الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

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	
	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
	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
	This is used to manage the user profile details such as the Name, Registered Email Address, Registered Mobile Number, and Password
	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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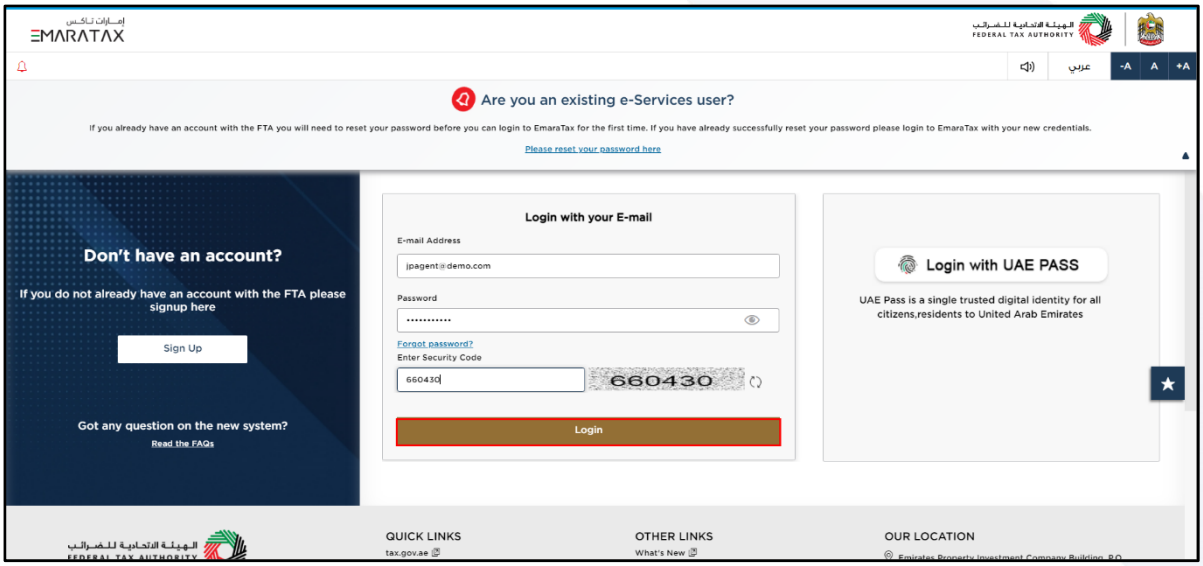
Introduction

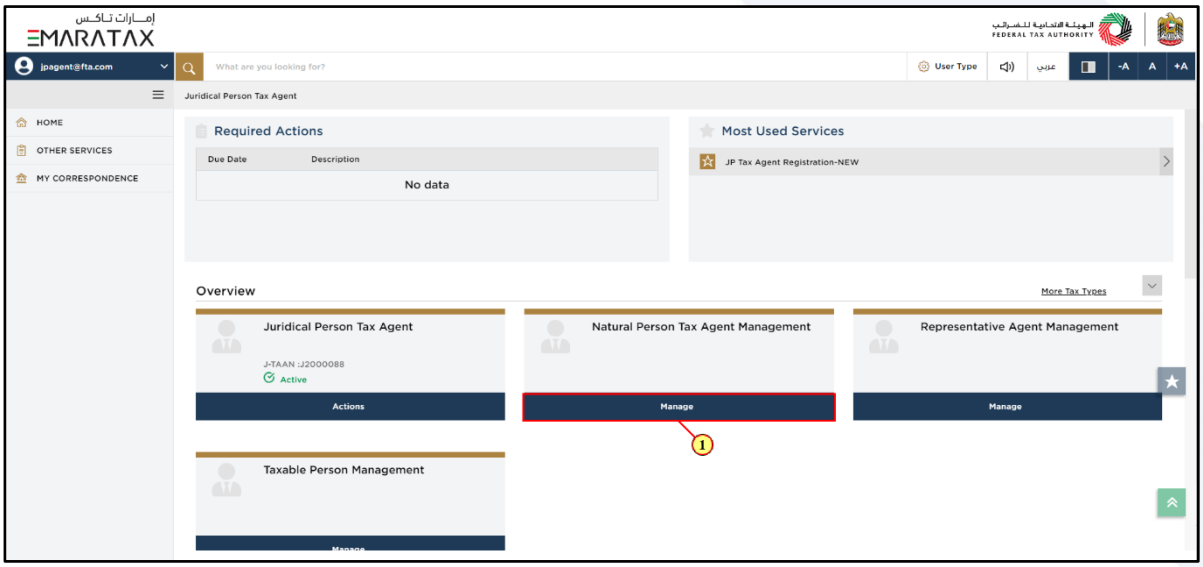
This manual is prepared to help a registered Juridical Person Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to link a Natural Person Tax Agent. The Juridical Person Tax Agent needs to initiate a Natural Person Tax Agent link request application. The Natural Person Tax Agent 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

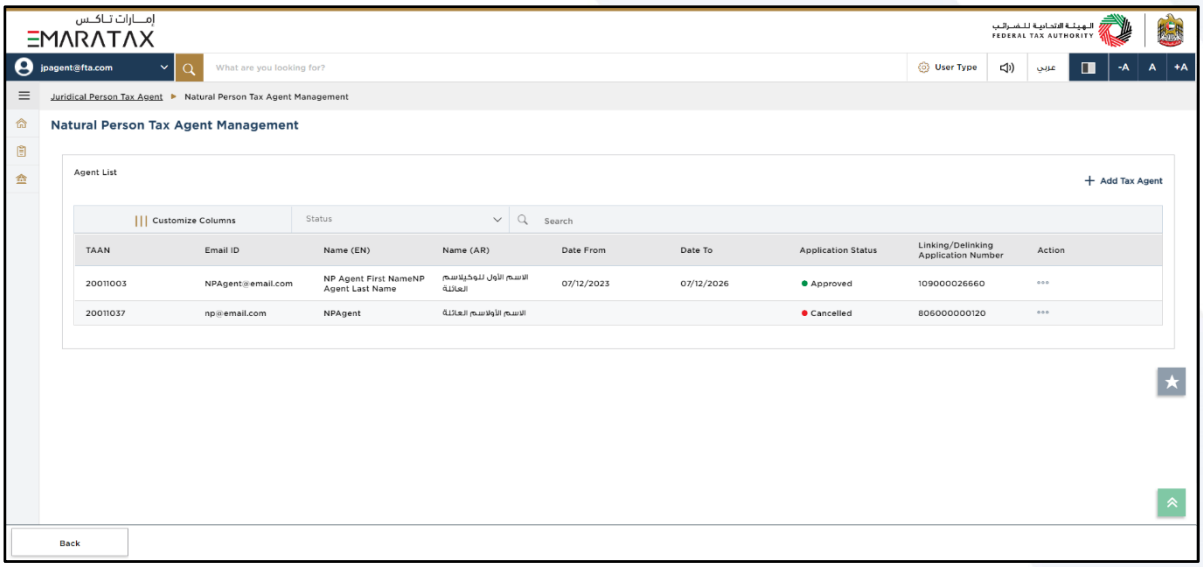


	You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the '**Sign Up**' button. If you have forgotten your password, you can use the '**Forgot password?**' feature to reset your password.

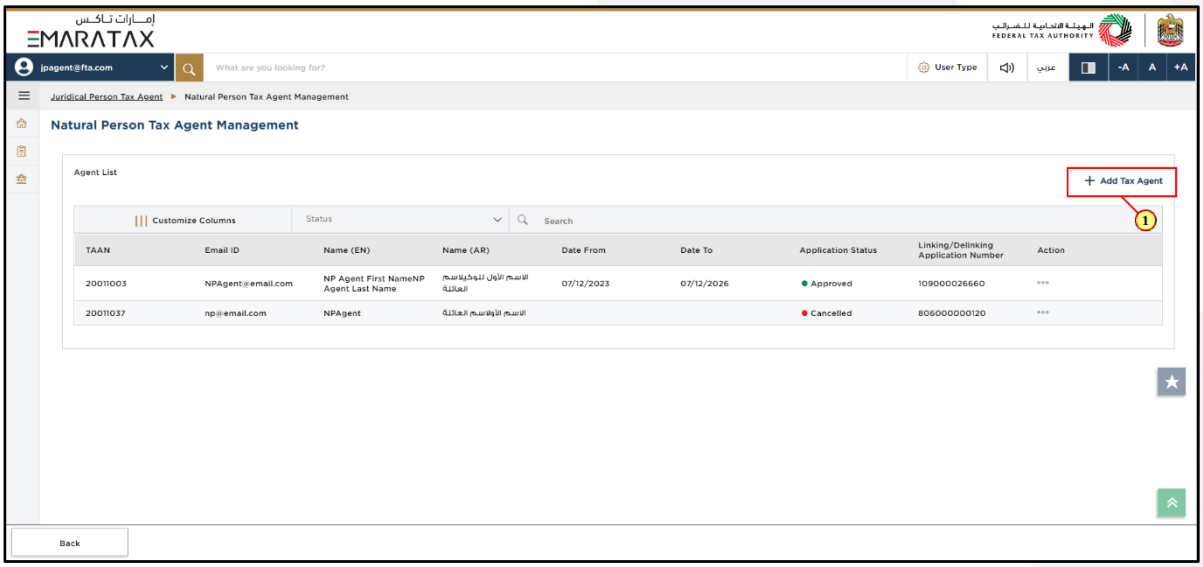
Link Juridical Person Tax Agent to Natural Person Tax Agent



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

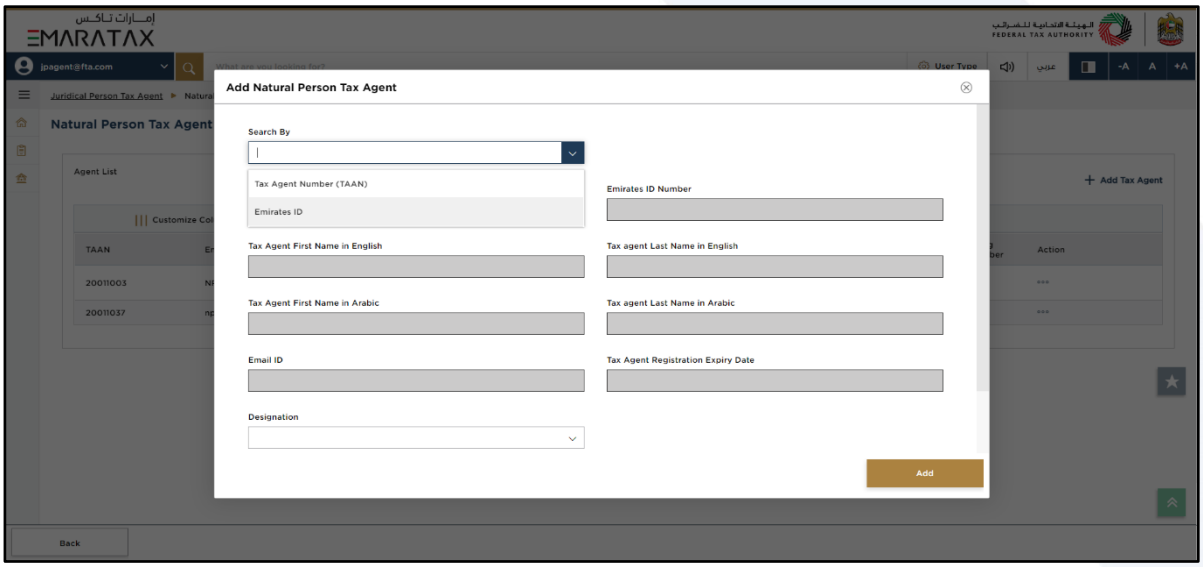


- The Natural Person Tax Agents linked to the Juridical Person Tax Agent are displayed in this page. If there are no Tax Agents linked to the Juridical Person Tax Agent, this list will be empty.
- The application status of linking of each Natural Person Tax Agent is also available in the list.

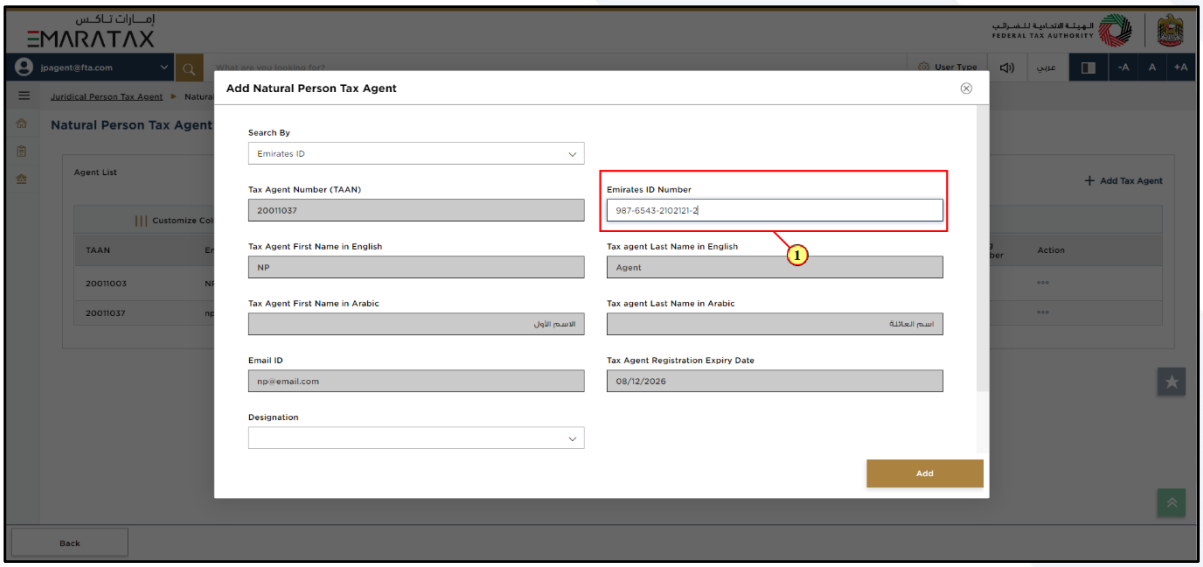


Step	Action
(1)	Click '**Add Tax Agent**' to add details of the Tax Agent to be linked.

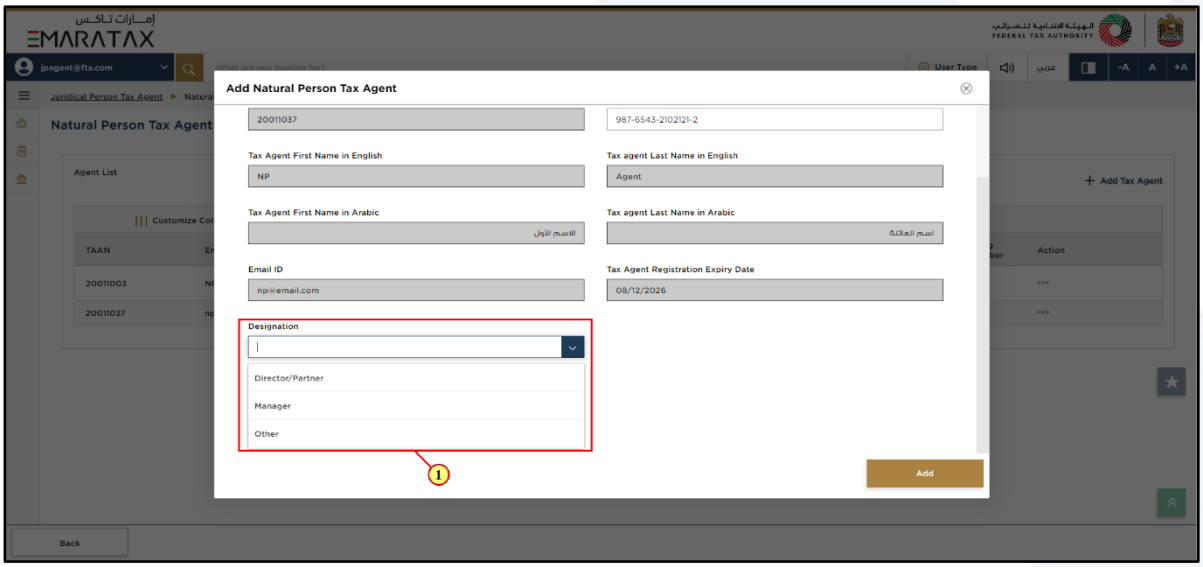
Add Natural Person Tax Agent



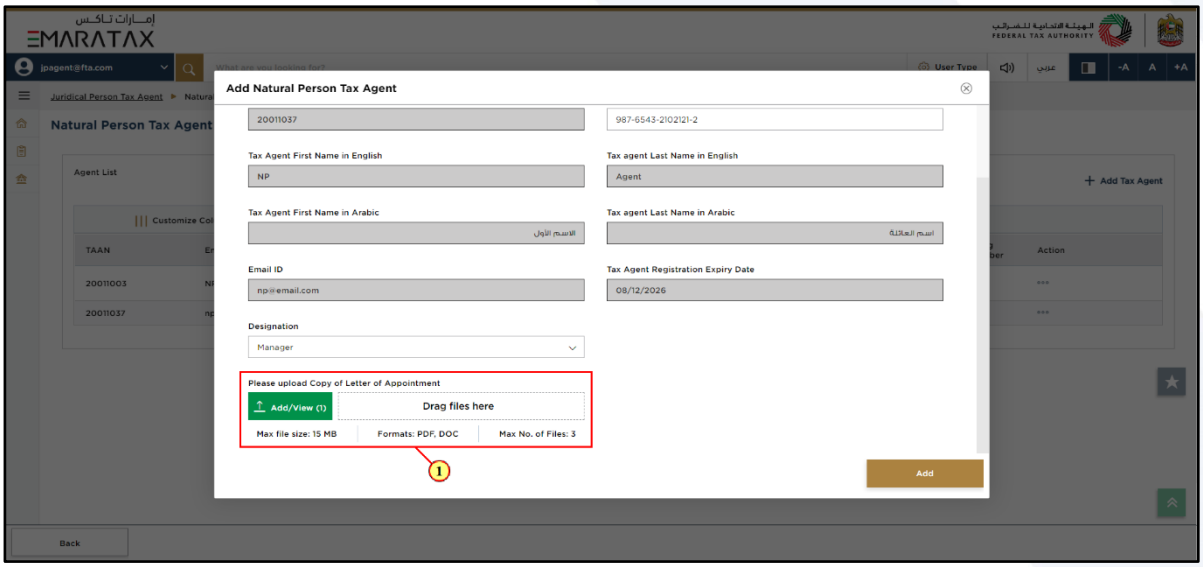
To add the Natural Person Tax Agent, you can search via 'Tax Agent Number (TAAN)' or 'Emirates ID'.



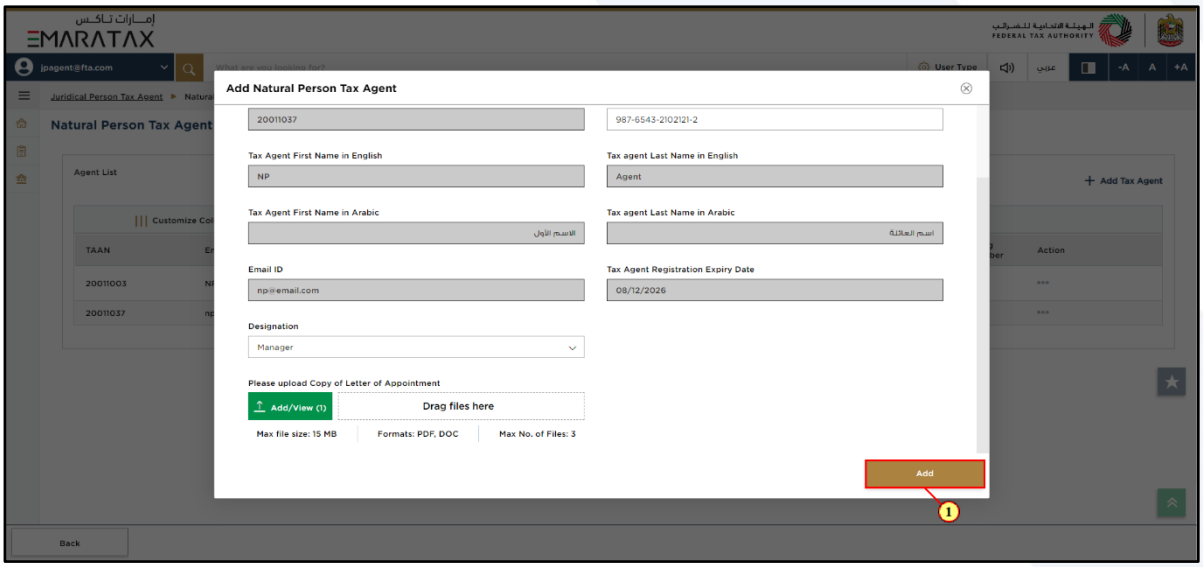
Step	Action
(1)	• Enter the '**Emirates ID Number**' of the Natural Person Tax Agent to be linked and press Enter. • The Natural Person Tax Agent details will be auto populated if the entered 'Emirates ID' is valid.



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

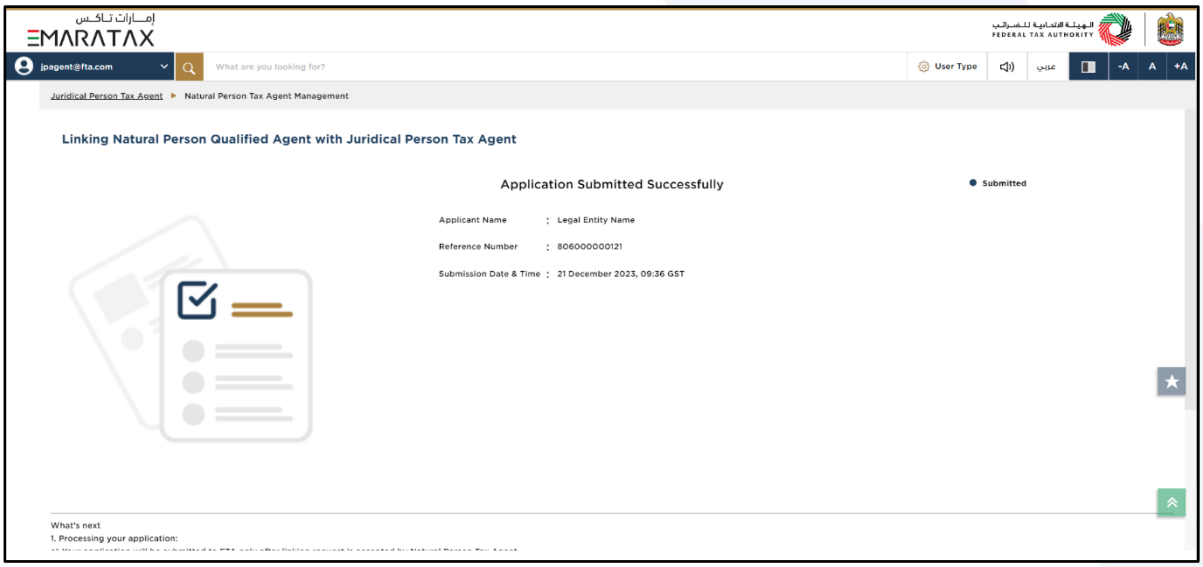


Step	Action
(1)	Upload the '**Copy of Letter of Appointment**'.

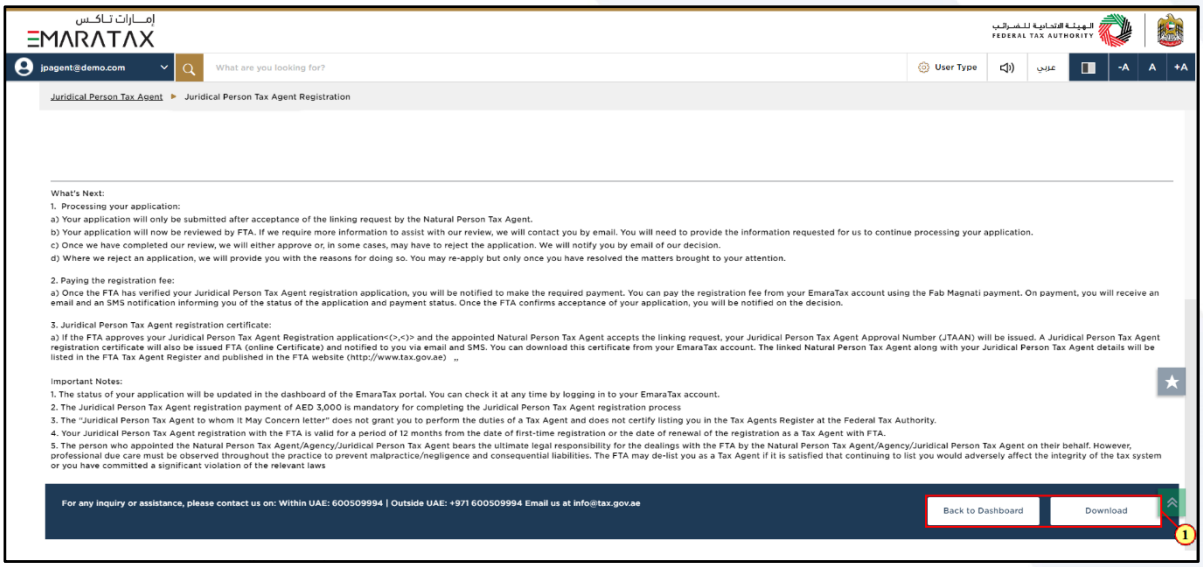


Step	Action
(1)	Click '**Add**'.

Post Application Submission



	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.



Step	Action
(1)	• 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.

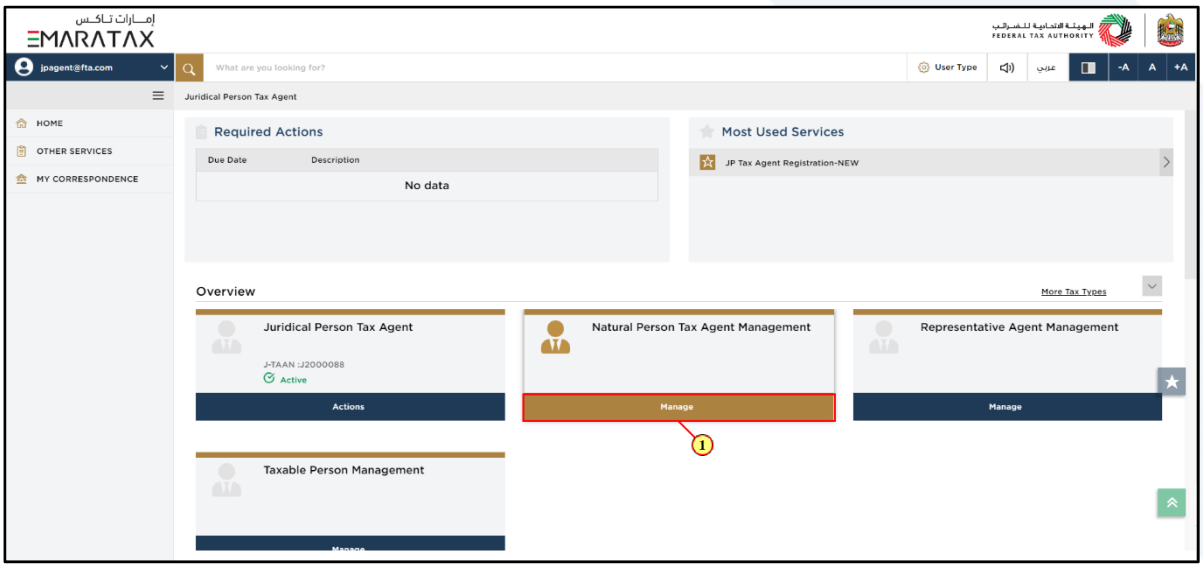
Correspondences

Juridical Person Tax Agent receives the following correspondences:

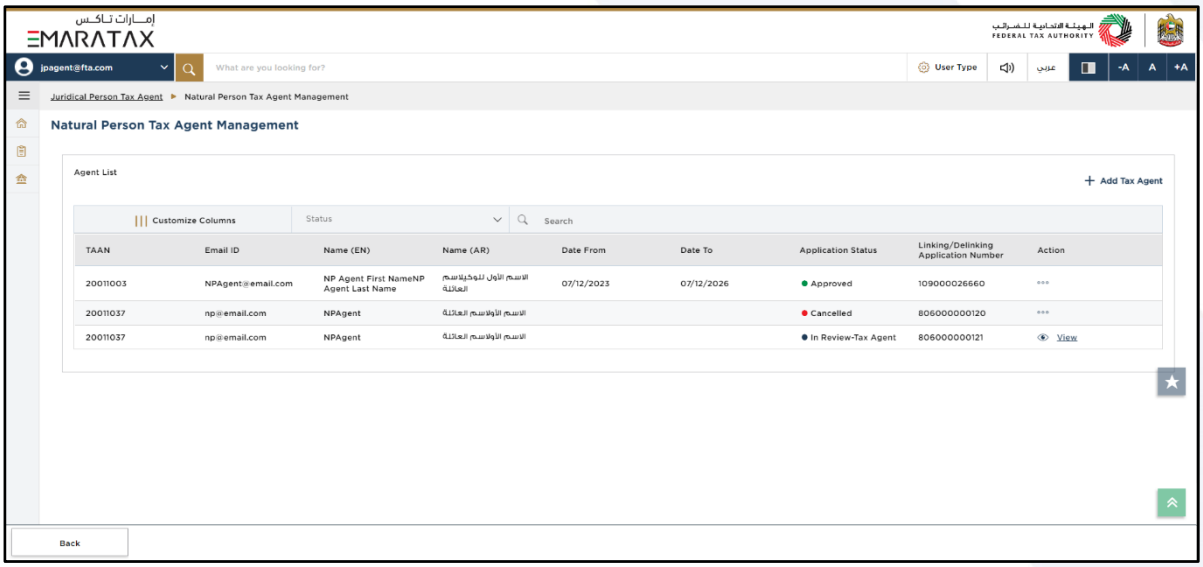
- Application acceptance acknowledgment.
- Additional acceptance or rejection notification (after Natural Person Tax Agent accepts or rejects the link request; or an auto cancellation of the application in case Natural Person Tax Agent does not take any action).
- Additional Information notification (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'.



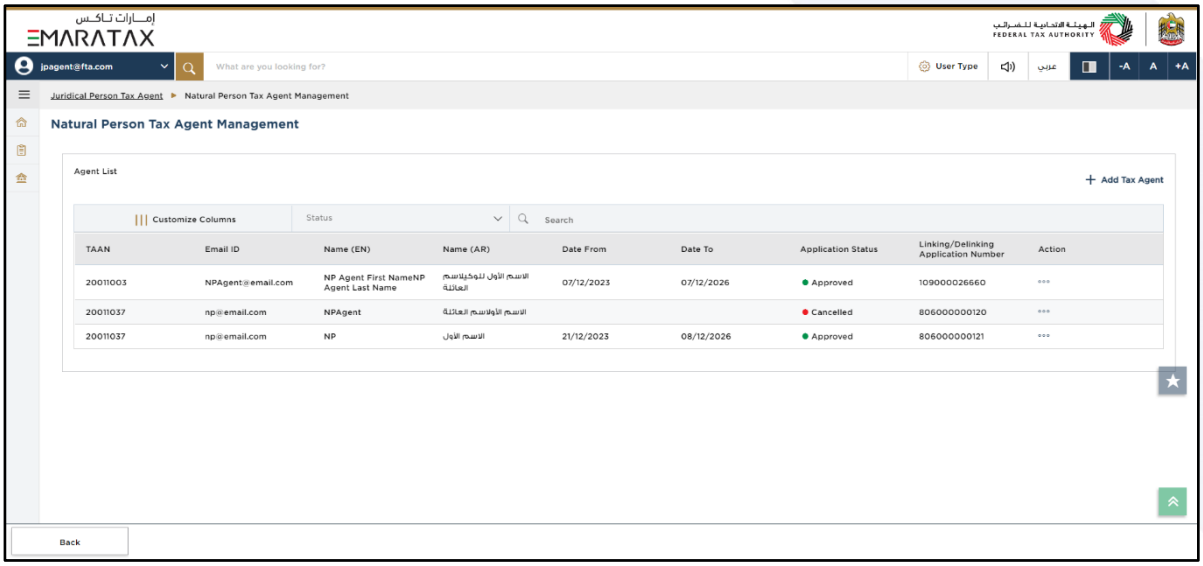
Step	Action
(1)	Click '**Manage**' in the Natural Person Tax Agent Management tile.



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

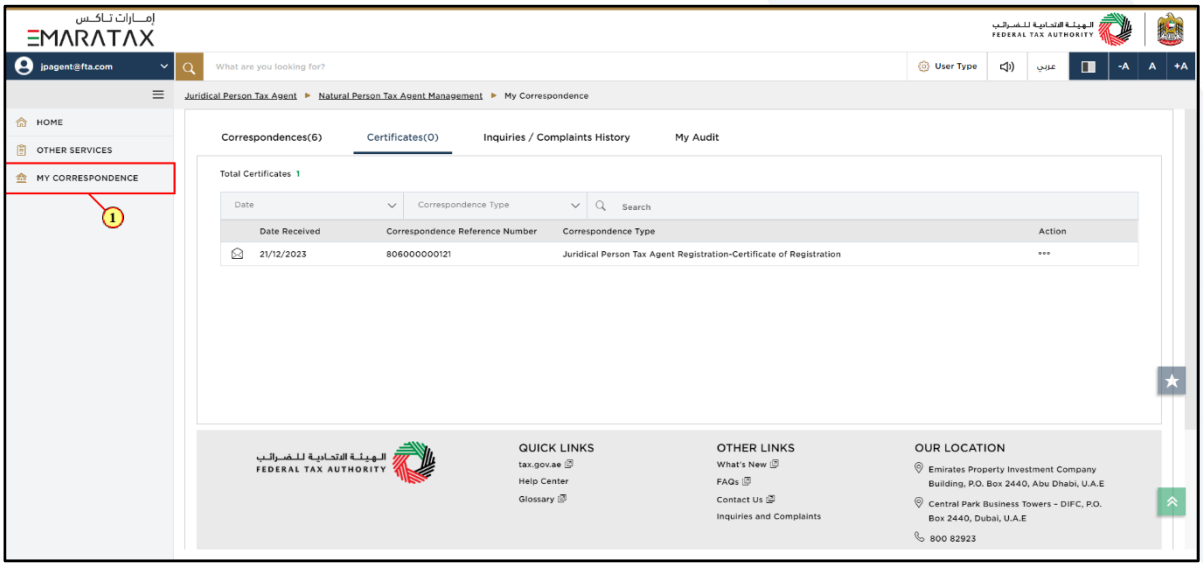
Application History – Approved

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.

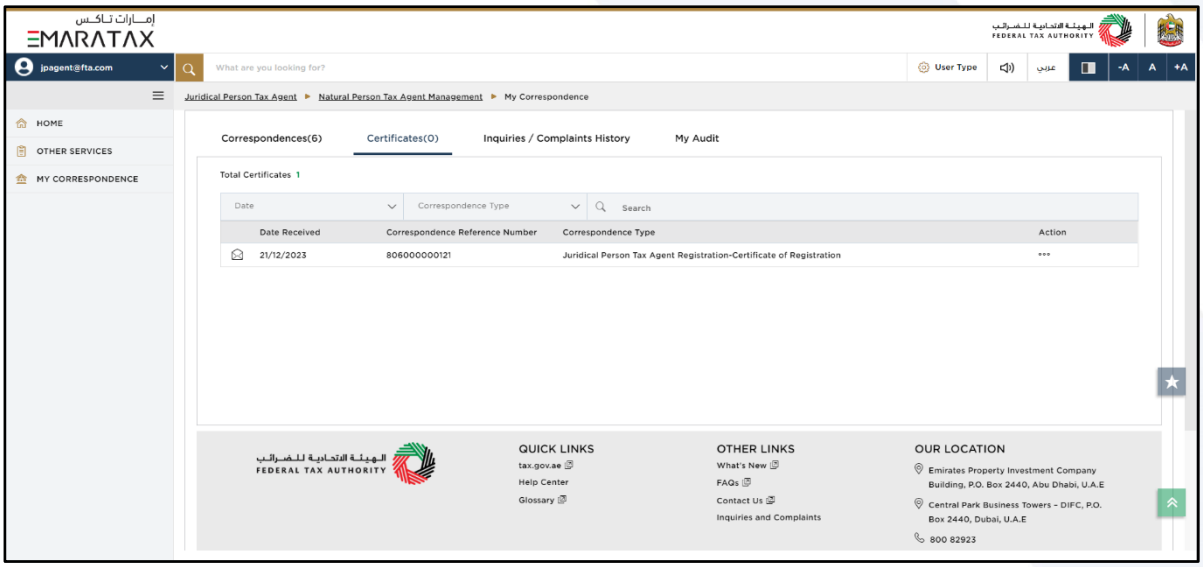


You can check the status of the Linking application based on the Application Number once the FTA has approved the application.

Juridical Person Tax Agent Registration Certificate



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



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