



امارات تاکس **MARATAX**

Taxpayer User Manual Amend Taxable Person Details

Date: 02 April, 2024

Version 2.0.0.0

Private and Confidential





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
عربي English	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
1 2	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 taxpayers to benefit from these services in the best and simplest ways.





Table of Contents

Navigating through EmaraTax	2
Table of Contents	3
Introduction	4
Login to EmaraTax	5
Taxable Person Dashboard	6
Amend Taxable Person Details	8
Instructions and Guidelines	9
Entity Details Section	12
Identification Details Section	17
Main License Details	17
Contact Details Section	20
Review and Declaration Section	23
Post Application Submission	29
Correspondences	31
Application History - In-Review	33
Application History – Approved	36





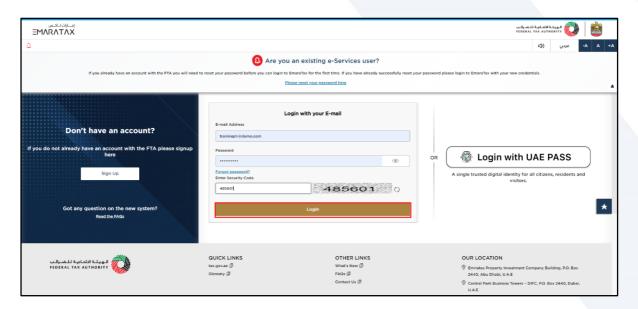
Introduction

This manual is prepared to help an applicant to navigate through the Federal Tax Authority EmaraTax portal and submit their Amend Taxable Person Details application.





Login to EmaraTax



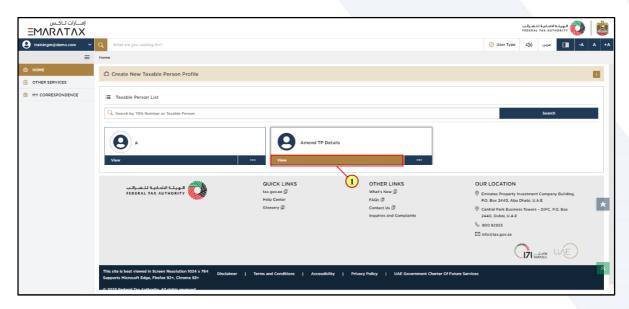


You can login into the EmaraTax account using your login credentials or using UAE PASS. If you have forgotten your password, you can use the 'Forgot password?' feature to reset your password.





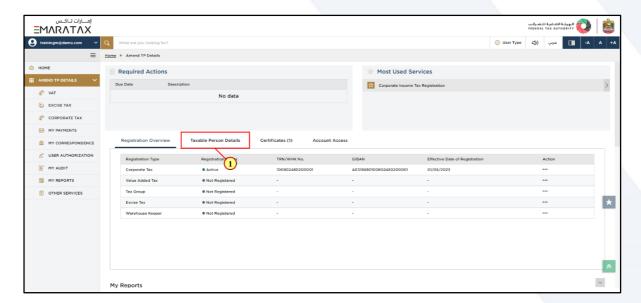
Taxable Person Dashboard



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





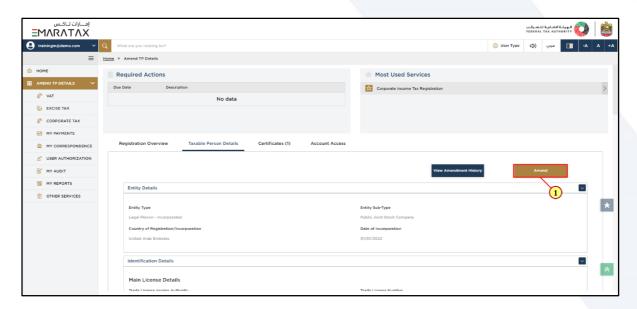


Step	Action
(1)	Click 'Taxable Person Details' tab.





Amend Taxable Person Details



Step	Action
(1)	In order to initiate Taxable Person Details amendment application, click on 'Amend'.





Instructions and Guidelines

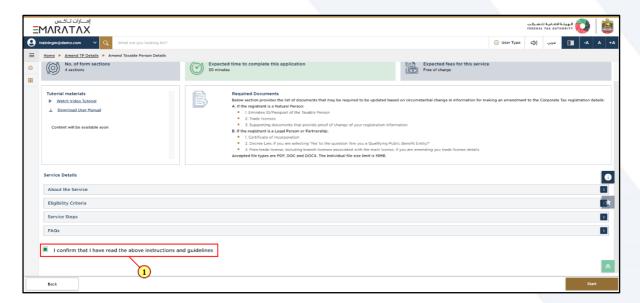




The 'instructions and guidelines' page is designed to help you understand certain important requirements relating to Amend Taxable Person Details in the UAE. It also provides guidance on what information you should have in hand when you are completing the Amend Taxable Person Details application.



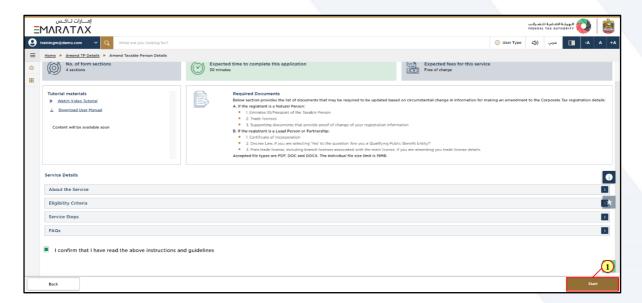




	Step	Action
Ī	(1)	Read the instructions and guidelines for Amend Taxable Person Details and mark the checkbox to confirm.





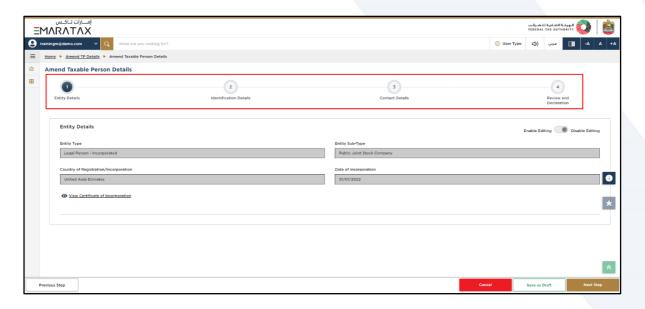


Step	Action
(1)	Click 'Start' to initiate the Amend Taxable Person Details application.





Entity Details Section

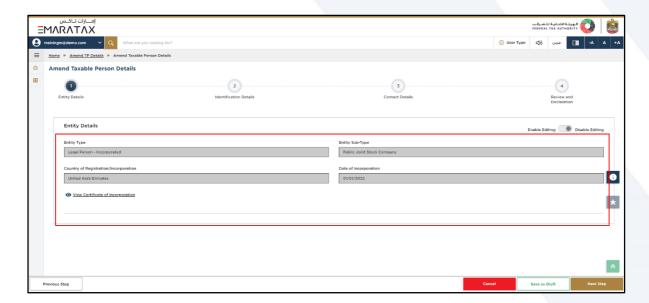




- The Amend Taxable Person Details application has been divided into four short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green 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
- You are requested to ensure that the documents submitted, supports the information entered by you in the application. and all the document and details are up-to-date. This would help to avoid any rejection or resubmission of the application later.





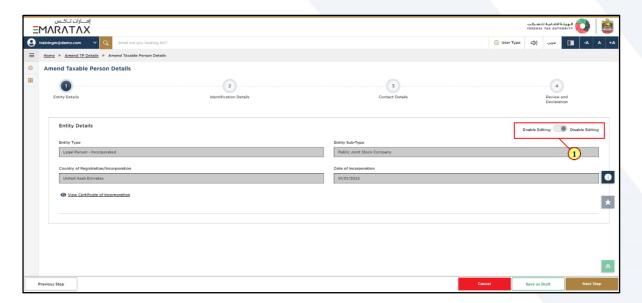




The Entity Details section is pre-populated with your Entity details from your Registration application.



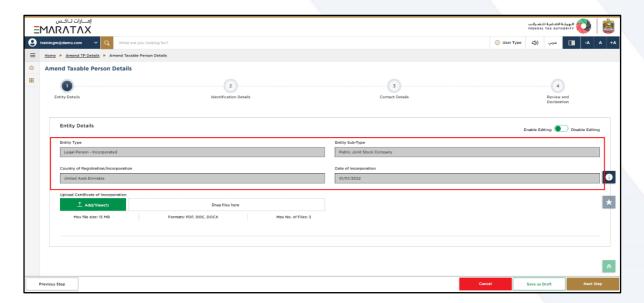




Step	Action
(1)	 'Disable Editing' will be the default selection for every section. Select 'Enable Editing' to amend the entity details. If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable.





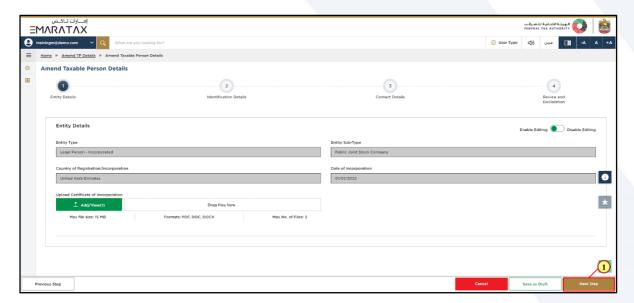




You cannot make amends to the greyed-out fields in this section.







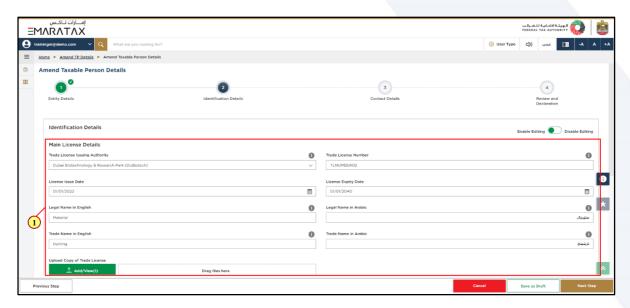
Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.





Identification Details Section

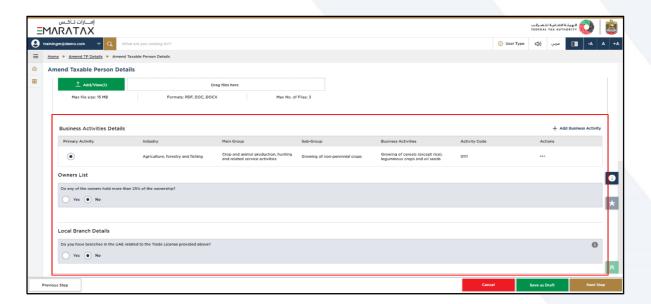
Main License Details



Step	Action
(1)	 Select 'Enable Editing' to amend identification details, if required. You may update the Main License Details.





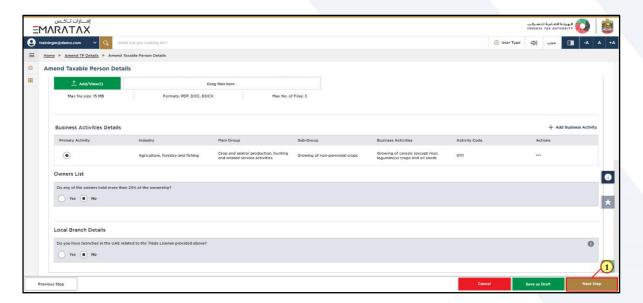




You can update the Business Activities Details, Owners List and Local Branch Details, if required.





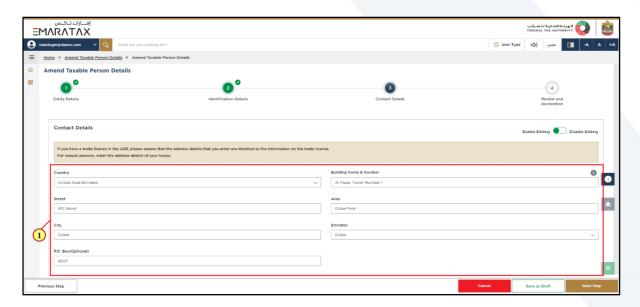


Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.





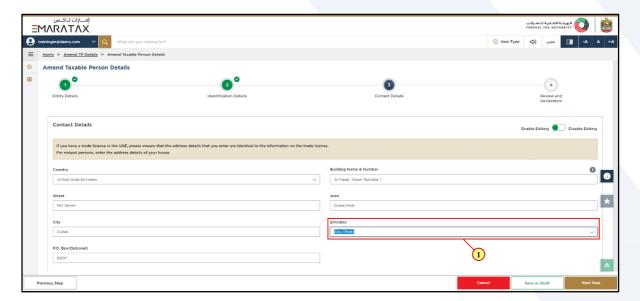
Contact Details Section



Step	Action	
(1)	 Select 'Enable Editing' to amend contact details, if required. You may update the Contact Details. 	



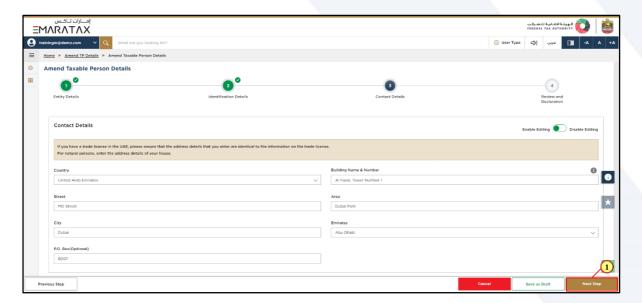




Step	Action
(1)	Update the 'Emirates'.





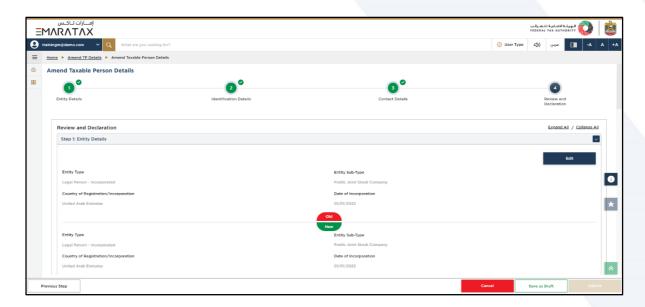


Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.





Review and Declaration Section

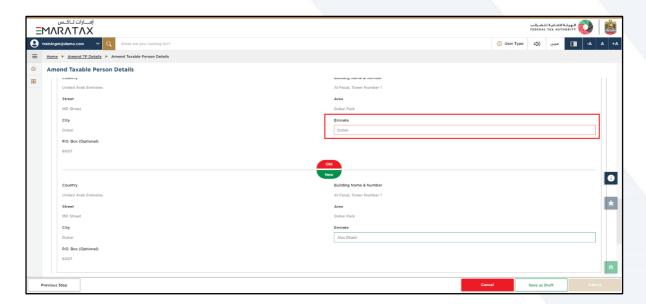




This section highlights all the details entered by you across the application. You are required to review and submit the application.





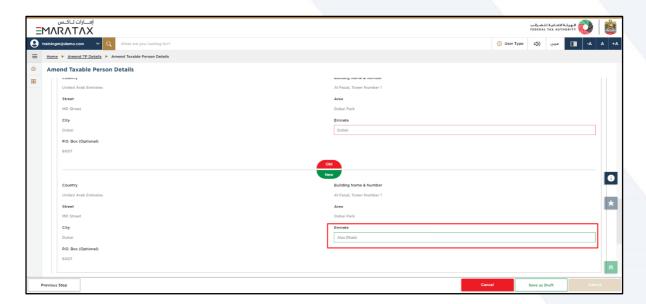




This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The old value is highlighted in red.





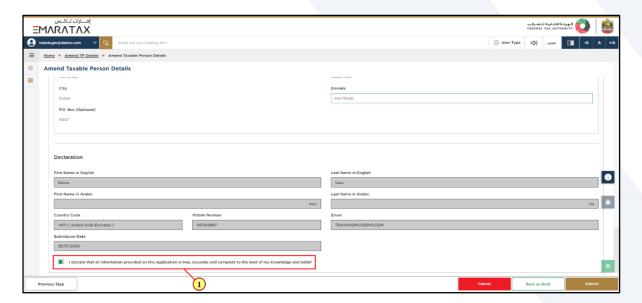




This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The new value is highlighted in green.



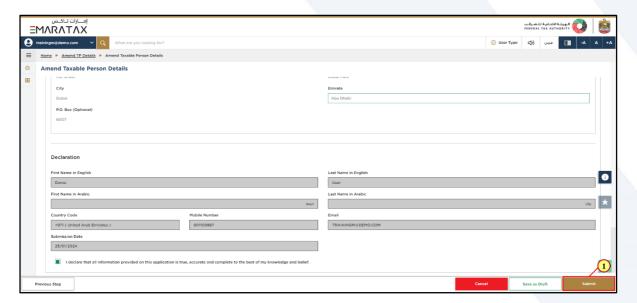




Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



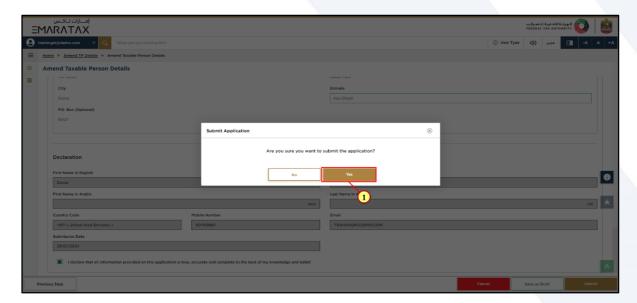




Step	Action
(1)	Click 'Submit' to submit the Amend Taxable Person Details application.





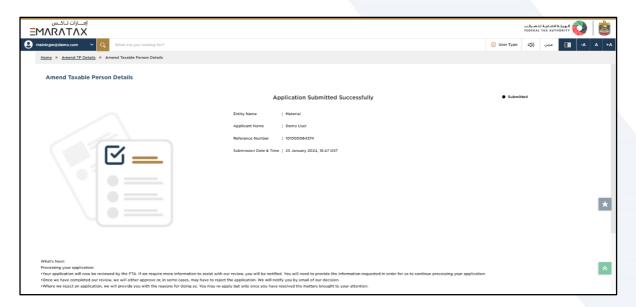


Step	Action
(1)	Click 'Yes' to confirm.





Post Application Submission



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.







Step	Action
(1)	Click 'Home' to navigate back to the Taxable Person dashboard.





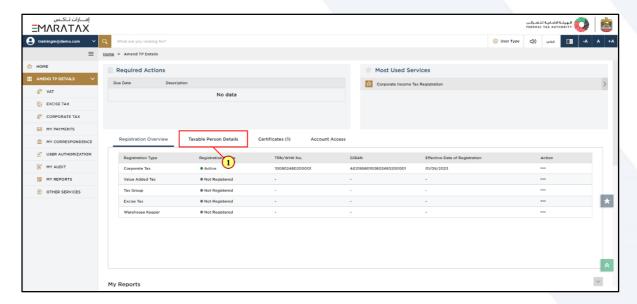
Correspondences

Taxpayer receives the following correspondences:

- · Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of the application).
- Application approval or rejection notification.
- Reminder to complete the draft application (only if the applicant fails to take action on a drafted application within the regular time period).
- Draft application auto cancellation notification (only if the applicant fails to take action on a drafted application within a particular time period).







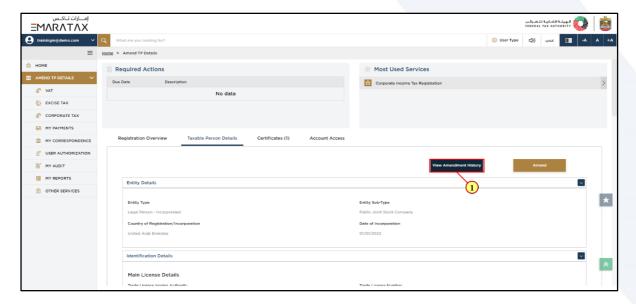
Step	Action
(1)	Click 'Taxable Person Details' tab.





Application History - In-Review

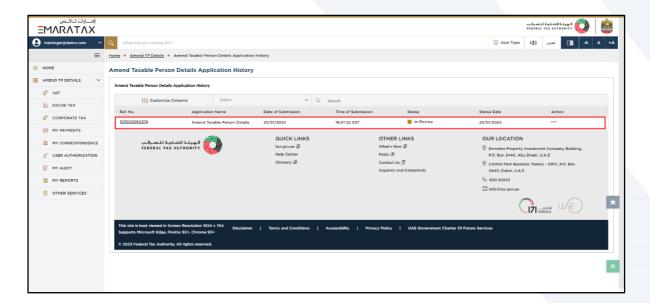
Once the Taxpayer submits the application for Amend Taxable Person Details, the application will be sent to the FTA for review and the status of the application will be 'In-Review'.



Step	Action
(1)	Click 'View Amendment History' to view the application status of Amend Taxable Person Details application.





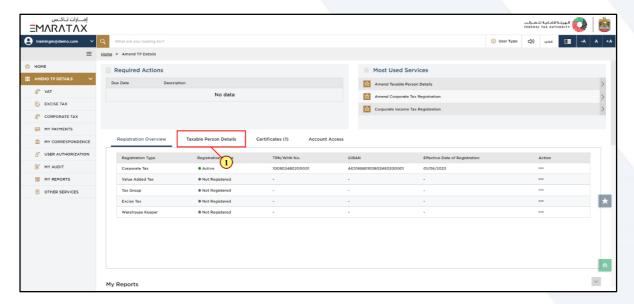




You can check the status of the application based on the application number once the application has been submitted.







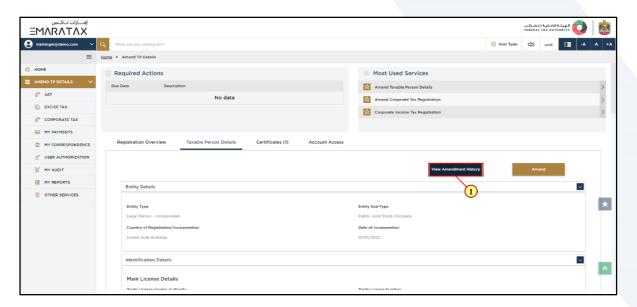
Step	Action
(1)	Click 'Taxable Person Details' tab.





Application History – Approved

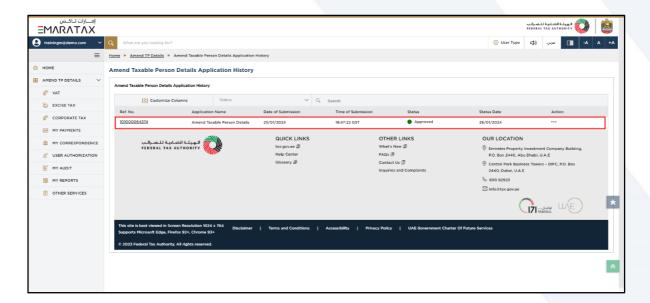
Once the FTA approves the application for Amend Taxable Person Details, the process is complete and the status of the application will be 'Approved'.



Step	Action
(1)	Click 'View Amendment History' to view the application status of Amend Taxable Person Details application.





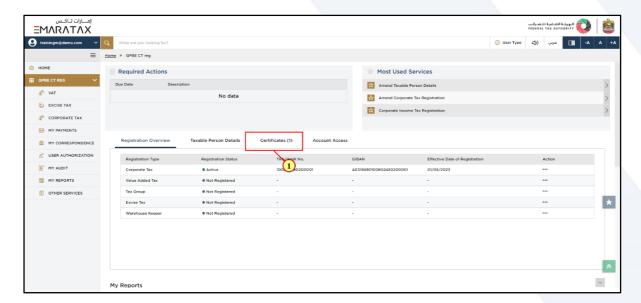




You can check the status of the application based on the application number once the application has been approved.



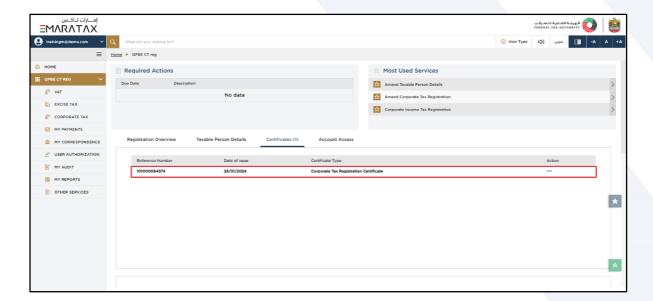




I	Step	Action
	(1)	To view the updated certificate, click 'Certificates'.









You can find updated Corporate Tax Registration Certificate here.