



إمارات تاكس  
**EMARATAX**

## Corporate Tax Edit Registration - Taxpayer User Manual

Date: 18 May 2023

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## 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      عربي</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



Button	Description
	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.



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# Introduction



This manual is prepared to help a Corporate Tax registered taxpayer to navigate through the Federal Tax Authority EmaraTax portal and edit their Corporate Tax registration information. The taxpayer can edit the Bank Account details and the changes will be reflected immediately in their Corporate Tax registration post submission of the “Edit” application. An approval from the FTA is not required.



# Login to EmaraTax

The screenshot shows the EmaraTax login interface. At the top, there's a header with the Federal Tax Authority logo and the United Arab Emirates coat of arms. Below the header, there's a question "Are you an existing e-Services user?". The main area has two login options:

- Login with your E-mail**: This section contains fields for E-mail Address (adwait@pp.com), Password (redacted), and Enter Security Code (799462). It also includes links for "Forgot password?" and "Enter Security Code". A large red "Login" button is at the bottom.
- Login with UAE PASS**: This section contains a "Login with UAE PASS" button and a link "UAE Pass is a single trusted digital identity for all citizens,residents to United Arab Emirates".

On the left side of the page, there's a sidebar with a "Don't have an account?" section, a "Sign Up" button, and a "Got any question on the new system?" section with a "Read the FAQs" link. There's also a small info icon in a blue speech bubble.

You can login into the EmaraTax account using your login credentials or using UAE Pass. If you have forgotten your password, you can use the 'Forgot password' feature to reset your password.



EMARATAX

Are you an existing e-Services user? ▾

Welcome to Federal Tax Authority EmaraTax

Login

Login with your E-mail

E-mail Address: adwait@pp.com

Password: .....

[Forgot password?](#)

Enter Security Code: 799462

**Login**

Login with UAE PASS

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

ASK US

**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](#)



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 'Create New Taxable Person Profile' page. At the top, there are fields for 'Profile Name in English' and 'Profile Name in Arabic', both with placeholder text. Below these are dropdowns for 'Preferred Language' and 'Preferred Communication Channel'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a placeholder 'Drag files here'. A 'Create' button is located on the right. Below this form, a red box highlights the 'Taxable Person List' link, which is circled with a yellow circle and labeled '1'. A search bar below the link contains the placeholder 'Search by TIN, User or Taxable Person'. Two user profiles are listed: 'User 1' and 'User 2', each with a 'View' button. At the bottom of the page, there are links for 'QUICK LINKS', 'OTHER LINKS', and 'OUR LOCATION'.

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.

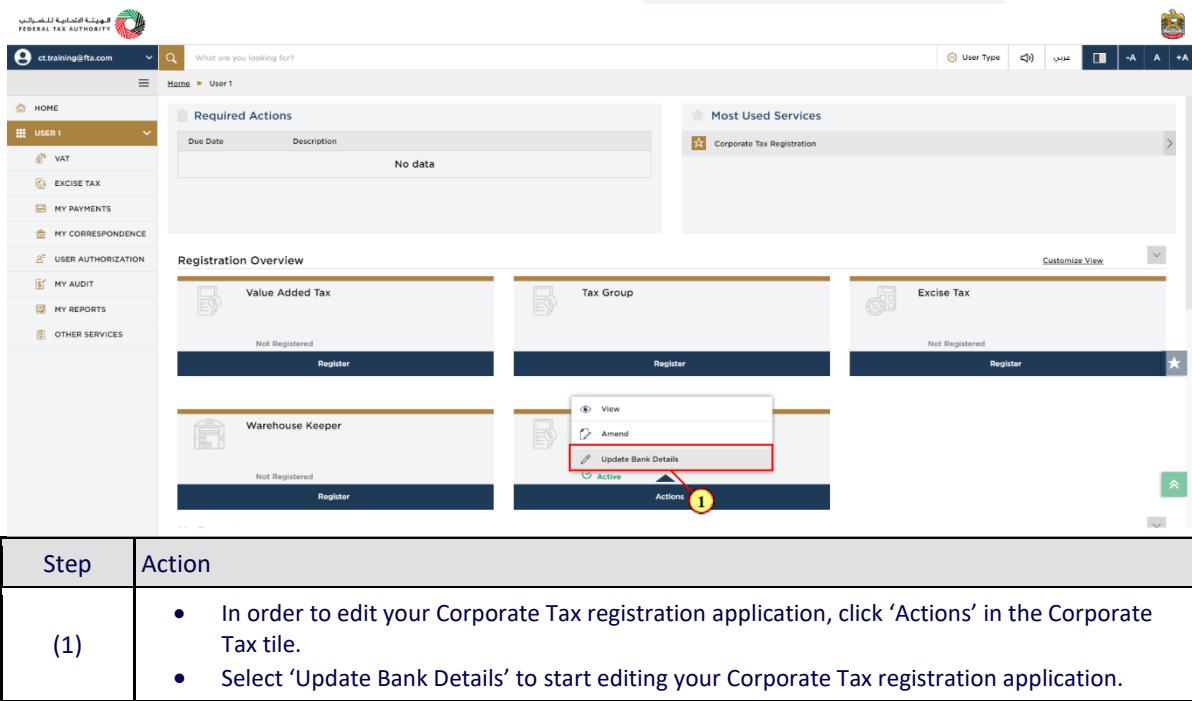


The screenshot shows the following interface elements:

- Header:** FTA logo, search bar, user type dropdown, and font size controls.
- Create New Taxable Person Profile Form:**
  - Profile Name in English and Arabic input fields.
  - Preferred Language and Preferred Communication Channel dropdowns.
  - Upload Taxable Person Logo (Optional) section with an 'Add' button and a 'Drag files here' area.
  - File upload details: Max File Size : 5 MB, Formats : JPEG, JPG, PNG, Maximum number of files : 1.
  - A 'Create' button.
- Taxable Person List:**
  - Search bar: Search by TRN Number or Taxable Person.
  - Results: User 1 and User 2.
  - Action: A red arrow points to the 'View' button for User 1, which is highlighted with a yellow circle labeled '1'.
- Footer:** QUICK LINKS, OTHER LINKS, OUR LOCATION.

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

## Edit - Update Bank Details



Step	Action
(1)	<ul style="list-style-type: none"> <li>In order to edit your Corporate Tax registration application, click 'Actions' in the Corporate Tax tile.</li> <li>Select 'Update Bank Details' to start editing your Corporate Tax registration application.</li> </ul>



# Instructions and Guidelines

The screenshot shows a user interface for updating bank details for corporate tax registration. It includes sections for 'Required Documents' (Bank Letter validating bank account details), 'Service Details' (About the Service, Eligibility Criteria, Service Steps, FAQs), and a 'Confirmation' section where the user checks 'I confirm that I have read the above instructions and guidelines'. A sidebar on the left provides links for tutorial materials and required templates.



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



FEDERAL TAX AUTHORITY

ct.training@fta.com

What are you looking for?

User Type: عرب

Home > User.1 > Corporate Tax Registration - Update Bank Details

No. of form sections: 2 sections

EXPECTED TIME TO COMPLETE THIS APPLICATION: 15 minutes

EXPECTED FEES FOR THIS SERVICE: Free of charge

**Tutorial materials:**

- Watch Video Tutorial
- Download User Manual

**Required Templates:** NA

**Service Details:**

**About the Service:** Use this service to amend and update your CT registration data that does not require approval from FTA.

**Eligibility Criteria:**

**Service Steps:**

**FAQs:**

I confirm that I have read the above instructions and guidelines.

**Step Action**

(1)	A screen will appear with instructions and guidelines. Read the instructions and guidelines for editing the Corporate Tax Registration application and mark the checkbox to confirm.
-----	--

Back Start



**Corporate Tax Registration - Update Bank Details**

What are you looking for?

User Type: عربى

Home > User 1 > Corporate Tax Registration - Update Bank Details

2 sections

Estimated time to complete this application: 15 minutes

Free of charge

**Tutorial materials**

- Watch Video Tutorial
- Download User Manual

**Required Templates**

N/A

**Service Details**

**About the Service**

Use this service to amend and update your CT registration data that does not require approval from FTA

**Eligibility Criteria**

**Service Steps**

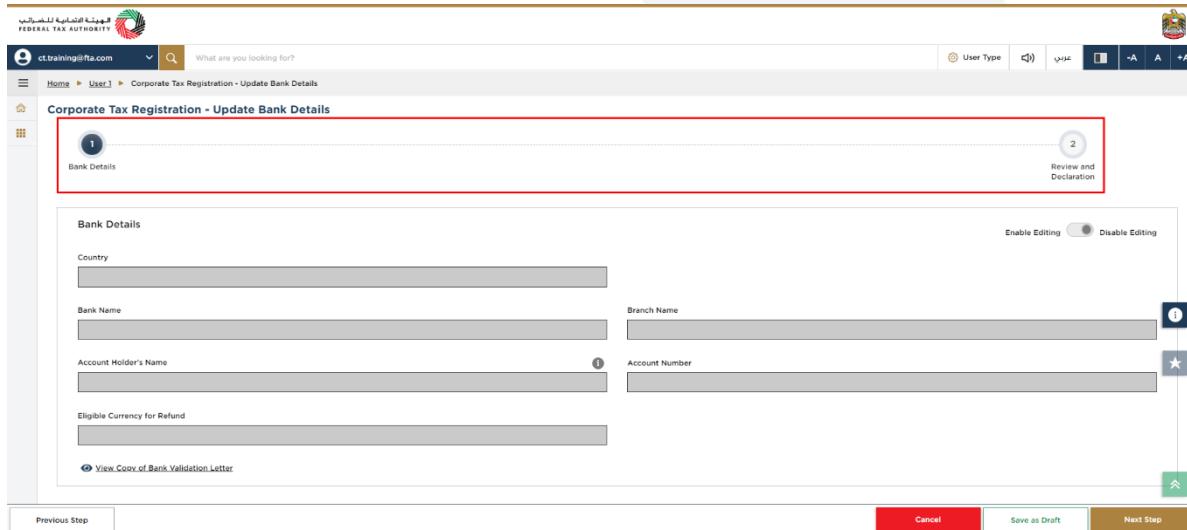
**FAQs**

I confirm that I have read the above instructions and guidelines

**Start**

Step	Action
(1)	Click 'Start' to initiate editing the Corporate Tax registration application.

## Bank Details



	<ul style="list-style-type: none"> <li>The application has been divided into two short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.</li> <li>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.</li> <li>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.</li> </ul>
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Step	Action
(1)	<ul style="list-style-type: none"> <li>Select ‘Enable Editing’, to edit the bank details, if required. Upon selection, the fields in the section will become editable.</li> <li>If you do not want to edit the section and have selected ‘Enable Editing’, select ‘Disable Editing’ so that the fields become non editable.</li> <li>You can add bank details if it was not provided during the Corporate Tax registration.</li> <li>You may edit and update your Bank details, if required.</li> <li>You may click on ‘Save as Draft’ to save your application and return to continue working on your application later.</li> </ul>



FEDERAL TAX AUTHORITY

ct.training@fta.com

What are you looking for?

User Type: عرب

Home > User1 > Corporate Tax Registration - Update Bank Details

### Corporate Tax Registration - Update Bank Details

1 Bank Details      2 Review and Declaration

**Bank Details**

Enable Editing   Disable Editing

Country:

Bank Name:  Branch Name:

Account Holder's Name:  Account Number:

Eligible Currency for Refund:

Upload Copy of Bank Authorization Letter:  Add   Drag files here

Previous Step      Cancel      Save as Draft      Next Step



- You are requested to ensure that your account details are accurate.
- 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.



Screenshot of the Corporate Tax Registration - Update Bank Details page on the Federal Tax Authority website.

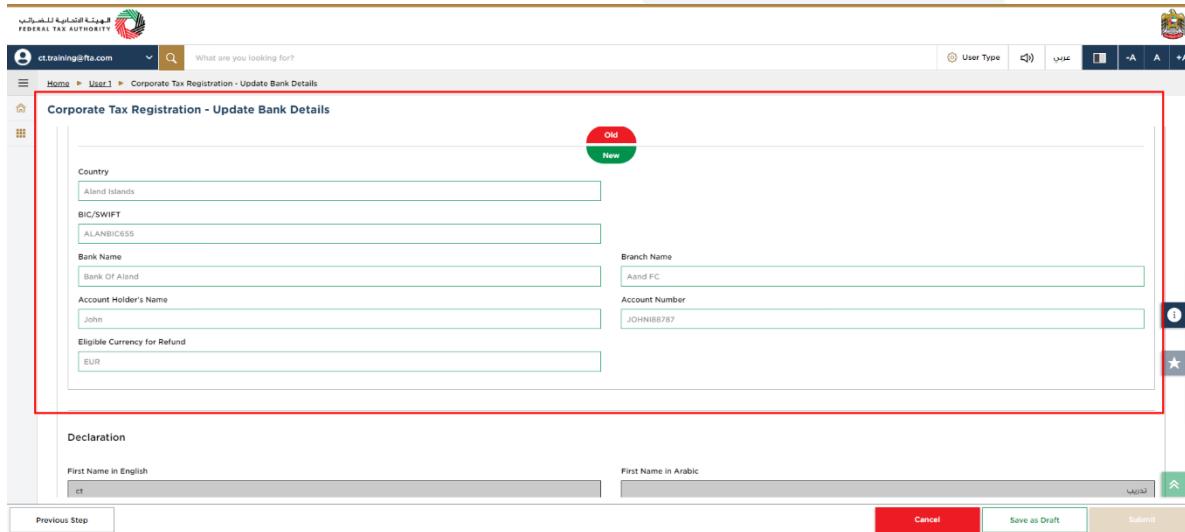
The page shows a form for updating bank details, divided into two sections:

- Bank Details** (Section 1): Contains fields for Country, Bank Name, Branch Name, Account Holder's Name, Account Number, Eligible Currency for Refund, and an upload section for a Bank Authorization Letter.
- Review and Declaration** (Section 2): Shows a summary of the entered information and provides options to Enable Editing or Disable Editing.

At the bottom right of the main form area, there is a red circle with the number "1" pointing to the **Next Step** button. Below the form, a table provides instructions for the next step:

Step	Action
(1)	After editing the required information, click ' <b>Next Step</b> ' to save and proceed to the next section.

# Review and Declaration




- This section highlights the old and the newly updated information entered by you across the application.
- You are required to review and submit the request.



ct.training@fta.com What are you looking for? User Type: عربى -A A +A

Home > User1 > Corporate Tax Registration - Update Bank Details

### Corporate Tax Registration - Update Bank Details

First Name in English: John	First Name in Arabic: جون
Eligible Currency for Refund: EUR	
<b>Declaration</b>	
First Name in English: ct	First Name in Arabic: نجيب
Last Name in English: training	Last Name in Arabic: للتسجيل في ضريبة الشركات
Country Code: 971 (United Arab Emirates)	Mobile Number: 4323233232
Submission Date: 23/01/2023	Email: CTRAINING@FTA.COM
<input checked="" type="checkbox"/> I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.	
<a href="#">Previous Step</a> <span style="color: red;">(1)</span> <a href="#">Cancel</a> <a href="#">Save as Draft</a> <a href="#">Submit</a>	

**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.



ct.training@fta.com What are you looking for? User Type: عربى -A A +A

Home > User1 > Corporate Tax Registration - Update Bank Details

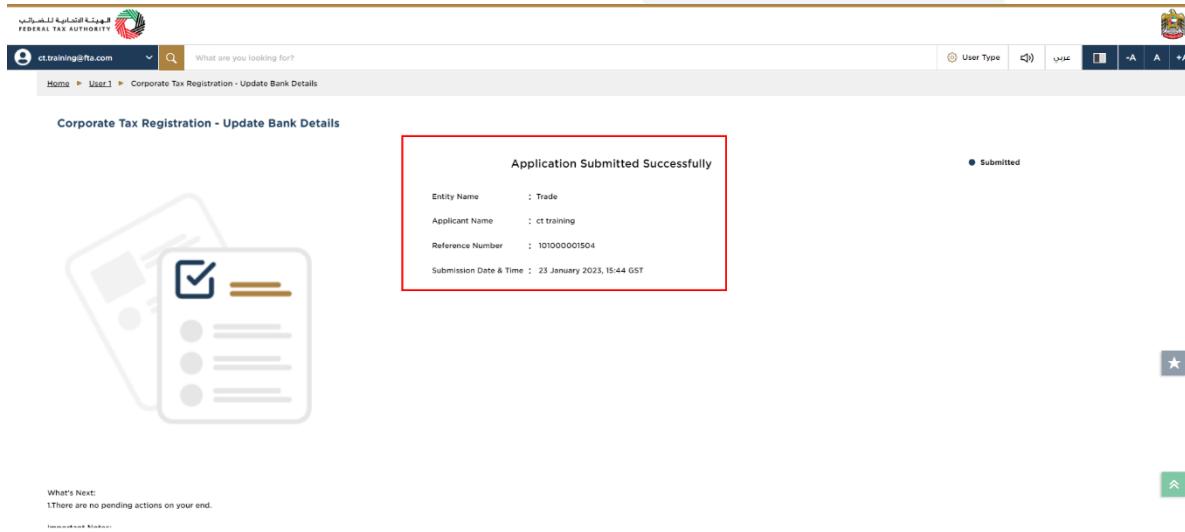
### Corporate Tax Registration - Update Bank Details

First Name in English: John	Last Name in English: JOHN888787
Eligible Currency for Refund: EUR	
<b>Declaration</b>	
First Name in English: ct	First Name in Arabic: نجيب
Last Name in English: training	Last Name in Arabic: للتسجيل في ضريبة الشركات
Country Code: 971 (United Arab Emirates)	Mobile Number: 0323233232
Submission Date: 23/01/2023	Email: CTRAINING@FTA.COM
<input checked="" type="checkbox"/> I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief	
<input type="button" value="Previous Step"/> <input type="button" value="Cancel"/> <input type="button" value="Save as Draft"/> <input style="background-color: #c0392b; color: white; border-radius: 5px; padding: 5px; margin-left: 10px;" type="button" value="Submit"/> <span style="color: red; font-size: 2em; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	

**Step Action**

(1)	If all the information entered is correct, click ' <b>Submit</b> '.
-----	---

# Post Application Submission



The screenshot shows a computer interface for corporate tax registration. At the top, there's a header with the FTA logo and a search bar. Below the header, the URL is ct.training@fta.com. The main content area is titled "Corporate Tax Registration - Update Bank Details". A prominent red-bordered box contains the message "Application Submitted Successfully". Inside this box, the following details are listed:

Entity Name	:	Trade
Applicant Name	:	ct training
Reference Number	:	101000001504
Submission Date & Time	:	23 January 2023, 15:44 GST

To the right of the submission message, there's a status indicator "● Submitted". At the bottom left of the main content area, there's a note: "What's Next: 1. There are no pending actions on your end." On the far left, there's a sidebar with a speech bubble icon containing an 'i'.

- After your application is submitted successfully, a Reference Number is generated for your application. Note this reference number for future purposes.
- The Edit applications are approved on submission and do not require the FTA approval.
- The changes submitted will be reflected in your Corporate Tax profile.
- Read the "What Next" and "Important Notes".



## Correspondences



**Taxpayer receives the following correspondences:**

Application submission acknowledgment