



إمارات تاكس
EMARATAX

Tax Agent User Manual
Register Natural Person Tax Agent with Exam Schedule

Date: 24 June, 2024

Version 1.2.0.0

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 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 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 Tax Agents to benefit from these services in the best and simplest ways.



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Introduction

This manual is prepared to help the applicant to navigate through the Federal Tax Authority EmaraTax portal to submit their Natural Person Tax Agent Registration application.

You are required to be a UAE resident to perform the Natural Person Tax Agent Registration. Note that this application will be reviewed by the FTA and will be approved only once all the preconditions are met and requisite exams are cleared and Tax Registration payment is completed.



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](#)

Login with your E-mail

E-mail Address: training02@gmail.com

Password: Welcome@123

Forgot password? Enter Security Code: 644803

Login

Login with UAE PASS

UAE Pass is a single trusted digital identity for all citizens,residents to United Arab Emirates

QUICK LINKS
tax.gov.ae

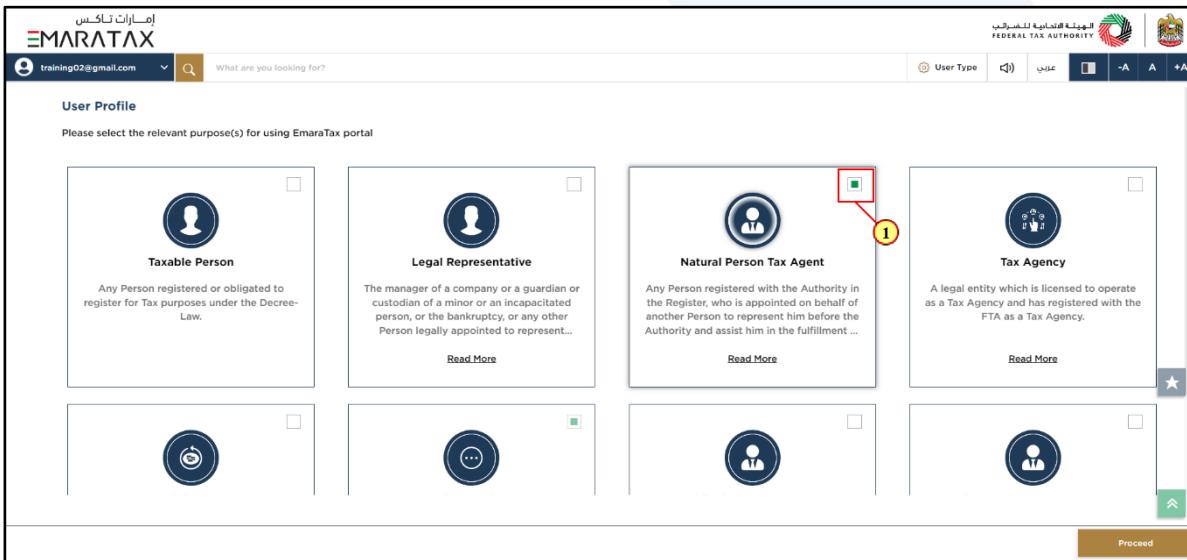
OTHER LINKS
What's New

OUR LOCATION
Emirates Property Investment Company Building, P.O.



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.

Select User Profile



The screenshot shows the EmaraTax portal's user profile selection interface. At the top, there are navigation links for 'User Type' and language switching ('Arabic'). Below this, a search bar and a 'Proceed' button are visible.

User Profile

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

	<input type="checkbox"/>	Taxable Person	Any Person registered or obligated to register for Tax purposes under the Decree-Law.
	<input type="checkbox"/>	Legal Representative	The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person legally appointed to represent...
	<input checked="" type="checkbox"/>	Natural Person Tax Agent	Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfillment ...
	<input type="checkbox"/>	Tax Agency	A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.
	<input type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Read More

Proceed

Step	Action
(1)	Select the checkbox for ' Natural Person Tax Agent ' to choose the User Profile.



Emaratax

User Profile

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

	<input type="checkbox"/>	Taxable Person	Any Person registered or obligated to register for Tax purposes under the Decree-Law.
	<input type="checkbox"/>	Legal Representative	The manager of a company or a guardian or custodian of a minor or an incapacitated person, or the bankruptcy, or any other Person legally appointed to represent...
	<input checked="" type="checkbox"/>	Natural Person Tax Agent	Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfillment ...
	<input type="checkbox"/>	Tax Agency	A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.
	<input type="checkbox"/>		

[Read More](#)

[Read More](#)

[Read More](#)

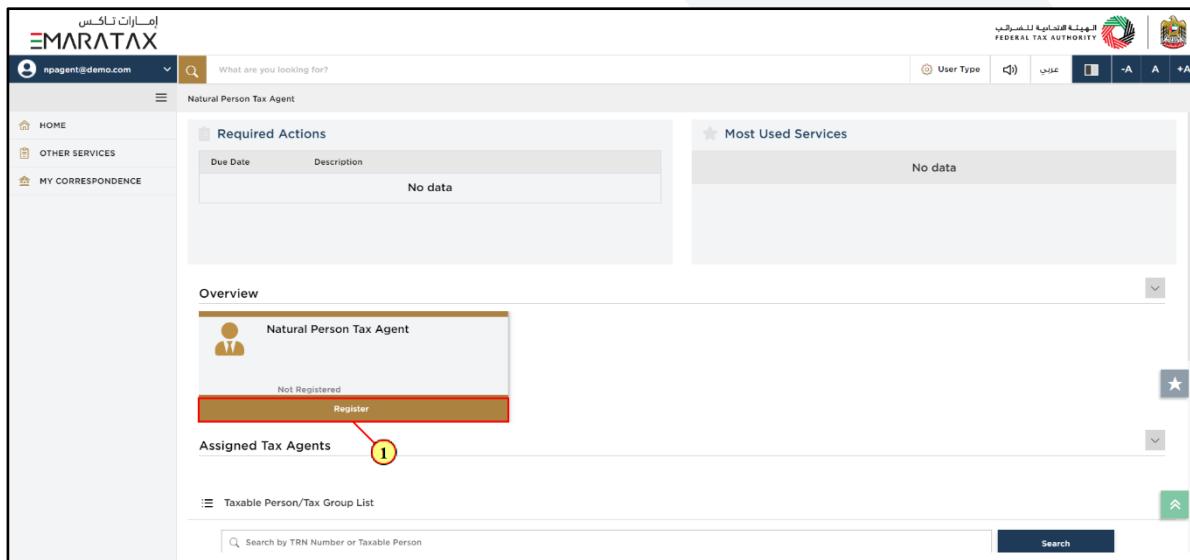
[Proceed](#)

Step	Action
(1)	Click ' Proceed ' to continue to the home page.




The Taxable Person who appointed the Natural Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural Person Tax Agent on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the Tax System or you have committed a significant violation of the relevant laws.

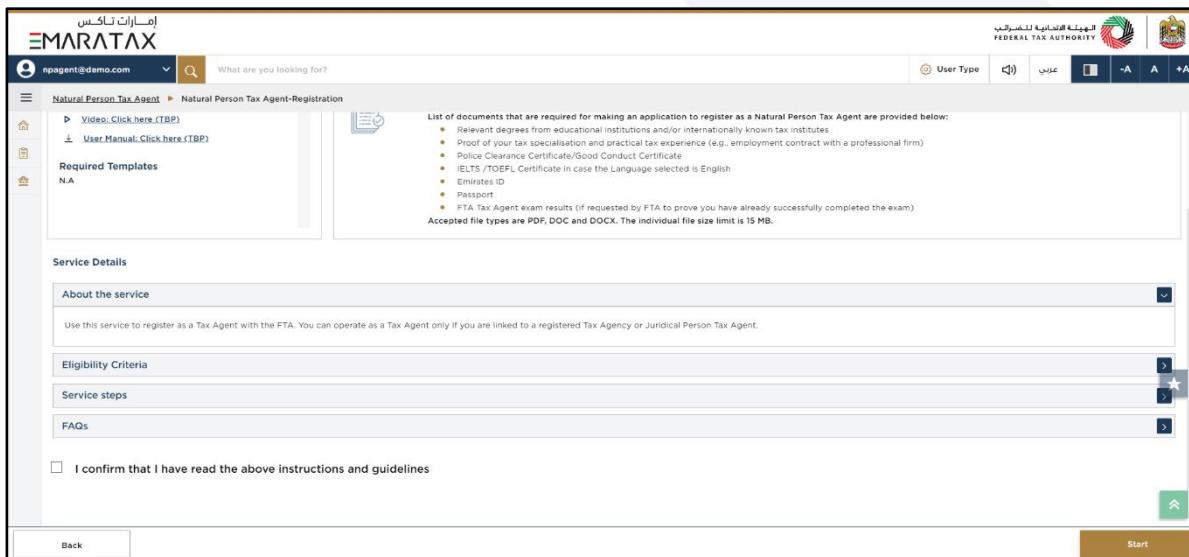
Register Natural Person Tax Agent



The screenshot shows the EMARATAX interface. On the left, there's a sidebar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area has a search bar at the top right. Below it, there's a section titled 'Required Actions' with a table showing 'Due Date' and 'Description' with 'No data'. To the right is a 'Most Used Services' section also showing 'No data'. The central part of the screen is titled 'Overview' and features a large box for 'Natural Person Tax Agent'. Inside this box, it says 'Not Registered' and has a 'Register' button highlighted with a red box and circled '1'. Below this box is another section for 'Assigned Tax Agents'. At the bottom, there's a search bar for 'Taxable Person/Tax Group List'.

Step	Action
(1)	Click ' Register ' on the Natural Person Tax Agent tile to initiate the Natural Person Tax Agent Registration application.

Instructions and Guidelines



The screenshot shows the EMARATAX platform interface for Natural Person Tax Agent registration. On the left, there's a sidebar with links for 'Video: Click here (TBP)', 'User Manual: Click here (TBP)', and 'Required Templates' (N.A.). The main content area displays a list of required documents:

- Relevant degrees from educational institutions and/or internationally known tax institutes
- Proof of your tax specialisation and practical tax experience (e.g., employment contract with a professional firm)
- Good Conduct Certificate/Good Conduct Certificate
- IELTS /TOEFL Certificate in case the Language selected is English
- Emirates ID
- Passport
- FTA Tax Agent exam results (if requested by FTA to prove you have already successfully completed the exam)

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

Below this, there are sections for 'Service Details' (About the service, Eligibility Criteria, Service steps, FAQs), a checkbox for confirming reading the instructions, and navigation buttons for 'Back' and 'Start'.



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



إمارات تاكس
EMARATAX

npagent@demo.com What are you looking for?

User Type: عربى A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

[Video: Click here \(TBP\)](#) [User Manual: Click here \(TBP\)](#)

Required Templates
N.A.

List of documents that are required for making an application to register as a Natural Person Tax Agent are provided below:

- Relevant degrees from educational institutions and/or internationally known tax institutes
- Proof of your tax specialisation and practical tax experience (e.g., employment contract with a professional firm)
- Police Clearance Certificate/Good Conduct Certificate
- IELTS /TOEFL Certificate in case the Language selected is English
- Emirates ID
- Passport
- FTA Tax Agent exam results (if requested by FTA to prove you have already successfully completed the exam)

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

Service Details

About the service
Use this service to register as a Tax Agent with the FTA. You can operate as a Tax Agent only if you are linked to a registered Tax Agency or Juridical Person Tax Agent.

Eligibility Criteria

Service steps

FAQs

I confirm that I have read the above instructions and guidelines (1)

Back Start

Step	Action
(1)	Read the instructions and guidelines for Natural Person Tax Agent Registration and mark the checkbox to confirm.



امارات تاكس
EMARATAX

User Type: **User Type** 

Search:  What are you looking for? 

Language:  عربي 

Print:     

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY 

Natural Person Tax Agent  Natural Person Tax Agent-Registration

- ▶ Video: [Click here \(TBP\)](#)
- └ User Manual: [Click here \(TBP\)](#)

Required Templates

N.A.

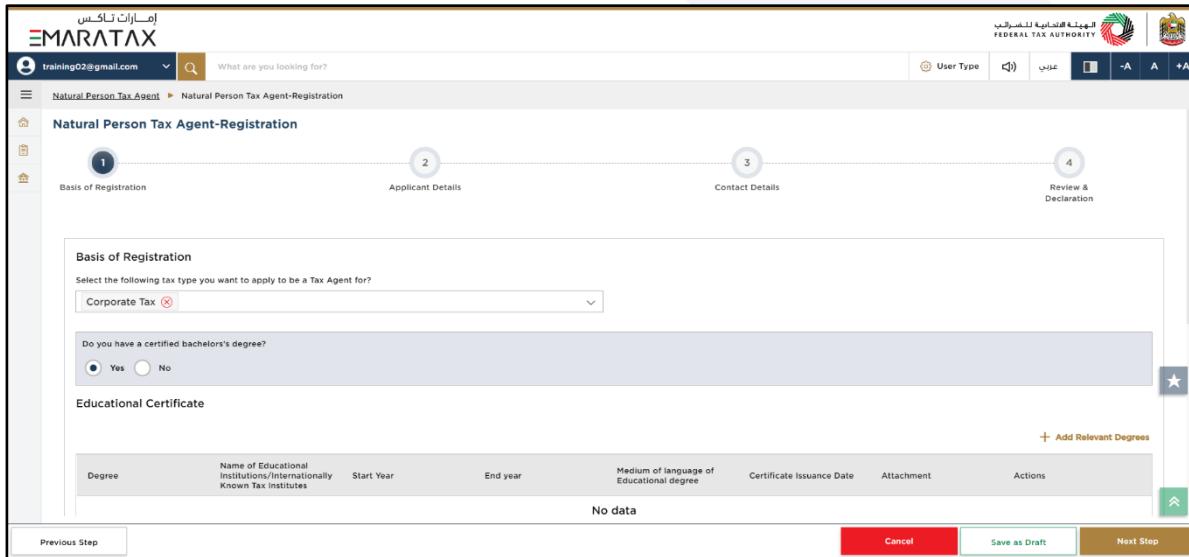
List of documents that are required for making an application to register as a Natural Person Tax Agent are provided below:

- Relevant degrees from educational institutions and/or internationally known tax institutes
- Evidence of tax specialisation and practical tax experience (e.g., employment contract with a professional firm)
- Police Clearance Certificate/Good Conduct Certificate
- IELTS /TOEFL Certificate in case the Language selected is English
- Emirates ID
- Passport
- FTA Tax Agent exam results (if requested by FTA to prove you have already successfully completed the exam)

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

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

Basis of Registration Section



The screenshot shows the 'Basis of Registration' section of the registration process. It includes a progress bar with four steps: 1. Basis of Registration (highlighted in blue), 2. Applicant Details, 3. Contact Details, and 4. Review & Declaration. The 'Basis of Registration' step contains fields for selecting tax type (Corporate Tax selected) and educational qualifications (Yes). Below this is a table for educational certificates with a 'No data' message. At the bottom are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

-  • The registration application has been divided into four 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 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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training02@gmail.com | What are you looking for? | User Type | Arabic | A -A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration 2 Applicant Details 3 Contact Details 4 Review & Declaration

Basis of Registration

Select the following tax type you want to apply to be a Tax Agent for?

Corporate Tax

Do you have a certified bachelor's degree?

Yes No

Educational Certificate

+ Add Relevant Degrees

Degree	Name of Educational Institutions/Internationally Known Tax Institutes	Start Year	End year	Medium of language of Educational degree	Certificate Issuance Date	Attachment	Actions
No data							

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Select the tax type from the dropdown list.



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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration 2 Applicant Details 3 Contact Details 4 Review & Declaration

Basis of Registration
Select the following tax type you want to apply to be a Tax Agent for?
Corporate Tax

Do you have a certified bachelor's degree?
 Yes No

Educational Certificate 1

+ Add Relevant Degrees

Degree	Name of Educational Institutions/Internationally Known Tax Institutes	Start Year	End year	Medium of language of Educational degree	Certificate Issuance Date	Attachment	Actions
No data							

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	Select 'Yes' to proceed with the application.



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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration 2 Applicant Details 3 Contact Details 4 Review & Declaration

Basis of Registration
Select the following tax type you want to apply to be a Tax Agent for?
Corporate Tax

Do you have a certified bachelors's degree?
 Yes No

Educational Certificate

Degree	Name of Educational Institutions/Internationally Known Tax Institutes	Start Year	End year	Medium of language of Educational degree	Certificate Issuance Date	Attachment	Actions
No data							

Add Relevant Degrees (1)

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	Click 'Add Relevant Degrees' to upload your Educational Certificates.

The screenshot shows the 'Natural Person Tax Agent - Natural Person Tax Agent-Registration' section. A sub-step titled 'Add Relevant Degrees' is active. It contains fields for selecting a degree from educational institutions or tax institutes, providing the name of the institution, specifying the medium of language, entering start and end years, and uploading certificates. An 'Add' button is highlighted with a red box and a yellow circle labeled '1'.

Step	Action
(1)	<ul style="list-style-type: none"> Enter your Educational Certificate related details and upload supporting documents. Click 'Add' to save the details.



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What are you looking for?

User Type: عرب

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Known Tax Institutes	educational degree
Bachelor's / Master's in tax <input checked="" type="checkbox"/> 01/01/2021 13/12/2023 English 14/12/2023 <input type="button" value="view attachment"/> ***	

Are you a member of a professional body?

Yes No

Provide the name of professional body

Provide valid professional Certificate Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Additional Document Details

Select your Year of Experience

Professional Experience Certificate

Document Name	Issuance Date	Attachment	Actions
---------------	---------------	------------	---------

Previous Step Save as Draft



Enter details regarding your professional body membership and upload the professional Certificate.



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What are you looking for?

User Type: عربى A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body professional body name

Provide valid professional Certificate Add/View() Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3 Drag files here

Additional Document Details

Select your Year of Experience 3 years or more during the previous 5 years

Professional Experience Certificate 1 Add Certificate

Document Name	Issuance Date	Attachment	Actions
No data			

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority? Yes No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Select your ' Year of Experience ' from the dropdown list.



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What are you looking for?

User Type: عربى A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body
 professional body name

Provide valid professional Certificate
 Add/View() Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Additional Document Details
Select your Year of Experience
 3 years or more during the previous 5 years

Professional Experience Certificate

Document Name	Issuance Date	Attachment	Actions
No data			

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?
 Yes No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click ' Add Certificate ' to add your Professional Experience Certificate.



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npagent@demo.com

What are you looking for?

Natural Person Tax Agent > Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Provide the profession

Additional Information

Professional Documents

Add Certificate

Certificate name: Certificate name

Certificate Issuance Date: 07/12/2004

Upload your Professional Certificate

Add/View(1)

Drag files here

No data

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

Yes No

Add

Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> Enter your Professional Certificate related details and upload support documents. Click 'Add' to save the details.



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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body
check

Provide valid professional Certificate
Max file size: 15 MB | Drag files here | Formats: PDF, DOC | Max No. of Files: 3

Add/View() |

Additional Document Details
Select your Year of Experience
3 years or more during the previous 5 years

Professional Experience Certificate
+ Add Certificate

Document Name	Issuance Date	Attachment	Actions
check	14/12/2023	view attachment	***

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?

Yes No

Previous Step (1) Next Step

Cancel | Save as Draft |

Step	Action
(1)	<ul style="list-style-type: none"> If you have already successfully completed and passed the Tax Agent Qualification Standards Tests, select 'Yes' and upload supporting documents as evidence. If you have not taken any Tax Agent Qualification Standards Tests or have not passed the Tests, select 'No'.



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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Yes No

Provide the name of professional body
check

Provide valid professional Certificate
 Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Additional Document Details
Select your Year of Experience
3 years or more during the previous 5 years

Professional Experience Certificate

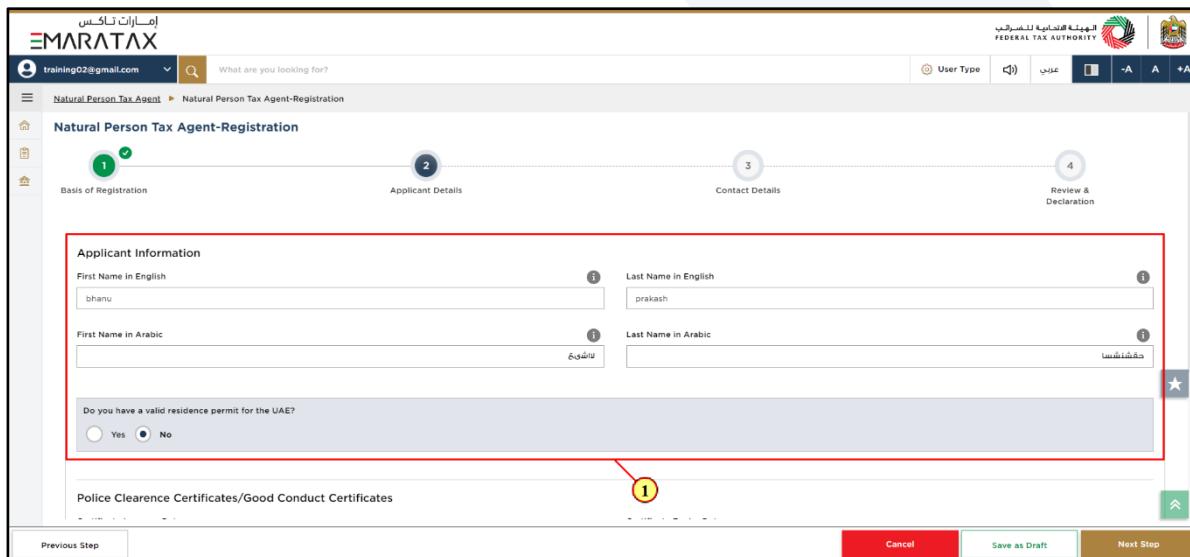
Document Name	Issuance Date	Attachment	Actions
check	14/12/2023	<input type="button" value="view attachment"/>	***

Have you passed any tests to meet qualification standards as these may have been specified by the Federal Tax Authority?
 Yes No

(1)

Step	Action
(1)	After completing all mandatory fields, click the ' Next Step ' button to save and proceed to the next section.

Applicant Details Section



The screenshot shows the 'Natural Person Tax Agent-Registration' process. Step 1 (Basis of Registration) is completed. Step 2 (Applicant Details) is currently active, indicated by a green circle with a '1'. Step 3 (Contact Details) and Step 4 (Review & Declaration) are shown as steps 2 and 3 respectively. The 'Applicant Information' section is highlighted with a red box. It contains fields for First Name in English (bhavu), Last Name in English (prakash), First Name in Arabic (بھاون), and Last Name in Arabic (پراکاش). Below these, a question asks if the applicant has a valid residence permit for the UAE, with 'No' selected. A red arrow points from the 'Applicant Information' box to the 'Police Clearance Certificates/Good Conduct Certificates' section, which is also highlighted with a red box. The bottom of the screen shows navigation buttons: 'Previous Step', 'Cancel', 'Save as Draft' (highlighted in green), and 'Next Step'.

Step	Action
(1)	Enter the Applicant Information.



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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Upload scanned copy of passport Drag files here Formats: PDF, DOC Max No. of Files: 3

Max file size: 15 MB Certificate Expiry Date

Certificate Issuance Date 01/01/2021 Certificate Expiry Date 01/01/2025

Please upload Police Clearance Certificate Drag files here Formats: PDF, DOC Max No. of Files: 3

Max file size: 15 MB

Police Clearance Certificates/Good Conduct Certificates 1

Language Proficiency 1

Please provide language proficiency Drag files here Formats: PDF, DOC Max No. of Files: 3

Please provide language proficiency English Arabic

Step	Action
(1)	<ul style="list-style-type: none"> Enter details regarding Police Clearance Certificates/Good Conduct Certificates. Upload supporting documents.

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What are you looking for?

User Type: عرب

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Upload scanned copy of passport

Add/View(1)

Drag files here

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

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 01/01/2021

Certificate Expiry Date: 01/01/2025

Please upload Police Clearance Certificate

Add/View(1)

Drag files here

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

Language Proficiency

Please provide language proficiency

Arabic

1

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	Select Arabic as Language Proficiency.



The screenshot shows the 'Natural Person Tax Agent-Registration' form. It includes fields for passport upload, police clearance certificate upload, and language proficiency selection. A central modal window provides instructions about scheduling for an exam.

Step	Action
(1)	Click 'OK' to close the Information pop-up box.



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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Upload scanned copy of passport Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 01/01/2021 Certificate Expiry Date: 01/01/2025 Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

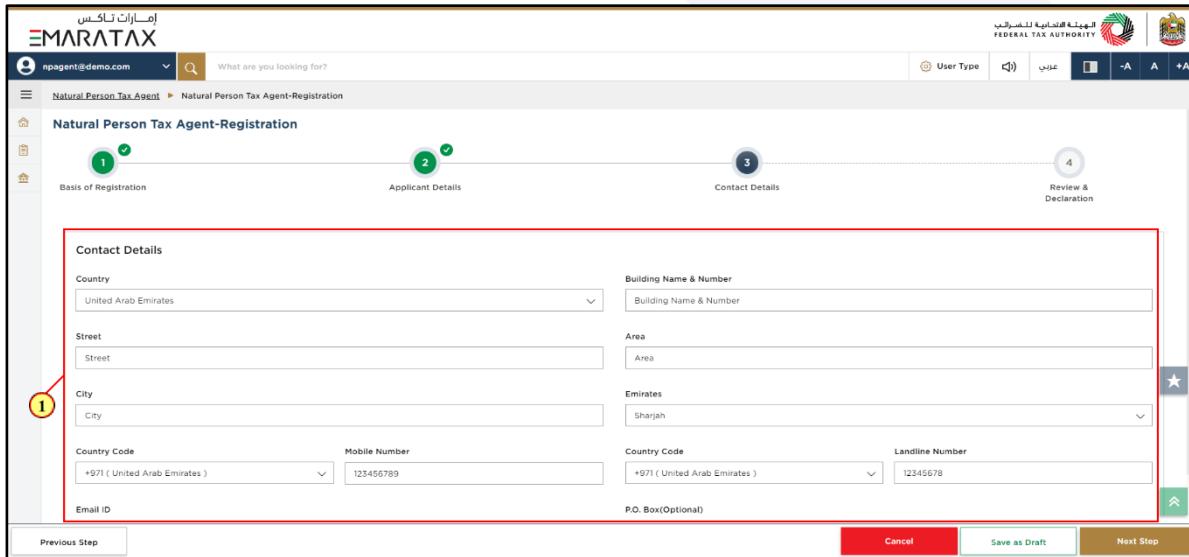
Please upload Police Clearance Certificate Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Language Proficiency

Please provide language proficiency: Arabic

Step	Action
(1)	After completing all mandatory fields, click the ' Next Step ' button to save and proceed to the next section.

Contact Details Section



The screenshot shows the 'Natural Person Tax Agent-Registration' process. Step 1, 'Basis of Registration', is completed. Step 2, 'Applicant Details', is in progress. Step 3, 'Contact Details', is highlighted with a red box and contains fields for Country, Building Name & Number, Street, Area, City (circled with a yellow '1'), Emirates, Country Code, Mobile Number, Landline Number, and Email ID. Step 4, 'Review & Declaration', is shown at the end. Navigation buttons include 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Enter the Contact Details of the Natural Person Tax Agent.



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npagent@demo.com What are you looking for?

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Declaration

Contact Details

Country	United Arab Emirates	Building Name & Number
Street	Street	Area
City	City	Emirates
Country Code	+971 (United Arab Emirates)	Mobile Number
		123456789
P.O. Box(Optional)	+971 (United Arab Emirates)	
	12345678	
Email ID	contact@np.com	

1

Step	Action
(1)	After completing all mandatory fields, click the ' Next Step ' button to save and proceed to the next section.



Review and Declaration Section

The screenshot shows the 'Natural Person Tax Agent-Registration' process. The 'Review & Declaration' section displays the following details:

- Basis of Registration:** Step 1: Basis of Registration
- Applicant Details:** Step 2: Applicant Details
- Contact Details:** Step 3: Contact Details
- Review & Declaration:** Step 4: Review & Declaration

Declaration:

First Name in English: bhanu	Last Name in English: prakash
First Name in Arabic: ٠٢	Last Name in Arabic: ٠٢
Country Code: 02	Phone Number: 02
Email: Email	

Buttons at the bottom include 'Previous Step', 'Cancel', and 'Submit'.



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



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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Step 3: Contact Details

Declaration

First Name in English	prakash
First Name in Arabic	prakash
Country Code	02
+971 (United Arab Emirates)	00000002
Date of Submission	14/12/2023

I hereby declare the below

- I hereby declare that the information provided above is correct
- I acknowledge that Tax Agent registration fee of AED 3000 is payable after approval of this application
- I acknowledge that I will not be able to practice as a Tax agent unless I am listed in the Register of Tax Agents and my TAAN is linked to a Registered Tax Agency or Juridical Person Tax Agent.

Previous Step | Cancel | 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.



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What are you looking for?

User Type: عرب A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Step 3: Contact Details

Declaration

First Name in English	prakash	Last Name in English
bhanu		prakash
First Name in Arabic	02	Last Name in Arabic
		02
Country Code	Phone Number	Email
+971 (United Arab Emirates)	000000002	TRAINING02@GMAIL.COM
Date of Submission	14/12/2023	

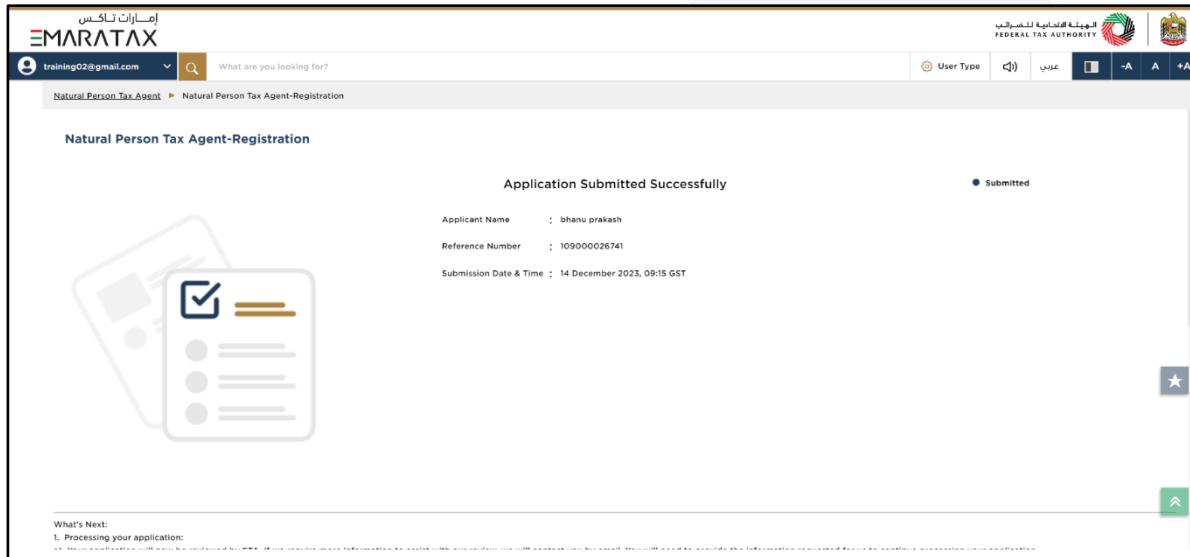
I hereby declare the below

- I hereby declare that the information provided above is correct
- I acknowledge that a Tax Agent registration fee of AED 3000 is payable after approval of this application
- I acknowledge that I will not be able to practice as a Tax agent unless I am listed in the Register of Tax Agents and my TAAN is linked to a Registered Tax Agency or Juridical Person Tax Agent.

Previous Step Cancel Submit 1

Step	Action
(1)	Click ' Submit ' to submit the Natural Person Tax Agent Registration application.

Post Application Submission



The screenshot shows a successful application submission on the EMARATAX platform. The page header includes the logo and name of the Federal Tax Authority (FTA) in English and Arabic, along with the UAE emblem. The main content area displays a success message: "Application Submitted Successfully". Below this, it shows the applicant's details: "Applicant Name : bhanu prakash" and "Reference Number : 109000026741". It also indicates the submission date and time: "Submission Date & Time : 14 December 2023, 09:15 GST". On the left, there is a graphic of a document with a checkmark. On the right, there are navigation icons for "Submitted", a star, and arrows. At the bottom, a section titled "What's Next" lists "1. Processing your 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. Once the FTA receives your application, a Tax Agent Arabic Exam will be scheduled for you and an appointment will be sent by the FTA.



EmaraTax

What are you looking for?

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

c) 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.

2. FTA Natural Person Tax Agent exams:

a) Once the FTA has verified your Natural Person Tax Agent registration application, you may be notified to schedule an appointment for the FTA Tax Agent Arabic Reading and Writing Exam from your EmaraTax account. You may register with our approved vendor for the FTA Tax Agent Qualification.

b) On completing both the Natural Person Tax Agent Arabic Exam and the FTA approved Natural Person Tax Agent Qualification Standards Test, attach both the exam results to your application in your EmaraTax account and submit.

c) Your application will now be reviewed by us. 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.

3. Paying the registration fee:

a) Once the FTA has verified your Natural Person Tax Agent registration application and exam results, you will be notified to make the required payment. You can pay the registration fee from your EmaraTax account. On payment, you will receive an email and an SMS notification informing you of the status of the application and payment status. Once the FTA confirms acceptance of your application, you will be notified on the decision.

4. Tax Agent "To Whom it May Concern" letter:

a) Once the FTA confirms your payment, You will be issued a "Tax Agent To Whom it May Concern" letter and notified via email and SMS. You can download this letter from your EmaraTax account. Please note that this is an initial approval of Natural Person Tax Agent, and you cannot operate as a Natural Person Tax Agent at this stage until you complete step 5.

5. Listing in the Natural Person Tax Agent Register:

1. The status of your application will be updated in the dashboard of your EmaraTax portal. You can check it at any time by log in to your EmaraTax portal.

2. Successful completion of the FTA Natural Person Tax Agent exams is mandatory (as per discretion of FTA) for completing the Natural Person Tax Agent registration process.

3. The Natural Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Tax Agent registration process.

4. The "Natural Person Tax Agent to whom it May Concern" letter does not grant you to perform the duties of a Tax Agent and does not certify listing you in the Tax Agents Register at the Federal Tax Authority. You should satisfy the last condition for listing in the register which is related to a Registration Tax Agency/Juridical Person Tax Agent.

5. Your Natural Person Tax Agent registration with the FTA is valid for a period of 36 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.

6. The Taxable Person who appointed the Natural Person Tax Agent/Agency/Juridical Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural Person Tax Agent/Agency/Juridical Person Tax Agent on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the tax system or you have committed a significant violation of the relevant laws.

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)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Natural Person Tax Agent dashboard.



Correspondences

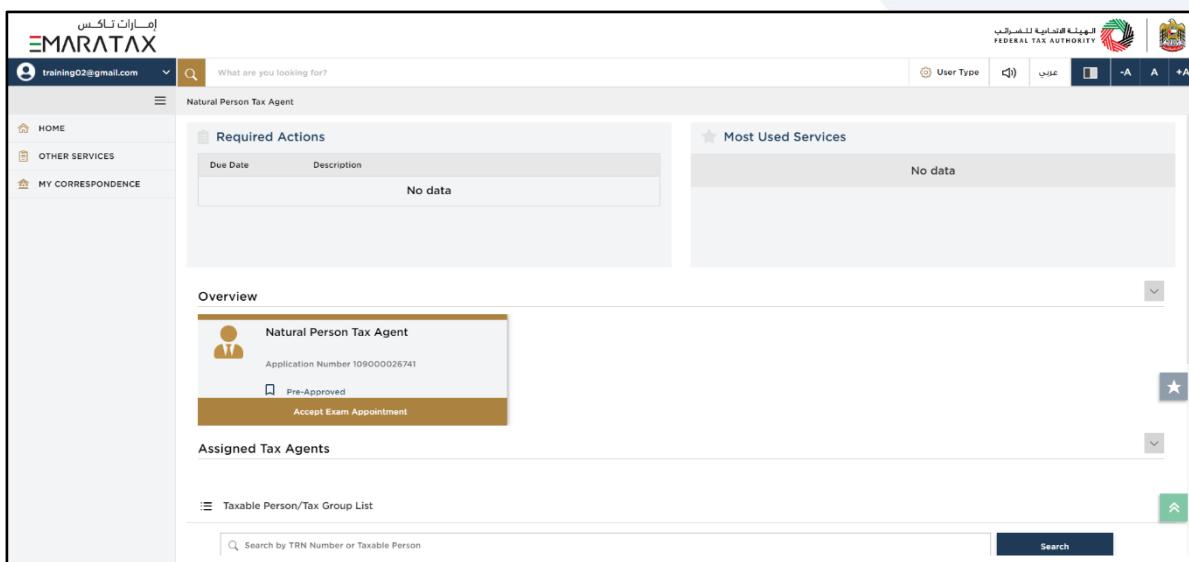
Natural Person Tax Agent receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of your application).
- Awaiting appointment confirmation.
- Reschedule requested for exam appointment.
- Appointment confirmed.
- Awaiting payment.
- Application approval or rejection notification.

Natural Person Tax Agent Arabic Exam Scheduling

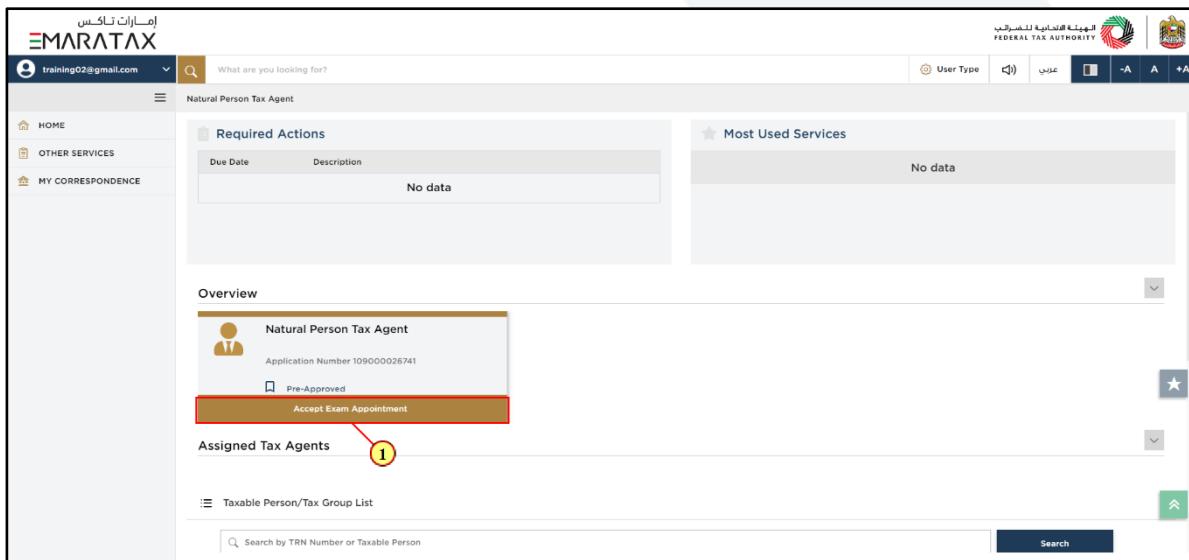
Once the FTA accepts your application, an appointment for the Arabic Exam and/or Qualification Standards Tests is scheduled by the FTA and sent to you.

You have the option to ‘Accept Exam Appointment’ or request for a reschedule of the appointment. This manual will address the process for ‘Accept Exam Appointment’.




- Once the FTA receives your application, a Tax Agent Arabic Exam will be scheduled for you depending on the examination status that you entered in the registration application.
- You would receive an exam appointment notification from the FTA.

Accept Exam Appointment



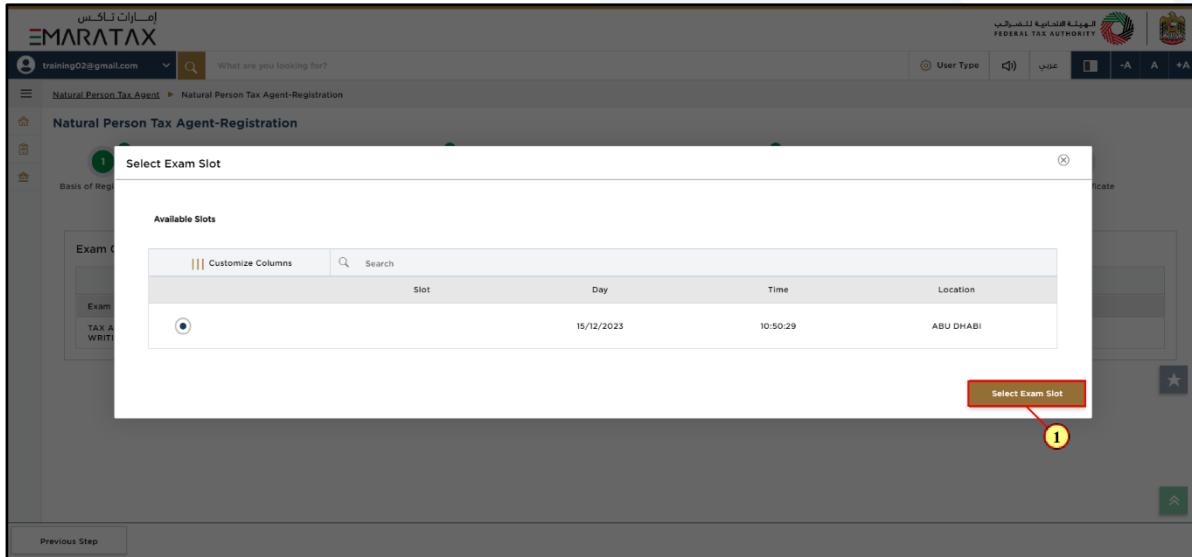
The screenshot shows the EMARATAX portal interface. On the left, there's a sidebar with links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area has a search bar at the top right. Below it, there's a 'Required Actions' section with a table showing 'Due Date' and 'Description' with 'No data'. To the right is a 'Most Used Services' section also showing 'No data'. The central part of the screen is titled 'Overview' and contains a 'Natural Person Tax Agent' card. This card includes an icon, the title 'Natural Person Tax Agent', an application number '109000026741', and two status indicators: 'Pre-Approved' and 'Accept Exam Appointment' (which is highlighted with a red box). Below this card is another section titled 'Assigned Tax Agents' with a circled '1' underneath. At the bottom, there's a 'Taxable Person/Tax Group List' section with a search bar.

Step	Action
(1)	Click 'Accept Exam Appointment' on the Natural Person Tax Agent tile.



The screenshot shows the 'Natural Person Tax Agent-Registration' process. Step 4 is 'Exam Certificate'. A table lists exam details: Exam Type (TAX AGENT READING AND WRITING ARABIC EXAM), Date, Time, Location, Mode (Offline Assessment), Appointment Status (***), and Action (Select Exam Slot). The 'Select Exam Slot' button is highlighted with a red box and circled in yellow.

Step	Action
(1)	Click '...' and 'Select Exam Slot' to check the slot provided by the FTA. You also have an option to Reschedule the exam appointment.



The screenshot shows the 'EMARATAX' platform interface for 'Natural Person Tax Agent-Registration'. A modal window titled 'Select Exam Slot' is displayed, showing a table of available exam slots. One slot is listed: 'Slot' (radio button), 'Day' (15/12/2023), 'Time' (10:50:29), and 'Location' (ABU DHABI). A red box highlights the 'Select Exam Slot' button at the bottom right of the modal.

Step	Action
(1)	Choose from the Available Slots and ' Select Exam Slot ' to accept the exam appointment.



إمارات تاكس
EMARATAX

training02@gmail.com | What are you looking for? | User Type: عربى | A -A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration 2 Applicant Details 3 Contact Details 4 Exam Certificate

Exam Certificate

Customize Columns Search

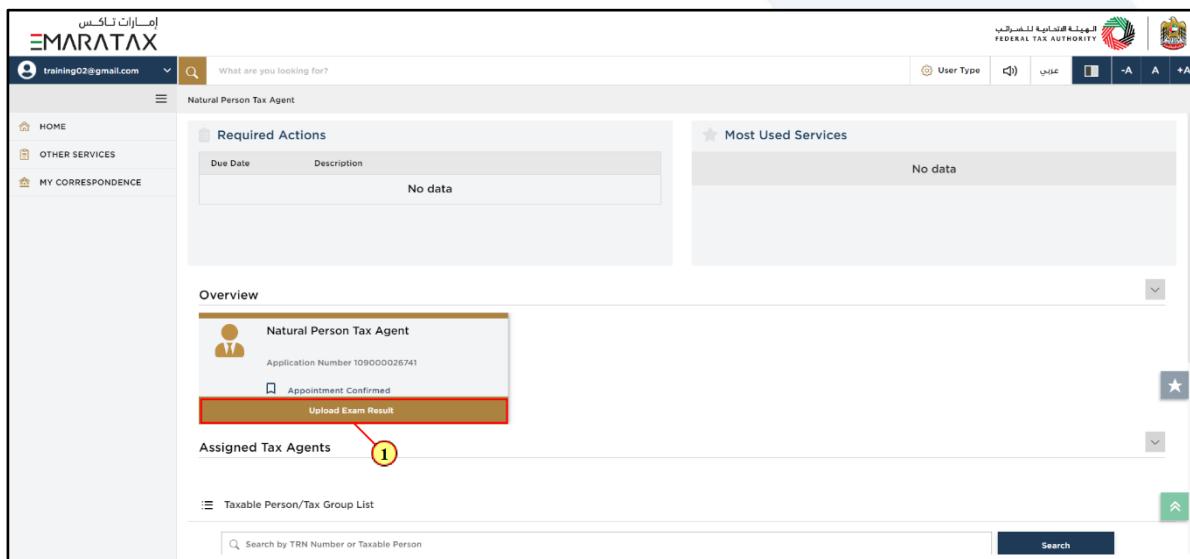
Exam Type	Date	Time	Location	Mode	Appointment Status	Action
TAX AGENT READING AND WRITING ARABIC EXAM	15/12/2023	10:50:29	ABU DHABI	Offline Assessment	Appointment Confirmed	***

Previous Step Submit

Step	Action
(1)	<p>Click 'Submit'.</p> <p>Your appointment for the Natural Person Tax Agent Arabic exam is now confirmed. Please visit the exam venue at the mentioned time and date and attend the exam.</p>

Upload Exam Result

Once the Natural Person Tax Agent successfully completes both Arabic Exam and Qualification Standards Tests, the next step is to ‘Upload Exam Result’.



The screenshot shows the EMARATAX interface for a Natural Person Tax Agent. The top navigation bar includes the logo, user email (training02@gmail.com), a search bar, and various menu options like HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main dashboard features sections for 'Required Actions' (empty), 'Most Used Services' (empty), and an 'Overview' box. The 'Overview' box displays the agent's profile (Natural Person Tax Agent, Application Number 109000026741), status (Appointment Confirmed), and a prominent red button labeled 'Upload Exam Result'. A yellow circle with the number '1' is placed over this button. Below the overview is a section for 'Assigned Tax Agents' (empty) and a 'Taxable Person/Tax Group List' search bar.

Step	Action
(1)	Once you have successfully completed your Tax Agent Arabic exam and Tax Agent Qualification Standards Test, click ' Upload Exam Result ' to upload the results.



The screenshot shows the 'Exam Certificate' section of the registration process. It displays a table with columns: Exam Type, Date, Time, Location, Mode, Exam Status, Exam Result Date, Exam Result Attachment, Appointment Status, and Action. One row is visible, showing 'TAX AGENT READING AND WRITING ARABIC EXAM' on 15/12/2023 at 10:50:29 in ABU DHABI, Offline Assessment mode, with an attachment and appointment confirmed. The 'Action' column contains three options: '...', 'Upload Exam Result' (highlighted with a red box), and 'Reschedule'. A yellow circle with the number '1' is placed over the 'Reschedule' link.

Step	Action
(1)	Click '...' and select ' Upload Exam Result ' to upload your exam results. You also have an option to Reschedule the exam appointment.



The screenshot shows the EMARATAX platform interface. A modal window titled 'Update Test Results' is open. Inside the modal, there are fields for 'Exam Name' (TAX AGENT READING AND WRITING ARABIC EXAM), 'Date' (15/12/2023), 'Time' (10:50:29), 'Location' (ABU DHABI), and 'Mode' (Offline Assessment). Below these, under 'Result Details', there are fields for 'Exam Result' (Pass) and 'Exam Result Date' (16/12/2023). At the bottom of the modal, there is a file upload section with a green button labeled 'Add/View()' and a placeholder 'Drag files here'. Below this, it says 'Max file size: 15 MB', 'Formats: PDF, DOC', and 'Max No. of Files: 3'. A red arrow points to the 'Save' button at the bottom right of the modal.

Step	Action
(1)	Enter your Exam Result, Exam Result Date and upload supporting documents. Click 'Save' to save the details.



إمارات تاكس

EMARATAX

training02@gmail.com

What are you looking for?

User Type | عرب | A -A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

1 Basis of Registration 2 Applicant Details 3 Contact Details 4 Exam Certificate

Exam Certificate

Customize Columns Search

Exam Type	Date	Time	Location	Mode	Exam Status	Exam Result Date	Exam Result Attachment	Appointment Status	Action
TAX AGENT READING AND WRITING ARABIC EXAM	15/12/2023	10:50:29	ABU DHABI	Offline Assessment	Pass	16/12/2023	view attachment	Appointment Confirmed	***

Previous Step Submit

Step	Action
(1)	Click ' Submit ' to submit your Exam Results to the FTA for review.

Post Submission of Exam Results

The screenshot shows the EMARATAX application interface. At the top, there is a header with the logo and name of the Federal Tax Authority. Below the header, a search bar and user information are displayed. The main content area shows a success message: "Application Submitted Successfully". It includes details such as the applicant's name (bhanu prakash), reference number (109000026741), and submission date & time (14 December 2023, 09:23 GST). On the left, there is a graphic of a document with a checkmark. On the right, there are icons for a star and a green arrow. At the bottom, a section titled "What's Next" lists "1. Processing your application:".

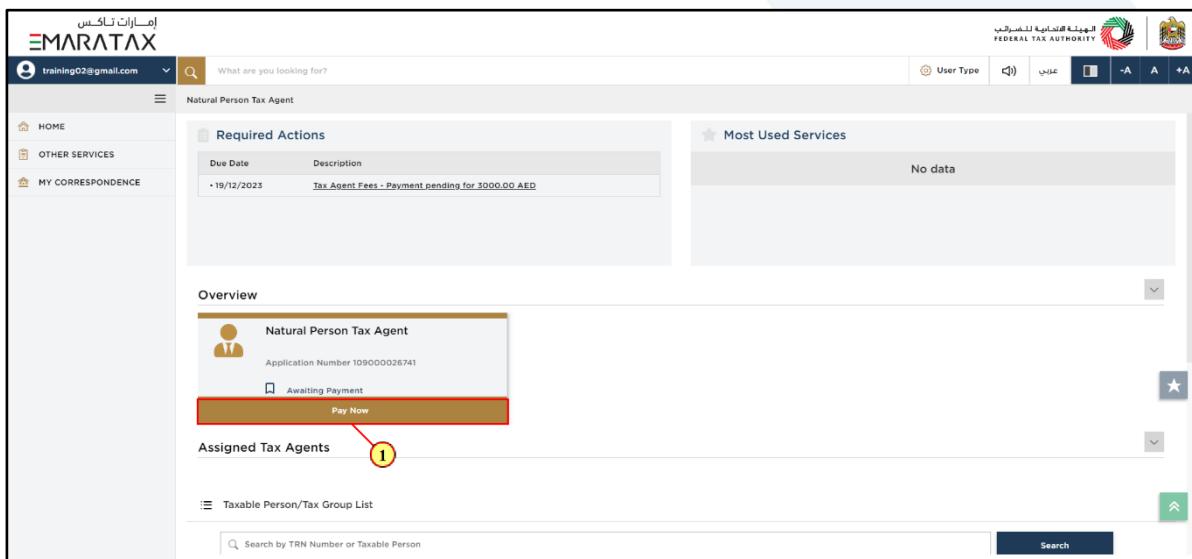
After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with the FTA.

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, 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.

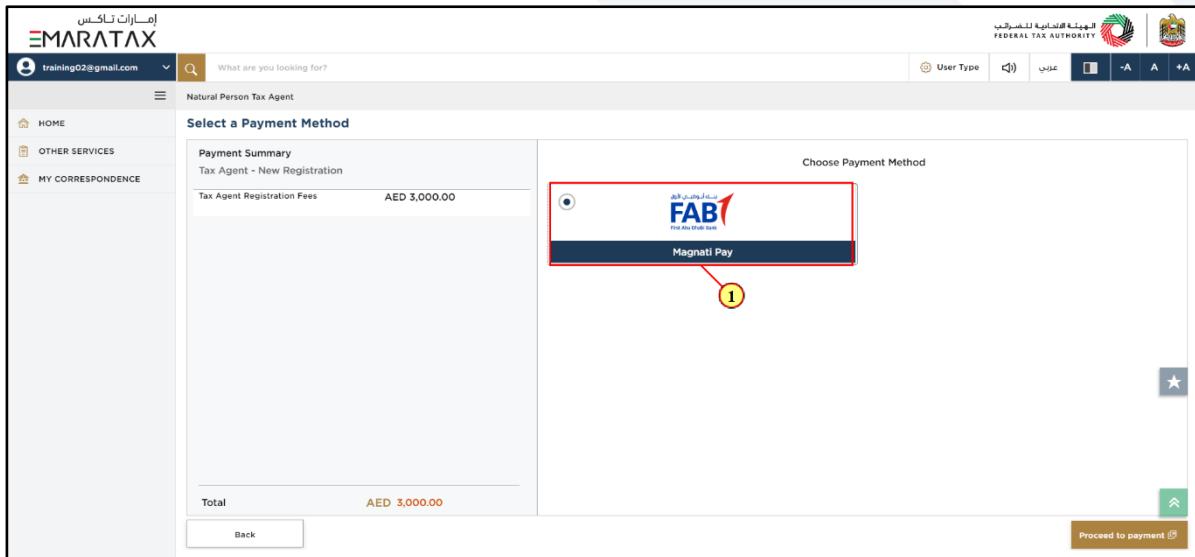
Application History - Awaiting Payment

Once the FTA approves your application, you will be informed to make the payment for your Natural Person Tax Agent Registration.



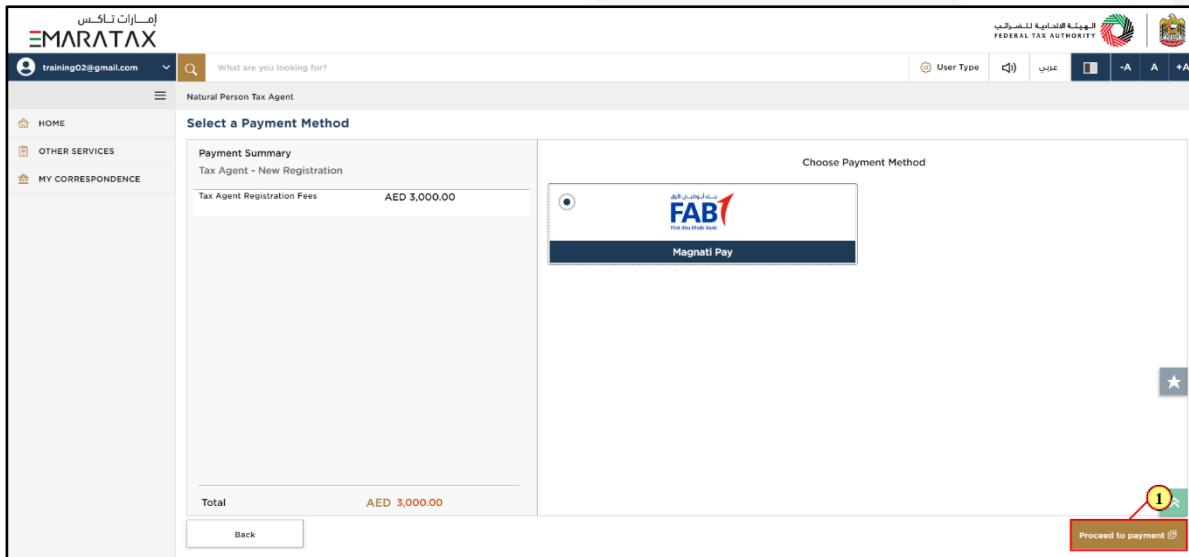
The screenshot shows the EMARATAX application interface. In the top left, there's a user profile icon and the email address 'training02@gmail.com'. The top right features the FEDERAL TAX AUTHORITY logo and the United Arab Emirates emblem. The main header reads 'Natural Person Tax Agent'. Below it, under 'Required Actions', there's a table with one row: 'Due Date' (19/12/2023) and 'Description' (Tax Agent Fees - Payment pending for 3000.00 AED). To the right, a section titled 'Most Used Services' shows 'No data'. The central area is titled 'Overview' and contains a 'Natural Person Tax Agent' tile. This tile includes the application number '109000026741' and a status message 'Awaiting Payment'. A large red button labeled 'Pay Now' is prominently displayed. Below the tile, there's a section for 'Assigned Tax Agents' with a single entry circled in red. At the bottom, there's a search bar and a 'Search' button.

Step	Action
(1)	Click 'Pay Now' on the Natural Person Tax Agent tile.



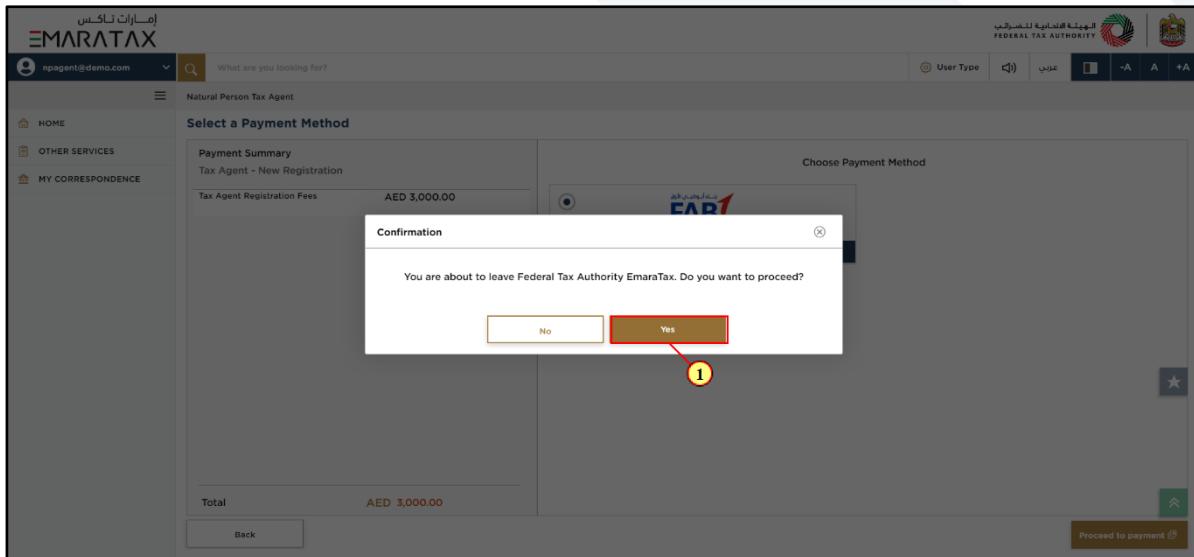
The screenshot shows the EMARATAX platform interface for selecting a payment method. On the left, a sidebar includes links for HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area displays a 'Payment Summary' for a 'Tax Agent - New Registration' with a total fee of 'AED 3,000.00'. To the right, a 'Choose Payment Method' section lists several options, with 'Magneti Pay' highlighted by a red box and a yellow circle containing the number '1' pointing to it. Other listed payment methods include 'Bank Transfer', 'QR Pay', 'Nakheel Pay', 'Samaa Pay', and 'FATIHA'. Navigation buttons like 'Back', 'Proceed to payment', and a green star icon are visible at the bottom.

Step	Action
(1)	Choose the preferred Payment Method.



The screenshot shows the EMARATAX platform interface. On the left, there's a sidebar with options like HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main area displays a 'Payment Summary' for a 'Tax Agent - New Registration'. It shows a 'Tax Agent Registration Fees' of 'AED 3,000.00'. Below this is a 'Choose Payment Method' section. A card for 'FAB First Abu Dhabi Bank' is selected, showing the 'Magneti Pay' logo. At the bottom right of this section is a red-bordered button labeled 'Proceed to payment' with a circled '1' above it.

Step	Action
(1)	Click 'Proceed to payment'.



The screenshot shows the EmaraTax interface. A modal dialog box titled "Confirmation" is displayed in the center. The message in the dialog is: "You are about to leave Federal Tax Authority EmaraTax. Do you want to proceed?" There are two buttons at the bottom: "No" and "Yes". The "Yes" button is highlighted with a red circle and the number "1" above it, indicating the next step.

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

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

اللغة العربية

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME	CARD EXPIRY
challenge	11 2025
CARD NUMBER	CVV / CVC
5204740000001002	123 789

Pay SAMSUNG PAY

Google Pay

PAYMENT TO
Federal Tax Authority
TRANSACTION AMOUNT
AED 3000.00
SERVICE CHARGE
AED 21.42
TOTAL
AED 3021.42

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

Pay Cancel 1

Powered by  VISA 

Step	Action
(1)	Enter the payment details and click 'Pay'.



Post Successful Payment

The screenshot shows a payment acknowledgment page from the EMARATAX website. At the top, there are navigation links for 'User Type' (dropdown), 'Search' (magnifying glass icon), and language selection ('Arabic'). The main message 'Payment Successful' is displayed. Below it, detailed payment information is listed:

Submission Date (UAE)	:	14/12/2023
Time (UAE)	:	09:32:03
Legal Name	:	bhanu prakash
Amount paid to FTA	:	AED 3,000.00

On the left, there is a graphic of a hand holding a card with a circular seal containing the number '٢٠٢٣'. Below the payment details, a section titled 'What Next:' lists three steps:

- 1) Your account will be updated with the payment received
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) The application shall be approved and you will be sent a confirmation email

-
- After your payment is completed successfully, the status of your Natural Person Tax Agent Registration application on the dashboard will change to '**Awaiting Linking**' and you will receive a confirmation email from the FTA.
 - You will be issued a Provisional Certificate by the FTA.



إمارات تاكس
الهيئة الاتحادية للضرائب

User Type
Search
Logout
A
A
+A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

c) 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.

2. FTA Natural Person Tax Agent exams:

a) Once the FTA has verified your Natural Person Tax Agent registration application, you may be notified to schedule an appointment for the FTA Tax Agent Arabic Reading and Writing Exam from your EmaraTax account. You may register with our approved vendor for the FTA Tax Agent Qualification.

b) On completing both the Natural Person Tax Agent Arabic Exam and the FTA approved Natural Person Tax Agent Qualification Standards Test, attach both the exam results to your application in your EmaraTax account and submit.

c) Your application will now be reviewed by us. 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.

3. Paying the registration fee:

a) Once the FTA has verified your Natural Person Tax Agent registration application and exam results, you will be notified to make the required payment. You can pay the registration fee from your EmaraTax account. On payment, you will receive an email and an SMS notification informing you of the status of the application and payment status. Once the FTA confirms acceptance of your application, you will be notified on the decision.

4. Tax Agent "To Whom It May Concern" letter:

a) Once the FTA confirms your payment, You will be issued a "Tax Agent To Whom It May Concern" letter and notified via email and SMS. You can download this letter from your EmaraTax account. Please note that this is an initial approval of Natural Person Tax Agent, and you cannot operate as a Natural Person Tax Agent at this stage until you complete step 5.

5. Listing in the Natural Person Tax Agent Register:

1. The status of your application will be updated in the dashboard of your EmaraTax portal. You can check it at any time by log in to your EmaraTax portal.

2. Successful completion of the FTA Natural Person Tax Agent exams is mandatory (as per discretion of FTA) for completing the Natural Person Tax Agent registration process.

3. The Natural Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Tax Agent registration process.

4. The "Natural Person Tax Agent to whom it May Concern" letter does not grant you to perform the duties of a Tax Agent and does not certify listing you in the Tax Agents Register at the Federal Tax Authority. You should satisfy the last condition for listing in the register which is related to a Registration Tax Agent/Juridical Person Tax Agent.

5. Your Natural Person Tax Agent registration with the FTA is valid for a period of 36 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.

6. The Taxable Person who appointed the Natural Person Tax Agent/Juridical Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural Person Tax Agent/Agency/Juridical Person Tax Agent on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the tax system or you have committed a significant violation of the relevant laws.

Important Notes:

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)	<ul style="list-style-type: none"> Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the Tax Agent dashboard.



The screenshot shows the EMARATAX system interface for a Natural Person Tax Agent. The top navigation bar includes the FTA logo, user information (training02@gmail.com), a search bar, and various menu options like HOME, OTHER SERVICES, and MY CORRESPONDENCE. The main content area is titled 'Natural Person Tax Agent'.

- Required Actions:** A table showing 'Due Date' and 'Description' with a note 'No data'.
- Most Used Services:** A section with a star icon and a link to 'Tax Agent - New Registration'.
- Overview:** Three cards: 'Natural Person Tax Agent' (Application Number 109000026741, status 'Awaiting Linking'), 'Tax Agency Details' (Manage button), and 'Juridical Person Agent Management' (Manage button).
- Assigned Tax Agents:** A section for managing assigned tax agents, currently empty.
- Assigned Tax Agents List:** A table with columns 'Taxable Person/Tax Group List' and 'Actions'.
- Search Bar:** A search bar at the bottom with placeholder 'Search by TRN Number or Taxable Person'.



You may connect with a Juridical Tax Agent to initiate an application to link you to the Juridical Tax Agent. Please note that only once you are linked to a Juridical Tax Agent which includes review and approval by the FTA, a Tax Agent Approval Number and Natural Person Tax Agent Registration Certificate will be issued by the FTA.