

planet

Merchant Registration



Introduction to merchant registration

You will be asked to submit collateral in the form of either a security cheque or bank guarantee in favor of Planet Tax Free LLC.

Complete the registration process in 3 easy steps!

Step 1

Complete the online registration form

Visit our website:

[Merchant \(planetpayment.ae\)](https://planetpayment.ae)

Click on the '**Register here**' button.

Complete the online registration form.

You will be asked to provide the following information in the registration form :

- Contact details
- Contract details
- Invoicing details
- Store details

Step 2

Review and sign the contract

Check your inbox for a confirmation email.

The email will include:

- Link to your individual account where you can check the data provided and check the progress of your application
- Pre-filled contract
- Credit check consent form
- Instructions on next steps

Step 3

Upload the required documents

To complete the registration you will need to digitally sign the contract and credit check consent form.

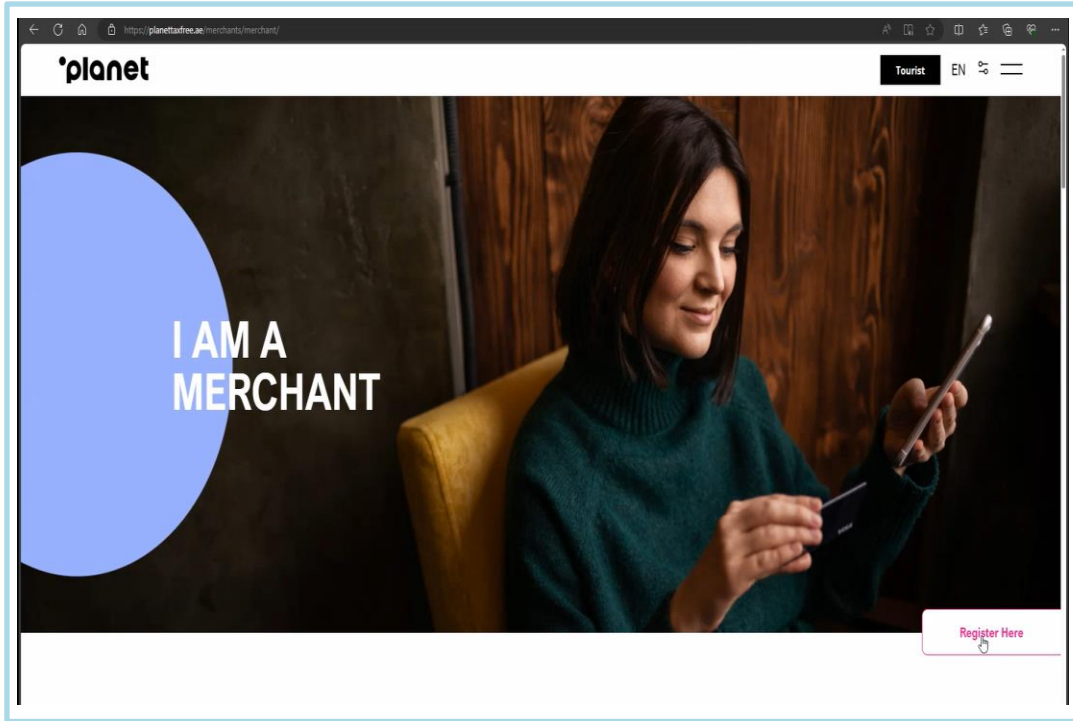
You will also need to upload:

- TRN certificate
- Trade License certificate
- Power of attorney (if applicable, when the signatory is not named on the Trade License)
- Specimen of the signature of the signatory

1 Complete Online Form

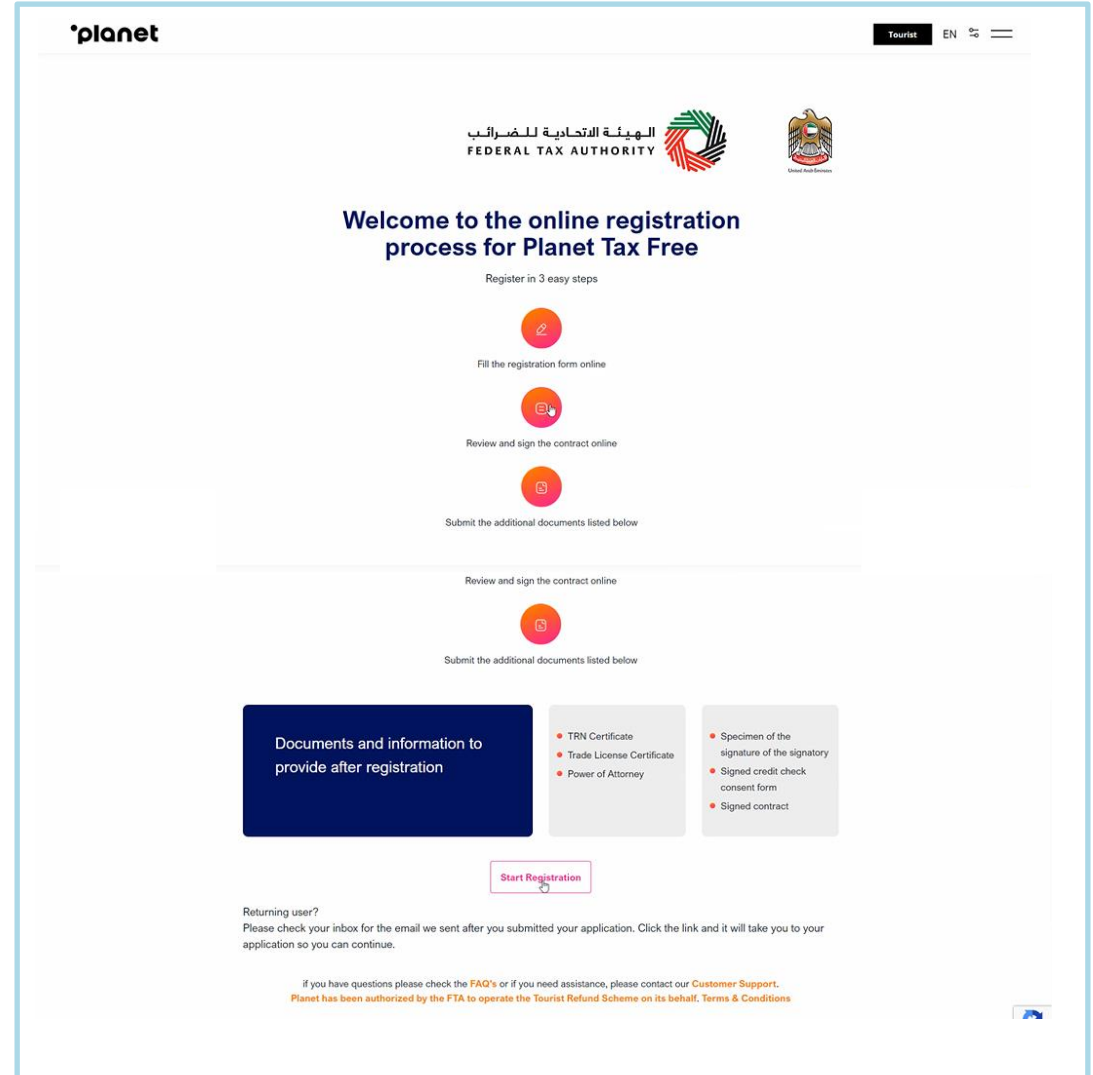
Starting the registration process

Once you have navigated to the Merchant section of the website, click on “Register Here” to start the registration process.



Starting the registration process

After reading the summary page, click on “Start Registration” to begin.



1 Complete Online Form

Contact details

Fill in the contact details of the person responsible for managing the overall registration process (the person registering can be different from the contract signatory).

The screenshot shows the 'Registration Process' form at 0% completion. The progress bar is at the beginning. The form includes a notification: 'The person to whom we will send progress updates regarding the registration process.' Below this, there are input fields for 'First Name*', 'Last Name*', 'Job Title*' (dropdown), 'Email Address*', 'Confirm Email Address*', and '971 Phone Number*'. There are 'Reset' and 'Next' buttons. Below these, there is an 'OR' separator and a 'Sign up with UAE PASS' button. At the bottom, there are three circular icons: a question mark, a refresh icon, and 'T&C'.

Contract details

The screenshot shows the 'Registration Process' form at 10% completion. The progress bar is 10% full. The form includes a notification: 'The contract will be pre-populated with the information entered on this page. The legal entity named on TRN certificate will be the one entering into this agreement.' Below this, there are sections for 'Tax Registration Details' with fields for 'TRN Number*' and 'TRN Legal Entity Name*'. 'Trade License Details' with fields for 'Trade License number*' and 'Legal entity name (as it appears on the VAT registration)*'. 'Address' section with fields for 'Street Line 1*', 'Street Line 2*', 'UNITED ARAB EMIRATES', 'Emirate*' (dropdown), and 'Select City' (dropdown). 'Contract signatory details' section with a checkbox 'Tick this box if the contract signatory details are the same as the ones entered on the first page.' and input fields for 'First Name*', 'Last Name*', 'Job Title*' (dropdown), 'Email Address*', 'Confirm Email Address*', and '971 Phone Number*'. There are 'Back' and 'Next' buttons. At the bottom, there are three circular icons: a question mark, a refresh icon, and 'T&C'.

Details of the legal entity entering into the Tax Refund Scheme and signatory details. If you have more than one TRN to register for Tax Free, please complete a new registration for each TRN you wish to register.

1 Complete Online Form

Invoicing Details

This person will be your company's nominated point of contact for invoicing and will receive invoices from Planet Tax Free. If it's the same person as on page 1 – just tick the box!

Registration Process

الهئية الاتحادية للضرائب
FEDERAL TAX AUTHORITY

Contact Details → Contract Details → **Invoicing Details** → Store Details → Confirmation

61%

The monthly invoice will be sent to the company and contact details entered below.

Invoice Point of Contact

The person to whom we will send the invoice

Tick this box if the contract signatory details are the same as the ones entered on the first page.

First Name* Last Name* Job Title*

Email Address* Confirm Email Address* 971 Phone Number*

Back Next

? ↻ T&C

Store details

Registration Process

الهئية الاتحادية للضرائب
FEDERAL TAX AUTHORITY

Contact Details → Contract Details → Invoicing Details → **Store Details** → Confirmation

77%

In order for your store(s) to be able to carry out Tax Free Transactions, we need to know the details for each store (location, store manager details, general contact details). You can provide the shop details later.

Please enter no. of stores to register

If you don't know the exact number, please provide the best estimate to give us an idea

Number

Store Name Phone Number 971 Email Address

Store Categories Estimated tourist transactions per month Address Line 1

Address Line 2 UNITED ARAB EMIRATES

Add Shop

Back Next

? ↻ T&C

For merchants with 21+ shops we offer a tailored service, so if you'd like us to help you register please contact our customer service team.

1 Complete Online Form

Review your application

Registration Process

الهئية الاتحادية للضرائب
FEDERAL TAX AUTHORITY

Contact Details → Contract Details → Invoicing Details → Store Details → Confirmation

100%

Confirm the details below and press SUBMIT on bottom of the page to complete your registration.

Summary Of Your Registration

Contact Details

First Name Designation Email PhoneNumber

Contract Details

TRN

TRN Number TRN Legal Entity Name

Trade License Details

Trade License Number Company Name

Address

Confirm the data & submit

planet Tourist EN

Trade License Number Company Name

Address

Invoicing Details

First Name Job Email Phone Number

Store Details

No. of stores to register
Number

Store Name Email Address Phone Number

Address Line 1 Address Line 2

Store Category Estimated number of tourist transaction per month

Back Submit

? ↻ T&C

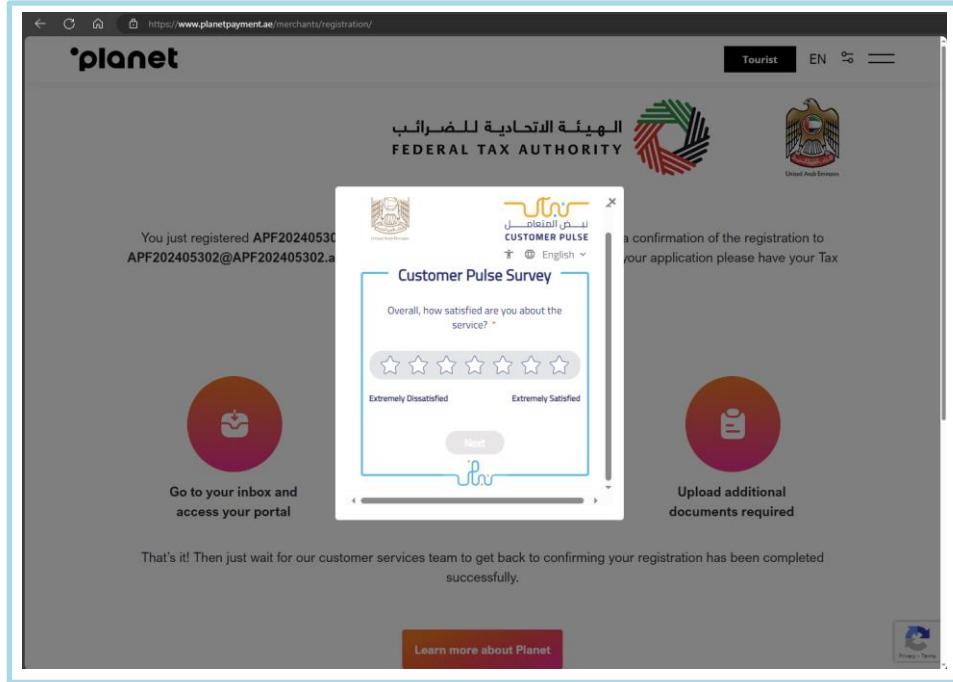
Congratulations

Your application has been successfully submitted!

Once you receive the confirmation email, please sign the contract and credit check consent form as soon as possible so that we can progress with your registration swiftly.

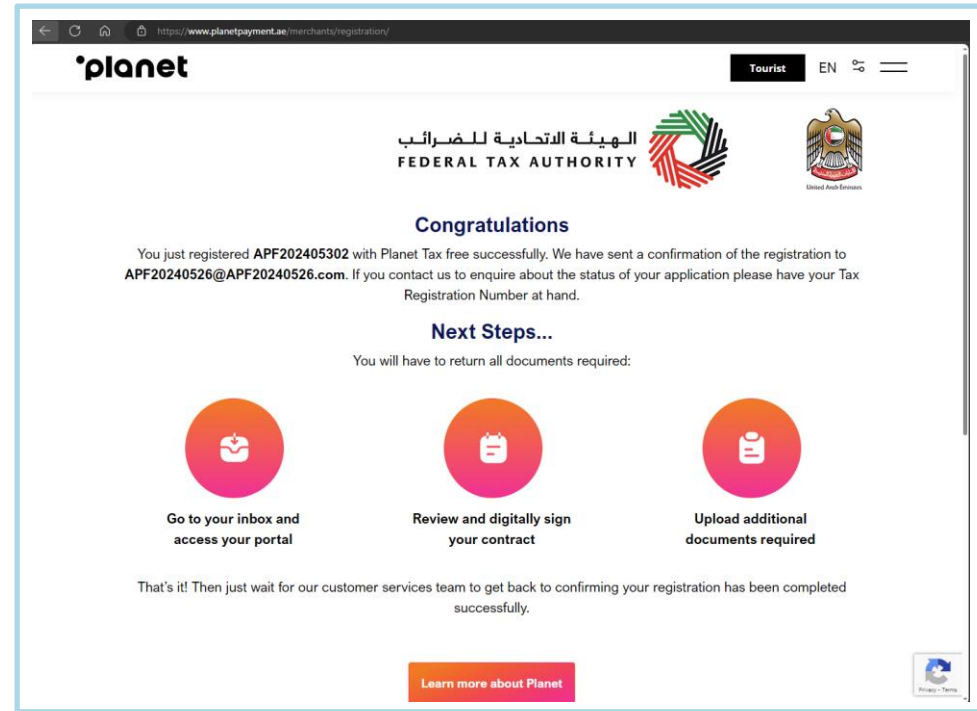
2 Review and sign the contract

Check your inbox for a confirmation email



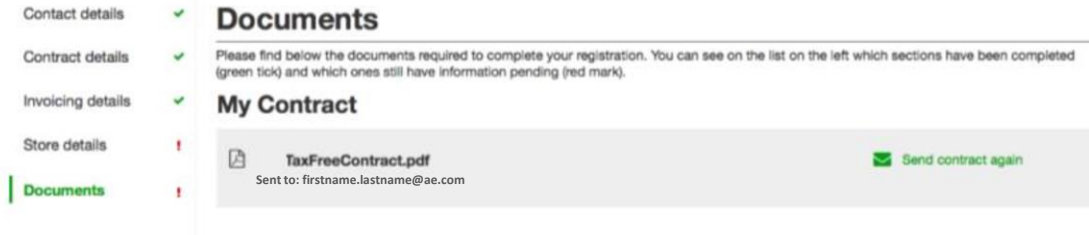
Fill out the Customer Pulse Survey

Go to your inbox and follow the link to complete the process

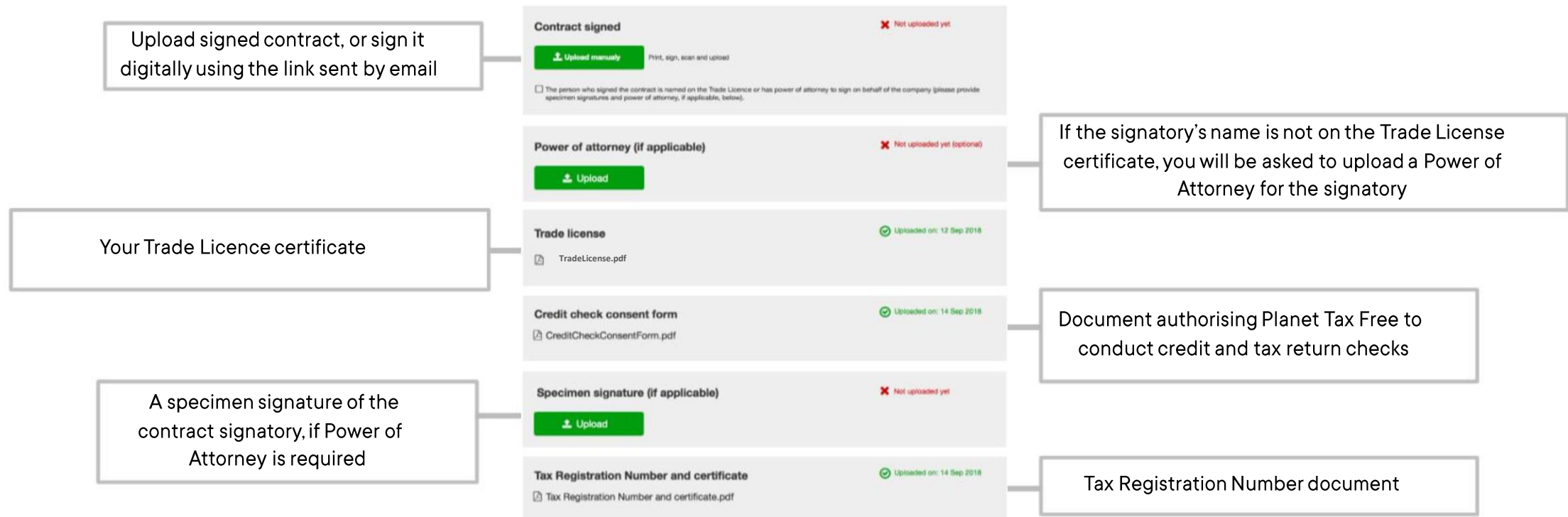


3 Upload required documents

1 After you click on the link, navigate to the Documents section



2 Upload the remaining documents



Thank you

