



إمارات تاكس
EMARATAX

Amend Tax Agency - 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](#)



Document Control Information.....	2
Annexure 2	
Navigating through EmaraTax.....	3
Introduction	5
Login to EmaraTax.....	6
Tax Agency Tile	7
Guidelines and Instructions.....	8
Applicant Details	10
Identification Details.....	12
Contact Details.....	13
Tax Agency Details	14
Tax Agent Details	15
Authorized Signatory Details.....	16
Review and Declaration	18
Post Application Submission	20
Correspondences	21



Introduction



This manual is prepared to help a registered Tax Agency to navigate through the Federal Tax Authority EmaraTax portal to submit their amendment application. The Tax Agency amendment application allows the Tax Agency to request FTA to amend their registration – Amend applicant details such as Tax Agency trade license and supporting documents; Amend identification details such as trade license and business activities; Amend contact details; Amend Tax Agency details (PII); Add or modify authorized signatories. 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 Agency 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 sign up here.

Sign Up

Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address: training_ty@abc.com

Password:

[Forgot password?](#)

Enter Security Code: 142082

Login

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS

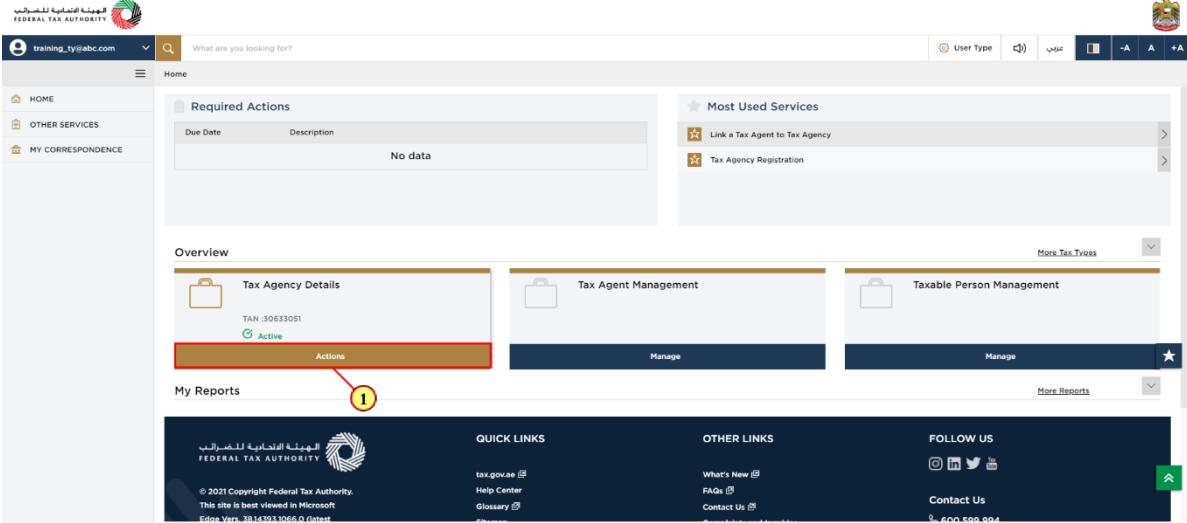
Login With UAE PASS

FEDERAL TAX AUTHORITY

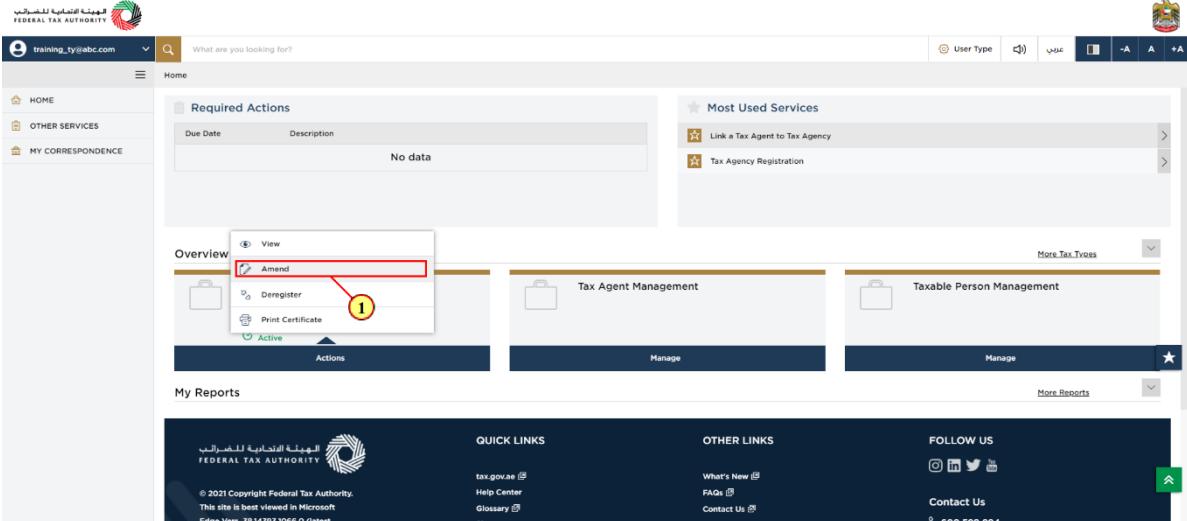
© 2021 Copyright: Federal Tax Authority.
This site is best viewed in Microsoft Edge Vers. 38.15439.3.0 (latest version).
Google Chrome (latest version).

- 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 Agency Tile



Step	Action
(1)	Click on 'Actions' in the Tax Agency tile to get the option 'Amend'.



Step	Action
(1)	To start the amendment application, you are required to click on 'Amend'.



Guidelines and Instructions

The screenshot shows the 'Tax Agency Registration Amend' page. At the top, there are sections for 'No. of form steps' (5 Steps), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of charge). Below these are 'Tutorial Materials' and 'Required Templates'. The 'Service Details' section includes links for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. At the bottom, there is a checkbox labeled '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 Agency registration, in the UAE. It also provides guidance on what information you should have in hand when you are completing the Tax Agency amendment application.

The screenshot shows the same 'Tax Agency Registration Amend' page as the previous one. The 'I confirm that I have read the above instructions and guidelines' checkbox is highlighted with a red border and a yellow circle containing the number '1'.

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.



training_ty@tac.ae

What are you looking for?

User Type: عارض مستخدم موظف مسؤول

Home > Tax Agency - Amend

Tax Agency Registration Amend

No. of form steps: 5 Steps

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of charge

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

- Valid trade license / business license
- Valid professional indemnity insurance policy

 Accepted file types are PDF, JPG, 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

[Back](#) [Start](#)

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



Applicant Details

The screenshot shows the 'Tax Agency Registration Amend' application form. The top navigation bar includes the FTA logo, user type selection, and search functionality. A progress bar at the top indicates 1 step completed (Step 1) and 6 steps remaining. The main section is titled 'Tax Agency Registration Amend' and contains several input fields:

- Business or Trade License Expiry Date:** 01/01/2032
- Do you have a certificate of incorporation?**: Yes
- Date of incorporation:** 01/08/2021
- Upload Relevant Supporting Documents:** (button to add files)

On the right side of the form, there are sections for 'Business or Trade License' and 'Certificate of Incorporation' with upload buttons and file size restrictions (Max file size: 15 MB, Formats: PDF, DOC). The bottom of the page features 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' buttons.

	<ul style="list-style-type: none"> The application is divided into a number of short sections which deal with various aspects of the amendment 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. In order 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, in order to avoid rejection or resubmission of your application.
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The screenshot shows the same application form as above, but with a large red box highlighting the entire 'Tax Agency Registration Amend' section. A circled '1' is placed on the left side of the first section, indicating it is the current step. The rest of the interface is identical to the previous screenshot.

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

Screenshot of the Federal Tax Authority (FTA) website showing the 'Tax Agency - Amend' registration process. The form is divided into seven steps:

- Step 1: Applicant Details**
- Step 2: Identification Details**
- Step 3: Contact Details**
- Step 4: Tax Agency Details**
- Step 5: Tax Agent Details**
- Step 6: Authorized Signatory**
- Step 7: Declaration & review**

The current step is Step 7. The page displays fields for Business or Trade License information, incorporation details, and relevant supporting documents. A red circle highlights the 'Next Step' button at the bottom right.

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



Identification Details

Tax Agency Registration Amend

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Tax Agent Details 6 Authorized Signatory 7 Declaration & review

Identification Details

Main License Details

Trade License Issuing Authority Dubai Department of Economic Development	Trade License Number 434543
License Issue date 01/08/2021	License Expiry Date Jan 1, 2030
Legal Name in English ABC Agency Co	Legal Name in Arabic أبر سي إيه سي إيه جي
Trade Name in English ABC Agency Co	Trade Name in Arabic أبر سي إيه سي إيه جي

Upload copy of Trade License
Add/View(1) Drag files here
Max File size : 15 MB Formats : PDF/DOC Max No. of files : 3

Business Activity Details

+ Add Business Activities

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

Step	Action
(1)	Amend Identification details such as License Expiry Date, Business Activity details, Owner's details, Local Branch details, if required.

Tax Agency Registration Amend

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Tax Agent Details 6 Authorized Signatory 7 Declaration & review

Identification Details

Main License Details

Trade License Issuing Authority Dubai Department of Economic Development	Trade License Number 434543
License Issue date 01/08/2021	License Expiry Date Jan 1, 2030
Legal Name in English ABC Agency Co	Legal Name in Arabic أبر سي إيه سي إيه جي
Trade Name in English ABC Agency Co	Trade Name in Arabic أبر سي إيه سي إيه جي

Upload copy of Trade License
Add/View(1) Drag files here
Max File size : 15 MB Formats : PDF/DOC Max No. of files : 3

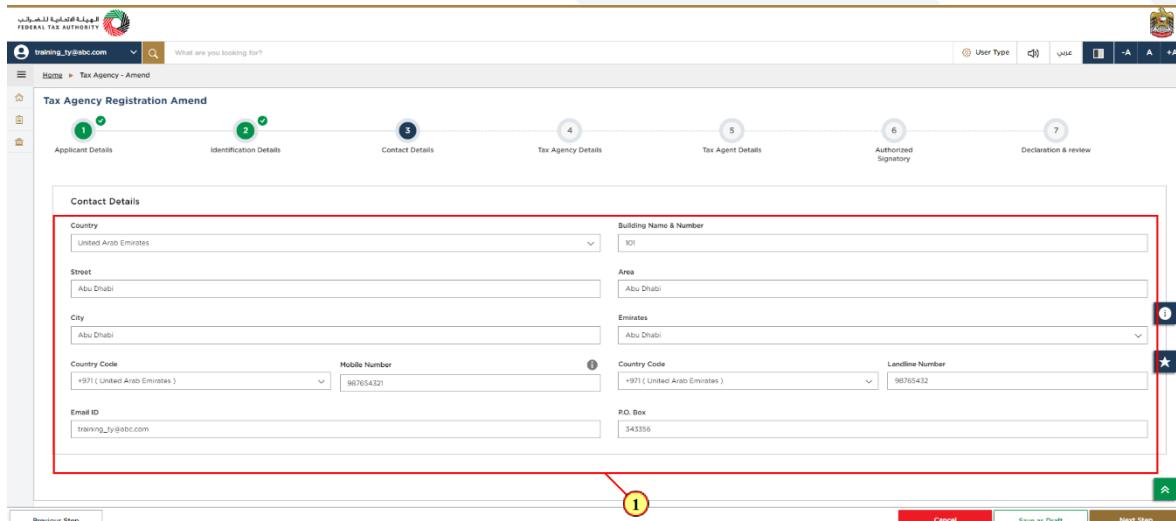
Business Activity Details

+ Add Business Activities

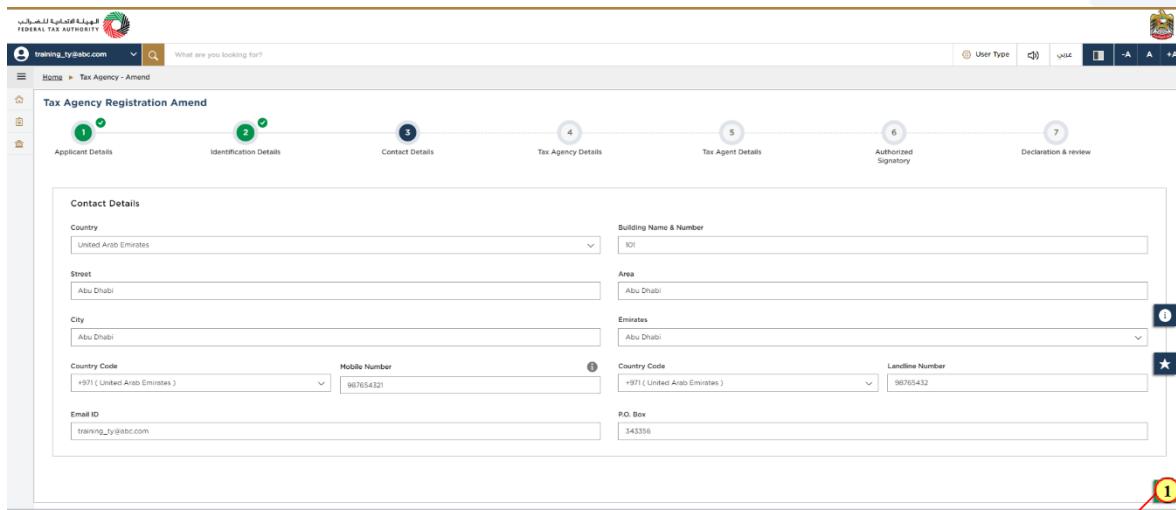
Previous Step Cancel Save as Draft **Next Step**

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

Contact Details



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



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



Tax Agency Details

Tax Agency Registration Amend

1. Applicant Details 2. Identification Details 3. Contact Details 4. Tax Agency Details 5. Tax Agent Details 6. Authorized Signatory 7. Declaration & review

Tax Agency Details

Please select the date your Business was established or commenced operations in the UAE? How many persons do you currently employ?

Is your Business registered with any professional body? Yes No

If yes, please indicate which tax related professional body

Please estimate the percentage(%) of your employees who are, individually members of a professional body

Step Action

(1) Amend Tax Agency details, if required.

Tax Agency Registration Amend

1. Applicant Details 2. Identification Details 3. Contact Details 4. Tax Agency Details 5. Tax Agent Details 6. Authorized Signatory 7. Declaration & review

Tax Agency Details

Please select the date your Business was established or commenced operations in the UAE? How many persons do you currently employ?

Is your Business registered with any professional body? Yes No

If yes, please indicate which tax related professional body

Please estimate the percentage(%) of your employees who are, individually members of a professional body

Step Action

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



Tax Agent Details

The screenshot shows the 'Tax Agency Registration Amend' screen. At the top, there is a breadcrumb navigation: Home > Tax Agency - Amend. Below it, a horizontal progress bar shows seven steps: 1. Applicant Details, 2. Identification Details, 3. Contact Details, 4. Tax Agency Details, 5. Tax Agent Details, 6. Authorized Signatory, and 7. Declaration & review. Step 1 is highlighted with a green circle and a number '1'. The main content area is titled 'Tax Agent Details' and contains a table titled 'Linked Tax Agents List'. The table has columns: TAAN, Agent Name (English), Agent Name (Arabic), Registration Expiry Date, Linking Date, Do you have PII specially linked to this individual Tax Agent?, PII Number, and Actions. A message 'No data' is displayed. At the bottom right of the main area, there are three buttons: 'Cancel' (red), 'Save as Draft' (green), and 'Next Step' (orange). The 'Next Step' button is circled in red with the number '1'.

Step	Action
(1)	<ul style="list-style-type: none"> You will find Tax Agent details in this screen. Click 'Next Step' to save and proceed to the next section.



Authorized Signatory Details

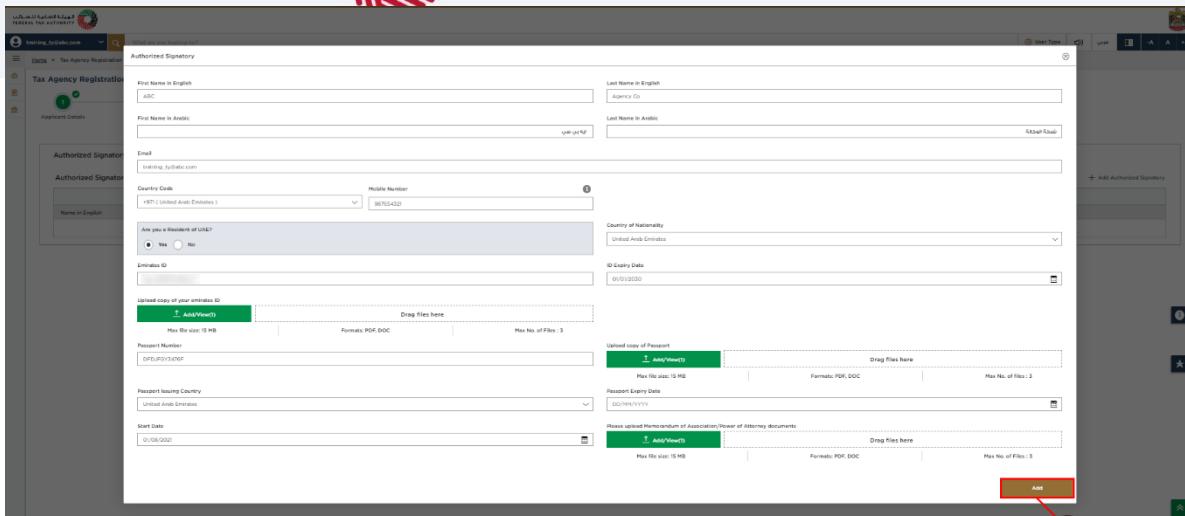
Authorized Signatory list

Name in English	Name in Arabic	Email	Actions
ABC Agency Co	أب سي جي سي آي جي	Training_ty@abc.com	***

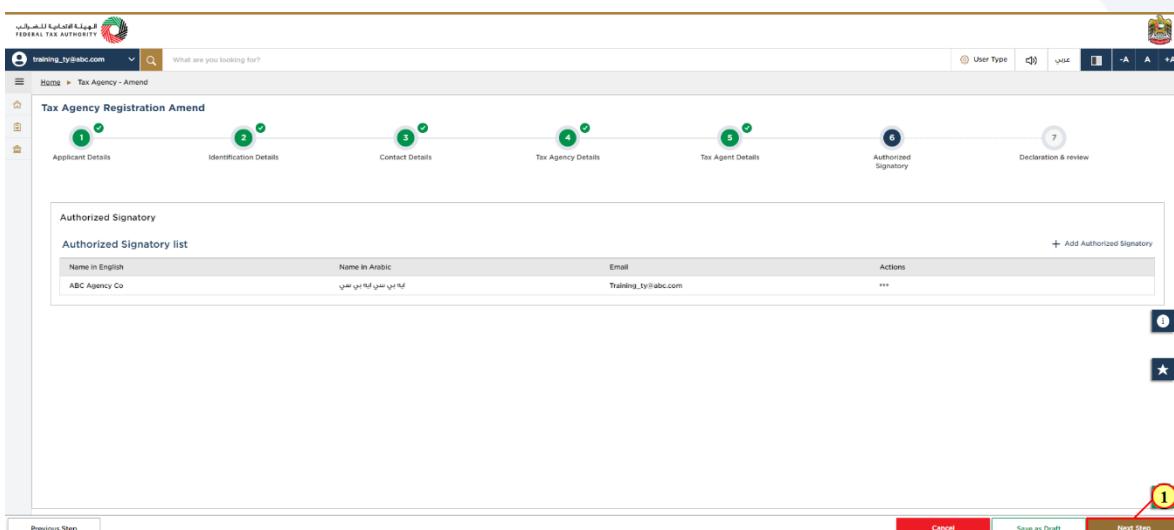
Action: Click 'Actions' to amend the Authorized Signatory details, if required.

Authorized Signatory

Action: Click 'Add Authorized Signatory' to add a new Authorized Signatory details.



Step	Action
(1)	<ul style="list-style-type: none"> You can add one or more authorized signatory. After completing all mandatory fields, click 'Add' button to save and proceed.



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



Review and Declaration

The screenshot shows the 'Tax Agency Registration Amend' process. The current step is 'Step 1: About the Applicant'. The form includes fields for Business or Trade License Number (783733), Business or Trade License Expiry Date (01/01/2030), and Date of Incorporation (01/08/2021). There are also sections for 'View Attachments' and 'Relevant Supporting Documents'. At the bottom right are 'Cancel', 'Save as Draft', and 'Submit' buttons.

- i
 - 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.

The screenshot shows the same 'Tax Agency Registration Amend' process. A red box highlights the 'Edit' button in the 'Review & Declaration' section. A yellow circle with the number '1' points to this button. The rest of the interface is identical to the first screenshot.

Step	Action
(1)	Click Edit, on the section where you want to do the amendment or changes any further.



Tax Agency Registration Amend

1 Applicant Details 2 Identification Details 3 Contact Details 4 Tax Agency Details 5 Tax Agent Details 6 Authorized Signatory 7 Declaration & review

Name in English
ABC Agency Co

Name in Arabic
أ.ب. سي. جي. كوم

Email
Training_ty@abc.com

First Name in English
training

Last Name in English
ty

First Name in Arabic
طه

Last Name in Arabic
طه

Country Code
AE

Phone Number
987654321

Email ID
training_ty@abc.com

Date of Submission
19/08/2022

I declare that all information provided is true, accurate and complete to best of my knowledge and belief

User Type: عرب **Language:** English **Print** **Reset** **Cancel** **Save as Draft** **Submit**

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 Agency Registration Amend

1 2 3 4 5 6 7

Applicant Details Identification Details Contact Details Tax Agency Details Tax Agent Details Authorized Signatory Declaration & review

Name In English: ABC Agency Co
Name In Arabic: ABC بى جى سى

Email: training_ty@abc.com

Declaration

First Name In English: training
Last Name In English: ty

First Name In Arabic: محمد
Last Name In Arabic: بن

Country Code: AE
Phone Number: 96654321
Email ID: training_ty@abc.com

Date of Submission: 19/08/2022

I Declare that all information provided is true, accurate and complete to best of my knowledge and belief

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



Post Application Submission

The screenshot shows a web-based application interface for the Federal Tax Authority (FTA). At the top, there's a header with the FTA logo and a search bar. Below the header, the URL is 'training_fta.sbc.com' and the page title is 'Tax Agency - Amend'. The main content area displays a success message: 'Application Submitted Successfully'. It includes details: Name: ABC Agency Co, Reference Number: 904000000455, and Submitted Date: 19 August 2022. To the right of the message, there's a status indicator: '● Pending Approval'. On the left side of the message, there's a graphic of a checklist icon. At the bottom of the message area, there's a section titled 'What Next?' with some bullet points and a note about FTA awaiting acceptance of your application.

Application Submitted Successfully

Name : ABC Agency Co
Reference Number : 904000000455
Submitted Date : 19 August 2022

● Pending Approval

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 awaits acceptance of your application, you will be notified once the decision is made via email/SMS to your email address provided in your registration with FTA.

	<ul style="list-style-type: none"> 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 "In Review" and you will receive an email from us to confirm receipt of your application. FTA may request for additional clarification. In case of the approval from FTA, the Amendment will be reflected in your account. You will be able to see the changes in your Tax Agency registration and a new certificate will be generated and sent to your registered email ID. Read the "What Next" and "Important Notes".
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Correspondences



Tax Agency 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