إمـــارات تـاكـس
EMARATAX

Corporate Tax Edit Registration - Taxpayer User Manual

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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 Edit 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 PwC/FTA Final Review

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
-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 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

Button	Description
	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.
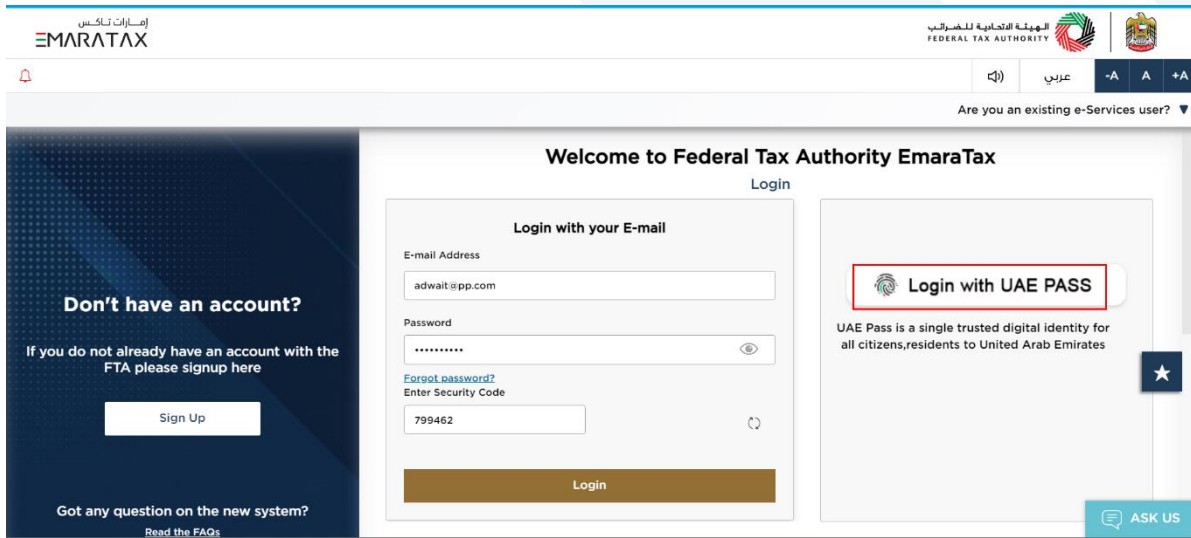
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Introduction

This manual is prepared to help a Corporate Tax registered taxpayer to navigate through the Federal Tax Authority EmaraTax portal and edit their Corporate Tax registration information. The taxpayer can edit the Bank Account details and the changes will be reflected immediately in their Corporate Tax registration post submission of the "Edit" application. An approval from the FTA is not required.
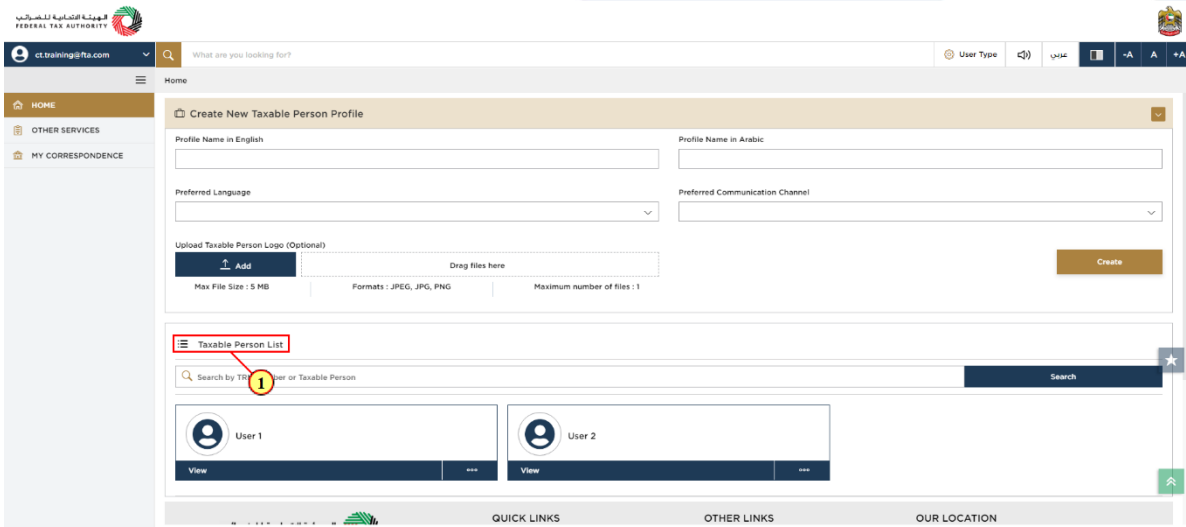
Login to EmaraTax

	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.

	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.

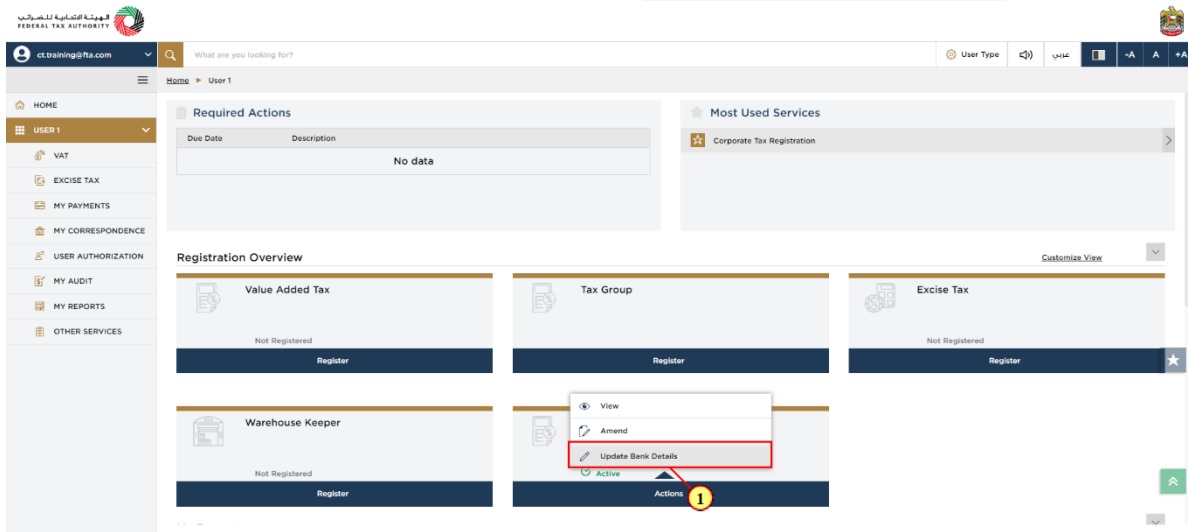| Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile.

Step	Action
(1)	Select the Taxable Person from the list and click **'View'** to open the dashboard.
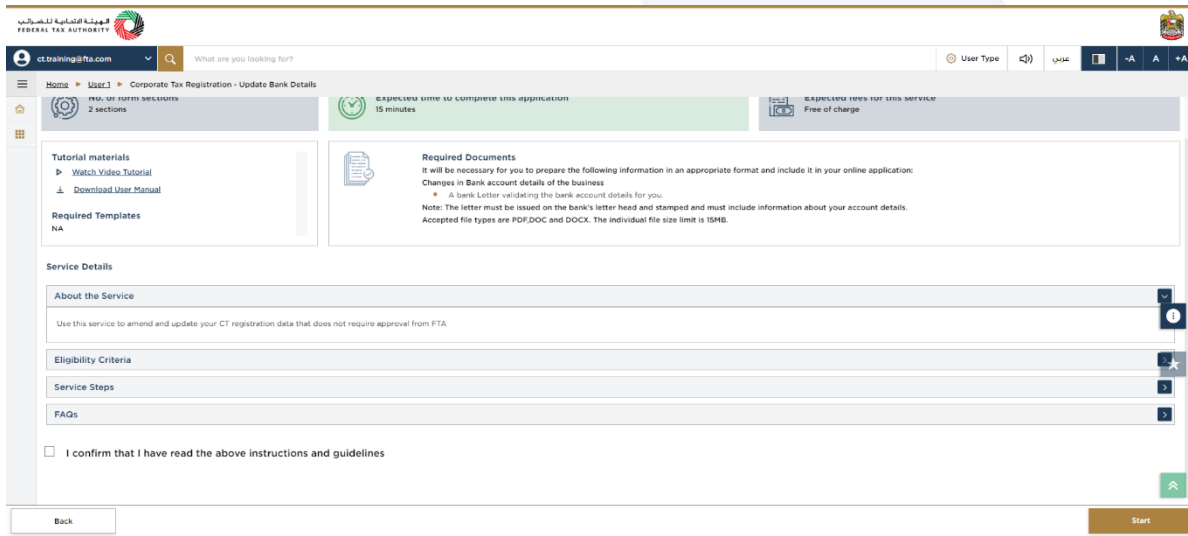
Edit - Update Bank Details

Step	Action
(1)	• In order to edit your Corporate Tax registration application, click 'Actions' in the Corporate Tax tile. • Select 'Update Bank Details' to start editing your Corporate Tax registration application.

Instructions and Guidelines

The ' instructions and guidelines' page is designed to help you understand certain important requirements relating to editing 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.

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

Step	Action
(1)	Click '**Start**' to initiate editing the Corporate Tax registration application.

Bank Details

	• The application has been divided into two 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)	• Select '**Enable Editing'**, to edit the bank details, if required. Upon selection, the fields in the section will become editable. • If you do not want to edit the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable. • You can add bank details if it was not provided during the Corporate Tax registration. • You may edit and update your Bank details, if required. • You may click on '**Save as Draft**' to save your application and return to continue working on your application later.

	• You are requested to ensure that your account details are accurate.
	• If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
	• If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.

Step	Action
(1)	After editing the required information, click '**Next Step'** to save and proceed to the next section.

Review and Declaration

ℹ️	• This section highlights the old and the newly updated information entered by you across the application.
	• You are required to review and submit the request.

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.

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

Post Application Submission

ⓘ	• After your application is submitted successfully, a Reference Number is generated for your application. Note this reference number for future purposes. • The Edit applications are approved on submission and do not require the FTA approval. • The changes submitted will be reflected in your Corporate Tax profile. • Read the "What Next" and "Important Notes".

Correspondences

Taxpayer receives the following correspondences:

Application submission acknowledgment