



إمارات تاكس
EMARATAX

VAT Registration User Manual

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Document Control Information

Document Version Control

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure







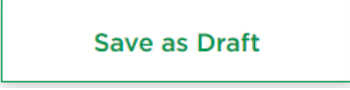

The below are the list of User manuals that you can refer to

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"> Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
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
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 عربي	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 the Previous section of the Input Form
 Next Step	This is used to go the Next section of the Input Form
 Save as Draft	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

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VAT Registration

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Introduction

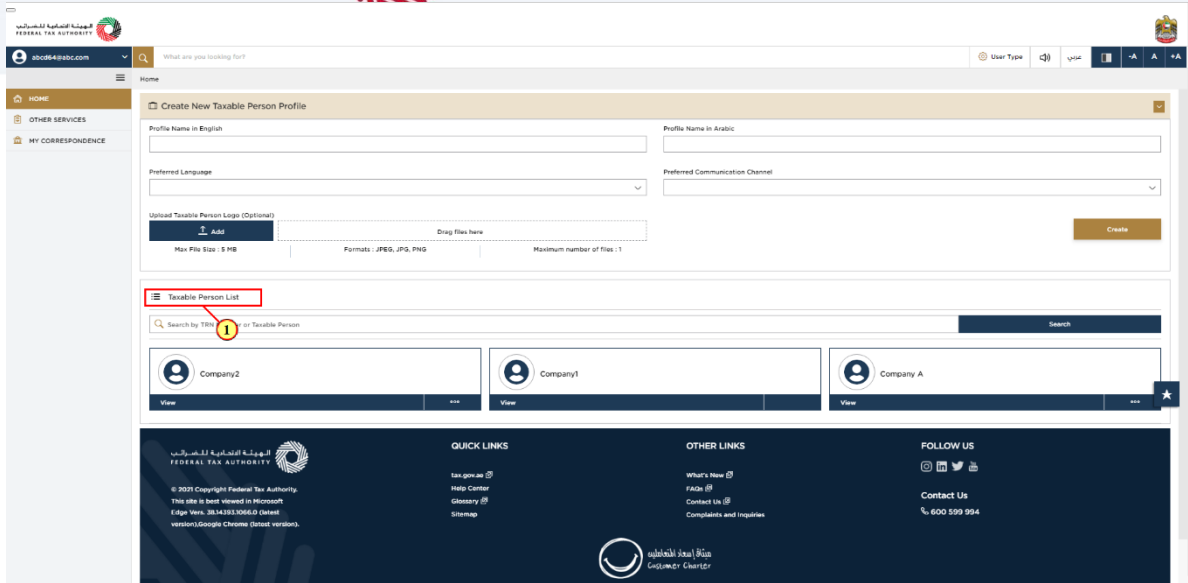


This manual is prepared to help you navigate through the Federal Tax Authority (FTA) portal and submit the VAT Registration application. You must be eligible to register for VAT mandatorily or voluntarily as per the turnover threshold criteria stipulated in Federal Decree Law Number (8) of 2017 on Value Added Tax. The applicant can be a natural person (For example, Individual), or a legal person (For example, a Public Joint Stock Company, Incorporated, government body).



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.



Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.



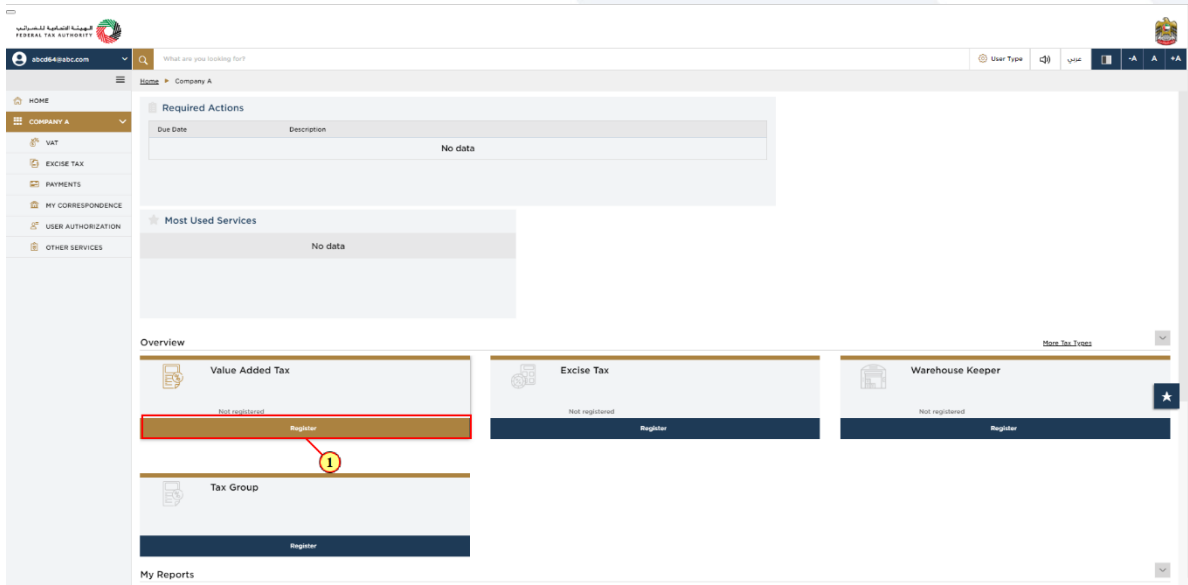
Step	Action
(1)	To create a new Taxable Person, enter the mandatory details and click 'Create'. The new Taxable Person will be displayed in the list.



The screenshot shows the 'Create New Taxable Person Profile' form with fields for Profile Name in English and Arabic, Preferred Language, and Preferred Communication Channel. Below the form is a 'Taxable Person List' table with columns for 'View', '...', and 'Star'. The 'View' button for 'Company A' is highlighted with a red box and a red arrow. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

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

EmaraTax Taxable person dashboard




Step	Action
(1)	Click 'Register' on the VAT tile with in the Taxable Person dashboard to initiate the VAT registration application.



Guidelines and Instructions

The screenshot displays the 'VAT - New Registration' page. At the top, it shows the number of form sections (3), the expected time to complete the application (45 minutes), and the expected fees (Free of charge). Below this, there are links for 'Required Templates' and a detailed list of 'Required Documents'. The document list includes items like Trade License, Passport, Proof of authorization, Bank letter, and various financial reports and contracts, categorized by taxpayer type (e.g., taxable supplies, taxable expenses).

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



Home > Categories > VAT Registration

Before you uploading the bank account details of the applicant, depending on the basis on which you are registering, other relevant documents may include:

Depending on the basis on which you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Self prepared calculation sheet which may include details to calculate the taxable/zero-rated supplies based on financial records.
- Revenue forecast with evidence (e.g., Local Purchase Order or Contract).
- Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead.
- Supporting financial documents (e.g., Invoices/LPOs/contracts/the dead/termancy contracts).

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report, audited or non-audited financial statement.
- Expense budget report.
- Articles of Association/Partnership Agreement (if applicable).
- Certificate of incorporation (if applicable for Legal Person).
- Documents which show ownership information of the business.
- Customs details (if applicable).
- Power of Attorney documents (if applicable).
- Club, charity or association registration documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association").
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity").
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other").
- A scanned copy of the Emirates ID and passport of the manager, owner and senior management.
- A scanned copy of the land/property title deed (applicable if you selected "Legal Person Incorporate/Legal Person-Club or Association").

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

Service Details

- About the Service
- Eligibility Criteria
- Service Steps
- FAQs

I confirm that I have read the above instructions and guidelines

Back Start

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



Home > Categories > VAT Registration

Before you uploading the bank account details of the applicant, depending on the basis on which you are registering, other relevant documents may include:

Depending on the basis on which you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Self prepared calculation sheet which may include details to calculate the taxable/zero-rated supplies based on financial records.
- Revenue forecast with evidence (e.g., Local Purchase Order or Contract).
- Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead.
- Supporting financial documents (e.g., Invoices/LPOs/contracts/the dead/termancy contracts).

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report, audited or non-audited financial statement.
- Expense budget report.
- Articles of Association/Partnership Agreement (if applicable).
- Certificate of incorporation (if applicable for Legal Person).
- Documents which show ownership information of the business.
- Customs details (if applicable).
- Power of Attorney documents (if applicable).
- Club, charity or association registration documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association").
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity").
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other").
- A scanned copy of the Emirates ID and passport of the manager, owner and senior management.
- A scanned copy of the land/property title deed (applicable if you selected "Legal Person Incorporate/Legal Person-Club or Association").

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

Service Details

- About the Service
- Eligibility Criteria
- Service Steps
- FAQs

I confirm that I have read the above instructions and guidelines

Back Start

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



Entity Details Section



- The application is divided into a number of 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 as blue. Once you progress to the next section successfully, the previous section will be highlighted as green.
- 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, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.



The screenshot shows the 'Value Added Tax Registration' process. The 'Entity Details' section is active, with a red box around the 'Entity Type' dropdown menu. A yellow circle with the number '1' points to the dropdown. Below the dropdown are two radio button questions: 'Do you have a certificate of incorporation?' and 'Are you applying to create or join a Tax Group?'. To the right is a file upload area for 'Certificate of Incorporation' with a 'Max file size: 15 MB' and 'Max No. of Files: 1'.

Step	Action
(1)	Select the Entity Type of your business from the list in the entity details section. Note that the input fields in this section may vary based on the entity type selected.



You will be able to see the following list of entity types in the application:

- Legal Person - Public Joint Stock Company
- Legal Person - Incorporated
- Legal Person - Foreign Businesses
- Legal Person - Club or Association
- Legal Person - Charity
- Legal Person - Exhibitions
- Legal Person - Federal UAE Govt Entity
- Legal Person - Emirate UAE Govt Entity
- Legal person -Others
- Natural Person - Individual
- Natural Person - Partnership / Heirs of Natural Person

- Natural Person - Others





Step	Action
(1)	You may click on 'Save as draft' to save your application and return to continue working on your application later.



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



Identification Details

Main License Details

The screenshot shows a multi-step registration process. Step 2, 'Identification Details', is active. A red box highlights the 'Main License Details' section, which contains the following fields:

- Do you have a Trade License in the UAE? (Yes/No radio buttons)
- Trade License Issuing Authority (Dropdown menu)
- Trade License Number (Text input)
- License Issue Date (Date picker)
- License Expiry Date (Date picker)
- Legal Name in English (Text input)
- Legal Name in Arabic (Text input)
- Trade Name in English (optional) (Text input)
- Trade Name in Arabic (optional) (Text input)
- Upload copy of Trade License (File upload area)

Below this section is the 'Business Activity Details' section, which is highlighted with a yellow circle and the number '1'.

Step	Action
(1)	Depending on the 'Entity Type' selected, you are required to provide the main trade license details in the identification details section.



Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Identification Details

Do you have a Trade License in the UAE?
 Yes No

Main License Details


Trade License Issuing Authority: Dubai Academic City
 Trade License Number: DPA/123
 License Issue date: DD/MM/YYYY
 License Expiry Date: DD/MM/YYYY
 Legal Name in English: _____
 Legal Name in Arabic: _____
 Trade Name in English (optional): _____
 Trade Name in Arabic (optional): _____

Upload copy of Trade License
 Add [Drag files here]
 Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
						+ Add Business Activities

Previous Step [Cancel] [Save as Draft] [Next Step]

 Trade License is not applicable for the below entity types:

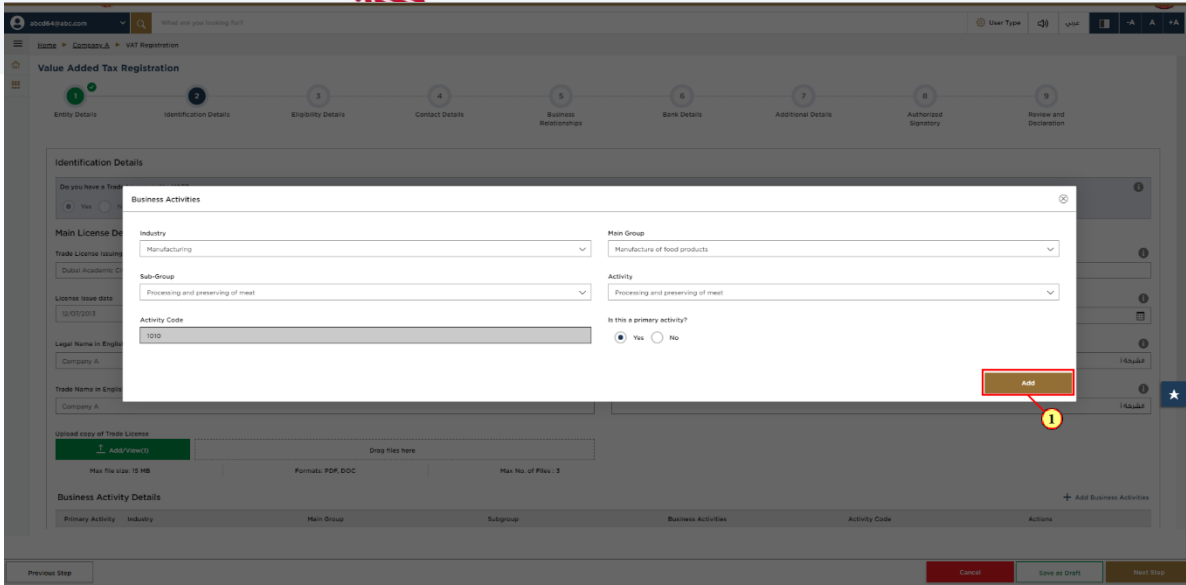
- Natural Person - Partnership or Heir
- Legal Person - Foreign Business
- Legal Person - Federal UAE Govt. Entity
- Legal Person - Emirate UAE Govt. Entity



Business Activities

The screenshot shows the 'Value Added Tax Registration' process. The current step is 'Business Activities'. The form includes sections for 'Identification Details', 'Main License Details', and 'Business Activity Details'. A red box highlights the '+ Add Business Activities' button, which is also indicated by a circled '1'.

Step	Action
(1)	Click on 'Add Business Activities' to enter all the business activity information associated to the trade license.




Step	Action
(1)	Enter the mandatory business activity information and click on Add.



The screenshot displays the 'Value Added Tax Registration' process. A modal window titled 'Business Activities' is open, allowing the user to add or edit business activities. The form contains the following fields and options:

- Industry:** Manufacturing
- Main Group:** Manufacture of food products
- Sub-Group:** Processing and preserving of meat
- Activity:** Processing and preserving of meat
- Activity Code:** 1010
- Is this a primary activity?:** Yes (selected), No

An 'Add' button is located at the bottom right of the modal. Below the modal, there is a section for uploading a trade license copy and a table for 'Business Activity Details' with columns for Primary Activity, Industry, Main Group, Subgroup, Business Activities, Activity Code, and Actions.

 Ensure that the information about all your business activities is included. The activity code will get populated in the screen.



Owner Details

Value Added Tax Registration

License Issue Date: 12/07/2018 | License Expiry Date: 12/07/2025

Legal Name in English: Company A | Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A | Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: [Add/View\(\)](#) | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
+	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
No data					

Local Branch Details

Do you have branches in UAE? Yes No

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

Step	Action
(1)	Click on 'Add Owners' to enter all the owners' associated to the trade license.



Step	Action
(1)	Enter the mandatory owner information and click on Add.



Branch Details

ab094980.com What are you looking for? User Type عربي

Home > VAT Registration

Value Added Tax Registration

License Issue date: 12/07/2023 License Expiry Date: 12/07/2025

Legal Name in English: Company A Legal Name in Arabic: شركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): شركة أ

Upload copy of Trade License: Add/View() Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***	

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	شركة أ	SADP32FDD	100.00	***

Local Branch Details

Do you have branches in UAE?

Yes No

Add New Branch

Previous Step Cancel Save as Draft Next Step

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



Value Added Tax Registration

License Issue Date: 12/05/2018 License Expiry Date: 12/07/2023

Legal Name in English: Company A Legal Name in Arabic: شركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): شركة أ

Upload copy of Trade License: Drag Files here
Max File size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***	


Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	شركة أ	SACF32FDD	100.00	***

Local Branch Details

Do you have branches in UAE? Yes No

Previous Step

 The registration will be in the name of head office meeting the relevant criteria. Registration will not be performed in the name of Branch. Even if you are operating via branches in more than one Emirate, only one VAT registration is required.



Value Added Tax Registration

License Issue Date: 12/05/2018 License Expiry Date: 12/05/2023

Legal Name in English: Company A Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License

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

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	Processing and preserving of meat	1010	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	S4DF32FDD	100.00	***

Local Branch Details

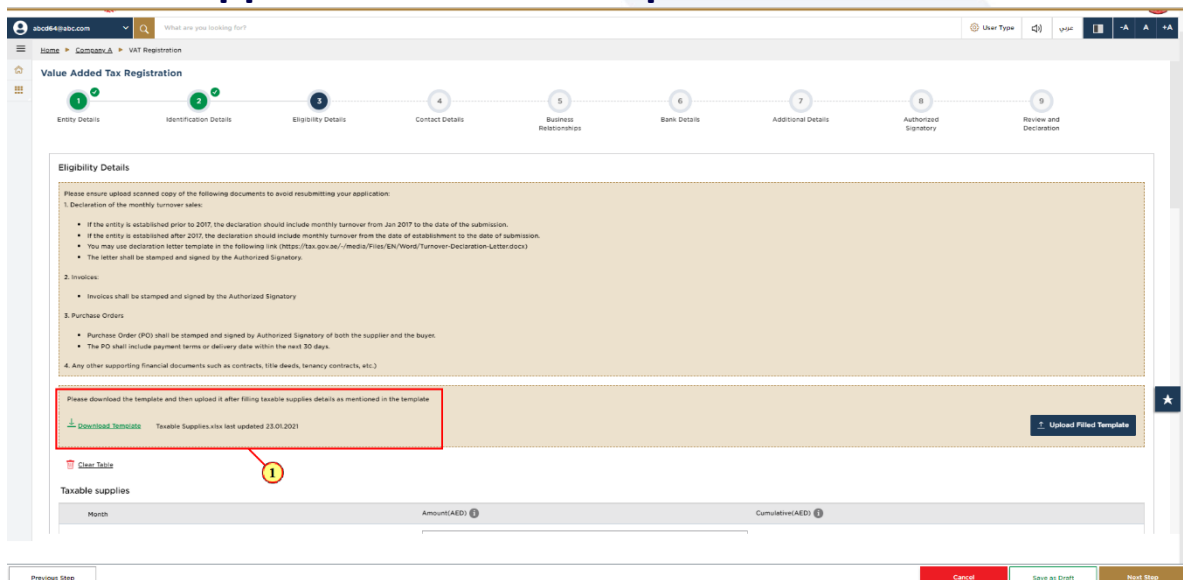
Do you have branches in UAE? Yes No

Previous Step Cancel Save as Draft Next Step

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

Eligibility Details

Taxable supplies and Taxable expenses



The screenshot shows the 'Value Added Tax Registration' process. The 'Eligibility Details' step is highlighted. It lists requirements such as providing a declaration of monthly turnover sales, invoices, purchase orders, and supporting financial documents. A red box highlights the 'Download Template' link for 'Taxable Supplies.xlsx' (last updated 23.01.2021). Below this is a table for 'Taxable supplies' with columns for 'Month', 'Amount(AED)', and 'Cumulative(AED)'. Navigation buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' are visible at the bottom.

Step	Action
(1)	<p>There are two options to enter your taxable supplies and Taxable expenses.</p> <p>1. Download the excel template, enter the details and upload it back. The details provided in the excel template will get populated in the screen.</p> <p style="text-align: center;">OR</p> <p>2. Enter the taxable supplies and Taxable expenses directly in the screen.</p> <p>3. The figure must only be reported in UAE Dirhams (AED).</p>



Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

Upload scanned copies of documentary proof - Purchase orders, contracts.

Upload scanned copies of documentary proof - Sample expenses invoices

Upload scanned copies of documentary proof - Sample sales invoices

VAT Registration **Mandatory**

Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

1. Your taxable supplies was more than AED 375,000 in any 12 month period or less; or
2. You expect that your taxable supplies will be more than AED 375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded: 02/06/2022

Reason for change in Obligation Date (Optional):

On what date would you like to be registered (prior to the standard effective date as per the law): 15/06/2022


Reason for change in Effective date (Optional):

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? Yes No

Do you expect to make exempt supplies? Yes No

Do you wish to apply for Exception from VAT? Yes No

Previous Step Cancel Save as Draft Next Step

 If the 'VAT registration criteria' is determined as 'Mandatory' or 'Voluntary', you are eligible for VAT registration. If the 'VAT registration criteria' is determined as 'Not applicable', you are not eligible for VAT registration.



Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

Upload scanned copies of documentary proof - Purchase orders, contracts.

Upload scanned copies of documentary proof - Sample expenses invoices

Upload scanned copies of documentary proof - Sample sales invoices

VAT Registration **Mandatory**

Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

- Your taxable supplies was more than AED375,000 in any 12 month period or less; or
- You expect that your taxable supplies will be more than AED375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded: 02/06/2022

Reason for change in Obligation Date (Optional):

On what date would you like to be registered (prior to the standard effective date as per the law): 15/06/2022

Reason for change in Effective date (Optional):

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? Yes No

Do you expect to make exempt supplies? Yes No

Do you wish to apply for Exception from VAT? Yes No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> The obligation and effective date of registration will get populated in the screen. You can change the date by providing the reason.



The screenshot shows the 'Value Added Tax Registration' form. It features four file upload sections for scanned copies of documentary proof: 'pdf version of the uploaded excel template with signature and seal of the Authorized signatory', 'Purchase orders, contracts', 'Sample expenses invoices', and 'Sample sales invoices'. Each section has an 'Add/View()' button and a 'Drag files here' area. Below these are mandatory registration criteria, including a date field for the threshold limit and optional fields for reasons for change. At the bottom, there are radio button options for 'Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies?' and 'Do you expect to make exempt supplies?'. A 'Next Step' button is highlighted with a red circle and a '1' in a yellow circle.

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



Contact Details

abc054@abc.com What are you looking for? User Type

Home > VAT Registration > VAT Registration

Value Added Tax Registration

1 2 3 4 5 6 7 8 9

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates Building Name & Number: Trade Center 1

Street: Al Mushaybal Street Area: ICD Brookfield

City: Dubai Emirates: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 123456789 Country Code: +971 (United Arab Emirates) Landline Number: 123456789

Email ID: abc054@abc.com P.O. Box: 2104

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Enter the registered address details of the business .



Value Added Tax Registration

1 Entry Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates | Building Name & Number: Trade Centre 1
Street: Al Mushaidah Street | Area: JCD Brookfield
City: Dubai | Emirates: Dubai
Country Code: +971 (United Arab Emirates) | Mobile Number: 023456789 | Country Code: +971 (United Arab Emirates) | Landline Number: 023456789
Email ID: abc@54@abc.com | P.O. Box: 2101

Previous Step | Cancel | Save as Draft | Next Step



- Do not use another company's address (for example, your accountant). If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out.
- If you are a foreign business applying to register for UAE VAT, you may choose to appoint a tax agent in the UAE. In such cases, provide the necessary details.



Value Added Tax Registration

1 2 3 4 5 6 7 8 9

Entry Details Identification Details Eligibility Details Contact Details Business Relationships Bank Details Additional Details Authorized Signatory Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates | Building Name & Number: Trade Centre 1
Street: Al Mushaidat Street | Area: JCD Brookfield
City: Dubai | Emirates: Dubai
Country Code: +971 (United Arab Emirates) | Mobile Number: 023456789 | Country Code: +971 (United Arab Emirates) | Landline Number: 023456789
Email ID: abc@54@abc.com | P.O. Box: 210

Previous Step | Cancel | Save as Draft | Next Step

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



Business Relationships

Value Added Tax Registration

1 Entry Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Business Relationships

Designation
Manager

First Name in English
Company

First Name in Arabic
الاسم

Are you a Resident of UAE?
 Yes No

Country of Nationality
United Arab Emirates

Passport Number
SFAPLKASAZD

Passport Issuing Country
United Arab Emirates

Last Name in English
A

Last Name in Arabic
الاسم

Please upload copy of Passport
Add/View

Max File size : 15 MB
Formats: PDF, DOC
Max No. of files : 3

Passport Expiry Date
25/06/2034

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Enter the details of the Manager OR CEO.



Add More Relationships

Step	Action
(1)	Click 'Add Relationships' to add more relationship details, this is an optional field.



The screenshot shows a web-based form titled 'Add Relationships'. The form contains the following sections and fields:

- Partner/Director:** A dropdown menu with 'Director' selected.
- Names:** Fields for 'First Name in English' (Company), 'Last Name in English' (A), 'First Name in Arabic' (الهيئة), and 'Last Name in Arabic' (الهيئة).
- Residency:** Radio buttons for 'Is the Partner/Director a Resident in the UAE?' with 'No' selected.
- Nationality:** A dropdown menu with 'United Kingdom' selected.
- Passport:** Fields for 'Passport Number' (ADPVA5D12Q), 'Passport Issuing Country' (United Kingdom), and 'Passport Expiry Date' (25/06/2024). There is also a 'Start Date' field (25/06/2018).
- File Upload:** A section titled 'Upload copy of Passport' with a file upload area, a green 'Add/View()' button, and a 'Drag files here' instruction. It specifies 'Max File size: 10 MB' and 'Format: PDF, DOC'.
- Confirmation:** Radio buttons for 'Are you (or any of the directors of the applicant), currently involved in (or) any other business resident in the UAE, either individually or as a director or partner in that business?' with 'No' selected.
- Buttons:** At the bottom right, there is a red 'Add' button highlighted with a red circle and the number '1'. Other buttons include 'Cancel', 'Save Draft', and 'Next Step'.

Step	Action
(1)	Enter Partner or Director details and click 'Add'.



Value Added Tax Registration

Business Relationships

Designation: Manager

First Name in English: Company

First Name in Arabic: الشركة

Last Name in English: A

Last Name in Arabic: الشركة

Are you a Resident of UAE? Yes No

Country of Nationality: United Kingdom

Passport Number: SFAT/CASA2D

Passport Issuing Country: United Kingdom

Passport Expiry Date: 25/04/2024

Please upload copy of Passport. Add/View()

Max File size: 15 MB. Formats: PDF, DOC. Max No. of files: 3

Drag files here

Relationships Table:

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Director	Company A	الشركة	ADFVAD1212	Non Resident	United Kingdom	***

Buttons: Previous Step, Cancel, Save as Draft, Next Step

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



Bank Details

The screenshot displays the 'Bank Details' step of the VAT Registration process. The progress bar indicates the current step is 6 out of 9. The form contains the following fields and sections:

- Officer Notes:** A text area for adding notes, with a 'View/Add notes' link.
- Bank Details (Optional):**
 - Country:** A dropdown menu set to 'United Arab Emirates'.
 - IBAN:** A text input field with a '2' character visible.
 - Bank Name:** A text input field with 'Charity' entered.
 - Branch Name:** A text input field with 'Dubai Branch' entered.
 - Account Holder's Name:** A text input field with 'CHARITARY' entered.
 - Account Number:** A text input field with '0000' entered.
- Upload Copy of Bank Validation Letter:** A section with a green 'Add/View' button and a 'Drag files here' area. It specifies 'Max file size: 15 MB', 'Formats: PDF, DOC', and 'Max No. of Files: 3'.

Navigation buttons at the bottom include 'Previous Step', 'Save as Draft', and 'Next Step'.



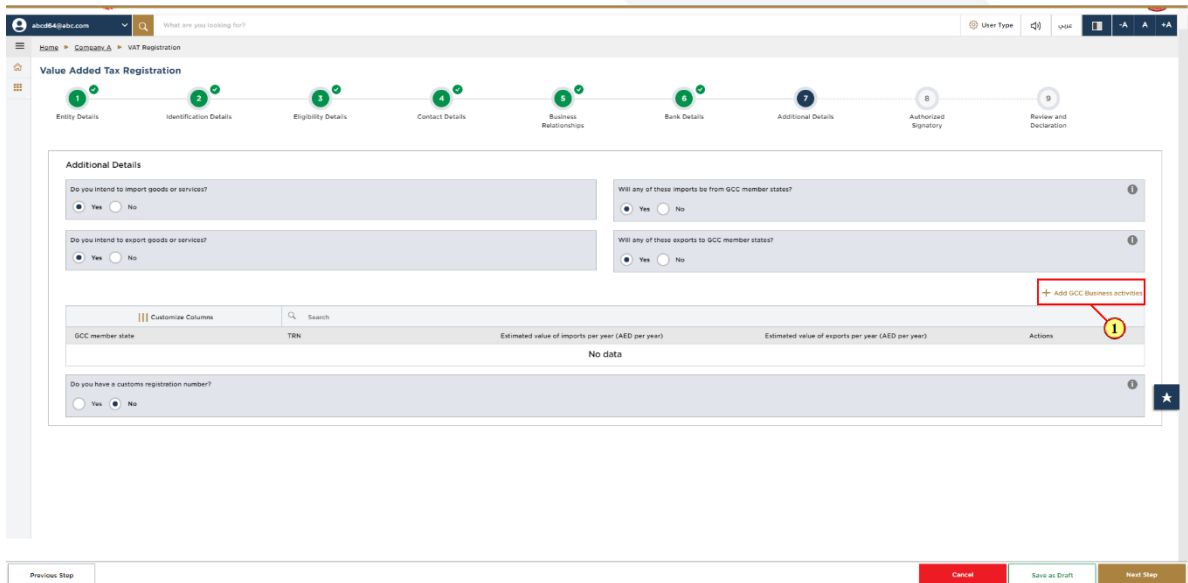
- Bank details are optional at the time of VAT Registration. You may also provide or update the bank account details after the VAT registration is completed. However, you are advised to provide the bank details as a part of this application to avoid submission of bank details at the time of refunds processing.
- You are requested to ensure that your account details are accurate. Some accounts cannot receive payments electronically. Also, ensure that your Bank has this facility.
- If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
- If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.



Step	Action
(1)	You may enter your bank details and click 'Next Step' to save and proceed to the 'Additional Details' section

Additional Details

GCC Business activities



Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

Do you intend to import goods or services?
 Yes No

Will any of these imports be from GCC member states?
 Yes No

Do you intend to export goods or services?
 Yes No

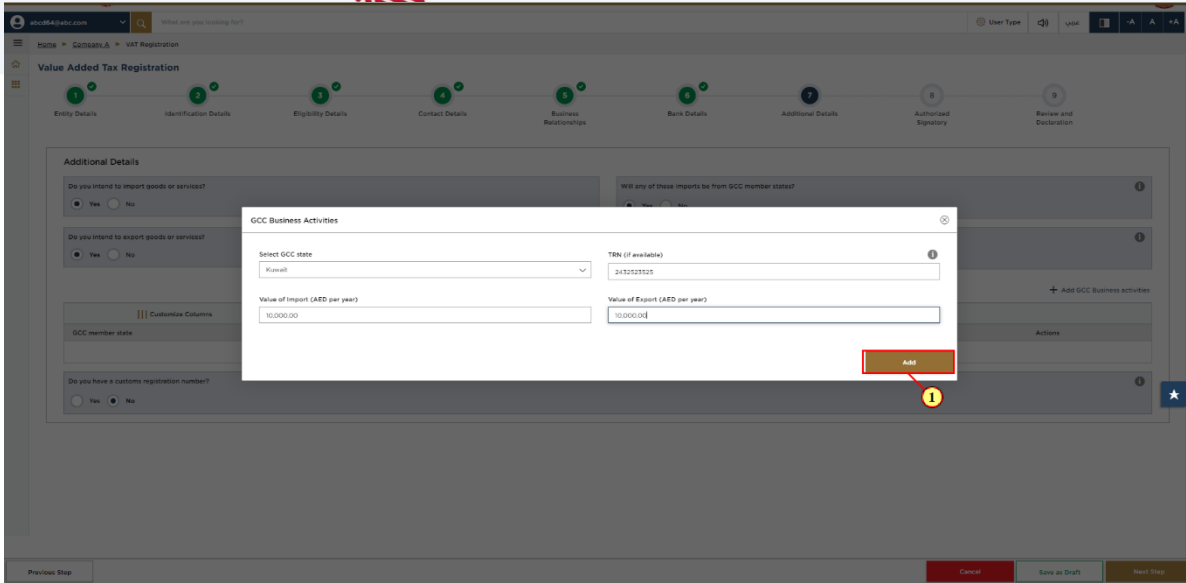
Will any of these exports to GCC member states?
 Yes No

GCC member state	TRN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
No data				

Do you have a customs registration number?
 Yes No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Add GCC Business activities' If the person is intending to import goods or services and these imports are from GCC member states.



Step	Action
(1)	<ul style="list-style-type: none"> • Select the GCC state from the drop down. • Enter the Tax Registration Number (TRN) or equivalent if the entity is already registered for VAT purposes with the respective tax authority in the GCC Member state. • Enter the value of goods you expect to import and sell in the 12 months following the date of registration • Click 'Add'.



Do not include the value of any services unless they are directly related to moving goods (Example., commission, and freight insurance).



Custom details

Step	Action
(1)	If you are registered with any of the Customs Authorities in the UAE, select 'Yes' and click 'Add Custom Details' to enter the customs registration details.



Step	Action
(1)	<ul style="list-style-type: none"> Select the Emirate from the drop down. Enter your Customs Registration Number, issued by the relevant Customs department in the UAE. Upload supporting document and click 'Add'.




- If you have multiple Customs Registration Numbers (“CRN”) in the UAE, add each of them as a separate line item.
- The Customs Registration information will assist the FTA and the relevant Customs departments to identify you accurately at the time of importing and exporting goods into or from the UAE. Failure to enter this information may result in delays at the border.
- You may also remove any item from the list by clicking on ‘Delete’.



Value Added Tax Registration

1 Entry Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

Do you intend to import goods or services?
 Yes No

Will any of these imports be from GCC member states?
 Yes No

Do you intend to export goods or services?
 Yes No

Will any of these exports to GCC member states?
 Yes No

+ Add GCC Business activities

GCC member state	TRN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
Kuwait	2432523525	10,000.00	10,000.00	***

Do you have a customs registration number?
 Yes No

+ Add Custom Details

Emirate	Customs Number	Attachment	Actions
Dubai	124227423423	View attachment	***

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

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



Authorized Signatory

Step	Action
(1)	Click 'Add Authorized Signatory' to enter the Authorized Signatory details.



Step	Action
(1)	<ul style="list-style-type: none"> • If Manager OR Chief Executive Officer (CEO) is the authorized signatory, select 'Yes'. The Manager OR CEO details provided in the 'Business Relationships' section will get populated in the screen. • Otherwise, select 'No', to enter the authorized signatory details . • After completing all mandatory fields, click 'Add'.



The screenshot shows a web browser window displaying the 'Authorized Signatory' form. The form is titled 'Authorized Signatory' and contains the following fields and sections:

- Is your authorized signatory same as your manager? (Radio buttons for Yes/No)
- First Name in English (Text field)
- Last Name in English (Text field)
- First Name in Arabic (Text field)
- Last Name in Arabic (Text field)
- Designation (Text field)
- Email (Text field)
- Country Code (Dropdown menu)
- Mobile Number (Text field)
- Are you a Resident of UAE? (Radio buttons for Yes/No)
- Country of Nationality (Text field)
- Passport Number (Text field)
- Passport Issuing Country (Text field)
- Passport Expiry Date (Text field)
- Start Date (Text field)
- Please upload Memorandum of Association/Power of Attorney documents (File upload area with 'Add/View' button and 'Drag files here' text)

At the bottom of the form, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.



- Evidence of authorization may include a Power of Attorney or similar in the case of legal persons.
- You can add one or more authorized signatory, if required.



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



Review and Declaration

abc064@abc.com What are you looking for?

Home > VAT Registration > VAT Registration

Value Added Tax Registration

Yes No

Emirates	Customs Number	view attachment
Dubai	124223423423	View Attachments

Step B - Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	شركة أ	SFAPC45A2D	abc064@abc.com

Declaration

First Name in English ab	First Name in Arabic أ	
Last Name in English cd	Last Name in Arabic د	
Country Code +971 (United Arab Emirates)	Mobile Number 047654321	Email abc064@abc.com
Submission Date 02/09/2022		

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief

Previous Step Cancel Save as Draft Submit



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



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.



The screenshot shows a web browser window with the URL 'abc064@abc.com'. The page title is 'VAT Registration'. The main content area is titled 'Value Added Tax Registration' and contains several form fields. At the bottom of the form, there are three buttons: 'Previous Step', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a red box, and a yellow callout bubble with the number '1' points to it.

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



Post Application Submission

The screenshot shows the 'Value Added Tax Registration' dashboard. At the top, it says 'Application Submitted Successfully' with a 'In Review' status. Below this, the following details are listed:

- Name : Company A
- Reference Number : 300000004967
- Submitted Date : 2 August 2022

There is a 'What Next?' section with the following instructions:

- 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.
- 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.

Below this is an 'Important Notes' section:

- Applicant (Taxable Person) 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.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with 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.
- Read the "What Next" and "Important Notes".



Correspondences



Taxpayer 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