



إمارات تاكس
EMARATAX

Convert TINXC 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](#)



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Introduction

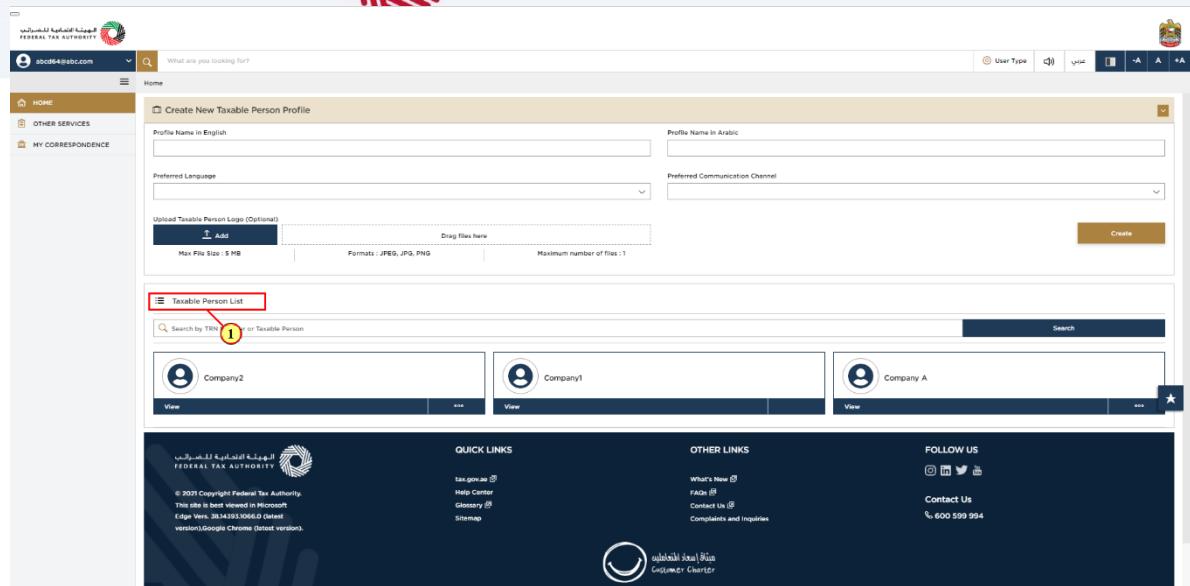


This manual is prepared to help a registered taxpayer to navigate through the Federal Tax Authority (FTA) EmaraTax portal and submit a ‘Convert TINXC to TRN application’ to FTA, to convert their VAT Registration Exception to VAT Registration. This conversion is required if the taxpayer registered for VAT Exception has circumstantial changes due to which they need to register for VAT (as stipulated in Federal Decree Law Number. (8) of 2017 on Value Added Tax).



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 search bar and navigation links for 'User Type', 'Logout', and 'Print'. The main content area has tabs for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. A sub-menu for 'Create New Taxable Person Profile' is open, showing fields for 'Profile Name in English' (with placeholder 'Profile Name in Arabic'), 'Preferred Language', 'Preferred Communication Channel', and an 'Upload Taxable Person Logo (Optional)' section with a file upload button and a maximum file size of 5 MB. Below this is a 'Taxable Person List' section with a search bar and three entries: 'Company2', 'Company1', and 'Company A'. The bottom of the screen shows a footer with the UAE national emblem, the Federal Tax Authority logo, copyright information (© 2021 Copyright Federal Tax Authority. This site is best viewed in Microsoft Edge Ver. 38.44383.3060.0 (Latest version)/Google Chrome (Latest version).), quick links (tax.gov.ae, Help Center, Glossary, Sitemap), other links (What's New, FAQs, Contact Us, Complaints and Inquiries), and social media links (Instagram, LinkedIn, Twitter, YouTube). It also features a 'Customer Charter' logo.

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 FTA's digital platform. At the top, there's a navigation bar with links for 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. A search bar is present, along with user profile icons and a 'User Type' dropdown.

The main area displays the 'Create New Taxable Person Profile' form. It includes fields for 'Profile Name in English' (with a placeholder 'Profile Name in Arabic'), 'Preferred Language' (dropdown), 'Preferred Communication Channel' (dropdown), and an 'Upload Taxable Person Logo (Optional)' section with a file upload input and a 'Create' button highlighted with a red circle and the number '1'.

Below the form is a 'Taxable Person List' section. It features a search bar and a table with three entries: 'Company2' (with a 'View' link), 'Company1' (with a 'View' link), and 'Company A' (with a 'View' link and a star icon). The footer contains the FTA logo, copyright information (© 2021 Copyright Federal Tax Authority. This site is best viewed in Microsoft Edge Ver. 38.14383.3060.0 (latest version)/Google Chrome (latest version)), quick links (tax.gov.ae, Help Center, Glossary, Sitemap), other links (What's New, FAQs, Contact Us, Complaints and Inquiries), and social media links (Follow Us: Instagram, LinkedIn, Twitter, YouTube).

Step	Action
(1)	To create a new Taxable Person, enter the mandatory details and click 'Create'. The new Taxable Person will be displayed in the list.



The screenshot shows the 'Create New Taxable Person Profile' page. In the center, there is a grid of three items labeled 'Company2', 'Company A', and 'Company B'. The 'View' button for 'Company B' is highlighted with a red box and a yellow circle containing the number 1, indicating the step to click.

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



Convert TINXC to TRN

The screenshot shows the homepage of the Federal Tax Authority website. The left sidebar has links for HOME, COMPANY S, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area has sections for Required Actions, Most Used Services (Value Added Tax Registration), Overview (VAT tile with 'Convert to TRN' highlighted), Excise Tax, Warehouse Keeper, My Reports (Application Status, Return Filing Status, Payment Status), and a footer with QUICK LINKS, OTHER LINKS, and FOLLOW US.

Step	Action
(1)	In order to initiate the TINXC to TRN application, click 'Actions' on the VAT tile. Select Convert to TRN.



Guidelines and Instructions

The screenshot shows the 'VAT Registration - Convert TIN XC to TRN' service page. It includes sections for 'Tutorial Materials' (with links to 'Watch Video Tutorial' and 'Download User Manual'), 'Required Templates' (with links to 'Taxable supplies - Turnover declaration template', 'Taxable excesses - Turnover declaration template', and 'Turnover Declaration Letter Form'), and 'Service Details' (links to 'About the Service', 'Eligibility Criteria', and 'Service Steps'). The 'Required Documents' section states: 'There are no specific documents required to be included in your online application as the details from your VAT registration exception would be pre-populated. However, the below supporting documents may be required for any specific changes you have made.' A list of required documents follows:

- Passport/Emirates ID of the authorized signatory(s)
- Photo of the authorized signatory(s)
- Power of Attorney documents
- Trade license details
- Certificate of association
- Contact Information
- Bank letter validating the bank account details of the applicant
- Customs registration details

Accepted file types are PDF, JPG, 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 TINXC to TRN in the UAE. It also provides guidance on what information you should have in hand when you are completing the Convert TINXC to TRN application.



FEDERAL TAX AUTHORITY

What are you looking for?

User Type VAT

Home > ZFD Sale > VAT Registration - Convert to TRN

Step	Action
(1)	A screen will appear with guidelines and instructions. Read the guidelines and instructions and mark the checkbox to confirm.

Tutorial Materials

- [Watch Video Tutorial](#)
- [Download User Manual](#)

Required Templates

- [Trade supplies - Turnover declaration template](#)
- [Trade expenses - Turnover declaration template](#)
- [Turnover Declaration Letter Form](#)

Service Details

- [About the Service](#)
- [Eligibility Criteria](#)
- [Service Steps](#)
- [FAQs](#)

Required Documents

There are no specific documents required to be included in your online application as the details from your VAT registration exception would be pre-populated. However, the below supporting documents may be required for any specific changes you have made.

- Passport/Emirates ID of the authorized signatory(s)
- Proof of authorization for the authorized signatory(s)
- Power of Attorney documents
- Trade supplies declaration
- Certificate of association
- Contact information
- Bank letter validating the bank account details of the applicant
- Customs registration details

Accepted file types are PDF, JPD, PNG and JPEG. The individual file size limit is 5MB

I confirm that I have read the above instructions and guidelines 1

Back Cancel Start



Sohail@fata.ae | What are you looking for? User Type: VATI View

Home > FTA Site > VAT Registration - Convert to TRN

Tutorial Materials

- Watch Video Tutorial
- Download User Manual

Required Templates

- Taxable supplies - Turnover declaration template
- Taxable expenses - Turnover declaration template
- Turnover Declaration Letter Form

Required Documents

There are no specific documents required to be included in your online application as the details from your VAT registration exception would be pre-populated. However, the below supporting documents may be required for any specific changes you have made.

- Passport/Emirates ID of the authorized signatory(s)
- Proof of authorization for the authorized signatory(s)
- Business registration documents
- Trade license details
- Certificate of association
- Contact information
- Bank letter validating the bank account details of the applicant
- Customs registration details

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.

Service Details

- About the Service
- Eligibility Criteria
- Service Steps
- FAQs

I confirm that I have read the above instructions and guidelines

Back Cancel Start (1)

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



Entity Details Section

The screenshot shows the 'Entity Details' section of a VAT registration application. The application is divided into 9 steps, with step 1 (Entity Details) currently active. The form includes fields for Entity Type (Legal Person - Public Joint Stock Company), Incorporation certificate upload (with a file size limit of 15 MB and PDF/DOC formats), Tax Group application (Yes/No), and start date (DD/MM/YYYY). Buttons at the bottom include 'Previous Step', 'Saving...', 'Cancel', 'Save as Draft', and 'Next Step'.

- 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.



Screenshot of the Federal Tax Authority (FTA) website showing the 'VAT Registration - Convert TIN XC to TRN' process. The page displays a step-by-step wizard with nine steps: Entity Details, Identification Details, Eligibility Details, Contact Details, Business Relationships, Bank Details, Additional Details, Authorized Signatory, and Review and Declaration.

The 'Entity Details' step is highlighted with a red box and circled with a yellow number '1'. This step contains fields for Entity Type (selected: Legal Person - Public Joint Stock Company), Incorporation Certificate (checkboxes for Yes and No), Tax Group Application (checkboxes for Yes and No), and the date when business started making supplies subject to VAT (01/08/2021).

On the right side of the form, there is a file upload section for the 'Certificate of Incorporation' with a maximum file size of 15 MB and supported formats PDF, DOC. A star icon is located in the top right corner of the form area.

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

Step	Action
(1)	<ul style="list-style-type: none"> Verify and update Entity Details information. Select the date when your business first started making supplies subjected to VAT.



Screenshot of the Federal Tax Authority's VAT Registration - Convert TIN XC to TRN application form. The form is a multi-step process with the following steps:

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

The current step is "Entity Details". The form fields include:

- Entity Type: Legal Person - Public Joint Stock Company
- Do you have a certificate of incorporation? (Yes/No)
- Upload Certificate of Incorporation (File size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3)
- Are you applying to create or join a Tax Group? (Yes/No)
- Date when the business first started making supplies subject to VAT: 01/08/2021

At the bottom right of the form, there are buttons for "Save as Draft" (highlighted with a red box), "Cancel", and "Next Step".

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



Screenshot of the VAT Registration - Convert TIN XC to TRN process on the Federal Tax Authority website.

The page shows a step-by-step wizard with the following steps:

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

Entity Details section:

- Entity Type: Legal Person - Public Joint Stock Company
- Do you have a certificate of incorporation? Yes (radio button selected)
- Upload Certificate of Incorporation: Add/View(2) button and file upload area (Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3).
- Are you applying to create or join a Tax Group? No (radio button selected)
- Date when the business first started making supplies subject to VAT: 02/08/2022

Action Bar:

- Previous Step (highlighted with a red box and circled '1')
- Saving... button
- Cancel button
- Save as Draft button
- Next Step button

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



Screenshot of the VAT Registration - Convert TIN XC to TRN process on the Federal Tax Authority website.

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)

Entity Details Step (1):

- Entity Type: Legal Person - Public Joint Stock Company
- Do you have a certificate of incorporation? Yes (radio button selected)
- Upload Certificate of Incorporation: Add/View(2) (button)
- Date when the business first started making supplies subject to VAT: 02/08/2024 (input field)

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

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 Federal Tax Authority's VAT Registration - Convert to TRN system showing the Main License Details step.

The Identification Details section is highlighted with a red box and a yellow circle labeled '1' pointing to the 'Do you have a Trade license in the UAE?' question.

Main License Details

- Trade License Issuing Authority: Dubai Department of Economic Development
- Trade License Number: DSG051022
- License Issue date: 12/06/2013
- License Expiry Date: 12/06/2013
- Legal Name in English: Company B
- Legal Name in Arabic: شركة ب
- Trade Name in English (Optional): Company B
- Trade Name in Arabic (Optional): الشركة ب
- Upload copy of Trade License: Add/View
- Business Activity Details: + Add Business Activities

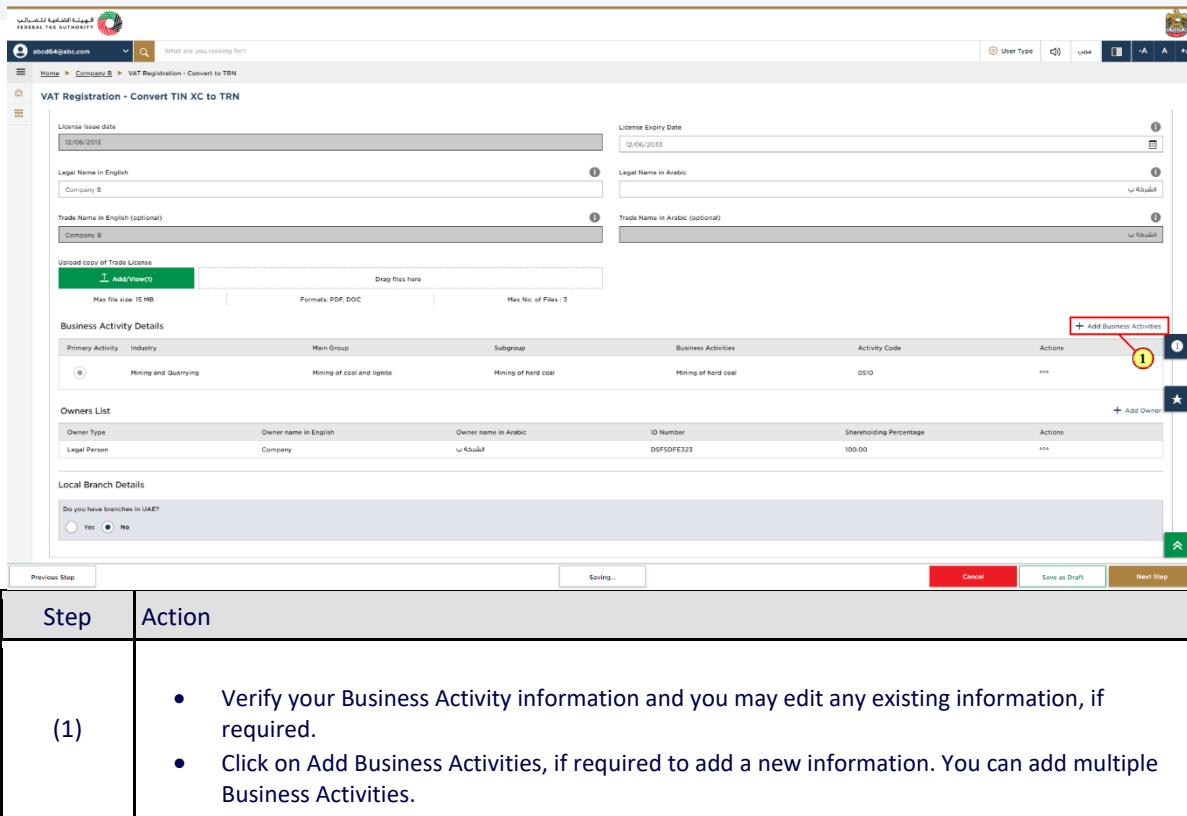
Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Previous Step						<input type="button" value="Cancel"/> <input type="button" value="Save as Draft"/> <input type="button" value="Next Step"/>

Step Action

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

Business Activities



The screenshot shows the VAT Registration - Convert TIN XC to TRN page. It includes fields for License Issue Date (12/06/2013), License Expiry Date (12/06/2033), Legal Name in English (Company B), Legal Name in Arabic (الشركة ب), Trade Name in English (optional) (Company B), and Trade Name in Arabic (optional). There is a section for uploading a Trade License (Max file size: 15 MB, Formats: PDF, DOC). The Business Activity Details section shows Primary Activity (Mining and Quarrying), Industry (Mining of coal and lignite), Main Group (Mining of hard coal), Subgroup (Mining of hard coal), Business Activities (Mining of hard coal), Activity Code (0510), and Actions (***). An 'Add Business Activities' button is highlighted with a red box and a yellow circle. The Owners List section shows one owner (Legal Person: Company, Owner name in English: Abdul, Owner name in Arabic: عبدال, ID Number: DSFSDFE323, Shareholding Percentage: 100.00, Actions: ***). Local Branch Details section asks if there are branches in UAE (Yes or No). At the bottom are buttons for Previous Step, Saving..., Cancel, Save as Draft, and Next Step.

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.



Owner Details

Screenshot of the Federal Tax Authority's VAT Registration - Convert to TRN page. The page shows fields for license issue date (12/06/2013), license expiry date (12/06/2033), legal name in English (Company B), legal name in Arabic (الشركة ب), trade name in English (optional) (Company B), and trade name in Arabic (optional). It also includes a section for business activity details, a table for owners, and a local branch details section. A red box highlights the '+ Add Owner' button in the owners list table, which is circled with a yellow circle. A red arrow points from the table to the bottom right corner of the page.

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 XC to TRN' page. A red box highlights the 'Local Branch Details' section, which contains a question about having branches in UAE and a 'Add New Branch' button. A yellow circle labeled '1' points to this section.

Step	Action
(1)	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.



Screenshot of the VAT Registration - Convert TIN XC to TRN page. The page shows fields for License Issue Date (12/06/2013), License Expiry Date (12/06/2033), Legal Name in English (Company B), Legal Name in Arabic (الشركة ب), Trade Name in English (optional) (Company B), and Trade Name in Arabic (optional) (الشركة ب). A file upload section allows for PDF or DOC files up to 15 MB. Business Activity Details show Primary Activity (Mining and Quarrying), Industry (Mining of coal and lignite), Main Group (Mining of coal and lignite), Subgroup (Mining of hard coal), Business Activities (Mining of hard coal), Activity Code (0910), and Actions (***). An Owners List table shows one entry: Legal Person (Company) with ID Number DSFSDFE323 and Shareholding Percentage 100.00%. Local Branch Details ask if there are branches in UAE, with 'Yes' selected. Buttons at the bottom include Previous Step, Save..., Cancel, Save as Draft, and 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 VAT Registration - Convert TIN XC to TRN page. The page shows fields for License Issue Date (12/06/2013), License Expiry Date (12/06/2033), Legal Name in English (Company B), Legal Name in Arabic (الشركة ب), Trade Name in English (optional) (Company B), and Trade Name in Arabic (optional) (الشركة ب). A file upload section allows for PDF or DOC files up to 15 MB. Business Activity Details show Primary Activity (Mining and Quarrying), Industry (Mining of coal and lignite), Main Group (Mining of hard coal), Subgroup (Mining of hard coal), Business Activities (0910), and Activity Code (0910). Owners List shows a single owner (Legal Person, Company, ID Number DSFSDFE323, Shareholding Percentage 100.00). Local Branch Details ask if there are branches in UAE, with 'Yes' selected. The bottom right shows 'Next Step' button highlighted with a green circle containing the number 1.

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



Eligibility Details

Taxable supplies and Taxable expenses

Eligibility Details

Please ensure upload scanned copy of the following documents to avoid resubmitting your application:

1. Declaration of the monthly turnover sales:
 - If the entity is established prior to 2017, the declaration should include monthly turnover from Jan 2017 to the date of the submission.
 - If the entity is established after 2017, the declaration should include monthly turnover from the date of establishment to the date of submission.
 - You may use declaration letter template in the following link (<https://tax.gov.ae//media/files/EN/Word/Turnover-Declaration-Letter.docx>)
 - The letter shall be stamped and signed by the Authorized Signatory
2. Invoices:
 - Invoices shall be stamped and signed by the Authorized Signatory
3. Purchase Orders:
 - Purchase Order (PO) shall be stamped and signed by Authorized Signatory of both the supplier and the buyer.
 - The PO shall include payment terms or delivery date within the next 30 days.
4. Any other supporting financial documents such as contracts, title deeds, tenancy contracts, etc.)

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](#) **1**

Taxable supplies

Month	Amount(AED)	Cumulative(AED)		
Previous Step	Saving...	Cancel	Save as Draft	Next Step

Step Action

(1) There are two options to enter your Taxable supplies and Taxable expenses.

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.
- OR
2. Enter the Taxable supplies and Taxable expenses directly in the screen.
3. The figure must only be reported in UAE Dirhams (AED).



FEDERAL TAX AUTHORITY

What are you looking for?

User Type: Valid:

[Home](#) > [Companies](#) > VAT Registration - Convert to TRN

VAT Registration - Convert TIN XC to TRN

Jul 2022	0.00	10,000.00
Aug 2022	0.00	10,000.00

Showing 5 of 68 records per page

Taxable expenses for last 12 months (AED) **Taxable expenses for next 30 days (AED)**

10,000.00 0.00

VAT Registration Criteria: 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:

- Your taxable supplies was more than AED 175,000 in any past period of 12 months or less, or
- You expect that your taxable supplies will be more than AED 375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded: 02/08/2022

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): 01/09/2022

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

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) website showing the VAT Registration - Convert TIN XC to TRN page. The page displays taxiable expenses for Jul 2022 and Aug 2022, both showing 0.00 and 10,000.00 respectively. A table below shows taxable expenses for the last 12 months (AED) and next 30 days (AED), both showing 10,000.00 and 0.00. A red box highlights the 'Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded' field (02/08/2022) and the 'Reason for change in Obligation Date (Optional)' field. Another red box highlights the 'Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies?' section, where 'Yes' is selected. A circled '1' is placed next to the 'Yes' radio button. A table at the bottom summarizes the step and action:

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 VAT Registration - Convert to TRN page. The page shows tax details for Jul 2022 and Aug 2022, and asks about taxable expenses and VAT thresholds. A red circle labeled '1' points to the 'Next Step' button.

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 XC to TRN' process on the efta.ae website, showing the 'Contact Details' step.

The form fields highlighted by a red box and circled with a yellow '1' are:

- Country: United Arab Emirates
- Street: Al Muzahidat Street
- City: Dubai
- Mobile Number: 987654321
- Building Name & Number: Trade Center 1
- Area: ICD Brookfield
- Emirates: Dubai
- Landline Number: 12345678
- P.O. Box: Z723

Below the form is a table:

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



Screenshot of the VAT Registration - Convert TIN XC to TRN process on the Federal Tax Authority website. The page shows the 'Contact Details' step (Step 4) of a 9-step process. The contact details entered are:

Country: United Arab Emirates	Building Name & Number: Trade Center 1
Street: Al Muntazah Street	Area: ICD Brookfield
City: Dubai	Emirates: Dubai
Country Code: +971 (United Arab Emirates)	Mobile Number: 987654321
	Landline Number: 12345678
Email ID: abcdef4@abc.com	P.O. Box: Z123

Buttons at the bottom include 'Previous Step', 'Save...', '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 website showing the 'VAT Registration - Convert TIN XC to TRN' process. The page displays a step-by-step progress bar from 1 to 9. Step 1 is 'Entity Details', Step 2 is 'Identification Details', Step 3 is 'Eligibility Details', Step 4 is 'Contact Details', Step 5 is 'Business Relationships', Step 6 is 'Bank Details', Step 7 is 'Additional Details', Step 8 is 'Authorized Signatory', and Step 9 is 'Review and Declaration'. The 'Contact Details' section is currently active, showing fields for Country, Street, City, Contact Code, Mobile Number, Building Name & Number, Area, Emirates, Landline Number, P.O. Box, and Email ID. A red circle with the number '1' highlights the 'Next Step' button at the bottom right of the form.

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 Federal Tax Authority website showing the 'Business Relationships' section of the VAT Registration - Convert TIN XC to TRN process.

The page shows a step-by-step progress bar with 9 steps. Step 1 is highlighted with a red box and a yellow circle labeled '1' pointing to the 'Designation' dropdown menu, which is set to 'Manager'. Other steps are numbered 2 through 9.

Below the progress bar, there are several input fields and sections:

- Designation:** Manager (highlighted by a red box and yellow circle '1')
- First Name in English:** Company
- Last Name in English:** [Empty field]
- First Name in Arabic:** [Empty field] (with a note 'Last Name in Arabic' and a dropdown 'Arabic')
- Last Name in Arabic:** [Empty field] (with a note 'النسبة') (with a note 'Last Name in Arabic' and a dropdown 'Arabic')
- Are you a Resident of UAE?** Yes (radio button)
- Country of Nationality:** Thailand
- Passport Number:** SAPIA/PISOS
- Please upload copy of Passport:** [File upload area] (Max File size: 10 MB, Formats: PDF, DOC, Max No. of files: 3) (with a note 'Add/View() Drag files here')
- Passport Expiry Date:** 25/06/2033
- Passport Issuing Country:** Thailand

At the bottom of the form, there are buttons for 'Previous Step', 'Save...', '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 'VAT Registration - Convert TIN XC to TRN' page showing the 'Business Relationships' section.

Business Relationships

Desigation: Manager

First Name in English: Company

First Name in Arabic: شركة

Last Name in English: B

Last Name in Arabic: شركه

Are you a Resident of UAE? Yes No

Country of Nationality: Thailand

Passport Number: SAFA5A50505

Passport Issuing Country: Thailand

Please upload copy of Passport: Add/View(0) Max File size : 10 MB Formats: PDF, DOC Drag file here Max No. of files : 3

Passport Expire Date: 25/06/2033

Relationships Table:

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Partner	Company B	شركة ب	DF5AC5A5205	Non Resident	Thailand	Edit

Action Step Table:

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



Screenshot of the Federal Tax Authority's VAT Registration system showing the 'Add Relationships' step. The form includes fields for Partner/Director information, passport details, and a relationship status section. A red box highlights the 'Add' button at the bottom right.

Step	Action
(1)	Click 'Add' to add more relationship details.



Screenshot of the Federal Tax Authority (FTA) website showing the 'VAT Registration - Convert TIN XC to TRN' form. The form includes fields for Business Relationships (Designation: Manager), Personal Information (First Name in English: Company, First Name in Arabic: الشركة), and Nationality (Country of Nationality: Thailand). It also requires a passport upload (Passport Number: SAIFSAFAS03, Passport Expiry Date: 25/06/2033). A table at the bottom shows a relationship entry for 'Partner' (Name in English: Company B, Name in Arabic: الشركة بـ, ID Number: DFSACAS2DS, Resident of UAE: Non Resident, Nationality: Thailand). The 'Next Step' button is highlighted with a green circle and the number 1.

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



Bank Details

The screenshot shows the VAT Registration - Convert TIN XC to TRN application process. Step 6, 'Bank Details', is currently selected. The form requires optional bank account information: Country (United Arab Emirates), IBAN (AE02), Bank Name (Shahinifat), Branch Name (Dubai), Account Holder Name (Company B), and Account number (0001). There is also a section for uploading a copy of the Bank Validation Letter, with a maximum file size of 10 MB and supported formats PDF or DOC.

- 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.



Screenshot of the VAT Registration - Convert TIN XC to TRN process on the Federal Tax Authority website. The page shows a step-by-step progress bar with 9 steps completed. The current step is 'Bank Details' (Step 6). A callout box highlights the 'Next Step' button at the bottom right of the form.

Step	Action
(1)	You may enter your bank details and click 'Next Step' to save and proceed to the 'Additional Details' section.



Additional Details

GCC Business activities

Screenshot of the Federal Tax Authority's VAT Registration - Convert to TRN interface showing the 'Additional Details' step.

The page displays two sets of questions:

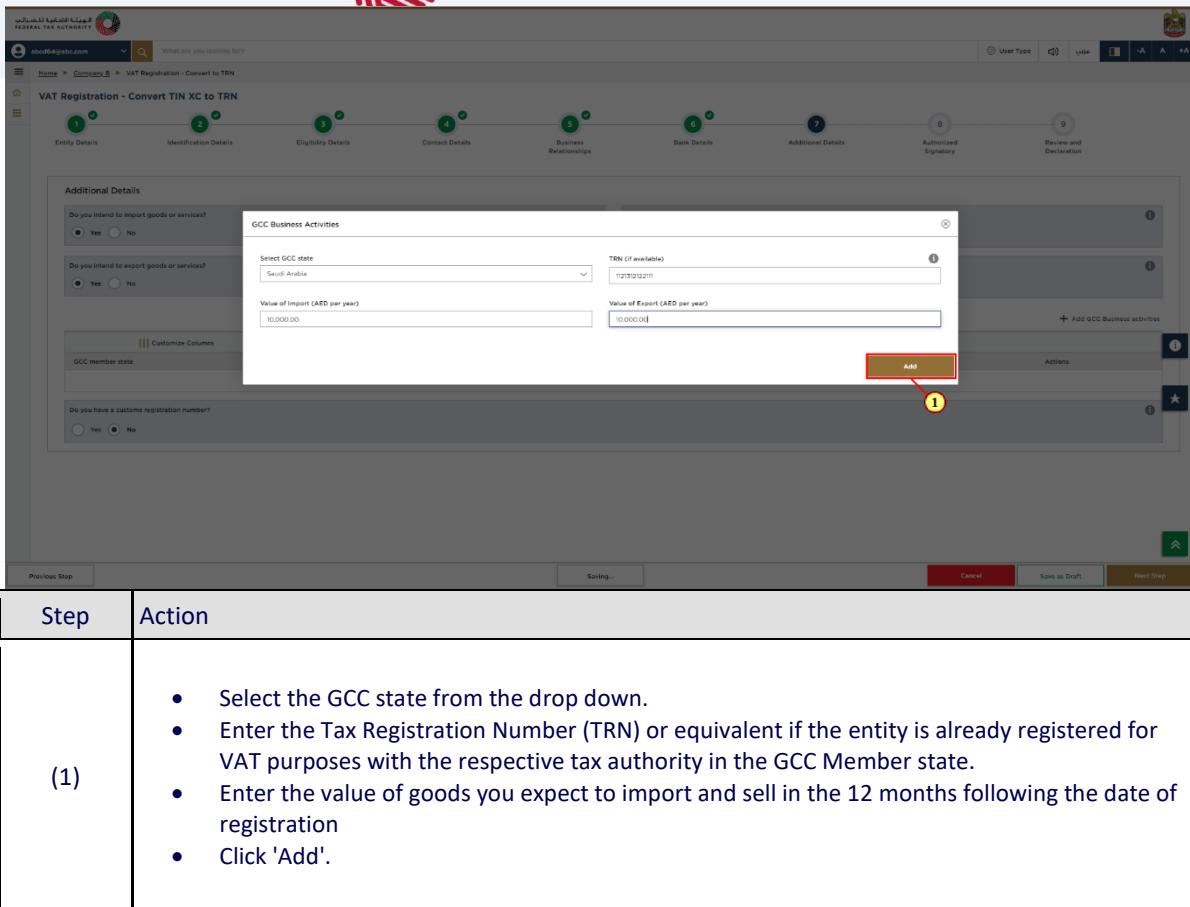
- Do you intend to import goods or services?** (Yes No
- Will any of these imports be from GCC member states?** (Yes No
- Do you intend to export goods or services?** (Yes No
- Will any of these exports to GCC member states?** (Yes No

Below these questions is a table with columns: 'GCC member state', 'TRN', 'Estimated value of imports per year (AED per year)', 'Estimated value of exports per year (AED per year)', and 'Actions'. The table shows 'No data'.

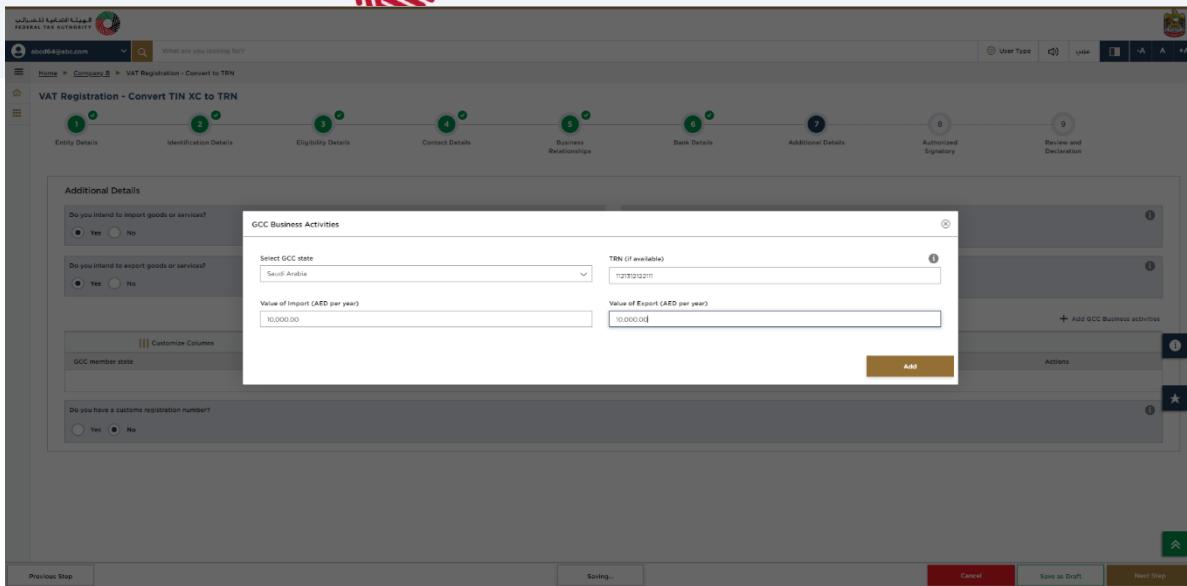
On the right side of the table, there is a button labeled '+ Add GCC Business activities' with a circled '1' above it, indicating a required action.

At the bottom of the form, there is a table titled 'Step' and 'Action' with one row:

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.



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'.



The screenshot shows a step-by-step VAT registration form. The current step is 'Additional Details'. A modal window titled 'GCC Business Activities' is open, containing fields for 'Select GCC state' (set to Saudi Arabia), 'TRN (if available)' (11213212211), 'Value of Import (AED per year)' (10,000.00), and 'Value of Export (AED per year)' (10,000.00). There are 'Add' and 'Actions' buttons at the bottom of the modal.



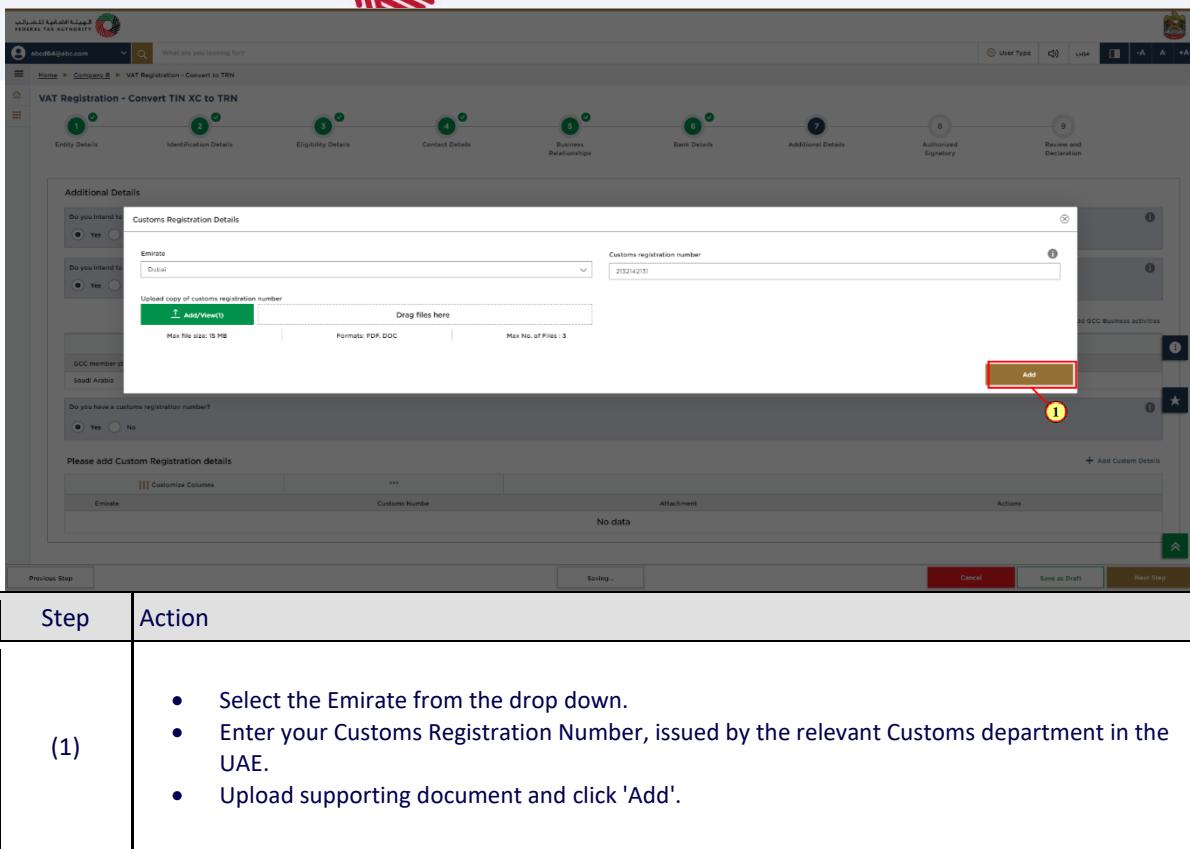
Do not include the value of any services unless they are directly related to moving goods (Example., commission, and freight insurance).



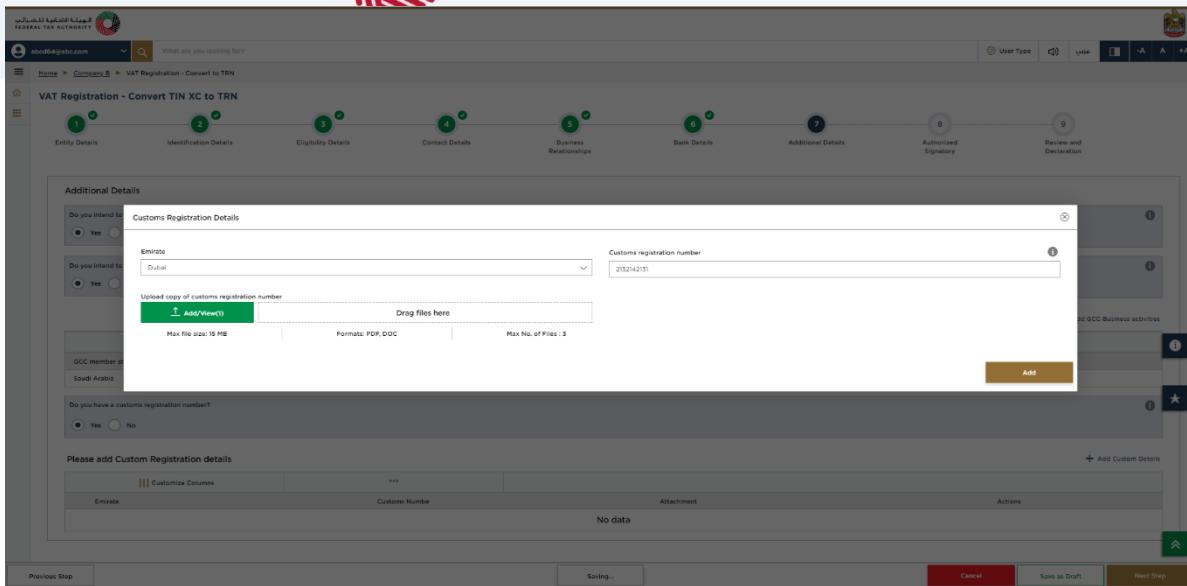
Customs Details

The screenshot shows the 'VAT Registration - Convert TIN XC to TRN' process. The 'Additional Details' step is active, showing questions about import and export intentions and GCC member state interactions. Below this, there's a table for 'GCC member state' registration with a row for Saudi Arabia. At the bottom, there's a section for 'Custom Registration details' with a table and a red-highlighted '+ Add Custom Details' button.

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'.



	<ul style="list-style-type: none"> 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'.
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Screenshot of the VAT Registration - Convert TIN XC to TRN process on the Federal Tax Authority website.

The page shows a progress bar with 9 steps completed:

- 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 those exports to GCC member states? Yes No

GCC member state

GCC member state	TIN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
Saudi Arabia	11231212211	10,000.00	10,000.00	...

Do you have a customs registration number? Yes No

Please add Custom Registration details

Emirate	Customs Number	Attachment	Actions
Dubai	2132142131	View Attachment	...

Step | **Action**

(1)	After completing all mandatory fields, click 'Next Step' to save and proceed to the 'Authorized Signatory' section.
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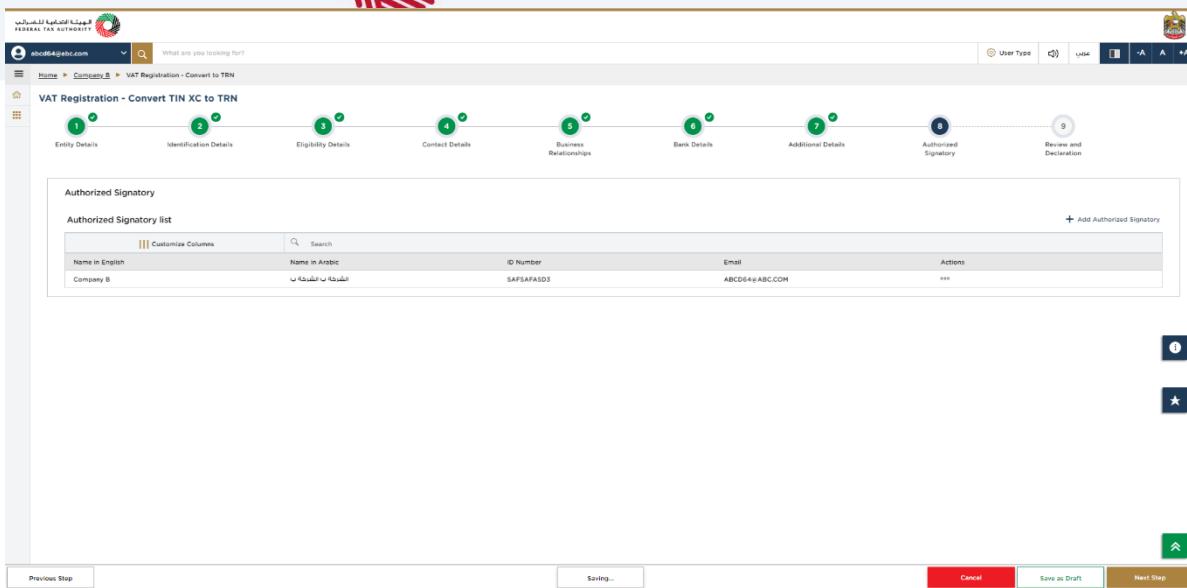
Buttons at the bottom: Previous Step, Saving..., Cancel, Save as Draft, Next Step (highlighted with a red circle).



Authorized Signatory

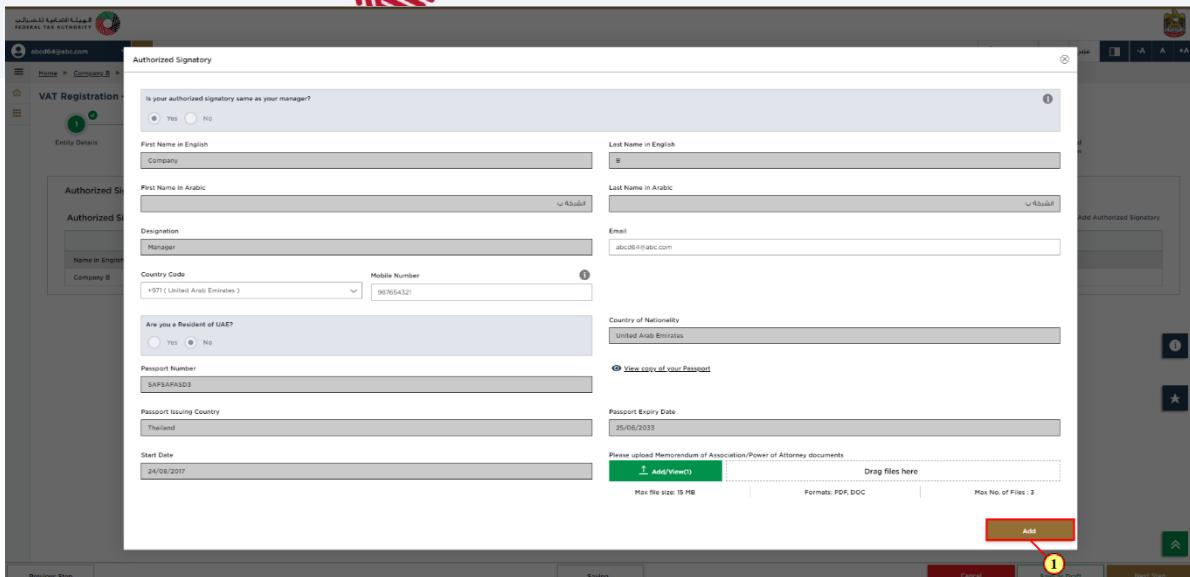
The screenshot shows a step-by-step process for VAT Registration - Convert TIN XC to TRN. Step 1, 'Entity Details', is completed. Step 2, 'Identification Details', is currently being worked on. Other steps shown are 'Eligibility Details', 'Contact Details', 'Business Relationships', 'Bank Details', 'Additional Details', 'Authorized Signatory', and 'Review and Declaration'. The 'Authorized Signatory' step is highlighted with a red box around the 'Actions' column. A yellow circle with the number '1' is placed over the '+ Add Authorized Signatory' button. Below the table, there is a table of contents with a green arrow pointing to the 'Step' column.

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.



Name in English	Name in Arabic	ID Number	Email	Actions
Company B	شركةABC	SAFAFAS03	ABCD1@ABC.COM	...

	<ul style="list-style-type: none"> 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.
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Step	Action
(1)	After completing all mandatory fields, click 'Add'.



VAT Registration - Convert TIN XC to TRN

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

Authorized Signatory					Actions	
Authorized Signatory list					+ Add Authorized Signatory	
Name in English	Name in Arabic	ID Number	Email	Actions		
Company B	الشركة ب المقدمة	SAPSAFA102	ABCDEF@ABC.COM	Edit	Delete	Details

(1)

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



Review and Declaration

Screenshot of the 'VAT Registration - Convert TIN XC to TRN' application form on the Federal Tax Authority website.

The form shows the following details:

- Step 8 : Authorized Signatory**
- Emirates**: Dubai
- Customs Number**: 2132142131
- view attachment** and **View Attachments** buttons
- Name in English**: Company B
- Name in Arabic**: عَلَيْكُمْ عَلَيْكُمْ
- ID Number**: SAFAFA503
- Email**: ABCDEF4@ABC.COM
- Edit** button
- Declaration** section:
 - First Name in English**: ab
 - Last Name in English**: cd
 - First Name in Arabic**: عَلَيْكُمْ
 - Last Name in Arabic**: عَلَيْكُمْ
 - Country Code**: +971 (United Arab Emirates)
 - Mobile Number**: 987654321
 - Email**: abcdef4@abc.com
- Submission Date**: 04/08/2022
- I declare that all information provided is true, accurate and complete to the best of my knowledge and belief** checkbox
- Previous Step**, **Save...**, **Cancel**, **Save as Draft**, and **Submit** buttons



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 XC to TRN process. The page displays various input fields for company registration, including address, customs number, and contact information. A checkbox for declaration is highlighted with a red box and circled '1'.

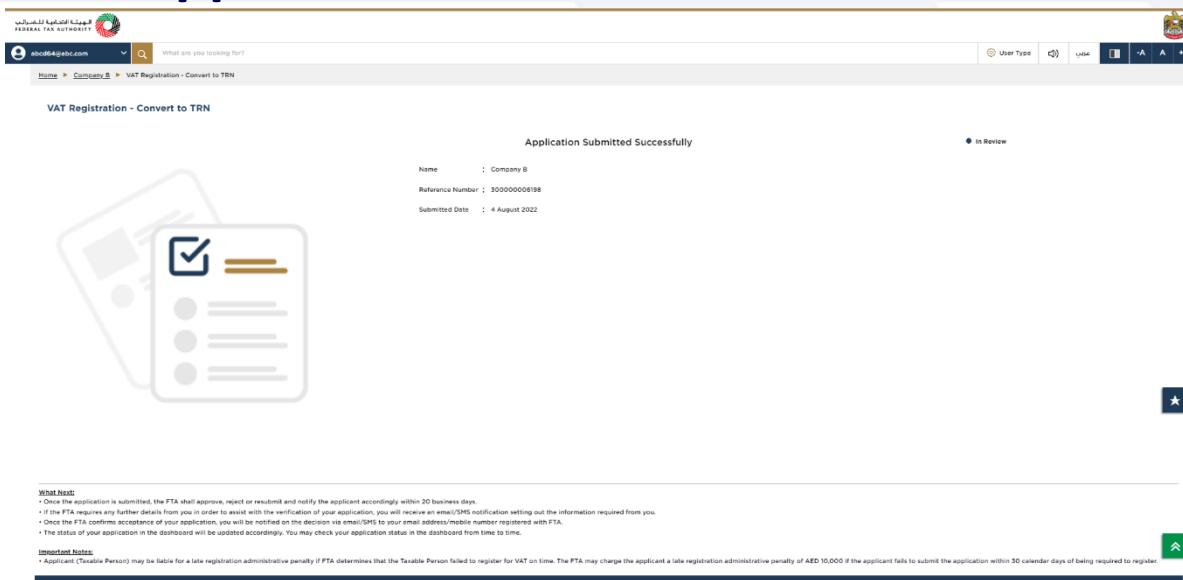
Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



Screenshot of the Federal Tax Authority website showing the VAT Registration - Convert TIN XC to TRN process. The page includes fields for Customs Number (213214215), Step 8: Authorized Signatory (Name in English: Company B, Name in Arabic: الشركة المحدودة ب, ID Number: SAFAFA503, Email: ABCD64@ABC.COM), Declaration (First Name in English: abd, Last Name in English: raf, Country Code: +971 (United Arab Emirates), Mobile Number: 987654321, Submission Date: 04/08/2022), and a checkbox for declaration. The 'Submit' button is highlighted with a green circle containing the number 1.

Step	Action
(1)	After reviewing the information entered, click 'Submit' .

Post Application Submission



Application Submitted Successfully

In Review

Name : Company B
Reference Number : 300000006188
Submitted Date : 4 August 2022

What Next:

- Once the application is submitted, the FTA shall approve, reject, or resubmit and notify the applicant 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/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 application status in the dashboard from time to time.

Important Notes:

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if PTA determines that the Taxable Person failed to register for VAT on time. The PTA 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.

	<p>After your application is submitted successfully, a Reference Number is generated. Note this reference number for future communication with FTA.</p> <p>An acknowledgement communication for the successful submission will be sent to your registered email.</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 applicant 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. Read the "What Next" and "Important Notes".
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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