



إمارات تاكس
EMARATAX

Tax Agent User Manual
CT - Link Juridical Person Tax Agent
to Taxable Person

Date: 25 June, 2024

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
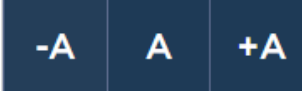



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Navigating through EmaraTax

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 Tax Agents to benefit from these services in the best and simplest ways.



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Introduction

This manual is prepared to help a registered or non-registered Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to appoint a Juridical Person Tax Agent for managing his/her Taxpayer account. The Taxpayer can select the required access privileges to be granted to the Juridical Person Tax Agent and submit the Juridical Person Tax Agent linking request application. The Juridical Person Tax Agent can accept or reject the linking request. On accepting the Tax Agent request, the Juridical Person Tax Agent shall be linked to the Taxable Person.



Login to EmaraTax as Juridical Person Tax Agent

EMARATAX

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 sign up here

[Sign Up](#)

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

Login with your E-mail

E-mail Address
tax_agent@gmail.com

Password
.....

[Forgot password?](#)
Enter Security Code
933149

[Login](#)

Login with UAE PASS

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

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

OTHER LINKS
[What's New](#)

OUR LOCATION
Emirates Property Investment Company Building, B/D



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.

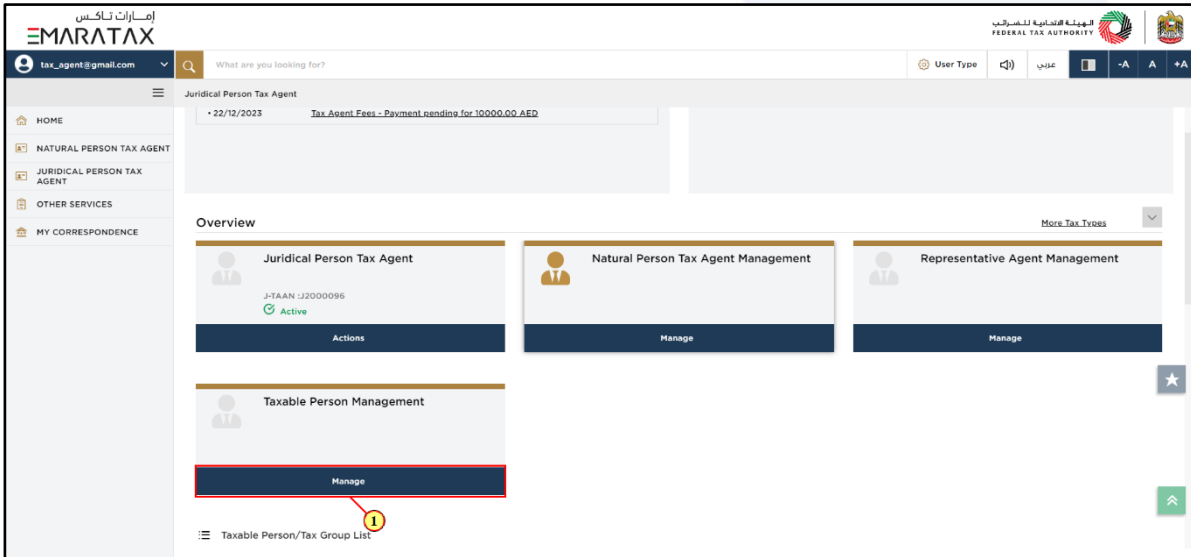


Taxable Person Dashboard

Step	Action
(1)	Click on ' JURIDICAL PERSON TAX AGENT '.



Link Juridical Person Tax Agent to Taxable Person



Step	Action
(1)	Click ' Manage ' on the Taxable Person Management tile.



Taxable Person Management Dashboard

The screenshot displays the 'Taxable Person Management' dashboard. At the top, there is a navigation bar with the user's email 'tax_agent@gmail.com' and a search bar. The main content area is titled 'Taxable Person Management' and contains a 'Taxable Person List' table. The table has the following data:

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
	Taxable person 1	مقره شاميت حنكسجن 1	27/12/2023	Linking Pending	05/12/2028	+++

Below the table, there are three columns of links and information: 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary), 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints), and '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). The footer includes a disclaimer and links to Terms and Conditions, Accessibility, and Privacy Policy.



Taxable Person linking requests are displayed here.



الإمارات تاكس
MARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

tax_agent@gmail.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent Taxable Person Management

HOME

NATURAL PERSON TAX AGENT

JURIDICAL PERSON TAX AGENT

OTHER SERVICES

MY CORRESPONDENCE

Taxable Person Management

Taxable Person List

Customize Columns Status Search

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	
Taxable person 1		مقره شركات جنكسكي 1	27/12/2023	Linking Pending	05/12/2028	***

Approve

Reject

View

الهيئة 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

UAE

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Back



You can perform the following actions:

'View' option is to view the details of the link request.

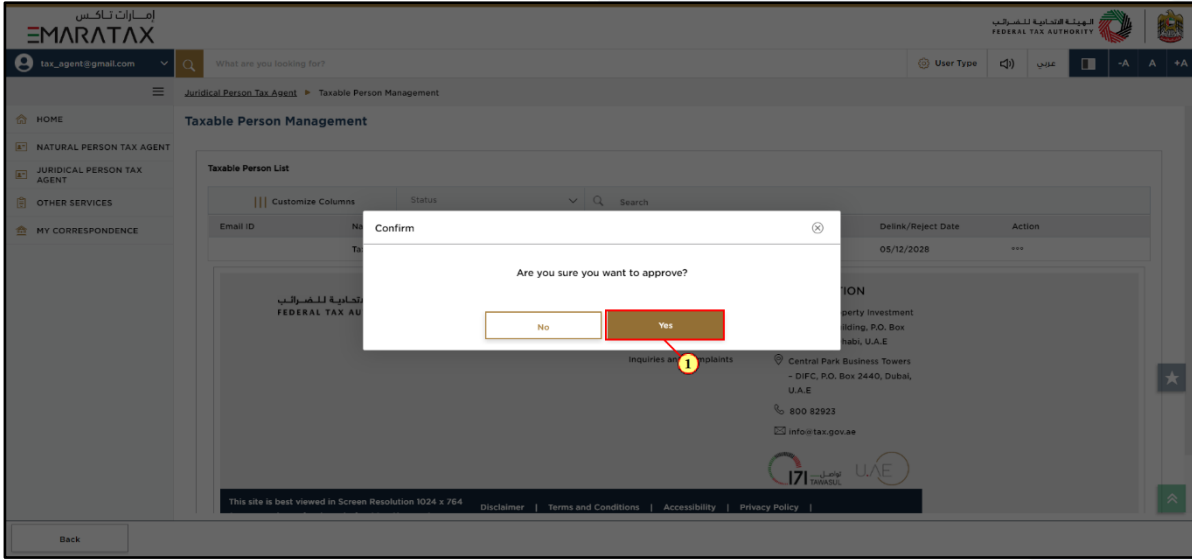
'Approve' option is to approve the link request. On approving the request, the linking is complete between the Juridical Person Tax Agent and the Taxable Person. Taxable Person shall receive an email correspondence.

'Reject' option is to reject the link request. On rejecting the request, Taxable Person shall receive an email correspondence.

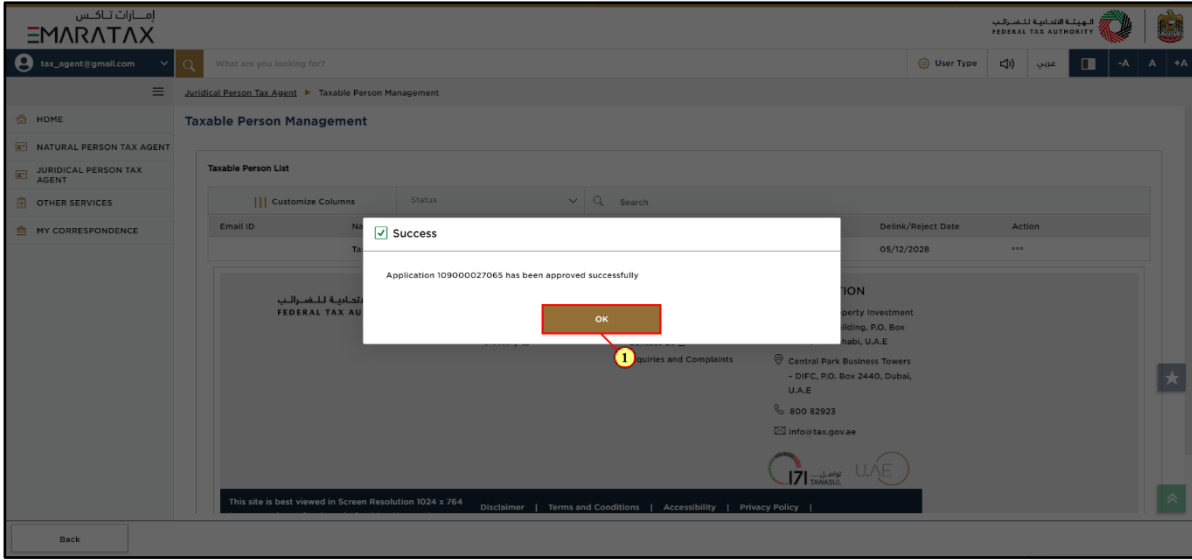


The screenshot shows the 'Taxable Person Management' interface. At the top, there's a search bar and navigation tabs for 'Natural Person Tax Agent' and 'Juridical Person Tax Agent'. The main content area displays a 'Taxable Person List' table with columns for Email ID, Name (English), Name (Arabic), Assign Date, Status, and Delink/Reject Date. One entry is shown with a status of 'Linking Pending'. To the right of the table, a red box highlights three action buttons: 'Approve' (green checkmark), 'Reject' (red X), and 'View' (eye icon). A yellow circle with the number '1' points to the 'View' button. Below the table, there are sections for 'QUICK LINKS', 'OTHER LINKS', and 'OUR LOCATION'.

Step	Action
(1)	Click on '...' and select 'Approve' to approve the linking request from the Taxable Person.



Step	Action
(1)	Click 'Yes' to continue.



Step	Action
(1)	<ul style="list-style-type: none"> Once you approve the linking request, the linking is completed between the Juridical Person Tax Agent and the Taxable Person. Click 'OK' to confirm.



Correspondences

Juridical Person Tax Agent receives the following correspondences:

- Linking application by Taxable Person – acknowledgement.
- Reminder to take action on pending linking request.



Application Status – Linked

The screenshot displays the MARATAX web portal interface. The main content area is titled 'Taxable Person Management' and contains a 'Taxable Person List' table. The table has the following data:

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
	Taxable person 1	فشرية شفايت حنكسقى 1	27/12/2023	Linked	05/12/2028	...

Below the table, there are sections for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary), 'OTHER LINKS' (What's New, FAQs, Contact Us, Inquiries and Complaints), and '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). The footer includes a disclaimer and terms and conditions.



You can check the status of the link request application here once the link request is approved.