



إمارات تاكس
EMARATAX

Taxpayer User Manual
Amend Corporate Tax Registration

Date: 27 February, 2024

Version 3.0.0.0

Private and Confidential

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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
	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 to the Previous section of the Input Form
Next Step	This is used to go to the Next section of the Input Form
Save as Draft	This is used to save the application as a draft, so that it can be completed later
	This menu at the top gives an overview of the various sections within the application form. 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 check

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.



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Introduction

This manual is prepared to help a Corporate Tax registered Taxpayer to navigate through the Federal Tax Authority EmaraTax portal and Amend their Corporate Tax registration information. To initiate the amendment, the Taxpayer must be registered with the FTA and should have a valid TRN.

You are allowed to amend only certain fields within the application and approval from the FTA is required. Some fields that are greyed-out can be amended through the amend functionality in the Taxable Person Details tab in the Taxable Person Dashboard.



Login to EmaraTax

Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.

Please reset your password here

Don't have an account?

If you do not already have an account with the FTA please signup here

[Sign Up](#)

Got any question on the new system?
[Read the FAQs](#)

QUICK LINKS
[tax.gov.ae](#)

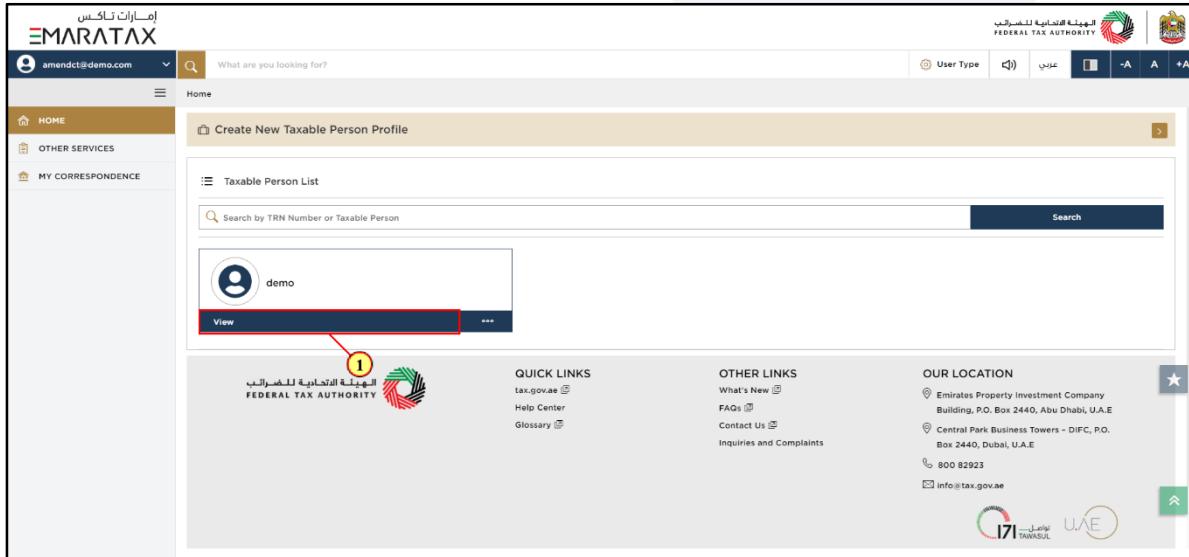
OTHER LINKS
[What's New](#)

OUR LOCATION
[Emirates Property Investment Company Building, P.O. Box 12345, Dubai, UAE](#)



You can login into the EmaraTax account using your login credentials or using UAE Pass. If you have forgotten your password, you can use the '**Forgot password?**' feature to reset your password.

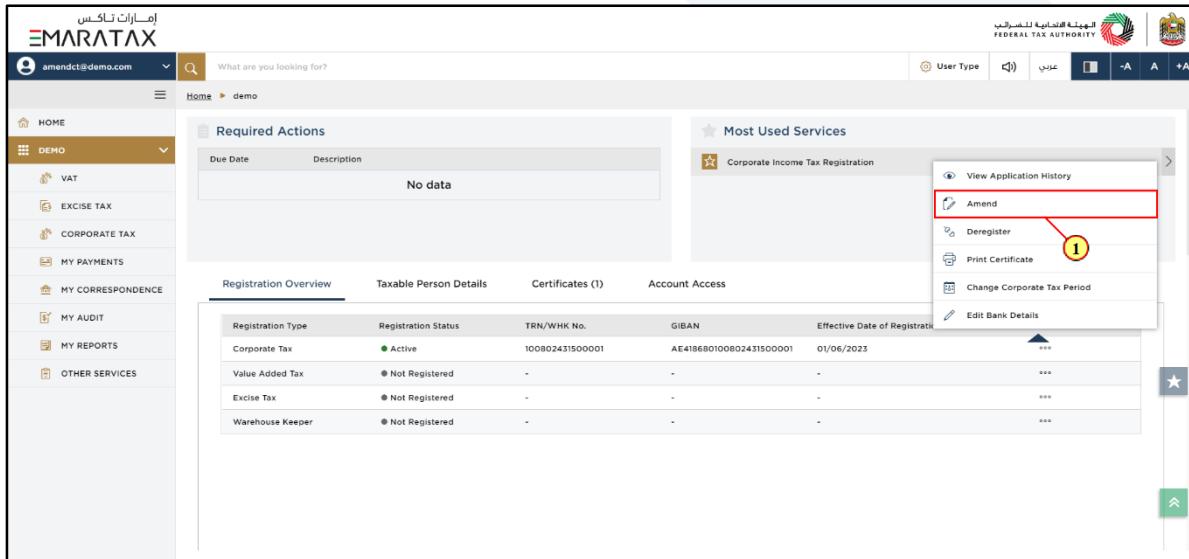
Taxable Person Tile



The screenshot shows the EMARATAX platform interface. On the left, there's a sidebar with 'HOME', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main area is titled 'Create New Taxable Person Profile' and shows a 'Taxable Person List'. A search bar at the top of the list allows searching by 'Search by TRN Number or Taxable Person'. Below the search bar, a table lists a single entry: 'demo' with a profile picture. A red box highlights the 'View' button next to this entry. A yellow circle with the number 1 points to the 'View' button. At the bottom of the page, there are links for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary) and 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints). The 'OUR LOCATION' section provides contact information for the Emirates Property Investment Company. Logos for I7I TAWASUL and UAE are also present.

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

Amend Corporate Tax Registration



Step	Action
(1)	In order to initiate Corporate Tax Registration - Amendment application, click on '...' in the Corporate Tax tile and select 'Amend'.



Instructions and Guidelines



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



EMARATAX

امارات تاكس

amendct@demo.com

What are you looking for?

User Type: عرب

Home > demo > Corporate Tax Registration - Amend

Tutorial materials:

- Watch Video Tutorial
- Download User Manual

Required Templates:

NA

Service Details:

About the Service:

Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.

Eligibility Criteria:

Service Steps:

FAQs:

I confirm that I have read the above instructions and guidelines

Start

Step	Action
(1)	Read the instructions and guidelines for Corporate Tax Registration - Amendment and mark the checkbox to confirm.



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امارات تاكس

User Type: عرب | English | Arabic | A -A +A

What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Tutorial materials:

- Watch Video Tutorial
- Download User Manual

Required Templates:

NA

Required Documents:

This section provides the list of documents that may be required to be updated based on circumstantial change in information for making an amendment to the Corporate Tax registration details:

- Decree Law, if you are selecting Yes to the question Are you a Qualifying Public Benefit Entity?
- Trade license, if you are amending your trade license details.
- Emirates IDs, Passports and Proof of Authorization of authorized signatories, if you are amending the Entity details.

Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15MB.

Service Details:

About the Service:

Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.

Eligibility Criteria:

Service Steps:

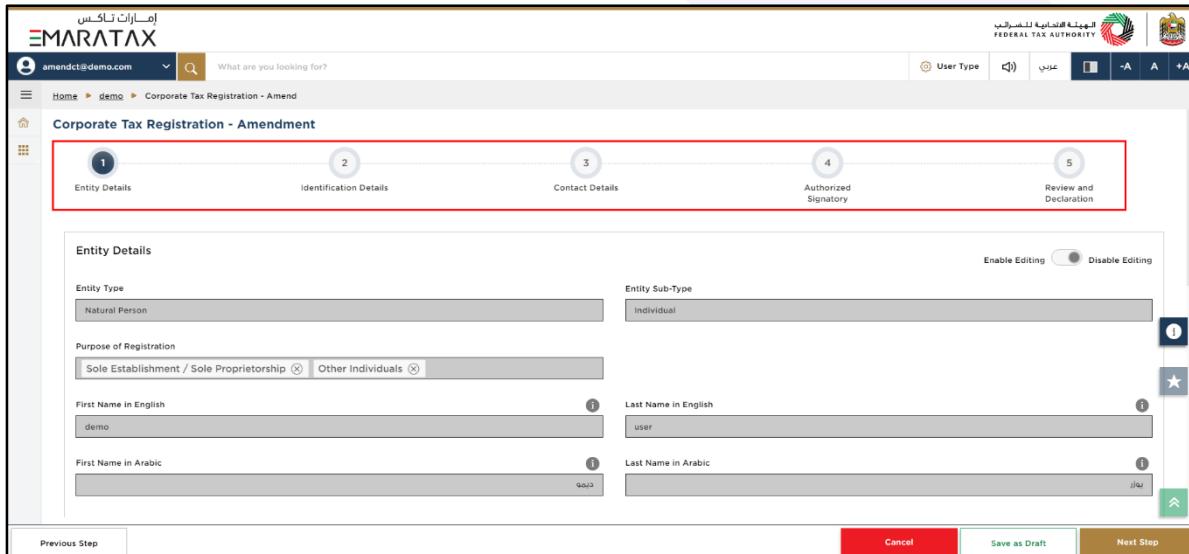
FAQs:

I confirm that I have read the above instructions and guidelines

Start

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

Entity Details Section



- The Corporate Tax Registration - Amendment application has been divided into five short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.
- 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, support the information entered by you in the application and all the document and details are up-to-date. This would help to avoid any rejection or resubmission of the application later.





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What are you looking for?

User Type | عرب | A - A + A

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Entity Details Identification Details Contact Details Authorized Signatory Review and Declaration

1 2 3 4 5

Entity Details

Entity Type: Natural Person Entity Sub-Type: Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship (radio button selected) Other Individuals (radio button)

First Name in English: demo Last Name in English: user

First Name in Arabic: ٩٥٠٢ Last Name in Arabic: ٣٦٤٢

Enable Editing (radio button selected) Disable Editing (radio button)

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Select 'Enable Editing' to amend entity details. Upon selection, some fields in the section will become editable. If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non-editable.



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amendct@demo.com

What are you looking for?

User Type | عرب | A - A + A

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Entity Details Identification Details Contact Details Authorized Signatory Review and Declaration

1 2 3 4 5

Entity Details

Entity Type: Natural Person Entity Sub-Type: Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship (radio button selected) Other Individuals (radio button)

First Name in English: demo Last Name in English: user

First Name in Arabic: محمد Last Name in Arabic: بن سعيد

Enable Editing Disable Editing

Previous Step Cancel Save as Draft Next Step



- You may click on '**Save as Draft**' to save your application and return to continue working on your application later.
- You may click on '**Cancel**' to cancel the application.



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What are you looking for?

User Type | عرب | A - A + A

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Entity Details Identification Details Contact Details Authorized Signatory Review and Declaration

1 2 3 4 5

Entity Details

Entity Type: Natural Person Entity Sub-Type: Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship (✓) Other Individuals (✗)

First Name in English: demo Last Name in English: user

First Name in Arabic: محمد Last Name in Arabic: بن عيسى

Enable Editing Disable Editing

Previous Step Cancel Save as Draft Next Step



- You cannot make amends to the greyed-out fields in this section.
- You can update the '**Purpose of Registration**'.



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What are you looking for?

User Type: عرب

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Do you hold a valid Emirates ID?

Yes No

Emirates ID Number: 784-1003-5382943-3 [View Emirates ID](#)

Emirates ID Expiry Date: 30/01/2043

Passport Details

Passport Number: P123456789 [View Passport](#)

Passport Expiry Date: 31/01/2043

Passport Issuing Country: United Arab Emirates

Do you hold any other passport?

Yes No

Previous Step [Cancel](#) [Save as Draft](#) Next Step



You cannot make amends to the greyed-out fields in this section.



إمارات تاكس
EMARATAX

amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Date of Birth: 30/01/2043

Passport Details

Passport Number: P123456789

Passport Expiry Date: 31/01/2043 Passport Issuing Country: United Arab Emirates

Do you hold any other passport? Yes No

Date of Commencement of Business: 12/01/2010

Reason for Registration: Commencement of New Business 1

Previous Step Save as Draft

Step	Action
(1)	Amend ' Reason for Registration '.



إمارات تاكس
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amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Date of Birth: 30/01/2043

Passport Details

Passport Number: P123456789

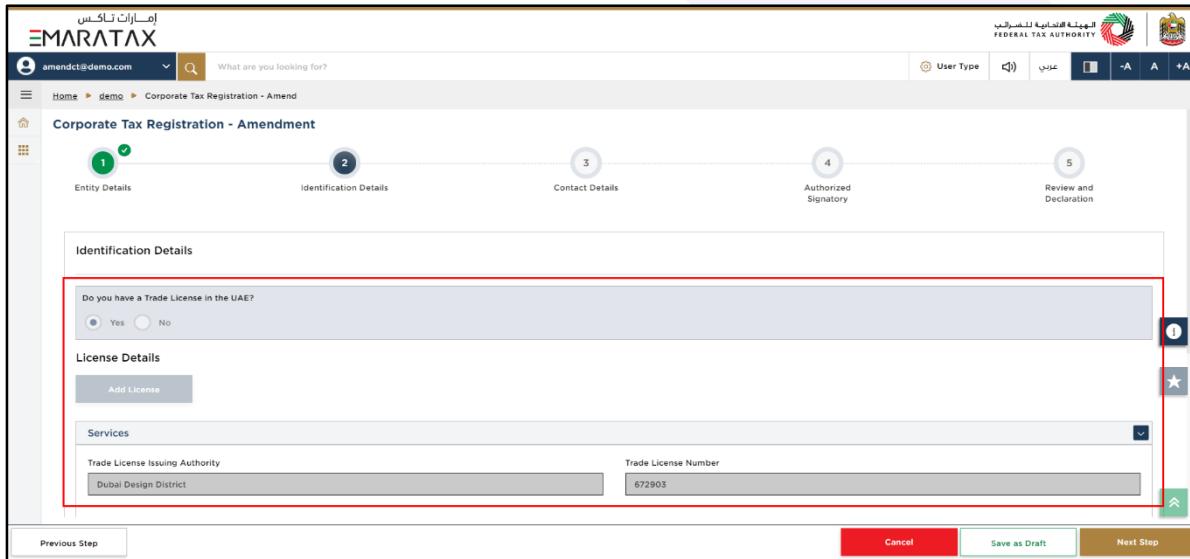
Passport Expiry Date: 31/01/2043 Passport Issuing Country: United Arab Emirates

Do you hold any other passport? Yes No

Date of Commencement of Business: 12/01/2010 Reason for Registration: Commencement of New Business

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

Identification Details Section



The screenshot shows the 'Identification Details' step of a corporate tax registration amendment process. The page is titled 'Corporate Tax Registration - Amendment' and includes a progress bar with five steps: Entity Details (step 1), Identification Details (step 2, highlighted with a red box), Contact Details (step 3), Authorized Signatory (step 4), and Review and Declaration (step 5). The 'Identification Details' section contains fields for 'Do you have a Trade License in the UAE?' (radio buttons for Yes or No), 'License Details' (button to 'Add License'), and 'Services' (dropdown menu showing 'Trade License Issuing Authority: Dubai Design District' and 'Trade License Number: 672903'). Buttons at the bottom include 'Previous Step', 'Cancel', 'Save as Draft' (disabled), and 'Next Step'.





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amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Services

Trade License Issuing Authority	Dubai Design District	Trade License Number	672903
Trade License Issue Date	12/01/2010	Trade License Expiry Date	30/01/2043
Trade Name in English (Optional)	Services	Trade Name in Arabic (Optional)	خدمات
View copy of your Trade License			

Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111



You cannot make amends to the greyed-out fields in this section.



إمارات تاكس
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amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Services

Trade License Issuing Authority	Dubai Design District	Trade License Number	672903
Trade License Issue Date	12/01/2010	Trade License Expiry Date	30/01/2043
Trade Name in English (Optional)	Services	Trade Name in Arabic (Optional)	خدمات
View copy of your Trade License			

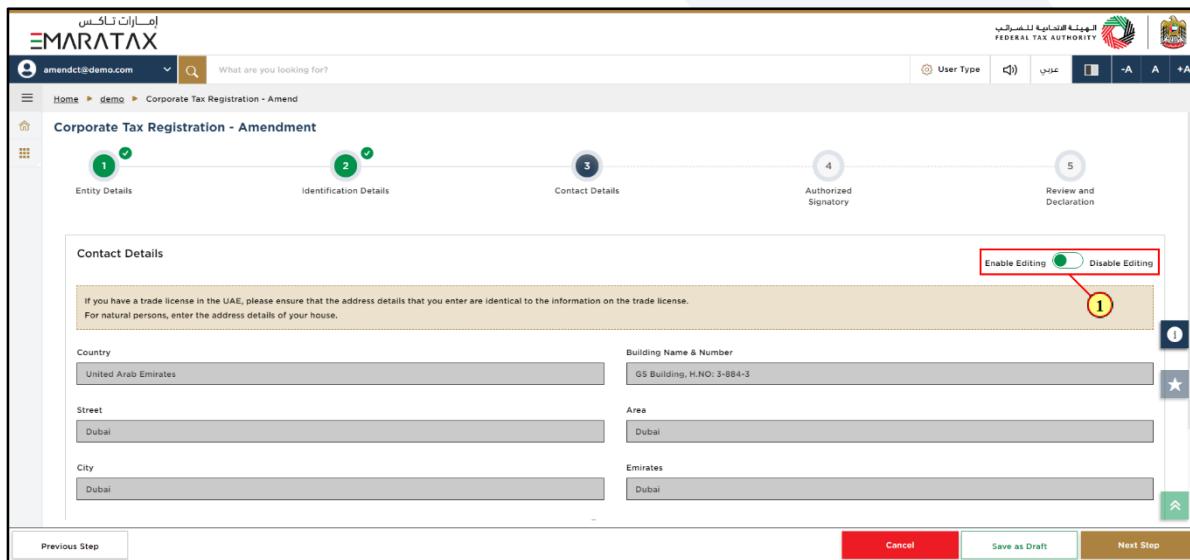
Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111

1

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

Contact Details Section



The screenshot shows the 'Contact Details' step of the 'Corporate Tax Registration - Amendment' process. It includes fields for Country, Street, City, Building Name & Number, Area, Emirates, and a note about trade license addresses. At the top right of the form area, there is a toggle switch labeled 'Enable Editing' with a red circle '1' over it, and a 'Disable Editing' option. Below the form are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	<ul style="list-style-type: none"> Select 'Enable Editing' to amend contact details, if required. Upon selection, some fields in the section will become editable. If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non-editable.



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What are you looking for?

User Type: عرب

Entity Details Identification Details Contact Details Authorized Signatory Review and Declaration

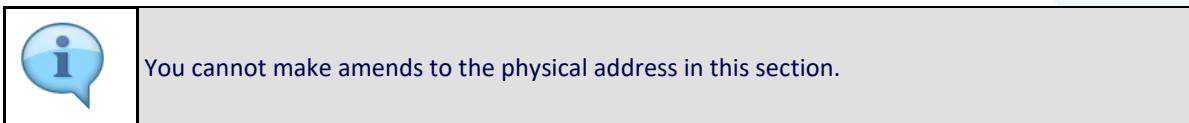
Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

Enable Editing Disable Editing

Country United Arab Emirates	Building Name & Number GS Building, H.NO: 3-884-3
Street Dubai	Area Dubai
City Dubai	Emirates Dubai

Previous Step Cancel Save as Draft Next Step





EMARATAX

امارات تاكس

What are you looking for?

User Type: عرب

Enable Editing / Disable Editing

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

Country: United Arab Emirates	Building Name & Number: GS Building, H.NO: 5-BB4-3		
Street: Dubai	Area: Dubai		
City: Dubai	Emirates: Dubai		
Country Code: +971 (United Arab Emirates)	Mobile Number: 962796146	Country Code: +971 (United Arab Emirates)	Landline Number: 86279615
Email ID: demo@contactemail.com	P.O. Box(Optional):		

Previous Step | Cancel | Save as Draft | Next Step



You can update your '**Mobile Number**' and '**Landline Number**' in this section. Ensure that your Contact Number and Email are accurate.



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What are you looking for?

User Type: عرب

Enable Editing / Disable Editing

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

Country: United Arab Emirates	Building Name & Number: GS Building, H.NO: 5-BB4-3		
Street: Dubai	Area: Dubai		
City: Dubai	Emirates: Dubai		
Country Code: +971 (United Arab Emirates)	Mobile Number: 962796146	Country Code: +971 (United Arab Emirates)	Landline Number: 86279615
Email ID: demo@contactemail.com		P.O. Box(Optional)	

Previous Step Cancel Save as Draft Next Step

i You can update your '**Email ID**' in this section.



EMARATAX

امارات تاكس

What are you looking for?

User Type: عرب A A +A

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

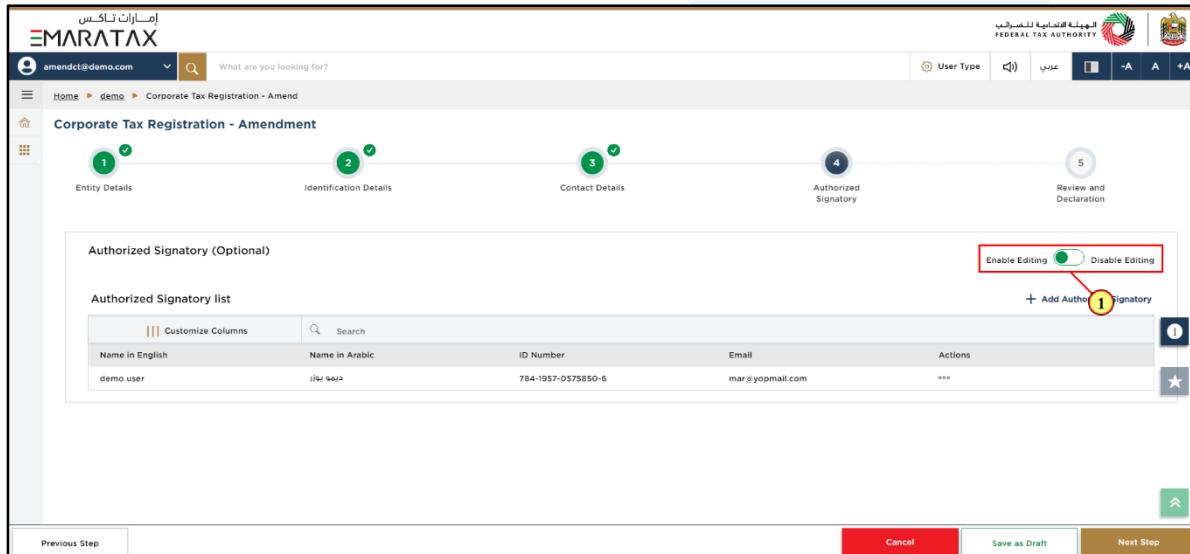
If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

Country	Building Name & Number	
United Arab Emirates	GS Building, H.NO: 5-884-3	
Street	Area	
Dubai	Dubai	
City	Emirates	
Dubai	Dubai	
Country Code	Mobile Number	Landline Number
+971 (United Arab Emirates)	962796146	+971 (United Arab Emirates) 86279615
Email ID	P.O. Box(Optional)	
demo@contactemail.com		

Previous Step Cancel Save as Draft **Next Step** (marked with a yellow circle)

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

Authorized Signatory Section



The screenshot shows the 'Corporate Tax Registration - Amendment' page. At the top, there are tabs for Entity Details (Step 1), Identification Details (Step 2), Contact Details (Step 3), Authorized Signatory (Step 4, highlighted with a red box and circled '1'), and Review and Declaration (Step 5). Below these tabs is a section titled 'Authorized Signatory (Optional)'. It contains a table with one row for 'demo user'. The table has columns for Name in English, Name in Arabic, ID Number, Email, and Actions. In the Actions column, there is a red box around the 'Edit' icon (pencil) and a yellow circle with '1' over it pointing to the '+ Add Author Signatory' button. At the bottom of the page are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	<ul style="list-style-type: none"> Select 'Enable Editing' to amend or add authorized signatory details, if required. If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable.



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امارات تاكس

What are you looking for?

User Type | عرب | A -A +A

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Entity Details Identification Details Contact Details Authorized Signatory Review and Declaration

1 2 3 4 5

Authorized Signatory (Optional)

Enable Editing Disable Editing

+ Add Authorized Signatory

1

Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email	Actions
demo user	demo user	784-1957-0575850-6	mar@yopmail.com	...

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add Authorized Signatory' to enter another Authorized Signatory details. You can add one or more Authorized Signatory.



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EMARA

Authorized Signatory

Are you a Resident of UAE?

Yes No

Emirates ID Number: 788-2003-5382943-3

ID Expiry Date: 31/01/2043

Upload copy of your Emirates ID: Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Passport Number: P8765432

Passport Issuing Country: United Arab Emirates

Passport Expiry Date: 30/01/2043

Upload copy of Passport: Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max. No. of files : 3

Source of Authorization: Memorandum of Association

Upload power of attorney/ memorandum of association: Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Add

Previous Step

Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Enter Authorized Signatory details. Upload updated supporting documents.



إمارات تاكس

EMARA

Authorized Signatory

Are you a Resident of UAE?

Yes No

Emirates ID Number: 788-2003-5382943-3

ID Expiry Date: 31/01/2043

Upload copy of your Emirates ID: Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Passport Number: P8765432

Upload copy of Passport: Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max. No. of files : 3

Passport Issuing Country: United Arab Emirates

Passport Expiry Date: 30/01/2043

Source of Authorization: Memorandum of Association

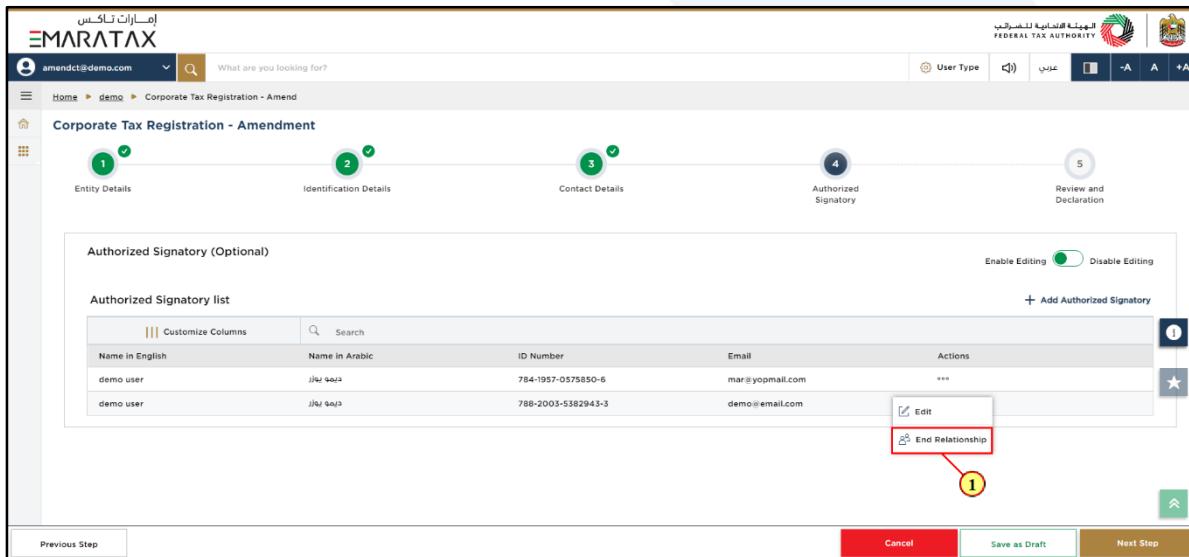
Upload power of attorney/ memorandum of association: Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Add 1 Last Step

Previous Step

Step	Action
(1)	After completing all mandatory fields, click 'Add'.

End Relationship



The screenshot shows the 'Corporate Tax Registration - Amendment' process. Step 4, 'Authorized Signatory', is currently active. A table lists authorized signatories with columns for Name in English, Name in Arabic, ID Number, Email, and Actions. The 'Actions' column for the first signatory contains an 'Edit' button, which is highlighted with a red box and a yellow circle labeled '1'. A dropdown menu from this button shows an option 'End Relationship', also highlighted with a red box and a yellow circle labeled '2'.

Name in English	Name in Arabic	ID Number	Email	Actions
demo user	جيمس	784-1957-0575850-6	mar@yopmail.com	...
demo user	جيمس	788-2003-5382943-3	demo@email.com	

Step	Action
(1)	<ul style="list-style-type: none"> In order to remove your previous Authorized Signatory, click '...' against your previous Authorized Signatory. Select 'End Relationship'.



United Arab Emirates

إمارات تاكس

EMARA

Authorized Signatory

amendit@demo.com

Home > designation

Entity Details

Corporate

1

Entity Details

Authorization

Name

Address

Designation

MANAGER

Are you a Resident of UAE?

Yes No

Emirates ID Number

784-1957-0575850-6

ID Expiry Date

31/01/2043

Passport Number

B124568

Passport Issuing Country

United Arab Emirates

Passport Expiry Date

30/01/2043

Source of Authorization

Memorandum of Association

Authorised Signatory End Date

24/01/2024

Update

Previous Step

Next Step

Save as Draft



Enter '**Authorized Signatory End Date**' to remove the Authorized Signatory.



إمارات تاكس

EMARA

Authorized Signatory

amendit@demo.com

Home > designation

Entity Details

Corporate

1

Entity Details

Authorization

Name

Designation

Manager

Are you a Resident of UAE?

Yes No

Emirates ID Number

784-1957-0575850-6

ID Expiry Date

31/01/2043

Passport Number

B124568

Passport Issuing Country

United Arab Emirates

Passport Expiry Date

30/01/2043

Source of Authorization

Memorandum of Association

Authorised Signatory End Date

24/01/2024

Update

1

Next Step

Step	Action
(1)	Click 'Update'.



EMARATAX

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What are you looking for?

User Type: عرب

Entity Details Identification Details Contact Details Authorized Signatory Review and Declaration

1 2 3 4 5

Authorized Signatory (Optional)

Enable Editing Disable Editing

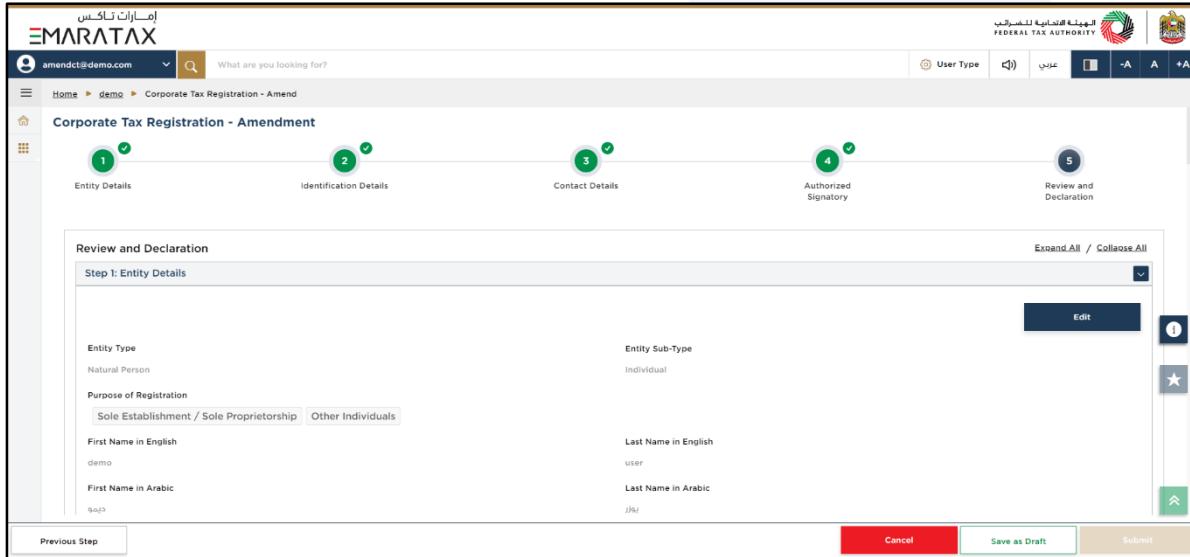
Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Actions
demo user	demo user	788-2003-5382943-5	demo@email.com	...

Previous Step Cancel Save as Draft Next Step (1)

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

Review and Declaration Section




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



إمارات تاكس
EMARATAX

amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

P123456789

Passport Expiry Date: 31/01/2043

Passport Issuing Country: United Arab Emirates

Do you hold any other passport? Yes No

Date of Commencement of Business: 12/01/2010

Reason for Registration:

Entity Type: Natural Person Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship Other Individuals

First Name in English: demo user

First Name in Arabic:



This section provides a comparison of the old and the newly updated information entered by you across Entity Details section of the application. The old value is highlighted in red.



EMARATAX

amendct@demo.com | What are you looking for? | User Type: عربى | A -A +A

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

P123456789

Passport Expiry Date: 31/01/2043

Do you hold any other passport?
 Yes No

Date of Commencement of Business: 12/01/2010

Reason for Registration: Commencement of New Business

View Passport | Passport Issuing Country: United Arab Emirates

Step 2: Identification Details

Do you have a Trade License in the UAE?
 Yes No

Services: Trade License Issuing Authority | Trade License Number

Previous Step | Edit | Cancel | Save as Draft | Submit



This section provides a comparison of the old and the newly updated information entered by you across Entity Details section of the application. The new value is highlighted in green.



إمارات تاكس
EMARATAX

amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Dubai	Dubai
Country Code +971 (United Arab Emirates)	Mobile Number 962796145
Email ID DEMO@CONTACTEMAIL.COM	Landline Number 86279614
<input checked="" type="radio"/> Old <input type="radio"/> New	
Country United Arab Emirates	Building Name & Number GS Building, H.NO: 3-884-3
Street Dubai	Area Dubai
City Dubai	Emirate Dubai
Country Code +971 (United Arab Emirates)	Country Code +971 (United Arab Emirates)
Email ID	P.O. Box 86279615

Previous Step



This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The old value is highlighted in red.



إمارات تاكس
EMARATAX

amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Dubai	Dubai
Country Code +971 (United Arab Emirates)	Mobile Number 962796145
Email ID DEMO@CONTACTEMAIL.COM	Country Code +971 (United Arab Emirates)
	P.O. Box
	Landline Number 86279614
Country United Arab Emirates	Building Name & Number GS Building, H.NO: 3-884-3
Street Dubai	Area Dubai
City Dubai	Emirate Dubai
Country Code +971 (United Arab Emirates)	Country Code +971 (United Arab Emirates)
Email ID	P.O. Box
Mobile Number 962796146	Landline Number 86279615

Old **New**

Previous Step



This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The new value is highlighted in green.



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amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

DEMO@CONTACTEMAIL.COM

Step 4: Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
demo user	جس عز	784-1957-0575850-6	mar@yopmail.com
<input type="radio"/> Old <input checked="" type="radio"/> New			
Name in English	Name in Arabic	ID Number	Email ID
demo user	جس عز	788-2003-5382943-3	demo@email.com

Declaration



This section provides a comparison of the old and the newly updated information entered by you across Authorized Signatory section of the application.



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Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Name in English	Name in Arabic	ID Number	Email ID
demo user	JSA/ 9463	788-2003-5382943-3	demo@email.com

Declaration

First Name in English	Last Name in English	
demo	user	
First Name in Arabic	Last Name in Arabic	
9463	JSA	
Country Code	Mobile Number	Email
+971 (United Arab Emirates)	962796123	AMENDCT@DEMO.COM
Submission Date		
24/01/2024	<input checked="" type="checkbox"/> I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.	

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.

إمارات تاكس
EMARATAX

amendct@demo.com What are you looking for?

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Name in English	Name in Arabic	ID Number	Email ID
demo user	JBR/9463	788-2003-5382943-3	demo@email.com

Declaration

First Name in English	Last Name in English	
demo	user	
First Name in Arabic	Last Name in Arabic	
9463	JBR	
Country Code	Mobile Number	Email
+971 (United Arab Emirates)	962796123	AMENDCT@DEMO.COM
Submission Date		
24/01/2024		

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.

Step	Action
(1)	Click ' Submit ' to submit the Corporate Tax Registration - Amendment application.



EMARATAX

What are you looking for?

User Type: عادي

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Name in English	Name in Arabic	ID Number	Email ID
demo user	JIS/ 98/3	788-2003-5382943-3	demo@email.com

Declaration

First Name in English: demo

First Name in Arabic:

Country Code: +971 (United Arab Emirates)

Mobile Number: 982796123

Email: AMENDCT@DEMO.COM

Submission Date: 24/01/2024

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.

Submit Application

Are you sure you want to submit the application?

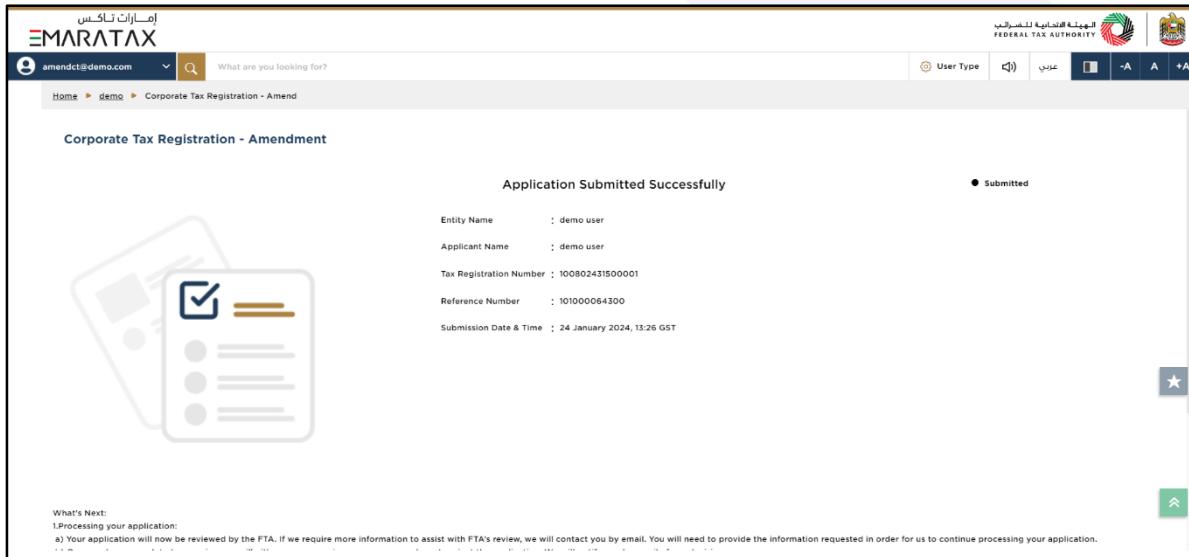
No Yes

Step 1

Cancel Save as Draft Submit

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

Post Application Submission



The screenshot shows a successful application submission on the EMARATAX platform. The page title is "Corporate Tax Registration - Amendment". The main message is "Application Submitted Successfully". Below it, the submitted data is listed:

- Entity Name : demo user
- Applicant Name : demo user
- Tax Registration Number : 100802431500001
- Reference Number : 101000064300
- Submission Date & Time : 24 January 2024, 13:26 GST

On the right side, there is a "Submitted" status indicator with a checkmark. At the bottom left, there is a "What's Next?" section with a note about processing the application.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with the FTA.

What's next?

- 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, or if the FTA rejects 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.





EMARATAX

امارات تاكس

amendct@demo.com

What are you looking for?

User Type: عرب

Home > demo > Corporate Tax Registration - Amend

Create Tax Registration - Amendment

Application Submitted Successfully

● Submitted

Entity Name : demo user

Applicant Name : demo user

Tax Registration Number : 100802431500001

Reference Number : 101000064300

Submission Date & Time : 24 January 2024, 13:26 GST

What's Next:

1. Processing your application:
a) Your application will now be reviewed by the FTA. If we require more information to assist with FTA's review, we will contact you by email. You will need to provide the information requested in order for us to continue processing your application.

Step	Action
(1)	Click ' Home ' to navigate back to the Taxable Person dashboard.

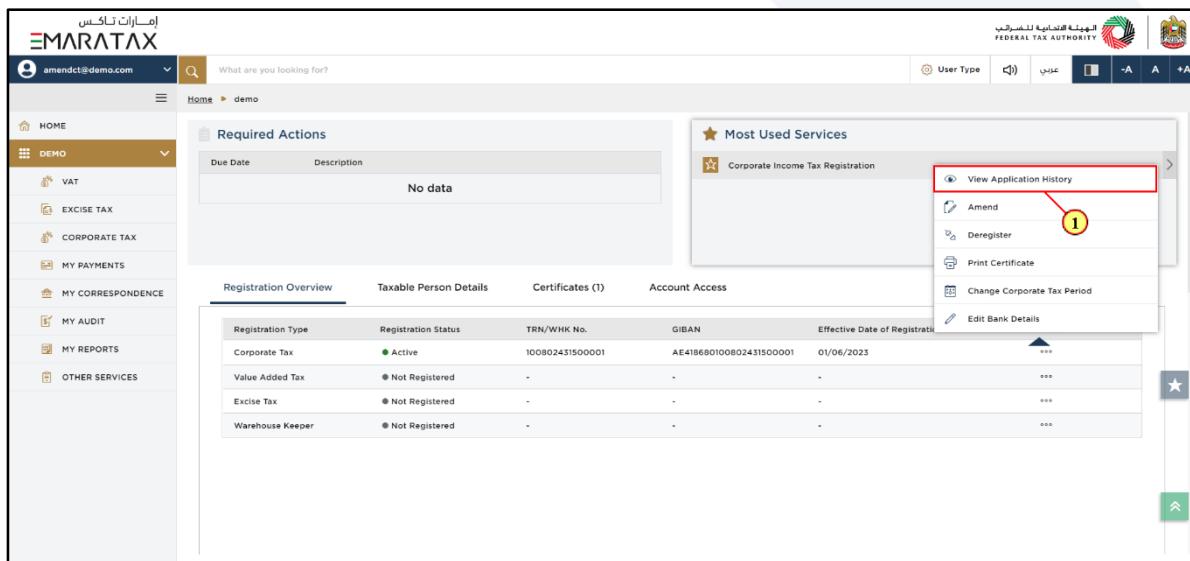
Correspondences

Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.

Application History - In-Review

Once the Taxpayer submits the application for Corporate Tax Registration - Amendment, the application will be sent to the FTA for review and the status of the application will be 'In-Review'.



The screenshot shows the EMARATAX interface. On the left, there's a sidebar with navigation links like HOME, DEMO, VAT, EXCISE TAX, CORPORATE TAX, MY PAYMENTS, MY CORRESPONDENCE, MY AUDIT, MY REPORTS, and OTHER SERVICES. The main content area has a 'Required Actions' section with a message 'No data'. Below it is a 'Registration Overview' table with columns: Registration Type, Registration Status, TRN/WHK No., GIBAN, and Effective Date of Registration. The table shows four rows: Corporate Tax (Active), Value Added Tax (Not Registered), Excise Tax (Not Registered), and Warehouse Keeper (Not Registered). To the right of the registration table is a 'Most Used Services' panel. The 'Corporate Income Tax Registration' service is listed with several options: Amend, Deregister, Print Certificate, Change Corporate Tax Period, and Edit Bank Details. The 'View Application History' option is highlighted with a red box and a circled number '1'.

Step	Action
(1)	<ul style="list-style-type: none"> In order to view the status of your application, click '...' against the Corporate Tax registration type. Select 'View Application History' to view the status of your application.



إمارات تاكس

EMARATAX

amendct@demo.com

What are you looking for?

User Type: عرب

Home > demo > CT Registration Application History

CT Registration Application History

Ref. No.	Application Name	Date of Submission	Time of Submission	Status	Status Date	Action
101000064300	Amend Corporate Tax Registration	24/01/2024	13:26:23 GST	In-Review	24/01/2024	***
101000064292	Corporate Tax Registration	24/01/2024	11:52:44 GST	Approved	24/01/2024	***

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- [Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E](#)
- [Central Park Business Towers - DIFC, P.O. Box 2440, Dubai, U.A.E](#)
- [800 82933](#)
- [info@tax.gov.ae](#)

This site is best viewed in Screen Resolution 1024 x 764
Supports Microsoft Edge, Firefox 92+, Chrome 93+

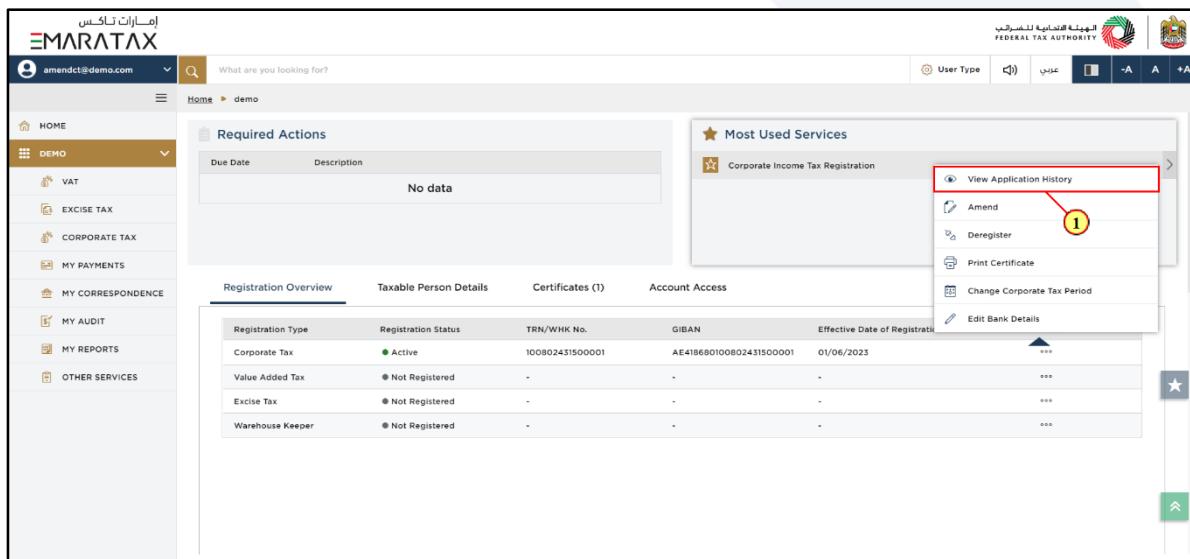
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You can check the status of the application based on the application number once the application has been submitted.

Application History – Approved

Once the FTA approves the application for Corporate Tax Registration - Amendment, the process is complete and the status of the application will be 'Approved'.



Step	Action
(1)	<ul style="list-style-type: none"> In order to view the status of your application, click '...' against the Corporate Tax registration type. Select 'View Application History' to view the status of your application.



EMARATAX

amendct@demo.com

What are you looking for?

User Type: عرب

Home > demo > CT Registration Application History

CT Registration Application History

Ref. No.	Application Name	Date of Submission	Time of Submission	Status	Status Date	Action
101000064300	Amend Corporate Tax Registration	24/01/2024	13:26:23 GST	Approved	24/01/2024	***
101000064292	Corporate Tax Registration	24/01/2024	11:52:44 GST	Approved	24/01/2024	***

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- [800 82933](#)
- [info@tax.gov.ae](#)

This site is best viewed in Screen Resolution 1024 x 764
Supports Microsoft Edge, Firefox 92+, Chrome 93+



You can check the status of the application based on the application number once the application has been approved.



Ref. No.	Application Name	Date of Submission	Time of Submission	Status	Status Date	Action
101000064300	Amend Corporate Tax Registration	24/01/2024	13:26:23 GST	Approved	24/01/2024	***
101000064292	Corporate Tax Registration	24/01/2024	11:52:44 GST	Approved	24/01/2024	***

Step	Action
(1)	Click 'demo' Taxable Person account.



The screenshot shows the EMARATAX platform interface. On the left, there's a sidebar with various menu items like HOME, DEMO, VAT, EXCISE TAX, CORPORATE TAX, etc. The main area has sections for 'Required Actions' (empty), 'Most Used Services' (Corporate Income Tax Registration), and 'Registration Overview'. In the 'Registration Overview' section, there's a table with columns for Registration Type, Registration Status, TRN/WHK No., GIBAN, Effective Date of Registration, and Action. One row in the table is highlighted with a yellow circle containing the number '1', pointing to the 'Certificates (1)' link.

Step	Action
(1)	To view the updated certificate, click ' Certificates '.



EMARATAX

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amendct@demo.com

What are you looking for?

User Type: عرب

Home > demo

Required Actions

Due Date	Description
No data	

Most Used Services

- CIT Registration Amendment
- Corporate Income Tax Registration

Registration Overview Taxable Person Details Certificates (1) Account Access

Reference Number	Date of Issue	Certificate Type	Action
101000064300	24/01/2024	Corporate Tax Registration Certificate	***

 You can find your updated Corporate Tax Registration Certificate here.