



إمارات تاكس  
**EMARATAX**

## Register Tax Agent - User Manual

Date: Oct 2022

Version 1.0.0.0

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## Document Control Information

### Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

### Annexure

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> <li>• Registered for VAT</li> <li>• Registered for Excise</li> <li>• Non-registered Taxpayer</li> <li>• Tax Group</li> <li>• Warehouse Keeper</li> <li>• Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>• Excise Tax Clearing Company (TINCE)</li> </ul>
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
<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
<b>English</b>	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
<b>Save as Draft</b>	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

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



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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 Tax Agent registration application.

You are required to be a UAE resident to perform the tax agent registration. Note that this application will be reviewed by 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

- 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.



## Select User Type

training\_ftabc.com

User Profile

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

<input type="checkbox"/>	<b>Taxable Person</b> Any Person registered or obligated to register for Tax purposes under the Decree-Law.	<input type="checkbox"/>	<b>Legal Representative</b> 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 another Person.	<input checked="" type="checkbox"/>	<b>Tax Agents</b> 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 of his Tax obligations and the exercise of his..	<input type="checkbox"/>	<b>Tax Agencies</b> A legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.
<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>

**Special Refunds**  
Special refunds contain the VAT refund services for UAE nationals for building new residences & refunds for the business visitors.

[Read More](#)

**Verification Body Analyst**

[Read More](#)

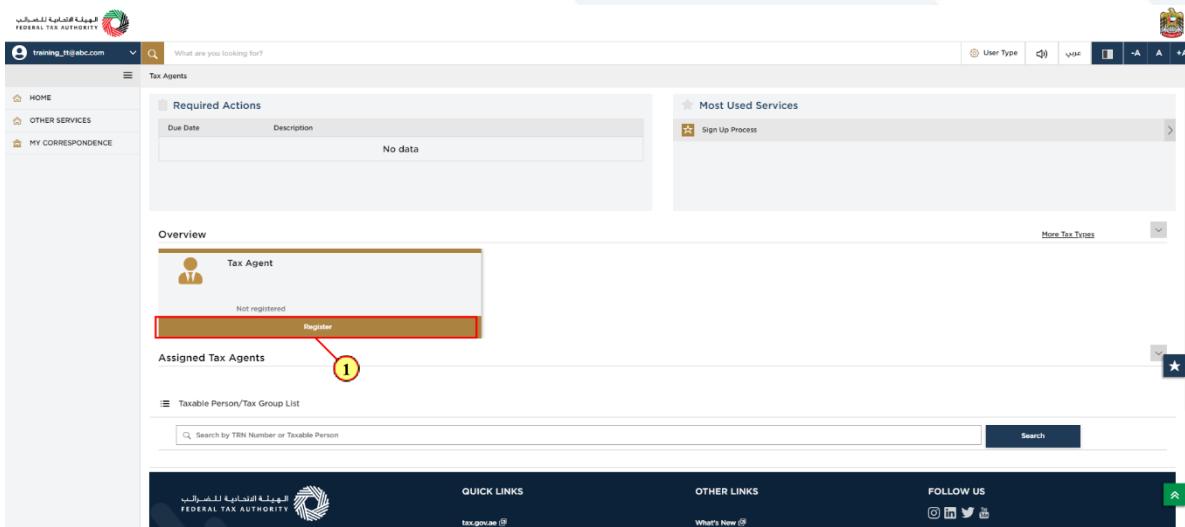
**Other Services**  
This will allow you to initiate some of the FTA services which doesn't require you to be a registered user in VAT/Eexcise.

[Read More](#)

**Proceed**

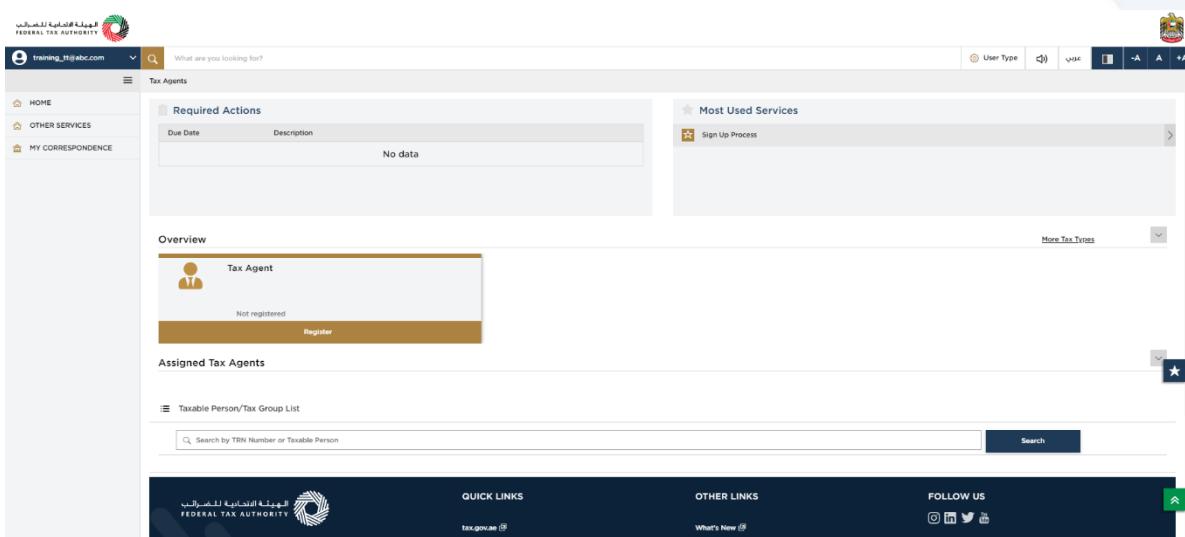
Step	Action
(1)	<ul style="list-style-type: none"> <li>Select the checkbox for 'Tax Agent' to choose the User Type as Tax Agent.</li> <li>Click 'Proceed' to continue to the home page.</li> </ul>

# Tax Agent Tile



The screenshot shows the FTA Tax Agent Tile interface. In the center, there is a large button labeled 'Register' with a yellow circle containing the number '1' pointing to it. The interface includes sections for 'Required Actions', 'Most Used Services', and 'Overview'.

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



This screenshot is identical to the one above, showing the FTA Tax Agent Tile interface. The 'Register' button is no longer highlighted with a red box and yellow circle.

	<p>The Taxable Person who appointed the Tax Agent/Agency bears the ultimate legal responsibility for the dealings with the FTA by the Tax Agent/Agency 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.</p>
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# Guidelines and Instructions

The screenshot shows the 'Tax Agent Registration' page. It includes sections for 'Required Templates' (N.A.), 'Service Details' (About the service, Eligibility Criteria, Service steps, FAQs), and a checkbox for 'I confirm that I have read the above instructions and guidelines'. A note indicates that the application requires 45 minutes to complete and costs AED 3,000.

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

The screenshot shows the same registration page as above, but with the 'I confirm that I have read the above instructions and guidelines' checkbox highlighted by a red box and circled with a yellow arrow labeled '1'.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



Screenshot of the Federal Tax Authority website showing the 'Tax Agent Registration' application page.

The page includes:

- User Type dropdown and search bar.
- No. of form steps: 4 sections.
- Expected time to complete this application: 45 minutes.
- Expected fees for this service: AED 3,000 for registering the Tax agent.
- Required documents section with a list of items including relevant degrees, tax specialization, police clearance, medical fitness, and FTA Tax Agent exam results.
- Service Details section with links to About the service, Eligibility Criteria, Service steps, and FAQs.
- A checkbox for confirming reading instructions.
- A large red button labeled 'Start' with a circled '1' above it.

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



# Basis of Registration

The screenshot shows the 'Tax Agent Registration' application interface. At the top, there is a navigation bar with the FTA logo, user type selection, and search functionality. Below the navigation bar, the main content area is titled 'Tax Agent Registration' and shows 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 'Are you a member of a professional body?' (radio buttons for Yes or No) and 'Do you satisfy the following requirements?' (a list of mandatory qualifications). Below this is a section for 'Educational Certificate' with a table for degrees, issuance date, attachment, and actions. At the bottom of the step, there are 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' buttons.

- The application is divided into several short sections which deal with various aspects of the registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous section will be highlighted in green.
- To move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be filled out to move to the next section.
- Ensure that data you enter in the application is identical to the relevant supporting documents to avoid rejection or resubmission of your application.

The screenshot shows the 'Tax Agent Registration' application interface, similar to the previous one but with a red box highlighting the 'Do you satisfy the following requirements?' section. A yellow circle with the number '1' points to the 'Yes' radio button in this section. The rest of the interface is identical to the first screenshot, including the progress bar and other sections.

Step	Action
(1)	You are required to confirm to answer all the requirements mentioned in this section as "Yes" to proceed further with the application.

**Tax Agent Registration**

**Educational Certificate**

Degree	Issuance Date	Attachment	Actions
No data			

**Police / Medical Fitness Certificates**

Please upload Police Clearance Certificate/Good Conduct Certificate

**Add** Drag files here Certificate Issue Date DD/MM/YYYY

Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3 : 1

Upload Medical fitness certification / Documentation

**Add** Drag files here Certificate Issue Date DD/MM/YYYY

Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3 : 1

**Additional documents**

**Professional Experience Certificate**

Document Name Issuance Date Attachment Actions

No data

**+ Add Relevant Degrees**

**(1)** Click 'Add Relevant Degrees' to upload your educational certificates.

**Tax Agent Registration**

**Educational Certificate**

**Add Relevant Degrees**

Select Relevant Degrees From Educational Institutions And/Or Internationally Known Tax Institute

Bachelor's / Master's in tax

Certificate Issue Date 01/01/2010 **Add/View(D)** Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3 : 1

**Add**

**(1)**

- Enter your educational certificate details and upload supporting documents.
- Click 'Add' to save the details.

**Tax Agent Registration**

**Educational Certificate**

Degree	Issuance Date	Attachment	Actions
No data			

**Police / Medical Fitness Certificates**

Please upload Police Clearance Certificate/Good Conduct Certificate

Add Drag files here Certificate Issue Date DD/MM/YYYY Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3:1

Upload Medical fitness certification / Documentation Add Drag files here Certificate Issue Date DD/MM/YYYY Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3:1

**Additional documents**

**Professional Experience Certificate**

Document Name	Issuance Date	Attachment	Actions
No data			

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



In this section, you are required to provide the details of the education certificates, medical fitness certificate details and upload the necessary documents.

**Tax Agent Registration**

**Educational Certificate**

Degree	Issuance Date	Attachment	Actions
No data			

**Police / Medical Fitness Certificates**

Please upload Police Clearance Certificate/Good Conduct Certificate

Add Drag files here Certificate Issue Date DD/MM/YYYY Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3:1

Upload Medical fitness certification / Documentation Add Drag files here Certificate Issue Date DD/MM/YYYY Max file size: 15 MB Formats: PDF, DOC Max No. of Files : 3:1

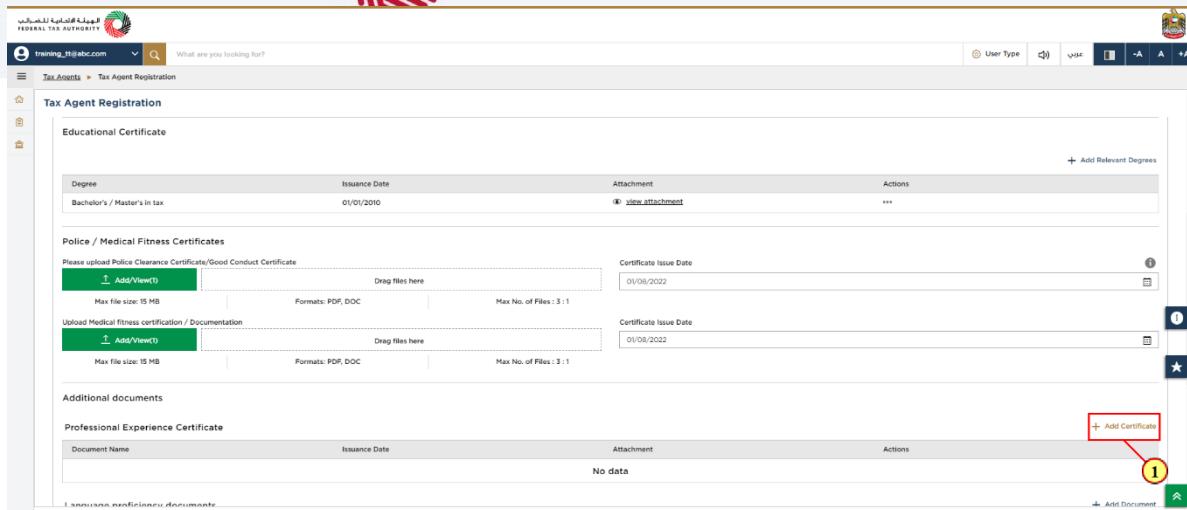
**Additional documents**

**Professional Experience Certificate**

Document Name	Issuance Date	Attachment	Actions
No data			

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

Step	Action
(1)	<ul style="list-style-type: none"> <li>Upload the police clearance certificate and its issue date.</li> <li>Upload the medical fitness certificate and its issue date.</li> </ul>



**Educational Certificate**

Degree: Bachelor's / Master's in tax      Issuance Date: 01/01/2010      Attachment: view attachment      Actions: \*\*\*

**Police / Medical Fitness Certificates**

Please upload Police Clearance Certificate/Good Conduct Certificate

Add/View(1)      Max file size: 15 MB      Formats: PDF, DOC      Certificate Issue Date: 01/08/2022

Upload Medical fitness certification / Documentation

Add/View(1)      Max file size: 15 MB      Formats: PDF, DOC      Certificate Issue Date: 01/08/2022

**Additional documents**

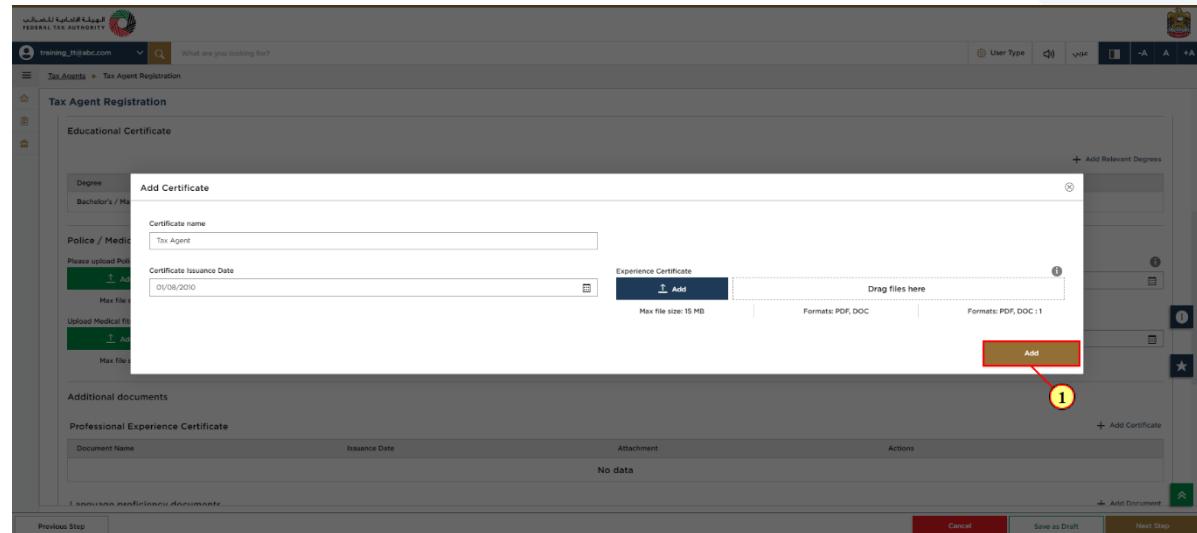
**Professional Experience Certificate**

Document Name: Issuance Date: Attachment: Actions: No data

+ Add Certificate

1. Click 'Add Certificate' to add professional experience certificates.

Step	Action
(1)	Click 'Add Certificate' to add professional experience certificates.



**Add Certificate**

Certificate name: Tax Agent

Certificate Issuance Date: 01/08/2010

Experience Certificate

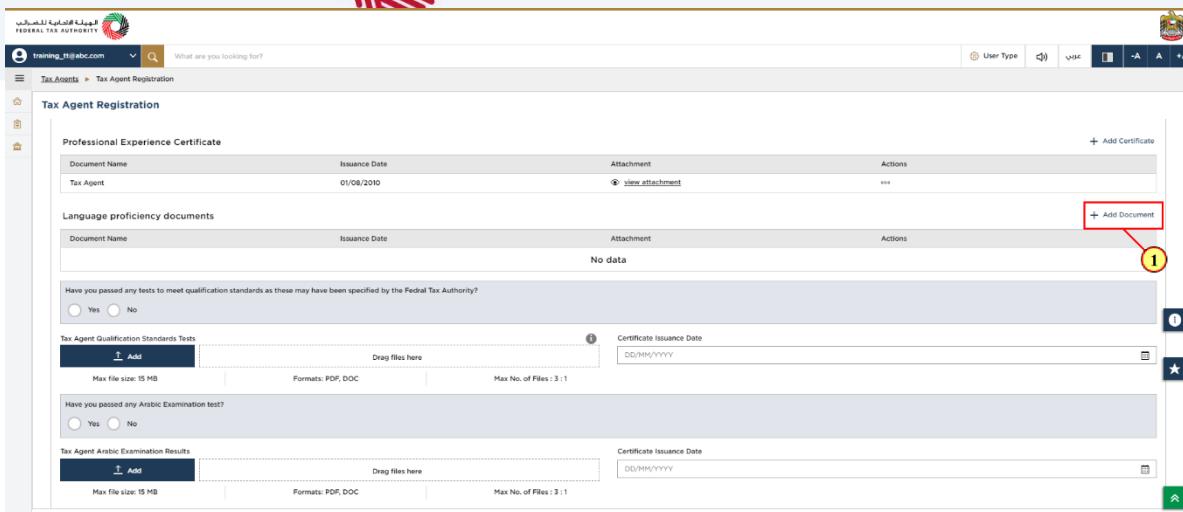
Add      Max file size: 15 MB      Formats: PDF, DOC

Drag files here      Formats: PDF, DOC : 1

Add

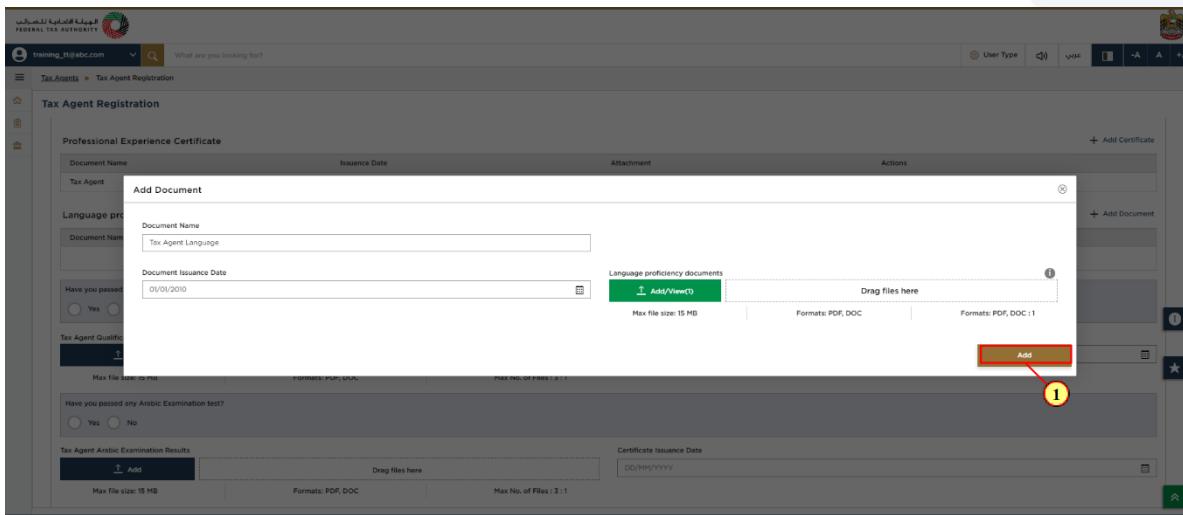
1. Click 'Add' to save the details.

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



The screenshot shows the 'Tax Agent Registration' form. In the 'Language proficiency documents' section, there is a button labeled '+ Add Document'. A yellow circle with the number 1 points to this button.

Step	Action
(1)	Click 'Add Document' to add the language proficiency details.



The screenshot shows the 'Tax Agent Registration' form. In the 'Language proficiency documents' section, there is a green 'Add/View' button. Below it, there is a red 'Add' button. A yellow circle with the number 1 points to the red 'Add' button.

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

**Tax Agent Registration**

What are you looking for?

User Type:

Drag files here | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3 : 1 | 01/08/2022

Upload Medical fitness certification / Documentation  Drag files here | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3 : 1 | Certificate Issue Date: 01/09/2022

Additional documents

Professional Experience Certificate

Document Name	Issuance Date	Attachment	Actions
Tax Agent	01/08/2010	<input type="button" value="view attachment"/>	***

Language proficiency documents

Document Name	Issuance Date	Attachment	Actions
Tax Agent Language	01/01/2010	<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

Have you passed any Arabic Examination test?

Yes  No

**1**

Previous Step  Save as Draft

Step	Action
(1)	<ul style="list-style-type: none"> <li>If you have already successfully completed and passed the Tax agent examination, select “Yes” against the specific examination and upload supporting documents as evidence.</li> <li>If you have not taken the Tax agent examination or not passed, answer ‘No’ to the question.</li> </ul>

**Tax Agent Registration**

What are you looking for?

User Type:

Drag files here | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3 : 1 | 01/08/2022

Upload Medical fitness certification / Documentation  Drag files here | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3 : 1 | Certificate Issue Date: 01/09/2022

Additional documents

Professional Experience Certificate

Document Name	Issuance Date	Attachment	Actions
Tax Agent	01/08/2010	<input type="button" value="view attachment"/>	***

Language proficiency documents

Document Name	Issuance Date	Attachment	Actions
Tax Agent Language	01/01/2010	<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

Have you passed any Arabic Examination test?

Yes  No

**1**

Previous Step  Save as Draft

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



# Applicant Details

**About the Applicant**

First Name in English: Abdulla Last Name in English: Alsharhan  
 First Name in Arabic: عبد الله Last Name in Arabic: الشارحان

Do you have a valid resident permit from the UAE?  Yes  No

Emirates ID number:  Emirates ID Expiry Date: 01/01/2020

Upload copy of your Emirates ID:  Max file size: 15 MB Format: PDF, DOC Max No. of Files: 3-3 Drag files here

Passport Number: 9876543210987654567890 Passport Expiry Date: 01/01/2030

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

Nationality: United Arab Emirates

**Action**

(1) Enter the applicant's Emirates Id, passport details and upload supporting documents.

**About the Applicant**

First Name in English: Abdulla Last Name in English: Alsharhan  
 First Name in Arabic: عبد الله Last Name in Arabic: الشارحان

Do you have a valid resident permit from the UAE?  Yes  No

Emirates ID number:  Emirates ID Expiry Date: 01/01/2020

Upload copy of your Emirates ID:  Max file size: 15 MB Format: PDF, DOC Max No. of Files: 3-3 Drag files here

Passport Number: 9876543210987654567890 Passport Expiry Date: 01/01/2030

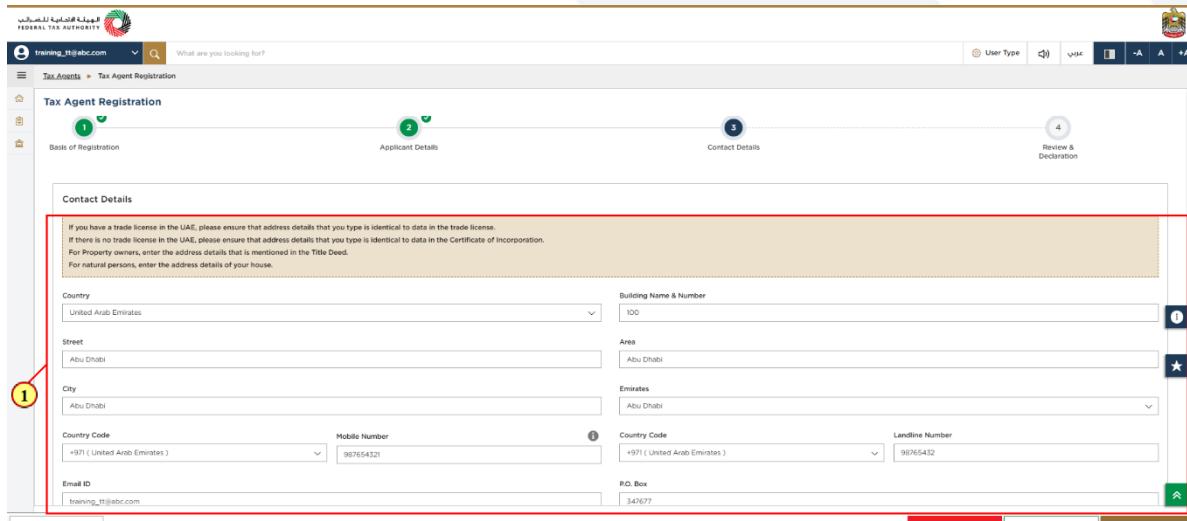
Upload scanned copy of passport:  Max file size: 15 MB Format: PDF, DOC Max No. of Files: 3-3 Drag files here

Nationality: United Arab Emirates

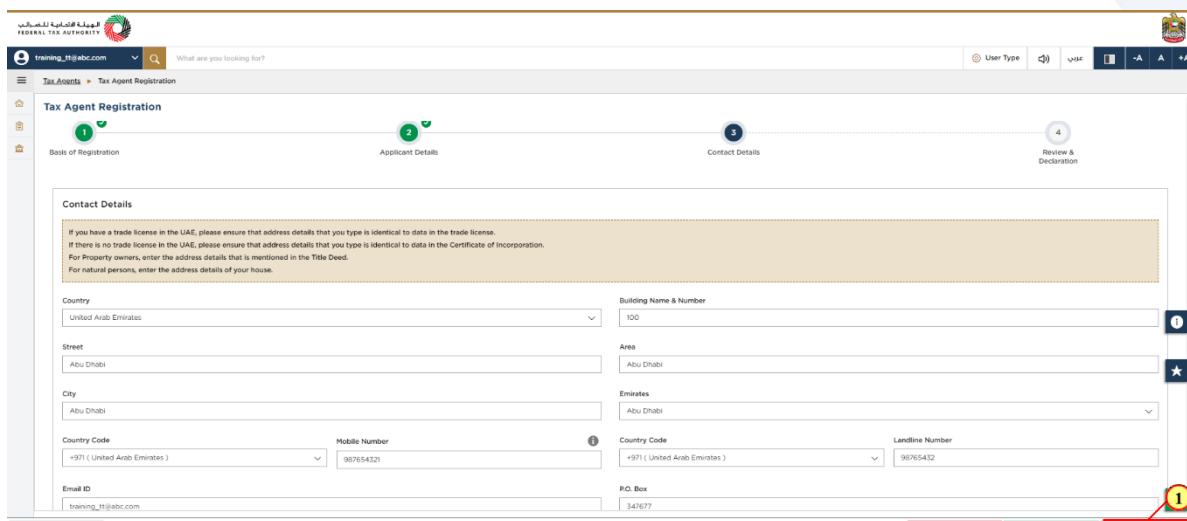
**Action**

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

## Contact Details



Step	Action
(1)	Enter the address of the Tax Agent here.



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



# Review and Declaration

**Review & Declaration**

**Step 1: Basis of Registration**

Are you a member of a professional body?  Yes  No

Do you satisfy the following requirements?

- You must hold a certified bachelor's or master's degree in tax, accounting or law from a recognized educational institution.
- You must have at least three years relevant recent experience, either in tax or as a qualified lawyer or accountant.
- You have the ability to communicate orally and in writing in both Arabic and English.
- You must be physically fit to perform your duties as a Tax Agent.
- You must be medically fit to perform your duties as a Tax Agent.
- You must be able to prove good conduct and that you have never been convicted of a crime.
- You must be medically fit to perform your duties as a Tax Agent.

Educational Certificate

Previous Step Cancel Save as Draft Submit

 This section will help you to make sure that you have completed the registration application correctly and included the documents we have asked you to send.

**Declaration**

I hereby declare the below

**1** I hereby declare that the information provided above is correct

**2** I acknowledge that the Tax Agent registration fee of AED 3000 is payable after approval of this application

**3** I acknowledge that I am not 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

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.

FEDERAL TAX AUTHORITY

training\_tt@abc.com

Tax Agents ► Tax Agent Registration

### Tax Agent Registration

City	Emirate
Abu Dhabi	Abu Dhabi
Country Code	Mobile Number
+971 ( United Ar...	987654321
Email ID	P.O.Box
training_tt@abc.com	347677

**Declaration**

First Name in English	Last Name in English
training	tt
First Name in Arabic	Last Name in Arabic
Country Code	Phone Number
+971 ( United Arab Emirates )	987654321
Date of Submission	Email
17/08/2022	training_tt@abc.com

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.

Previous Step Cancel Save as Draft Submit i

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



## Post Application Submission

**Application Submitted Successfully**

Submitted

Name	: InTraining IT
Reference Number	: 900000000792
Submitted Date	: 17 August 2022
Fees	: AED 3000.00

**What Next:**

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 30 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification letting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

**Important Notes:**

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

For any queries please contact us on [www.ata.gov.ae](http://www.ata.gov.ae) or contact us directly at our call center number 12345678900 or email [ata@ptax.ae](mailto:ata@ptax.ae)

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

	<ul style="list-style-type: none"> <li>After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.</li> <li>The status of your request on the Dashboard will change to “In Review” and you will receive an email from us to confirm receipt of your application.</li> <li>Read the “What Next” and “Important Notes”.</li> </ul>
--	--

**Application Submitted Successfully**

Submitted

Name	: InTraining IT
Reference Number	: 900000000792
Submitted Date	: 17 August 2022
Fees	: AED 3000.00

**What Next:**

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 30 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification letting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

**Important Notes:**

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

For any queries please contact us on [www.ata.gov.ae](http://www.ata.gov.ae) or contact us directly at our call center number 12345678900 or email [ata@ptax.ae](mailto:ata@ptax.ae)

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



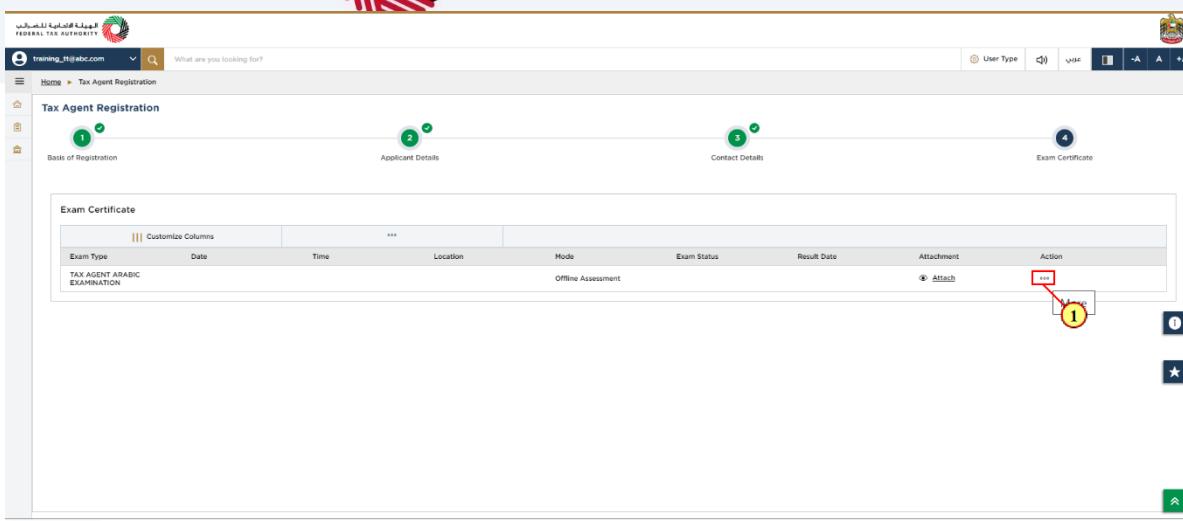
This training manual explains the steps to be followed by the Tax Agent. The application is pre-approved by the Tax Officer and slot for the scheduled exam has been sent to the Tax Agent which appears in the dashboard. The next steps are to “Accept the exam Appointment”.



# Tax Agent Arabic Exam Scheduling

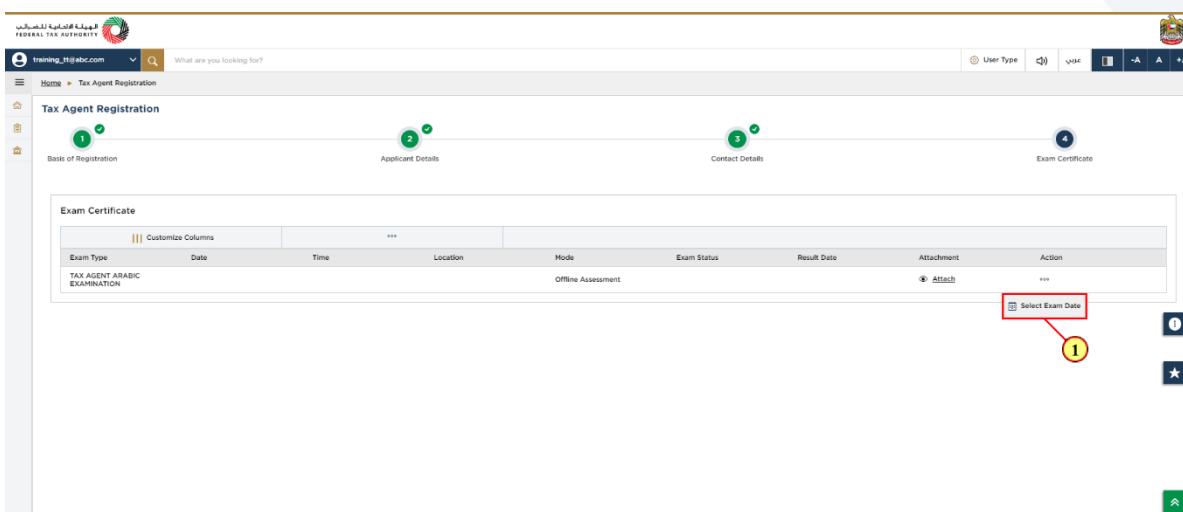
Once FTA pre-approves your application, a Tax Agent Arabic exam may be scheduled for you depending on whether you had already completed the exam earlier. If you had provided “No” in your registration application, you would receive a notification from FTA to schedule your Tax Agent exam. If you had provided “Yes” to both the Tax Agent exams in the registration application and based on FTA’s review this step may be skipped and you may be directly asked to pay the Tax Agent registration.

Step	Action
(1)	Click ‘Accept Exam Appointment’ on the Tax Agent Tile.



The screenshot shows the 'Exam Certificate' section of the application. It displays a grid of exam details with columns: Exam Type, Date, Time, Location, Mode, Exam Status, Result Date, Attachment, and Action. One row in the grid is highlighted with a red box around the 'Action' column. A yellow circle with the number '1' points to this highlighted area.

Step	Action
(1)	<ul style="list-style-type: none"> <li>• Navigate to the 'Exam Certificate' section of the application.</li> <li>• Click 'Action'.</li> </ul>



The screenshot shows the 'Exam Certificate' section of the application. It displays a grid of exam details with columns: Exam Type, Date, Time, Location, Mode, Exam Status, Result Date, Attachment, and Action. One row in the grid is highlighted with a red box around the 'Action' column. A yellow circle with the number '1' points to this highlighted area.

Step	Action
(1)	Click 'Select Exam Date' to choose the preferred exam slot.

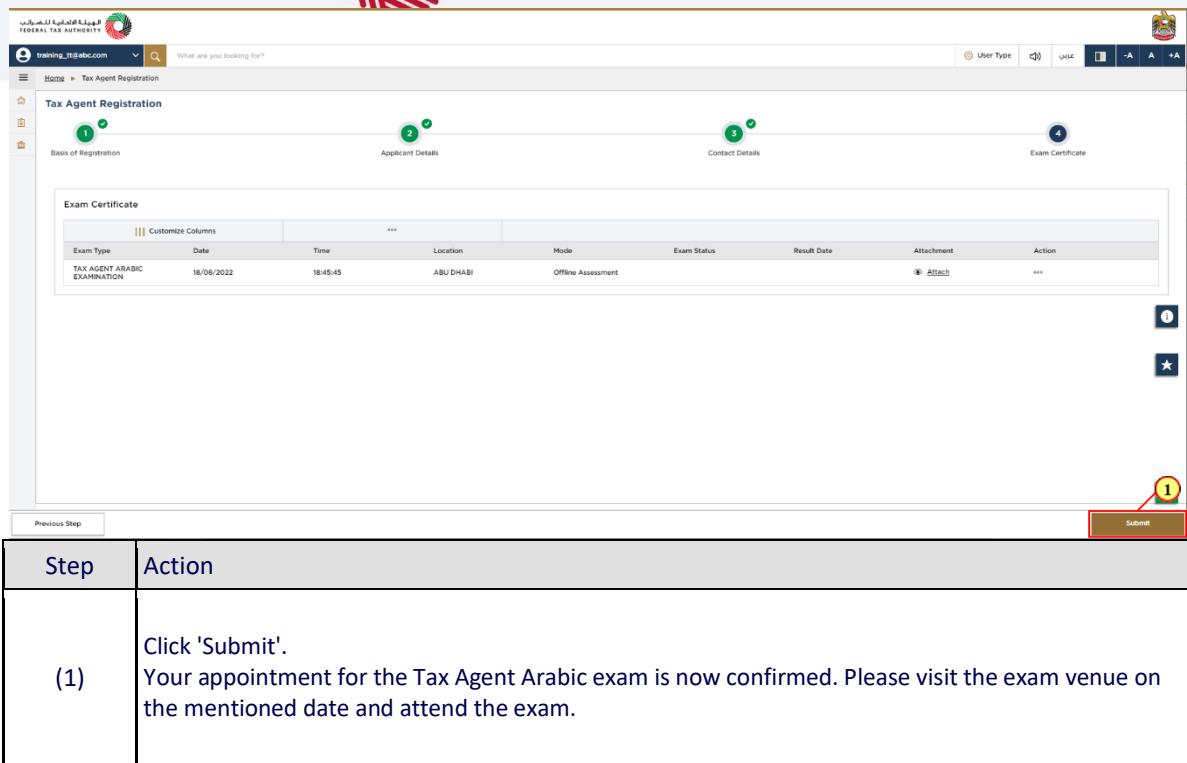


The screenshot shows the 'Tax Agent Registration' process. Step 1 (Basis of registration) is completed. Step 2 (Applicant Details) is in progress. Step 3 (Contact Details) is pending. Step 4 (Exam Certificate) is pending. A modal window titled 'Select Exam Date' is open, showing a table of available slots. One slot is selected, and a red box highlights the 'Select Exam Date' button at the bottom right of the modal.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select the preferred slot from the list.</li> <li>Click 'Select Exam Date'.</li> </ul>

The screenshot shows the 'Tax Agent Registration' process. Step 1 (Basis of registration) is completed. Step 2 (Applicant Details) is in progress. Step 3 (Contact Details) is pending. Step 4 (Exam Certificate) is pending. A confirmation message box is displayed, asking if the user is sure they want to proceed with the selected slot. The 'Yes' button is highlighted with a red box.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Are you sure you want to proceed with the selected slot?</li> <li>Click 'Yes' to continue.</li> </ul>



Exam Type	Date	Time	Location	Mode	Exam Status	Result Date	Attachment	Action
TAX AGENT ARABIC EXAMINATION	18/08/2022	18:45:45	ABU DHABI	Offline Assessment				...

Previous Step Submit



# Exam Rescheduling

Step	Action
(1)	If you require to reschedule your Tax Agent Arabic exam date, click 'Reschedule' in the Exam Certificate section of the application.

	<ul style="list-style-type: none"> <li>Once you have requested to reschedule your exam, the FTA will review the request and provide alternate exam slots for you to choose from.</li> <li>You can select the required slot and proceed to complete the Tax Agent Arabic Exam.</li> </ul>
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United Arab Emirates



United Arab Emirates

This training manual explains the steps to be followed by the Tax Agent. Once the Tax Agent completes both Arabic Exam and Qualification Standards Tests, the next steps are to “Upload the Exam Info”.



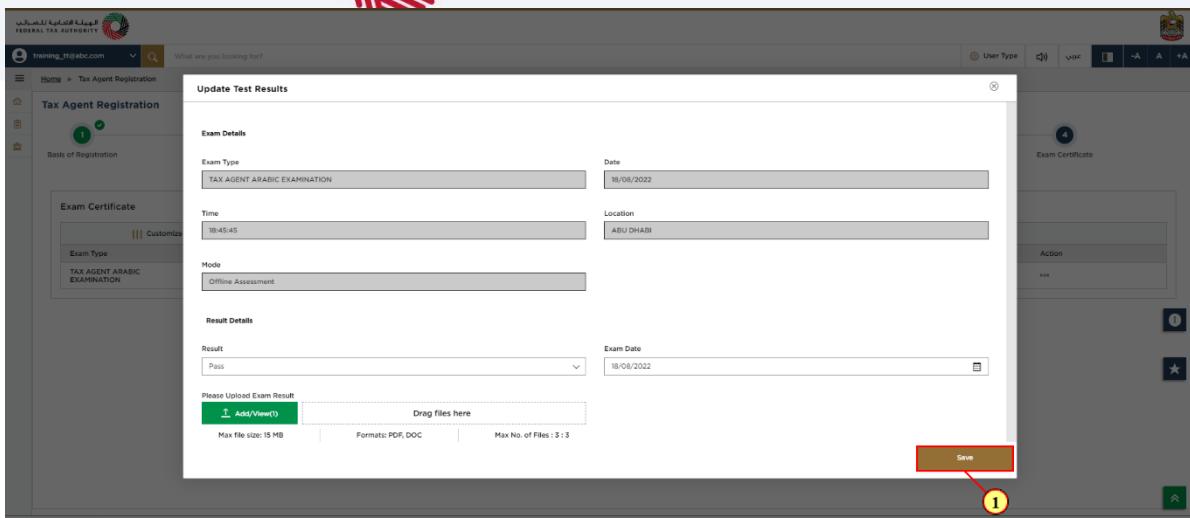
# Upload Exam Results

The screenshot shows the 'Tax Agent' profile page. At the top, there's a 'Required Actions' section with a note 'No data'. To the right, a 'Most Used Services' sidebar lists 'Tax Agent Registration' and 'Sign Up Process'. Below this is an 'Overview' section for the 'Tax Agent' (Application Number 902000000763). Under 'Exam Scheduled', the 'Upload Exam Info' button is highlighted with a red box and a yellow circle with '1' pointing to it. The bottom of the page includes a footer with links to 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US'.

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

The screenshot shows the 'Tax Agent Registration' page. It features four main steps: 'Basic of Registration', 'Applicant Details', 'Contact Details', and 'Exam Certificate'. The 'Exam Certificate' step is active, displaying a table of exam results. In the 'Action' column of the last row, the 'Upload Exam Result' button is highlighted with a red box and a yellow circle with '1' pointing to it. The bottom of the page includes a 'Previous Step' link.

Step	Action
(1)	Click 'upload Exam Result' in Action.



**Update Test Results**

**Exam Details**

Exam Type: TAX AGENT ARABIC EXAMINATION Date: 18/08/2022

Time: 18:45:45 Location: ABU DHABI

Mode: Offline Assessment

**Result Details**

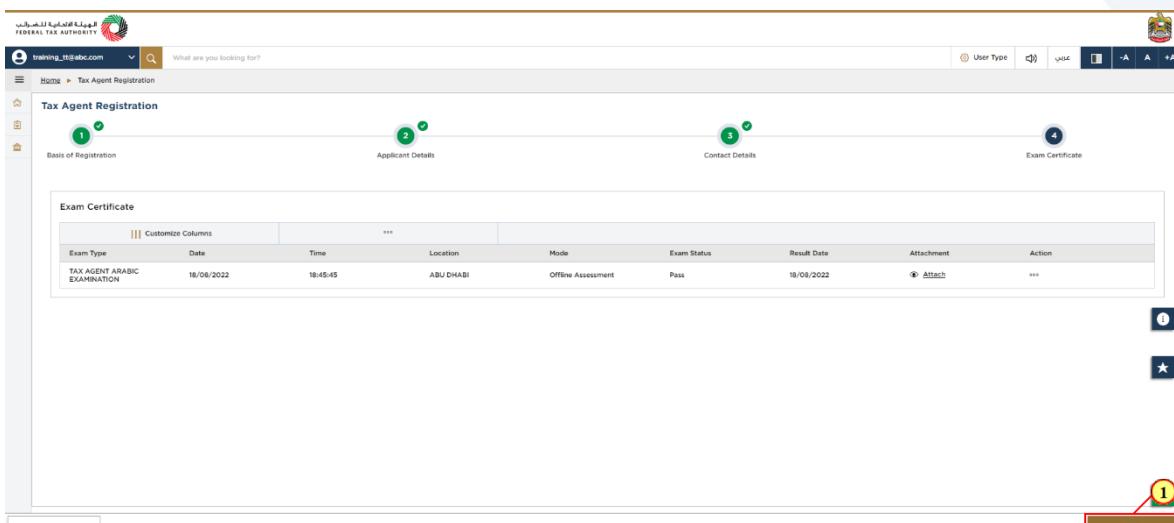
Result: Pass Exam Date: 18/08/2022

Please Upload Exam Result:

Add/View Drag files here Max file size: 15 MB Format: PDF, DOC Max No. of Files: 3 : 3

**Save**

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter your exam results, exam date and upload the exam result.</li> <li>Click 'Save' to save the details.</li> </ul>



**Tax Agent Registration**

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

**Exam Certificate**

Exam Type	Date	Time	Location	Mode	Exam Status	Result Date	Attachment	Action
TAX AGENT ARABIC EXAMINATION	18/08/2022	18:45:45	ABU DHABI	Offline Assessment	Pass	18/08/2022	Attach	...

**Submit**

Step	Action
(1)	Click 'Submit' to submit your results to FTA for review.



## Post Submission of Exam Results

Application Submitted Successfully

Submitted

Name	:	training tt
Reference Number	:	902000000763
Submitted Date	:	18 August 2022
Fees	:	AED 3000.00

**What Next:**

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Please note FTA confirms acceptance of service notifications, once valid for audit and other observations can be issued FTA on same period addressed previously mentioned conditions.

	<ul style="list-style-type: none"> <li>After your application is submitted successfully with the exam results, a Reference Number is displayed for your submitted application. Note this reference number for future purposes.</li> <li>The status of your request on the Dashboard will change to “In Review” and you will receive an email from us to confirm receipt of your application.</li> <li>FTA may seek clarification on your application. Once the application is approved by FTA, you would be required to make the payment of service fees to register as a tax agent.</li> <li>Read the “What Next” and “Important Notes”.</li> </ul>
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This training manual explains the steps to be followed by the Tax Agent. Once the FTA pre-approves your application, you will be informed to make the payment for your Tax Agent Registration.



# Tax Agent Registration Payment

**Required Actions**

Due Date	Description
+ 23/08/2022	Payment for Tax Agent Regis.Fees pending for 3000.00

**Most Used Services**

- Tax Agent Registration

**Overview**

**Tax Agent**

Application Number 902000000763

Awaiting Payment

**Assigned Tax Agents**

**Taxable Person/Tax Group List**

Search by TRN Number or Taxable Person

**Step Action**

(1)	<ul style="list-style-type: none"> <li>Once the FTA has completed their review of your registration application including the Tax Agent exams, you will be informed to make the payment for your Tax Agent Registration.</li> <li>Click 'Pay Now' on the Tax Agent tile.</li> </ul>
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**Select a Payment Method**

**Payment Summary**

Tax Agent Registration

Tax Agent Registration Fees AED 3,000.00

Total AED 3,000.00

**Choose Payment Method**

eDirham

**Step Action**

(1)	<ul style="list-style-type: none"> <li>Choose the preferred payment method.</li> <li>Click 'Proceed to payment'.</li> </ul>
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The screenshot shows the 'Select a Payment Method' page. A confirmation dialog box is overlaid on the page, asking 'You are about to leave Federal Tax Authority e-CTS. Do you want to proceed?'. The 'Yes' button is highlighted with a red circle and a number '1'.

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



## Post Successful Payment

**Payment Acknowledgment**

**Payment Successful**

Payment Reference Number : 2230658544223193240  
Submission Date : 16/09/2022  
Time : 18:50:21  
Legal Name : Abdul Rahman  
Amount paid to FTA : AED 5,000.00

What Next:  
 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 Tax Agent needs to submit a linking request to the Tax Agency to send a correspondence that includes the following information:  
 a) Tax Agent Registration provisional certificate  
 b) The Tax Agent needs to have "Awaiting Tax Agency Linking" status until the Tax Agency links at least one Tax Agent to itself to become active to operate.  
 5) You can view this payment in your Transaction History.  
 6) You can download a copy of this receipt using the Download button below or in the future from "My Correspondence".

Important:  
 Tax Agent needs to submit a linking request to link to a Tax agency. Only upon being linked to a registered Tax Agency, the Tax Agent will receive their Tax Agent Approval Number (TAAN), can start operating as a Tax Agent and be published in the Register of Tax Agents on the website of FTA.

For any query please contact us on [www.aya.com](http://www.aya.com) or contact us directly at our call center number 1800687880 or email [ayagent@gmail.com](mailto:ayagent@gmail.com)

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

- After your payment is completed successfully, the status of your Tax Agent registration application on the dashboard will change to “Awaiting Tax Agency Linking” and you will receive the confirmation email from FTA.
- You may connect with a Tax Agency to initiate an application to link you to the Tax Agency. Please note that only once you are linked to a Tax Agency, a Tax Agent Approval Number and Tax Agent registration certificate will be issued by the FTA. The Tax Agent details will be listed in the Register of Tax Agents on the FTA Website.
- Read the “What Next” and “Important Notes”.

**Payment Acknowledgment**

**Payment Successful**

Payment Reference Number : 2230658544223193240  
Submission Date : 16/09/2022  
Time : 18:50:21  
Legal Name : Abdul Rahman  
Amount paid to FTA : AED 5,000.00

What Next:  
 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 Tax Agent needs to submit a linking request to the Tax Agency to send a correspondence that includes the following information:  
 a) Tax Agent Registration provisional certificate  
 b) The Tax Agent needs to have "Awaiting Tax Agency Linking" status until the Tax Agency links at least one Tax Agent to itself to become active to operate.  
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 6) You can download a copy of this receipt using the Download button below or in the future from "My Correspondence".

Important:  
 Tax Agent needs to submit a linking request to link to a Tax agency. Only upon being linked to a registered Tax Agency, the Tax Agent will receive their Tax Agent Approval Number (TAAN), can start operating as a Tax Agent and be published in the Register of Tax Agents on the website of FTA.

For any query please contact us on [www.aya.com](http://www.aya.com) or contact us directly at our call center number 1800687880 or email [ayagent@gmail.com](mailto:ayagent@gmail.com)

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

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




Once the linking between Tax Agent and Tax Agency is completed which includes review and approval from the FTA, the Tax Agent registration is completed. A TAAN and the Tax Agent Registration Number will be issued and you are ready to operate as a Tax Agent. Your Tax Agent Registration Number and contact details will be published in the list of approved Tax Agents register in the FTA website.



## Correspondences

### Tax Agent receives the following correspondences:

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



# Thank you