



إمارات تاكس
EMARATAX

Delink Taxable Person From Tax Agency (By Tax Agency) - User Manual

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Document Control Information

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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.

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Introduction



This manual is prepared to help the Tax Agency to navigate through the Federal Tax Authority EmaraTax portal to submit a delink Taxable Person from Tax Agency request to the account admin of Taxable Person. On submission of the request, the account admin of Taxable Person will be notified about the request. The account admin of Taxable Person should login to their account to "Approve" or "Reject" the request.

If the account admin of Taxable Person approves the delink request, the Taxable Person gets delinked from the Tax Agency and the Tax Agent. The Tax Agent will not be able to access the Taxable Person details in the portal. If the account admin of Taxable Person rejects the delink request, the Taxable Person will not be delinked from the Tax Agency. The Tax Agency can submit an escalation request to FTA with necessary supporting documents. FTA will review the request and if found valid can delink the Taxable Person from the Tax Agency. If the account admin of Taxable Person does not take any action, reminder notification will be sent to the account admin of Taxable Person. If no action is taken by the account admin of Taxable Person even after 7 days after receiving the request, the delink request will be automatically cancelled.

On approval or rejection or automatic cancellation, both the Taxable Person and Tax Agency will receive email and SMS notifications.

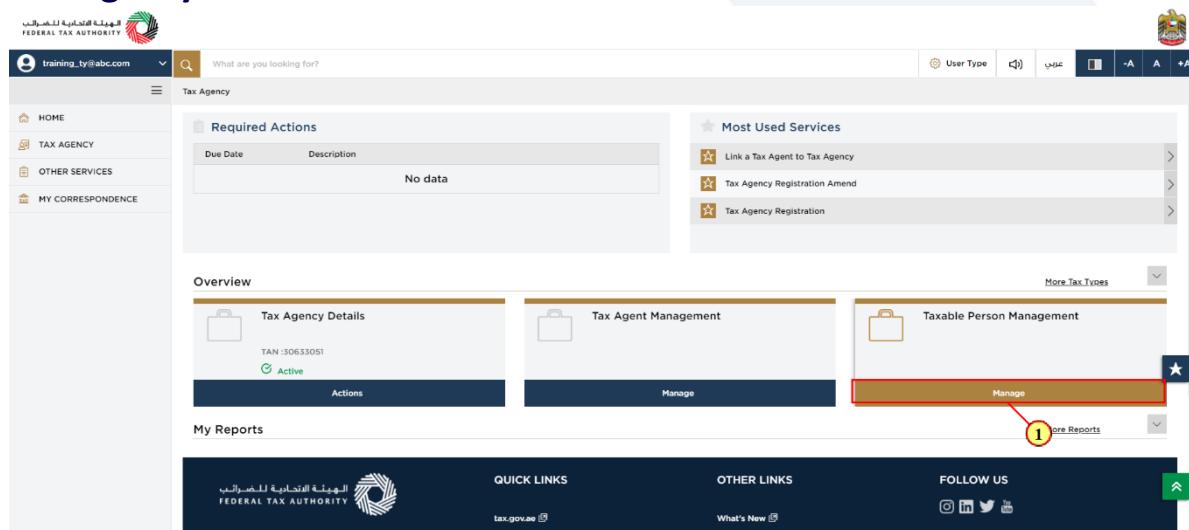


Login to EmaraTax

- 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.

Delink Taxable Person from Tax Agency (By Tax Agency)

Login as Tax Agency Tax Agency Dashboard



The screenshot shows the Tax Agency Dashboard. On the left, there's a sidebar with links for HOME, TAX AGENCY, OTHER SERVICES, and MY CORRESPONDENCE. The main area has a search bar and a 'Required Actions' section with a 'No data' message. To the right, there's a 'Most Used Services' section with three items: 'Link a Tax Agent to Tax Agency', 'Tax Agency Registration Amend', and 'Tax Agency Registration'. Below these are three tiles: 'Tax Agency Details' (TAN: 30633051, Active), 'Tax Agent Management' (Manage button), and 'Taxable Person Management' (Manage button, highlighted with a red box and a circled '1' indicating new reports). At the bottom, there are sections for 'My Reports', 'QUICK LINKS' (tax.gov.ae), 'OTHER LINKS' (What's New), and 'FOLLOW US' (social media icons).

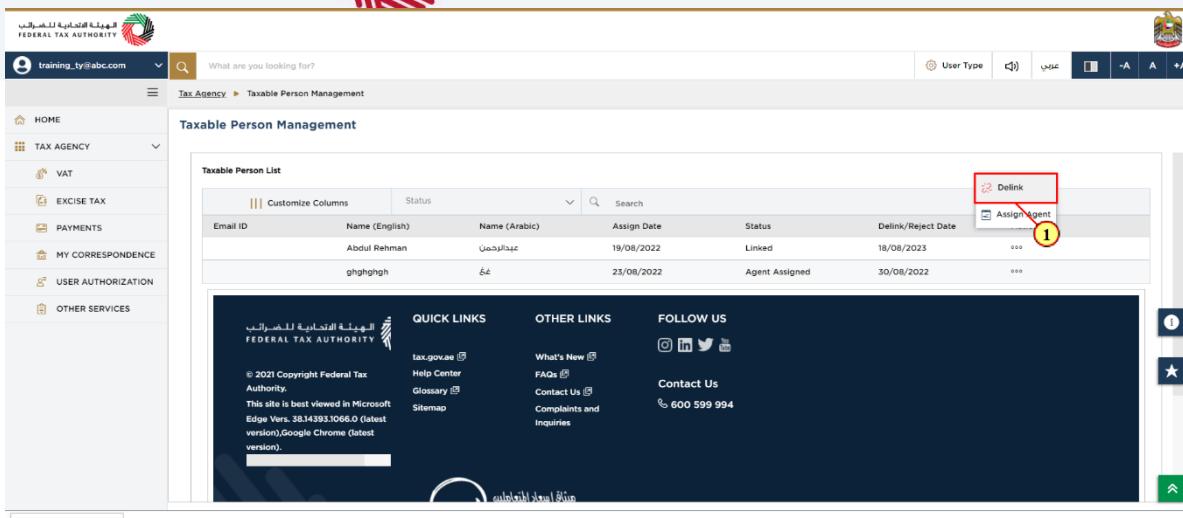
Step	Action
(1)	<ul style="list-style-type: none"> This service is used to delink the taxable person from tax agency by the tax agency. To access this service, you are requested to login as a tax agency and go to tax agency dashboard. Go to Taxable Person Management Tile and the Click 'Manage'.



Taxable Person Management

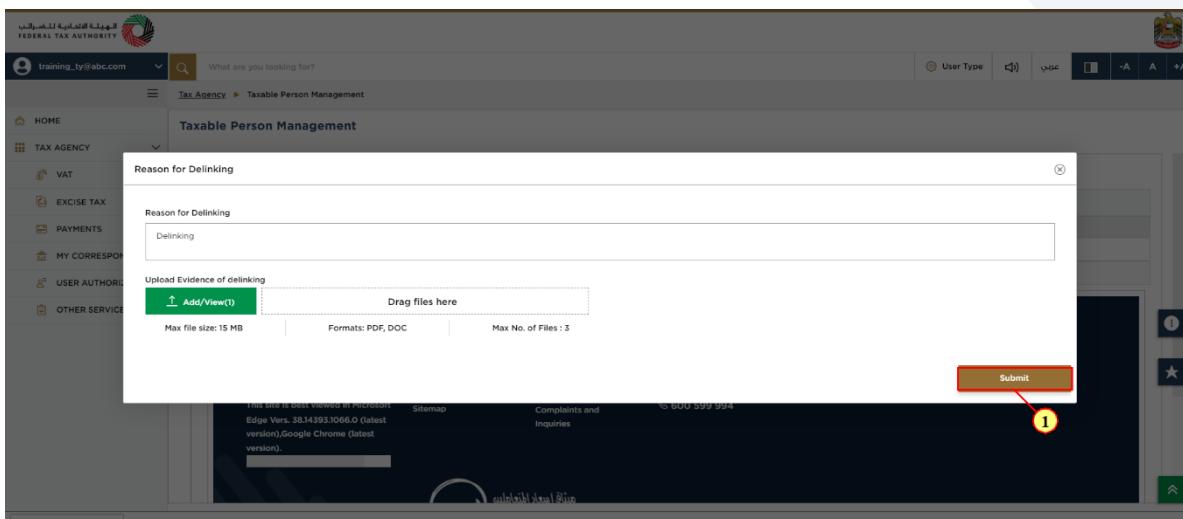
The screenshot shows the Taxable Person Management interface. On the left, a sidebar lists navigation options: HOME, TAX AGENCY (selected), VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area displays a 'Taxable Person List' grid with columns: Email ID, Name (English), Name (Arabic), Assign Date, Status, Delink/Reject Date, and Action. Two rows are visible: one for 'Abdul Rehman' (Status: Linked) and another for 'ghghghgh' (Status: Agent Assigned). At the bottom of the grid, there is a 'More' link with a circled number '1'. The footer contains links for QUICK LINKS (tax.govae, Help Center, Glossary, Sitemap) and OTHER LINKS (What's New, FAQs, Contact Us, Complaints and Inquiries), along with social media icons for FOLLOW US.

Step	Action
(1)	<ul style="list-style-type: none"> Once you are inside the taxable person management dashboard, a grid will appear showcasing various options for the taxable person management along with the list of taxable persons. You are requested to go to specific taxable person to perform the delinking request. Click 'Actions' on the Taxable Person to be delinked.



The screenshot shows the 'Taxable Person Management' section. A table lists two entries. The first entry has a 'Delink' button highlighted with a red box and a circled '1'. The second entry has an 'Assign Agent' button.

Step	Action
(1)	Click 'Delink' to initiate delinking of the Taxable Person



The screenshot shows a modal window titled 'Reason for Delinking'. It contains a text input field labeled 'Reason for Delinking' with the value 'Delinking'. Below it is a file upload section with a green 'Add/View(1)' button, a 'Drag files here' placeholder, and file size restrictions. At the bottom right of the modal is a red box highlighting the 'Submit' button.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the Reason for Delinking and upload supporting documents. Click 'Submit' to submit the request.



Post Application Submission

A screenshot of a web application titled "De-Link Taxable Person From Tax Agency". The header includes the FTA logo, user navigation (User Type, User, Log Out), and a search bar. The main content shows a success message "Application Submitted Successfully" and a pending approval status "PENDING APPROVAL". It lists three application details: Name (ABC Agency Co), Reference Number (960000000007), and Submitted Date (25 August 2022). To the left, there's a graphic of a document with a checkmark and an equals sign. The bottom section contains a "What Next?" section with steps for submission and a note about late registration penalties.

What Next:

- Once your application is submitted, the PTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the PTA 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 PTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with PTA.
- The status of your application 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.

For any inquiry or assistance, please contact on +971 4 80050994 / Dubai UAE: +971 4 80050994 Email at info@fta.ae

[Back to Dashboard](#)

[Download](#)

- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The status of your request on the Dashboard will change to “Pending Approval” and you will receive an email from us to confirm receipt of your application.
- Read the “What Next” and “Important Notes”.

The screenshot shows a web browser window for 'De-Link Taxable Person From Tax Agency' on the 'Tax Agency' section of the 'Taxable Person Management' page. The URL is [taxable_persons.taxes.ae](#). The page title is 'De-Link Taxable Person From Tax Agency'. A search bar at the top right contains the placeholder 'What are you looking for?'. The main content area displays a success message 'Application Submitted Successfully' with a checkmark icon. Below it, the application details are listed: Name: ABC Agency Co, Reference Number: 900000000007, and Submitted Date: 25 August 2022. To the right, a yellow circular badge indicates 'PENDING APPROVAL'. On the left, there's a graphic of a document with a checkmark and an equals sign. At the bottom, a 'What Next?' section provides instructions for the application status and a note about late registration penalties. A red circle highlights the 'PENDING APPROVAL' badge.

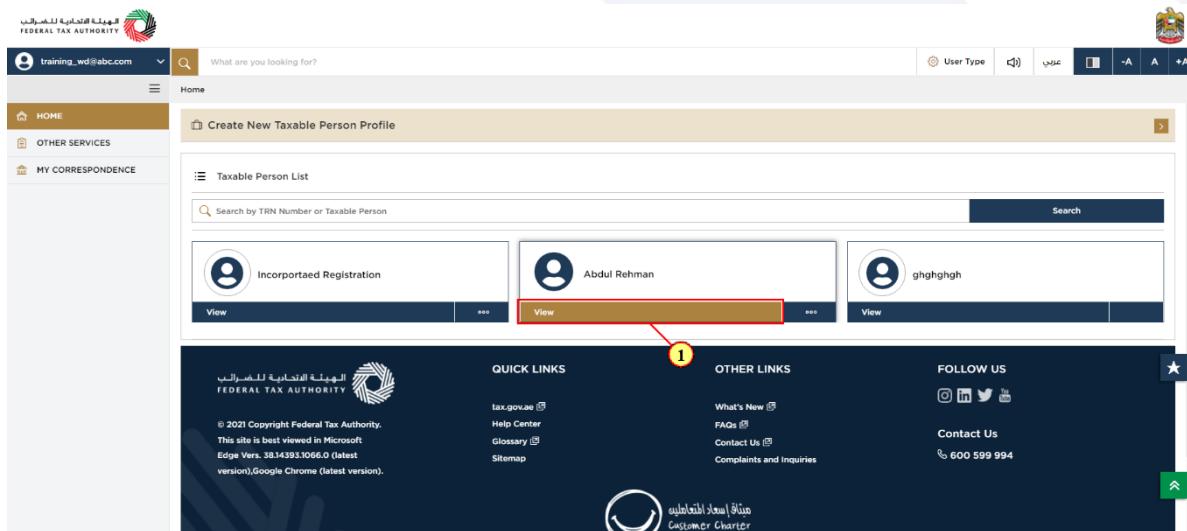
Step	Action
(1)	<ul style="list-style-type: none">Click 'Download' to download a pdf copy of the acknowledgement screen.Click 'Back to Dashboard' to navigate back to the Tax Agency dashboard.



The following sections of the video explain the steps to be taken by the Account Admin of the Taxable Person to approve or reject the delinking request submitted by the Tax Agency.

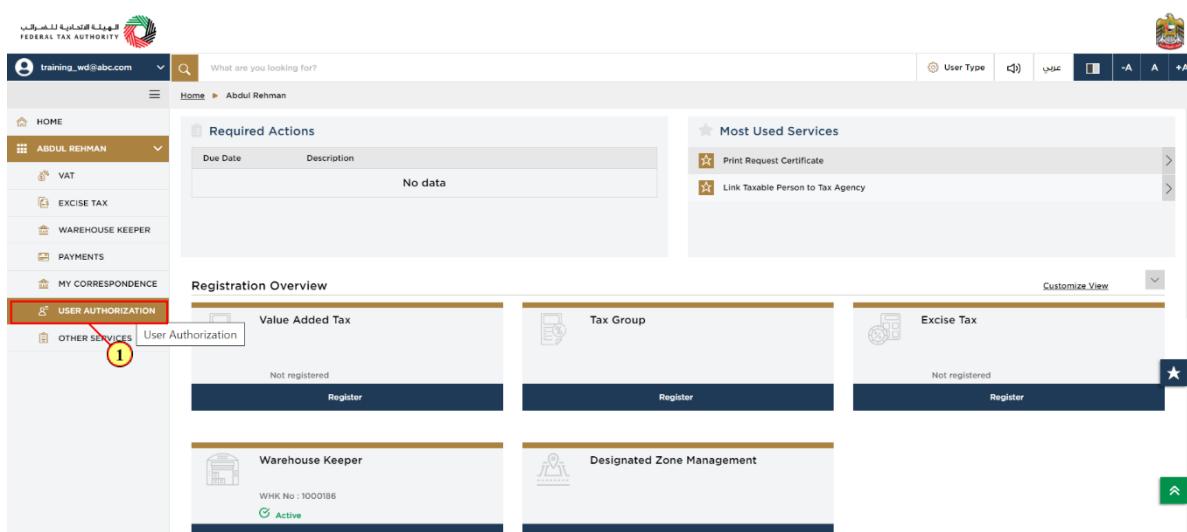
Login as Admin of Taxable Person

Select Taxable Person



The screenshot shows the 'Create New Taxable Person Profile' page. In the search results, the profile for 'Abdul Rehman' is selected, indicated by a red box and a circled '1'.

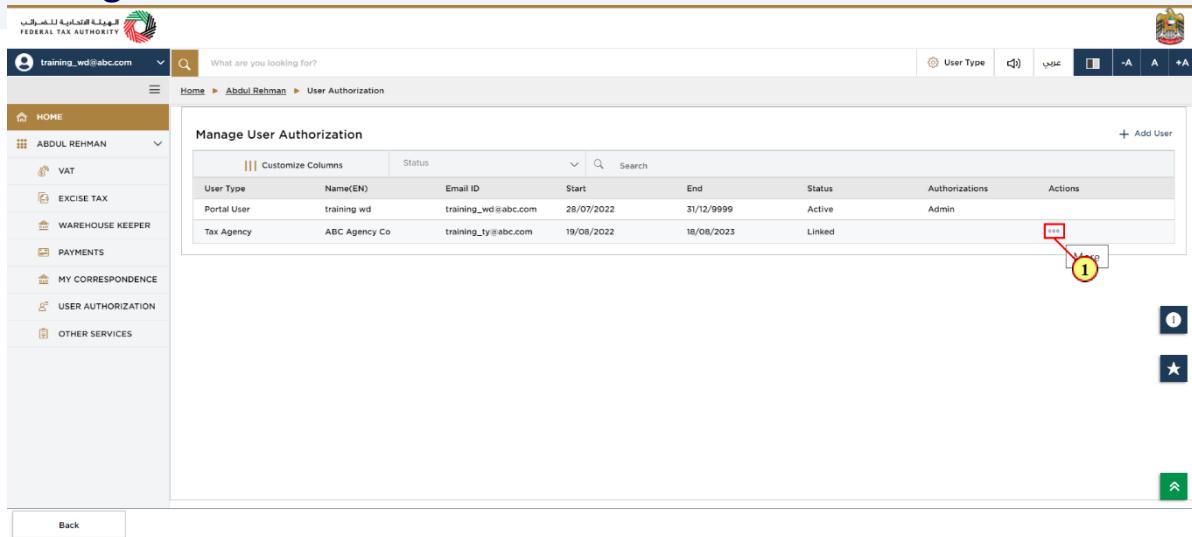
Step	Action
(1)	<ul style="list-style-type: none"> • Login as Admin (Taxable Person) to approve the Delink request from Tax Agency. • Click 'View' on the Taxable person Tile.



The screenshot shows the 'User Authorization' section. The 'USER AUTHORIZATION' menu item is highlighted with a red box and a circled '1'.

Step	Action
(1)	Click 'User Authorization' on the left side menu.

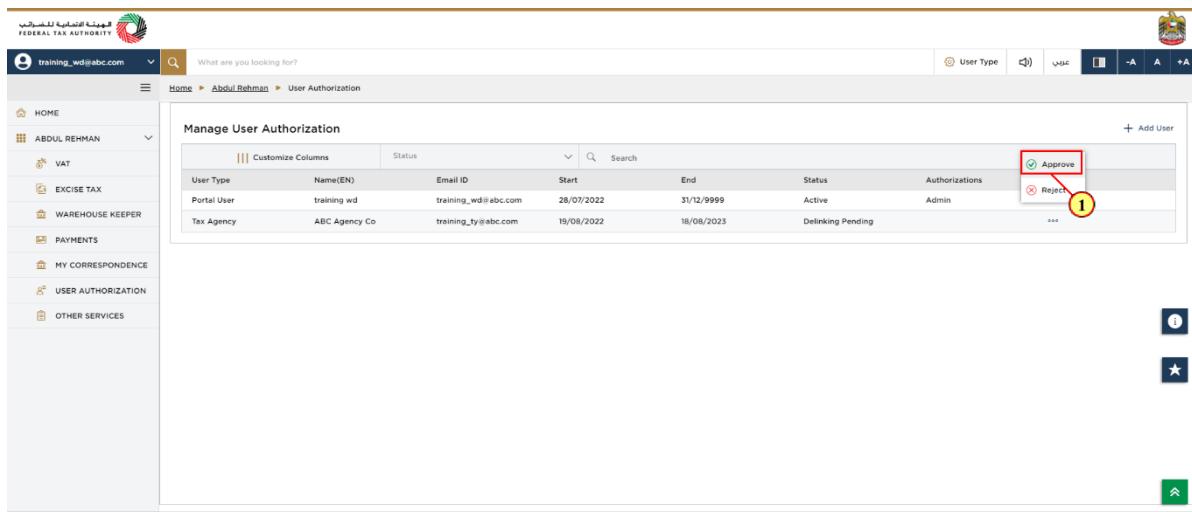
Manage User Authorization



The screenshot shows the Manage User Authorization interface. A pending delinking request for a Tax Agency user is highlighted with a red box and circled with a yellow '1'. The user details are:

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	18/08/2023	Linked		

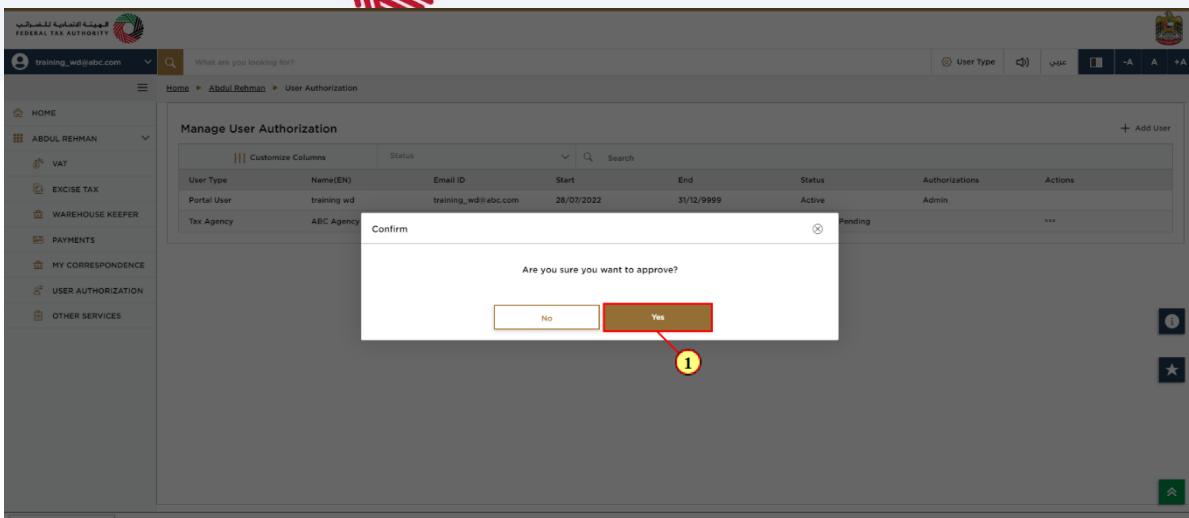
Step	Action
(1)	<ul style="list-style-type: none"> Once you are inside the Manage User Authorization dashboard, a grid will appear showcasing various options for the authorization along with the list of user types. You are requested to go to specific User to perform action on the delinking request. Click 'Actions' on the pending delinking request.



The screenshot shows the Manage User Authorization interface. The pending delinking request for the Tax Agency user has been approved. The 'Approve' button is highlighted with a red box and circled with a yellow '1'.

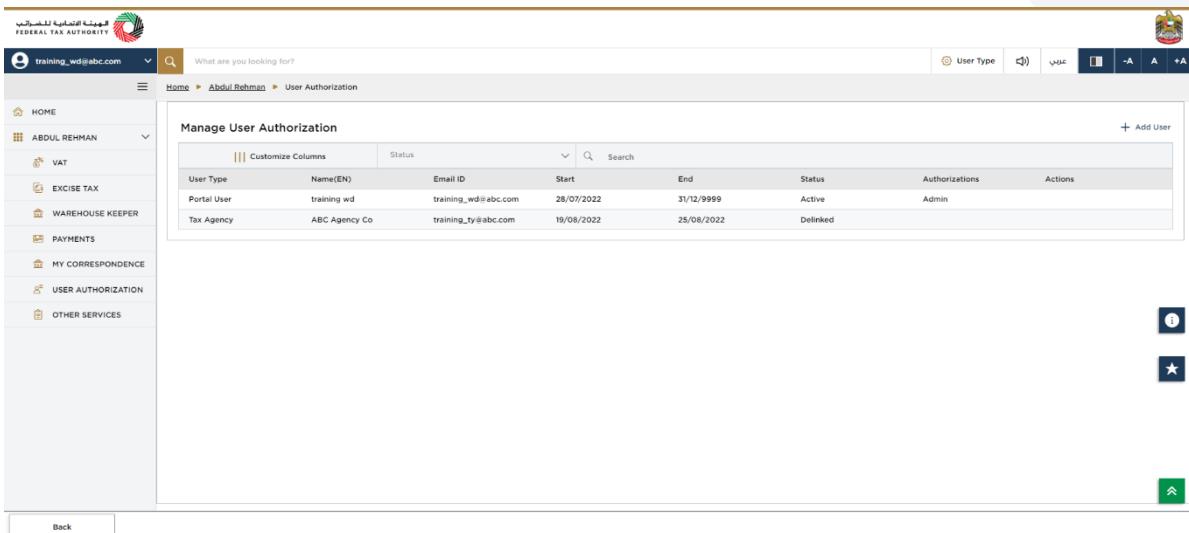
User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	
Tax Agency	ABC Agency Co	training_ty@abc.com	19/08/2022	18/08/2023	Delinking Pending		

Step	Action
(1)	Click 'Approve' for the pending delinking request.



The screenshot shows the 'Manage User Authorization' page. A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to approve?'. The 'Yes' button is highlighted with a red circle and the number '1'.

Step	Action
(1)	Click 'Yes' to confirm approval.



The screenshot shows the 'Manage User Authorization' page after the approval. The user record has been updated: the 'Status' column for the 'Tax Agency' row now shows 'Delinked'.

	The delinking request is approved successfully, and you will receive an email to confirm delinking.
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Correspondences



Tax Agency will receive the following correspondences:

- Delinking request submission acknowledgement.
- Delinking request approval or rejection notification.

Tax Agency will receive the following correspondences, if they submit an escalation application to FTA:

- Escalation application submission acknowledgement.
- Escalation application approval by FTA.
- Escalation application rejection by FTA.
- Escalation application additional information requested by FTA.

Account admin of Taxable person will receive the following correspondences:

- Delinking request for approval.
- Reminder notification for completing the approval.
- Delinking request approval or rejection notification.





Thank you