



إمارات تاكس
EMARATAX

Amendments of Accredited Foreign Missions and Diplomats master details - User Manual

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United Arab Emirates

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Annexure Section

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 عربي	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 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
	This menu on the top gives an overview of the various sections within the. 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

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United Arab Emirates

Introduction



United Arab Emirates

This manual is prepared to help the applicant to navigate through the EmaraTax portal and to amend Foreign Missions, Diplomats and Undersecretary details.



EmaraTax Login Page

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

[Sign Up](#)

Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address
noorulazima@gmail.com

Password
.....

[Forgot password?](#)

Enter Security Code
104457

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS

Login With UAE PASS

- 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.



User Type Selection

The screenshot shows the 'User Profile' section of the e-CTS portal. At the top right, there is a 'User Type' button with a magnifying glass icon, which is highlighted with a red box. Below it, a yellow circle with the number '1' points to a tile labeled 'Foreign Mission & Diplomats'. The tile features a blue circular icon with a white shield and a checkmark. To the right of the tile is a small checkbox. The 'User Profile' section also includes a search bar, a language switcher (Arabic/English), and font size controls.

Step	Action
(1)	Click on 'User Type' to select Foreign Mission & Diplomats

The screenshot shows the same 'User Profile' section after the 'Foreign Mission & Diplomats' tile has been selected. The tile now has a green checkmark in its top-right corner. A red box highlights the entire tile, and a yellow circle with the number '1' points to the green checkmark. The rest of the interface remains the same, including the 'User Type' button, search bar, and other controls.

Step	Action
(1)	Select the Foreign Mission & Diplomats tile.



User Profile

Please select the relevant purpose(s) for using e-CTS portal

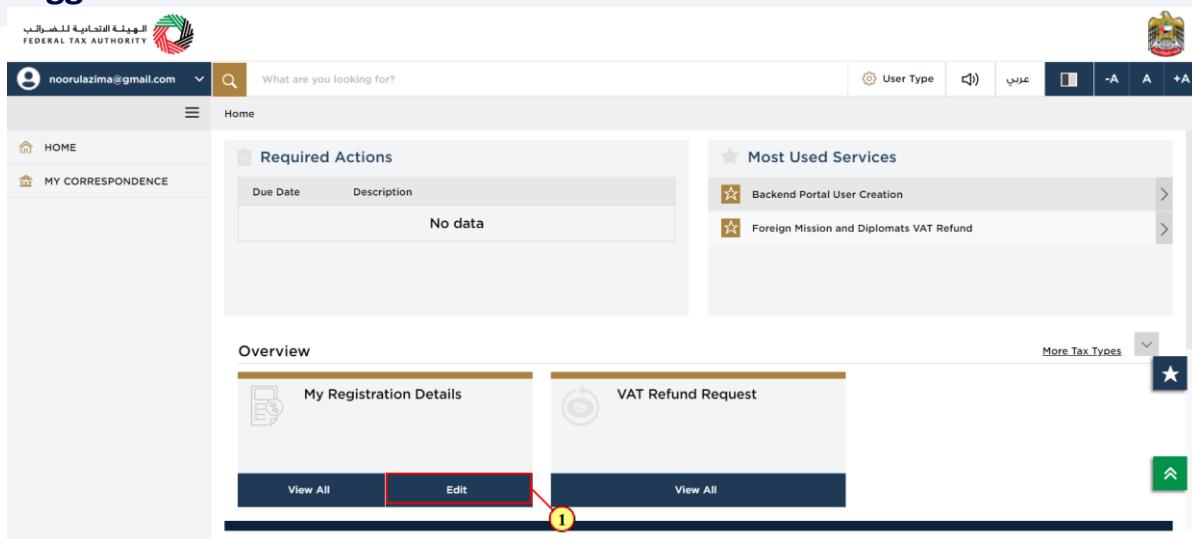
Foreign Mission & Diplomats



1 Proceed

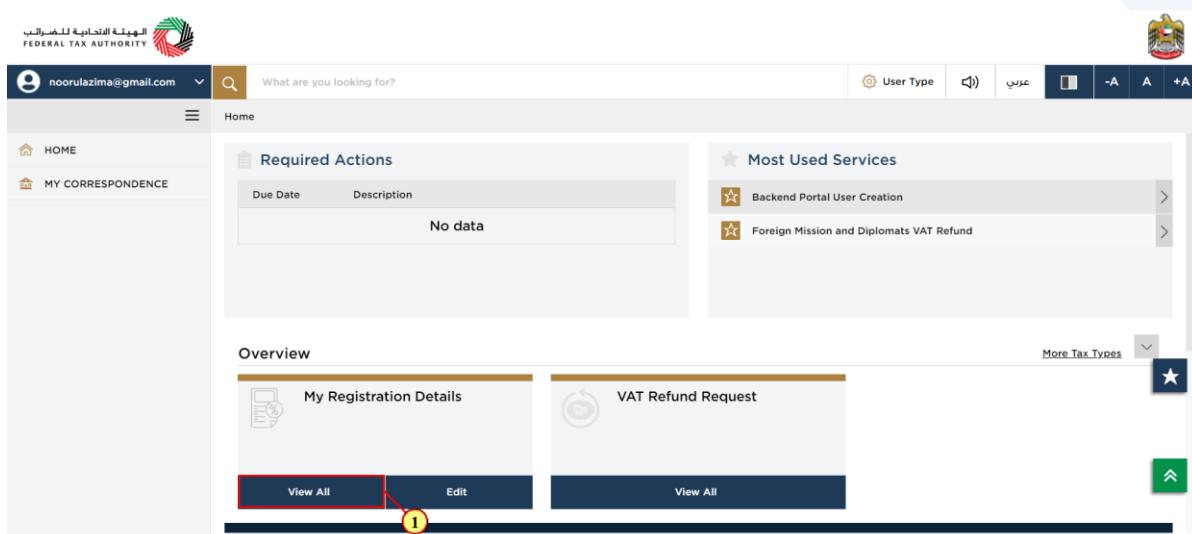
Step	Action
(1)	Click on 'Proceed' to access the Foreign Mission & Diplomats module

Logged in User Dashboard



The screenshot shows the homepage of the Federal Tax Authority's user dashboard. At the top, there is a navigation bar with the user's email (noorulazima@gmail.com), a search bar, and various settings like 'User Type', 'Arabic', and font size controls. Below the navigation is a sidebar with 'HOME' and 'MY CORRESPONDENCE' options. The main content area features two cards: 'Required Actions' (empty) and 'Most Used Services' (listing 'Backend Portal User Creation' and 'Foreign Mission and Diplomats VAT Refund'). The 'Overview' section contains two cards: 'My Registration Details' (with 'View All' and 'Edit' buttons) and 'VAT Refund Request' (with 'View All' button). A red box surrounds the 'Edit' button in the 'My Registration Details' card, and a yellow circle with the number '1' points to it.

Step	Action
(1)	Click here to edit the registration details.



This screenshot is identical to the one above, showing the same dashboard layout. The difference is in the highlighted step: here, the 'View All' button in the 'My Registration Details' card is highlighted with a red box, and a yellow circle with the number '1' points to it.

Step	Action
(1)	Click here to view your registration details.



Profile Dashboard

The screenshot shows the 'Foreign Mission - Change Profile' section. At the top, there's a search bar and navigation links for 'User Type' and language selection ('Arabic'). Below the header, a breadcrumb trail shows 'Home > My Registration Details'. The main content area displays a table with one row of data:

Form Reference Number	Application Name	Date of Submission	Status Date
100000003663	Foreign Mission and Diplomats Registration	23/08/2022	

At the bottom of the page, there's a footer with links to 'tax.gov.ae', 'Help Center', 'Glossary', 'Sitemap', 'What's New', 'FAQs', 'Contact Us', and 'Complaints and Inquiries'. It also features social media icons for Instagram, LinkedIn, Twitter, and YouTube, along with a 'Follow Us' button.

This dashboard displays information related to your Foreign Mission Profile.

The screenshot is identical to the one above, showing the 'Foreign Mission - Change Profile' section. A red box highlights the 'Form Reference Number' cell containing '100000003663'. A yellow circle with the number '1' is placed over the red box, pointing to the action described in the table below.

Step	Action
(1)	Click here to edit the profile.



Applicant Details

Foreign Mission - Change Profile

Progress Bar: Step 1 (Applicant Details) is highlighted in blue. Steps 2, 3, 4, and 5 are grey.

1	2	3	4	5
Applicant Details	Contact Details	Banking Details	Authorized Signatory	Review

Applicant Details

Entity Type International Organization	Country of Origin Bahrain
Entity Name in English Blue Crescent Organization	Entity Name in Arabic منظمة الهلال الأزرق
Upload copy of Entity Identity	Eligible Tax Type for Refund

Buttons: Back, Save as Draft, Next Step

i The progress bar displays the number of steps required to complete the refund request. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green

Foreign Mission - Change Profile

Progress Bar: Step 1 (Applicant Details) is highlighted in blue. Steps 2, 3, 4, and 5 are grey.

1	2	3	4	5
Applicant Details	Contact Details	Banking Details	Authorized Signatory	Review

Applicant Details

Entity Type International Organization	Country of Origin Bahrain
Entity Name in English Blue Crescent Organization	Entity Name in Arabic منظمة الهلال الأزرق
Upload copy of Entity Identity <input type="button" value="Add"/> <input type="text" value="Drag files here"/> Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3	Eligible Tax Type for Refund VAT

Buttons: Back, Save as Draft, Next Step

i The logged in user details are displayed in this section.



Screenshot of the 'Foreign Mission - Change Profile' page. The page shows applicant details: Entity Type (International Organization), Country of Origin (Bahrain), Entity Name in English (Blue Crescent Organization), Entity Name in Arabic (منظمة الهلال الأزرق), and Eligible Tax Type for Refund (VAT). There is a file upload section for Entity Identity. Buttons at the bottom include 'Back' (with a circled '1'), 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Click on 'Back', to go back to the previous section.

Screenshot of the 'Foreign Mission - Change Profile' page. The page shows applicant details: Entity Type (International Organization), Country of Origin (Bahrain), Entity Name in English (Blue Crescent Organization), Entity Name in Arabic (منظمة الهلال الأزرق), and Eligible Tax Type for Refund (VAT). There is a file upload section for Entity Identity. Buttons at the bottom include 'Back', 'Save as Draft' (with a circled '1'), and 'Next Step'.

Step	Action
(1)	Click on 'Save as draft' to save the refund request as a draft



noorlazima@gmail.com

What are you looking for?

[Home](#) > Foreign Mission - Change Profile

Foreign Mission - Change Profile

Applicant Details

Entity Type <input type="text" value="International Organization"/>	Country of Origin <input type="text" value="Bahrain"/>
Entity Name in English <input type="text" value="Blue Crescent Organization"/>	Entity Name in Arabic <input type="text" value="منظمة الهلال الأزرق"/>
Upload copy of Entity Identity <input type="button" value="Add/View(1)"/> <input type="button" value="Drag files here"/> <small>Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3</small>	
Eligible Tax Type for Refund <input type="text" value="VAT"/>	

Signatory

1

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



Contact Details

Screenshot of the 'Foreign Mission - Change Profile' page on the Federal Tax Authority website.

The page shows contact details for a Foreign Mission in Bahrain:

- Country:** Bahrain
- Address Line 1:** East Tower
- Address Line 2:** 28th Floor
- Address Line 3:** Financial Harbour
- Address Line 4:** Near Central Park
- City:** Manama
- Country Code:** +973 (Bahrain)
- Mobile Number:** 545645625
- Landline Number:** +973 (Bahrain) 545645628
- Email ID:** nocrulazima@gmail.com
- P.O. Box:** (highlighted with a red box)

Buttons at the bottom include: Previous Step, Save as Draft, Next Step, and a green arrow icon.

Step	Action
(1)	The contact details entered during registration of the Foreign Mission, Diplomats and Undersecretary are displayed here. Update the contact details as applicable.



Bank Details

Screenshot of the 'Foreign Mission - Change Profile' page showing the 'Bank Details' section. A red box highlights the input fields for Country, IBAN, Bank Name, Branch Name, Account Holder's Name, and Account number. A yellow circle with the letter 'I' is positioned over the 'Account Holder's Name' field.

Step	Action
(1)	The bank details entered during registration of the Foreign Mission, Diplomats and Undersecretary are displayed here. Update the bank details as applicable.

Screenshot of the 'Foreign Mission - Change Profile' page showing the 'Bank Details' section. A blue info icon is in the top right corner of the form area.

Step	Action
(1)	For domestic accounts, the IBAN will be validated by the system. For international accounts, you have to upload a Bank Validation letter



Screenshot of the 'Foreign Mission - Change Profile' page. The 'Bank Details' section is highlighted with a red box around the 'Country' dropdown. A yellow circle with the number '1' is placed over the 'IBAN' input field.

Step	Action
(1)	Select country from drop-down.

Screenshot of the 'Foreign Mission - Change Profile' page. The 'Bank Details' section is highlighted with a red box around the 'IBAN' input field. A yellow circle with the number '1' is placed over the 'IBAN' input field.

Step	Action
(1)	Enter International Bank Account Number (IBAN in UAE consist of 23 characters)



Screenshot of the 'Foreign Mission - Change Profile' page. The 'Bank Details' section is displayed, showing fields for Country, IBAN, Bank Name, Branch Name, Account Holder's Name, and Account number. The 'Branch Name' field is highlighted with a red border and has a yellow circle with the number '1' pointing to it. The 'Account number' field also has a yellow circle with the number '1' pointing to it. Navigation buttons at the bottom include 'Previous Step', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Enter the branch name

Screenshot of the 'Foreign Mission - Change Profile' page. The 'Bank Details' section is displayed, showing fields for Country, IBAN, Bank Name, Branch Name, Account Holder's Name, and Account number. The 'Account Holder's Name' field is highlighted with a red border and has a yellow circle with the number '1' pointing to it. The 'Account number' field also has a yellow circle with the number '1' pointing to it. Navigation buttons at the bottom include 'Previous Step', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Enter the name of Account holder operating the bank account

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

What are you looking for? User Type: عربي -A A +A

Home Foreign Mission - Change Profile

Foreign Mission - Change Profile

IBAN: [REDACTED]

Bank Name: [REDACTED] Branch Name: [REDACTED]

Account Holder's Name: [REDACTED] Account number: [REDACTED]

Upload Copy of Bank Validation Letter

Add/View(1) Drag files here

Max file size: 15 MB Formats: PDF DOC Max No. of Files : 3

1

Previous Step Save as Draft Next Step

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green.



Authorized Signatory

Screenshot of the 'Authorized Signatory' page in the FTA portal.

The page shows a list of authorized signatories:

Name in English	Name in Arabic	Email	Actions
Noorul Azim A	نورول نورجل	noorulazima@gmail.com	... i ★ ▲

Buttons at the bottom include: Previous Step, Save as Draft, and Next Step.

 The Authorized Signatory details entered during registration of the Foreign Mission and Diplomat are displayed here. Update 'Authorized Signatory' details as applicable.

Screenshot of the 'Authorized Signatory' page in the FTA portal, identical to the one above but with a red box and yellow circle highlighting the '+ Add Authorized Signatory' button.

The '+ Add Authorized Signatory' button is highlighted with a red box and a yellow circle containing the letter 'I'.

Step	Action
(1)	Click here to add new Authorised Signatory details.



Authorized Signatory

First Name in English	Last Name in English
Noorul	Azim A
First Name in Arabic	Last Name in Arabic
نورول	أزيم إيه
Email	
noorulazima@gmail.com	
Are you a Resident of UAE?	Country of Nationality
<input type="radio"/> Yes <input checked="" type="radio"/> No	Bahraini
Passport Number	Upload copy of Passport
BH2732139103902	<input type="button" value="↑ Add"/> Drag files here Max File size: 15 MB Formats : PDF, Doc Max No. of files : 3
Passport Issuing Country	Passport Expiry Date
Bahrain	14/08/2030
<input type="button" value="Add"/>	

Previous Step **Next Step**

Step	Action
(1)	Enter all mandatory details.

Authorized Signatory

First Name in English	Last Name in English
Noorul	Azim A
First Name in Arabic	Last Name in Arabic
نورول	أزيم إيه
Email	
noorulazima@gmail.com	
Are you a Resident of UAE?	Country of Nationality
<input type="radio"/> Yes <input checked="" type="radio"/> No	Bahraini
Passport Number	Upload copy of Passport
BH2732139103902	<input type="button" value="↑ Add/View(1)"/> Drag files here Max File size: 15 MB Formats : PDF, Doc Max No. of files : 3
Passport Issuing Country	Passport Expiry Date
Bahrain	14/08/2030
<input type="button" value="Add"/>	

Previous Step **Next Step**

Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green.

Authorized Signatory

Noorul	Azim A	-A A +A
First Name in Arabic	Last Name in Arabic	
Jasmi	Jasmi	
Email		
noorulazima@gmail.com		
Are you a Resident of UAE?	Country of Nationality	
<input type="radio"/> Yes <input checked="" type="radio"/> No	Bahraini	
Passport Number	Upload copy of Passport	
BH2732139103902	Add/View(1) Drag files here	
Passport Issuing Country	Max File size: 15 MB Formats : PDF, Doc Max No. of files : 3	
Bahrain	Passport Expiry Date	
	14/08/2030	
Add		

Step 1

Step	Action
(1)	Click on 'Add' to add Authorised Signatory details to registration form.

Foreign Mission - Change Profile

Authorized Signatory

Name in English	Name in Arabic	Email	Actions
Noorul Azim A	نورول ازيم ا	noorulazima@gmail.com	... Edit (1) Delete

+ Add Authorized Signatory

Step 1

Step	Action
(1)	Click on ellipsis to edit or delete the authorized signatory.



Screenshot of the 'Foreign Mission - Change Profile' page in the Federal Tax Authority system.

The page shows a table of 'Authorized Signatory' details:

Name in English	Name in Arabic	Email	Actions
Noorul Azim A	نورول نوريم	noorulazima@gmail.com	... i

A red circle with the number '1' is drawn around the 'i' icon in the Actions column of the first row.

Below the table are buttons for 'Previous Step', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	The newly added Authorized Signatory details are updated in the table.



Review Section

The screenshot shows the 'Foreign Mission - Change Profile' page. At the top, there's a navigation bar with a user icon, email (noorulazima@gmail.com), a search bar, and language options (User Type, Arabic/English, -A, A, +A). Below the navigation is a breadcrumb trail: Home > Foreign Mission - Change Profile.

The main area is titled 'Foreign Mission - Change Profile' and shows a progress bar with five steps: 1. Applicant Details, 2. Contact Details, 3. Banking Details, 4. Authorized Signatory, and 5. Review. Step 5 is highlighted with a green circle and a checkmark. To the right of the progress bar is a sidebar with 'Review' expanded, showing four sub-steps: Step 1 - Applicant Details, Step 2 : Contact Details, Step 3 - Banking Details, and Step 4 - Authorized Signatory. Each sub-step has a 'Save as Draft' button to its right. On the far right of the sidebar are icons for 'Expand All / Collapse All', a question mark, a star, and a green arrow pointing up.

 This section displays your completed profile details and allows you to review it prior to submission.

This screenshot is identical to the one above, showing the 'Foreign Mission - Change Profile' review section. The 'Expand All / Collapse All' button in the sidebar is highlighted with a red box and a yellow circle containing the number 1, indicating it is the step to click.

Step	Action
(1)	Click here to expand or collapse all steps at once.



What are you looking for? User Type -A A +A

Home Foreign Mission - Change Profile

Foreign Mission - Change Profile

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5

Applicant Details Contact Details Banking Details Authorized Signatory Review

Review

Step 1 -Applicant Details Step 2 : Contact Details Step 3 - Banking Details Step 4 - Authorized Signatory

Expand All / Collapse All

Previous Step Save as Draft

Step	Action
(1)	Click on the drop-down arrow to review the details in this step

What are you looking for? User Type -A A +A

Home Foreign Mission - Change Profile

Foreign Mission - Change Profile

Review

Step 1 -Applicant Details

Expand All / Collapse All

Previous Step Save as Draft

Entity Type	Country of Origin
International Organization	Bahrain
Entity Name in English	Entity Name in Arabic
Blue Crescent Organization	منظمة الهلال الأزرق
Eligible Tax Type for Refund	
VAT	

Step	Action
(1)	Click on 'Edit' to edit the details in this section



What are you looking for?

User Type: عربی -A A +A

Home > Foreign Mission - Change Profile

Foreign Mission - Change Profile

Step 1 -Applicant Details

Step 2 : Contact Details 1

Step 3 - Banking Details

Step 4 - Authorized Signatory

Declaration

First Name in English	Last Name in English
Blue Crescent Organization	
First Name in Arabic	Last Name in Arabic
منظمة الهلال الأزرق	

Previous Step Save as Draft

Step	Action
(1)	Click on each step to review every section

What are you looking for?

User Type: عربی -A A +A

Home > Foreign Mission - Change Profile

Foreign Mission - Change Profile

Blue Crescent Organization	Last Name in English
First Name in Arabic	Last Name in Arabic
منظمة الهلال الأزرق	
Country Code	Mobile Number
+973 (Bahrain)	545645625
Email	<input type="button"/>
noorulazima@gmail.com	<input type="button"/>
Submission Date	<input type="button"/>
17/08/2022	<input type="button"/>
<input checked="" type="checkbox"/> I read and reviewed all steps information 1	

Previous Step Save as Draft Submit

Step	Action
(1)	Mark the checkbox once you have reviewed all the information given in each step



Searched by: noorulazima@gmail.com

What are you looking for?

User Type: عرب English -A A +A

Foreign Mission - Change Profile

Blue Crescent Organization

First Name in Arabic: منظمة الشلال الأزرق

Last Name in Arabic:

Country Code: +973 (Bahrain)

Mobile Number: 545645625

Email: noorulazima@gmail.com

Submission Date: 17/08/2022

I read and reviewed all steps Information

[Previous Step](#) [Save as Draft](#) [Submit](#)

Step	Action
(1)	Click on 'Submit' to re-submit the Accredited Foreign Mission, Diplomats and Undersecretary profile update.



Acknowledgement

The screenshot shows a user profile with 'ahmed.khalid@yahoo...'. The search bar contains 'What are you looking for?'. The top right includes 'User Type', a magnifying glass icon, 'Arabic' language option, and font size controls (-A, A, +A). The main content area displays a success message: 'Application Submitted Successfully' with a status of 'In Progress'. It lists the applicant's name as 'Consulate General of Singapore', reference number '105100000075', and submitted date '6 November 2022'. To the left is a graphic of a document with a checkmark.

 You have successfully submitted the registration details amendment request. Make a note of the application number for future reference. You can also access this refund request from the 'My Registration Details' tile within the Foreign Mission and Diplomats module.

The screenshot shows the same user profile and search bar as the previous screenshot. The 'What Next?' section contains a bulleted list of steps for the application process. Below it is an 'Important Notes:' section with a bullet point about late registration penalties. At the bottom, there is contact information: 'Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae'. There are 'Back to Dashboard' and 'Download' buttons, with a red circle and arrow pointing to the 'Back to Dashboard' button.

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard



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.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- 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.

Important Notes:

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

[Back to Dashboard](#) [Download](#)

Step	Action
(1)	Click on 'Download' to download a copy of application submission acknowledgement



Correspondences

After submitting the amended registration details, the Foreign Mission, Diplomats and Undersecretary receives the following correspondences:

- Successful amendment of registration details.
- Approval or rejection of amended registration details.
- Additional information notification (only if FTA requires more information to assist with their review of amended registration data)

Thank you