



إمارات تاكس  
EMARATAX

## Tax Group Registration - User Manual

Date: Oct 2022

Version 1.0.0.0

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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






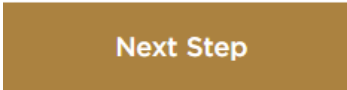


The below are the list of User manuals that you can refer to

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"> <li>Registered for VAT</li> <li>Registered for Excise</li> <li>Non-registered Taxpayer</li> <li>Tax Group</li> <li>Warehouse Keeper</li> <li>Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>Excise Tax Clearing Company (TINCE)</li> </ul>
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
<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
 <b>Save as Draft</b>	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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## Tax Group Registration

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## Introduction



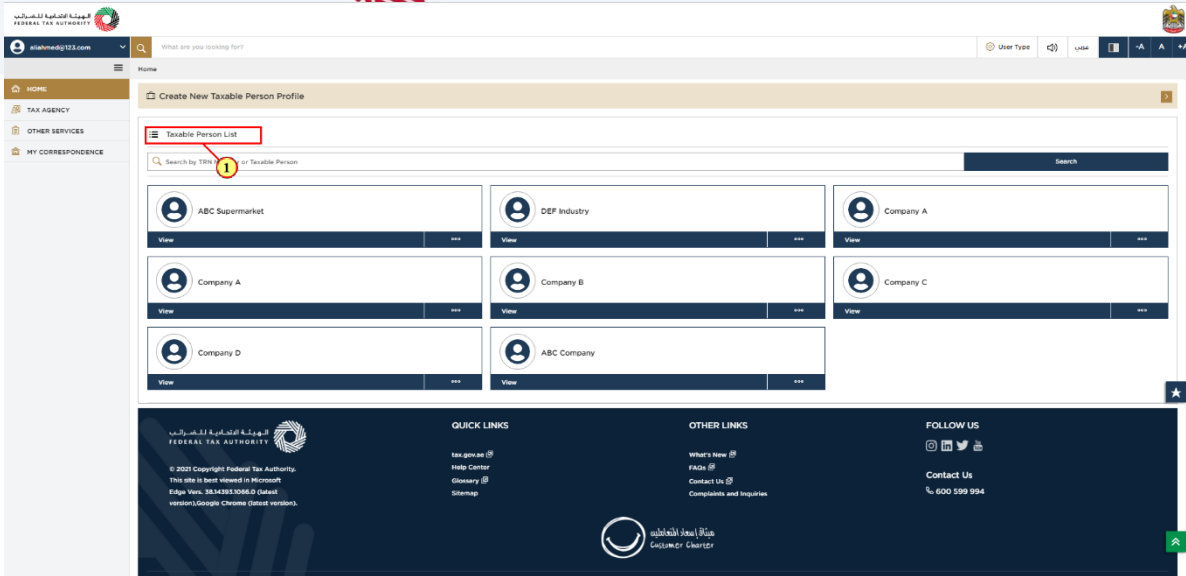
This manual is prepared to help a VAT Tax Group representative member to navigate through the Federal Tax Authority (FTA) Emaratax website and submit a VAT Tax Group Registration application. The representative member must login into their Emaratax account to initiate the VAT Tax Group Registration application. Other Tax Group Members, who are not a representative member, will not be able to submit this 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)	To create a new Taxable Person, enter the mandatory details and click 'Create'. The new Taxable Person will be displayed in the list.

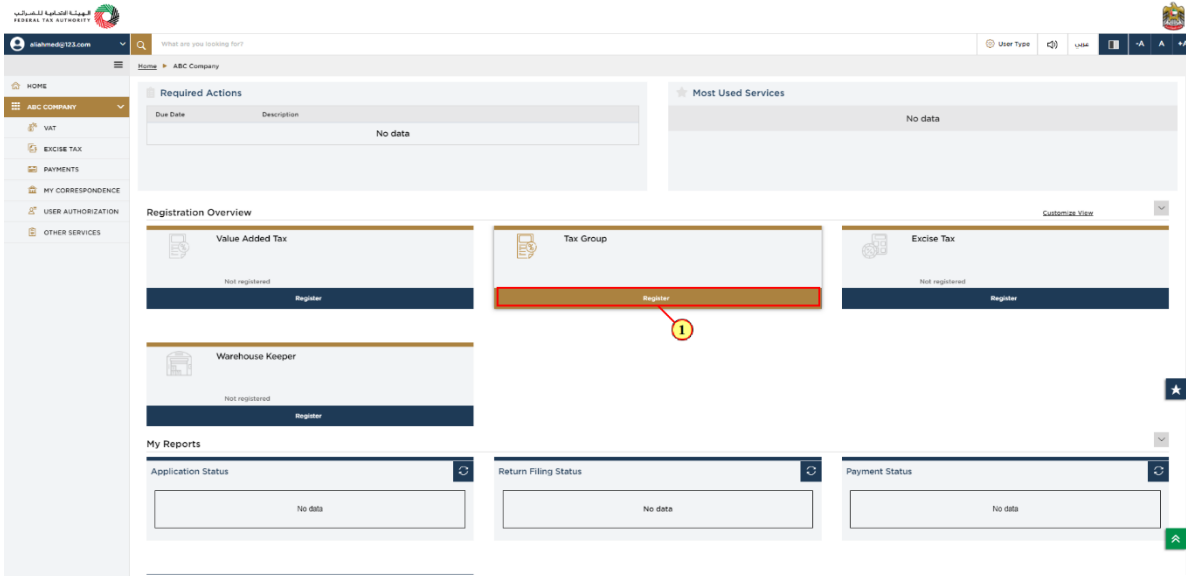




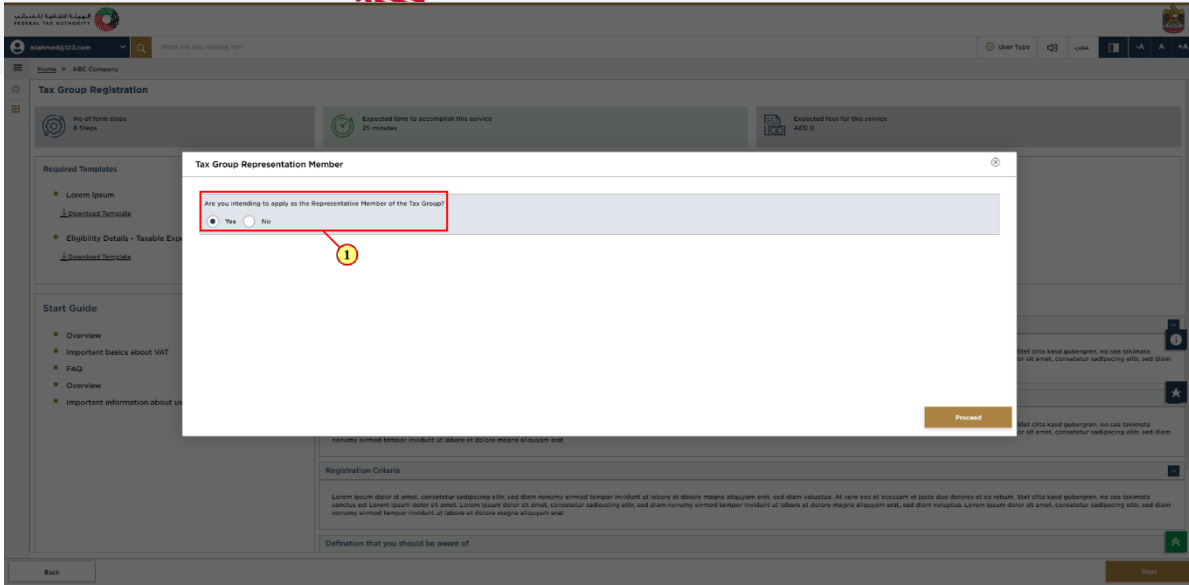
Step	Action
(1)	Select the Taxable Person from the list and click 'View' to open the Taxable Person dashboard.



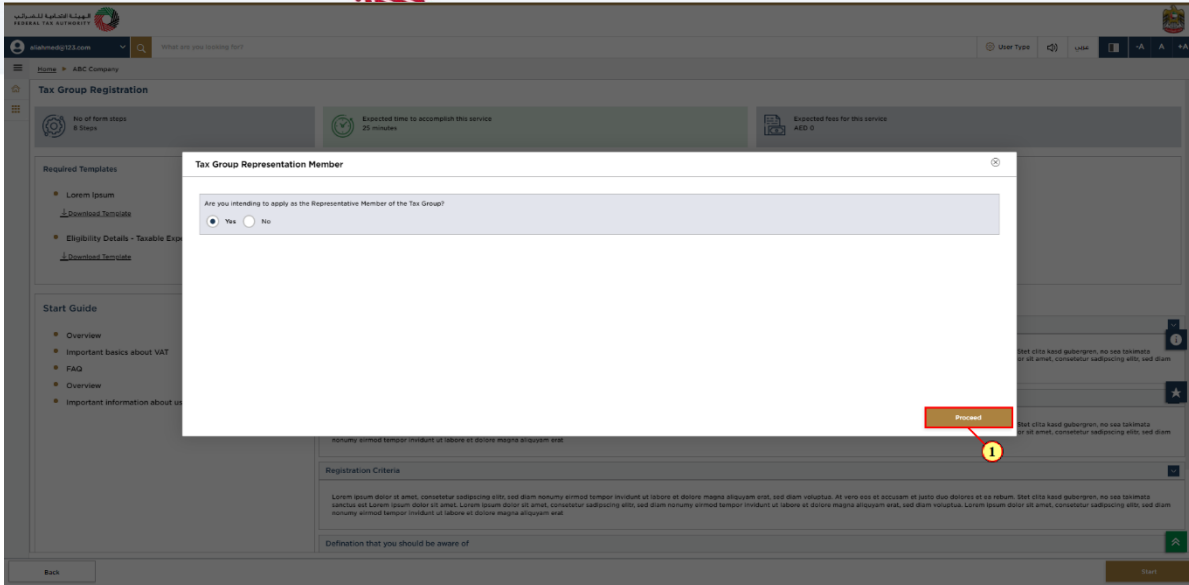
# Tax Group Creation



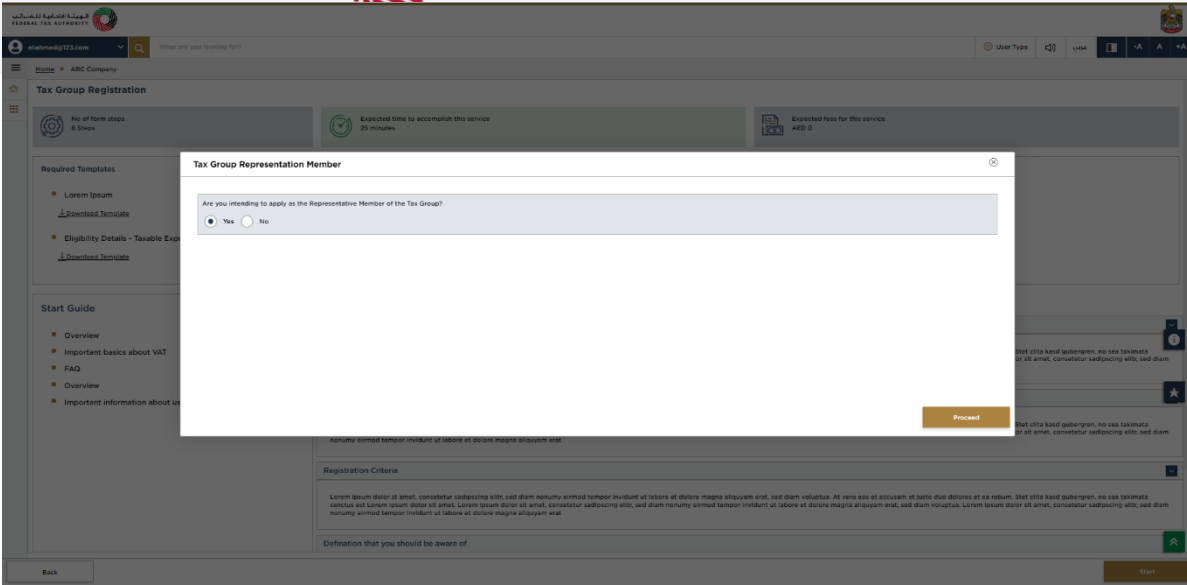
Step	Action
(1)	<ul style="list-style-type: none"> <li>• Within the Taxable Person Dashboard, you will be able to see Tax Group tile.</li> <li>• Click 'Register' on the Tax Group tile, to initiate the Tax Group registration application.</li> </ul>



Step	Action
(1)	If you are the representative member of the Tax Group, Select 'Yes' to initiate the Tax Group registration.



Step	Action
(1)	Click 'proceed' to initiate the Tax Group registration , otherwise select 'No'.




If you select 'No', You are not allowed to initiate the Tax Group Registration as you are not the Representative Member.



# Guideline and Instructions

The screenshot displays the 'Tax Group Registration' application interface. At the top, there are three status indicators: 'No. of form sections' (9 sections), 'Expected time to complete this application' (45 minutes), and 'Expected fees for this service' (Free of charge). Below these, the 'Required Documents' section lists various items such as 'Valid Trade License / Business License for each of the members', 'Proof of authorization for the authorized signatory', and 'Group structure showing the representative member and the group members'. A confirmation checkbox at the bottom reads 'I confirm that I have read the above instructions and guidelines'. Navigation buttons for 'Back' and 'Start' are visible at the bottom of the page.

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



The screenshot displays the 'Tax Group Registration' page. At the top, it indicates 'No. of form sections: 9 sections' and 'Expected time to complete this application: 49 minutes'. The 'Required Documents' section lists various items such as 'Valid Trade License / Business License for each of the members', 'Passport / Emirates ID of the authorized signatory', and 'Monthly turnover declaration for the specified periods'. The 'Required Templates' section lists 'V001\_NEW\_SF7DU00E\_SEC4\_01', 'D001001\_Signature', and 'D001002\_Signature'. At the bottom of the page, a checkbox is checked and labeled 'I confirm that I have read the above instructions and guidelines', with a yellow circle containing the number '1' next to it.

Step	Action
(1)	Read the guidelines and instructions and mark the checkbox to confirm.



The screenshot displays the 'Tax Group Registration' application interface. Key elements include:

- Expected time to complete this application:** 49 minutes
- Expected fees for this service:** Free of charge
- Required Documents:** A list of documents to be prepared, including Valid Trade License / Business License, Passport / Emirates ID, Proof of authorization, Monthly turnover declaration, Group structure showing the representative member, Stamped and signed no objection letters, A copy of the registration that establishes the entity, For taxable supplies (applicable for all legal types except Federal and Emirate Government), Audit report audited or non-audited financial statements, Self-prepared calculation sheet, Renewal forecast with evidence, Monthly turnover declaration for the specified periods, Supporting financial documents, For taxable supplies (applicable for all legal types except Federal and Emirate Government), Audit report, audited or non-audited financial statement, Emirate's (audit) report, Articles of Association/Partnership Agreement (if applicable), Certificate of Incorporation (if applicable for Legal Person), Documents which show ownership information of the business, Customs details (if applicable), Club, charity or association registration documents and supporting evidence (applicable if you selected 'Legal person - Club, Charity or Association'), A copy of the Decree (applicable if you selected 'Legal person - Federal UAE Government Entity' or 'Legal person - Emirate UAE Government Entity'), Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected 'Legal person - Other'), A scanned copy of the Emirate ID and passport of the member, owner and senior management, A scanned copy of the land/property title deed (applicable if you selected 'Legal Person - Incorporate/Legal Person - Charity/Legal Person - Federal UAE Government Entity/Legal person - Emirate UAE Government').
- Accepted file types:** PDF, JPG, PNG and JPEG. The individual file size limit is 2 MB.
- Service Details:** About the service, Eligibility Criteria, Service steps, FAQs.
- Confirmation:** A checkbox to confirm that the user has read the instructions and guidelines.
- Navigation:** 'Back' and 'Start' buttons.

Step	Action
(1)	Click 'Start' to initiate the Tax Group Registration application.





# Representative Member Details

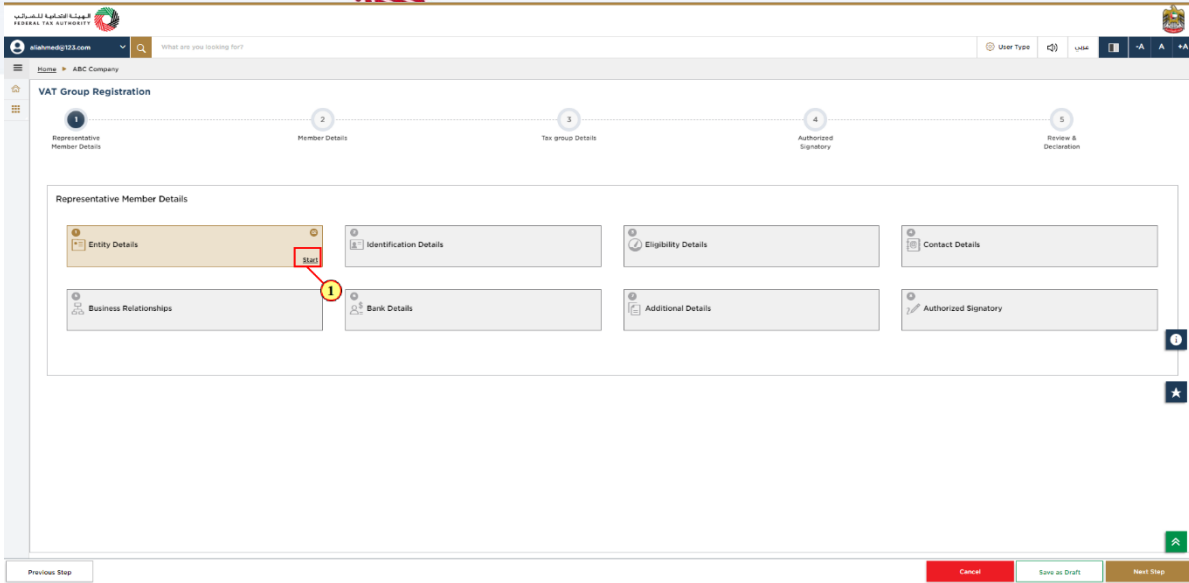
## Representative member with out TRN



The following sections explain the steps to be Taken by the Representative Member is not yet registered in Emaratax.




- The application is divided into a number of short sections which deal with various aspects of the tax group registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted as blue. Once you progress to the next section successfully, the previous section will be highlighted as green.
- 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>• If the Representative Member is not yet registered in EmaraTax, the VAT Registration section will be displayed.</li> <li>• Click 'Start' on the Entity Details tile to initiate the VAT registration for the Representative member.</li> <li>• Complete all the sections of the VAT registration.</li> </ul>



Step	Action
(1)	Click on 'Save as draft' to save your application and return to continue working on your application later.



Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.



## Representative Member with TRN



The following sections explain the steps to be Taken by the Representative Member is already registered in EmaraTax.



- If the representative member is already registered for VAT or has a TIN, the TRN/TIN and legal name will be auto populated. The TIN can either be a TRN, TINXC or a TINVG.
- While entering the turnover details, the figure must only be reported in UAE Dirhams (AED).



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### VAT Group Registration

1 Representative Member Details | 2 Member Details | 3 Tax group Details | 4 Authorized Signatory | 5 Review & Declaration

**Representative Member Details**

Representative member TRN: 100E4191900003

Representative member TRN: All | Legal Name of Entity in Arabic: شركة

Taxable Supplies Last 12 months: 400,000.00 | Taxable Supplies Next 30 Days: 0.00

Taxable Expenses last 12 months: 10,000.00 | Taxable Expenses last 30 days: 0.00

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	If the Representative Member is already registered, the TRN details will be displayed by EmaraTax. Enter the Taxable Supplies and Taxable Expenses fields for the representative member.





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VAT Group Registration

1 Representative Member Details 2 Member Details 3 Tax group Details 4 Authorized Signatory 5 Review & Declaration

Representative Member Details

Representative member TRN  
100E4191900003

Representative member TRN  
Ali

Legal Name of Entity in Arabic  
شركة

Taxable Supplies Last 12 months  
400,000.00

Taxable Expenses last 12 months  
10,000.00

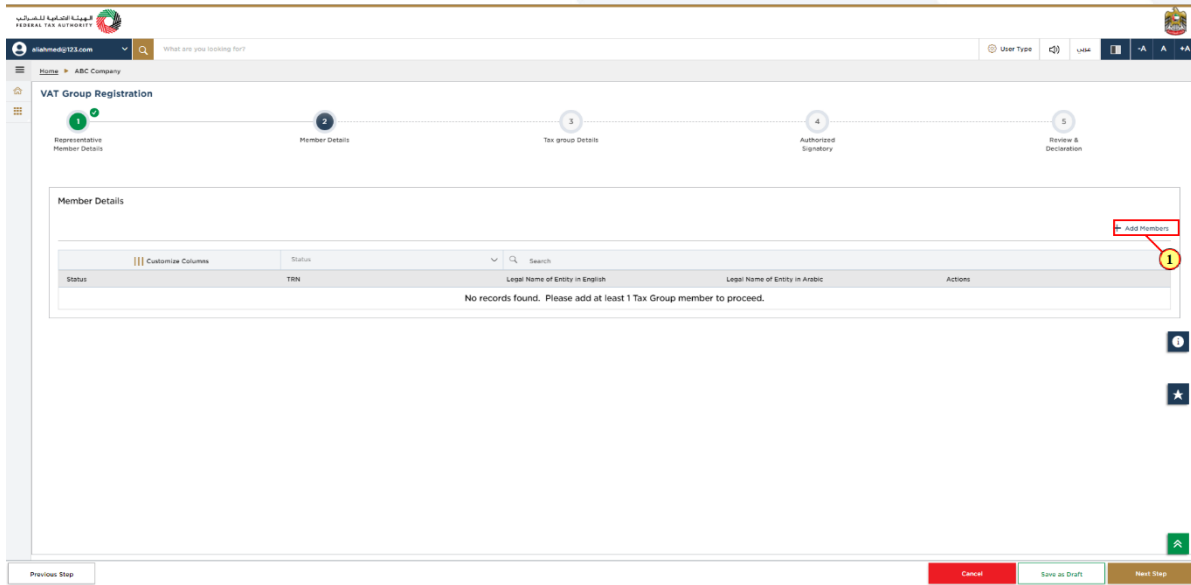
Taxable Supplies Next 30 Days  
0.00

Taxable Expenses last 30 days  
0.00

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

# Member Details



Step	Action
(1)	In the Member Details section, click 'Add members', to add new members to the Tax Group.



## Add Member without TRN

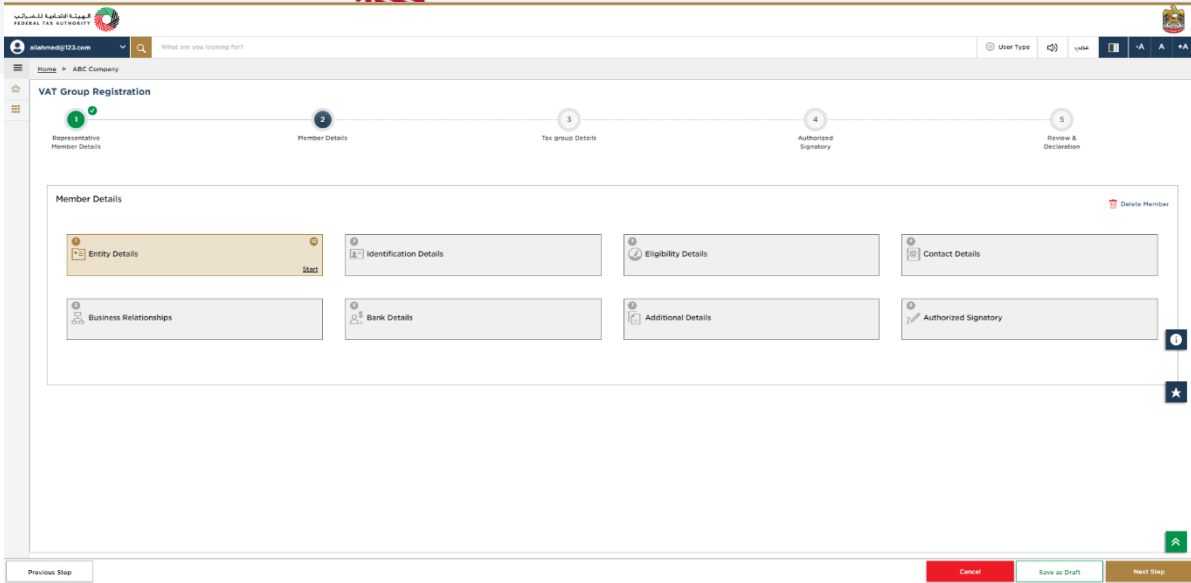
Step	Action
(1)	If the member is not registered for VAT or does not have a TIN, select 'No'.



Step	Action
(1)	Enter all the mandatory information and click 'Proceed to VAT Registration' to initiate the VAT registration of the un-registered member.



Step	Action
(1)	You are required to complete all the sections of the VAT registration for the un-registered member.



Refer the VAT registration user manual for completing the VAT registration sections of the un-registered member.



## Add Member With TRN

Step	Action
(1)	<ul style="list-style-type: none"> <li>If the member is registered for VAT or has a TIN, select 'Yes' and enter the TRN or TIN. The legal name will be displayed by EmaratAX. The TIN can either be a TRN, TINXC OR TINVG.</li> <li>Enter the Taxable Supplies and Taxable Expenses fields for the member.</li> </ul>



The screenshot shows the 'Add Member' form with the following fields and values:

- Is this member registered for VAT?  Yes  No
- VAT TIN/TIN of the member: 10063489900003
- Legal Name of Entity in English: All
- Legal Name of Entity in Arabic: [Empty]
- Taxable Supplies Last 12 months: 400,000.00
- Taxable Supplies Next 30 Days: 0.00
- Taxable Expenses last 12 months: 10,000.00
- Taxable Expenses next 30 days: 0.00

The 'Save' button is highlighted with a red box and a yellow exclamation mark icon.

Step	Action
(1)	After entering all details click 'Save'.





The screenshot shows a web-based form titled "Add Member" within a VAT Group Registration interface. The form contains the following fields and options:

- A radio button selection for "Is this member registered for VAT?" with "Yes" selected.
- A text field for "VAT TIN/TIN of the member" containing the value "100634181900003".
- Two text fields for "Legal Name of Entity": "In English" (containing "All") and "In Arabic" (containing "أبي").
- Two text fields for "Taxable Supplies Last 12 months" (containing "400,000.00") and "Taxable Supplies Next 30 Days" (containing "0.00").
- Two text fields for "Taxable Expenses last 12 months" (containing "10,000.00") and "Taxable Expenses next 30 days" (containing "0.00").
- A "Save" button at the bottom right of the form.

The interface also shows a sidebar with "VAT Group Registration" and "Member Details" sections, and a bottom navigation bar with "Previous Step", "Cancel", "Save as Draft", and "Next Step" buttons.

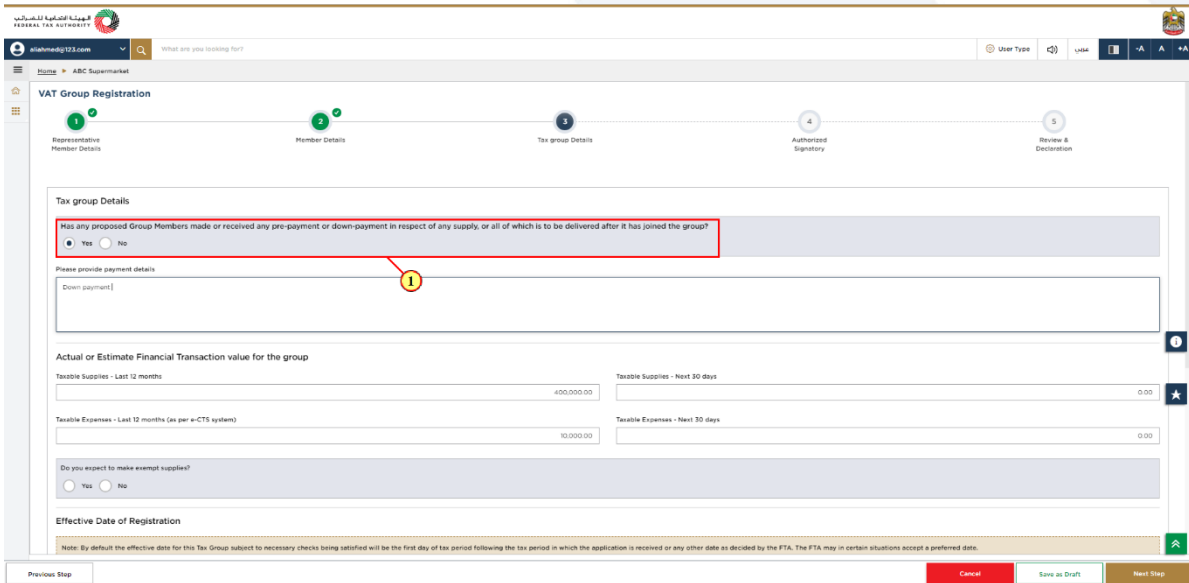


The taxable supplies and expenses figures must only be reported in UAE Dirhams (AED).



Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

# Tax Group Details



Step	Action
(1)	In the Tax Group Details section, If any of the members to be added to the group have received any kind of payment related to a supply that has to be delivered after the member has joined the Tax Group, select the “Yes” option.



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VAT Group Registration

1 Representative Member Details    2 Member Details    3 Tax group Details    4 Authorized Signatory    5 Review & Declaration

**Tax group Details**

Has any proposed Group Members made or received any pre-payment or down-payment in respect of any supply, or all of which is to be delivered after it has joined the group?

Yes  No

Please provide payment details

Down payment

Actual or Estimate Financial Transaction value for the group

Taxable Supplies - Last 12 months	400,000.00	Taxable Supplies - Next 30 days	0.00
Taxable Expenses - Last 12 months (as per e-CTS system)	10,000.00	Taxable Expenses - Next 30 days	0.00

Do you expect to make exempt supplies?

Yes  No

Effective Date of Registration

Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date.

Previous Step    Cancel    Save as Draft    Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>If "Yes" is selected, provide details of the delivery.</li> <li>Enter the Tax Group supplies and expenses details.</li> </ul>



Screenshot of the VAT Group Registration form, Step 3: Tax group Details.

**VAT Group Registration**

1 Representative Member Details | 2 Member Details | 3 Tax group Details | 4 Authorized Signatory | 5 Review & Declaration

**Tax group Details**

Has any proposed Group Members made or received any pre-payment or down-payment in respect of any supply, or all of which is to be delivered after it has joined the group?

Yes  No

Please provide payment details

Down payment

**Actual or Estimate Financial Transaction value for the group**

Taxable Supplies - Last 12 months	400,000.00	Taxable Supplies - Next 30 days	0.00
Taxable Expenses - Last 12 months (as per e-CTS system)	10,000.00	Taxable Expenses - Next 30 days	0.00

Do you expect to make exempt supplies?

Yes  No

**Effective Date of Registration**

Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date.

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



- The turnover refers to the Tax Group's taxable supplies (including transactions between the group's members).
- The expenses refer to the Tax Group's expenses subject to VAT (including transactions between the group's members).
- The taxable supplies and expenses figures must only be reported in UAE Dirhams (AED).



## Effective Date

**VAT Group Registration**

Taxable Expenses - Last 12 months (as per e-CTS system) 10,000.00 Taxable Expenses - Next 30 days 0.00

Do you expect to make exempt supplies?  
 Yes  No

**Effective Date of Registration**

Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date. If you want to propose a preferred date of registration for the Tax Group, please indicate it below.

Effective Date of Tax group as per law 01/12/2022 Preferred Effective Date (if prior to the standard effective date as per the law) DD/MM/YYYY

Reason for Preferred Effective Date  
 Enter Reason for Preferred effective date

**Tax Group control conditions**

Please provide the values for turnover or expenses as appropriate

Is there a Group Controller?  
 Yes  No

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>Effective Date of Tax group registration as per the law, will get displayed on the screen.</li> <li>Enter your preferred effective date of tax group registration and the reason.</li> </ul>



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Taxable Expenses - Last 12 months (as per e-CTS system) 10,000.00 Taxable Expenses - Next 30 days 0.00

Do you expect to make exempt supplies?  
 Yes  No

**Effective Date of Registration**

Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date. If you want to propose a preferred date of registration for the Tax Group, please indicate it below.

Effective Date of Tax group as per law 01/12/2022 Preferred Effective Date (if prior to the standard effective date as per the law) DD/MM/YYYY

Reason for Preferred Effective Date  
 Enter Reason for Preferred effective date

**Tax Group control conditions**

Please provide the values for turnover or expenses as appropriate

Is there a Group Controller?  
 Yes  No

Previous Step Cancel Save as Draft Next Step



- By default, the Effective Date for the member to join the Tax Group, subject to necessary checks being satisfied, will be the first day of the tax period following the tax period in which the application is received, or any other date as decided by the FTA.
- The FTA may contact you for more information in order to assess the appropriate effective date of registration.



## Tax Group Control Details

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

What are you looking for?

User Type

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### VAT Group Registration

**Effective Date of Registration**

Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date. If you want to propose a preferred date of registration for the Tax Group, please indicate it below.

Effective Date of Tax group as per law: 01/10/2022

Preferred Effective Date (if prior to the standard effective date as per the law): DD/MM/YYYY

**Reason for Preferred Effective Date**

Enter Reason for Preferred effective date

**Tax Group control conditions**

Please provide the values for turnover or expenses as appropriate

Is there a Group Controller?  Yes  No

Is the Representative Member, the Group Controller?  Yes  No

Please provide evidence that the Tax Group Control conditions have been met and the group Members are related parties. Please refer to the Tax Group registration guide for more details (e.g. Group Structure including details of shareholdings in subsidiary companies)

Evidence of Adherence to Tax Group Control Conditions

Max File size: 10 MB

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Formats: PDF, DOC

Previous Step

Cancel

Save as Draft

Next Step



Refer the eligibility criteria and FAQs section for more details on the Tax Group control conditions.





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### VAT Group Registration

**Effective Date of Registration**

Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date. If you want to propose a preferred date of registration for the Tax Group, please indicate it below.

Effective Date of Tax group as per law: 01/10/2022

Preferred Effective Date (if prior to the standard effective date as per the law): 00/00/0000

Reason for Preferred Effective Date:  
Enter Reason for Preferred effective date

**Tax Group control conditions**

Please provide the values for turnover or expenses as appropriate

Is there a Group Controller?  
 Yes  No

Is the Representative Member, the Group Controller?  
 Yes  No

Please provide evidence that the Tax Group Control conditions have been met and the group Members are related parties. Please refer to the Tax Group registration guide for more details (e.g. Group Structure including details of shareholdings in subsidiary companies)

Evidence of Adherence to Tax Group Control Conditions

Max file size: 10 MB

REGTRANS2763

Formats: PDF, DOC

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	Enter all the mandatory information and upload the supporting documents.



Screenshot of the VAT Group Registration form. The form includes sections for 'Effective Date of Registration' and 'Tax Group control conditions'. The 'Effective Date of Registration' section has a note: 'Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date. If you want to propose a preferred date of registration for the Tax Group, please indicate it below.' It contains two date pickers: 'Effective Date of Tax group as per law' (set to 01/10/2022) and 'Preferred Effective Date (if prior to the standard effective date as per the law)' (set to 01/10/2022). Below these is a text area for 'Reason for Preferred Effective Date'. The 'Tax Group control conditions' section has a note: 'Please provide the values for turnover or expenses as appropriate.' It contains two radio button questions: 'Is there a Group Controller?' (Yes selected) and 'Is the Representative Member, the Group Controller?' (Yes selected). At the bottom, there is a file upload area for 'Evidence of Adherence to Tax Group Control Conditions' with a file size limit of 10 MB and supported formats of PDF and DOC. At the very bottom of the form, there are three buttons: 'Previous Step' (highlighted with a red box and a circled '1'), 'Cancel', and 'Save as Draft'. A 'Next Step' button is also visible on the right side of the form.

Step	Action
(1)	You may click the Previous step button, if required to move back to any of the previous sections.



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### VAT Group Registration

**Effective Date of Registration**

Note: By default the effective date for this Tax Group subject to necessary checks being satisfied will be the first day of tax period following the tax period in which the application is received or any other date as decided by the FTA. The FTA may in certain situations accept a preferred date. If you want to propose a preferred date of registration for the Tax Group, please indicate it below.

Effective Date of Tax group as per law: 01/10/2022

Preferred Effective Date (if prior to the standard effective date as per the law): 00/00/0000

Reason for Preferred Effective Date:  
Enter Reason for Preferred effective date

**Tax Group control conditions**

Please provide the values for turnover or expenses as appropriate

Is there a Group Controller?  Yes  No

Is the Representative Member, the Group Controller?  Yes  No

Please provide evidence that the Tax Group Control conditions have been met and the group Members are related parties. Please refer to the Tax Group registration guide for more details (e.g. Group Structure including details of shareholdings in subsidiary companies)

Evidence of Adherence to Tax Group Control Conditions

Max file size: 10 MB

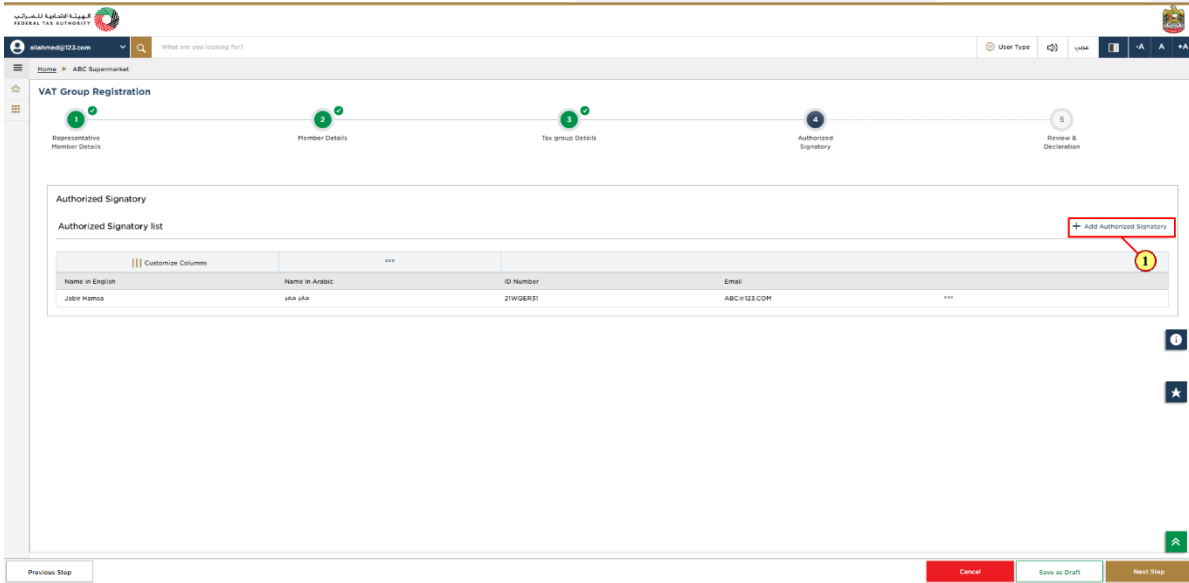
REGTRANS2763

Formats: PDF, DOC

Previous Step | Cancel | Save as Draft | Next Step

Step	Action
(1)	Click 'Next Step' to save and proceed to the next section.

# Authorized Signatory



Step	Action
(1)	<ul style="list-style-type: none"> <li>Verify the authorized signatory list.</li> <li>To add any Authorized Signatory to the list, click on 'Add Authorized Signatory'.</li> </ul>



# Review and Declaration

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

What are you looking for?

User Type | Login | A | A+ | A-

### VAT Group Registration

Please provide the values for turnover or expenses as appropriate

Is there a Group Controller?  Yes  No

Is the Representative Member the Group Controller?  Yes  No

Please provide evidence that the Tax Group Control conditions have been met and the group Members are related parties. Please refer to the Tax Group registration guide for more details (eg. Group Structure including details of shareholdings in subsidiary companies)

[View copy of your Tax Group documents](#)

#### Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email
Jabar Hamas	جابر حماس	21106821	ABC@123.COM

[Edit](#)

#### Declaration

First Name in English:

First Name in Arabic:


Country Code:

Mobile Number:

Submission Date:

I read and reviewed all steps information

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

 This section highlights all the details entered by you across the application. You are requested to review and submit the application formally.



The screenshot shows the 'VAT Group Registration' form. It includes sections for 'Is there a Group Controller?', 'Authorized Signatory list', and 'Declaration'. A red box highlights the checkbox 'I read and reviewed all steps information' at the bottom of the form.

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)	Click 'Submit' to submit the Tax Group registration application.



# Post Application Submission

The screenshot shows a web browser window with the URL 'atahmed@123.com'. The page title is 'Tax Group - New Registration'. The main content area displays 'Application Submitted Successfully' with a progress indicator 'In Review'. Below this, the following details are listed:

- Name : Ali
- Reference Number : 100190000020
- Submitted Date : 7 September 2022

There is an illustration of a document with a checkmark and a list of items. Below the illustration, there are sections for 'What Next?' and 'Important Notes'.

**What Next:**

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- 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.

**Important Notes:**

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

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 or resubmit for additional information and notify the applicant 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 FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you