



إمارات تاكس
EMARATAX

Deregister Tax Agent - User Manual

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Document Control Information

Document Version Control

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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



United Arab Emirates

This manual is prepared to help a registered Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to submit a deregistration application to FTA.

The Tax Agent should not be linked to a Tax Agency to initiate the deregistration application.

On approval of the application by FTA, the Tax Agent will be deregistered and their TAAN will be inactivated. The Tax Agent will be removed from the FTA Tax Agent register and from the published Tax Agents list in the FTA website.



Login to EmaraTax

New Here?
If you are not registered, please signup here.

[Sign Up](#)

[Forgot password?](#)

[Enter Security Code](#)

[730346](#)

[Login](#)

Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address: training_tt@abc.com

Password:

[Forgot password?](#)

Enter Security Code: 730346

[Login](#)

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS

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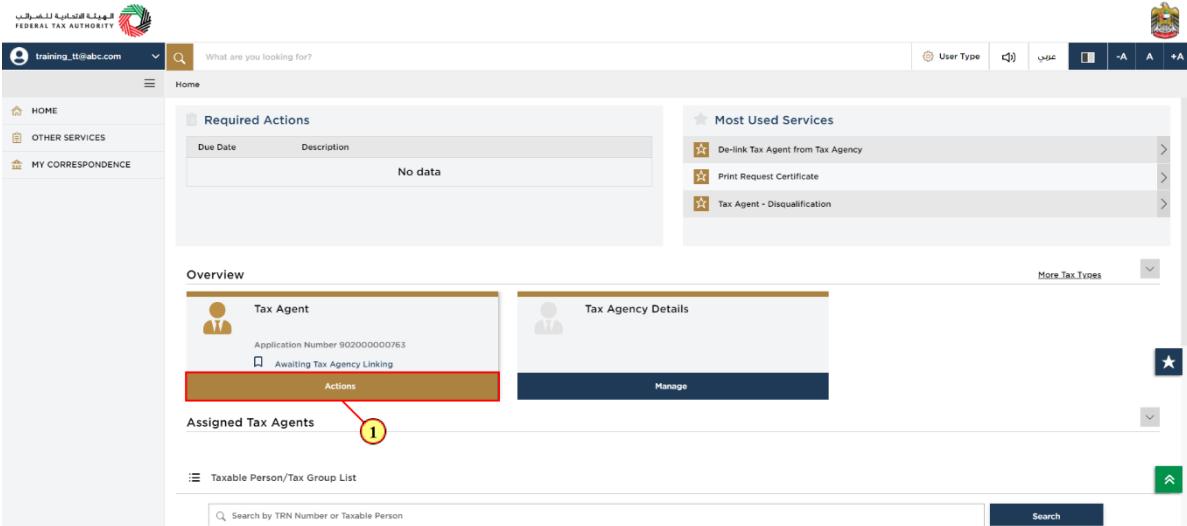
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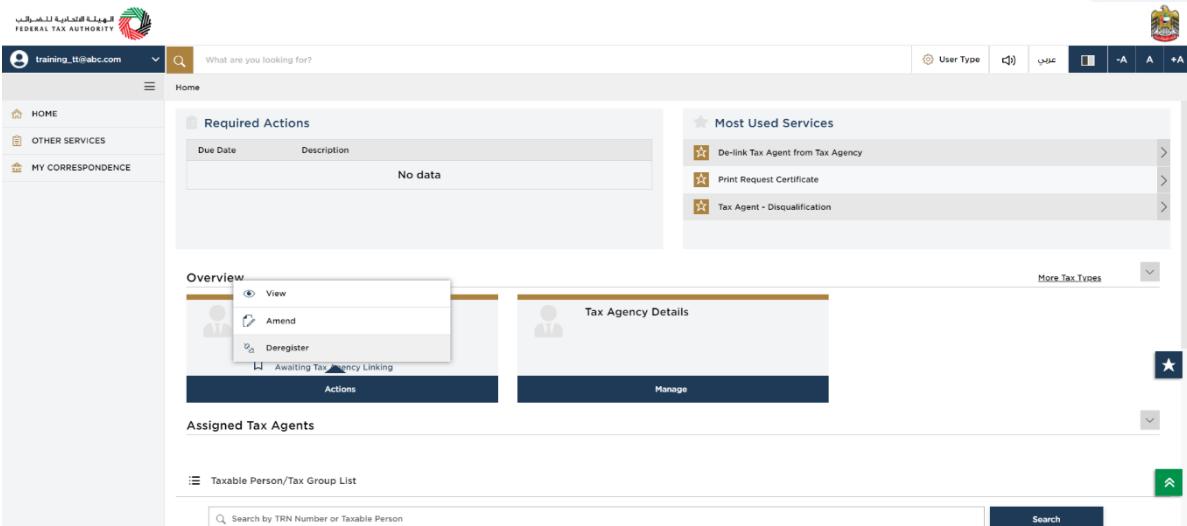
Contact Us: 600 599 994

- 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.

Tax Agent Tile



Step	Action
(1)	Click 'Actions' on the Tax Agent tile.



	In order to initiate Tax Agent deregistration, the Tax Agent should not be linked to any Tax Agencies or Taxable Persons.
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The screenshot shows the 'Overview' section of the website. In the 'Actions' dropdown menu, the 'Deregister' option is highlighted with a red box and a yellow circle containing the number 1.

Step	Action
(1)	Click 'Deregister' to initiate the Tax Agent deregistration application.



Guidelines and Instructions

Required Documents

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

- A proof or evidence supporting your reason for deregistration (example, a letter from the Tax Agency with which you were associated to)

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

I confirm that I have read the above instructions and guidelines

 The ‘guidelines and instructions’ page is designed to help you understand certain important requirements related to Tax Agent deregistration. It also provides guidance on what information you should have in hand when you are completing the Tax Agent deregistration application.

I confirm that I have read the above instructions and guidelines

1

Step	Action
(1)	Read the guidelines and instructions and mark the checkbox to confirm.



Screenshot of the Federal Tax Authority website showing the Tax Agent Deregistration application process.

The page displays the following information:

- User Type: عرب
- No. of form steps: 2 steps
- Expected time to complete this application: 45 minutes
- Expected fees for this service: Free of Charge
- Required Documents: A proof or evidence supporting your reason for deregistration (example: a letter from the Tax Agency with which you were associated to).
- Accepted file types: PDF, JPD, PNG, Excel and JPEG. The individual file size limit is 5 MB.
- Service Details: About the service, Eligibility Criteria, Service steps, FAQs.
- I confirm that I have read the above instructions and guidelines:
- Action Buttons: Back, Cancel, Start (highlighted with a red circle)

Step	Action
(1)	Click 'Start' to initiate the Tax Agent deregistration application.



Deregistration Information

The screenshot shows the 'Tax Agent Deregistration' application interface. The 'Deregistration Information' section is highlighted in blue, indicating it is the current step. The progress bar shows step 1 of 2 completed. Fields include TIN, names in English and Arabic, reason for deregistration, effective date, and supporting documents.

- The application is divided into several short sections which deal with various aspects of the deregistration 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.
- 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.
- Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.

The screenshot shows the 'Tax Agent Deregistration' application interface. The 'Deregistration Information' section is highlighted in red, indicating it is the current step. A red arrow points to the section, and a red circle with the number 1 is placed near the bottom right corner of the highlighted area.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the deregistration reason and upload supporting documents. Enter the date on which you want the Tax Agent deregistration to take effect.



Screenshot of the Federal Tax Authority website showing the 'Tax Agent Deregistration' form. The form includes fields for TIN, names in English and Arabic, and reasons for deregistration. A file upload section is also present. At the bottom right, there are 'Save as Draft' and 'Next Step' buttons.

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



Review and Declaration

The screenshot shows the 'Tax Agent Deregistration' application interface. The 'Declaration & review' section is active, specifically 'Step 1: Deregistration Information'. It contains fields for First Name in English (Rahman), Last Name in English (Rahman), First Name in Arabic (عاصي), Last Name in Arabic (عاصي), TAN (20003018), and Effective Date of Deregistration (03/10/2022). A checkbox at the bottom left of the form area is checked and highlighted with a blue border. To the right of the form, a vertical toolbar has a blue circle with the number 2 next to it.

 The Review and Declaration section will help you to make sure that you have completed the deregistration application correctly and included the documents we have asked you to send.

The screenshot shows the 'Tax Agent Deregistration' application interface. The 'Declaration & review' section is active, specifically 'Step 1: Deregistration Information'. It contains fields for First Name in English (Rahman), Last Name in English (Rahman), First Name in Arabic (عاصي), Last Name in Arabic (عاصي), TAN (20003018), and Effective Date of Deregistration (03/10/2022). A checkbox at the bottom left of the form area is checked and highlighted with a red border. To the right of the form, a vertical toolbar has a blue circle with the number 2 next to it. A red arrow points from a circled '1' on the left to the highlighted checkbox.

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.

Tax Agent Deregistration

Step 1: Deregistration Information

Declaration & review

Review

Step 1: Deregistration Information

First Name in English	Rahman
First Name in Arabic	(عاصي)
TAN	20003018
Effective Date of Deregistration	03/10/2022

I hereby declare that the information provided above is correct.

Save as Draft **Submit** (1)

Previous Step

Step Action

(1)

Click 'Submit' to submit the Tax Agent deregistration application.



Post Application Submission

The screenshot shows a successful application submission message. It includes the following details:

- Name: Rahman Rahman
- Reference Number: 1090000000001
- Submitted Date: 6 September 2022

Below the message, there is a large graphic of a smartphone displaying a checklist icon. The page also contains sections for "What Next?", "Important Notes", and links for "Back to Dashboard" and "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”.

This screenshot is identical to the one above, showing the successful submission message and the smartphone checklist graphic. A yellow circle with the number '1' is drawn around the 'Download' button at the bottom right of the page.

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 Agent dashboard.



Correspondences

Tax Agent 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