



إمارات تاكس
EMARATAX

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

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Version 1.3.0.0







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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
	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 Representative Agent. The Juridical Person Tax Agent initiates a link request application. The application shall be sent to the Natural Person Representative Agent for review. On approval of the application, the Natural Person Representative Agent shall be linked to the Juridical Person Tax Agent.



Login to EmaraTax as Juridical Person Tax Agent

EMARATAX

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ك your EmaraTax account with your UAE pass account in advance.

عربي

If you already have an account with FTA please login here

Login with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

OR

E-mail Address
demo user@demo.com

Password

[Forgot password?](#)

Enter Security Code
325787 325787

Login

QUICK LINKS OTHER LINKS OUR LOCATION



You can login into the EmaraTax account using your login credentials or using UAE PASS. If you have forgotten your password, you can use the '**Forgot password?**' feature to reset your password.



Taxable Person Dashboard

The screenshot shows the EMARATAX dashboard. The left sidebar contains navigation options: HOME, LEGAL REPRESENTATIVE, NATURAL PERSON TAX AGENT, JURIDICAL PERSON TAX AGENT (highlighted with a red box and a red arrow), OTHER SERVICES, and MY CORRESPONDENCE. The main content area is titled 'Create New Taxable Person Profile'. It contains the following fields and sections:

- Profile Name in English (text input)
- Profile Name in Arabic (text input)
- Preferred Language (dropdown menu)
- Preferred Communication Channel (dropdown menu)
- Upload Taxable Person Logo (Optional) section with an 'Add' button, a 'Drag files here' area, and a 'Create' button. Below this, it specifies 'Max File Size : 5 MB', 'Formats : JPEG, JPG, PNG', and 'Maximum number of files : 1'.
- A 'Taxable Person List' section with a search bar labeled 'Search by TRN Number or Taxable Person' and a 'Search' button. Below the search bar, it states 'No Taxable Person added. Please click 'Create' to add new Taxable Person'.

The footer of the dashboard includes the Federal Tax Authority logo, 'QUICK LINKS' (tax.gov.ae), 'OTHER LINKS' (What's New), and 'OUR LOCATION' (Emirates Property Investment Company).

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



Link Juridical Person Tax Agent to Natural Person Representative Agent Application Form

Step	Action
(1)	Enter the details of the Representative Agent.



Step	Action
(1)	<ul style="list-style-type: none"> Click 'Validate' to validate the Email ID of the Representative Agent. Enter the 'OTP' shared with Representative Agent to verify the Email ID.



Step	Action
(1)	<ul style="list-style-type: none"> Click 'Validate' to validate the Mobile Number of Representative Agent. Enter the 'OTP' shared with Representative Agent to verify the Phone number.



Add Representative Agent

Emirates ID Number: 788-675-6667745-7

Tax Agent First Name in English: demo

Tax Agent Last Name in English: user

Tax Agent First Name in Arabic: [Field]

Tax Agent Last Name in Arabic: [Field]

Email ID: demouser@demo.co

Country Code: +971 (United Arab Emirates)

Mobile Number: 878888888

Please enter the OTP sent to your Email ID for verification: 5 7 9 7

Please enter the OTP sent to your Phone number for verification: 2 7 3 9

OTP expires in 01:28 minutes. [Resend OTP](#) [Update](#)

OTP expires in 01:27 minutes. [Resend OTP](#) [Update](#)

Upload documents to prove UAE Residency: [ADD](#) Drag files here [Add](#)



In case the OTP expires or you are not able to update on time, you can use '**Resend OTP**' feature.



Step	Action
(1)	After entering the OTP, click on ' Update '.



Step	Action
(1)	After entering the OTP, click on ' Update '.



Step	Action
(1)	Upload supporting documents.



Step	Action
(1)	Click 'Add' to submit the application.



Post Application Submission

Application Submitted Successfully

● Pending Approval

Applicant Name : demo

Reference Number : 109000027584

Submission Date & Time : 13 March 2024, 16:43 GST

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



- Once your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- Your application shall be sent to the Natural Person Representative Agent to accept the application.
- The status of your request on the dashboard will change to 'In Review' and you will receive an email correspondence to confirm receipt of your application.



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demouser@demo.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent > Representative Agent Management

Representative Agent Management

Application Submitted Successfully

Pending Approval

Applicant Name : demo

Reference Number : 10900027584

Submission Date & Time : 13 March 2024, 16:43 GST

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 submission acknowledgment.
- Reminder to take action on pending linking request.



Application History - In-Review

Once the Juridical Person Tax Agent sends the linking request, the application will be sent to the Natural Person Representative Agent for review and the status of the application will be 'In Review'.

Step	Action
(1)	Click ' Manage ' on the Representative Agent Management tile.



إمارات تاكس
MARATAX

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FEDERAL TAX AUTHORITY

demouser@demo.com

What are you looking for?

User Type عربي

Juridical Person Tax Agent > Representative Agent Management

Natural Person Representative Agent Management

Agent List + Add Representative Agent

TAAN	Report To	Email Id	Name (EN)	Name (AR)	Date From	Date To	Application Status	Linking/Delinking Application Number	Action
	demo user	demouser@demo.co	demo user	دوسو بوزر			In Review	109000027584	View

Back



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



Application History- Approved

Once the Natural Person Representative Agent approves your application, the linking process is complete between the Juridical Person Tax Agent and the Natural Person Representative Agent and the status of the application will be 'Approved'.

The screenshot shows the 'Natural Person Representative Agent Management' interface. It includes a search bar, a table with columns for TAAN, Report To, Email id, Name (EN), Name (AR), Date From, Date To, Application Status, Linking/Delinking Application Number, and Action. A single entry is shown with the status 'Approved'.

TAAN	Report To	Email id	Name (EN)	Name (AR)	Date From	Date To	Application Status	Linking/Delinking Application Number	Action
4000114	demo user	demouser@demo.co	demo user	إيبي 94٣	13/03/2024	31/12/9999	Approved	109000027584	***



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