



إمارات تاكس  
**EMARATAX**

## Register VAT Clearing Company (TINCO) - 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

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> <li>• Registered for VAT</li> <li>• Registered for Excise</li> <li>• Non-registered Taxpayer</li> <li>• Tax Group</li> <li>• Warehouse Keeper</li> <li>• Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>• Excise Tax Clearing Company (TINCE)</li> </ul>
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



## Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
<b>In the Portal</b>	
<b>User types</b>	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
<b>English</b>	This is used to toggle between the English and Arabic versions of the portal
-A    A    +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
<b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
<b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	This is used to save the application as draft, so that it can be completed later
1      2	This menu on the top gives an overview of the various sections within the application. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a checkmark.

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](#)



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United Arab Emirates

# Introduction



United Arab Emirates

This manual is prepared to help the applicant who can be a VAT Registrant or an active member of a VAT Tax Group to navigate through the Federal Tax Authority EmaraTax portal to submit their VAT Clearing Company (TINCO) registration application. A TINCO registration allows the VAT Clearing Company (TINCO) to facilitate the imports of VAT goods for non-registered importers under suspension arrangements and direct imports.

On “pre-approval” of the submitted registration application by the FTA, the applicant needs to procure a Financial Guarantee for the amount requested by the FTA from a bank or a financial institution, upload a scanned copy of the Financial Guarantee and submit the application to FTA. The applicant needs to schedule an appointment with FTA by sending a mail to the email address [Freight.Forwarders@tax.gov.ae](mailto:Freight.Forwarders@tax.gov.ae); and visit FTA office in person to submit the original Financial Guarantee document and 2 original copies each of the signed Tax Services Agreement and the Addendum. After reviewing the documents, FTA will approve the registration application and the TINCO will listed in the published list of VAT Clearing Companies in the FTA website.



# Login to EmaraTax

- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.
- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.



## Taxable Person Tile

Step	Action
(1)	<ul style="list-style-type: none"> <li>Once you login to your EmaraTax Profile, you will be able to see all the Taxable Person profiles under your user account. Select the Taxable Person for which you wish to register the VAT Clearing Company – TINCO.</li> <li>Click 'View' on the Taxable Person tile to get inside the selected Taxable Person.</li> </ul>



# VAT Clearing Company – TINCO Tile

The screenshot shows the FTA dashboard with the user profile 'Abdullah'. In the 'Required Actions' section, there is a pending payment for 'Payment for VAT Late Registration Penalty' due on 22/07/2022. The 'Most Used Services' section shows 'Value Added Tax Registration'. The main area displays tiles for 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', 'Tax Group', and 'VAT Clearing Company - TINCO'. The 'VAT Clearing Company - TINCO' tile is highlighted with a red border and a circled '1' at the bottom right, indicating it is the target for registration.

Step	Action
(1)	"If you are an active VAT TRN holder or a member of VAT Group, a new tile will appear in your dashboard which will allow to register as a VAT Clearing Company – TINCO " Go to the VAT Clearing Company – TINCO tile and Click 'Register' to initiate the registration application.



# Guidelines and Instructions

Screenshot of the FTA website showing the 'Registration VAT Clearing Company (TINCO)' service page. The page includes sections for 'Required Templates', 'Service Details', and a checkbox for 'I confirm that I have read the above instructions and guidelines'. Buttons for 'Back', 'Cancel', and 'Start' are at the bottom.

**Before initiating the service, a detailed instructions page will appear highlighting the detailed criteria and prerequisite for the service. The 'guidelines and instructions' page is designed to help you understand certain important requirements related to VAT Clearing Company – TINCO in the UAE. It also provides guidance on what information you should have in hand when you are completing the VAT Clearing Company – TINCO registration application.**

Screenshot of the FTA website showing the 'Registration VAT Clearing Company (TINCO)' service page. A yellow circle highlights the checkbox 'I confirm that I have read the above instructions and guidelines'. A red arrow points from this checkbox to a callout box labeled '1'.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



What are you looking for?

User Type:  User  Admin

Registration VAT Clearing Company (TINCO)

No. of form sections: 8 sections

Expected time to complete this application: 30 minutes

Expected fees for this service: Free of charge

**Required Templates:**

It will be necessary for you to use the below templates to prepare the Tax Service Agreement which is required to be submitted to the FTA.

- ▲ [Exchequer Value added Tax Services Agreement](#)
- ▲ [Exchequer Value added Tax Services Agreement - Addendum](#)

**Required Documents:**

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

1. Copy of Trade License
2. Copy of the Tax services agreement with your signature. Refer to the template in the required template section.
3. Copy of filled in Tax services agreement addendum with your signature. Refer to the template in the required template section.
4. Copy of the financial guarantee issued by your bank or a UAE financial institution, and a copy of the official letter of undertaking specifying the details of the person who will deliver the financial guarantee to the FTA.
5. Please ensure that the financial guarantee:
  - ▲ Must be valid for 3 months and auto renewable.
  - ▲ Maximum amount is 100% of the total VAT amount due to the FTA "on behalf of non-resident importers".

Accepted file types are PDF, JPEG, JPEG and PDF. The maximum file size limit is 5 MB.

Note: The following documents are required to be submitted in original at the FTA office. Please only after your submitted online application has been reviewed by FTA and you have received a notification from us requesting these documents.

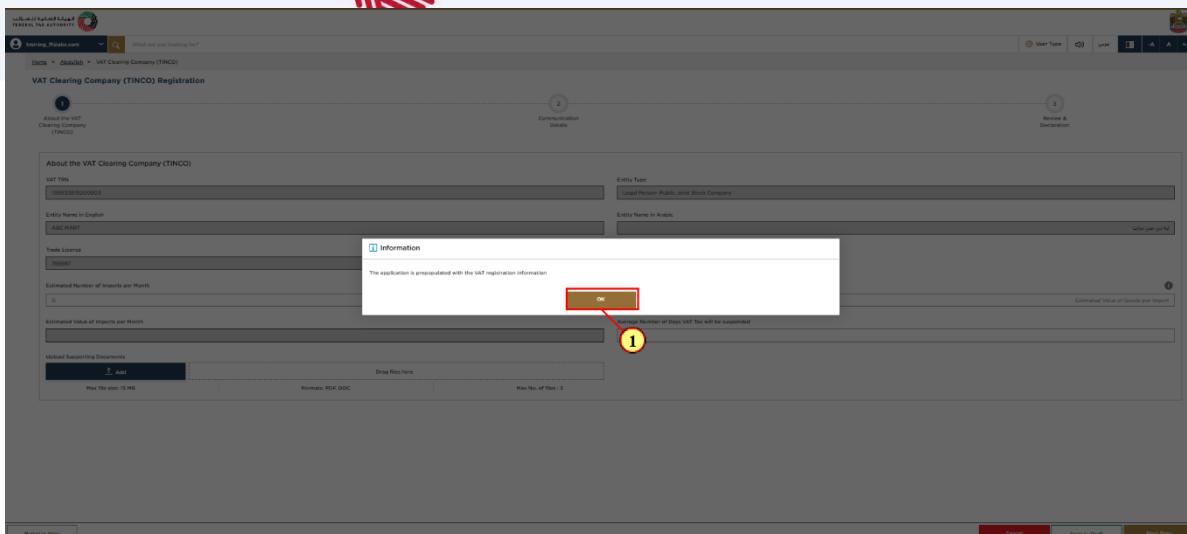
- ▲ [Financial guarantee](#)
- ▲ [Financial assurance](#)

You must to make an appointment with us before your visit to the office by sending an email to the email address [FATAXonline@FTA.gov.ae](mailto:FATAXonline@FTA.gov.ae).

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

[Back](#) [Cancel](#) [Start](#)

Step	Action
(1)	Click 'Start' to initiate the service.



Step	Action
(1)	<ul style="list-style-type: none"> <li>The application is prepopulated with the VAT Registration information.</li> <li>Click 'OK' to continue.</li> </ul>



## Details of Applicant Section

The screenshot shows the 'VAT Clearing Company (TINCO) Registration' page. At the top, there is a progress bar with three steps: 1. About the VAT Clearing Company (TINCO) (highlighted in blue), 2. Communication Details, and 3. Review & Declaration. The main form area contains fields for VAT TRN, Entity Type, Entity Name in English, Entity Name in Arabic, Trade License, Estimated Number of Imports per Month, Estimated Value of Goods per Import, Estimated Value of Imports per Month, Average Number of Days VAT Tax will be suspended, and Upload Supporting Documents. Below the form are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

	<ul style="list-style-type: none"> <li>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 in blue. Once you progress to the next section successfully, the previous section will be highlighted in green.</li> <li>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 filled out in order to move to the next section.</li> <li>Ensure that data you enter in the application is identical to the relevant supporting documents in order to avoid rejection or resubmission of your application.</li> </ul>
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The screenshot shows the same VAT Clearing Company (TINCO) Registration page as above. A red box highlights the entire form area, and a yellow circle with the number 1 is placed on the 'About the VAT Clearing Company (TINCO)' step in the progress bar. The form fields are identical to the previous screenshot.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Provide the data related to number of Imports, Estimated value and VAT suspension.</li> <li>Provide the supporting documents like Copy of Trade License, copy of filled in Tax Services Agreement and Addendum with your signature.</li> </ul>

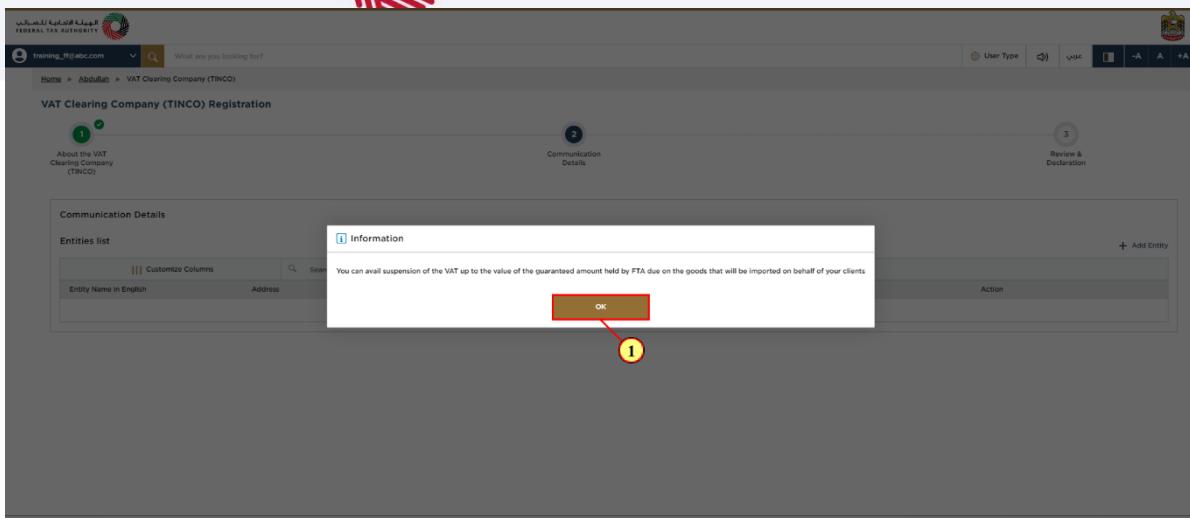


Screenshot of the VAT Clearing Company (TINCO) Registration page. The page shows three steps: 1. About the VAT Clearing Company (TINCO), 2. Communication Details, and 3. Review & Declaration. Step 1 is currently active. A red circle labeled '1' points to the 'Save as Draft' button at the bottom right of the form.

Step	Action
(1)	Click on the 'Save as Draft' button to save your application and return to continue working on your application later.

Screenshot of the VAT Clearing Company (TINCO) Registration page. The page shows three steps: 1. About the VAT Clearing Company (TINCO), 2. Communication Details, and 3. Review & Declaration. Step 1 is currently active. A red circle labeled '1' points to the 'Next Step' button at the bottom right of the form.

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



Step	Action
(1)	<ul style="list-style-type: none"> <li>You can avail suspension of the VAT up to the value of the guaranteed amount held by FTA due on the goods that will be imported on behalf of non-registered importers.</li> <li>Click 'OK' to continue.</li> </ul>



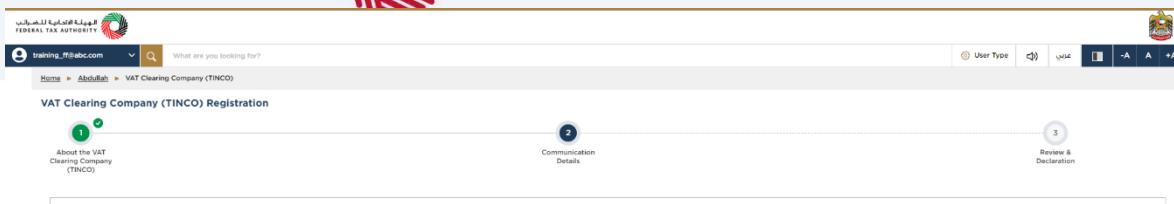
# Communication Details

This screenshot shows the 'Communication Details' step of the VAT Clearing Company registration process. The top navigation bar includes links for Home, Abdullah, VAT Clearing Company (TINCO), and a search bar. The main content area is titled 'VAT Clearing Company (TINCO) Registration' and shows three steps: 1. About the VAT Clearing Company (TINCO), 2. Communication Details, and 3. Review & Declaration. Step 2 is currently active. A table titled 'Communication Details' lists columns for Entity Name in English, Address, Email Address, Mobile Number, Landline Number, and Action. The action column contains a red-bordered '+ Add Entry' button, which is circled in yellow.

Step	Action
(1)	Enter the communication details of your branches if any. Your company name and communication details will be displayed in the published list of VAT clearing companies in the FTA tax.gov.ae website after your application is approved by FTA.

This screenshot shows the 'Add Entity' form within the VAT Clearing Company registration process. The top navigation bar and steps are identical to the previous screenshot. The main form is titled 'Add Entity' and requires filling out fields for Entity Name in English (ABC Trading Co), Entity Name in Arabic (أب سي ترADING CO), Country (United Arab Emirates), Building Name & Number (101), Street (Abu Dhabi), Area (Abu Dhabi), City (Abu Dhabi), Emirates (Abu Dhabi), Email ID (training\_ff@abc.com), PO Box No. (879657639), Country Code (+971 (United Arab Emirates)), Mobile Number (987654321), and Landline Number (387353). A red-bordered 'ADD' button is located at the bottom right of the form, which is circled in yellow.

Step	Action
(1)	Fill the Communication details and click 'Add'.

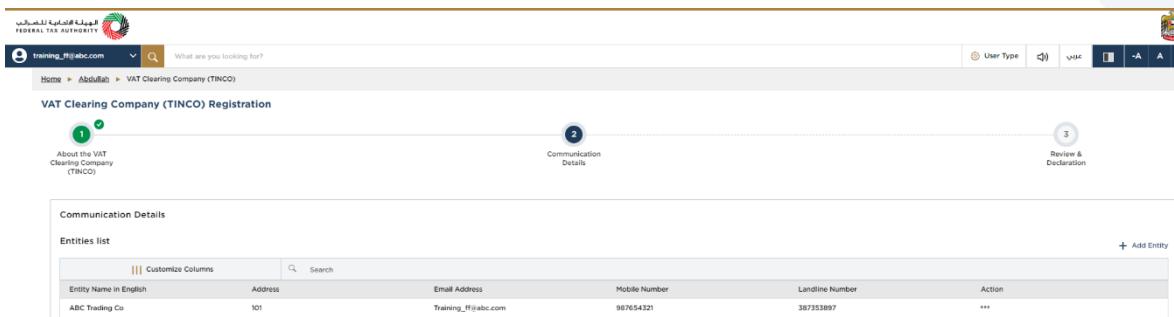


VAT Clearing Company (TINCO) Registration

Communication Details

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
ABC Trading Co	101	Training_ff@abc.com	987654321	3873552	...

Step	Action
(1)	The 'Action' option can be used to modify or delete the communication details you have provided if needed.



VAT Clearing Company (TINCO) Registration

Communication Details

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
ABC Trading Co	101	Training_ff@abc.com	987654321	387355897	...

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



# Review and Declaration

The screenshot shows the VAT Clearing Company (TINCO) Registration page. It includes fields for Entity Name in English (ABC Trading Co), Address (101), Email Address (Training\_ff@abc.com), Mobile Number (987654321), and Landline Number (387353897). Below these are sections for Authorized Signatory & Declaration and Declaration. A checkbox at the bottom states: "I declare that all information provided is true, accurate and complete to the best of my knowledge and belief". At the bottom right are buttons for Cancel, Save as Draft, and Submit.

 The “Review and Declaration” section provides a one page view of your registration application with the details you have provided.

The screenshot shows the same VAT Clearing Company (TINCO) Registration page. A red box highlights the 'Edit' button located next to the 'Step' column header in a table below. A yellow circle with the number '1' is placed over the 'Edit' button.

Step	Action
(1)	If any corrections are required to the details provided, Click Edit, on the respective section which you want to correct.

FEDERAL TAX AUTHORITY

What are you looking for?

Home > Abdulla > VAT Clearing Company (TINCO)

VAT Clearing Company (TINCO) Registration

Entity Name in English ABC Trading Co	Address 101	Email Address Training_ff@abc.com	Mobile Number 987654321	Landline Number 387353897	Edit
Authorized Signatory & Declaration					
Authorized Signatory list					
Name in English <input type="text"/>	Name in Arabic <input type="text"/>	Email ID <input type="text"/>			
Declaration					
First Name in English Training	Last Name in English ff				
First Name in Arabic <input type="text"/>	Last Name in Arabic <input type="text"/>				
Country Code +971 (United Arab Emirates)	Phone Number 987654321	Email ID training_ff@abc.com			
Date of Submission 22/07/2022					
<input checked="" type="checkbox"/> I declare that all information provided 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 type="button" value="Submit"/>			

Step	Action
(1)	After carefully reviewing all the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.

FEDERAL TAX AUTHORITY

What are you looking for?

Home > Abdulla > VAT Clearing Company (TINCO)

VAT Clearing Company (TINCO) Registration

Entity Name in English ABC Trading Co	Address 101	Email Address Training_ff@abc.com	Mobile Number 987654321	Landline Number 387353897	Edit
Authorized Signatory & Declaration					
Authorized Signatory list					
Name in English <input type="text"/>	Name in Arabic <input type="text"/>	Email ID <input type="text"/>			
Declaration					
First Name in English Training	Last Name in English ff				
First Name in Arabic <input type="text"/>	Last Name in Arabic <input type="text"/>				
Country Code +971 (United Arab Emirates)	Phone Number 987654321	Email ID training_ff@abc.com			
Date of Submission 22/07/2022					
<input checked="" type="checkbox"/> I declare that all information provided 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 type="button" value="Submit"/>			

	Ensure that you have uploaded all the supporting documents required to qualify your application and approved by the FTA.
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FEDERAL TAX AUTHORITY

What are you looking for?

Home > Abdulla > VAT Clearing Company (TINCO)

VAT Clearing Company (TINCO) Registration

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Edit
ABC Trading Co	101	Training_ff@abc.com	987654321	387353897	

**Authorized Signatory & Declaration**

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
No data		

**Declaration**

First Name in English	Last Name in English	
Training	ff	
First Name in Arabic	Last Name in Arabic	
عبدالله	عاصي	
Country Code	Phone Number	Email ID
+971 (United Arab Emirates)	987654321	training_ff@abc.com
Date of Submission		
22/07/2022		

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 (1)

Step	Action
(1)	Click 'Submit' to complete the VAT Clearing Company – TINCO registration application.



## Post Application Submission

Application Submitted Successfully

Name : Thinking IT  
Reference Number : 9999000000538  
Submitted Date : 22 July 2022

In Review

**What Next:**

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

**Important Notes:**

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

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

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

	<ul style="list-style-type: none"> <li>After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.</li> <li>You can check the status of your application from your EmaraTax account by quoting the Application reference number".</li> <li>Once FTA has completed the review of your application and if satisfactory, FTA will "pre-approve" your application. The status of your application will be changed "Pre-approved" and you will receive a notification from FTA to submit a a Financial Guarantee for your VAT Clearing Company – TINCO application.</li> <li>If FTA is not satisfied with the application, your application may get rejected or you may be required to provide additional supporting information. The status of your application will be changed to "Rejected" or "Awaiting Information" and you will receive a notification from FTA.</li> <li>Read the "What Next" and "Important Notes".</li> </ul>
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Application Submitted Successfully

Name : Thinking IT  
Reference Number : 9999000000538  
Submitted Date : 22 July 2022

In Review

**What Next:**

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

**Important Notes:**

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

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

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

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



## Correspondences

### Taxpayer receives the following correspondences:

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



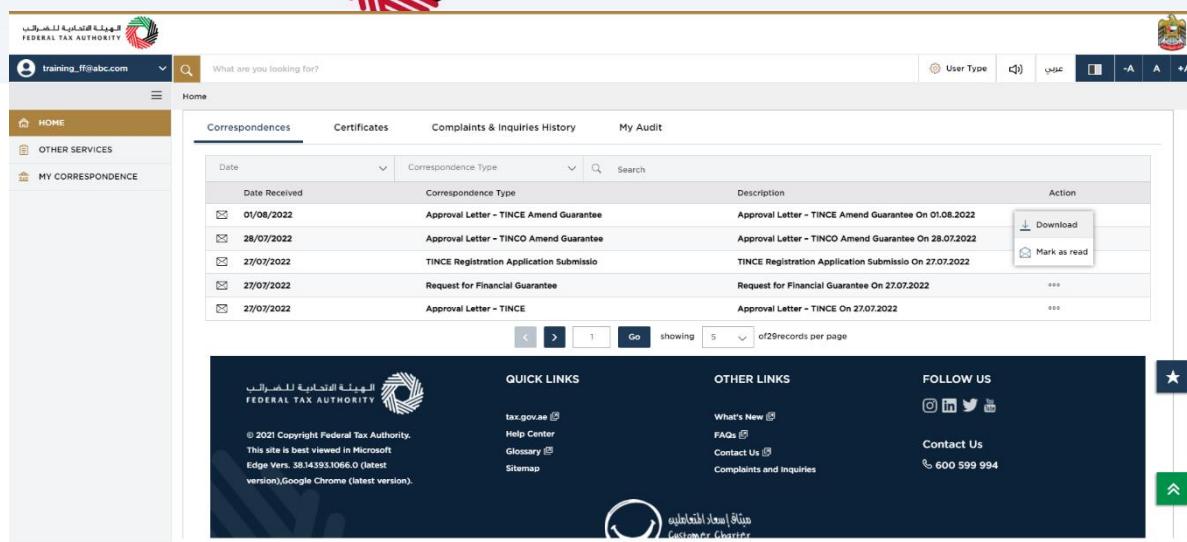
## Download Financial Guarantee Letter

The screenshot shows the EmaraTax account dashboard for user 'ABDULLAH'. The left sidebar includes links for HOME, VAT, EXCISE TAX, EXCISE TAX CLEARING COMPANY (TINCE), PAYMENTS, MY CORRESPONDENCE (highlighted with a red box and circled '1'), USER AUTHORIZATION, and OTHER SERVICES. The main content area displays 'Registration Overview' with sections for Value Added Tax, Tax Group, VAT Clearing Company - TINCO, Excise Clearing Company - TINCE, Excise Tax, and Warehouse Keeper. Below this is a 'My Reports' section with Application Status, Return Filing Status, and Payment Status, all showing 'No data'.

Step	Action
(1)	Login to your EmaraTax account and click “My Correspondence” inside your Taxable Person account to download the financial guarantee letter.

The screenshot shows the 'Correspondences' page in the EmaraTax account. The sidebar includes links for HOME, OTHER SERVICES (highlighted with a red box and circled '1'), and MY CORRESPONDENCE. The main content area lists correspondences with columns for Date Received, Correspondence Type, Description, and Action. The first item in the list has a 'Download' button highlighted with a red box. At the bottom of the page, there is a footer with links to the Federal Tax Authority website, quick links, other links, and social media follow options.

Step	Action
(1)	Click actions to download the Financial Guarantee letter.



Date Received	Correspondence Type	Description	Action
01/08/2022	Approval Letter - TINCE Amend Guarantee	Approval Letter - TINCE Amend Guarantee On 01.08.2022	<a href="#">Download</a>
28/07/2022	Approval Letter - TINCO Amend Guarantee	Approval Letter - TINCO Amend Guarantee On 28.07.2022	
27/07/2022	TINCE Registration Application Submissio	TINCE Registration Application Submissio On 27.07.2022	
27/07/2022	Request for Financial Guarantee	Request for Financial Guarantee On 27.07.2022	...
27/07/2022	Approval Letter - TINCE	Approval Letter - TINCE On 27.07.2022	...

- 

  - The “Financial Guarantee letter” contains the details of the guarantee amount requested by FTA. You can show this letter to the financial institution or bank from where you plan to procure your Financial Guarantee.
  - Ensure that the Financial Guarantee procured from your financial institution or bank:
    - Is in favour of Federal Tax Authority.
    - Must be valid for 12 months and auto renewable.
    - Should state that it is for the purpose of clearing VAT on behalf of non-registered importers.



# Submit Financial Guarantee

The screenshot shows the EmaraTax interface for a user named Abdullah. In the center, there's a section titled 'Required Actions' with two items listed:

- Due Date: 22/07/2022 Description: Additional Information pending for 908000000538
- 22/07/2022 Description: Payment for VAT Late Registration Penalty pending for 10000.00

To the right, under 'Most Used Services', there are two options:

- VAT Clearing Company - Registration (TINCO)
- Value Added Tax Registration

Below these, there are tiles for different tax types:

- Value Added Tax**: Active
- Excise Tax**: Not registered
- Warehouse Keeper**: Not registered
- Tax Group**: Register
- VAT Clearing Company - TINCO**: Pre-Approved, with a red box around the 'Submit Financial Guarantee' button, which is highlighted with a red circle labeled '1'.

Step	Action
(1)	Login to your EmaraTax account and navigate to your VAT Clearing Company – TINCO tile. Click 'Submit Financial Guarantee'

The screenshot shows the 'VAT Clearing Company (TINCO) Registration' process. It consists of four steps:

- About the VAT Clearing Company (TINCO)
- Communication Details
- Review & Declaration
- Financial Guarantee

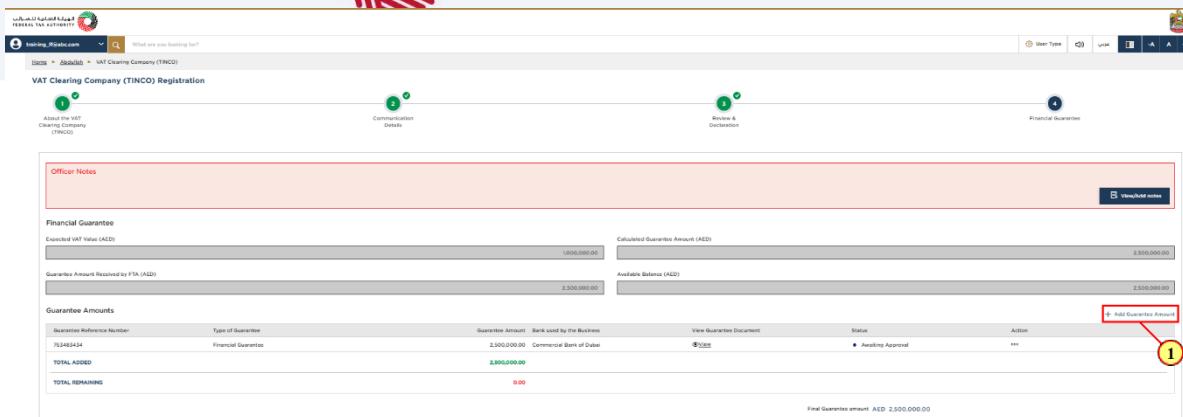
Step 1 is currently active. A modal dialog box is open, containing the message: 'The application is prepopulated with the VAT registration information'. At the bottom of this dialog is a red button labeled 'OK', which is highlighted with a red circle labeled '1'.

On the left side of the main form, there are fields for:

- Officer Notes**
- About the VAT Clearing Company (TINCO)**: VAT TRN (100633878200003), Entity Name in English (ABC MART), Entity Name in Arabic (أب سي إم آر تي), and Trade License (788987).
- Communication Details**
- Review & Declaration**
- Financial Guarantee**

At the bottom of the page are 'Previous Step' and 'Next Step' buttons.

Step	Action
(1)	<ul style="list-style-type: none"> <li>The application is prepopulated with the VAT Registration information.</li> <li>Click 'OK' to continue.</li> </ul>



**Officer Notes**

**Financial Guarantee**

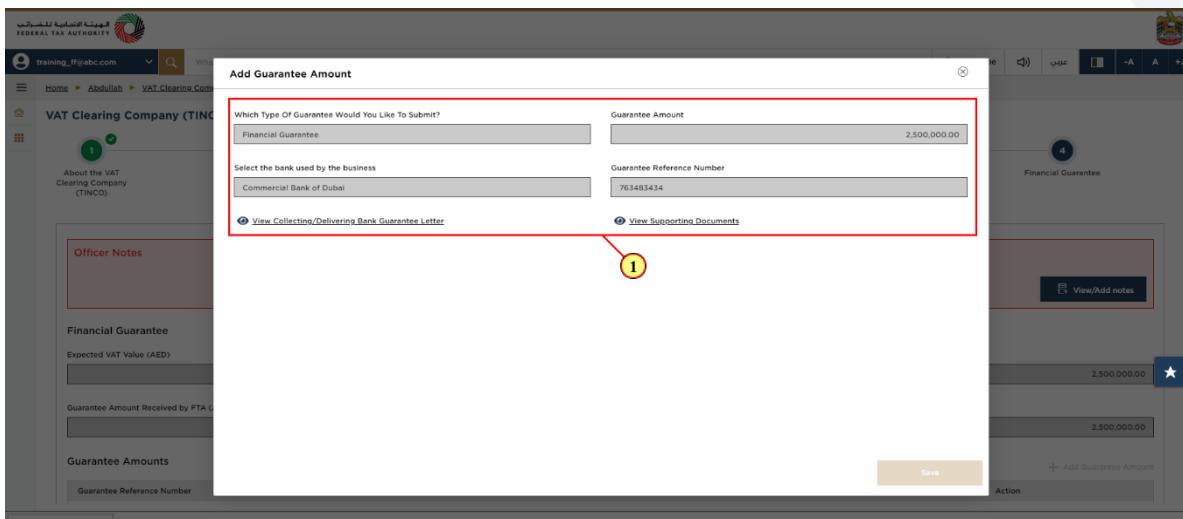
Expected VAT Value (AED)	1,000,000.00	Calculated Guarantee Amount (AED)	2,500,000.00
Guarantee Amount Received by FTA (AED)	2,500,000.00	Available Balance (AED)	2,500,000.00

**Guarantee Amounts**

Guarantee Reference Number	Type of Guarantee	Guarantee Amount	Bank used by the Business	Action
763483434	Financial Guarantee	2,500,000.00	Commercial Bank of Dubai	+ Add Guarantee Amount
<b>TOTAL ADDED:</b>		<b>2,500,000.00</b>		
<b>TOTAL REMAINING:</b>		<b>0.00</b>		

Final Guarantee amount: AED 2,500,000.00

Step	Action
(1)	<ul style="list-style-type: none"> <li>You can view the Guarantee Amount required for your VAT Clearing Company – TINCO in calculated Guarantee Amount.</li> <li>Click ‘Add Guarantee Amount’ to add your Financial Guarantee details.</li> </ul>



**Add Guarantee Amount**

Which Type Of Guarantee Would You Like To Submit?

Financial Guarantee	Guarantee Amount
Commercial Bank of Dubai	2,500,000.00

Select the bank used by the business

Guarantee Reference Number

[View Collection/Delivering Bank Guarantee Letter](#)

[View Supporting Documents](#)

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter the Financial Guarantee details. The guarantee amount should be equal to or greater than the amount requested by FTA.</li> <li>Upload a scanned copy of the Financial Guarantee and a copy of the “official letter of undertaking” signed by the authorized signatory specifying the person who will deliver the original Financial Guarantee to the FTA.</li> <li>Click “Save”.</li> </ul>



# Application Submission of Bank Guarantee

VAT Clearing Company (TINCO) Registration

**Officer Notes**

**Financial Guarantee**

Expected VAT Value (AED)	1,000,000.00	Calculated Guarantee Amount (AED)	2,500,000.00
Guarantees Amount Received by FTA (AED)	2,500,000.00	Available Balance (AED)	2,500,000.00

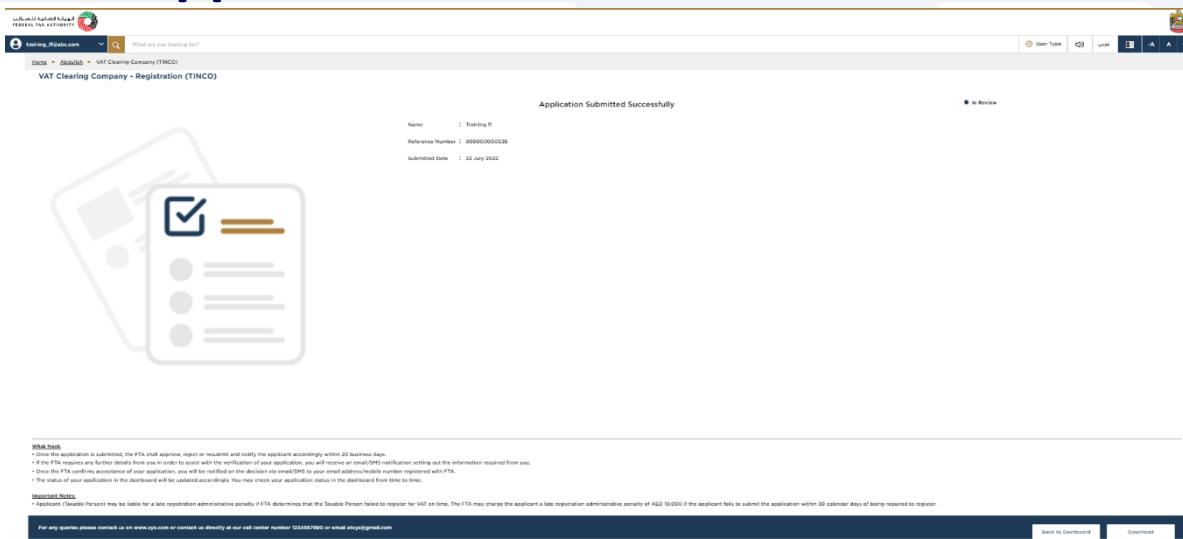
**Guarantee Amounts**

Guarantee Reference Number	Type of guarantee	Guarantee Amount	Bank used by the Business	View Guarantee Document	Status	Action
702042454	Financial Guarantee	2,000,000.00	Commercial Banks of Dubai		Awaiting Approval	***
<b>TOTAL ADDED</b>		<b>2,000,000.00</b>				
<b>TOTAL REMAINING</b>		<b>0.00</b>				

Final Guarantee amount: AED 2,500,000.00

Previous Step Cancel Save as Draft Submit 1

## Post Application Submission



The screenshot shows a web-based application interface for the Federal Tax Authority (FTA). At the top, there's a navigation bar with links for 'Home', 'Log In', 'Help', and 'Contact Us'. Below the navigation is a search bar with placeholder text 'What are you looking for?'. The main content area has a header 'VAT Clearing Company (TINCO)' and a sub-header 'VAT Clearing Company - Registration (TINCO)'. A message 'Application Submitted Successfully' is displayed above a table with three rows: 'Name' (Tracking FF), 'Reference Number' (000000000028), and 'Submitted Date' (22 July 2022). To the right of the table is a status indicator 'In Review'. Below the table is a large graphic of a checklist with a checkmark and an equals sign. At the bottom of the page, there's a section titled 'What Next?' with a list of steps and a 'What Next?' button. Another section titled 'Important Notes' contains legal disclaimers. At the very bottom, there's a footer with links for 'Feedback', 'Help', 'Contact Us', and 'Logout'.

-  • Your application is resubmitted successfully, a Reference Number is displayed for your application. Note this reference number for future purposes.
  - The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.
  - You can check the status of your application from your EmaraTax account by quoting the Application Reference Number".
  - You are required to submit the original copy of the financial guarantee issued by your bank or financial institution to FTA in order to process your application further.
- Scheduling an appointment with FTA representative:
- You can schedule an appointment with FTA representative by emailing Freight Forwarders - Freight.Forwarders@tax.gov.ae.
  - You need to submit the following documents to the FTA representative
    - 2 original copies of the filled in Tax Services Agreement and the Addendum
    - Original Financial Guarantee and "official letter of undertaking" signed by the authorized signatory for the verification of the person visiting on your behalf.
  - Read the "What Next" and "Important Notes".



Screenshot of the FTA VAT Clearing Company registration application status page.

The page shows the following details:

- Name: Training R
- Reference Number: 90800000038
- Submitted Date: 22 July 2022
- Status: In Review

A large graphic of a checklist icon is overlaid on the left side of the page.

**What Next:**

- Once your application is submitted, the FTA shall receive, assess or resubmit the application accordingly within 30 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/DMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/DMS to your email address/ID number registered with FTA.
- 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.

**Important Notes:**

- Applicant / Taxable Person may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 20 calendar days of being required to register.

Buttons at the bottom right:

- Back to Dashboard
- Download (highlighted with a red circle)

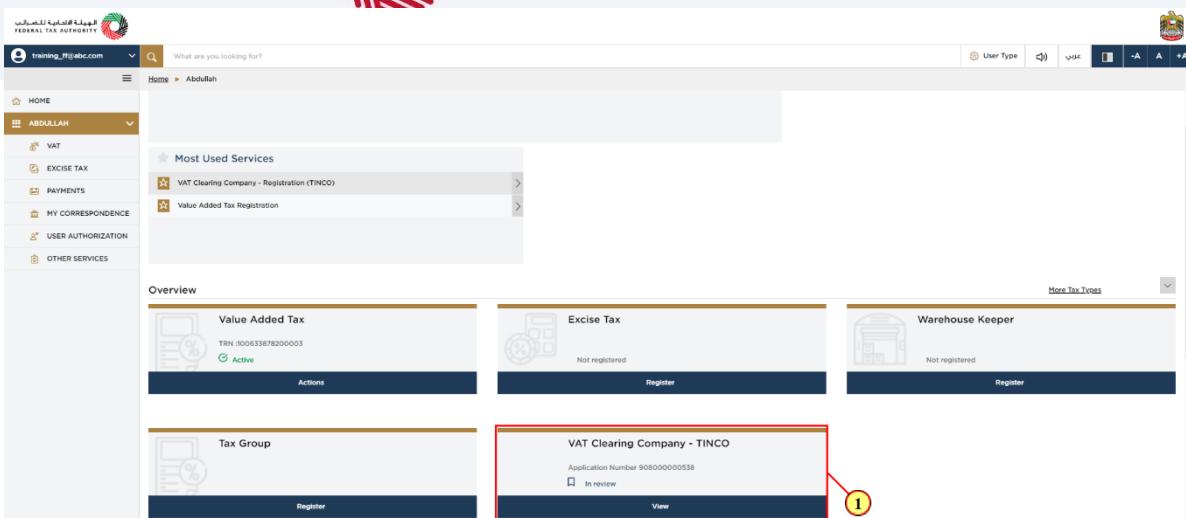
Step	Action
(1)	<ul style="list-style-type: none"> <li>Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.</li> </ul>



## Correspondences

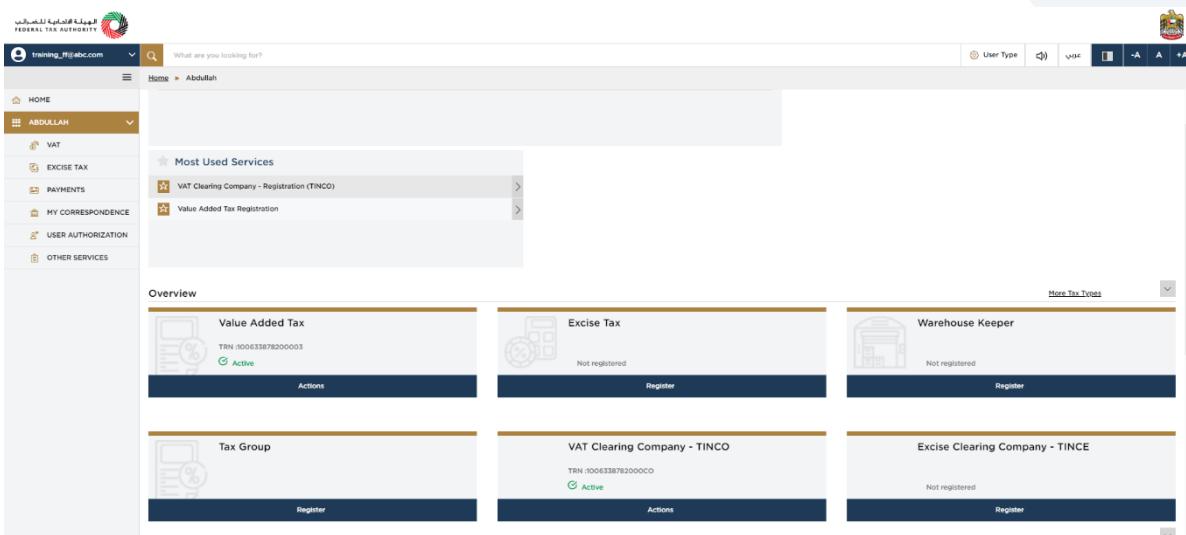
### Taxpayer receives the following correspondences:

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



The screenshot shows the FTA Tax Clearance Company Registration interface. In the center, there is a red box highlighting the 'VAT Clearing Company - TINCO' entry, which includes the application number 908000000538 and the status 'In review'. A yellow circle with the letter 'I' is positioned next to this box.

Step	Action
(1)	Once the bank Guarantee is submitted, The status of application will be changed to 'In review'.



The screenshot shows the FTA Tax Clearance Company Registration interface after the application has been approved. The 'VAT Clearing Company - TINCO' entry now displays the status 'Active' instead of 'In review'.

	<p>Following approval of the registration application by FTA, you will receive TINCO registration number via email. The status of your registration will be “active”. Your company name and communication details will be displayed in the published list of VAT clearing companies in the FTA tax.gov.ae website.</p>
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Thank you