



إمارات تاكس
EMARATAX

Tax Agent User Manual
Register Natural Person Tax Agent without Exam
Schedule

Date: 25 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	This is used to toggle between the English and Arabic versions of the portal
	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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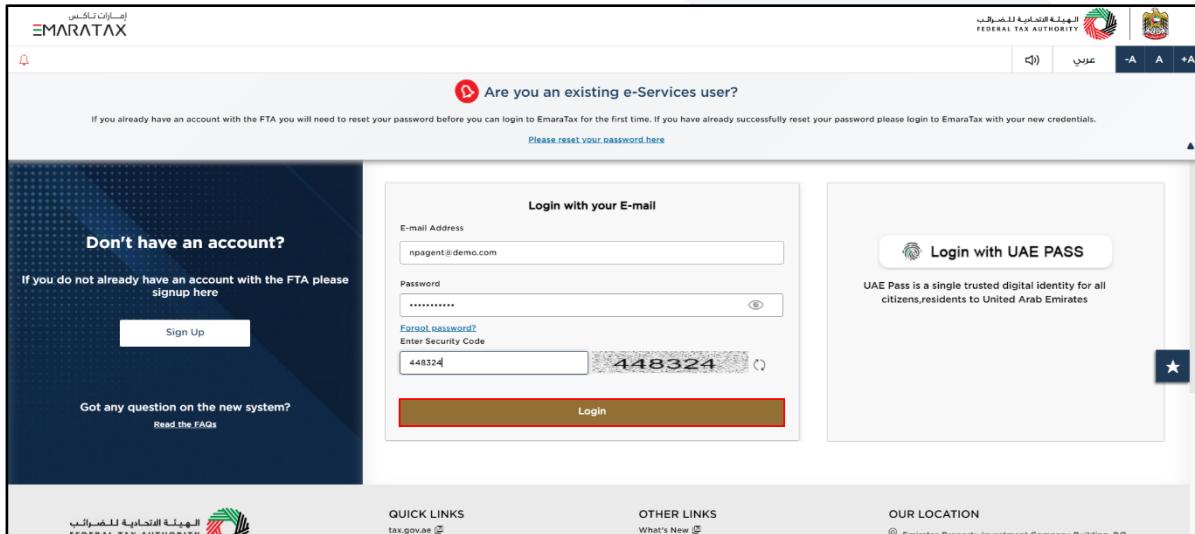
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Introduction

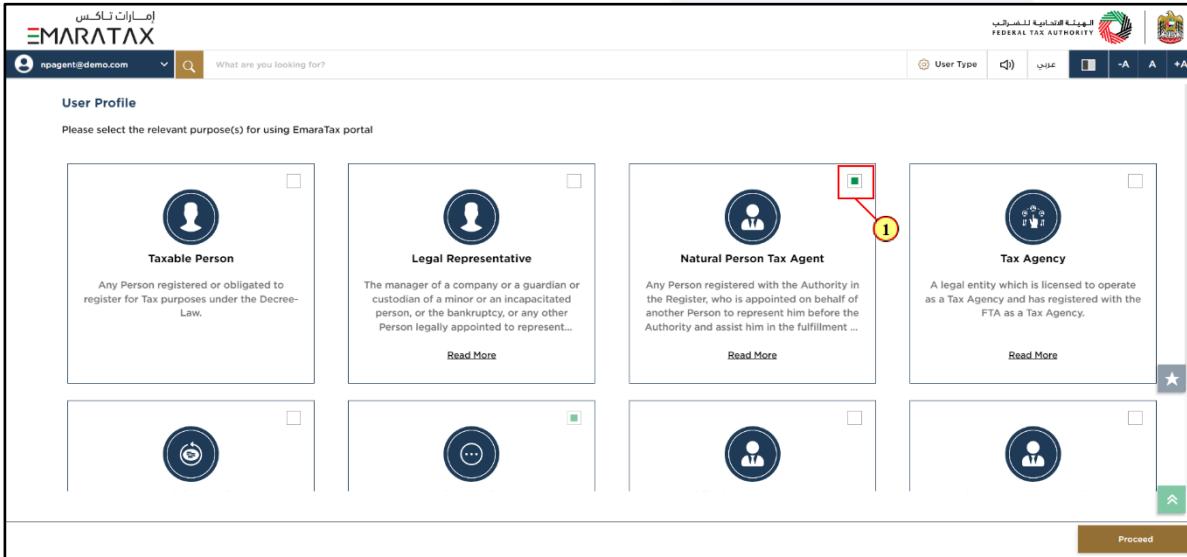
This training manual is prepared to help the applicant to navigate through the Federal Tax Authority EmaraTax portal to submit their Natural Person Tax Agent Registration application. You are required to be a UAE resident to perform the Natural Person Tax Agent Registration. Note that this application will be reviewed by the FTA and will be approved only once all the preconditions are met, requisite exams are cleared and Tax Registration payment is completed. This training manual explains the steps to be followed by the Natural Person Tax Agent who has already passed Arabic Exam and Qualification Standards Tests. Once the FTA approves your application, you will be informed to make the payment for your Natural Person Tax Agent Registration.

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.

Select User Profile



The screenshot shows the 'User Profile' section of the EmaraTax portal. It displays eight options for selecting a user profile, each with a checkbox and a brief description. The 'Natural Person Tax Agent' option is highlighted with a red box and a yellow circle containing the number '1'.

User Profile Type	Description	Action
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 bankrupt, or any other Person legally appointed to represent...	<input 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 checked="" 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"/>
(Other Options)	(Other Options)	<input type="checkbox"/>
(Other Options)	(Other Options)	<input type="checkbox"/>
(Other Options)	(Other Options)	<input type="checkbox"/>
(Other Options)	(Other Options)	<input type="checkbox"/>

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](#)

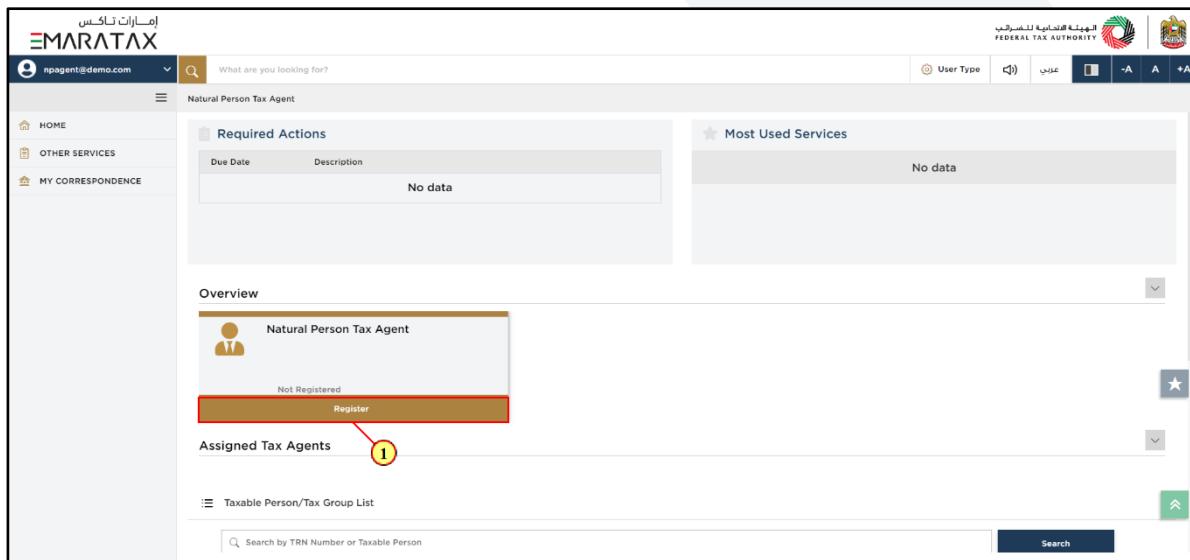
[Proceed](#)

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.

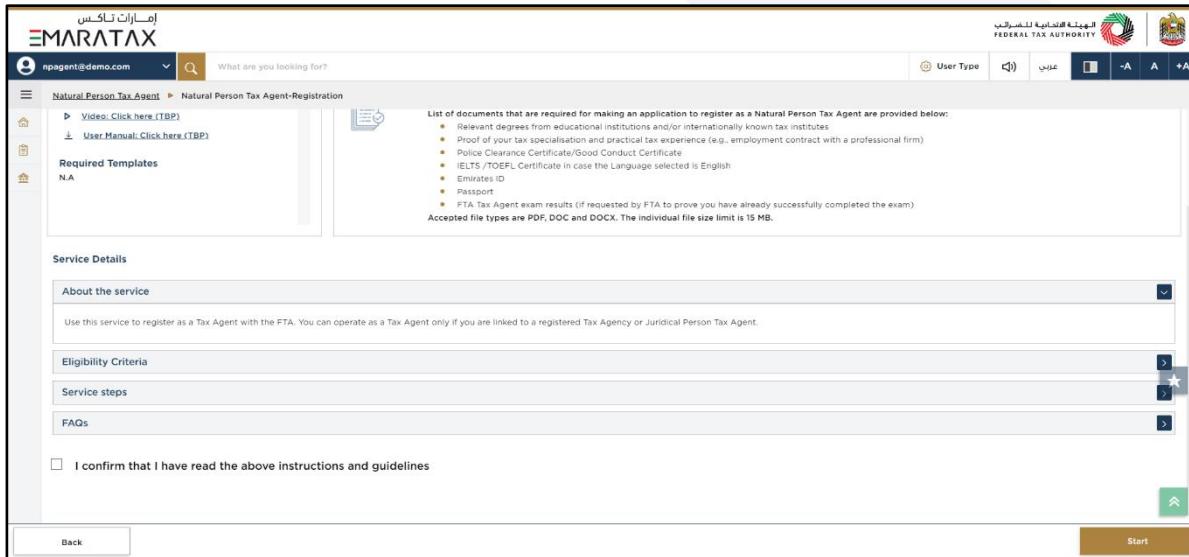
Register Natural Person Tax Agent



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 are two sections: 'Required Actions' (which says 'No data') and 'Most Used Services' (which also says 'No data'). The central part 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, which is highlighted with a red box and circled with a red circle containing the number 1. Below this box, there's 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. The top navigation bar includes the FTA logo, user type selection, and search functionality. The main content area displays service details such as 'About the service' (instructions for registration), 'Eligibility Criteria' (listing requirements like relevant degrees, tax specialization, and practical experience), and 'Service steps' (a list of required documents including educational certificates, professional experience, English language proficiency, ID, passport, and FTA Tax Agent exam results). A checkbox for confirming reading the instructions is present, along with 'Back' and 'Start' buttons.



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.



إمارات تاكس
EMARATAX

npagent@demo.com What are you looking for?

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

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.

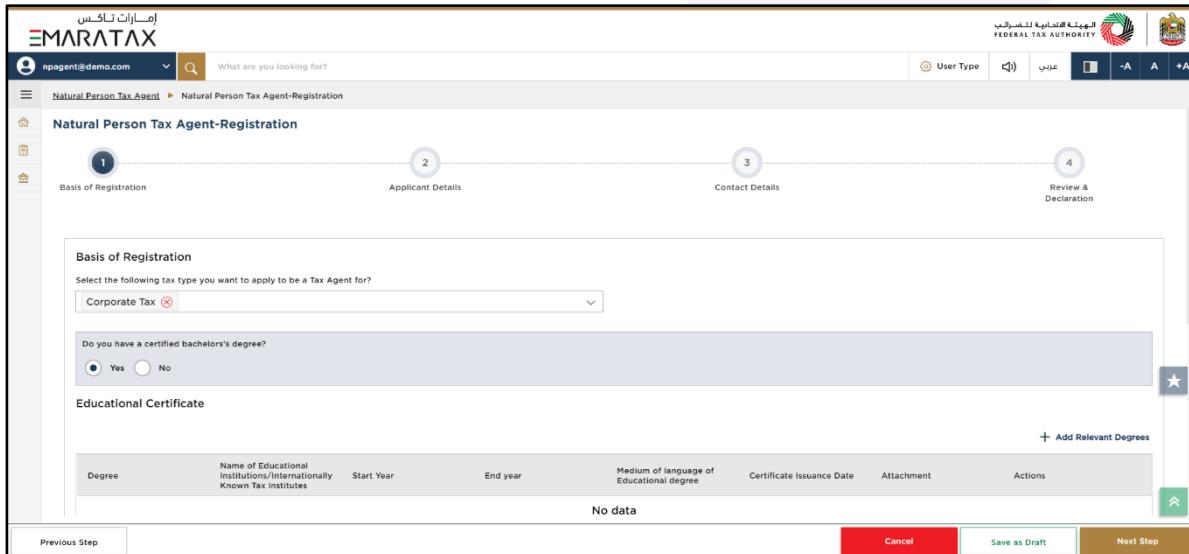
About the service
Use this service to register as a Tax Agent with the FTA. You can operate as a Tax Agent only if you are linked to a registered Tax Agency or Juridical Person Tax Agent.

Eligibility Criteria
Service steps
FAQs

I confirm that I have read the above instructions and guidelines

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 (checkbox for certified bachelors's degree). Below this is a table for 'Educational Certificate' with columns for Degree, Name of Educational Institutions/Internationally Known Tax Institutes, Start Year, End year, Medium of language of Educational degree, Certificate Issuance Date, Attachment, and Actions. A note says 'No data'. At the bottom are buttons for Previous Step, Cancel, Save as Draft, and Next Step.

- i
 - 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.



EMARATAX

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 bachelors's degree? Yes No 1

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.



EMARATAX

What are you looking for?

User Type: عرب A +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 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

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

Are you a member of a professional body?
 Yes No

Additional Document Details
Select your Year of Experience

Professional Experience Certificate + Add Certificate

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



EMARATAX

What are you looking for?

User Type: عادي A A+ | Arabic | English

Natural Person Tax Agent > Natural Person Tax Agent-Registration

Add Relevant Degrees

Select Relevant Degrees From Educational institutions And/Or internationally Known Tax Institute
Bachelor's / Master's in tax

Provide Name of Educational Institutions/Internationally Known Tax Institutes
Educational Institution

Medium of language of Educational degree
English

Start Year
09/12/2013

End year
12/12/2016

Certificate Issuance Date
19/12/2017

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

Add

1

Professional Experience Certificate

Cancel | Save as Draft | Next Step

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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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Are you a member of a professional body?
 Yes No

Provide the name of professional body
 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

Professional Experience Certificate

Document Name	Issuance Date	Attachment	Actions
No data			



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



EMARATAX

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.



EMARATAX

What are you looking for?

User Type: عربى

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

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
No data			

1

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

Previous Step

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



إمارات تاكس

EMARATAX

npagent@demo.com

What are you looking for?

User Type: عادي A +A

Natural Person Tax Agent > Natural Person Tax Agent-Registration

Yes No

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

Cancel Save as Draft Next Step

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



EMARATAX

What are you looking for?

User Type: عربى A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

professional body name 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 + Add Certificate

Document Name	Issuance Date	Attachment	Actions
Certificate name	07/12/2004	<input type="button"/> view attachment	***

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

Tax Agent Qualification Standards Tests Add/View(
 Add/View(
 Drag files here Certificate Issuance Date 12/12/2019

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

Previous Step 1 Cancel Save as Draft Next Step

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. Enter Certificate Issuance Date.



EMARATAX

What are you looking for?

User Type: عربى A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

professional body name 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
Certificate name	07/12/2004	<input type="button"/> view attachment	***

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

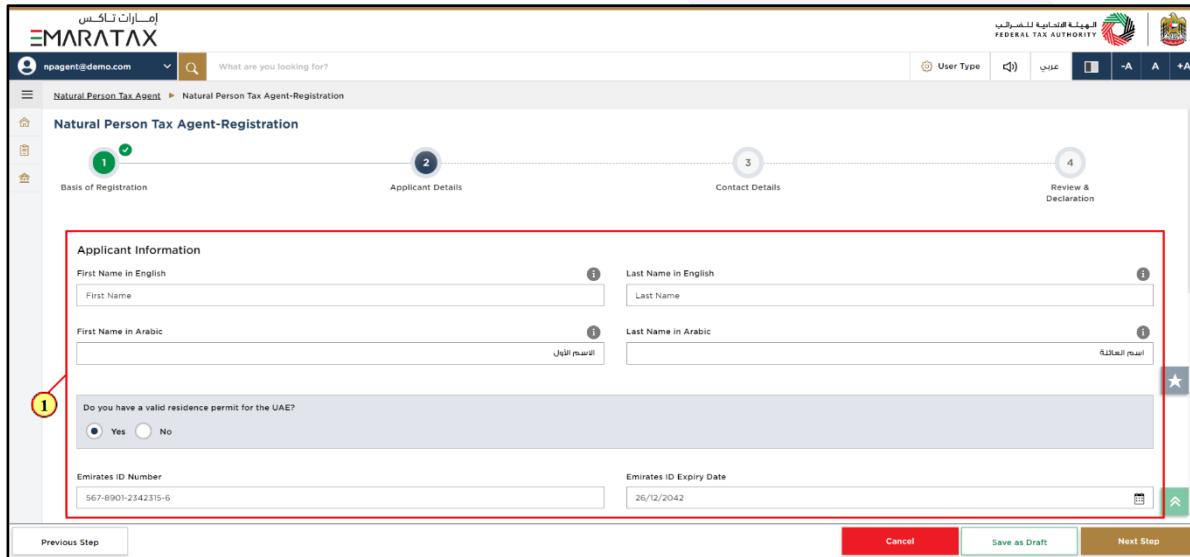
Tax Agent Qualification Standards Tests
 Add/View(
Drag files here
Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Certificate Issuance Date 12/12/2019

Previous Step Cancel Save as Draft Next Step 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' form. It consists of four steps: 1. Basis of Registration, 2. Applicant Details, 3. Contact Details, and 4. Review & Declaration. The 'Applicant Details' step is currently active. A red box highlights the 'Applicant Information' section, which contains fields for First Name in English and Arabic, Last Name in English and Arabic, and a question about having a valid residence permit for the UAE. A yellow circle labeled '1' points to the question.

Step	Action
(1)	Enter the Applicant Information.



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npagent@demovideoc...

What are you looking for?

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: 18/01/2005 Certificate Expiry Date: 31/01/2043

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

Previous Step

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



إمارات تاكس
EMARATAX

npagent@demovideoc...

What are you looking for?

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 18/01/2005 Certificate Expiry Date: 31/01/2043

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

Please upload copy of IELTS Certificate

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

Certificate Issuance Date: 19/01/2010

Step	Action
(1)	Select English and Arabic as Language Proficiency, either of these languages is acceptable.



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)	Select 'OK' to close the Information pop-up box.



إمارات تاكس
EMARATAX

npagent@demo.com What are you looking for?

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 20/12/2018 Certificate Expiry Date: 26/12/2042

Please upload Police Clearance Certificate Drag files here Formats: PDF, DOC

Language Proficiency

Please provide language proficiency English Arabic

Please upload copy of IELTS Certificate Drag files here Formats: PDF, DOC

Step	Action
(1)	Upload copy of IELTS Certificate and enter Certificate Issuance Date.



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EMARATAX

npagent@demo.com What are you looking for?

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 20/12/2018 Certificate Expiry Date: 26/12/2042

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

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



- Click on the '**Save as Draft**' button to save your application and return to continue working on your application later.
- Click on '**Previous Step**' to move to the previous section.
- Click on '**Cancel**' to cancel the application without saving.



إمارات تاكس
EMARATAX

npagent@demo.com What are you looking for?

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Police Clearance Certificates/Good Conduct Certificates

Certificate Issuance Date: 20/12/2018 Certificate Expiry Date: 26/12/2042

Please upload Police Clearance Certificate Drag files here Formats: PDF, DOC

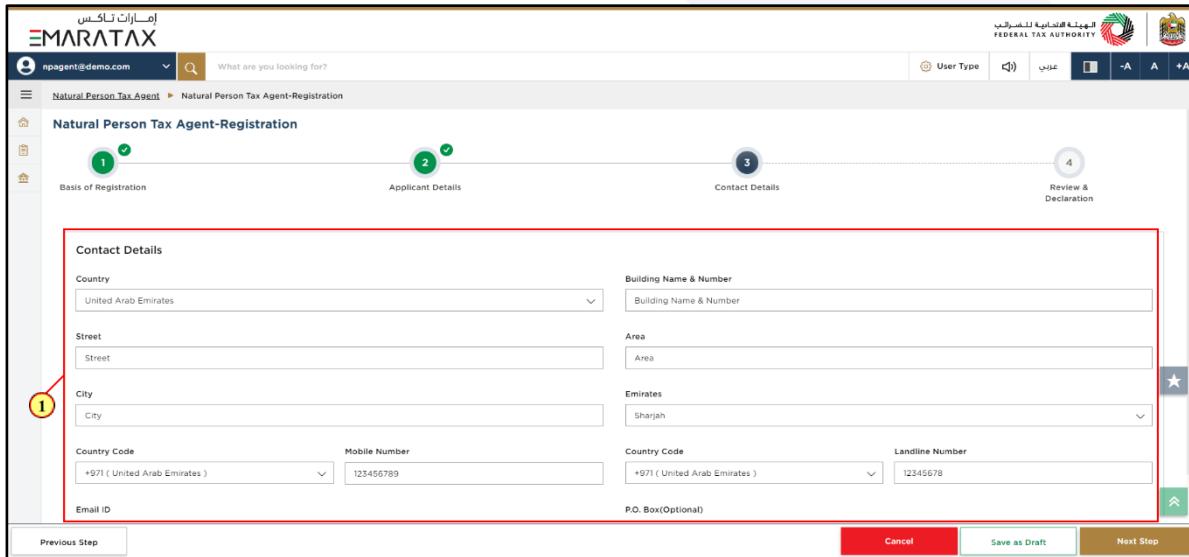
Language Proficiency

Please provide language proficiency: English Arabic

Please upload copy of IELTS Certificate Drag files here Formats: PDF, DOC Certificate Issuance Date: 11/12/2023

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, 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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Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

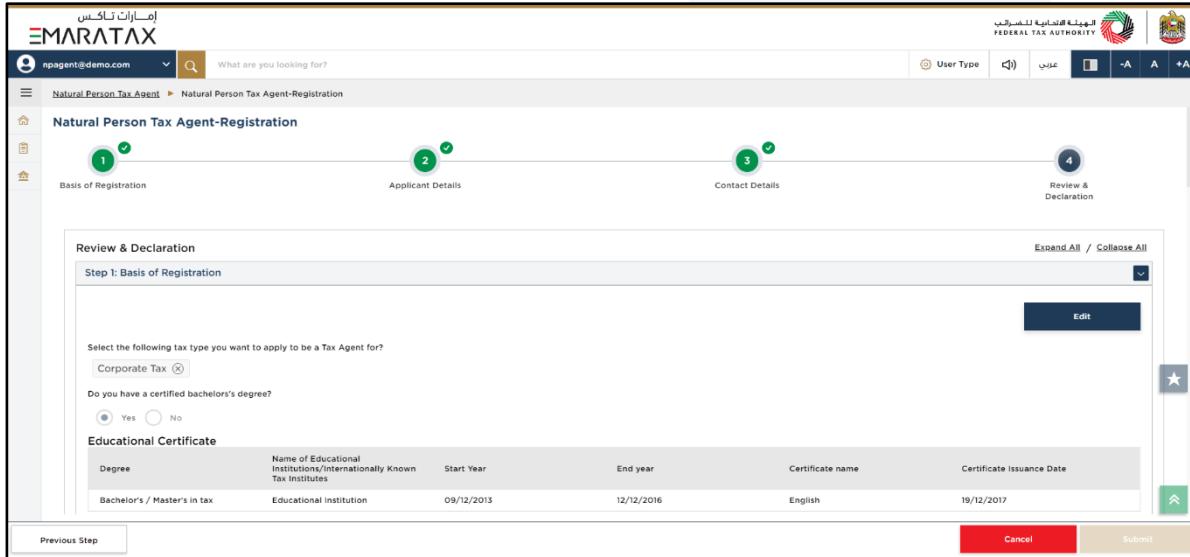
Declaration

Contact Details

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

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.



EMARATAX

What are you looking for?

User Type: عربى A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Contact@np.com pobox

Declaration

First Name in English NP	Last Name in English Agent
First Name in Arabic عمر	Last Name in Arabic جاسم
Country Code +971 (United Arab Emirates)	Phone Number 778050743
Date of Submission 11/12/2023	Email npagent@demo.com

I hereby declare the below

- I hereby declare that the information provided above is correct
- I acknowledge that the 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.



EMARATAX

What are you looking for?

User Type: عربى A +A

Natural Person Tax Agent ► Natural Person Tax Agent-Registration

Natural Person Tax Agent-Registration

Contact@np.com pobox

Declaration

First Name in English NP	Last Name in English Agent
First Name in Arabic عمر	Last Name in Arabic جاسم
Country Code +971 (United Arab Emirates)	Phone Number 778050743
Date of Submission 11/12/2023	Email npagent@demo.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 or Juridical Person Tax Agent.

Previous Step Cancel Submit 1

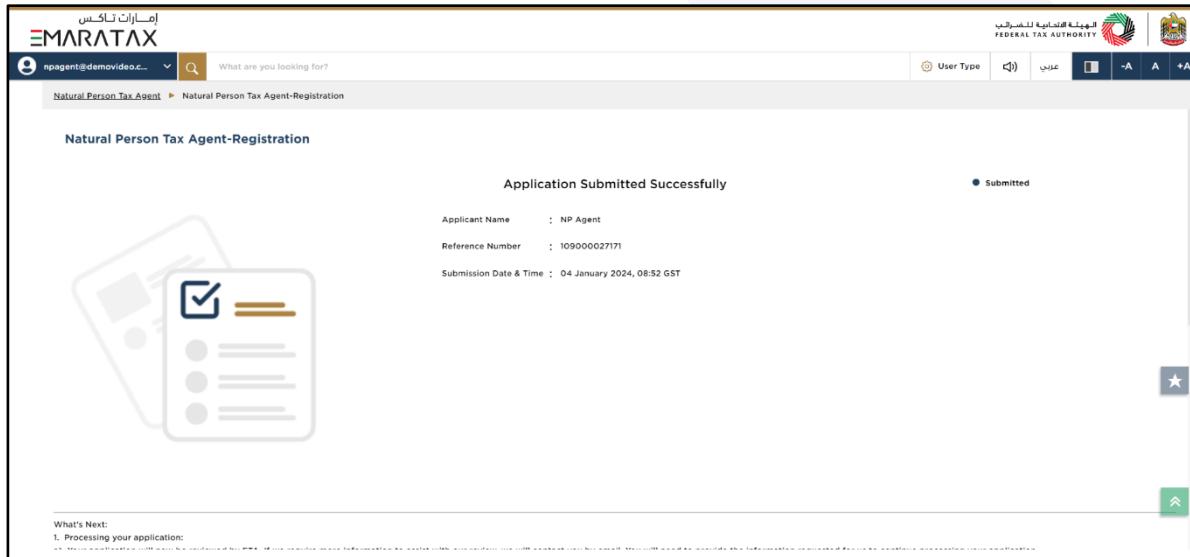
Step	Action
(1)	Click ' Submit ' to submit the Natural Person Tax Agent Registration application.



The screenshot shows the 'Natural Person Tax Agent-Registration' form. It includes fields for Contact (npagent@demo.com), Pobox, Declaration (First Name in English: NP, First Name in Arabic: [redacted], Country Code: +971 (United Arab Emirates)), Date of Submission (11/12/2023), and a checkbox for declaration. A modal dialog box is centered over the form, asking 'Are you sure you want to submit the application?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red circle and the number '1'.

Step	Action
(1)	Click 'Yes'.

Post Application Submission



The screenshot shows a successful application submission on the EMARATAX platform. The 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". It shows the applicant's details: "Applicant Name : NP Agent" and "Reference Number : 109000027171". Below this, it indicates the "Submission Date & Time : 04 January 2024, 08:52 GST". On the right side, there is a "Submitted" status indicator with a checkmark. At the bottom left, a note says "What's Next: 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.



EmaraTax

What are you looking for?

User Type: عرب 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 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.



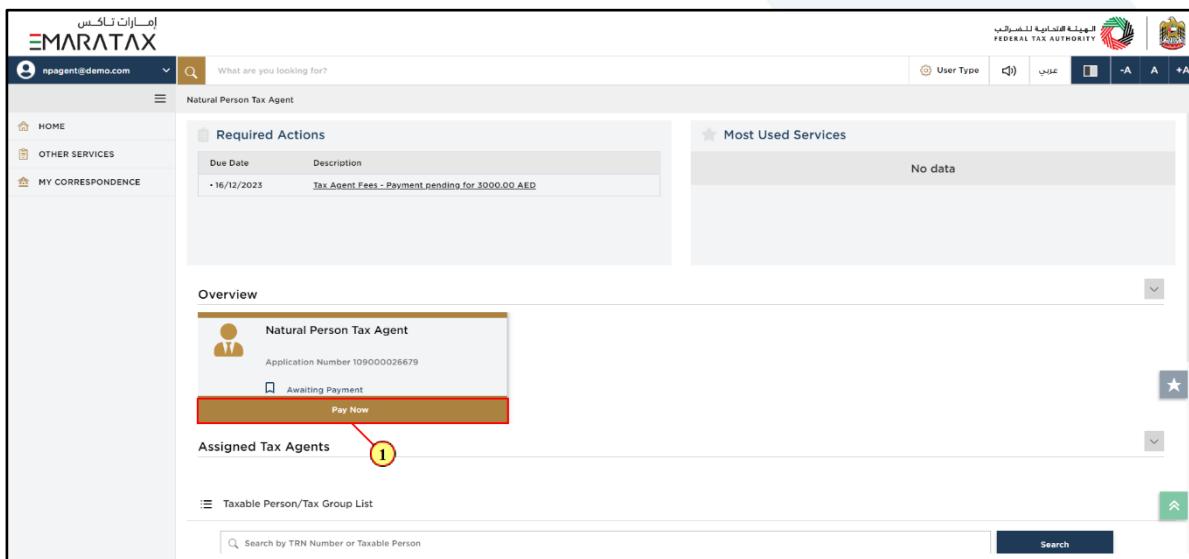
Correspondences

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 payment.
- Application approval or rejection notification.

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 history interface. In the 'Required Actions' section, there is a card for a 'Natural Person Tax Agent' with a due date of 16/12/2023 and a description of 'Tax Agent Fees - Payment pending for 3000.00 AED'. Below this, the 'Overview' section displays the same information. A red box highlights the 'Pay Now' button, which is circled with a yellow circle and has a red arrow pointing to it from the bottom left. The 'Assigned Tax Agents' section shows one agent, indicated by a red circle with the number '1'.

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



إمارات تاكس EMARATAX

npagent@demo.com

What are you looking for?

User Type: عرب

Natural Person Tax Agent

Select a Payment Method

Payment Summary

Tax Agent - New Registration

Tax Agent Registration Fees	AED 3,000.00
Total	AED 3,000.00

Back

Proceed to payment

FAB First Abu Dhabi Bank

Magneti Pay

Choose Payment Method

1

Step	Action
(1)	Choose the preferred payment method.



إمارات تاكس

EMARATAX

npagent@demo.com

What are you looking for?

User Type: عرب

Natural Person Tax Agent

Select a Payment Method

Payment Summary

Tax Agent - New Registration

Tax Agent Registration Fees	AED 3,000.00
Total	AED 3,000.00

Back

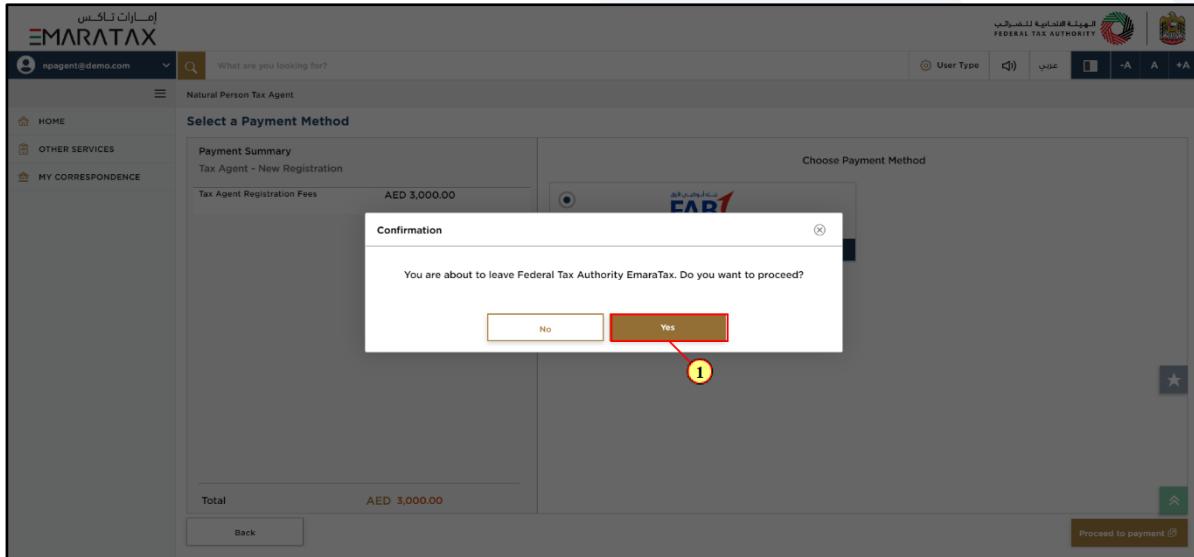
Choose Payment Method

FAB First Abu Dhabi Bank

Magneti Pay

Proceed to payment 1

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



The screenshot shows the EmaraTax interface for a Tax Agent - New Registration. A confirmation dialog box is overlaid on the page, asking "You are about to leave Federal Tax Authority EmaraTax. Do you want to proceed?". The "Yes" button is highlighted with a red circle and the number "1".

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
FRictionless	12 2024
CARD NUMBER	CVV / CVC
5204740000001002	*** 282 782

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

Pay SAMSUNG PAY

Google Pay

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.

Powered by  VISA 

Pay 1 Cancel

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 Acknowledgment' is followed by 'Payment Successful'. Below this, there is a graphic of a hand holding a card with a circular seal containing the UAE flag. To the right, detailed payment information is listed:

Submission Date (UAE)	:	11/12/2023
Time (UAE)	:	09:28:35
Legal Name	:	First Name Last Name
Amount paid to FTA	:	AED 3,000.00

At the bottom left, 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
EMARATAX
What are you looking for?
User Type
Search icon
Arabic
A -A +A

Submission Date (UAE) : 11/12/2023

Time (UAE) : 09:28:35

Legal Name : First Name Last Name

Amount paid to FTA : AED 3,000.00

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 application shall be approved and you will be sent a response

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.

For any queries please contact us on tax.gov.ae or contact us directly at our call center number 800 82925 or email at info@tax.gov.ae

Download
Back to Dashboard

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 platform interface. At the top, there is a navigation bar with the logo, user information (npagent@demo.com), a search bar, and various icons. The main content area is titled "Natural Person Tax Agent". It features a "Required Actions" section with a table showing "Due Date" and "Description" columns, both currently showing "No data". Below this is an "Overview" section with three cards: "Natural Person Tax Agent" (Application Number 109000026679, status "Awaiting Linking"), "Tax Agency Details" (Manage button), and "Juridical Person Agent Management" (Manage button). There is also a "Assigned Tax Agents" section and a "Taxable Person/Tax Group List" with a search bar.



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.