



إمارات تاكس
EMARATAX

Tax Agent User Manual
Link Juridical Person Tax Agent with Natural Person
Tax Agent

Date: 25 June, 2024

Version 1.0.0.0



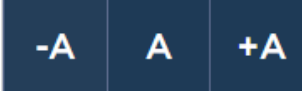



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Navigating through EmaraTax

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 Juridical Person Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to link a Natural Person Tax Agent. The Juridical Person Tax Agent needs to initiate a Natural Person Tax Agent link request application. The Natural Person Tax Agent needs to accept the request by logging into their Emara Tax account. Once the request is accepted, the application shall be sent to the FTA for review. On approval of the application by the FTA, the Natural Person Tax Agent shall be linked to the Juridical Person Tax Agent.



Login to Emaratax

إماراتاكس
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

Password

[Forgot password?](#)
Enter Security Code

[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](#)

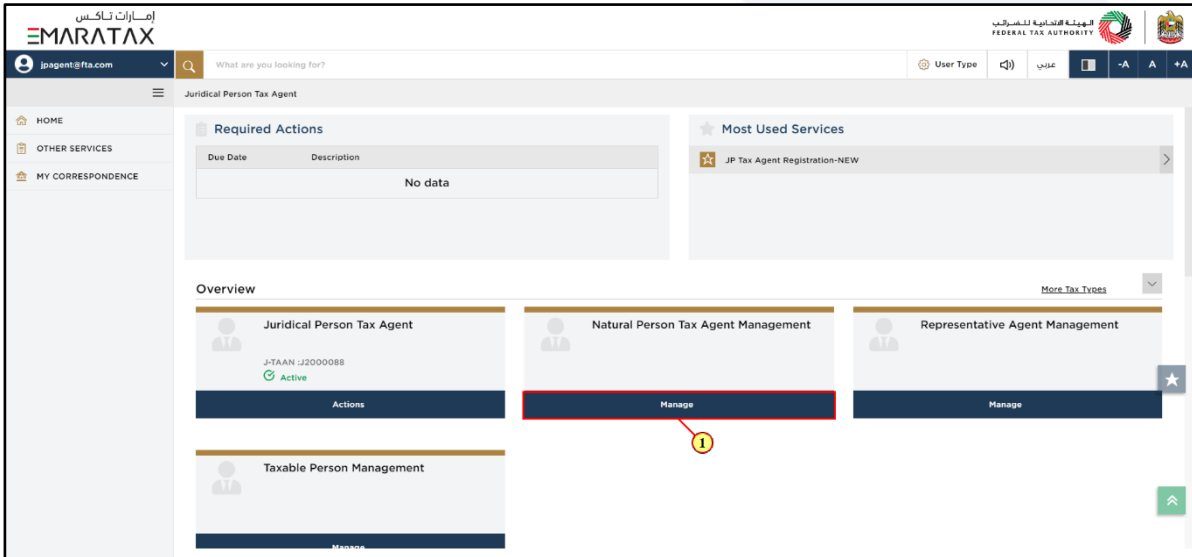
OTHER LINKS
[What's New](#)

OUR LOCATION
Emirates Property Investment Company Building, 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.



Link Juridical Person Tax Agent to Natural Person Tax Agent



Step	Action
(1)	Click ' Manage ' in the Natural Person Tax Agent Management tile.



إمارات تاكس
MARATAX

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FEDERAL TAX AUTHORITY

jpagent@fta.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent > Natural Person Tax Agent Management

Natural Person Tax Agent Management

Agent List + Add Tax Agent

TAAN	Email ID	Name (EN)	Name (AR)	Date From	Date To	Application Status	Linking/Delinking Application Number	Action
20011003	NPAgent@email.com	NP Agent First Name NP Agent Last Name	الاسم الأول للوكيل الاسم العائلة	07/12/2023	07/12/2026	Approved	109000026660	***
20011037	np@email.com	NPAgent	الاسم الأول للاسم العائلة			Cancelled	806000000120	***

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- The Natural Person Tax Agents linked to the Juridical Person Tax Agent are displayed in this page. If there are no Tax Agents linked to the Juridical Person Tax Agent, this list will be empty.
- The application status of linking of each Natural Person Tax Agent is also available in the list.



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ipagent@fta.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent > Natural Person Tax Agent Management

Natural Person Tax Agent Management

Agent List

+ Add Tax Agent

TAAN	Email ID	Name (EN)	Name (AR)	Date From	Date To	Application Status	Linking/Delinking Application Number	Action
20011003	NPAgent@email.com	NP Agent First Name Agent Last Name	الاسم الأول للوكيل الاسم العائلة	07/12/2023	07/12/2026	Approved	109000026660	***
20011037	np@email.com	NPAgent	الاسم الأول للاسم العائلة			Cancelled	806000000120	***

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Step	Action
(1)	Click 'Add Tax Agent' to add details of the Tax Agent to be linked.



Add Natural Person Tax Agent

The screenshot displays the 'Add Natural Person Tax Agent' form within the EMARATAX interface. The form is titled 'Add Natural Person Tax Agent' and includes the following fields:

- Search By:** A dropdown menu with a search icon.
- Tax Agent Number (TAAN):** A text input field.
- Emirates ID:** A text input field.
- Emirates ID Number:** A text input field.
- Tax Agent First Name in English:** A text input field.
- Tax agent Last Name in English:** A text input field.
- Tax Agent First Name in Arabic:** A text input field.
- Tax agent Last Name in Arabic:** A text input field.
- Email ID:** A text input field.
- Tax Agent Registration Expiry Date:** A date selection field.
- Designation:** A dropdown menu.

An 'Add' button is located at the bottom right of the form. The background shows a sidebar with 'Natural Person Tax Agent' and a table with columns for 'TAAN' and 'Emirates ID'.



To add the Natural Person Tax Agent, you can search via 'Tax Agent Number (TAAN)' or 'Emirates ID'.



The screenshot shows the 'Add Natural Person Tax Agent' form in the EMARATAX system. The form includes fields for:

- Search By: Emirates ID
- Tax Agent Number (TAAN): 20011037
- Emirates ID Number: 987-6543-2102121-2 (highlighted with a red box and a yellow circle with '1')
- Tax Agent First Name in English: NP
- Tax Agent Last Name in English: Agent
- Tax Agent First Name in Arabic: الاسم الأول
- Tax agent Last Name in Arabic: اسم العائلة
- Email ID: np@email.com
- Tax Agent Registration Expiry Date: 08/12/2026
- Designation: (dropdown menu)

 An 'Add' button is located at the bottom right of the form.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the 'Emirates ID Number' of the Natural Person Tax Agent to be linked and press Enter. The Natural Person Tax Agent details will be auto populated if the entered 'Emirates ID' is valid.



The screenshot shows the 'Add Natural Person Tax Agent' form in the EMARATAX system. The form is titled 'Add Natural Person Tax Agent' and contains several input fields. A red box highlights the 'Designation' dropdown menu, which is currently open and shows three options: 'Director/Partner', 'Manager', and 'Other'. A yellow callout bubble with the number '1' points to this dropdown menu. The form also includes fields for 'Tax Agent ID', 'Tax Agent Registration Expiry Date', 'Tax Agent First Name in English', 'Tax Agent Last Name in English', 'Tax Agent First Name in Arabic', and 'Tax Agent Last Name in Arabic'. The background shows the EMARATAX interface with a sidebar and a main content area.

Step	Action
(1)	Select ' Designation ' from the dropdown list.



The screenshot shows the 'Add Natural Person Tax Agent' form in the EMARATAX system. The form includes fields for:

- Tax Agent ID (20011037)
- Tax Agent Registration Number (987-6543-2102121-2)
- Tax Agent First Name in English (NP)
- Tax Agent Last Name in English (Agent)
- Tax Agent First Name in Arabic (الاسم الأول)
- Tax Agent Last Name in Arabic (اسم العائلة)
- Email ID (np@email.com)
- Tax Agent Registration Expiry Date (08/12/2026)
- Designation (Manager)

 A red box highlights the file upload section, which contains the text 'Please upload Copy of Letter of Appointment', an 'Add/View (1)' button, and a 'Drag files here' area. Below this area, it specifies 'Max file size: 15 MB', 'Formats: PDF, DOC', and 'Max No. of Files: 3'. A circled '1' is placed below the red box.

Step	Action
(1)	Upload the 'Copy of Letter of Appointment'.



The screenshot shows the 'Add Natural Person Tax Agent' form in the EMARATAX system. The form is titled 'Add Natural Person Tax Agent' and contains the following fields:

- Tax Agent ID: 20011037
- Tax Agent First Name in English: NP
- Tax Agent Last Name in English: Agent
- Tax Agent First Name in Arabic: الاسم الأول
- Tax Agent Last Name in Arabic: اسم العائلة
- Email ID: np@email.com
- Tax Agent Registration Expiry Date: 08/12/2026
- Designation: Manager

Below the form, there is a section for uploading a 'Copy of Letter of Appointment'. It includes a file upload area with a green 'Add/View (1)' button and a 'Drag files here' instruction. The upload area specifies 'Max file size: 15 MB', 'Formats: PDF, DOC', and 'Max No. of Files: 3'. A red box highlights the 'Add' button at the bottom right of the form, with a yellow circle containing the number '1' pointing to it.

Step	Action
(1)	Click 'Add'.



Post Application Submission

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FEDERAL TAX AUTHORITY

What are you looking for?

Juridical Person Tax Agent > Natural Person Tax Agent Management

Linking Natural Person Qualified Agent with Juridical Person Tax Agent

Application Submitted Successfully

Submitted

Applicant Name : Legal Entity Name

Reference Number : 80600000121

Submission Date & Time : 21 December 2023, 09:36 GST

What's next

1. Processing your application:



The Linking Natural Person Qualified Agent with Juridical Person Tax Agent application is submitted successfully. A Reference Number is generated for the submitted application. Note this reference number for future purposes.



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FEDERAL TAX AUTHORITY

ipagent@demo.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent Juridical Person Tax Agent Registration

What's Next:

- Processing your application:
 - Your application will only be submitted after acceptance of the linking request by the Natural Person Tax Agent.
 - Your application will now be reviewed by FTA. If we require more information to assist with our review, we will contact you by email. You will need to provide the information requested for us to continue processing your application.
 - Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
 - Where we reject an application, we will provide you with the reasons for doing so. You may re-apply but only once you have resolved the matters brought to your attention.
- Paying the registration fee:
 - Once the FTA has verified your Juridical Person Tax Agent registration application, you will be notified to make the required payment. You can pay the registration fee from your EmaraTax account using the Fab Magnati payment. On payment, you will receive an email and an SMS notification informing you of the status of the application and payment status. Once the FTA confirms acceptance of your application, you will be notified on the decision.
- Juridical Person Tax Agent registration certificate:
 - If the FTA approves your Juridical Person Tax Agent Registration application (TAAAN) and the appointed Natural Person Tax Agent accepts the linking request, your Juridical Person Tax Agent Approval Number (JTAAN) will be issued. A Juridical Person Tax Agent registration certificate will also be issued FTA (online Certificate) and notified to you via email and SMS. You can download this certificate from your EmaraTax account. The linked Natural Person Tax Agent along with your Juridical Person Tax Agent details will be listed in the FTA Tax Agent Register and published in the FTA website (<http://www.tax.gov.ae>)

Important Notes:

- The status of your application will be updated in the dashboard of the EmaraTax portal. You can check it at any time by logging in to your EmaraTax account.
- The Juridical Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Juridical Person Tax Agent registration process.
- The "Juridical Person Tax Agent to whom it May Concern letter" does not grant you to perform the duties of a Tax Agent and does not certify listing you in the Tax Agents Register at the Federal Tax Authority.
- Your Juridical Person Tax Agent registration with the FTA is valid for a period of 12 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.
- The person who appoints the Natural Person Tax Agent/Agency/Juridical Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural Person Tax Agent/Agency/Juridical Person Tax Agent on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the tax system or you have committed a significant violation of the relevant laws.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

Back to Dashboard Download

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 the Juridical Person Tax Agent dashboard.



Correspondences

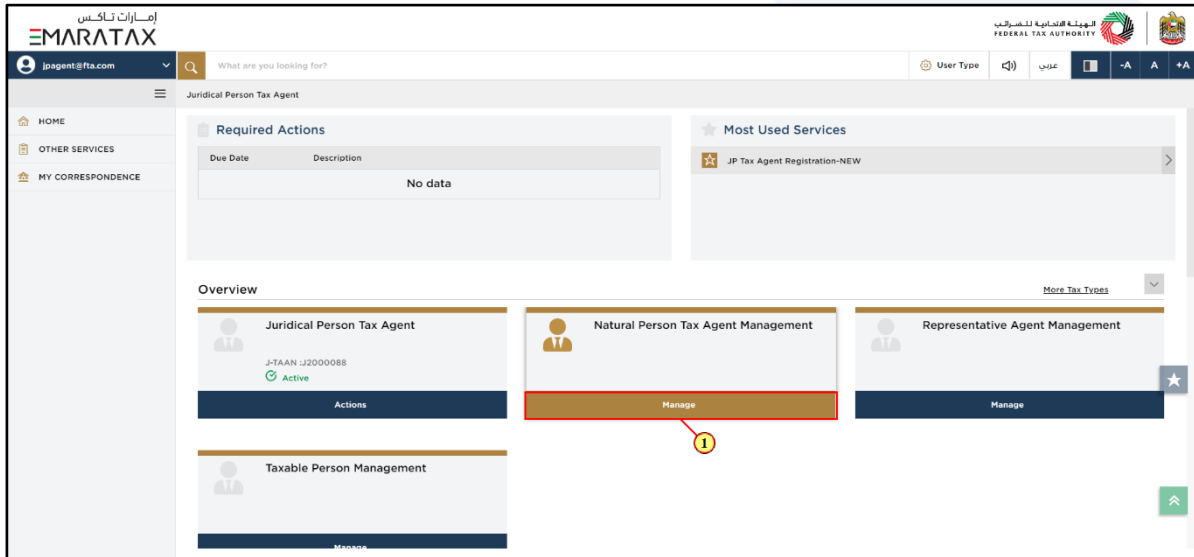
Juridical Person Tax Agent receives the following correspondences:

- Application acceptance acknowledgment.
- Additional acceptance or rejection notification (after Natural Person Tax Agent accepts or rejects the link request; or an auto cancellation of the application in case Natural Person Tax Agent does not take any action).
- Additional Information notification (only if the FTA requires more information to assist with their review of your application).
- Application approval or rejection notification by the FTA.



Application History - In-Review

Once the Natural Person Tax Agent accepts the linking request, the application will be sent to the FTA for review and the status of the application will be 'In-Review'.



Step	Action
(1)	Click ' Manage ' in the Natural Person Tax Agent Management tile.



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What are you looking for?

User Type عربي

Juridical Person Tax Agent > Natural Person Tax Agent Management

Natural Person Tax Agent Management

Agent List + Add Tax Agent

TAAN	Email ID	Name (EN)	Name (AR)	Date From	Date To	Application Status	Linking/Delinking Application Number	Action
20011003	NPAgent@email.com	NP Agent First Name NP Agent Last Name	الاسم الأول للوكيل الاسم العائلة	07/12/2023	07/12/2026	Approved	109000026660	***
20011037	np@email.com	NP Agent	الاسم الأول للاسهم العائلة			Cancelled	806000000120	***
20011037	np@email.com	NP Agent	الاسم الأول للاسهم العائلة			In Review-Tax Agent	806000000121	View

Back



You can check the status of the Linking application based on the application number once the application has been submitted.



Application History – Approved

Once the FTA approves your application, the linking process is complete between the Juridical Person Tax Agent and Natural Person Tax Agent, and Registration Certificates are issued by the FTA to Juridical Person Tax Agent and Natural Person Tax Agent.

TAAN	Email ID	Name (EN)	Name (AR)	Date From	Date To	Application Status	Linking/Delinking Application Number	Action
20011003	NPAgent@email.com	NP Agent First Name NP Agent Last Name	الاسم الأول للوكيل الاسم العائلة	07/12/2023	07/12/2026	Approved	109000026660	***
20011037	np@email.com	NPAgent	الاسم الأول للوكيل			Cancelled	806000000120	***
20011037	np@email.com	NP	الاسم الأول	21/12/2023	08/12/2026	Approved	806000000121	***



You can check the status of the Linking application based on the Application Number once the FTA has approved the application.



Juridical Person Tax Agent Registration Certificate

The screenshot displays the MARATAX web portal interface. The left sidebar contains a menu with 'MY CORRESPONDENCE' highlighted in red. A red circle with the number '1' is placed next to this menu item. The main content area shows a table with the following data:

Date	Correspondence Type	Action
21/12/2023	80600000121 Juridical Person Tax Agent Registration-Certificate of Registration	***

Step	Action
(1)	Click on 'MY CORRESPONDENCE'.



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MARATAX

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FEDERAL TAX AUTHORITY

ipagent@fta.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent Natural Person Tax Agent Management My Correspondence

HOME
OTHER SERVICES
MY CORRESPONDENCE

Correspondences(6) Certificates(0) Inquiries / Complaints History My Audit

Total Certificates 1

Date	Correspondence Type	Action
21/12/2023	80600000121 Juridical Person Tax Agent Registration-Certificate of Registration	***

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



You can access and download your Juridical Person Tax Agent Registration Certificate from the Certificates tab.