
- Identification Details (Step 2)
- Eligibility Details (Step 3)
- Contact Details (Step 4)
- Business Relationships (Step 5)
- Bank Details (Step 6)
- Additional Details (Step 7)
- Authorized Signatory (Step 8)
- Review and Declaration (Step 9)

The 'Contact Details' section is currently active (Step 4). It includes fields for Country, Street, City, Phone Number, Email ID, Building Name & Number, Area, Emirates, and P.O. Box. A note at the top of this section states: "If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license. If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation. For Property owners, enter the address details that is mentioned in the Title Deed. For natural persons, enter the address details of your house." The 'Next Step' button is highlighted with a red circle.

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



Business Relationships

Screenshot of the VAT Registration - Convert TIN VG to TRN process, Step 5: Business Relationships.

The screenshot shows a form with a red box highlighting the "Business Relationships" section. Within this section, the "Designation" dropdown is set to "Manager". A red circle with the number "1" points to the "First Name in English" field, which contains "ABC Super".

Below the highlighted section, there are other fields and sections:

- First Name in English:** ABC Super (circled with a red number 1)
- Last Name in English:** Market LTD
- First Name in Arabic:** سيد عبد العزiz العبدالله
- Last Name in Arabic:** العبدالله
- Are you a Resident of UAE?**: Yes (radio button selected)
- Emirates ID:** 784-1973-5526-402-5
- ID Expiry Date:** 25/01/2028
- Passport Number:** FDVBFDFDFX4
- Upload copy of your Emirates ID:** Add/View(0) | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files : 3
- Country of Nationality:** United Arab Emirates
- Please upload copy of Passport:** Add/View(0) | Drag files here

At the bottom of the form, there are buttons: Previous Step, Cancel, Save as Draft, and Next Step.

Step	Action
(1)	This section will be used to add the relationships for your VAT Registration. Enter the details of the Manager OR Chief Executive Officer (CEO).



Add More Relationships

Screenshot of the Federal Tax Authority website showing the 'Add More Relationships' step in the VAT Registration - Convert TIN VG to TRN process.

The page displays various input fields for personal information, including First Name in English and Arabic, Last Name in English and Arabic, Emirates ID, ID Expiry Date, Passport Number, Passport Issuing Country, and Nationality. There are also sections for uploading copies of ID and passport.

A table at the bottom shows a single relationship entry:

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Director	ABC Super Market Ltd	مكتب المجموعة التجارية ABC	784-1973-3926402-6	Resident	United Arab Emirates	...

A red box highlights the 'Add Relationships' button in the top right corner of the table area, with a red arrow pointing to it and the number '1' indicating the step.

Below the table is a step-by-step guide:

Step	Action
(1)	Click 'Add Relationships' to add more relationship details, this is an optional field.



Add Relationships

Partner/Director	Director
First Name in English	Market Ltd
First Name in Arabic	سهر عارف العبدلي
Is the Partner/Director a Resident in the UAE?	
Emirates ID number	784-1973-5526-4
Expiry Date	25/01/2028
Passport Number	F0VBFBDGFDX4
Passport Issuing Country	United Arab Emirates
Start Date	25/03/2013
Are you (or any of the directors of the applicant), currently involved in or in the last 5 years been involved in any other business resident in the UAE, either individually or as a director or partner in that business?	
<input type="button" value="Add"/> 1	
<input type="button" value="Cancel"/> <input type="button" value="Save as Draft"/> <input type="button" value="Next Step"/>	

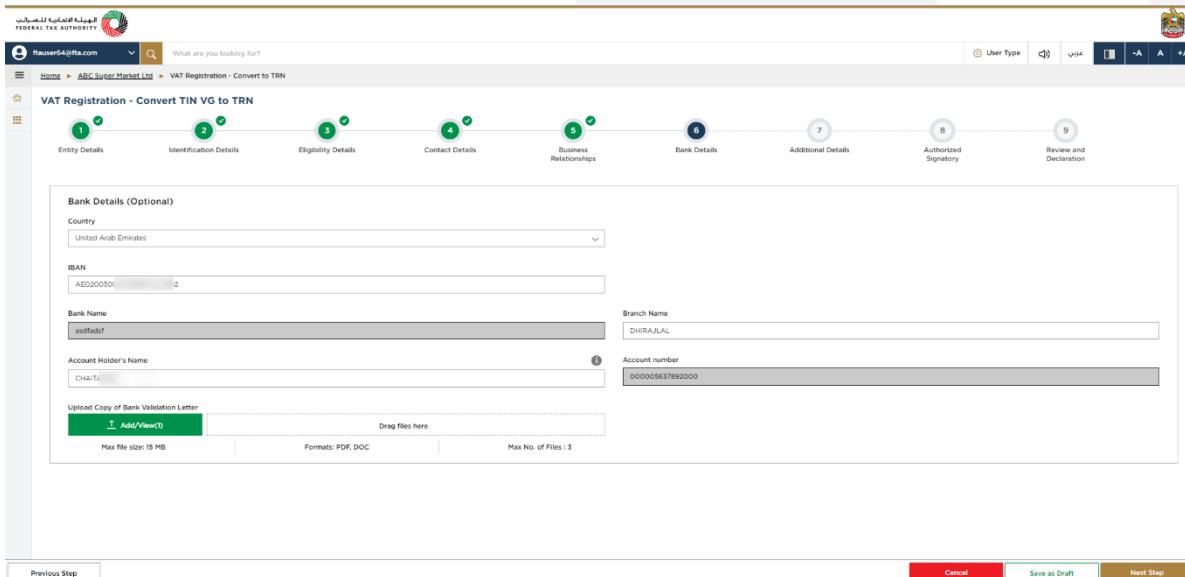
Step	Action
(1)	Click 'Add Relationships' to add more relationship details, this is an optional field.



Screenshot of the Federal Tax Authority website showing the VAT Registration - Convert TIN VG to TRN page. The page includes fields for First Name in Arabic, Last Name in Arabic, Emirates ID, ID Expiry Date, Passport Number, Passport Issuing Country, and Passport Expiry Date. A relationship grid shows a Director named ABC Super Market Ltd. A red circle labeled '1' points to the 'Next Step' button at the bottom right.

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

Bank Details



i

- Bank details are optional at the time of VAT Registration. You may also provide or update the bank account details after the VAT registration is completed. However, you are advised to provide the bank details as a part of this application to avoid submission of bank details at the time of refunds processing.
- You are requested to ensure that your account details are accurate. Some accounts cannot receive payments electronically. Also, ensure that your Bank has this facility.
- If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
- If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.

VAT Registration - Convert TIN VG to TRN

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AE02C 2

Bank Name: DIBS

Branch Name: DHIRAJ LAL

Account Holder's Name: DIBS

Account number: 000005637892000

Upload Copy of Bank Validation Letter

Add/View(?) Drag files here

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

1

Step	Action
(1)	You may enter your bank details.



Sauder4@fta.ae

VAT Registration - Convert TIN VG to TRN

Entity Details Identification Details Eligibility Details Contact Details Business Relationships Bank Details Additional Details Authorized Signatory Review and Declaration

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AE02003000006378920001

Bank Name: dhabitalif

Branch Name: DHIRAL AL

Account Holder's Name: CHAITANYA

Account number: 000005637892000

Upload Copy of Bank Validation Letter

Add/View(0) Drag files here Formats: PDF, DOC Max No. of Files : 3

Previous Step Next Step (1) Cancel Save as Draft

Step	Action
(1)	Click 'Next Step' to save and proceed to the 'Additional Details' section



Additional Details

GCC Business activities

Saudia@fta.com What are you looking for? User Type Print A A +

Home > ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

Entity Details Identification Details Eligibility Details Contact Details Business Relationships Bank Details Additional Details Authorized Signatory Review and Declaration

Additional Details

Do you intend to import goods or services? Yes No Will any of these imports be from GCC member states? Yes No

Do you intend to export goods or services? Yes No Will any of these exports to GCC member states? Yes No

+ Add GCC Business activities

GCC member state	TRN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
Saudi Arabia	1345325114214	400,000.00		...

Do you have a customs registration number? Yes No

Please add Custom Registration details

Emirate	Customs Number	Attachment	Actions
No data			

+ Add Custom Details

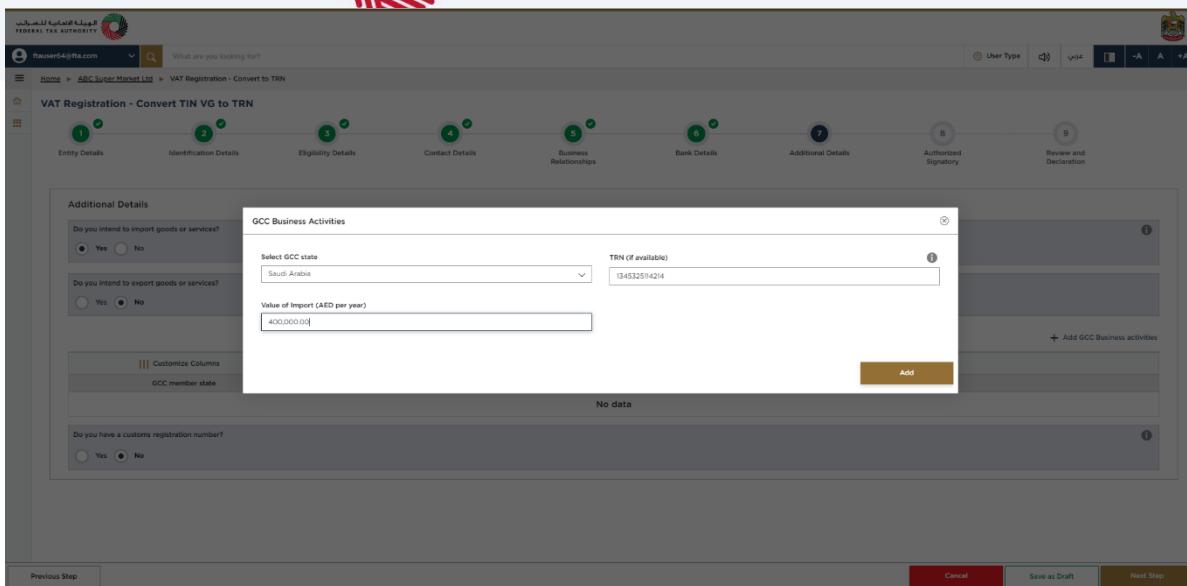
Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Add GCC Business activities' If the person is intending to import goods or services and these imports are from GCC member states.



Screenshot of the Federal Tax Authority VAT Registration - Convert to TRN interface. The page shows a step-by-step process with Step 1 completed. A callout highlights the 'Add' button in the GCC Business Activities section.

Step	Action
(1)	<ul style="list-style-type: none"> Select the GCC state from the drop down. Enter the Tax Registration Number (TRN) or equivalent if the entity is already registered for VAT purposes with the respective tax authority in the GCC Member state. Enter the value of goods you expect to import and sell in the 12 months following the date of registration Click 'Add'.



VAT Registration - Convert TIN VG to TRN

Additional Details

GCC Business Activities

Select GCC state: Saudi Arabia

TRN (if available): 134522514214

Value of Import (AED per year): 400,000.00

Add

No data

Do you intend to import goods or services? Yes No

Do you intend to export goods or services? Yes No

Customize Columns

Do you have a customs registration number? Yes No

Previous Step

Cancel

Save as Draft

Next Step



Do not include the value of any services unless they are directly related to moving goods (Example., commission, and freight insurance).



Custom details

Screenshot of the Federal Tax Authority's VAT Registration - Convert to TRN page. The page shows sections for Entity Details, Identification Details, Eligibility Details, Contact Details, Business Relationships, Bank Details, Additional Details, Authorized Signatory, and Review and Declaration.

Additional Details

Do you intend to import goods or services? Yes No

Will any of these imports be from GCC member states? Yes No

Do you intend to export goods or services? Yes No

Will any of these exports to GCC member states? Yes No

+ Add GCC Business activities

GCC member state	TRN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
Saudi Arabia	1545325114214	400,000.00		***

Do you have a customs registration number? Yes No

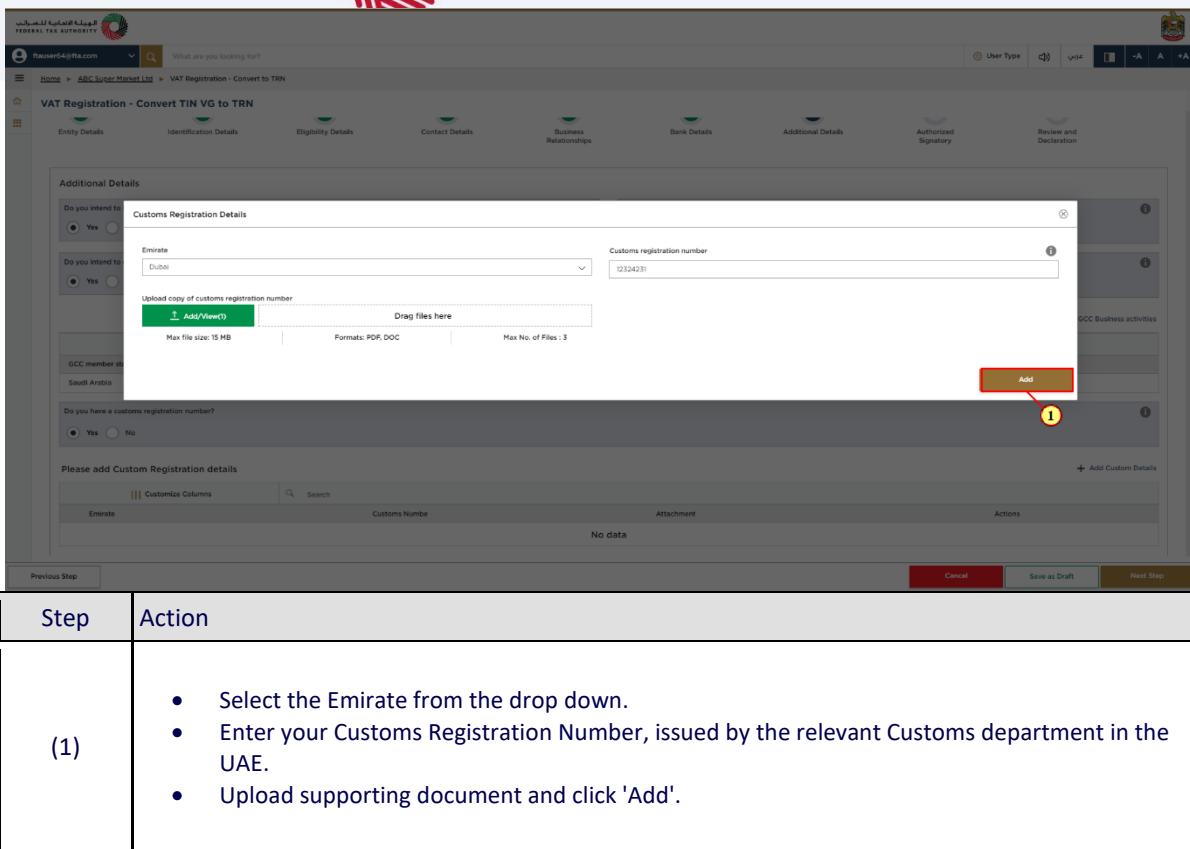
Please add Custom Registration details

Emirate	Customs Number	Attachment	Actions
No data			

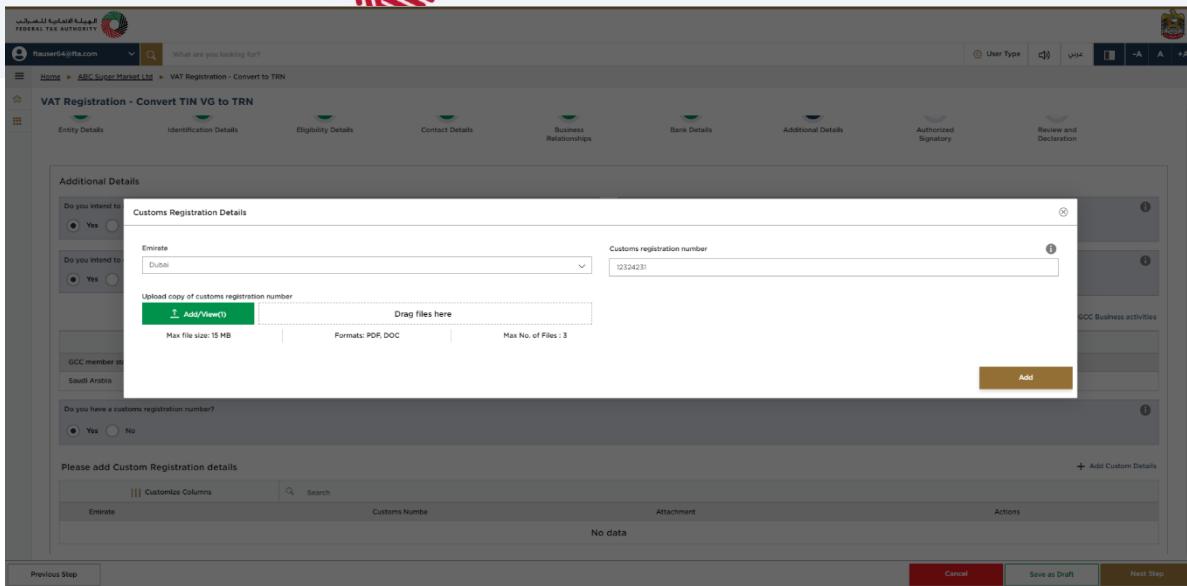
+ Add Custom Details (with a circled '1' pointing to it)

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	If you are registered with any of the Customs Authorities in the UAE, select 'Yes' and click 'Add Custom Details' to enter the customs registration details.



Step	Action
(1)	<ul style="list-style-type: none"> Select the Emirate from the drop down. Enter your Customs Registration Number, issued by the relevant Customs department in the UAE. Upload supporting document and click 'Add'.




- If you have multiple Customs Registration Numbers ("CRN") in the UAE, add each of them as a separate line item.
- The Customs Registration information will assist the FTA and the relevant Customs departments to identify you accurately at the time of importing and exporting goods into or from the UAE. Failure to enter this information may result in delays at the border.
- You may also remove any item from the list by clicking on 'Delete'.



Screenshot of the Federal Tax Authority (FTA) website showing the 'VAT Registration - Convert TIN VG to TRN' process. The page displays a step-by-step wizard with 9 steps, currently at Step 3: Additional Details. A red circle labeled '1' highlights the 'Next Step' button at the bottom right.

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



Authorized Signatory

Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email	Actions
ABC Super Market Ltd	شركة سوبر ماركت ABC	784-1973-3926402-6	ftauuser64@ftta.com	... 1

Step Action

(1) Authorized Signatory details are auto populated, Click on Add Authorized Signatory, to add more Authorized Signatory details. You can add one or more authorized signatory, if required.



Authorized Signatory

Is your authorized signatory same as your manager?

Yes No

First Name in English	ABC Super	Last Name in English	Market Ltd
First Name in Arabic		Last Name in Arabic	
Designation	Manager	Email	rbauser64@fta.com
Country Code	+971 (UNITED Arab Emirates)	Mobile Number	976765465
Are you a Resident of UAE?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Country of Nationality	United Arab Emirates
Emirates ID	784-1973-3926402-6	ID Expiry Date	25/01/2028
Passport Number	FDV/BFD/GFDX4	Passport Expiry Date	25/07/2031
Passport Issuing Country	United Arab Emirates	Please upload Memorandum of Association/Power of Attorney documents	
Start Date	20/07/2017	Add	Drag files here

Add 1

Cancel Save as Draft

Step	Action
(1)	<ul style="list-style-type: none"> If Manager OR CEO is the authorized signatory, select 'Yes'. The Manager OR CEO details provided in the 'Business Relationships' section will get populated in the screen. Otherwise, select 'No', to enter the authorized signatory details . After completing all mandatory fields, click 'Add'.



Authorized Signatory

Is your authorized signatory same as your manager? Yes No

First Name in English <input type="text" value="ABC Super"/>	Last Name in English <input type="text" value="Market Ltd"/>
First Name in Arabic <input type="text" value="إسم الشركة الممثلة"/>	Last Name in Arabic <input type="text" value="إسم الشركة الممثلة"/>
Designation <input type="text" value="Manager"/>	Email <input type="text" value="fttaxer64@ftta.com"/>
Country Code <input type="text" value="+971 (United Arab Emirates)"/>	Mobile Number <input type="text" value="9787654321"/>
Are you a Resident of UAE? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Emirates ID <input type="text" value="784-1973-3926402-6"/>	ID Expiry Date <input type="text" value="25/01/2028"/>
Passport Number <input type="text" value="FDVBFDFGDX4"/>	Passport Expiry Date <input type="text" value="25/07/2031"/>
Passport Issuing Country <input type="text" value="United Arab Emirates"/>	Start Date <input type="text" value="20/07/2017"/>
Please upload Memorandum of Association/Power of Attorney documents <input type="button" value="Add/View(1)"/> Drag files here <input type="button" value="Add"/>	

Cancel **Save as Draft** **Next Step**



- Evidence of authorization may include a Power of Attorney or similar in the case of legal persons.
- You can add one or more authorized signatory, if required.



Screenshot of the Federal Tax Authority (FTA) website showing the 'VAT Registration - Convert TIN VG to TRN' process. The page displays a step-by-step wizard with 9 steps, currently at step 8 ('Authorized Signatory'). A red circle labeled '1' highlights the 'Next Step' button at the bottom right.

Step 8: Authorized Signatory

The 'Authorized Signatory list' table shows one entry:

Name in English	Name in Arabic	ID Number	Email	Actions
ABC Super Market Ltd	شركة سوبر ماركت ABC	784-1973-3926402-6	ftauser64@fta.com	...

Bottom Action Buttons:

- Previous Step
- Cancel
- Save as Draft
- Next Step** (highlighted with a red circle)

Table Summary:

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



Review and Declaration

Screenshot of the VAT Registration - Convert TIN VG to TRN application form.

Step 8 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
ABC Super Market Ltd	شركة المجمع التجاري	784-1973-3926402-6	ftauser64@fta.com

Declaration

First Name in English	First Name in Arabic
fta	فطا
Last Name in English	Last Name in Arabic
fta	فطا
Country Code	Mobile Number
+971 (United Arab Emirates)	987654321
Submission Date	Email
26/07/2022	ftauser64@fta.com

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

Previous Step Cancel Save as Draft Submit

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

Screenshot of the Federal Tax Authority (FTA) website showing the VAT Registration - Convert TIN VG to TRN process. The page displays Step 8: Authorized Signatory and Declaration sections, along with a table for tracking steps.

Step 8 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
ABC Super Market Ltd	شركة المجمع التجارى	784-1973-3926402-6	ftauser64@ftta.com

Declaration

First Name in English	First Name in Arabic
fta	فاطمة التجارية المدبرة
Last Name in English	Last Name in Arabic
fta	فاطمة التجارية المدبرة
Country Code	Mobile Number
+971 (United Arab Emirates)	987654321
Submission Date	Email
26/07/2022	ftauser64@ftta.com

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

Previous Step (1) | I | 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.

Screenshot of the Federal Tax Authority (FTA) website showing the VAT Registration - Convert TIN VG to TRN application process.

The page displays the following information:

- User Type: جزء من الشركة (Part of the company)
- Search bar: What are you looking for?
- Breadcrumb: Home > ABC Super Market Ltd > VAT Registration - Convert to TRN
- Section: VAT Registration - Convert TIN VG to TRN
- Question: Do you intend to export goods or services? (Yes No)
- Question: Do you have a customs registration number? (Yes No)
- Section: Step 8 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
ABC Super Market Ltd	شركة سوبر ماركت اب سي	784-1973-3926402-6	ftauser64@ftta.com

- Section: Declaration

First Name in English: fta	First Name in Arabic: الفتا
Last Name in English: fta	Last Name in Arabic: الفتا
Country Code: +971 (United Arab Emirates)	Mobile Number: 987654321
Submission Date: 26/07/2022	Email: ftauser64@ftta.com

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

Buttons: Previous Step, Cancel, Save as Draft, Submit (highlighted with a red circle and the number 1).

Table: Step Action

Step	Action
(1)	Click 'Submit' to submit the Convert TINVG to TRN application.



Post Application Submission

The screenshot shows a user interface for VAT registration. At the top, there's a navigation bar with the FTA logo, a search bar, and language selection (Arabic/English). Below the header, a breadcrumb trail indicates the user is at Home > ABC Super Market Ltd > VAT Registration - Convert to TRN. The main content area is titled "Value Added Tax Registration" and displays a success message: "Application Submitted Successfully". It includes details: Name: ABC Super Market Ltd, Reference Number: 300000004338, and Submitted Date: 26 July 2022. There's also a status indicator: "In Review". A small icon of a document with a checkmark is visible on the left.

	<p>After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with FTA.</p> <p>What's next?</p> <ul style="list-style-type: none">Once the application is submitted, the FTA shall approve, reject or resubmit and notify the Taxable Person accordingly.If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.Once the FTA confirms acceptance of your application, you will be notified on the decision.The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.
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Correspondences

Taxpayer receives the following correspondences:

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



Thank you