



إمـــارات تــاكــس ■ **MARATAX**

Taxpayer User Manual Registration of Deactivated Corporate Tax TRN

Date: 11 June, 2024

Version 2.0.0.0

Private and Confidential





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
(ن⊏	This is used to enable the text to speech feature of the portal
عربي English	This is used to toggle between the English and Arabic versions of the portal
-A A +A	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
2	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 taxpayers to benefit from these services in the best and simplest ways.





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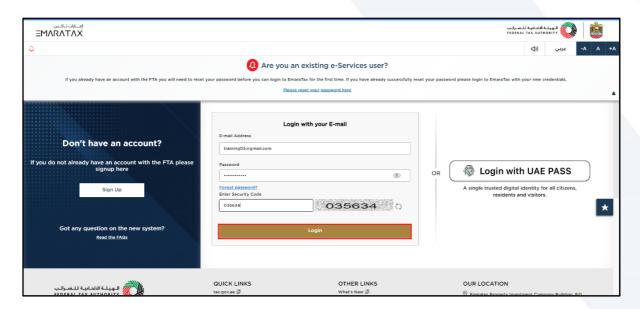
Introduction

This manual is prepared to help a de-registered Corporate Tax Taxpayer to navigate through the Federal Tax Authority EmaraTax portal and submit the Registration application for their deactivated Corporate Tax TRN.





Login to EmaraTax



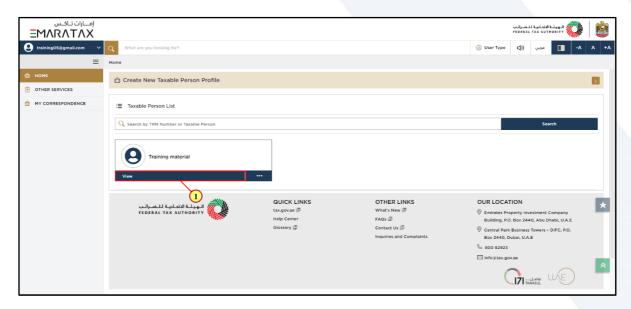


You can login into the EmaraTax account using your login credentials or using UAE Pass. If you have forgotten your password, you can use the 'Forgot password?' feature to reset your password.





Taxable Person Dashboard

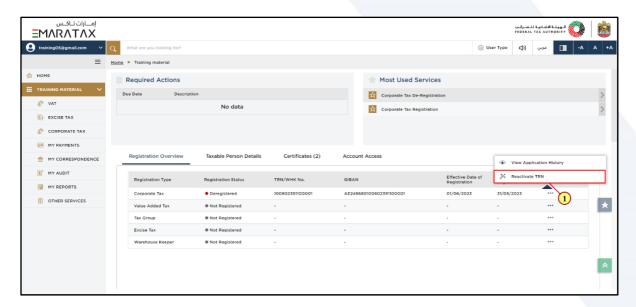


	Step	Action
Ī	(1)	Select the Taxable Person from the list and click 'View' to open the dashboard.





Registration of Deactivated Corporate Tax TRN

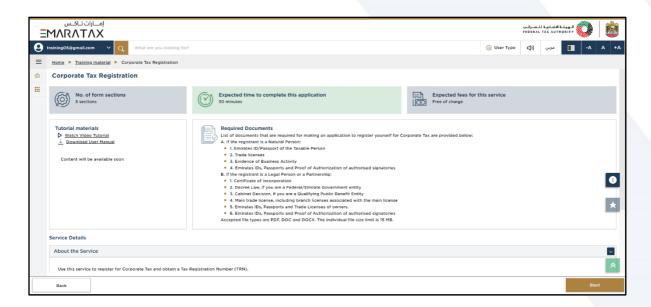


Step	Action
(1)	 In order to register your deactivated Corporate Tax TRN, click '' against the deregistered Corporate Tax application. Select 'Reactivate TRN' to start your Corporate Tax Registration application.





Instructions and Guidelines

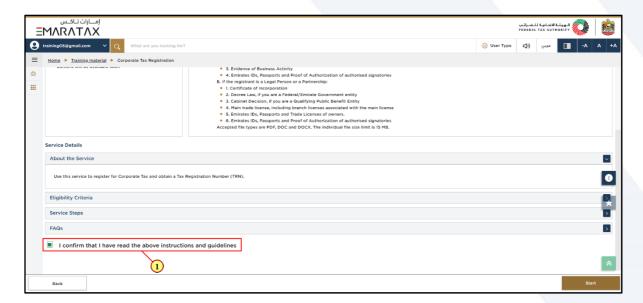




The 'instructions and guidelines' page is designed to help you understand certain important requirements relating to registering a deactivated Corporate Tax TRN of a deregistered application in the UAE. It also provides guidance on what information you should have in hand when you are completing the Registration application.



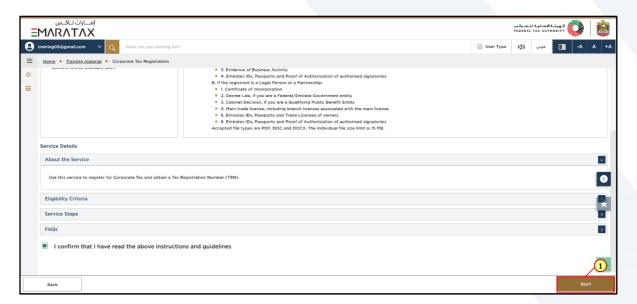




S	itep	Action
	(1)	Read the instructions and guidelines for Corporate Tax Registration and mark the checkbox to confirm.





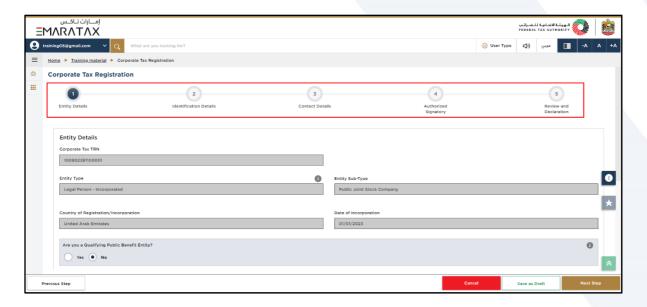


I	Step	Action
Į	(1)	Click 'Start' to initiate the registration of a deactivated Corporate Tax TRN application.





Entity Details Section

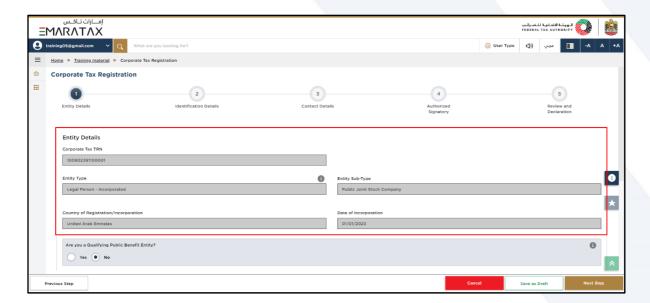




- The registration application has been divided into five short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.
- In order 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
- 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.





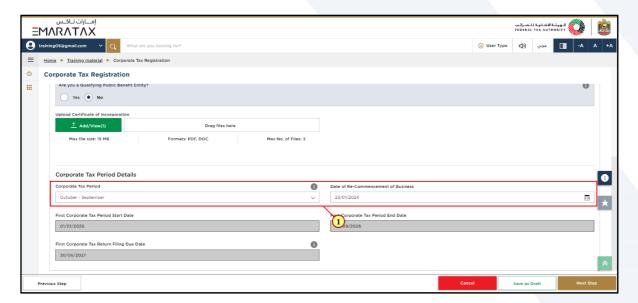




This section is pre-populated with your Entity details from your previous deactivated Registration application. You cannot make amends to this section.



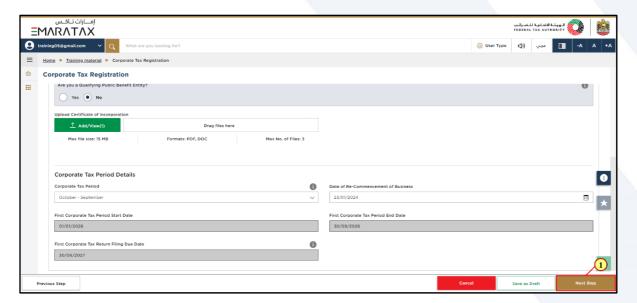




	Step	Action
I	(1)	Enter 'Corporate Tax Period' and 'Date of Re-Commencement of Business'.







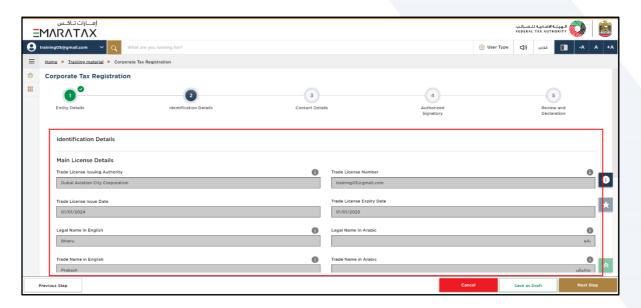
Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.





Identification Details Section

Main License Details



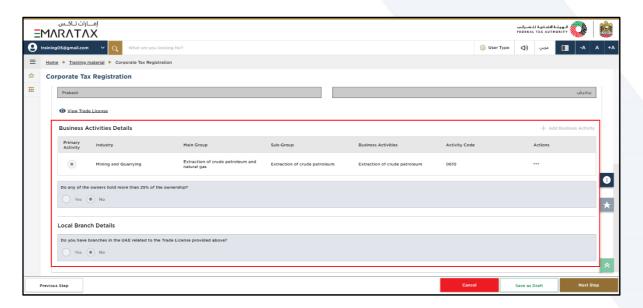


This section is pre-populated with your Trade License details from your previous deactivated Registration application. You cannot make amends to this section.





Business Activities Details and Local Branch Details

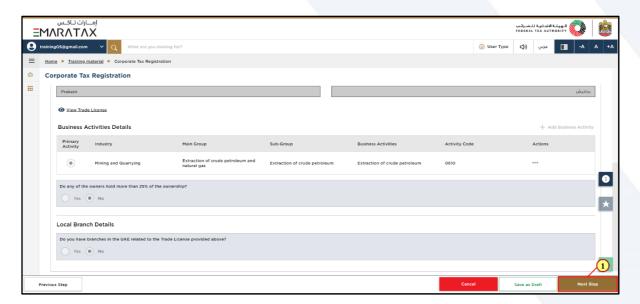




This section is pre-populated with your Business Activity and Local Branch details from your previous deactivated Registration application. You cannot make amends to this section.





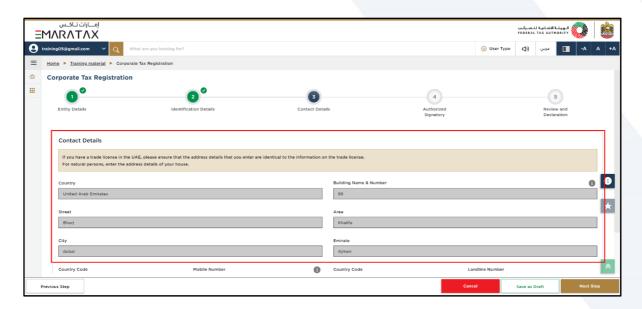


Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.





Contact Details Section

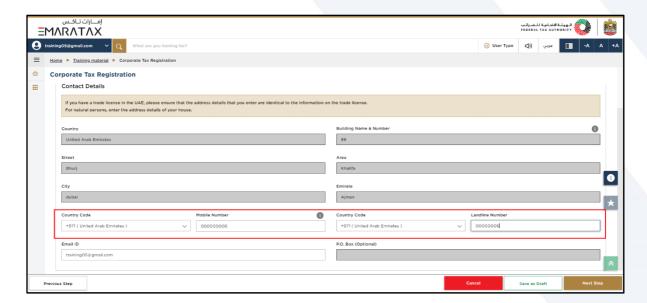




This section is pre-populated with your registered Company address from your previous deactivated Registration application. You cannot make amends to the physical address.





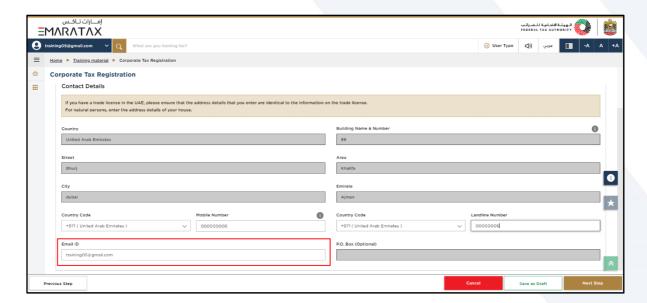




You can update your 'Mobile Number', 'Landline Number' in this section.





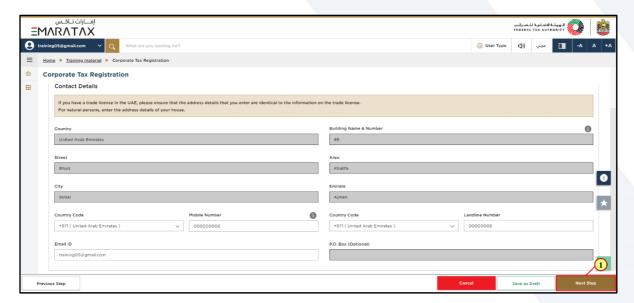




You can update your 'Email ID' in this section.





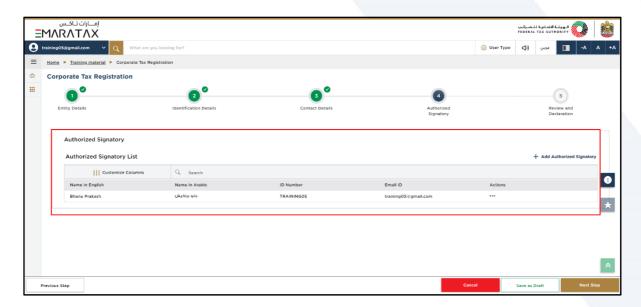


	Step	Action
ĺ	(1)	Click the 'Next Step' button to save and proceed to the next section.





Authorized Signatory Section

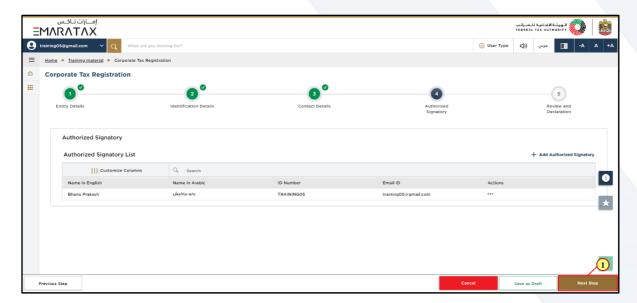




This section is pre-populated with your authorized signatory information from your previous deactivated Registration application. You can add one or more authorized signatories.





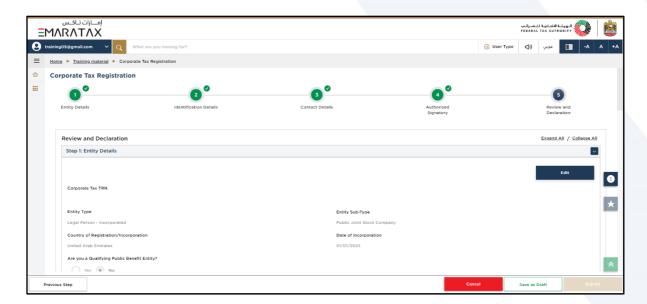


	Step	Action
ĺ	(1)	Click the 'Next Step' button to save and proceed to the next section.





Review and Declaration Section

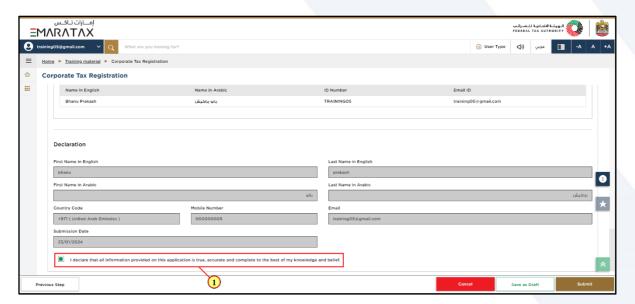




This section highlights all the details entered by you across the application. You are required to review and submit the application.



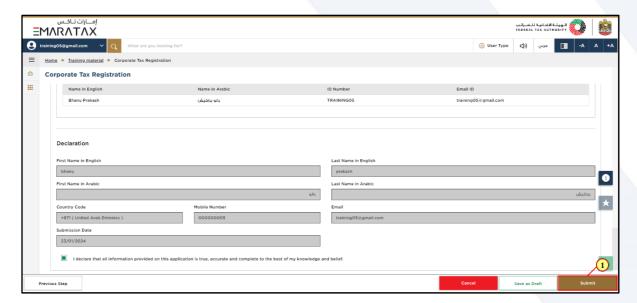




Step	Action
711	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



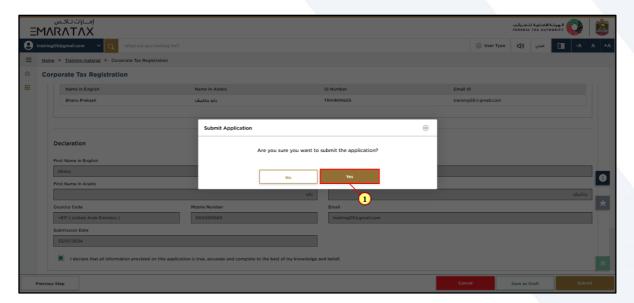




Step	Action
(1)	Click 'Submit' to submit the Registration application.





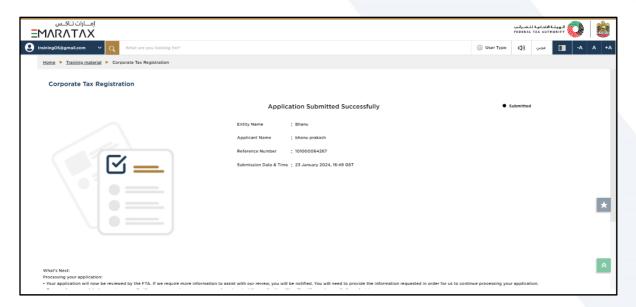


Step	Action
(1)	Click 'Yes' to confirm.





Post Application Submission



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.

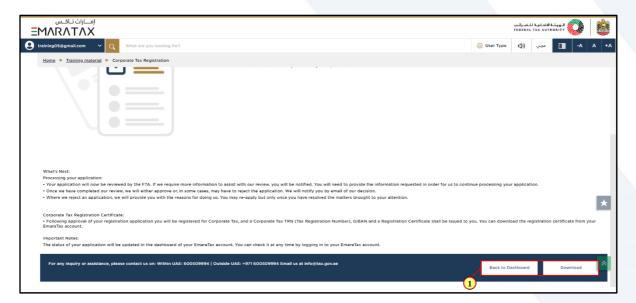
What's next?



- 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, or if the FTA rejects 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.







Step	Action
(1)	 Click 'Download' to download a pdf copy of the acknowledgement screen. Click 'Back to Dashboard' to navigate back to the dashboard.





Correspondences

Taxpayer receives the following correspondences:

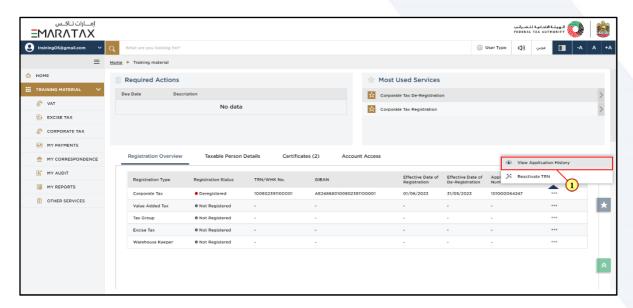
- · Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of the application).
- Application approval or rejection notification.
- Reminder to complete the draft application (only if the applicant fails to take action on a drafted application within the regular time period).
- Reminder to provide additional information (only if the applicant does not respond to the FTA's request for additional information within the regular time period).
- Draft application auto cancellation notification (only if the applicant fails to take action on a drafted application within a particular time period).
- Application auto rejection notification (only if the applicant does not respond to the FTA's request for additional information within a particular time period).





Application History - In-Review

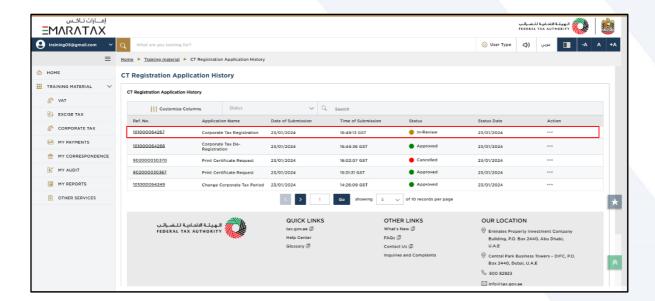
Once the Taxpayer submits the application for Registration of deactivated Corporate Tax TRN, the application will be sent to the FTA for review and the status of the application will be 'In-Review'.



Step	Action
(1)	 In order to view the status of your application, click '' against the deregistered application that you have applied for reactivation. Select 'View Application History' to view the status of your application.









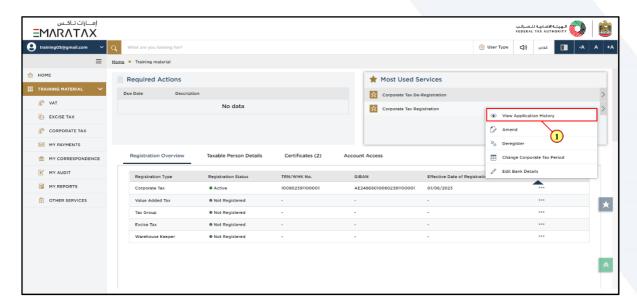
You can check the status of the application based on the application number once the application has been submitted.





Application History – Approved

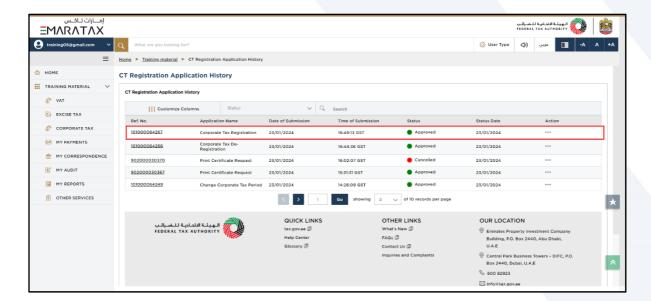
Once the FTA approves the application for Registration of deactivated Corporate Tax TRN, the registration process is complete and Registration Certificate will be issued by the FTA to the Taxpayer.



Step	Action
(1)	 In order to view the status of your application, click '' against the application that you have applied for reactivation. Select 'View Application History' to view the status of your application.





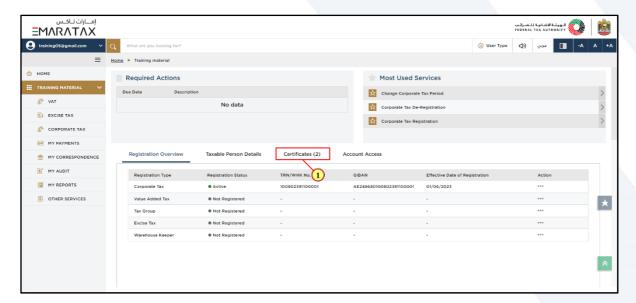




You can check the status of the application based on the application number once the application has been approved.



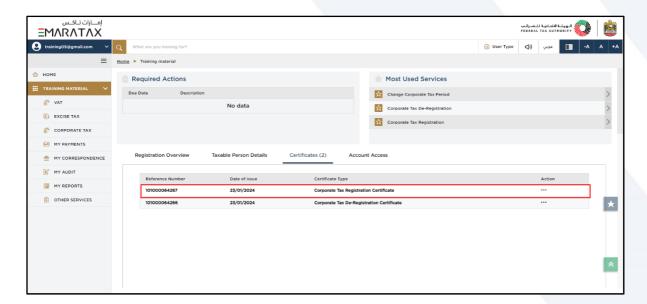




	Step	Action
l	(1)	Click 'Certificates'.









You can find your Corporate Tax Registration Certificate here.