



إمارات تاكس
EMARATAX

Reconsideration request User Manual

Date: Dec 2022

Version 1.0

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Document Control Information

Document Version Control

| Version No. | Date | Prepared/Reviewed by | Comments |
|-------------|-----------|-----------------------|---------------------------------|
| 1.0 | 01-Dec-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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Reconsideration request V1.0

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Introduction



This manual is prepared to help the applicant to navigate through the EmaraTax portal to submit a Reconsideration application



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.

Emaratax home page

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




Taxable Person Dashboard

| Step | Action |
|------|--|
| (1) | Click on "Other services" from within the Taxable person profile for which you want to raise a reconsideration request |

| Step | Action |
|------|---|
| (1) | Click on "View All" on the Reconsideration tile |



Reconsideration Application

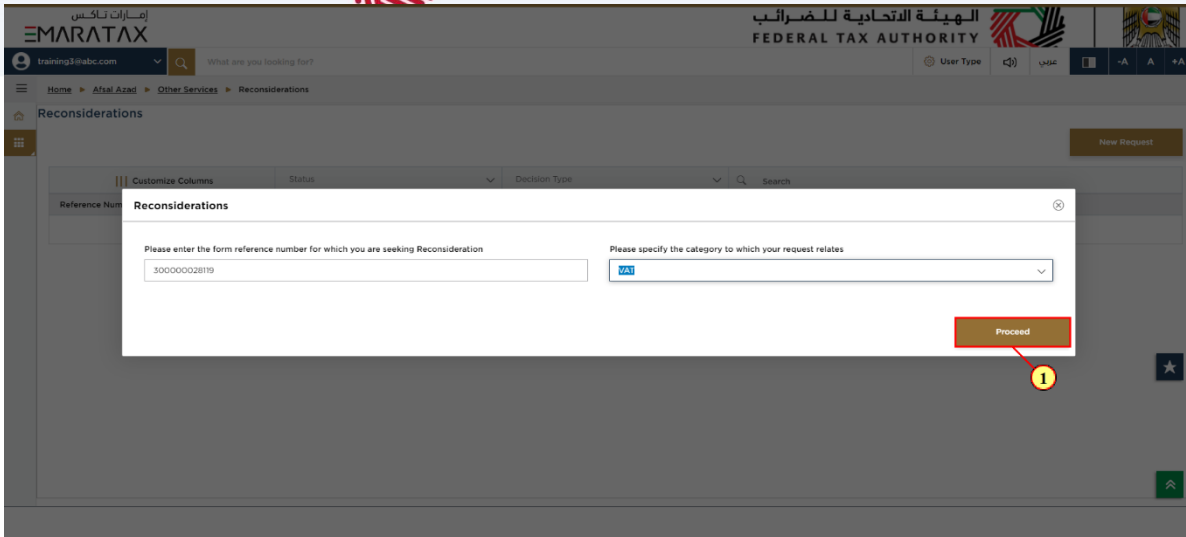
 This is the dashboard containing all the Reconsideration request raised by you for this particular Taxable Person along with their current Statuses. You can search for a previously submitted Reconsideration requests from here

| Step | Action |
|------|---|
| (1) | Click on "New Request" to open the application form for a Reconsideration request |

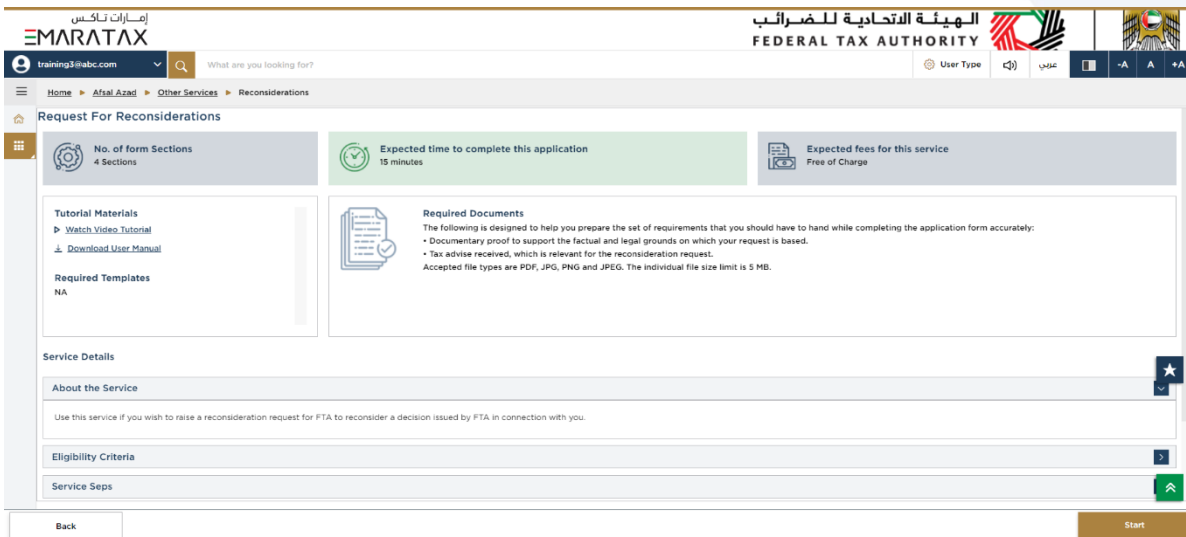



| Step | Action |
|------|--|
| (1) | Enter the FTA decision reference numbers for which you are seeking Reconsideration |

| Step | Action |
|------|---|
| (1) | Select the category to which your request relates from the dropdown |



| Step | Action |
|------|--|
| (1) | Click Proceed to Open the Application form for a Reconsideration |



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



| Step | Action |
|------|--|
| (1) | Click the checkbox to confirm that you have read the instructions and guidelines |

| Step | Action |
|------|--|
| (1) | Click on "Start" to proceed to the Reconsideration application |



Request For Reconsiderations

1 Applicant Details

2 Request Details

3 Authorized Signatory and Declaration

Applicant Details

TRN(optional)
100636811000003

Applicant First Name in English
Saraof world

Applicant Last Name in English

Applicant First Name in Arabic
سراوف ورلد

Applicant Last Name in Arabic

Tax Account number (Optional)

Tax Agent Approval Number (Optional)
1

Previous Step Save as Draft Next Step

| Step | Action |
|------|---|
| (1) | Verify whether the details are prepopulated from the Taxable person profile correctly |

Request For Reconsiderations

1 Applicant Details

2 Request Details

3 Authorized Signatory and Declaration

Contact details of the Applicant

Country
United Arab Emirates

Building Name
c22, hilton garden

City
Dubai

Area
port rashid

Country Code
+971 (United Arab Emirates)

Mobile Number
568787654

Country Code
+971 (United Arab Emirates)

Landline Number
57898777

Email ID
viswatesting@gmail.com

P.O.Box
500601

Previous Step 1 Save as Draft Next Step

| Step | Action |
|------|---|
| (1) | Verify whether the details are prepopulated from the Taxable person profile correctly |



إمارات تاكس MARATAX

الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY

Home > Afzal Azad > Other Services > Reconsiderations

Request For Reconsiderations

1 Applicant Details 2 Request Details 3 Authorized Signatory and Declaration

Contact details of the Applicant

Country: United Arab Emirates Building Name: c22, hilton garden

City: Dubai Area: port rashid

Country Code: +971 (United Arab Emirates) Mobile Number: 568787654 Country Code: +971 (United Arab Emirates) Landline Number: 57898777

Email ID: viswateesting@gmail.com P.O.Box: 500601

Previous Step Save as Draft 1 Next Step

| Step | Action |
|------|---|
| (1) | Select "Save as draft" in case if the form need to be saved for later use |

إمارات تاكس MARATAX

الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY

Home > Afzal Azad > Other Services > Reconsiderations

Request For Reconsiderations

1 Applicant Details 2 Request Details 3 Authorized Signatory and Declaration

Contact details of the Applicant

Country: United Arab Emirates Building Name: c22, hilton garden

City: Dubai Area: port rashid

Country Code: +971 (United Arab Emirates) Mobile Number: 568787654 Country Code: +971 (United Arab Emirates) Landline Number: 57898777

Email ID: viswateesting@gmail.com P.O.Box: 500601

Previous Step Save as Draft Next Step

| Step | Action |
|------|---|
| (1) | Click "Next Step" to proceed to Request Details Section |



| Step | Action |
|------|---|
| (1) | Enter the details of the FTA decision for which this specific reconsideration request is raised |

| Step | Action |
|------|---|
| (1) | Provide a detailed description as to why FTA should reconsider the original decision and attach relevant documents (if any) |




The screenshot shows the 'Request For Reconsiderations' form in the MARATAX system. The form is divided into three main sections: 'Applicant Details', 'Request Details', and 'Authorized Signatory and Declaration'. Below these is a 'References' section with two text input fields. The first field is for 'Specify the legal provisions relevant for the reconsiderations request' and the second is for 'Specify any guidance by the FTA, which is relevant for the reconsideration request'. Below the input fields is an 'Add' button and a file upload area. At the bottom of the form, there are 'Previous Step', 'Save as Draft', and 'Next Step' buttons. A red circle with the number '1' is placed over the 'Next Step' button.

| Step | Action |
|------|---|
| (1) | Provide references of legal provisions or guidance issued by FTA and attach relevant documents (if any) |

This screenshot is identical to the one above, showing the 'Request For Reconsiderations' form. The 'References' section is visible, and a red circle with the number '1' is placed over the 'Next Step' button at the bottom right of the form.

| Step | Action |
|------|--|
| (1) | Click "Next Step" to proceed to Review Section |



 This section displays a summary of all the sections. Review the information for correctness.

| Step | Action |
|------|---|
| (1) | Click here to expand or collapse each section |



| Step | Action |
|------|---|
| (1) | Mark the checkbox to confirm that you have reviewed the declaration |

| Step | Action |
|------|--|
| (1) | Click Submit to submit the Reconsideration application |



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