



إمارات تاكس
EMARATAX

Tax Agent User Manual
Taxable Person – Link Juridical Person
Tax Agent to Taxable Person

Date: 25 June, 2024

Version 1.3.0.0



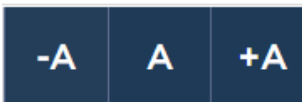



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Navigating through EmaraTax

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 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 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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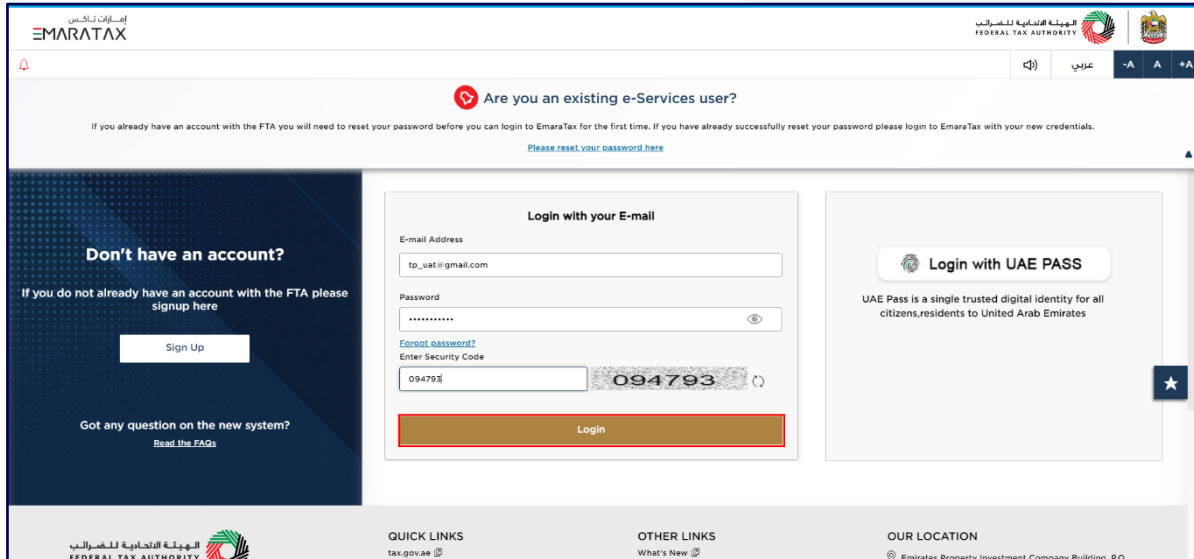


Introduction

This manual is prepared to help a registered or non-registered Taxpayer to navigate through the Federal Tax Authority EmaraTax portal to appoint a Juridical Person Tax Agent for managing his/her Taxpayer account. The Taxpayer can select the required access privileges to be granted to the Juridical Person Tax Agent and submit the Juridical Person Tax Agent linking request application. The Juridical Person Tax Agent can accept or reject the linking request. On accepting the Taxpayer request, The Juridical Person Tax Agent shall be linked to the Taxable Person.



Login to EmaraTax as the Taxable Person Account Admin



إمارات تاكس
EMARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي

Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.
[Please reset your password here](#)

Don't have an account?
If you do not already have an account with the FTA please
signup here

Sign Up

Got any question on the new system?
[Read the FAQs](#)

Login with your E-mail

E-mail Address
tp_uat@gmail.com

Password
.....

[Forgot password?](#)
Enter Security Code
094793 094793

Login

Login with UAE PASS

UAE Pass is a single trusted digital identity for all
citizens, residents to United Arab Emirates

QUICK LINKS
[tax.gov.ae](#)

OTHER LINKS
[What's New](#)

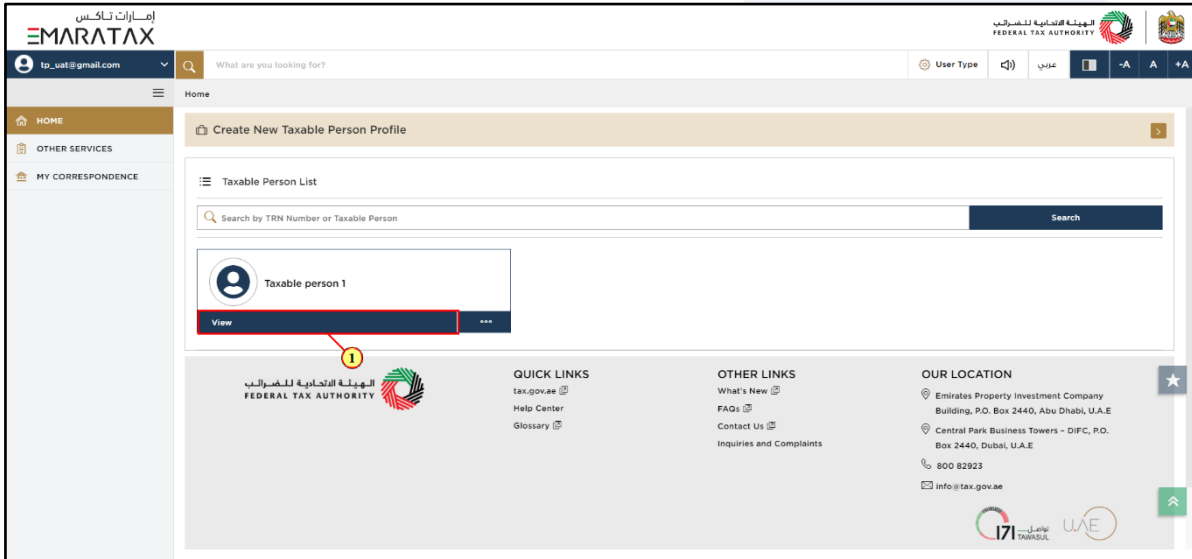
OUR LOCATION
© EmaraTax, Property Investment Company Building, B.C.



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.



Link Juridical Person Tax Agent to Taxable Person



Step	Action
(1)	Click ' View ' on the Taxable Person tile.



Taxable Person Dashboard

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	Action
Corporate Tax	● Not Registered	-	-	-	...
Value Added Tax	● Not Registered	-	-	-	...
Tax Group	● Not Registered	-	-	-	...
Excise Tax	● Not Registered	-	-	-	...
Warehouse Keeper	● Not Registered	-	-	-	...

Step	Action
(1)	Click on ' Account Access ' tab.



The screenshot shows the MARATAX web portal interface. The user is logged in as 'tp_uat@gmail.com'. The main content area is titled 'Account Access' and contains a table of users. The table has columns for User Type, Name(EN), Email ID, Start, End, Status, Authorizations, and Actions. One user is listed: Portal User, taxable Person, tp_uat@gmail.com, 27/12/2023, 31/12/9999, Active, Admin.

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	taxable Person	tp_uat@gmail.com	27/12/2023	31/12/9999	Active	Admin	



The Account Access page displays all the users linked to the Taxable Person along with their User Type and Status.



Required Actions

Due Date	Description
No data	

Most Used Services

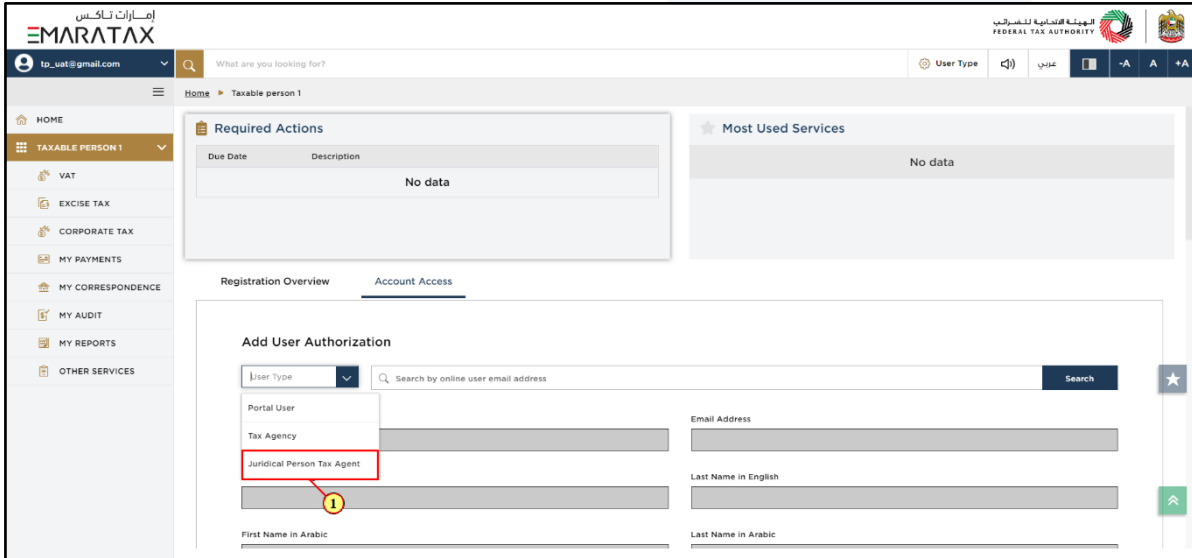
No data

Registration Overview Account Access

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	taxable Person	tp_uat@gmail.com	27/12/2023	31/12/9999	Active	Admin	+ Add User

Step	Action
(1)	Click 'Add User' to link a Juridical Person Tax Agent to the Taxable Person.

Add User Authorization



The screenshot shows the EMARATAX portal interface. The main content area is titled 'Add User Authorization'. It features a search bar for online user email addresses and a dropdown menu for 'User Type'. The dropdown menu is open, showing options: 'Portal User', 'Tax Agency', and 'Juridical Person Tax Agent'. The 'Juridical Person Tax Agent' option is highlighted with a red box and a circled '1'. Below the dropdown, there are input fields for 'Email Address', 'Last Name in English', 'First Name in Arabic', and 'Last Name in Arabic'. The 'Registration Overview' and 'Account Access' tabs are visible at the top of the form area.

Step	Action
(1)	From the dropdown list, select ' Juridical Person Tax Agent ' as the User Type.



Tax Agency Appointment

Step	Action
(1)	Search for the Juridical Person Tax Agent to be linked, using the Juridical Person Tax Agent Number (J-TAAN).



EMARAT Tax Agency Appointment

J-TAAN: J2000096 Trade License Number: 32342

Name in English: Juridical Name in Arabic: جنسيتي

Juridical agent Email ID: testcases90@gmail.com Country Code: +971 (United Arab Emirates) Phone Number: 901878767

Linked Natural Person Agent List

TAAN	Email ID	Name (EN)	Name (AR)	Agent Registration date	Agent Renewal Date	Tax Type	Language Proficiency
2001268	test89@gmail.com	Jack Never	جاكسيفر	22/12/2023	22/12/2026	Corporate Tax	English

Tax Types/Activities List

Tax Types	Tax Activities	Authorizations	Appoint From	Appoint To	Actions
No data					

Buttons: Cancel, Add



The Juridical Person Tax Agent related details along with their Linked Natural Person Agent List will be auto-populated.



EMARAT Tax Agency Appointment

J-TAAN: J2000096 Trade License Number: 32342

Name in English: Juridical Name in Arabic: مؤسسة

Juridical agent Email ID: testcases90@gmail.com Country Code: +971 (United Arab Emirates) Phone Number: 901878767

Linked Natural Person Agent List

TAAN	Email ID	Name (EN)	Name (AR)	Agent Registration date	Agent Renewal Date	Tax Type	Language Proficiency
2001268	test89@gmail.com	Jack Never	جاك نيفر	22/12/2023	22/12/2026	Corporate Tax	English

Tax Types/Activities List

+ Add Tax Types

Tax Types	Tax Activities	Authorizations	Appoint From	Appoint To	Actions
No data					

Cancel Add

Step	Action
(1)	Click 'Add Tax Types'.



EMARAT Tax Agency Appointment

J-TAAN: J2000096 Trade License Number: 32542

Name in English: Juridical Name in Arabic: مؤسسة

Juridical agent Email ID: testcases90@gmail.com Country Code: +971 (United Arab Emirates) Phone Number: 901878767

Linked Natural Person Agent List

TAAN	Email ID	Name (EN)	Name (AR)	Agent Registration date	Agent Renewal Date	Tax Type	Language Proficiency
20011268	test89@gmail.com	jack Never	جيسف نيفر	22/12/2023	22/12/2026	Corporate Tax	English

Tax Types/Activities List

+ Add Tax Types

Tax Types	Tax Activities	Authorizations	Appoint From	Appoint To	Actions
All	All	Write Access	27/12/2023	05/12/2028	...

Cancel Add



Select the Tax Types and Tax Activities that the Juridical Person Tax Agent should be authorized with. You can also provide a date range to limit the time period within which the Juridical Person Tax Agent can have access to your Taxable Person account.



EMARAT Tax Agency Appointment

J-TAAN: J2000096 Trade License Number: 32542

Name in English: Juridical Name in Arabic: مؤسسة

Juridical agent Email ID: testcases90@gmail.com Country Code: +971 (United Arab Emirates) Phone Number: 901878767

Linked Natural Person Agent List

TAAN	Email ID	Name (EN)	Name (AR)	Agent Registration date	Agent Renewal Date	Tax Type	Language Proficiency
20011268	test89@gmail.com	jack Never	جيسف نيفر	22/12/2023	22/12/2026	Corporate Tax	English

Tax Types/Activities List

+ Add Tax Types

Tax Types	Tax Activities	Authorizations	Appoint From	Appoint To	Actions
All	All	Write Access	27/12/2023	05/12/2028	...

Buttons: Cancel, Add (highlighted with a red circle and '1')

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Cancel' to close the pop-up without saving the details. Click 'Add' to save the details.



Post Application Submission

الإمارات تـاـكـس
EMARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

Home Taxable person 1

Juridical Person Tax Agent Linking With Taxable Person

Application Submitted Successfully

Submitted

Applicant Name : Taxable person 1
Reference Number : 109000027065
Submission Date & Time : 27 December 2023, 14:13 GST

What Next:
• Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.



- Once your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- Your application shall be sent to the Juridical Person Tax Agent to accept the linking request.
- The status of your request on the Dashboard will change to 'In Review' and you will receive an email correspondence to confirm receipt of your application.



Correspondences

Taxable Person receives the following correspondences:

- Application submission acknowledgment.
- Application approval or rejection acknowledgment.
- Application auto cancellation notification (in case Juridical Person Tax Agent does not take any action on the linking request).



Application Status – Active

The screenshot shows the MARATAX portal interface. The user is logged in as 'tp_vat@gmail.com'. The main content area is titled 'Account Access' and contains a table with the following data:

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	taxable Person	tp_vat@gmail.com	27/12/2023	31/12/9999	Active	Admin	
Juridical Person Tax Agent	Juridical	testcases90@gmail.com	27/12/2023	05/12/2028	Linked		...



You can check the status of the link request application once the link request is approved by the Juridical Person Tax Agent.