



إمارات تاكس  
**EMARATAX**

## Corporate Tax Amend Registration - Taxpayer User Manual

Date: 18 May 2023

### 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
<b>In the Portal</b>	
<b>User types</b>	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
-A      A      +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
<b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
<b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form



Button	Description
	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

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways.



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# Introduction

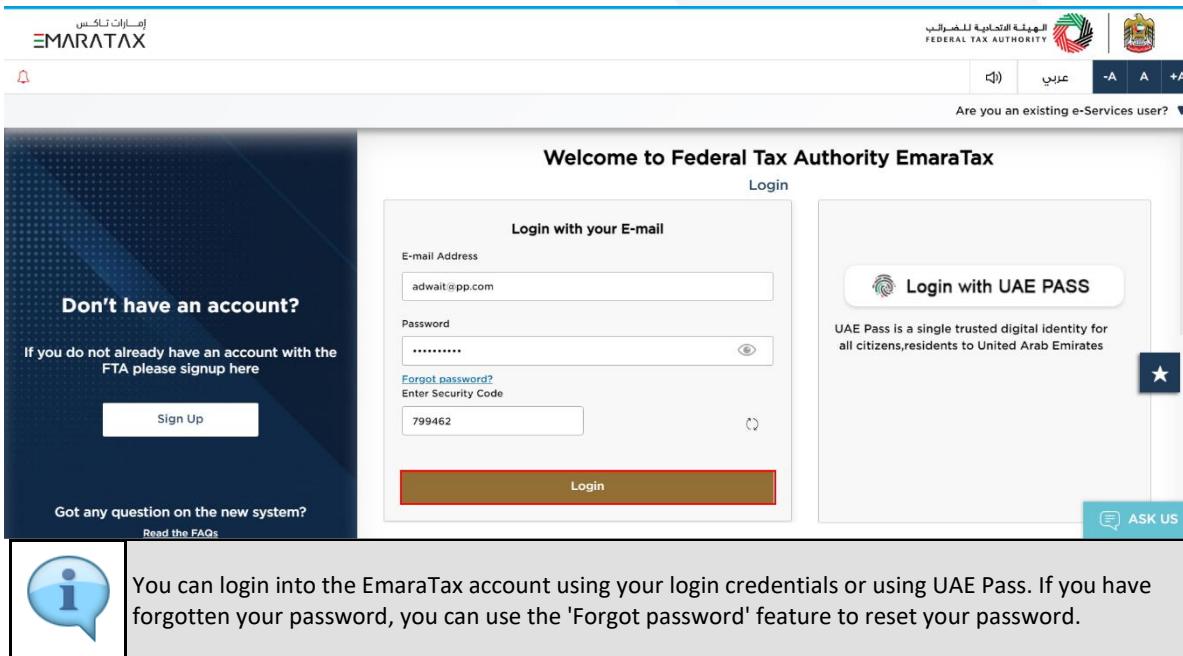


This manual is prepared to help you navigate through the Federal Tax Authority (FTA) EmaraTax portal and Amend your Corporate Tax Registration information. To initiate the amendment, you must already be registered with the FTA and should have a valid TRN. The amendments done to the following sections require approval from the FTA:

- Details of the applicant
- Business activities of the applicant section
- Contact details
- Authorized Signatory



# Login to EmaraTax



إمارات تاكس

EMARATAX

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

Are you an existing e-Services user? ▾

Welcome to Federal Tax Authority EmaraTax

Login

Login with your E-mail

E-mail Address: adwait@pp.com

Password: \*\*\*\*\*

Forgot password?

Enter Security Code: 799462

Login

Login with UAE PASS

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

ASK US

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

Info icon

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



EMARATAX

Are you an existing e-Services user? ▾

Welcome to Federal Tax Authority EmaraTax

Login

Login with your E-mail

E-mail Address: adwait@pp.com

Password: .....

Forgot password? Enter Security Code: 799462

Login

Login with UAE PASS

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

ASK US

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

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.



Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile.



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



# Corporate Tax Tile

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



# Instructions and Guidelines

جوازات الضرائب الفيدرالية للمملكة  
FEDERAL TAX AUTHORITY

 ct.training@fta.com 

What are you looking for?

User Type     

Home > User1 > Corporate Tax Registration - Amend

### Required Templates

NA

- Any other proof of change in name for example, copy of the article of association etc.
- Changes in the owners of the business
  - A valid trade license or a business license
  - Any other proof of change in the ownership for example, copy of the article of association etc.
- Address of the principal place of business.
  - Copy of the lease agreement or the purchase agreement in case of change in address
- Primary business activity or activities.
  - A valid trade license or a business license
- Others
  - Any other documents required to be amended or added

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



The ‘instructions and guidelines’ page is designed to help you understand certain important requirements relating to amending your Corporate Tax registration application. It also provides guidance on what information you should have in hand when you are editing the Corporate Tax registration application.



Screenshot of the FTA Corporate Tax Registration - Amend service page:

The page shows a sidebar with "Required Templates" (NA) and a main content area with instructions for amending registration data. A red box highlights the checkbox "I confirm that I have read the above instructions and guidelines". A red arrow points from this box to a circled '1' at the bottom left of the page.

**Service Details**

- About the Service**: Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.
- Eligibility Criteria**
- Service Steps**
- FAQs**

I confirm that I have read the above instructions and guidelines

1

Back Start

Step	Action
(1)	A screen will appear with instructions and guidelines. Read the instructions and guidelines for amending the Corporate Tax Registration application and mark the checkbox to confirm.



Screenshot of the FTA Corporate Tax Registration - Amend service page.

**Service Details:**

- About the Service:** Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.
- Eligibility Criteria:**
- Service Steps:**
- FAQs:**

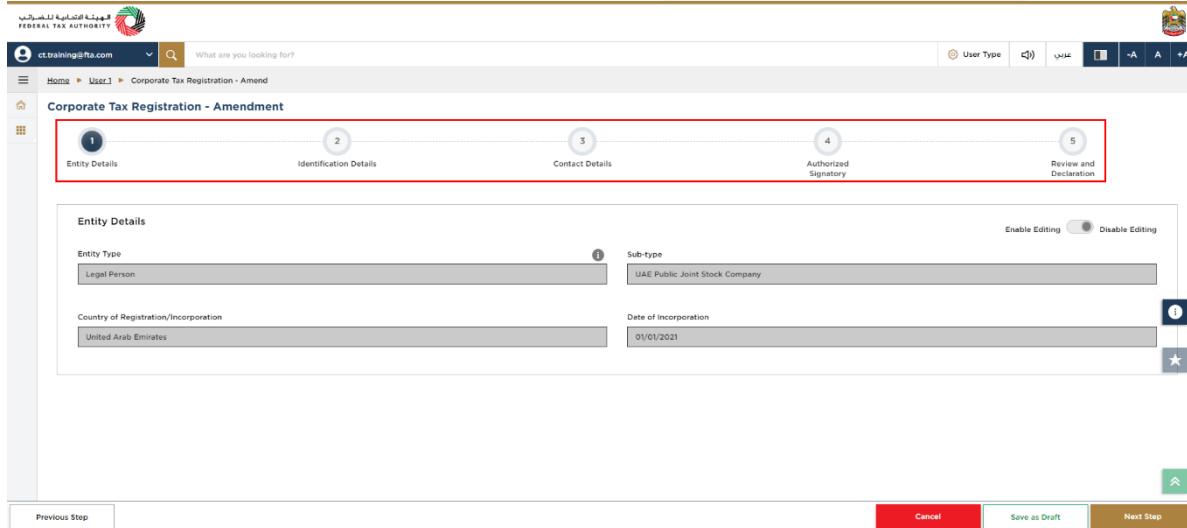
I confirm that I have read the above instructions and guidelines

**Action Buttons:**

- Back
- Start (highlighted with a yellow circle and the number 1)

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

## Entity Details Section



The screenshot shows the 'Corporate Tax Registration - Amendment' application interface. The 'Entity Details' step is currently active, indicated by a red border around its tab. The other four steps (Identification Details, Contact Details, Authorized Signatory, and Review and Declaration) are shown in grey. The 'Entity Details' section contains fields for Entity Type (Legal Person), Sub-type (UAE Public Joint Stock Company), Country of Registration/Incorporation (United Arab Emirates), and Date of Incorporation (01/01/2021). At the bottom, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

- |   |  |
|---|--|
|  | <ul style="list-style-type: none"> <li>The registration amendment application has been divided into five short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.</li> <li>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.</li> <li>You are requested to ensure that the documents submitted, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.</li> </ul> |
|---|--|



Screenshot of the Corporate Tax Registration - Amendment page on the FTA website.

The page shows a step-by-step process with five numbered steps:

- Entity Details
- Identification Details
- Contact Details
- Authorized Signatory
- Review and Declaration

Step 1 (Entity Details) is currently active. The Entity Type is set to "Legal Person". The Sub-type is "UAE Public Joint Stock Company". The Country of Registration/Incorporation is "United Kingdom" and the Date of Incorporation is "01/01/2021". There is a red box highlighting the "Enable Editing" and "Disable Editing" buttons, with a yellow circle pointing to the "Enable Editing" button. Below the form, there are buttons for "Previous Step", "Cancel", "Save as Draft" (highlighted in red), and "Next Step".

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select 'Enable Editing', to amend entity details, if required. Upon selection, the fields in the section will become editable.</li> <li>If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable.</li> <li>You may click on 'Save as Draft' to save your application and return to continue working on your application later.</li> </ul>



Screenshot of the Corporate Tax Registration - Amendment form on the FTA website.

The form is divided into five steps:

- Entity Details
- Identification Details
- Contact Details
- Authorized Signatory
- Review and Declaration

**Entity Details** step is currently active, indicated by a yellow circle with the number 1. The sub-type is set to "UAE Public Joint Stock Company".

Step	Action
(1)	Click 'Previous Step' to save and return to the previous section.



Screenshot of the Corporate Tax Registration - Amendment page on the FTA website.

The page shows the following steps:

- Entity Details
- Identification Details
- Contact Details
- Authorized Signatory
- Review and Declaration

**Entity Details** section:

- Entity Type: Legal Person
- Sub-type: UAE Public Joint Stock Company
- Country of Registration/Incorporation: United Kingdom
- Date of Incorporation: 01/01/2021

Buttons at the bottom right of the Entity Details section:

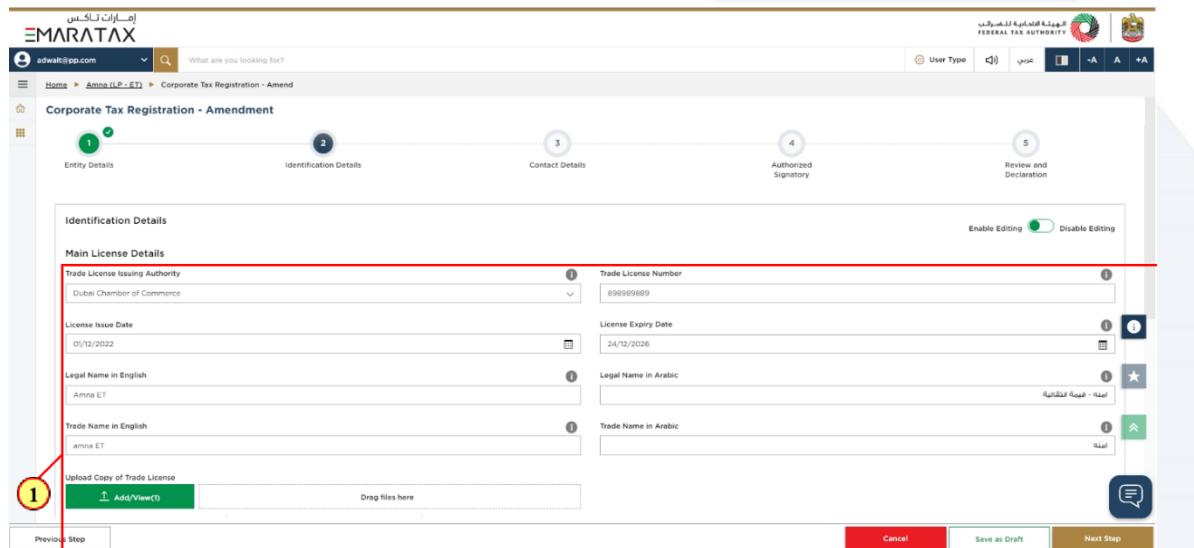
- Enable Editing
- Disable Editing
- Cancel
- Save as Draft
- Next Step (highlighted with a red circle)

**Step Action** table:

Step	Action
(1)	After amending the required information, click 'Next Step' to save and proceed to the 'Identification Details' section.

# Identification Details

## Main License Details



Step	Action
(1)	<ul style="list-style-type: none"> <li>Select 'Enable Editing' to amend identification details, if required.</li> <li>You may update the main trade license details and enter the License Expiry Date. Some fields are not amendable. The greyed-out fields cannot be updated.</li> </ul>

## Business Activities

Screenshot of the Corporate Tax Registration - Amendment page showing Business Activities Details.

**Business Activities Details**

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	<a href="#">Add Business Activity</a> (1)

**Owners List**

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Legal	الشخصية		100.00	<a href="#">Add Owner</a>

**Local Branch Details**

Do you have branches in UAE?

Yes  No

[Add New Branch](#)

**Traders**

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

**Step Action**

(1)	Similarly, if required you may update the Business Activities. Business Activity Details can be updated by adding a new business activity or editing the registered business. Click on ' <b>Add Business Activity</b> ' to enter the business activity information associated to the trade license. You can add multiple Business Activities. Ensure that the information about all your business activities is included.
-----	---

## Owner Details

Screenshot of the Corporate Tax Registration - Amendment page showing the 'Owners List' section.

The screenshot shows a table for 'Owners List' with columns: Owner Type, Owner Name in English, Owner Name in Arabic, Emirates ID Number, Shareholding Percentage, and Actions. A red box highlights the '+ Add Owner' button, which is circled with a yellow circle labeled '1'. Other buttons visible include 'Cancel', 'Save as Draft', and 'Next Step'.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Legal	الشخصي		100.00	***

**Step Action**

(1) You may update the owner details by clicking '**Add Owner**'. Owner Details can be updated by adding a new owner or editing the registered owner. You are required to enter all the owners' associated to the trade license. You can add multiple owners.



## Branch Details

Screenshot of the Corporate Tax Registration - Amendment page on the FTA website.

The page shows the following sections:

- Business Activities Details:** A table showing primary activity (Agriculture, forestry and fishing), industry (Crop and animal production, hunting and related service activities), sub-group (Growing of non-perennial crops), business activities (Growing of cereals (except rice), leguminous crops and oil seeds), activity code (0111), and actions.
- Owners List:** A table showing owner type (Legal Person), name (Legal), Emirates ID number, shareholding percentage (100.00), and actions.
- Local Branch Details:** A section asking if the user has branches in UAE, with 'Yes' selected. It includes an 'Add New Branch' button and a note about traders.
- Traders:** A section with a note about traders.
- Action Buttons:** Cancel, Save as Draft, and Next Step.

A red box highlights the 'Local Branch Details' section, and a yellow circle with the number '1' points to the 'Add New Branch' button.

Step	Action
(1)	You may update your branch details. Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.



Screenshot of the Corporate Tax Registration - Amendment page on the FTA website.

The page shows the following details:

- Trade License Issuing Authority:** Dubai Department of Economic Development
- Trade License Number:** TRADE90GA
- License Issue Date:** 01/01/2021
- License Expiry Date:** 01/01/2040
- Trade Name in English:** Traders
- Trade Name in Arabic:** التجار

**Business Activity Details:**

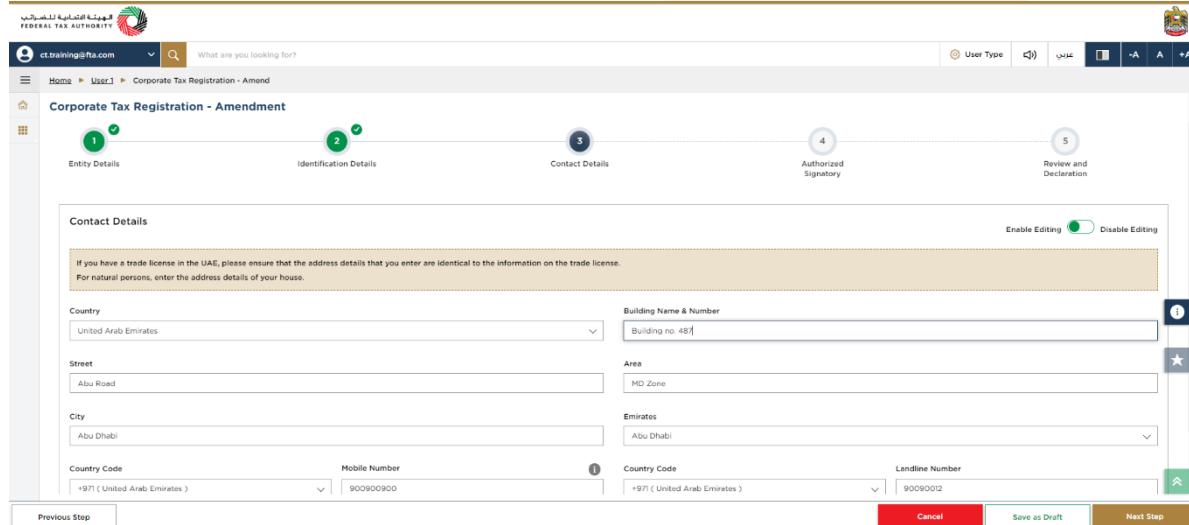
Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/> Mining and Quarrying	Mining of coal and lignite	Mining of hard coal	Mining of hard coal	0510	***	<a href="#">+ Add Business Activities</a>

Buttons at the bottom right: **Cancel**, **Save as Draft**, and **Next Step**. The **Next Step** button is highlighted with a yellow circle labeled '1'.

**Step Action**

(1)	After completing all mandatory fields, click ' <b>Next Step</b> ' to save and proceed to the 'Contact Details' section.
-----	---

## Contact Details



The screenshot shows the 'Corporate Tax Registration - Amendment' process. The current step is 'Contact Details'. The form includes fields for Country (United Arab Emirates), Street (Abu Roed), City (Abu Dhabi), Mobile Number (+971 900900900), and Landline Number (+971 90090012). There are also dropdowns for Country Code and Emirate. At the bottom are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

 If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out. Do not use another company's address (for example, your accountant).



Screenshot of the Corporate Tax Registration - Amendment page on ct.training@fta.com. The page shows five steps: Entity Details, Identification Details, Contact Details, Authorized Signatory, and Review and Declaration. Step 1 (Entity Details) is active. A red box highlights the 'Enable Editing' button in the Contact Details section, with a yellow circle labeled '1' pointing to it. The Contact Details section includes fields for Country, Street, City, Country Code, Building Name & Number, Area, Emirates, Mobile Number, Landline Number, and a file upload field.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select 'Enable Editing', to amend contact details, if required.</li> <li>Update the required information and enter the Address amendment date and upload the supporting documents.</li> </ul>



FEDERAL TAX AUTHORITY

ct.training@fta.com

What are you looking for?

User Type: عرب

Contact Details

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

Country: United Arab Emirates | Building Name & Number: Building no. 487

Street: Abu Roed | Area: MD Zone

City: Abu Dhabi | Emirates: Abu Dhabi

Country Code: +971 ( United Arab Emirates ) | Mobile Number: 900900900 | Landline Number: 90090012

Email ID: as@ss.com | P.O. Box(Optional): 890890

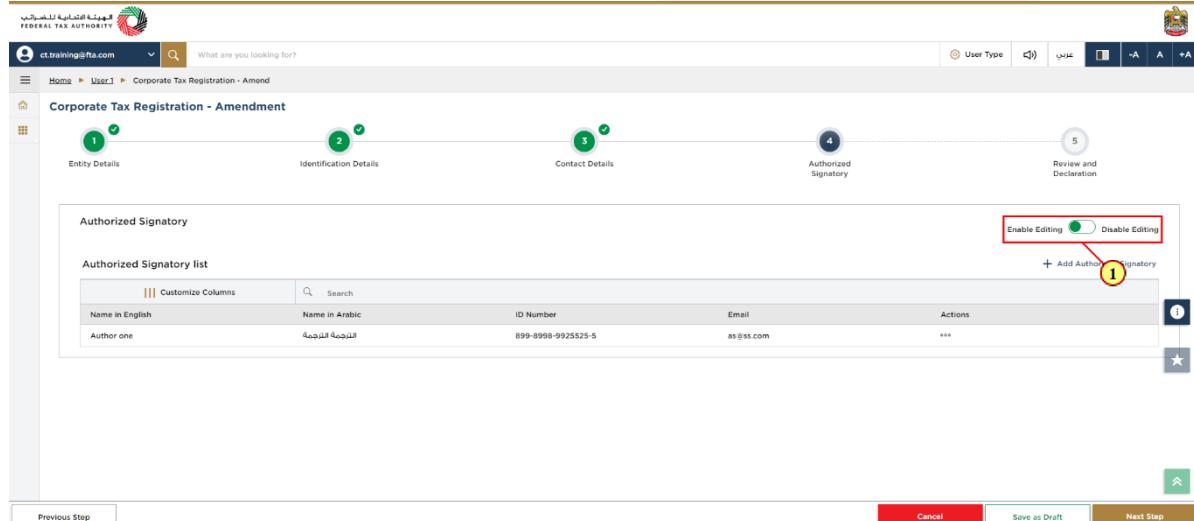
**Next Step**

Cancel | Save as Draft | **Next Step**

1

Step	Action
(1)	After completing all mandatory fields, click ' <b>Next Step</b> ' to save and proceed to the 'Authorized Signatory' section.

# Authorized Signatory



Step	Action
(1)	Select ' <b>Enable Editing</b> ', to amend or add authorized signatory details, if required.

**Corporate Tax Registration - Amendment**

Entity Details      Identification Details      Contact Details      Authorized Signatory      Review and Declaration

**Authorized Signatory**

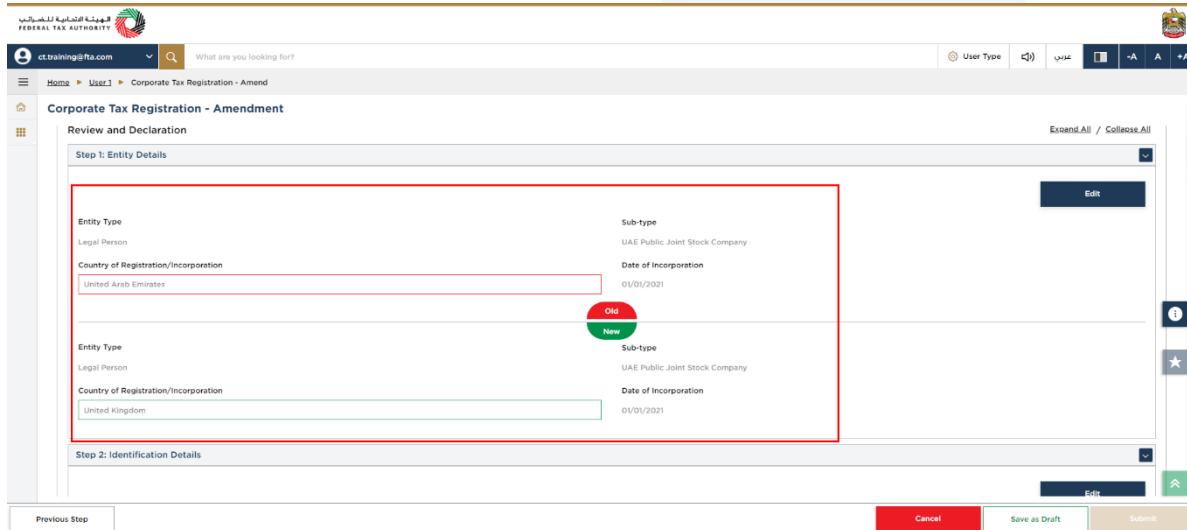
**Authorized Signatory list**

Name in English	Name in Arabic	ID Number	Email	Actions
Author one	الشخصية المركبة	899-8998-9925525-5	as@st.com	***

**Step** **Action**

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

# Review and Declaration



The screenshot shows the 'Corporate Tax Registration - Amendment' application interface. The 'Review and Declaration' step is selected. A red box highlights the 'Step 1: Entity Details' section, which displays two sets of entity information side-by-side. Each set includes fields for Entity Type (Legal Person), Sub-type (UAE Public Joint Stock Company), and Date of Incorporation (01/01/2021). A comparison button between the two sets shows 'Old' above 'New'. Below this section is 'Step 2: Identification Details'. At the bottom are 'Previous Step', 'Cancel', 'Save as Draft', and 'Submit' buttons.



- This section highlights all the details entered by you across the application. You are required to review and submit the request.
- The section provides a comparison of the old and the newly updated information.



إمارات تاكس

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adwait@pp.com  What are you looking for?   عرب  -A  A  +A

Home > Demo\_Reg > Corporate Tax Registration - Amend

**Corporate Tax Registration - Amendment**

First Name in Arabic <input type="text" value="ad"/>	Last Name in Arabic <input type="text" value="bu"/>
Country Code <input type="text" value="+971 ( United Arab Emirates )"/>	Mobile Number <input type="text" value="788788788"/>
Email <input type="text" value="adwait@pp.com"/>	
Submission Date <input type="text" value="12/04/2023"/>	
<input type="checkbox"/> I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief.	
Any changes you make in relation to your trade license details, including branch trade license details, will be automatically reflected on your VAT and Excise accounts.	

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.



United Arab Emirates

إمارات تاكس  
EMARATAX

adwait@pp.com  What are you looking for?   عرب  -A  A  +A

Home > Demo\_Reg > Corporate Tax Registration - Amend

### Corporate Tax Registration - Amendment

First Name in Arabic	ad	Last Name in Arabic	bu
	8787		8787
Country Code	+971 ( United Arab Emirates )	Mobile Number	788788788
Email	adwait@pp.com		
Submission Date	12/04/2023		
<input checked="" type="checkbox"/> I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief			
Any changes you make in relation to your trade license details, including branch trade license details, will be automatically reflected on your VAT and Excise accounts.			
<input type="button" value="Previous Step"/>		<input type="button" value="Cancel"/>	<input type="button" value="Save as Draft"/>
<input type="button" value="Submit"/>			

**Step Action**

(1) If all the information entered is correct, click '**Submit**'.



# Post Application Submission

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

	<p>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.</p> <p><b>What's next?</b></p> <ul style="list-style-type: none"><li>Once the application is submitted, the FTA shall approve, reject or resubmit and notify the Taxable Person accordingly.</li><li>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.</li><li>Once the FTA confirms acceptance of your application, you will be notified on the decision.</li><li>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.</li><li>Read the "What Next" and "Important Notes".</li></ul>
--	---



## Correspondences

**Taxpayer receives the following correspondences:**

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