



إمارات تاكس  
EMARATAX

## Corporate Tax Amend Registration - Taxpayer User Manual

Date: 18 May 2023

Version 4.0.0.0

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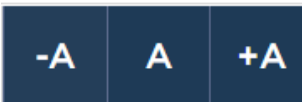


## Document Control Information

### Document Version Control



Version No.	Date	Prepared/Reviewed by	Comments
1.0	25-Jan-23	InvenioLSI Team	User Manual for Tax Payer on EmaraTax Portal – Corporate Tax Amend Registration
2.0	24-Mar-23	InvenioLSI Team	Updated Screenshots
3.0	18-Apr-23	InvenioLSI Team	Updated based on PwC Review and CR Changes
4.0	18-May-23	InvenioLSI Team	Updated based on Final PwC/FTA Feedback

## Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form



Button	Description
	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.



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## Introduction

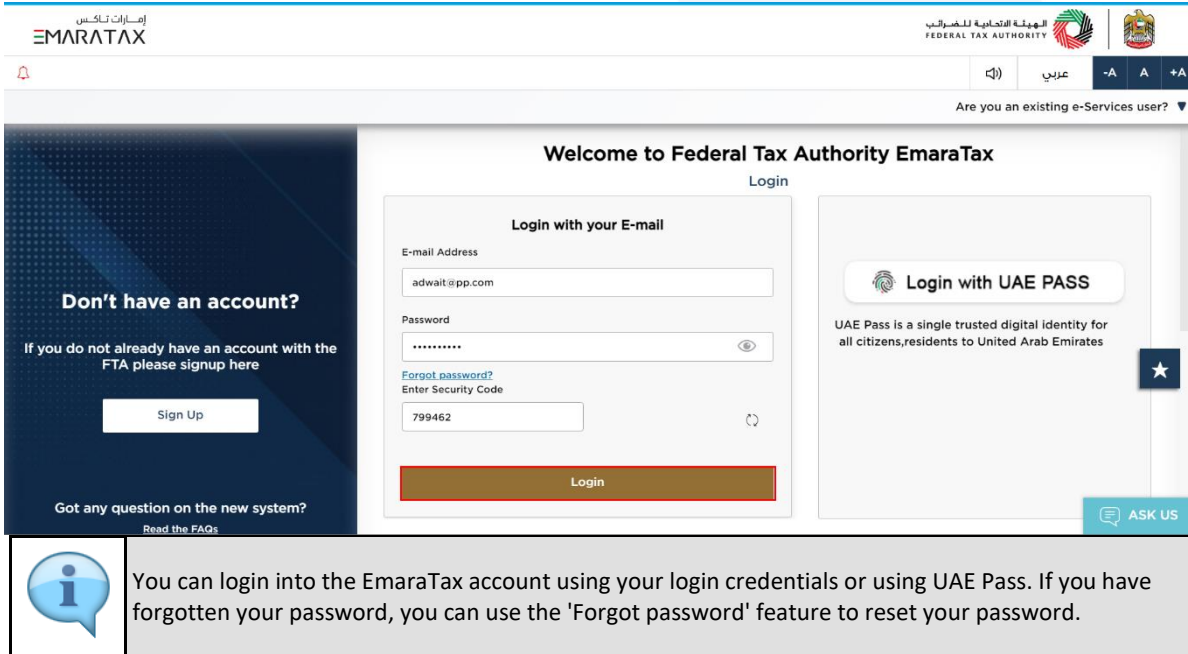


This manual is prepared to help you navigate through the Federal Tax Authority (FTA) Emaratax portal and Amend your Corporate Tax Registration information. To initiate the amendment, you must already be registered with the FTA and should have a valid TRN. The amendments done to the following sections require approval from the FTA:

- Details of the applicant
- Business activities of the applicant section
- Contact details
- Authorized Signatory



# Login to EmaraTax



**Don't have an account?**  
If you do not already have an account with the FTA please signup here  
[Sign Up](#)

**Welcome to Federal Tax Authority EmaraTax**

Are you an existing e-Services user? ▾

**Login**

**Login with your E-mail**

E-mail Address  
adwait@pp.com

Password  
.....

[Forgot password?](#)  
Enter Security Code  
799462

[Login](#)

**Login with UAE PASS**

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

[ASK US](#)

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

**i** 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.



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FEDERAL TAX AUTHORITY

عربي -A A +A

Are you an existing e-Services user? ▾

### Welcome to Federal Tax Authority EmaraTax

Login

**Login with your E-mail**

E-mail Address  
adwait@pp.com

Password  
.....

[Forgot password?](#)  
Enter Security Code  
799462

Login

**Login with UAE PASS**

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

★

ASK US

**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](#)

**Information:** 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.



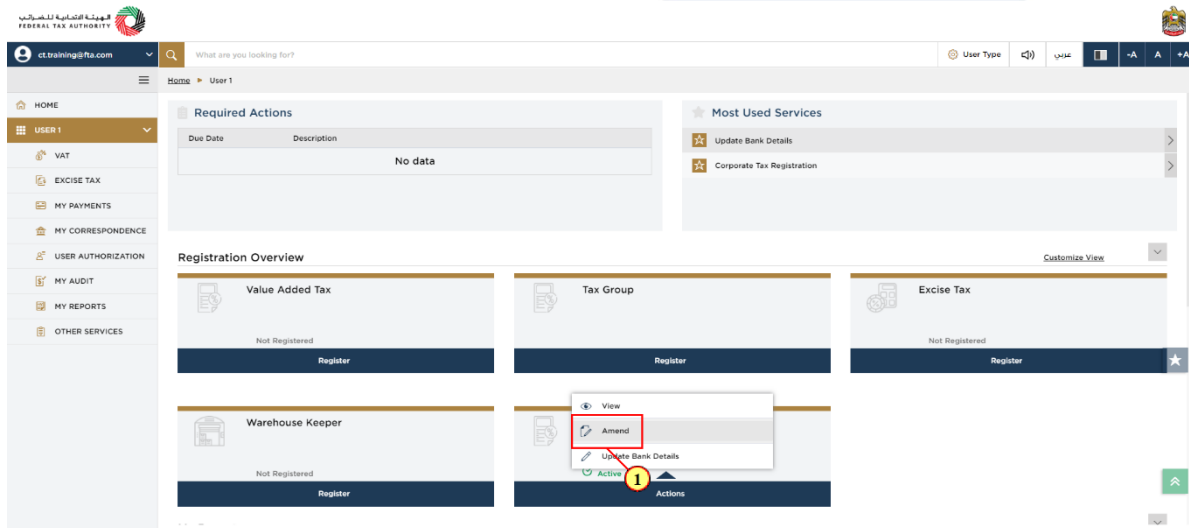


The screenshot shows the 'Create New Taxable Person Profile' form with fields for Profile Name in English, Profile Name in Arabic, Preferred Language, and Preferred Communication Channel. Below the form is an 'Upload Taxable Person Logo (Optional)' section with an 'Add' button and a 'Drag files here' area. The 'Taxable Person List' section shows two users: 'User 1' and 'User 2', each with a 'View' button. A red circle with the number '1' highlights the 'View' button for 'User 1'.

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



# Corporate Tax Tile



Step	Action
(1)	In order to initiate Corporate Tax Amendment application, click on 'Actions' in the Corporate Tax tile and select 'Amend'.



# Instructions and Guidelines

The screenshot shows a web interface for amending Corporate Tax Registration. The main content area lists required documents and templates:

- Required Templates:** NA
- Documents:**
  - A. Any other proof of change in name for example, copy of the article of association etc.
  - B. Changes in the owners of the business
    - A valid trade license or a business license
    - Any other proof of change in the ownership for example, copy of the article of association etc.
  - C. Address of the principal place of business.
    - Copy of the lease agreement or the purchase agreement in case of change in address
  - D. Primary business activity or activities.
    - A valid trade license or a business license
  - E. Others
    - Any other documents required to be amended or added


Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15MB.

**Service Details:**

- About the Service:** Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.
- Eligibility Criteria:**
- Service Steps:**
- FAQs:**

I confirm that I have read the above instructions and guidelines

Buttons: Back, Start

 The 'instructions and guidelines' page is designed to help you understand certain important requirements relating to amending your Corporate Tax registration application. It also provides guidance on what information you should have in hand when you are editing the Corporate Tax registration application.



The screenshot shows the 'Corporate Tax Registration - Amend' page. Under 'Required Templates', there is a section for 'B. Changes in the owners of the business' with a list of requirements: 'Any other proof of change in the ownership for example, copy of the article of association etc.', 'A valid trade license or a business license', and 'Address of the principal place of business.'. Below this, there are sections for 'C. Address of the principal place of business.', 'D. Primary business activity or activities.', and 'E. Others'. A red box highlights a checkbox labeled 'I confirm that I have read the above instructions and guidelines' with a circled '1' next to it.

Step	Action
(1)	A screen will appear with instructions and guidelines. Read the instructions and guidelines for amending the Corporate Tax Registration application and mark the checkbox to confirm.



The screenshot shows the 'Corporate Tax Registration - Amend' page. It includes a list of required templates, service details, and a 'Start' button highlighted with a red box and a yellow callout bubble containing the number 1.

Step	Action
(1)	Click ' <b>Start</b> ' to initiate Corporate Tax Amendment application.



## Entity Details Section



- The registration amendment 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 name.
- 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.



Step	Action
(1)	<ul style="list-style-type: none"> <li>• Select '<b>Enable Editing</b>', to amend entity details, if required. Upon selection, the fields in the section will become editable.</li> <li>• If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable.</li> <li>• You may click on '<b>Save as Draft</b>' to save your application and return to continue working on your application later.</li> </ul>



Step	Action
(1)	Click ' <b>Previous Step</b> ' to save and return to the previous section.





Step	Action
(1)	After amending the required information, click ' <b>Next Step</b> ' to save and proceed to the 'Identification Details' section.



# Identification Details

## Main License Details

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select 'Enable Editing' to amend identification details, if required.</li> <li>You may update the main trade license details and enter the License Expiry Date. Some fields are not amendable. The greyed-out fields cannot be updated.</li> </ul>



## Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***

Owners List

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Legal	التجارية		100.00	***

Local Branch Details

Do you have branches in UAE?  Yes  No [Add New Branch](#)

Traders

Previous Step [Cancel](#) [Save as Draft](#) [Next Step](#)

Step	Action
(1)	Similarly, if required you may update the Business Activities. Business Activity Details can be updated by adding a new business activity or editing the registered business. Click on ' <b>Add Business Activity</b> ' to enter the business activity information associated to the trade license. You can add multiple Business Activities. Ensure that the information about all your business activities is included.



## Owner Details

Step	Action
(1)	You may update the owner details by clicking ' <b>Add Owner</b> '. Owner Details can be updated by adding a new owner or editing the registered owner. You are required to enter all the owners' associated to the trade license. You can add multiple owners.



## Branch Details

The screenshot shows the 'Corporate Tax Registration - Amend' interface. The 'Local Branch Details' section is highlighted with a red box and a yellow circle containing the number 1. The form includes sections for Business Activities Details, Owners List, and Local Branch Details. The 'Local Branch Details' section has radio buttons for 'Yes' and 'No'.

Step	Action
(1)	You may update your branch details. Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.



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Home User 1 Corporate Tax Registration - Amend

### Corporate Tax Registration - Amendment

Traders Delete

Trade License Issuing Authority: Dubai Department of Economic Development Trade License Number: TRADE90QA

License Issue Date: 01/01/2021 License Expiry Date: 01/01/2040

Trade Name in English: Traders Trade Name in Arabic: التراجمة

Business Activity Details + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Mining and Quarrying	Mining of coal and lignite	Mining of hard coal	Mining of hard coal	0510	***

Previous Step Cancel Save as Draft **Next Step**

Step	Action
(1)	After completing all mandatory fields, click ' <b>Next Step</b> ' to save and proceed to the 'Contact Details' section.



# Contact Details

Corporate Tax Registration - Amendment

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

**Contact Details** Enable Editing Disable Editing

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country United Arab Emirates	Building Name & Number Building no. 48f
Street Abu Road	Area MD Zone
City Abu Dhabi	Emirates Abu Dhabi
Country Code +971 ( United Arab Emirates )	Mobile Number 900900900
	Country Code +971 ( United Arab Emirates )
	Landline Number 90090012

Previous Step Cancel Save as Draft Next Step



If you have multiple addresses, provide details of the place where most of the day-to-day activities of the business are carried out. Do not use another company's address (for example, your accountant).



Step	Action
(1)	<ul style="list-style-type: none"> <li>• Select '<b>Enable Editing</b>', to amend contact details, if required.</li> <li>• Update the required information and enter the Address amendment date and upload the supporting documents.</li> </ul>





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Home User.1 Corporate Tax Registration - Amend

### Corporate Tax Registration - Amendment

Enable Editing  Disable Editing

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.  
For natural persons, enter the address details of your house.

Country United Arab Emirates	Building Name & Number Building no. 487
Street Abu Road	Area MD Zone
City Abu Dhabi	Emirates Abu Dhabi
Country Code +971 ( United Arab Emirates )	Mobile Number 900900900
Country Code +971 ( United Arab Emirates )	Landline Number 9009002
Email ID as@ss.com	P.O. Box (Optional) 890890

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	After completing all mandatory fields, click ' <b>Next Step</b> ' to save and proceed to the 'Authorized Signatory' section.



# Authorized Signatory

Step	Action
(1)	Select ' <b>Enable Editing</b> ', to amend or add authorized signatory details, if required.



Step	Action
(1)	After completing all mandatory fields, click the <b>'Next Step'</b> button to save and proceed to the 'Review and Declaration' section.



# Review and Declaration

The screenshot displays the 'Review and Declaration' step of the Corporate Tax Registration - Amendment process. It features a comparison table for two entities:

Entity Type	Sub-type	Country of Registration/Incorporation	Date of Incorporation
Legal Person	UAE Public Joint Stock Company	United Arab Emirates	01/01/2021
Legal Person	UAE Public Joint Stock Company	United Kingdom	01/01/2021

The 'Old' information (United Arab Emirates) is highlighted in red, and the 'New' information (United Kingdom) is highlighted in green. A legend in the center indicates that red highlights represent 'Old' data and green highlights represent 'New' data. The interface includes navigation buttons like 'Previous Step', 'Cancel', 'Save as Draft', and 'Submit'.

- This section highlights all the details entered by you across the application. You are required to review and submit the request.
- The section provides a comparison of the old and the newly updated information.



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FEDERAL TAX AUTHORITY

adwalt@pp.com

What are you looking for?

User Type عربي -A A +A

Home Demo.Reg Corporate Tax Registration - Amend

### Corporate Tax Registration - Amendment

ad bu

First Name in Arabic 8787 Last Name in Arabic 8787

Country Code +971 ( United Arab Emirates ) Mobile Number 788788788 Email adwalt@pp.com

Submission Date 12/04/2023

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief

Any changes you make in relation to your trade license details, including <sup>1</sup> branch trade license details, will be automatically reflected on your VAT and Excise accounts.

Previous Step Cancel Save as Draft Submit

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.



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FEDERAL TAX AUTHORITY

adwalt@pp.com

What are you looking for?

User Type عربي

Home Demo.Reg Corporate Tax Registration - Amend

### Corporate Tax Registration - Amendment

ad bu

First Name in Arabic Last Name in Arabic

8787 8787

Country Code Mobile Number Email

+971 ( United Arab Emirates ) 788788788 adwalt@pp.com

Submission Date

12/04/2023

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief

Any changes you make in relation to your trade license details, including branch trade license details, will be automatically reflected on your VAT and Excise accounts.

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	If all the information entered is correct, click 'Submit'.



# Post Application Submission

The screenshot displays the 'Corporate Tax Registration - Amend' page. A red box highlights the confirmation message: 'Application Submitted Successfully' with a 'Submitted' status indicator. Below this, the following details are listed:

- Entity Name : Trade45
- Applicant Name : ct training
- Reference Number : 101000001506
- Submission Date & Time : 23 January 2023, 16:34 GST

At the bottom of the page, a 'What's Next' section states: 'Processing your application: a) Your application will now be reviewed by the FTA. If we require more information to assist with FTA's review, we will contact you by email. You will need to provide the information requested in order for us to continue processing your application.'

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 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.
- Read the "What Next" and "Important Notes".





# 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 your application).
- Application approval or rejection notification.