



إمارات تاكس
EMARATAX

Change in Length of the Tax Period - 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"> 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

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. To get more information on these services Click [Here](#)



Change in Length of Tax Period

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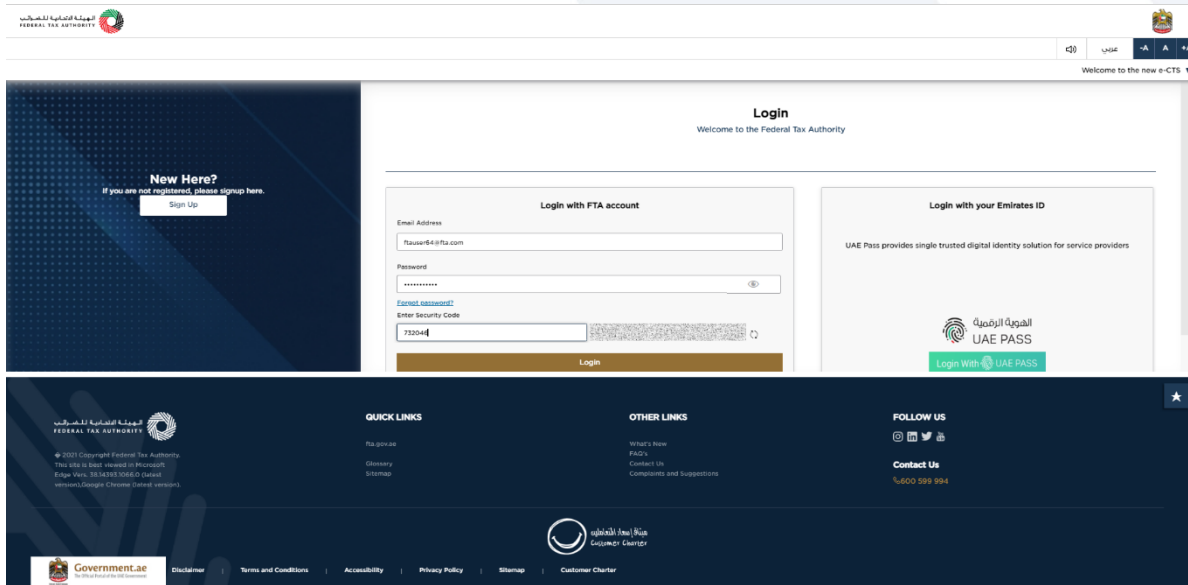
Introduction




This manual is prepared to help a registered VAT taxpayer to navigate through the Federal Tax Authority (FTA) EmaraTax portal and apply to change the length of the Tax Period. The user must login into their EmaraTax account and open the respective VAT tile, to initiate the application.

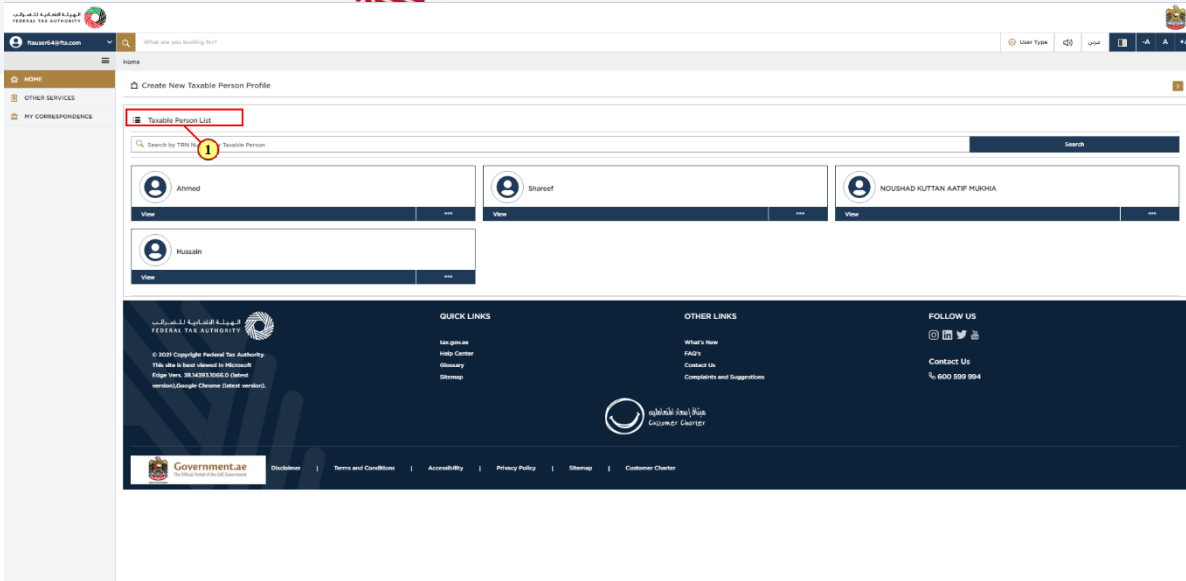


Login to EmaraTax

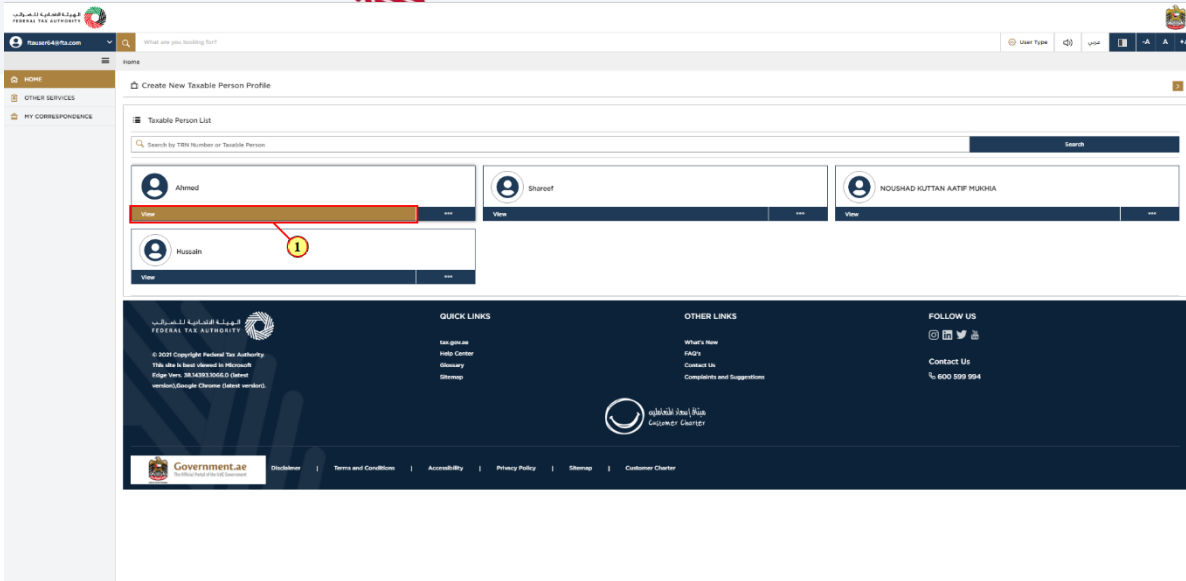




- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.
- If 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.



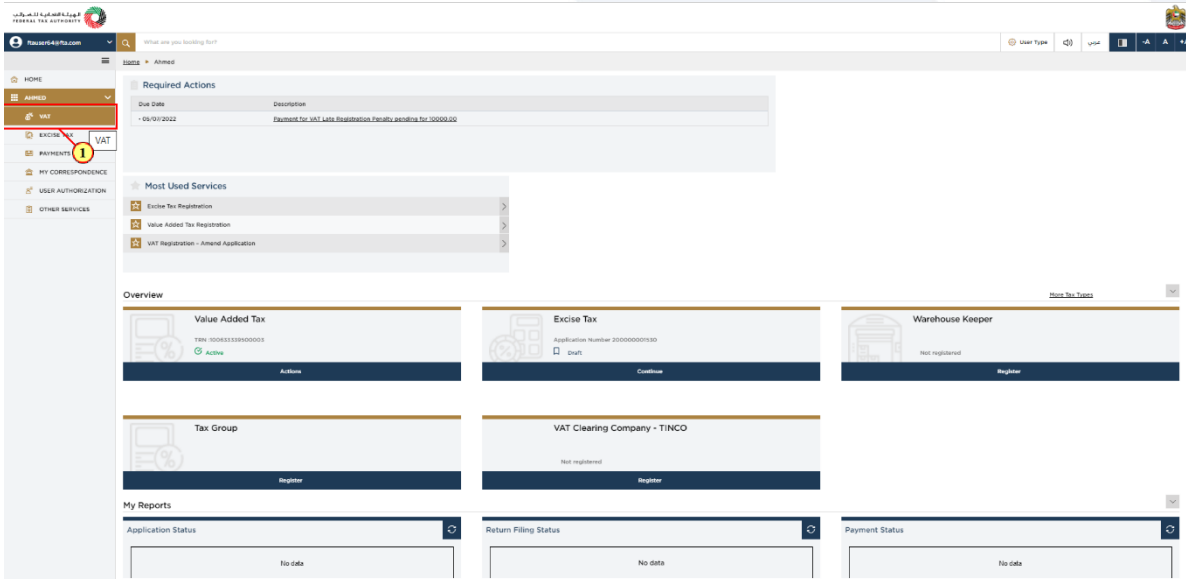
Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.



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



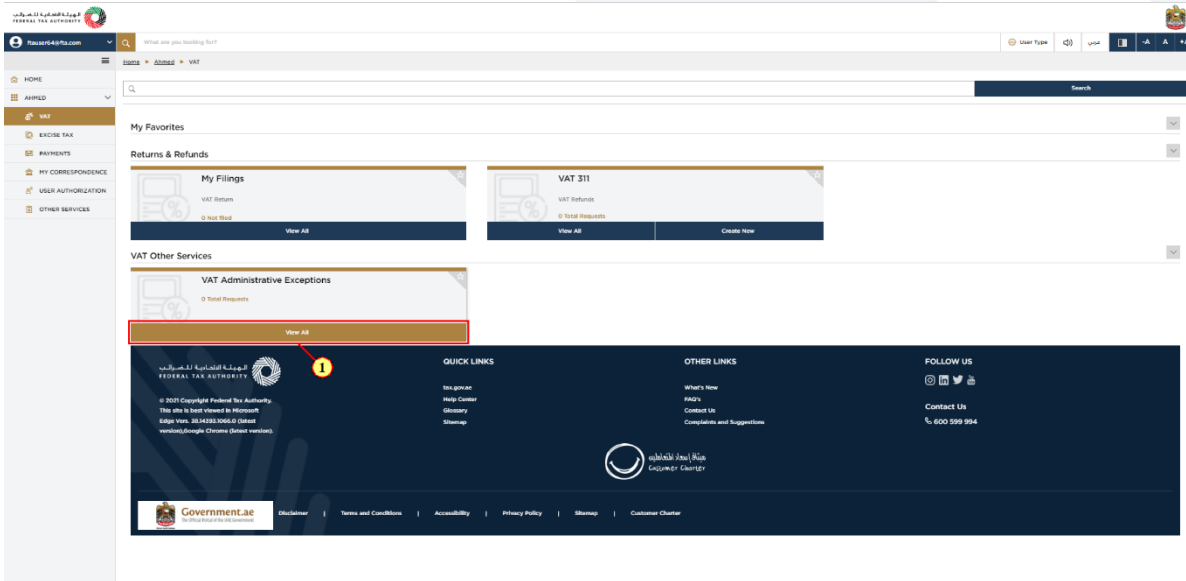
Open the VAT Administration and Exceptions



Step	Action
(1)	Within the taxable person dashboard, you can find a VAT option on the left-hand side panel. Click on VAT.



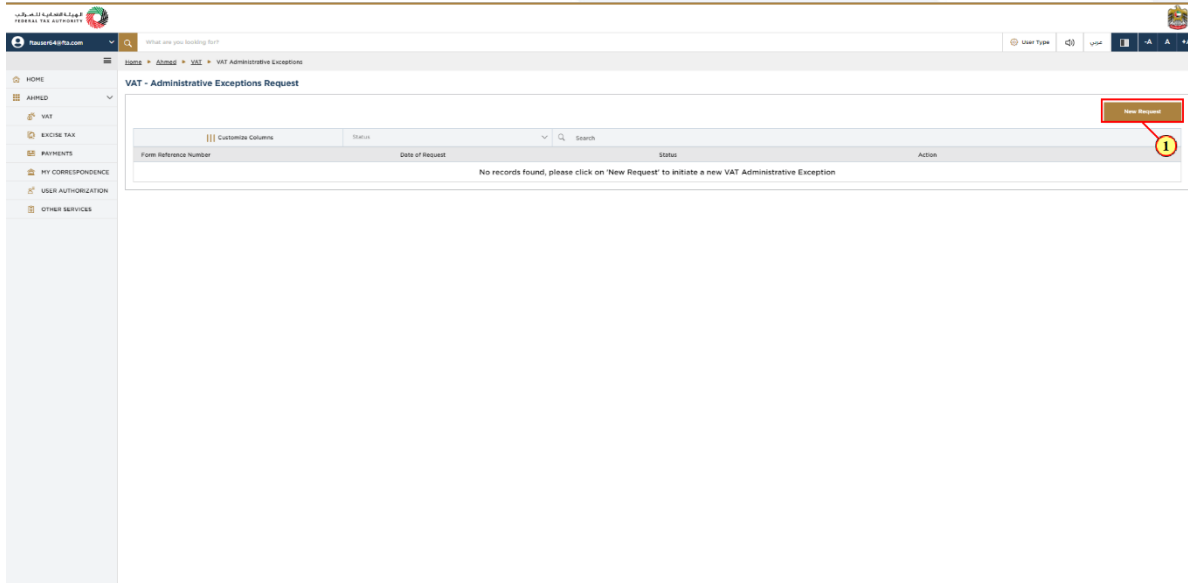
VAT - Administrative Exceptions Request



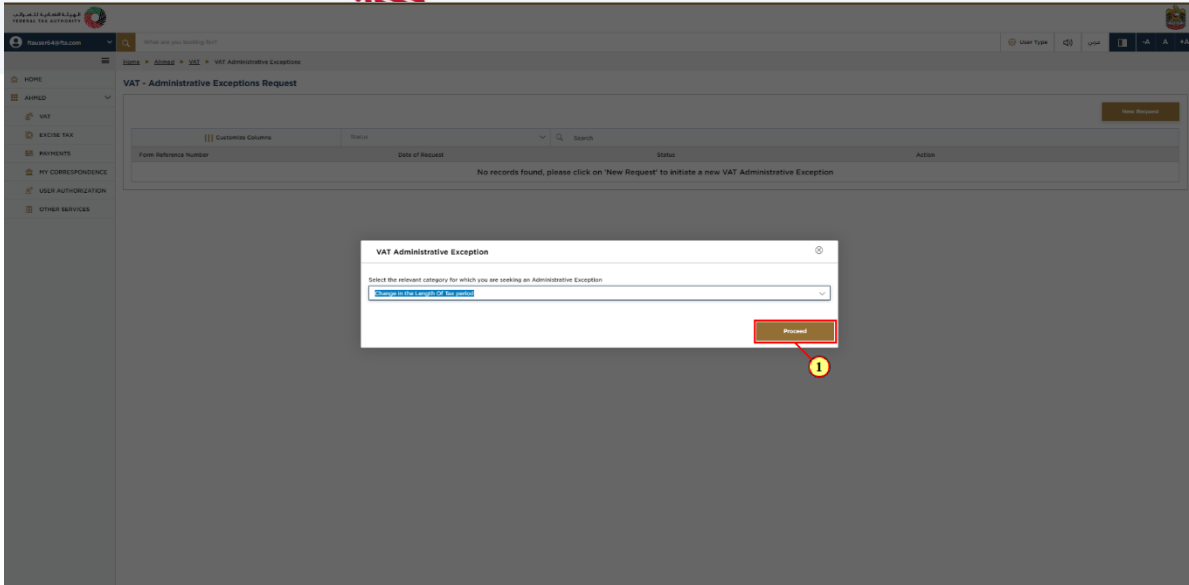
Step	Action
(1)	Under VAT Other Services you can find VAT Administrative Exceptions tile. Click 'View All' to initiate the application.



New request



Step	Action
(1)	The page displays the list of applications submitted in past for VAT administrative exceptions. To start a new application, click 'new request'.



Step	Action
(1)	From the VAT Administrative Exceptions application list, select Change in the Length of tax period and click on 'Proceed'.



Guidelines and Instructions

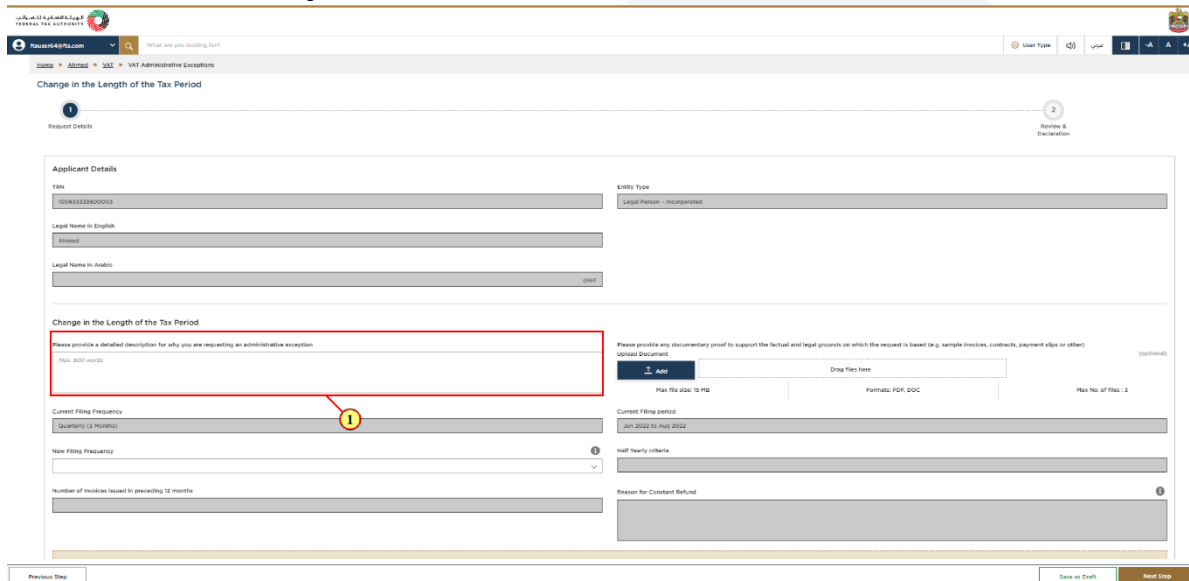
Step	Action
(1)	Read the instructions and guidelines carefully before starting the application and mark the checkbox to confirm.



Step	Action
(1)	Click 'Start' to initiate the application for changing the length of tax period.

Request Details

Detailed description



Step	Action
(1)	<ul style="list-style-type: none"> Your TRN, Entity, Legal Name will be auto populated by the system. Enter the detailed description for the reason of changing the Tax Period and upload supporting document.



New Filing Frequency

Change in the Length of the Tax Period

Please provide a detailed description for why you are requesting an administrative exception

Please provide any documentary proof to support the factual and legal grounds on which the request is based (e.g. sample invoices, contracts, payment slips or other)

Current Filing Frequency: Quarterly (3 Months)

New Filing Frequency: **Monthly** (1)

Number of invoices issued in preceding 12 months: 1

Reason for Constant Refund: 1

The Change in Length of tax period request is subject to approval by FTA. You will receive communication after your change in Length of tax period application has been approved.

Period - Tax Year	Start Date	End Date	Due Date
September 2022	01-09-2022	30-09-2022	28-10-2022
October 2022	01-10-2022	31-10-2022	29-11-2022
November 2022	01-11-2022	30-11-2022	29-12-2022
December 2022	01-12-2022	31-12-2022	30-01-2023

Step	Action
(1)	<ul style="list-style-type: none"> Your current Filing frequency and period is auto populated by the system. Enter the new Filing Frequency and all mandatory details.



Review the new filing dates

Change in Length of the Tax Period

Please provide a detailed description for why you are requesting an administrative exception

Please provide any documentary proof to support the factual and legal grounds on which the request is based (e.g. sample invoices, contracts, payment slips or other)

Current Filing Frequency: Quarterly (3 Months)

New Filing Frequency: Half Yearly

Number of Invoices Issued in preceding 12 months: [Field]

New Tax Period Details

Period - Tax Year	Start Date	End Date	Due Date
December 2022	01-09-2022	30-10-2022	29-10-2022
October 2022	01-10-2022	31-10-2022	29-11-2022
November 2022	01-11-2022	30-11-2022	29-12-2022
December 2022	01-12-2022	31-12-2022	30-01-2023

Step	Action
(1)	System will display the tax period as per the new frequency selected. Please review the new tax period dates.



Change in the Length of the Tax Period

Please provide a detailed description for why you are requesting an administrative exception

Please provide any documentary proof to support the factual and legal grounds on which the request is based (e.g. sample invoices, contracts, payment slips or other)

Current Filing Frequency: Quarterly (3 Months)

New Filing Frequency:

Number of Invoices Issued in preceding 12 months:

Current Filing period: Jan 2022 to Aug 2022

Half Yearly criteria:

Reason for Constant Defund:

The Change in Length of tax period request is subject to approval by FTA. You will receive communication after your change in Length of tax period application has been approved.

New Tax Period Details

Period - Tax Year	Start Date	End Date	Due Date
September 2022	01-09-2022	30-09-2022	28-10-2022
October 2022	01-10-2022	31-10-2022	28-11-2022
November 2022	01-11-2022	30-11-2022	28-12-2022
December 2022	01-12-2022	31-12-2022	30-01-2023

Previous Step | Save as Draft | **Next Step**

Step	Action
(1)	Click on 'Next Step', to proceed to the 'Review and Declaration' section.



Review and Declaration

Step	Action
(1)	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.



Change in Length of the Tax Period

Current filing period: Quarterly (3 Months)
New Filing Frequency: Monthly
Number of taxies issued in preceding 12 months: []
Reason for Constant Refund: []

Current filing period: Jan 2022 to Aug 2022
Half Yearly criteria: []

New Tax Period Details

Period - Tax Year	Start Date	End Date	Due Date
September 2022	01-09-2022	30-09-2022	29-10-2022
October 2022	01-10-2022	31-10-2022	28-11-2022
November 2022	01-11-2022	30-11-2022	29-12-2022
December 2022	01-12-2022	31-12-2022	30-01-2023

Authorized Signatory list


Name in English	Name in Arabic	Email
Ahmed Ahmad	ahmed ahmed	PTAUSER@FTA.COM

Declaration

I hereby agree to the below points:

- I declare that all information provided is true, accurate and complete to the best of my knowledge and belief
- I declare that I've reviewed all steps

Previous Step Save as Draft

 This section will help you to make sure that you have completed the application correctly and included the documents we have asked you to send.



Change in Length of the Tax Period

Current Filing Period: Quarterly (3 Months)
New Filing Frequency: Monthly
Number of taxables issued in preceding 12 months: Reason for Constant Refund

Current Filing Period: Jan 2022 to Aug 2022
Half Yearly criteria

Period - Tax Year	Start Date	End Date	Due Date
September 2022	01-09-2022	30-09-2022	29-10-2022
October 2022	01-10-2022	31-10-2022	28-11-2022
November 2022	01-11-2022	30-11-2022	29-12-2022
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Authorized Signatory list

Name in English	Name in Arabic	Email
Ahmed Ahmad	ahmed ahmed	PTAUGSMB@FTA.COM

Declaration

I hereby agree to the below points:

- I declare that all information provided is true, accurate and complete to the best of my knowledge and belief
- I declare that I've reviewed all steps

Period Step: Save as Draft **Submit**

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



Post Application Submission

The screenshot shows the FTA user interface. At the top, there is a navigation bar with the user's email 'ftauser64@fta.com', a search bar, and various utility icons. Below the navigation bar, the breadcrumb trail reads: Home > Ahmed > VAT > VAT Administrative Exceptions. The main content area is titled 'Change in the Length of the Tax Period'. It displays a confirmation message: 'Application submitted successfully' with a status indicator 'In Review'. To the left of the message is an icon of a document with a checkmark. Below the message, the following details are listed:

Name	: fta fta
Application Number	: 100000002691
Submitted Date	: 18 July 2022
Current Filing Frequency	: Quaterly
New Filing Frequency	: Monthly

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with FTA.

What's next?

- Once the application is submitted, the FTA shall approve, reject and notify the Taxable Person 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, 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.



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