



إمارات تاكس
EMARATAX

Taxpayer User Manual
Edit Corporate Tax Bank Details

Date: January 30, 2024

Version 2.1.0.0



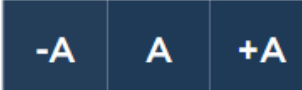



Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.



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 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
	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.



Table of Contents

Navigating through Emaratax	2
Table of Contents	3
Introduction.....	4
Login to Emaratax.....	5
Taxable Person Tile.....	6
Edit Bank Details	7
Instructions and Guidelines	8
Bank Details Section.....	11
Review and Declaration	17
Post Application Submission.....	22
Application History – Approved	24
Correspondences	26

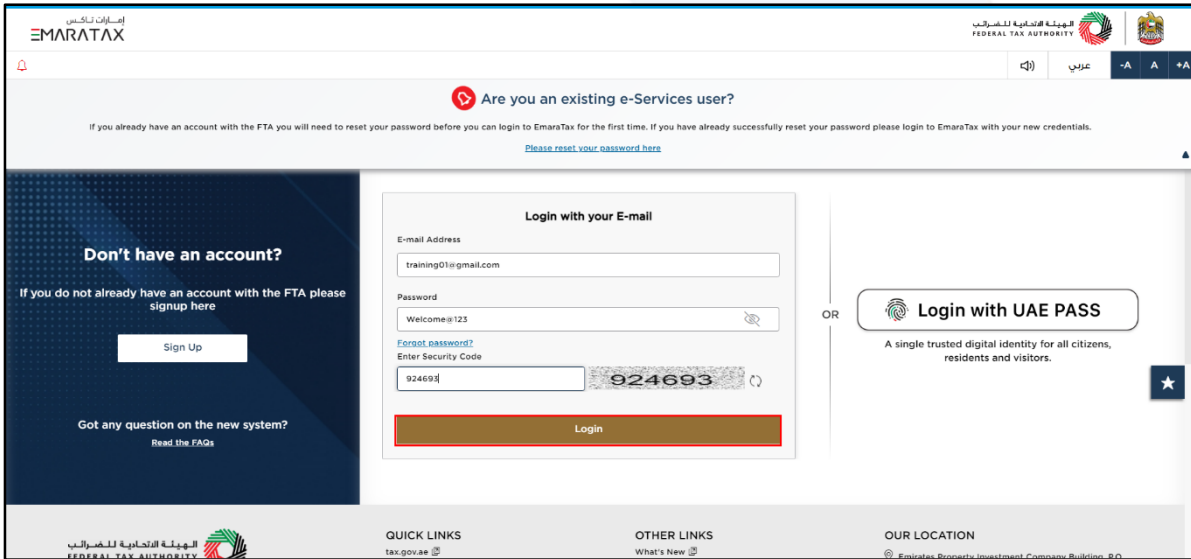


Introduction

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



إمارات تاكس
EMARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي

Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.
[Please reset your password here](#)

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](#)

Login with your E-mail

E-mail Address
training01@gmail.com

Password
Welcome@123

[Forgot password?](#)
Enter Security Code
924693

[Login](#)

OR

Login with UAE PASS
A single trusted digital identity for all citizens, residents and visitors.

[Star](#)

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

QUICK LINKS
[tax.gov.ae](#)

OTHER LINKS
[What's New](#)

OUR LOCATION
Emirates Property Investment Company Building, D.C.



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

The screenshot shows the EMARATAX user interface. At the top, there is a search bar and navigation options. The main content area is titled 'Create New Taxable Person Profile' and 'Taxable Person List'. Below the list, there are two tiles: 'Corporate tax' and 'Edit Bank Details'. The 'View' button under the 'Corporate tax' tile is highlighted with a red box and a red circle containing the number '1'. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'OUR LOCATION' sections.

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



Edit Bank Details

The screenshot shows the EMARATAX portal interface. The user is logged in as 'training01@gmail.com'. The main navigation menu includes 'HOME', 'EDIT BANK DETAILS', 'VAT', 'EXCISE TAX', 'CORPORATE TAX', 'MY PAYMENTS', 'MY CORRESPONDENCE', 'MY AUDIT', 'MY REPORTS', and 'OTHER SERVICES'. The 'Edit Bank Details' page is active, showing a 'Required Actions' section with 'No data' and a 'Most Used Services' section with 'Corporate Tax Registration'. A dropdown menu is open, showing options: 'View Application History', 'Amend', 'Deregister', 'Change Corporate Tax Period', and 'Edit Bank Details'. The 'Edit Bank Details' option is highlighted in a red box, and a yellow circle with the number '1' is placed next to it. Below the dropdown, a table displays registration details:

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	
Corporate Tax	Active	100801823400001	AE58680100801823400001	01/06/2023	...
Value Added Tax	Not Registered	-	-	-	...
Tax Group	Not Registered	-	-	-	...
Excise Tax	Not Registered	-	-	-	...
Warehouse Keeper	Not Registered	-	-	-	...

Step	Action
(1)	<ul style="list-style-type: none"> In order to edit the Bank Details of your Corporate Tax Registration application, click '...' Select 'Edit Bank Details' to start editing the Bank Details of your Corporate Tax Registration application.



Instructions and Guidelines

The screenshot shows the EMARATAX website interface. At the top, there is a search bar and navigation menu. The main content area is titled 'Edit Bank Details' and includes sections for 'Tutorial materials', 'Required Documents', and 'Service Details'. The 'Required Documents' section lists 'Changes in Bank account details of the business' and 'A Bank Letter validating the bank account details for you'. The 'Service Details' section includes 'About the Service', 'Eligibility Criteria', 'Service Steps', and 'FAQs'. A checkbox at the bottom states 'I confirm that I have read the above 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.



The screenshot shows the EMARATAX web portal interface. At the top, there is a search bar and navigation links. The main content area is titled 'Edit Bank Details' and includes sections for 'Tutorial materials', 'Required Documents', and 'Service Details'. A red box highlights a checkbox with the text 'I confirm that I have read the above instructions and guidelines', which is marked with a circled '1'.

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



The screenshot shows the EMARATAX web portal interface. At the top, there is a navigation bar with the logo and the text 'إمارات تاكس EMARATAX'. Below the navigation bar, there is a search bar and a 'User Type' dropdown. The main content area is titled 'Corporate Tax Registration - Edit Bank Details'. It contains several sections: 'Tutorial materials' with links to 'Watch Video Tutorial' and 'Download User Manual'; 'Required Documents' with instructions on what to prepare and a note about file types; and 'Service Details' with expandable sections for 'About the Service', 'Eligibility Criteria', 'Service Steps', and 'FAQs'. At the bottom of the 'Service Details' section, there is a checkbox labeled 'I confirm that I have read the above instructions and guidelines'. A red arrow points to the 'Start' button in the bottom right corner.

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)	<ul style="list-style-type: none"> • 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.



EMARATAX
إمارات تاكس
الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

training01@gmail.com

What are you looking for?

User Type عربي

Home Edit Bank Details Corporate Tax Registration - Edit Bank Details

Corporate Tax Registration - Edit Bank Details

1 Bank Details 2 Review and Declaration

Bank Details

Country

Bank Name Branch Name

Account Holder's Name Account Number

Eligible Currency for Refund

Enable Editing Disable Editing

Previous Step Cancel Save as Draft Next Step



- 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.



EMARATAX
إمارات تاكس
FEDERAL TAX AUTHORITY
الهيئة الاتحادية للضرائب

Home Edit Bank Details Corporate Tax Registration - Edit Bank Details

Corporate Tax Registration - Edit Bank Details

1 Bank Details 2 Review and Declaration

Bank Details

Country

Bank Name Branch Name

Account Holder's Name Account Number

Eligible Currency for Refund

Enable Editing Disable Editing

Previous Step Cancel Save as Draft Next Step



- 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.



EMARATAX
training01@gmail.com

What are you looking for?

User Type عربي

Home Edit Bank Details Corporate Tax Registration - Edit Bank Details

Corporate Tax Registration - Edit Bank Details

Country: India Sort Code/IFSC/FEDWIRE/BSB: hdfc000020

BIC/SWIFT: hdfc000020

Bank Name: hdfc Branch Name: bhau

Account Holder's Name: bhau Account Number: 576849384937378434

Eligible Currency for Refund: INR

Upload Copy of Bank Authorization Letter

Add/View(1) Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Previous Step Cancel Save as Draft Next Step



- Enter Bank Details.
- Upload supporting documents.



EMARATAX
training01@gmail.com

What are you looking for?

User Type عربي

Home Edit Bank Details Corporate Tax Registration - Edit Bank Details

Corporate Tax Registration - Edit Bank Details

Country: India Sort Code/IFSC/FEDWIRE/BSB: hdfc000020

BIC/SWIFT: hdfc000020

Bank Name: hdfc Branch Name: bhau

Account Holder's Name: bhau Account Number: 576849384937378434

Eligible Currency for Refund: INR

Upload Copy of Bank Authorization Letter

Add/View(1) Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Previous Step Cancel Save as Draft Next Step

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



Review and Declaration

The screenshot shows the 'Corporate Tax Registration - Edit Bank Details' page in the MARATAX system. The page is in a 'Review' state, with a 'Review and Declaration' step highlighted. The form contains fields for Country, Bank Name, Account Holder's Name, Eligible Currency for Refund, Sort Code/IFSC/FEDWIRE/BSB, and Branch Name. A red 'Old' label and a green 'New' label are visible on the Sort Code/IFSC/FEDWIRE/BSB field. The page includes navigation buttons like 'Previous Step', 'Cancel', 'Save as Draft', and 'Submit'.



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



إمارات تاكس
EMARATAX

training01@gmail.com

What are you looking for?

User Type عربي

Home Edit Bank Details Corporate Tax Registration - Edit Bank Details

Corporate Tax Registration - Edit Bank Details

Eligible Currency for Refund

Old	New
Country	Sort Code/IFSC/FEDWIRE/BSB
India	hdfc000020
BIC/SWIFT	
hdfc000020	
Bank Name	Branch Name
hdfc	bhambu
Account Holder's Name	Account Number
bhambu	576849384937378434
Eligible Currency for Refund	
INR	

Previous Step Cancel Save as Draft Submit



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



إمارات تاكس
EMARATAX

training01@gmail.com

What are you looking for?

User Type عربي

Home Edit Bank Details Corporate Tax Registration - Edit Bank Details

Corporate Tax Registration - Edit Bank Details

Eligible Currency for Refund

INR

Declaration

First Name in English: bhano First Name in Arabic: 01

Last Name in English: prakash Last Name in Arabic: 01

Country Code: +971 (United Arab Emirates) Mobile Number: 000000001 Email: TRAINING01@GMAIL.COM

Submission Date: 09/01/2024

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

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.



إمارات تاكس
EMARATAX

training01@gmail.com

What are you looking for?

User Type عربي

Home Edit Bank Details Corporate Tax Registration - Edit Bank Details

Corporate Tax Registration - Edit Bank Details

Eligible Currency for Refund
INR

Declaration

First Name in English: bhano First Name in Arabic: 01

Last Name in English: prakash Last Name in Arabic: 01

Country Code: +971 (United Arab Emirates) Mobile Number: 000000001 Email: TRAINING01@GMAIL.COM

Submission Date: 09/01/2024

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

Previous Step Cancel Save as Draft Submit

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

The screenshot shows the EMARATAX website interface. The page title is "Corporate Tax Registration - Edit Bank Details". The main content area displays "Application Submitted Successfully" with a "Submitted" status indicator. Below this, the following details are listed:

Entity Name	: bhanu
Applicant Name	: bhanu prakash
Reference Number	: 101000063480
Submission Date & Time	: 9 January 2024, 11:24 GST

At the bottom left, there is a "What's Next:" section stating: "1. There are no pending actions on your end."



- 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)	<ul style="list-style-type: none"> 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

The screenshot shows the EMARATAX user interface. The user is logged in as 'training01@gmail.com'. The page title is 'Edit Bank Details'. The main content area is divided into 'Required Actions' (showing 'No data') and 'Most Used Services' (including 'Update Bank Details' and 'Corporate Tax Registration'). Below these, there are tabs for 'Registration Overview', 'Taxable Person Details', 'Certificates (1)', and 'Account Access'. The 'Registration Overview' tab is active, displaying a table with the following data:

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registrati	
Corporate Tax	● Active	100801823400001	AE558680100801823400001	01/06/2023	...
Value Added Tax	● Not Registered	-	-	-	...
Tax Group	● Not Registered	-	-	-	...
Excise Tax	● Not Registered	-	-	-	...
Warehouse Keeper	● Not Registered	-	-	-	...

A dropdown menu is open for the 'Corporate Tax' row, with 'View Application History' selected and highlighted in a red box. A yellow circle with the number '1' is placed next to this option.

Step	Action
(1)	<ul style="list-style-type: none"> 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.



EMARATAX الإمارات تإكس

training01@gmail.com

What are you looking for?

User Type عربي

Home Edit Bank Details CT Registration Application History

CT Registration Application History

CT Registration Application History

Ref. No.	Application Name	Date of Submission	Time of Submission	Status	Status Date	Action
101000063480	Corporate Tax Registration - Edit Bank Details	09/01/2024	11:24:48 GST	Approved	09/01/2024	---
101000063478	Corporate Tax Registration	09/01/2024	11:16:30 GST	Approved	09/01/2024	---

الهئية الاتحادية للضرائب
FEDERAL TAX AUTHORITY

QUICK LINKS
[tax.gov.ae](#)
[Help Center](#)
[Glossary](#)

OTHER LINKS
[What's New](#)
[FAQs](#)
[Contact Us](#)
[Inquiries and Complaints](#)

OUR LOCATION
 Emirates Property Investment Company
 Building, P.O. Box 2440, Abu Dhabi, U.A.E
 Central Park Business Towers - DIFC, P.O. Box 2440, Dubai, U.A.E
 800 82923
info@tax.gov.ae

171 الإمارات TAWASUL UAE

This site is best viewed in Screen Resolution 1024 x 764
 Supports Microsoft Edge, Firefox 92+, Chrome 93+

Disclaimer | Terms and Conditions | Accessibility | Privacy Policy | UAE Government Charter Of Future Services



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



Correspondences

Taxpayer receives the following correspondence:

- Application submission acknowledgment