



إمارات تاكس
EMARATAX

Tax Group Change Representative member User Manual

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Document Control Information

Document Version Control

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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](#)



Change Representative Member

Document Control Information.....	2
Annexure 2	
Navigating through EmaraTax	3
Change Representative Member V1.0.0.0	4
Introduction.....	5
Login to EmaraTax.....	6
Tax Group List	8
Guidelines and Instructions	11
Change Representative	14
Review and Declaration	17
Post Application Submission.....	20
Correspondences	21



Introduction



This manual is prepared to help a VAT Tax Group representative member to navigate through the Federal Tax Authority (FTA) EmaraTax portal and apply to change the representative member of the VAT Tax Group. The representative member must login into their EmaraTax account to initiate and submit the VAT tax group change representative member application. Other Tax Group Members, who are not a representative member, will not be able to submit this application.



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 homepage of the Federal Tax Authority website. At the top left is the user login information: 'ashraf4@etax.ae' and 'password'. A search bar at the top right contains the placeholder 'What are you looking for?'. Below the header, there's a navigation menu with 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area has two sections: 'Taxable Person List' and 'Tax Group List'. The 'Taxable Person List' section displays five entries: 'Company A', 'Company B', 'Company C', 'ABC Company', 'Company D', and 'Company1'. The 'Tax Group List' section displays two entries: 'ABC Company' and 'ABCD Company'. Both sections include a 'Search' button. At the bottom of the page is a footer with the FTA logo, copyright information ('© 2021 Copyright Federal Tax Authority'), quick links ('QUICK LINKS' with 'tax.gov.ae' and 'Help Center'), other links ('OTHER LINKS' with 'What's New' and 'FAQs'), and social media links ('FOLLOW US' with icons for Instagram, LinkedIn, Twitter, and YouTube). A red box highlights the 'Taxable Person List' section, and a yellow circle highlights the 'Search' button in the 'Taxable Person List' section.

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.



Tax Group List

The screenshot shows the Taxable Person List and Tax Group List sections. In the Tax Group List section, the 'ABC Company' tile is selected, indicated by a red box and a yellow info icon.

Step	Action
(1)	<ul style="list-style-type: none"> Within the Taxable Person Dashboard, you will be able to see the list of Tax Groups. Select the respective Tax Group tile. from the Tax Group list and click 'View'.



The screenshot shows the 'Actions' button in the 'Tax Group' section of the 'Registration Overview' page. A red circle with the number '1' is drawn around the 'Actions' button.

Step	Action
(1)	Click on 'Actions'



The screenshot shows the 'Tax Group Members' section of the website. A red box highlights the 'Actions' dropdown menu, which contains options like 'View', 'Amend', 'Deregister', 'Print Certificate', and 'Change Representative'. The 'Change Representative' option is circled with a yellow circle containing the number '1'. The 'Actions' menu is overlaid on the 'Registration Overview' and 'Tax Group Members' sections.

Step	Action
(1)	Click 'Change Representative' to initiate the Change Representative Tax Group application.



Guidelines and Instructions

The screenshot shows the service page for 'Tax Group Registration - Change Representative'. It includes sections for 'Tutorial Materials' (Video Tutorial, User Manual), 'Required Templates' (N.A.), 'Service Details' (About the service, Eligibility Criteria, Service steps, FAQs), and 'Required Documents' (Proof of the representative member's nomination signed and stamped on the letterhead of the member firm). A checkbox for confirming reading instructions is present, along with a 'Start' button.



The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to Tax Group Registration - Change Representative in the UAE. It also provides guidance on what information you should have in hand when you are completing the Tax Group Registration - Change Representative application.



FEDERAL TAX AUTHORITY

What are you looking for?

Home > Service Market > Tax Group Registration - Change Representative

Tax Group Registration - Change Representative

No. of form steps 3 steps	Expected time to complete this application 45 minutes	Expected fees for this service Free of Charge
Tutorial Materials Watch Video Tutorial Download User Manual	Required Documents It will be necessary for you to prepare the following information in an appropriate format and include it in your online application: Proof of the representative member's nomination signed and stamped on the letterhead of the member firm	
Required Templates N.A.		
Service Details		
About the service	<input type="checkbox"/>	
Eligibility Criteria	<input type="checkbox"/>	
Service steps	<input type="checkbox"/>	
FAQs	<input type="checkbox"/>	
<input checked="" type="checkbox"/> I confirm that I have read the above instructions and guidelines		
1		
★		
▲		
Start		

Step Action

(1)	<ul style="list-style-type: none"> A screen will appear with guidelines and instructions. Read the guidelines and instructions for Tax Group Change Representative and mark the checkbox to confirm.
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FEDERAL TAX AUTHORITY

What are you looking for?

Home > Service Market > Tax Group Registration - Change Representative

Tax Group Registration - Change Representative

No. of form steps: 3 steps

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of Charge

Tutorial Materials:

- Watch Video Tutorial
- Download User Manual

Required Templates:

- N.A.

Service Details:

- About the service
- Eligibility Criteria
- Service steps
- FAQs

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

Start (1)

Step	Action
(1)	Click 'Start' to initiate the Tax Group Change Representative application.



Change Representative

Representative Info

Current Representative TRN/TIN VO
100037044700003

Current Representative Legal Name in English: ABCD Company

Current Representative Legal Name in Arabic: شركة ABCD

Select the New Representative

Representative Member	Status	TRN/TIN	Legal Name of the Member (EN)	Legal Name of the Member (AR)
<input checked="" type="radio"/>	Active	100037044700003	ABCD Company	شركة ABCD
<input type="radio"/>	Active	1000633930100003	ABC Super Market Ltd	شركة سوبر ماركت ABC

Reason
Max 250 characters

Upload documentary evidence for authorized signatory

 Max file size 15 MB | Formats: PDF, DOC | Max No. of files: 3

Previous Step Cancel Save as Draft Next Step

	<ul style="list-style-type: none"> EmaraTax will display the list all members of the registered Tax Group. You are required to check the bank details here. Since, the Representative Member bank details will be applicable for the entire Tax Group. The Tax Group representative member cannot assign an existing member who does not have their own EmaraTax online user account to be the representative member.
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Screenshot of the Federal Tax Authority website showing the 'Tax Group Registration - Change Representative' page. The page displays representative information and a list of new representatives for selection. A red box highlights the 'Reason' field, which contains the text 'Changing the representative Member'. A yellow circle with the number '1' is placed over this field.

Representative Member	Status	TRN/TIN	Legal Name of the Member (EN)	Legal Name of the Member (AR)
<input type="radio"/>	Active	100637044700003	ABCD Company	شركة
<input checked="" type="radio"/>	Active	100623930100003	ABC Super Market Ltd	سوق ماركت الجميرا

Reason: **1** Changing the representative Member

Upload documentary evidence for authorized signatory

Add/View(0) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of files: 3

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Select the new representative member, enter the reason and upload necessary supporting documents.



Screenshot of the 'Tax Group Registration - Change Representative' page on the Federal Tax Authority website.

The page shows the following details:

- Representative Info:**
 - Current Representative TRN/TIN/VG: 100637044700003
 - Current Representative Legal Name in English: ABCD Company
 - Current Representative Legal Name in Arabic: شركة ABCD
- Select the New Representative:**

Representative Member	Status	TRN/TIN	Legal Name of the Member (EN)	Legal Name of the Member (AR)
<input type="radio"/>	Active	100637044700003	ABCD Company	شركة ABCD
<input checked="" type="radio"/>	Active	100623930100003	ABC Super Market Ltd	سوق ملوك الجديدة
- Reason:** Changing the Representative Member
- Upload documentary evidence for authorized signatory:**
 - Add/View(0)
 - Max file size: 15 MB | Formats: PDF, DOC | Max No. of files: 3
 - Drag files here

At the bottom right, there is a green button labeled 'Next Step' with a red circle containing the letter 'I' above it, indicating it is the next step in the process.

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



Review and Declaration

Screenshot of the 'Tax Group Registration - Change Representative' application page on the efta.ae website.

Select the New Representative:

Representative Member	Status	TIN/TIN	Legal Name of the Member (EN)	Legal Name of the Member (AR)
ABCD Company	Active	100637044700003	ABCD Company	شركة
ABC Super Market Ltd	Active	100633930100003	ABC Super Market Ltd	محلات المددة

Reason: Changing the Representative Member

Documentary Evidence for Authorized Signatory:

Declaration & Authorized Signatory:

Authorized Signatory list:

Name in English	Name in Arabic	ID Number	Email	Action
ABCD Company	شركة	H050F2554	abcd64@abc.com	...

First Name in English: ab
First Name in Arabic: اب
Country Code: +971 (United Arab Emirates)
Phone Number: 987654321
Date of submission: 09/09/2022

I read and reviewed all steps information

Buttons: Previous Step, Cancel, Save as Draft, Submit

 This section highlights all the details entered by you across the application. You are requested to review and submit the application formally.



الهيئة الاتحادية للضرائب

What are you looking for?

User Type:

Home > ABCD Company > Tax Group Registration - Change Representative

Select the New Representative

Representative Member	Status	TIN/TIN	Legal Name of the Member (EN)	Legal Name of the Member (AR)
<input type="radio"/>	Active	100637044700003	ABCD Company	شركة
<input checked="" type="radio"/>	Active	100653930100003	ABC Super Market Ltd	سعودي ماركت المحدودة

Reason: Changing the Representative Member

Declaration & Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email	Action
ABCD Company	شركة	H056PZ534	abcd64@abc.com	***

First Name in English: ab

First Name in Arabic:

Last Name in English: cd

Last Name in Arabic:

Country Code: +971 (United Arab Emirates)

Phone Number: 987654321

Date of Submission: 09/08/2022

I read and reviewed all steps information 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.

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 'Tax Group Registration - Change Representative' application page.

The page displays a table titled 'Select the New Representative' with two rows:

Representative Member	Status	TRN/TIN	Legal Name of the Member (EN)	Legal Name of the Member (AR)
<input type="radio"/>	Active	100637044700003	ABCD Company	شركة
<input checked="" type="radio"/>	Active	100633930100003	ABC Super Market Ltd	محل الملايين

Below the table, there is a note: 'Reason: Changing the Representative Member' and a link: 'documentary Evidence for Authorized Signatory'.

The 'Declaration & Authorized Signatory' section contains a table titled 'Authorized Signatory list' with one row:

Name in English	Name in Arabic	ID Number	Email	Action
ABCD Company	شركة	H010PZ334	abcd4@abc.com	***

Below this table are fields for 'First Name in English' (ab), 'Last Name in English' (cd), 'First Name in Arabic' (ابد)، 'Last Name in Arabic' (اب)، 'Country Code' (+971 (United Arab Emirates)), 'Phone Number' (987654321), and 'Email' (abcd4@abc.com). A date field 'Date of Submission' shows '09/09/2022'.

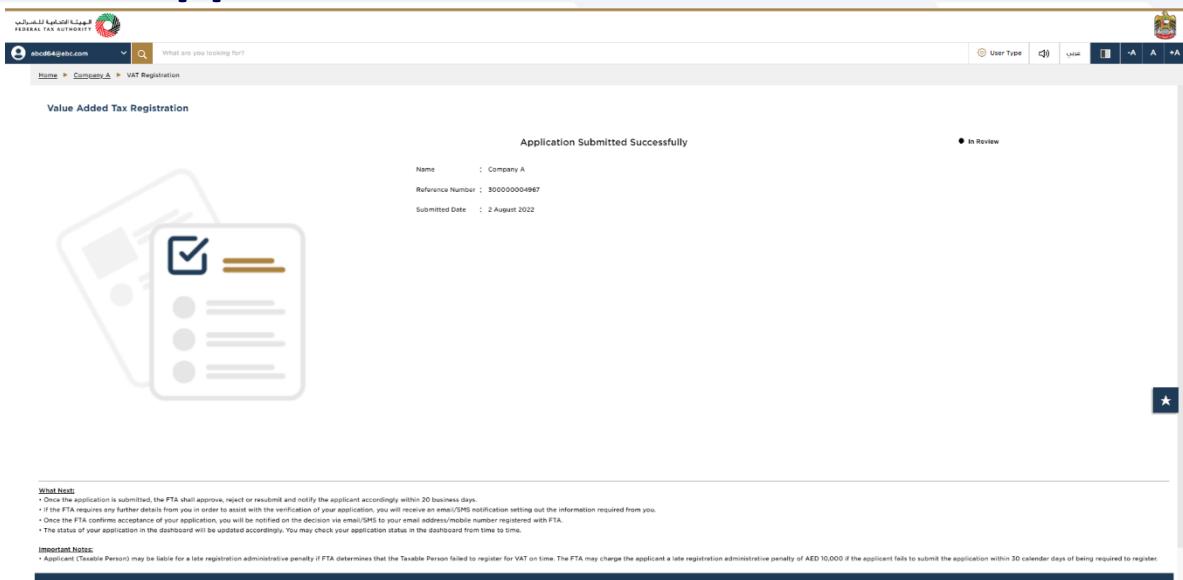
A checkbox at the bottom left is checked, indicating agreement to terms: 'I read and reviewed all steps information'.

At the bottom right, there are three buttons: 'Cancel', 'Save as Draft', and a red-bordered 'Submit' button, which is circled with a green circle containing the number '1'.

Below the form is a table titled 'Previous Step' with one row:

Step	Action
(1)	Click 'Submit' to submit the Tax Group change Representative application.

Post Application Submission



The screenshot shows a successful application submission message: "Application Submitted Successfully". The details listed are: Name: Company A, Reference Number: 300000004967, and Submitted Date: 2 August 2022. The status is marked as "In Review". Below this, there is a section titled "What Next?" which contains a bulleted list of steps for the applicant. There is also a "Important Notes" section at the bottom.

	<p>After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with FTA.</p> <p>What's next?</p> <ul style="list-style-type: none"> Once the application is submitted, the FTA shall approve, reject or resubmit for additional information 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