



إمارات تاكس  
EMARATAX

## Delink Tax Agent From Tax Agency (By Tax Agent) - User Manual

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## Document Control Information

### Document Version Control

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

## Annexure







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

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



## Navigating through Emaratax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
<b>In the Portal</b>	
 <b>User types</b>	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	This is used to save the application as draft, so that it can be completed later
	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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# Introduction




This manual is prepared to help a registered Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to submit a delink Tax Agent from Tax Agency request to the Tax Agency. On submission of the request, the Tax Agency will be notified about the request. The Tax Agency should login to their account to “Approve” or “Reject” the request.

If the Tax Agency approves the delink request, the Tax Agent gets delinked from the Tax Agency and their status gets changed to “Awaiting Tax Agency linking” and their details are removed from the FTA approved Tax Agents website. If the Tax Agency rejects the delink request, the Tax Agent will not be delinked from the Tax Agency. If the Tax Agent can submit an escalation request to FTA with necessary supporting documents. FTA will review the request and if found valid can delink the Tax Agent from the Tax Agency.

If the Tax Agency does not take any action, reminder notification will be sent to the Tax Agency. If no action is taken by the Tax Agency even after 7 days after receiving the request, the delink request will be automatically cancelled. On approval or rejection or automatic cancellation, both the Tax Agent and Tax Agency will receive email and SMS notifications.



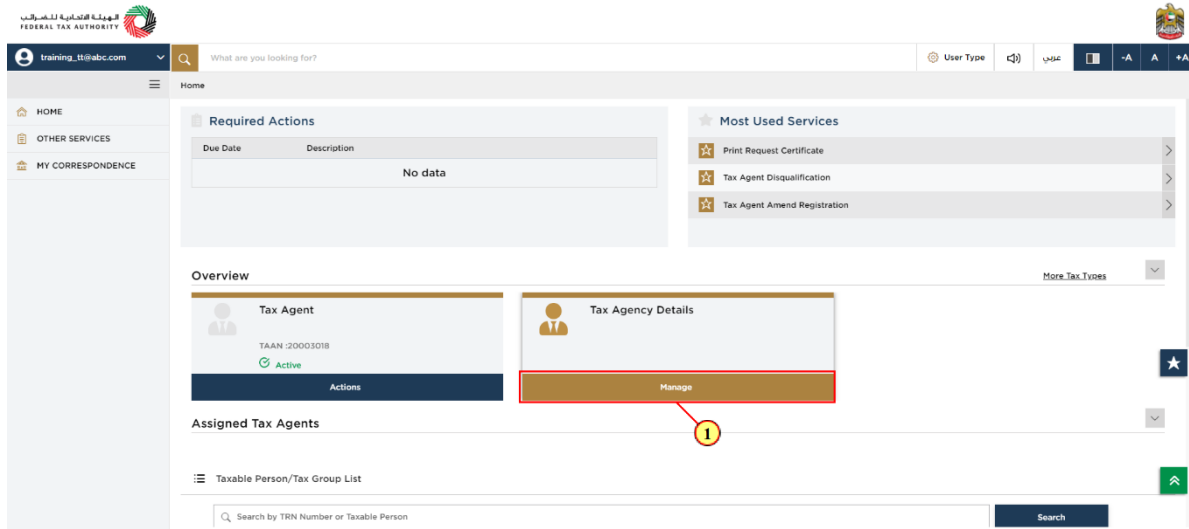
# Login to EmaraTax

	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
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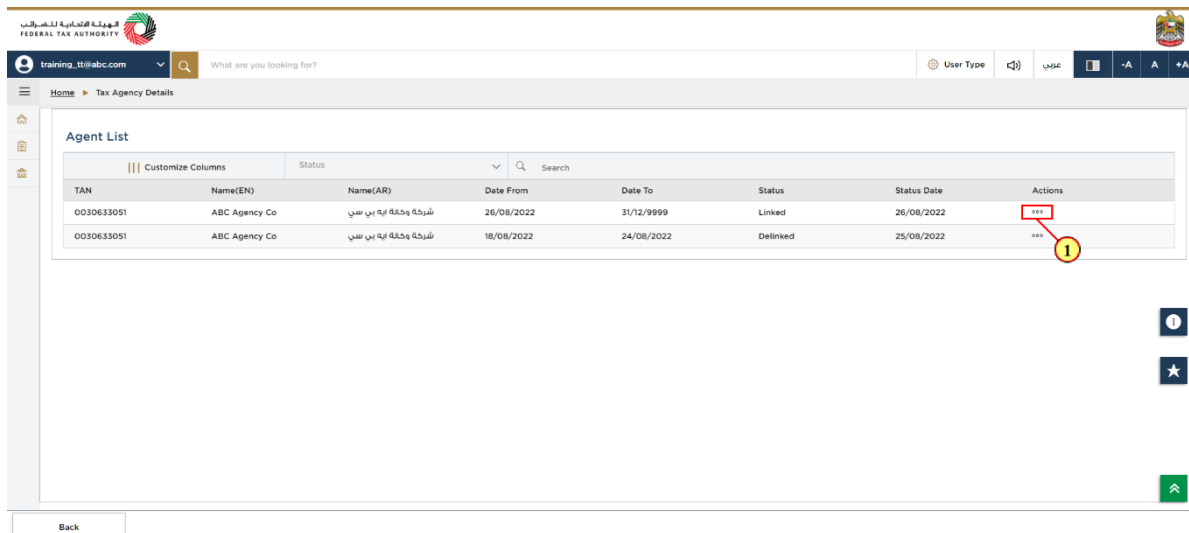


# Delink Tax Agent from Tax Agency (By Tax Agent)

## Login as Tax Agent Tax Agency Details Tile



Step	Action
(1)	<ul style="list-style-type: none"> <li>This service is used to delink the tax Agent from tax agency by the tax agent. To access this service, you are requested to login as a tax agent and go to tax agent dashboard.</li> <li>Click 'Manage' on the Tax Agency Details tile.</li> </ul>



Step	Action
(1)	<ul style="list-style-type: none"> <li>Once you are inside the Manage User Authorization dashboard, a grid will appear showcasing various options for the authorization along with the list of user types. You are requested to go to specific User to perform action on the delinking request.</li> <li>Click 'Actions' on the Tax Agency to be delinked.</li> </ul>



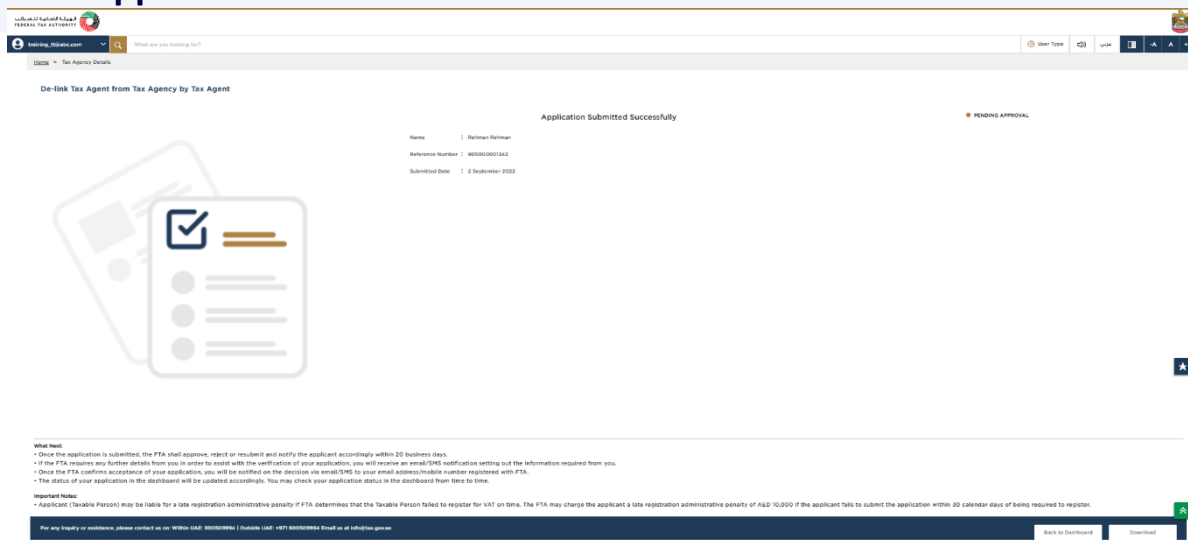
TAN	Name(EN)	Name(AR)	Date From	Date To	Status	Status Date	Actions
0030633051	ABC Agency Co	شركة وكالة ايه بي سي	26/08/2022	31/12/9999	Linked	26/08/2022	...
0030633051	ABC Agency Co	شركة وكالة ايه بي سي	18/08/2022	24/08/2022	Delinked	25/08/2022	View Delink


Step	Action
(1)	Click 'Delink on the Tax Agency to be delinked.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter the Reason for Delinking and upload supporting documents.</li> <li>Click 'Submit' to send the application to the Tax Agency for their approval.</li> </ul>

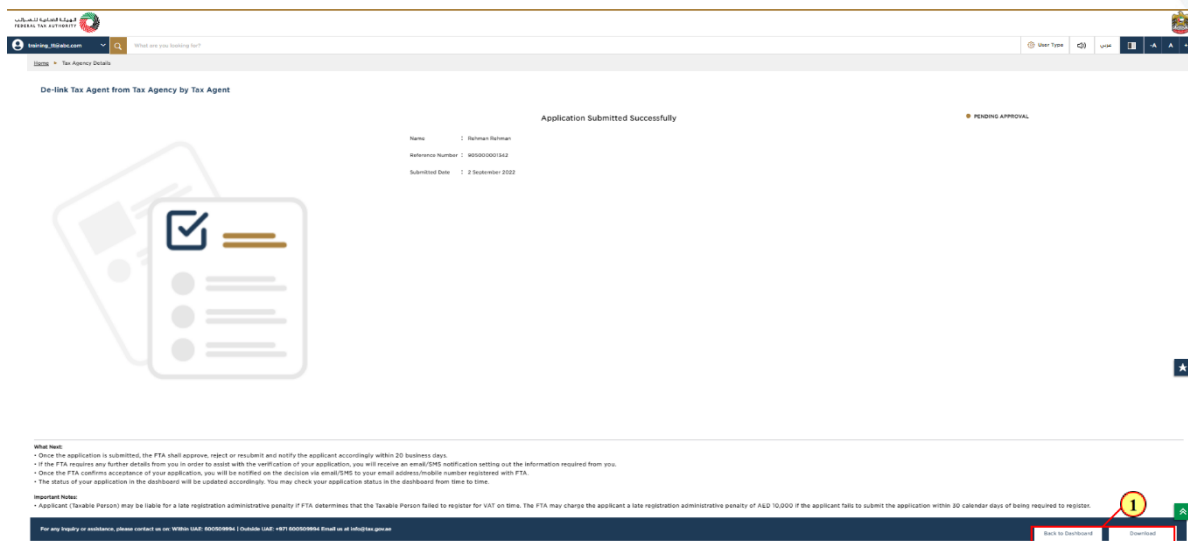


## Post Application Submission





- After your application is sent successfully to the Tax Agency, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The status of your application will change to "Pending Approval".
- Read the "What Next" and "Important Notes".

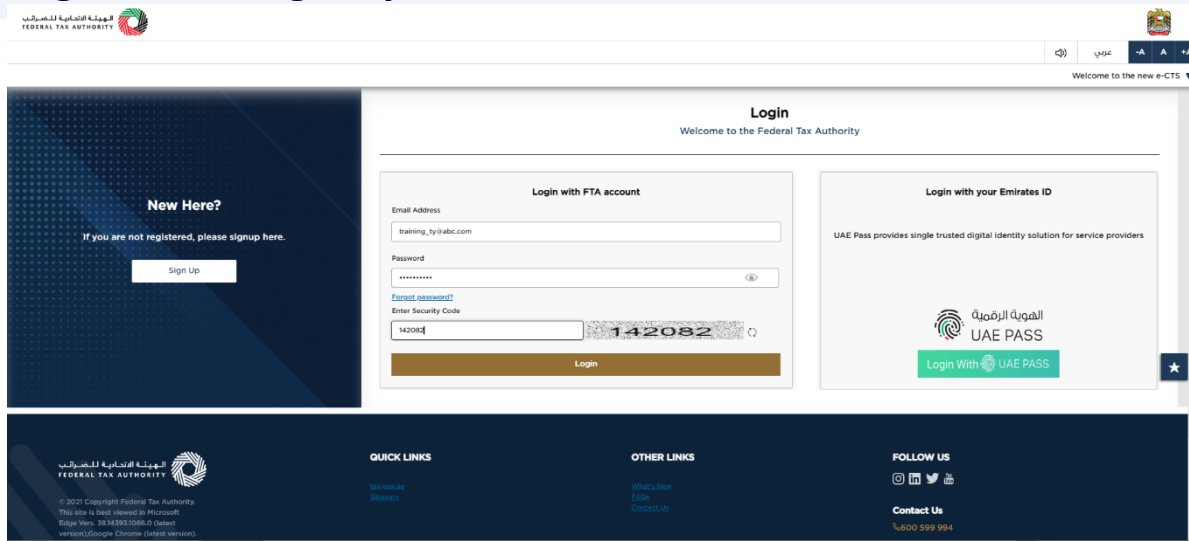


Step	Action
(1)	<ul style="list-style-type: none"> <li>Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>Click 'Back to Dashboard' to navigate back to the Tax Agent dashboard.</li> </ul>




The following section of the video explains the steps taken by the Tax Agency to approve or reject the delinking request submitted by the Tax Agent.

## Login as Tax Agency



The screenshot shows the login interface of the Federal Tax Authority. On the left, a dark blue sidebar contains a 'New Here?' section with a 'Sign Up' button. The main content area is titled 'Login' and includes a 'Welcome to the Federal Tax Authority' message. There are two primary login options: 'Login with FTA account' and 'Login with your Emirates ID'. The 'Login with FTA account' form includes fields for 'Email Address' (with the example 'training\_fta@abc.com'), 'Password', and 'Enter Security Code' (with the example '142082'). A 'Forgot password?' link is also present. The 'Login with your Emirates ID' section features the UAE PASS logo and a 'Login With UAE PASS' button. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections, along with contact information: 'Contact Us' and the number '600 599 994'.

 Login as the Tax Agency to review and approve/reject the delink request submitted by the Tax Agent.



Step	Action
(1)	Click 'Tax Agency' on the left side menu.

## Tax Agent Management Tile

Step	Action
(1)	Click 'Manage' on the Tax Agent Management tile.



Step	Action
(1)	Click 'Actions' and 'Approve' or 'Reject' on the Tax Agent delinking request which is pending approval.

If you have selected the 'Reject' option in the previous screen, the message would be displayed as 'Click Yes to Reject'.  
Note that, if no action has been taken within 7 days of receiving the request, it will be automatically rejected and the Tax Agent will be notified.




training\_ty@abc.com What are you looking for? User Type عربي

Tax Agency > Tax Agent Management

Agent List + Add Agent

TAAN	Emirates ID	Email ID	Name(EN)	Name(AR)	Date From	Date To	Status	Status Date	Actions
0020003042		tax_agent_regre@pp.com	Tax Agent Regression	فاتفا جي ريجريشن	29/08/2022	29/08/2022	Delinked	29/08/2022	***
0020003018		training_ty@abc.com	Rehman Rehman	رهمان رهمان	26/08/2022	01/09/2022	Delinked	02/09/2022	***
0020003018		training_ty@abc.com	Rehman Rehman	رهمان رهمان	18/08/2022	24/08/2022	Delinked	25/08/2022	***

Back

 Once the delinking request is approved by the Tax Agency, the delinking status is updated to 'Delinked'.



Once the Tax Agency has approved or rejected the delinking request, the status of the request in the Tax Agent profile will be updated as shown in the next screen.



training\_ft@abc.com What are you looking for? User Type عربي

Home Tax Agency Details

### Agent List

Customize Columns Status Search

TAN	Name(EN)	Name(AR)	Date From	Date To	Status	Status Date	Actions
0030613051	ABC Agency Co	شركة وكالة ايه بي سي	26/06/2022	01/04/2022	Delinked	02/09/2022	***
0030613051	ABC Agency Co	شركة وكالة ايه بي سي	18/08/2022	24/08/2022	Delinked	25/08/2022	***

Back



Once the delinking request is approved by the Tax Agency, the status in Tax Agent profile will be Delinked.



# Correspondences



**Tax Agent will receive the following correspondences:**

- Delinking request submission acknowledgement.
- Delinking request approval or rejection notification.

**Tax Agent will receive the following correspondences, if they submit an escalation application to FTA:**

- Escalation application submission acknowledgement.
- Escalation application approval by FTA.
- Escalation application rejection by FTA.
- Escalation application additional information requested by FTA.

**Tax Agency will receive the following correspondences:**

- Delinking request for approval.
- Reminder notification for completing the approval.
- Delinking request approval or rejection notification.





Thank you