



إمارات تاكس
EMARATAX

Initiate Indirect Tax Refunds for Accredited Foreign Missions and Diplomats - User Manual

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Document Control Information

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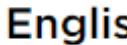
Annexure Section

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 عربى	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. 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 Foreign Mission and Diplomats to navigate through the EmaraTax portal and to submit a VAT refund request.



EmaraTax Login page

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](#)

- 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

Please select the relevant purpose(s) for using EmaraTax portal

	Foreign Mission & Diplomats
--	-----------------------------

Proceed

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

Please select the relevant purpose(s) for using EmaraTax portal

	Foreign Mission & Diplomats
--	-----------------------------

Proceed

Step	Action
(1)	Select the Foreign Mission & Diplomat tile



User Profile

Please select the relevant purpose(s) for using EmaraTax portal



Proceed

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



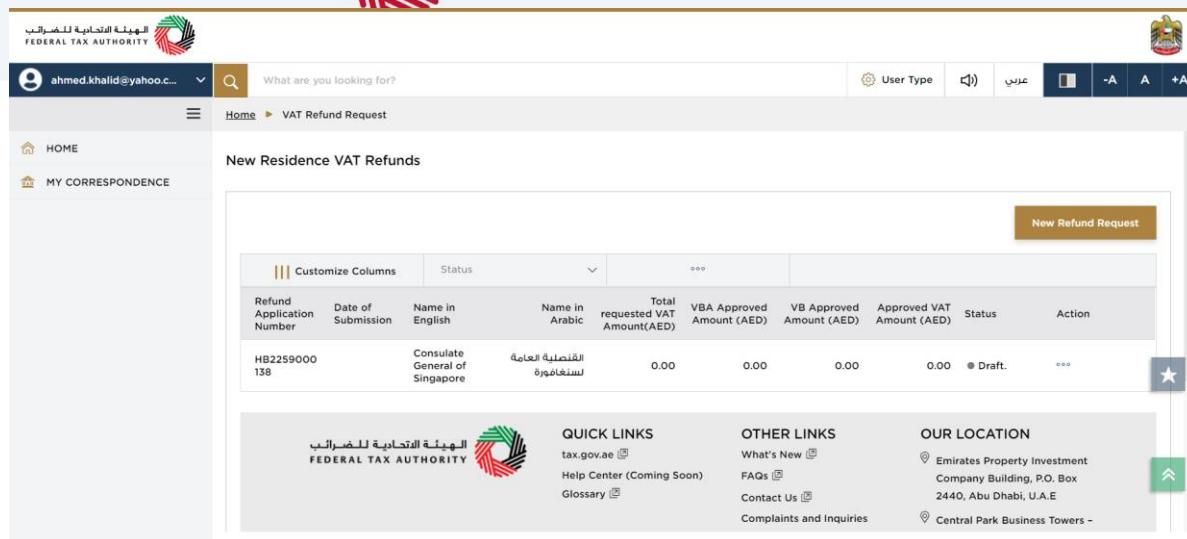
Foreign Mission and Diplomats-Dashboard

The screenshot shows the homepage of the Foreign Mission and Diplomats-Dashboard. It includes a search bar, user profile, and navigation menu. The main content area features sections for 'Required Actions' (empty), 'Most Used Services' (Backend Portal User Creation, Foreign Mission and Diplomats Registration), and an 'Overview' section. The 'VAT Refund Request' card is highlighted with a red box and a circled '1' at the bottom right.

Step	Action
(1)	Click here to view all VAT refund requests.

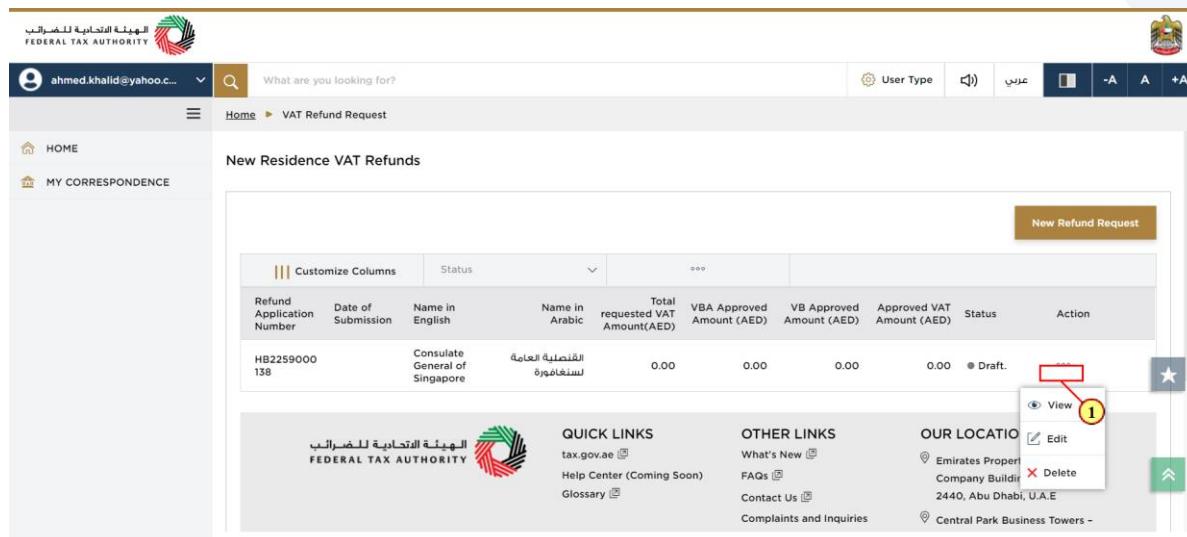
The screenshot shows the 'New Residence VAT Refunds' page. It displays a table with one record: HB2259000138, submitted by the Consulate General of Singapore. The status is 'Draft'. The page also includes a 'New Refund Request' button and a footer with links to the FTA logo, quick links, other links, and location information.

	This dashboard displays information related to your previous Foreign Mission and Diplomats VAT refund requests.
--	---



Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
HB2259000 138		Consulate General of Singapore	القنصلية العامة لسنغافورة	0.00	0.00	0.00	0.00	Draft.	...

 You can add a new column to the table or filter the refund applications by its status. You can also search for an application by the claim reference number



Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
HB2259000 138		Consulate General of Singapore	القنصلية العامة لسنغافورة	0.00	0.00	0.00	0.00	Draft.	View Edit Delete

Step	Action
(1)	You can view the status of your VAT refund request in the dashboard. If you want to continue with a draft application, click on ellipse to edit.



Screenshot of the Federal Tax Authority (FTA) website showing the 'New Residence VAT Refunds' section. The page includes a search bar, user profile, and navigation menu. A red box highlights the 'New Refund Request' button, which is circled with a yellow circle and labeled '1'. Below the table, there is a footer with links to various services.

Refund Application Number	Date of Submission	Name in English	Name in Arabic	Total requested VAT Amount(AED)	VBA Approved Amount (AED)	VB Approved Amount (AED)	Approved VAT Amount (AED)	Status	Action
HB2259000 138		Consulate General of Singapore	القنصلية العامة لسنغافورة	0.00	0.00	0.00	0.00	Draft.	...

QUICK LINKS
[tax.gov.ae](#) | [Help Center \(Coming Soon\)](#) | [Glossary](#)

OTHER LINKS
[What's New](#) | [FAQs](#) | [Contact Us](#) | [Complaints and Inquiries](#)

OUR LOCATION
[Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E](#) | [Central Park Business Towers](#)

Step	Action
(1)	Click on 'Claim New Refund' to initiate new VAT refund request



Instructions and guidelines for Foreign Mission and Diplomats

The screenshot shows the FTA website interface for a VAT Refund Request. At the top, there's a search bar with placeholder text 'What are you looking for?' and user profile information. Below the header, the page title is 'Foreign Missions and Diplomats - VAT Refund Request'. It displays service details: 'No. of form steps: 4 Steps', 'Expected time to fill this form: 25 minutes', and 'Expected fees for this service: Free of Charge'. A section titled 'Required Documents' lists what needs to be provided, including VAT tax payment proof, diplomatic identity, and account validation. It also mentions additional documents required for Excise refund. Navigation buttons 'Back' and 'Start' are at the bottom.

 These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this refund request

This screenshot shows the same VAT Refund Request page as above, but with a red box highlighting the 'Back' button. The rest of the page content, including service details, document requirements, and navigation buttons, is visible.

Step	Action
(1)	Click on 'Back' to go back to the previous page



Screenshot of the Federal Tax Authority website showing the VAT Refund Request page. The user is prompted to upload a scanned copy of the signed and stamped declaration. Below this, there is a section titled 'Service Details' with links to 'About the service', 'Eligibility Criteria', 'Your service journey', and 'FAQ'. A checkbox labeled 'I confirm that I have read the above instructions and guidelines' is present, with a red box highlighting it. A green arrow points from this box to a circled '1' below it. The 'Start' button is located at the bottom right.

Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines

Screenshot of the Federal Tax Authority website showing the VAT Refund Request page. The user has already checked the 'I confirm that I have read the above instructions and guidelines' checkbox. A green arrow points from this box to a circled '1' below it. The 'Start' button is located at the bottom right, with a red box highlighting it.

Step	Action
(1)	Click on 'Start' to proceed to the refund request



Applicant Details

Screenshot of the 'Foreign Missions and Diplomats - VAT Refund Request' application form showing the 'Applicant Details' step.

The progress bar at the top indicates four steps: 1. Applicant Details (highlighted in blue), 2. Expense Details, 3. Declaration, and 4. Review.

Applicant Details:

- Country: Singapore
- Foreign Missions and Diplomats Registration number with FTA: SG002000214
- Full Legal Name of the foreign Mission/Diplomat in English: CONSULATE GENERAL OF SINGAPORE
- Full Legal Name of the foreign Mission/Diplomat in Arabic: القنصلية العامة لسنغافورة

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

Information: 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.

Screenshot of the 'Foreign Missions and Diplomats - VAT Refund Request' application form showing the 'Applicant Details' step.

The progress bar at the top indicates four steps: 1. Applicant Details (highlighted in blue), 2. Expense Details, 3. Declaration, and 4. Review.

Applicant Details:

- Country: Singapore
- Foreign Missions and Diplomats Registration number with FTA: SG002000214
- Full Legal Name of the foreign Mission/Diplomat in English: CONSULATE GENERAL OF SINGAPORE
- Full Legal Name of the foreign Mission/Diplomat in Arabic: القنصلية العامة لسنغافورة
- Country: United Arab Emirates
- Building Name & Number: Building 1-909

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

Information: Applicant details are pre-populated from the registration data held by the FTA.



Bank Details

Screenshot of the 'Bank Details' section of the VAT Refund Request form.

The form fields include:

- Country (dropdown menu)
- IBAN (text input field)
- Bank Name (text input field)
- Branch Name (text input field)
- Account Holder's Name (text input field)
- Account Number (text input field)

Buttons at the bottom:

- Previous Step
- Save as Draft
- Next Step

 For UAE domestic bank accounts, The Bank name and Account number are auto populated based on the IBAN provided. For foreign bank accounts, the details have to be manually entered and a bank validation letter attached as a supporting document.

Screenshot of the 'Bank Details' section of the VAT Refund Request form, identical to the one above but with a red circle and the number '1' highlighting the 'Previous Step' button.

Step	Action
(1)	Click on 'Previous' to go back to the previous section



Screenshot of the Federal Tax Authority website showing the VAT Refund Request form for Foreign Missions and Diplomats.

The form includes fields for Bank Details: Country, IBAN, Bank Name, Branch Name, Account Holder's Name, and Account Number. Buttons for 'Save as Draft' and 'Next Step' are visible at the bottom right.

Step | Action

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

Screenshot of the Federal Tax Authority website showing the VAT Refund Request form for Foreign Missions and Diplomats.

The form includes fields for Bank Details: Country, IBAN, Bank Name, Branch Name, Account Holder's Name, and Account Number. A green callout points to the 'Save as Draft' button, which is highlighted with a red circle containing the number 1.

Step | Action

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



Expense Details

Screenshot of the 'Expense Details' page for a VAT Refund Request.

Expense Details

Total requested claim amount (AED)

Is this your final claim? Yes No

Additional Comments

Upload any Supporting Documents Drag files here
 Max File size: 15 MB | Formats : PDF | Max No. of files : 3

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

Step	Action
(1)	Enter the total requested claim amount

Screenshot of the 'Expense Details' page for a VAT Refund Request, showing the 'Yes' option selected for 'Is this your final claim?'.

Total requested claim amount (AED)

Is this your final claim? Yes No

Additional Comments

Upload any Supporting Documents Drag files here
 Max File size: 15 MB | Formats : PDF | Max No. of files : 3

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

Step	Action
(1)	Select 'Yes' if this refund request is the final claim. Kindly note that you will not be allowed to submit any further claims if you select 'Yes'.

Screenshot of the Federal Tax Authority (FTA) website showing the VAT Refund Request form for Foreign Missions and Diplomats.

Expense Details:

- Total requested claim amount (AED): 14,500.00
- Is this your final claim? (Yes)
- Additional Comments: Expenses on goods and services
- Upload any Supporting Documents: A green button labeled "Add/View(1)" is highlighted with a yellow circle, indicating one file has been uploaded. The maximum file size is 15 MB, formats accepted are PDF, and the maximum number of files is 3.

Buttons: 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.

Screenshot of the FTA website showing the VAT Refund Request form for Foreign Missions and Diplomats, with a red box highlighting the date selection field for the first expense.

Date when the first expense had occurred under the above claim: 01/10/2022 (highlighted with a red box)

Date when the last expense had occurred under the above claim: 31/10/2022

Buttons: Previous Step, Saving..., Save (highlighted with a green circle), Next Step.

Step	Action
(1)	Click here to select the date when the first expense occurred for this claim.

Screenshot of the Federal Tax Authority (FTA) website showing the VAT Refund Request form for Foreign Missions and Diplomats.

Step 1: Enter Claim Details

Total requested claim amount (AED): 14,500.00

Is this your final claim? Yes No

Additional Comments: Expenses on goods and services

Upload any Supporting Documents: Drag files here

Date when the first expense had occurred under the above claim: 01/10/2022

Date when the last expense had occurred under the above claim: 31/10/2022

Action: Click here to select the date when the last expense occurred for this claim.

Step	Action
(1)	Click here to select the date when the last expense occurred for this claim.

Screenshot of the FTA website showing the VAT Refund Request form for Foreign Missions and Diplomats, step 2.

Additional Comments: Expenses related to goods and services

Upload any Supporting Documents: Drag files here

Date when the first expense had occurred under the above claim: 01/10/2022

Date when the last expense had occurred under the above claim: 31/10/2022

Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template.

Action: Click here to download the template that can be filled offline to directly upload items to the expense details.

Step	Action
(1)	Click here to download the template that can be filled offline to directly upload items to the expense details.

Screenshot of the 'Foreign Missions and Diplomats - VAT Refund Request' page.

Additional Comments: Expenses related to goods and services

Upload any Supporting Documents:

- Add/View(1)
- Drag files here
- Max File size: 15 MB
- Formats : PDF
- Max No. of files : 3

Date when the first expense had occurred under the above claim: 01/10/2022

Date when the last expense had occurred under the above claim: 31/10/2022

Note: Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template.

[Download Template](#) Expense detail .xlsx last updated 12/07/2022

[Upload Completed Template](#) (marked with a red circle and number 1)

[Clear Table](#)

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

Step	Action
(1)	Click on 'Upload Filled Template' to upload a completed template. Once the template has been uploaded, the items will populate in the Expense details.

Screenshot of the 'Foreign Missions and Diplomats - VAT Refund Request' page showing the uploaded template.

Expense detail .xlsx (marked with a red circle and number 1)

Upload Completed Template

Customize Columns: Transaction Type, Transaction Number, Transaction Date, Supplier's TRN, Total Amount Paid (AED), VAT Paid (AED), VAT Claim Amount (AED), Upload Status, Action

[Add Transaction](#)

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

Step	Action
(1)	Click here to download the uploaded template.

ahmed.khalid@yahoo.c...  What are you looking for?  User Type  عربي 

Home > VAT Refund Request

Foreign Missions and Diplomats - VAT Refund Request

Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template

[Download Template](#) Expense detail .xlsx last updated 12/07/2022 [Upload Completed Template](#)

 Customize Columns	Status...	 Search						
<input type="checkbox"/> Transaction Type	Transaction Number	Transaction Date	Supplier's TRN	Total Amount Paid (AED)	VAT Paid (AED)	VAT Claim Amount (AED)	Upload Status	Action

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

Step	Action
(1)	Click here to clear the table below.

ahmed.khalid@yahoo.c...  What are you looking for?  User Type  عربي 

Home > VAT Refund Request

Foreign Missions and Diplomats - VAT Refund Request

Only eligible expenses are allowed for the refund claim. You need to download the invoice template below and then upload it after filing the invoice details as mentioned in the template

[Download Template](#) Expense detail .xlsx last updated 12/07/2022 [Upload Completed Template](#)

 Customize Columns	Status...	 Search						
<input type="checkbox"/> Transaction Type	Transaction Number	Transaction Date	Supplier's TRN	Total Amount Paid (AED)	VAT Paid (AED)	VAT Claim Amount (AED)	Upload Status	Action

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

	You can add a new column to the table or filter the expense by its status. You can also search for the expense details by the transaction number.
---	---



Screenshot of the Federal Tax Authority VAT Refund Request interface. The user is on the 'Foreign Missions and Diplomats - VAT Refund Request' page. A red box highlights the '+ Add Transaction' button in the top right corner of the expense table, which is circled with a yellow circle labeled '1'. Below the table, there are 'Previous Step', 'Save as Draft', and 'Next Step' buttons.

Step	Action
(1)	Click here to add an expense to the expense table

Screenshot of the 'Add Transaction' modal window. A red box highlights the entire form area, and a yellow circle labeled '1' points to the 'Description (Optional)' field at the bottom left. The modal includes fields for Transaction Type (Tax Invoice), Transaction Number (1091), Transaction Date (18/10/2022), Total Amount Paid (AED) (50,000.00), VAT Paid (AED) (2,500.00), VAT Claim Amount (AED) (2,500.00), Supplier's TRN (10067702320003), Supplier's Name (KJ Industries), and Goods or services for VAT Refund (Goods). At the bottom right is an 'Add Item' button.

Step	Action
(1)	Enter all the mandatory details. Optional fields will be marked as 'Optional.'

Add Transaction

VAT Paid (AED)	2,500.00	VAT Claim Amount (AED)	2,500.00
Supplier's TRN	100677023200003	Goods or services for VAT Refund	Goods
Supplier's Name	KJ Industries		
Description (Optional)	Expense on goods and services		
<input type="button" value="Add/View(1)"/> Drag files here		<input type="button" value="Add/View(1)"/> Drag files here	
Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3		Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3	
<input style="background-color: #8B4513; color: white; font-weight: bold; border: none; padding: 5px; margin-right: 10px;" type="button" value="Add Item"/> 1			

[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.

Add Transaction

VAT Paid (AED)	2,500.00	VAT Claim Amount (AED)	2,500.00
Supplier's TRN	100677023200003	Goods or services for VAT Refund	Goods
Supplier's Name	KJ Industries		
Description (Optional)	Expense on goods and services		
<input type="button" value="Add/View(1)"/> Drag files here		<input type="button" value="Add/View(1)"/> Drag files here	
Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3		Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3	
<input style="background-color: #8B4513; color: white; font-weight: bold; border: none; padding: 5px; margin-right: 10px;" type="button" value="Add Item"/> 1			

[Previous Step](#) [Next Step](#)

Step	Action
(1)	Click on 'Add Item'



The screenshot shows the 'Foreign Missions and Diplomats - VAT Refund Request' page. It displays a table of transactions with columns: Transaction Type, Transaction Number, Transaction Date, Supplier's TRN, Total Amount Paid (AED), VAT Paid (AED), VAT Claim Amount (AED), Upload Status, and Action. Two transactions are listed: one for Tax Invoice 1090 on 23/10/2022 and another for Tax Invoice 1091 on 18/10/2022. A context menu is open over the second transaction, with the 'View' option highlighted and circled in yellow. Other options in the menu include 'Edit' and 'Delete'.

Transaction Type	Transaction Number	Transaction Date	Supplier's TRN	Total Amount Paid (AED)	VAT Paid (AED)	VAT Claim Amount (AED)	Upload Status	Action
Tax Invoice	1090	23/10/2022	10063214160000 3	240,000.00	12,000.00	12,000.00 ✓		...
Tax Invoice	1091	18/10/2022	10067702320000 3	50,000.00	2,500.00	2,500.00		...
				Total	290,000.00	14,500.00	14,500.00	

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

Step	Action
(1)	Click on ellipsis to view, edit or delete an expense



Declaration Details

Screenshot of the FTA VAT Refund Request portal showing the declaration step.

Declaration

I hereby agree to the below conditions:

- I have provided copies of all relevant invoices (invoices AED 5,000 and above).
- I confirm that the goods and services, which are the subject of the claim, were required for the official use of the Accredited Foreign mission.
- I confirm that the refund is not for expenses incurred by a UAE national or a UAE resident under the sponsorship of an entity other than the Accredited Foreign Mission and I do not carry out any business in the UAE.
- I acknowledge that the FTA may request a repayment of the refund if later it is established that the conditions were not met.
- I have provided all invoice detail requested.
- I declare all invoices claimed are for value of AED 200 and above.
- I am ready to provide any further invoices or details.

First Name in English Last Name in English

Previous Step Save as Draft Next Step

Step	Action
(1)	Mark the checkbox to confirm that you have agree to the terms and conditions.

Screenshot of the FTA VAT Refund Request portal showing the declaration step with pre-populated applicant details.

Foreign Missions and Diplomats - VAT Refund Request

I declare all invoices claimed are for value of AED 200 and above.
 I am ready to provide any further invoices or details.

First Name in English: Consulate General of Singapore Last Name in English:

First Name in Arabic: القنصلية العامة لسنغافورة Last Name in Arabic:

Country Code: UAE Phone Number: 709000092 Email ID: ahmed.khalid@yahoo.com

Date of Submission: 05/11/2022 Scan copy of Declaration:

Max File size: 15 MB Formats : PDF, JPEG, JPG Max No. of files : 3

Previous Step Save as Draft Next Step

	The details of applicant such as name, phone number, email Id and date of submission are prepopulated
--	---



ahmed.khalid@yahoo.c...

What are you looking for?

Home > VAT Refund Request

Foreign Missions and Diplomats - VAT Refund Request

I declare all invoices claimed are for value of AED 200 and above.
 I am ready to provide any further invoices or details.

First Name in English Consulate General of Singapore	Last Name in English
First Name in Arabic الشندليه العامه لسنغافوره	Last Name in Arabic
Country Code UAE	Phone Number 709000092
Email ID ahmed.khalid@yahoo.com	
Date of Submission 05/11/2022	Scan copy of Declaration <input type="button" value="Add/View(t)"/> <input type="button" value="Drag files here"/> Max File size: 15 MB Formats : PDF, TIF, JPG Max No. of files : 3 1

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.



Review Section

The screenshot shows the 'Foreign Missions and Diplomats - VAT Refund Request' section. It displays the 'Step 1 - Applicant Details' form. The applicant's country is listed as Singapore, with the registration number SG002000214. The full legal name of the mission/diplomat is 'CONSULATE GENERAL OF SINGAPORE'. There are buttons for 'Edit', 'Save as Draft', and 'Previous Step'.

 This section displays your completed Refund Request and allows you to review it prior to submission.

The screenshot shows the same 'Foreign Missions and Diplomats - VAT Refund Request' section. A red box highlights the 'Expand All / Collapse All' button, which has a circled '1' above it, indicating it can be used to manage all steps at once. The rest of the interface is identical to the previous screenshot.

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



Screenshot of the FTA VAT Refund Request application interface showing the 'Review & Declaration' section for 'Step 1 -Applicant Details'. The 'Edit' button is highlighted with a red circle labeled '1'.

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

Screenshot of the FTA VAT Refund Request application interface showing the 'Review & Declaration' section for 'Step 1 -Applicant Details'. The 'Edit' button is highlighted with a red circle labeled '1'.

Step	Action
(1)	Click on 'Edit' to edit the Applicant Details.



Screenshot of the VAT Refund Request - Step 1: Review & Declaration page.

The page shows three steps: Step 1 - Applicant Details, Step 2 - Expense Details, and Step 3 - Declaration. A dropdown arrow next to Step 3 is highlighted with a red box and a yellow circle containing the number 1.

Below the steps is a checkbox labeled "I hereby agree to the below conditions:" followed by a list of requirements. A green box highlights the first requirement, and a red box highlights the "Save as Draft" button.

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

Screenshot of the VAT Refund Request - Step 2: Declaration page.

The page displays form fields for Country Code (+971 (United Arab Emirates)), Phone Number (709000092), Email ID (ahmed.khalid@yahoo.com), and Date of Submission (05/11/2022). A link to "View scan copy of Declaration" is also present.

A checkbox labeled "I read and reviewed all steps information" is highlighted with a red box and a yellow circle containing the number 1. A green box highlights the "Save as Draft" button.

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



ahmed.khalid@yahoo.c... What are you looking for?

Home > VAT Refund Request

Foreign Missions and Diplomats - VAT Refund Request

Country Code +971 (United Arab Emirates)	Phone Number 709000092
Email ID ahmed.khalid@yahoo.com	
Date of Submission 05/11/2022	View scan copy of Declaration <input type="button" value="Star"/>
<input checked="" type="checkbox"/> I read and reviewed all steps information <input type="button" value="Info"/>	
<input type="button" value="Previous Step"/>	<input type="button" value="Save as Draft"/> <input style="background-color: #c0392b; color: white; border: 1px solid #c0392b; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10px; margin-left: 10px;" type="button" value="Submit"/>

Step	Action
(1)	Click on 'Submit' to submit the refund request.



Acknowledgement

Foreign Missions and Diplomats - VAT Refund Form

Application Submitted Successfully

● SUBMITTED

Applicant's Name : CONSULATE GENERAL OF SINGAPORE

Refund Application Number : FM2205000171

Submitted Date : 6 November 2022

 You have successfully submitted the refund request.
Make a note of the application number for future reference. You can also access this refund request from the VAT refunds tile within the Foreign Mission and Diplomats module.

What Next

- Processing your application:
 - Your application will now be reviewed by the FTA. If we require more information to assist with our review, we will contact you by email. You will need to provide the information requested for us to continue processing your application.
 - Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
 - Where we reject an application, we will provide you with the reasons for doing so. You may re-apply but only once you have resolved the matters brought to your attention (if possible).
- The status of your application in the dashboard will be updated accordingly. You can check the status of your application at any time by logging into the EmaraTax portal.

Important Notes

1. The international bank details will be validated during the refund application process if you use an international bank that does not have a correspondent bank in the UAE. A transfer fee will be charged by the associated bank.

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 'Back to Dashboard' to go back to dashboard.



Searched by ahmed.khalid@yahoo.c... Search What are you looking for? User Type Arabic -A A +A

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What Next

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

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



Correspondences

After submission of the VAT refund request, applicant receives the following correspondences:

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

Thank you