



LIST OF DOCUMENTS FOR VAT REGISTRATION

It will be necessary for you to prepare the following information in an appropriate format to include in your online application:

#	Requirement	Y/ N	Comments
1	Valid Trade License / Business License(s).		
2	Passport / Emirates ID of the authorised signatory(s).		
3	Proof of authorisation for the authorised signatory(s).		
4	Contact Information.		
5	Bank letter validating the bank account details of the applicant.		
6	Self-prepared calculation sheet which may include details to calculate the taxable/zero-rated supplies based on financial records.		
7	Audit report audited or non-audited financial statement.		
8	Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead.		
9	Revenue forecast with evidence (e.g., Local Purchase Order or Contract).		
10	Supporting financial documents (e.g., invoices/LPOs/contracts/title deed/tenancy contracts).		
11	Expense budget report.		
12	Articles of Association/Partnership Agreement (if applicable).		
13	Certificate of Incorporation (if applicable for Legal Person).		
14	Customs details (if applicable).		
15	Power of Attorney documents (if applicable).		
Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.			