إمـــارات تـاكـــس
=MARATAX

Taxpayer User Manual

Edit Corporate Tax Bank Details

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Version 2.1.0.0

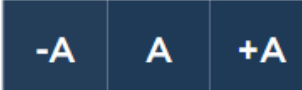# Navigating through EmaraTax

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 to the Previous section of the Input Form
Next Step	This is used to go to the Next section of the Input Form
Save as Draft	This is used to save the application as a draft, so that it can be completed later
1 ✓ —— 2	This menu at the top gives an overview of the various sections within the application form. 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.
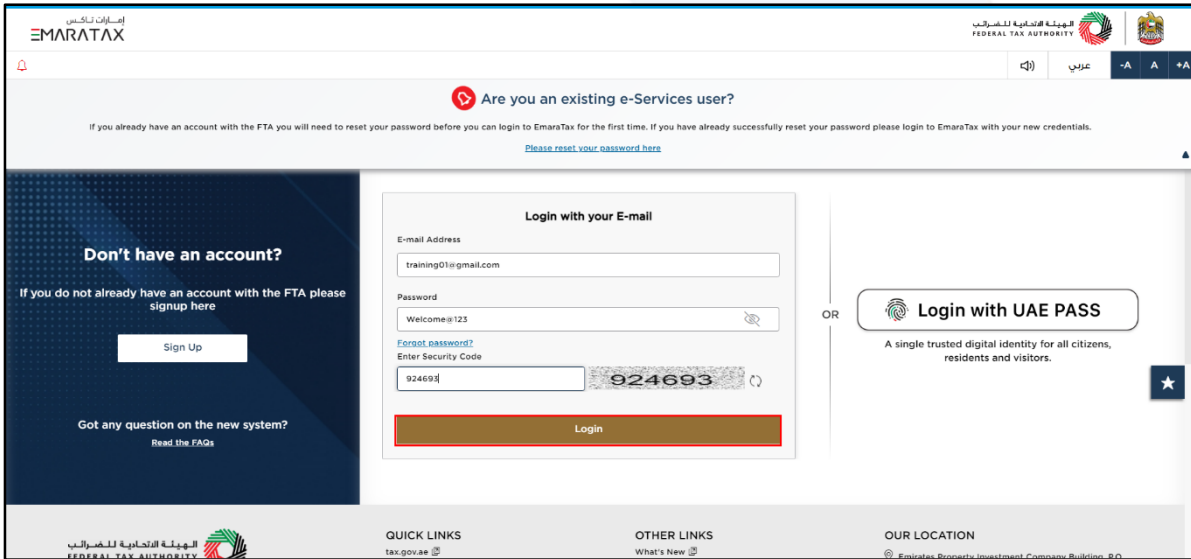
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Introduction

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 bank details. The Taxpayer can edit the bank account details and the changes will reflect immediately in their Corporate Tax Registration post submission of the edited 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 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.

Taxable Person Tile

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

Edit Bank Details

Step	Action
(1)	• In order to edit the Bank Details of your Corporate Tax Registration application, click '**...**' against the registered Corporate Tax application. • Select '**Edit Bank Details**' to start editing the Bank Details of your Corporate Tax Registration application.

Instructions and Guidelines

The '**instructions and guidelines**' page is designed to help you understand certain important requirements relating to Corporate Tax Registration - Edit Bank Details in the UAE. It also provides guidance on what information you should have in hand when you are completing the Edit Bank Details application.

Step	Action
(1)	Read the instructions and guidelines for Edit Bank Details and mark the checkbox to confirm.

Step	Action
(1)	Click '**Start**' to initiate the Edit Bank Details for existing Corporate Tax Registration application.

Bank Details Section

	• The Edit Bank Details 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.

Step	Action
(1)	• Select '**Enable Editing**', to edit the bank details. 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.

- You may click on '**Save as Draft**' to save your application and return to continue working on your application later.
- You may click on '**Cancel**' to cancel the application.

	• 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.

i	• Enter Bank Details.
	• Upload supporting documents.

Step	Action
(1)	After completing all mandatory fields, click the '**Next Step**' button to save and proceed to the next section.

Review and Declaration

This section highlights the old information entered by you across the application.

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

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 Corporate Tax Registration - Edit Bank Details application.

Step	Action
(1)	Click '**Yes**' to confirm.

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 reflect in your Corporate Tax profile.

Step	Action
(1)	• Click '**Download**' to download a pdf copy of the acknowledgement screen. • Click '**Back to Dashboard**' to navigate back to Taxable Person dashboard.

Application History – Approved

Step	Action
(1)	• In order to view the application status, click '**...**' against the registered Corporate Tax application. • Select '**View Application History**' to view the application status of Corporate Tax Registration - Edit Bank Details application.

You can check the status of the Corporate Tax Registration - Edit Bank Details application here.

Correspondences

Taxpayer receives the following correspondence:

- Application submission acknowledgment