



إمارات تاكس
EMARATAX

Amend Tax Agent - 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 a registered Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to submit their amendment application. The Tax Agent amendment application allows the Tax Agent to request FTA to amend their registration - Identification details (new passport, Emirates ID, Residency permit, supporting documents), Professional Indemnity Insurance, Contact details). On approval of the application by FTA, amendment will be reflected in your account. You will be able to see the changes in your Tax Agent registration and an updated certificate will be generated and can be downloaded for your account.



Login to EmaraTax

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

[Sign Up](#)

[Forgot password?](#)

[Enter Security Code](#)

[Login](#)

Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address:

Password:

[Forgot password?](#)

Enter Security Code:

[Login](#)

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS

[Login With UAE PASS](#)

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- 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.



Login as Tax Agent

The screenshot shows the homepage of the Federal Tax Authority website. The top navigation bar includes links for 'User Type', 'Logout', and 'Language'. On the left, there's a sidebar with 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE' options. The main content area has sections for 'Required Actions' (empty), 'Most Used Services' (Print Request Certificate, Tax Agent Amend Registration, Tax Agent Registration), and 'Overview' (Tax Agent profile with TAAN 200003018 and status 'Active'). Below this is a 'Tax Agency Details' section with a 'Manage' button. At the bottom, there are links for 'QUICK LINKS' (tax.gov.ae), 'OTHER LINKS' (What's New), and 'FOLLOW US' (social media icons). A search bar is also present.

Step	Action
(1)	<ul style="list-style-type: none"> Please go to the tax agent profile to perform the amendment. Click 'Actions' in the Tax Agent.



The screenshot shows the homepage of the Federal Tax Authority. On the left, there's a sidebar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main content area has a section titled 'Required Actions' with a table showing 'Due Date' and 'Description' columns, both currently showing 'No data'. To the right is a 'Most Used Services' panel with links for Print Request Certificate, Tax Agent Amend Registration, and Tax Agent Registration. Below these are sections for 'Overview' (with a dropdown menu containing 'View', 'Amend', 'De-register', and 'Print Certificate', where 'Amend' is highlighted with a red box and circled '1') and 'Tax Agency Details' (with a 'Manage' button). At the bottom, there's a footer with links for QUICK LINKS (tax.gov.ae), OTHER LINKS (What's New), and FOLLOW US (links to social media). A search bar is also present in the footer.

Step	Action
(1)	Click 'Amend' to initiate the Tax Agent amendment application.



Guidelines and Instructions

The screenshot shows the 'Tax Agent Registration - Amendment' service page. Key details include:

- No. of form steps: 4 steps
- Expected time to complete this application: 45 minutes
- Expected fees for this service: Free of charge
- Required documents:
 - To update Emirates ID, a scanned copy of your Emirates ID
 - To update passport, a scanned copy of your valid passport
 - To update your residency Permit, a scanned copy of your Residency Permit
 - To update your permit of entry (POE), a scanned copy of a POE that includes the tax agent's name or tax agent approval number (TAAN)
 - To update your address, a scanned copy of a valid address proof
- Accepted file types: PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.
- Service Details: About the service, Eligibility Criteria, Service steps, FAQs.
- A checkbox: 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 relating to amending your Tax Agent registration, in the UAE. It also provides guidance on what information you should have in hand when you are completing the Tax Agent amendment application.



Screenshot of the Federal Tax Authority website showing the 'Tax Agent - Amend' service page. The page includes sections for Required Templates, Service Details, and a checkbox for accepting terms and conditions.

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. (checkbox checked)

Step Action

(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.
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Screenshot of the Federal Tax Authority website showing the 'Tax Agent Registration - Amendment' service. The page includes sections for 'Required Templates' (N/A), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of charge). It also lists 'Required documents' and provides a 'Service Details' sidebar with links to 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. A checkbox for confirming reading instructions is present. A large red circle labeled '1' highlights the 'Start' button at the bottom right.

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



Amend About the Applicant



This is a three-step application process to amend your tax agent profile details.



The screenshot shows the 'Tax Agent Registration - Amendment' application form. The 'About the Applicant' section is currently active, indicated by a blue progress bar. The form includes fields for First Name in English (Abdul) and Arabic (أبراهيم), Last Name in English (Brahim) and Arabic (أبراهيم), and a question about having a valid resident permit from the UAE (Yes). It also includes fields for UAE ID number and UAE ID Expiry Date (20/09/2020). There are several file upload fields for supporting documents, each with a 'Drop files here' placeholder and a 'Max file size: 10 MB' limit. The 'About the Applicant' section is highlighted in blue, while the other sections are in green.



- The application is divided into several 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.
- 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 entered.
- Ensure that, the data you enter in the application, is identical to the relevant supporting documents, to avoid rejection or resubmission of your application.



Screenshot of the 'Tax Agent Registration - Amendment' form on the Federal Tax Authority website. The 'About the Applicant' section is highlighted with a red box and a yellow circle labeled '1'. The table below provides a step-by-step guide for amending this section.

Step	Action
(1)	Amend 'About the Applicant', if required.



Screenshot of the 'Tax Agent Registration - Amendment' application form on the fta.ae website. The form is divided into three main sections: 'About the Applicant', 'Contact Details', and 'Declaration & review'. The 'About the Applicant' section contains fields for First Name (Abdul), Last Name (Brahim), and a question about having a valid resident permit (Yes). It also includes fields for Emirates ID number, Expiry Date, and Nationality (United Arab Emirates). There are file upload fields for passport and residence permit documents. A note at the bottom asks if the user is a member of a professional body. The 'Declaration & review' section contains a red 'Save as Draft' button, which is circled in red with the number '1' above it.

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



Screenshot of the 'Tax Agent Registration - Amendment' application form on the Federal Tax Authority website.

The form is divided into three main sections:

- About the Applicant:** Contains fields for First Name (Abdul), Last Name (Brahim), and UAE ID number (010010000000000000).
- Contact Details:** Contains fields for Email (abdul.brahim@feta.ae) and Phone Number (0501234567).
- Declaration & review:** Contains a declaration checkbox and a 'Save as Draft' button.

A red circle labeled '1' points to the 'Cancel' button at the bottom right of the form.

Step	Action
(1)	Click on 'Cancel' to cancel the application without saving as draft.



Screenshot of the 'Tax Agent Registration - Amendment' form on the Federal Tax Authority website.

The form is divided into three main sections:

- About the Applicant:** Contains fields for First Name (Abdul), Last Name (Brahim), and a question about having a valid resident permit from the UAE (Yes).
- Contact Details:** Contains fields for Emirates ID Number (0100123456789) and Expiry Date (01/01/2020).
- Declaration & review:** Contains fields for United Kingdom ID of residence permit (0100123456789) and Expiry Date (01/01/2020).

Below the form, there is a red box highlighting the 'Previous Step' button, which is circled with a yellow circle labeled '1'.

Step	Action
(1)	Click on 'Previous Step' to move to the previous section.



Screenshot of the 'Tax Agent Registration - Amendment' form on the Federal Tax Authority website.

The form is divided into three main sections:

- About the Applicant:** Contains fields for First Name (English and Arabic), Last Name (English and Arabic), and a question about having a valid resident permit from the UAE. It also includes fields for Emirates ID number, Expiry Date, and a file upload for the ID card.
- Contact Details:** Contains fields for Address, City, State, ZIP Code, and a file upload for the business card.
- Declaration & review:** Contains a declaration checkbox and a 'Next Step' button.

A red circle labeled '1' is drawn around the 'Next Step' button at the bottom right of the form.

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.



Amend Contact Details

Tax Agent Registration - Amendment

1 About the Applicant 2 Contact Details 3 Declaration & review

Contact Details

Country	Building Name & Number
United Arab Emirates	100
Street	Area
Abu Dhabi	Abu Dhabi
City	Emirates
Abu Dhabi	Abu Dhabi
Country Code	Mobile Number
+971 (United Arab Emirates)	987654321
P.O. Box	Landline Number
947677	98765432
Email ID	
training_tt@abc.com	

1

Cancel **Save as Draft** **Next Step**

Step	Action
(1)	Amend contact details, if required.

What are you looking for?

User Type:

[Home](#) > Tax Agent - Amend

Tax Agent Registration - Amendment

1. About the Applicant 2. Contact Details 3. Declaration & review

Contact Details

Country: United Arab Emirates	Building Name & Number: 100		
Street: Abu Dhabi	Area: Abu Dhabi		
City: Abu Dhabi	Emirates: Abu Dhabi		
Country Code: +971 (United Arab Emirates)	Mobile Number: 987654321	Country Code: +971 (United Arab Emirates)	Landline Number: 98765432
Email ID: training_tt@abc.com	P.O. Box: 147677		

Previous Step Cancel Save as Draft **Next Step** (1)

Step Action

(1)	Click 'Next Step' to save and proceed to the next section.
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Review and Declaration

The screenshot shows the 'Tax Agent Registration - Amendment' application interface. The 'Review & Declaration' section is active. It includes fields for 'First Name in English' (Adult) and 'Last Name in English' (Rehman), both in English and Arabic. A question 'Do you have a valid resident permit from the UAE?' has 'Yes' selected. Other fields shown include 'Emirates ID number' (784191840540514), 'View Emirates ID Certificate', 'Passport Number' (WWNEW443), and various dates like 'Emirates ID Expiry Date' (01/01/2030). Navigation buttons at the bottom include 'Cancel', 'Save as Draft', and 'Submit'.

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 - This section will help you to make sure that you have completed the application correctly and included the documents we have asked you to send.
 - The section provides a comparison of the old and the newly updated information.

Screenshot of the Federal Tax Authority (FTA) website showing the 'Tax Agent Registration - Amendment' form. The form is divided into three main sections: 'About the Applicant', 'Contact Details', and 'Declaration & review'. The 'Declaration & review' section contains a checkbox for declaration of information correctness, which is highlighted with a red box and a yellow circle labeled '1'. The right side of the page shows a vertical progress bar with three green circles numbered 1, 2, and 3.

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 (FTA) website showing the 'Tax Agent Registration - Amendment' page. The page is divided into three main sections: 'About the Applicant' (Step 1), 'Contact Details' (Step 2), and 'Declaration & review' (Step 3). The 'Contact Details' section includes fields for P.O. Box (347677), Building Name & Number (100), Area (Abu Dhabi), Emirate (Abu Dhabi), Country Code (+971 United Arab Emirates), Landline Number (98765432), Mobile Number (987654321), Street (Abu Dhabi), City (Abu Dhabi), and Email ID (training_tt@abc.com). A note at the bottom states: 'I hereby declare that the information provided above is correct.' The 'Submit' button is highlighted with a red circle.

Step	Action
(1)	Click 'Submit' to submit the application to FTA.



Post Application Submission

Application Submitted Successfully

Pending Approval

Name : training tt
Reference Number : 902000000768
Submitted Date : 22 August 2022
TAAN : 20003018

What Next:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Please note FTA confirms nonreceipt of source documents, same will be confirmed on their submission via email/ SMS on source account number mentioned in the application.

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- 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.
- Clarifications can be asked by FTA. If the application is approved, the amended details will be reflected in your account.
- Read the “What Next” and “Important Notes”.



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