



# إمـــارات تــاكــس ■ **MARATAX**

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

Date: 25 June, 2024

Version 1.3.0.0

#### Private and Confidential





# **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
عربي English	This is used to toggle between the English and Arabic versions of the portal
-A A +A	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
2	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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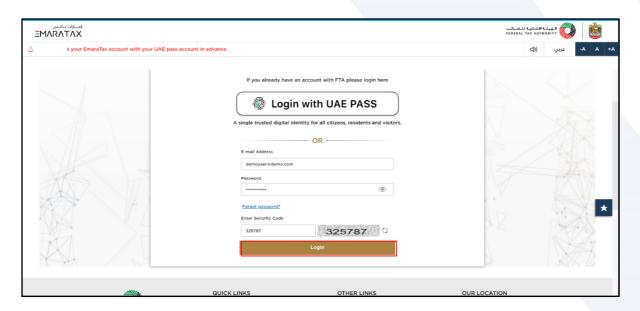
#### Introduction

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



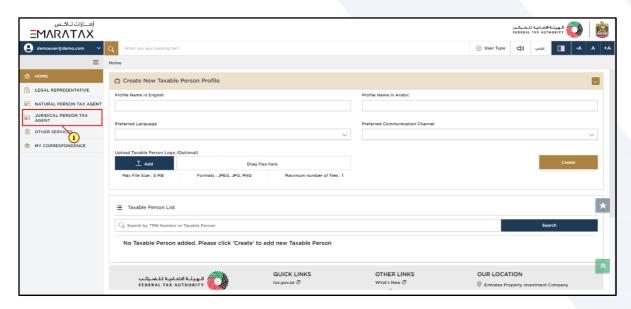


You can login into the EmaraTax account using your login credentials or using UAE PASS. If you have forgotten your password, you can use the 'Forgot password?' feature to reset your password.





#### **Taxable Person Dashboard**



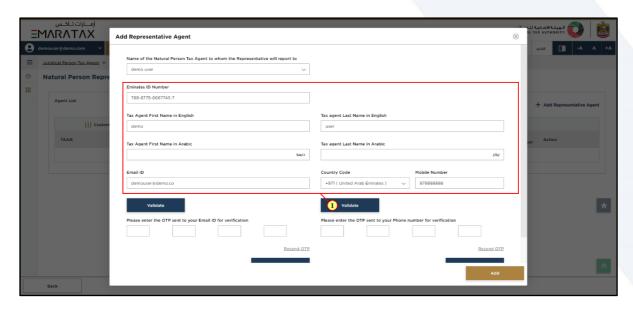
Step	Action
(1)	Click on 'JURIDICAL PERSON TAX AGENT'.





# **Link Juridical Person Tax Agent to Natural Person Represesentative Agent**

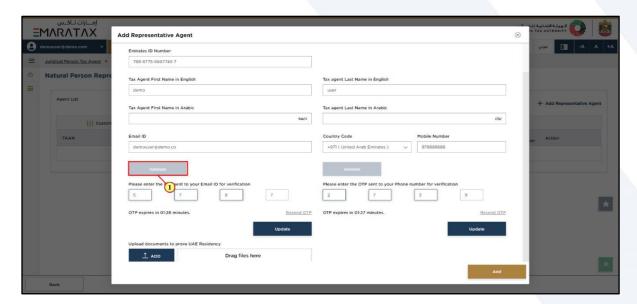
# **Application Form**



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



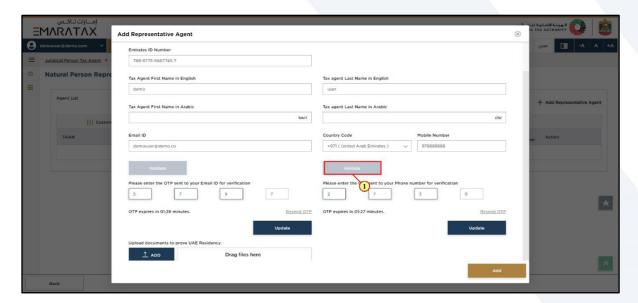




Step	Action
(1)	<ul> <li>Click 'Validate' to validate the Email ID of the Representative Agent.</li> <li>Enter the 'OTP' shared with Representative Agent to verify the Email ID.</li> </ul>



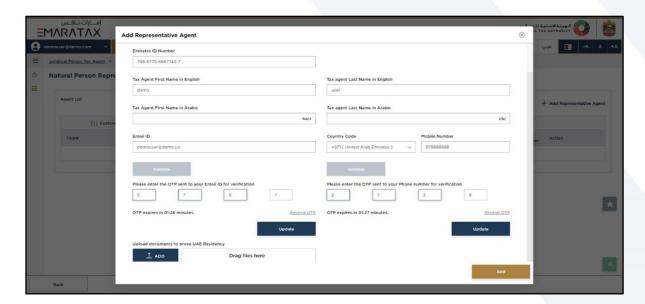




Step	Action
(1)	<ul> <li>Click 'Validate' to validate the Mobile Number of Representative Agent.</li> <li>Enter the 'OTP' shared with Representative Agent to verify the Phone number.</li> </ul>





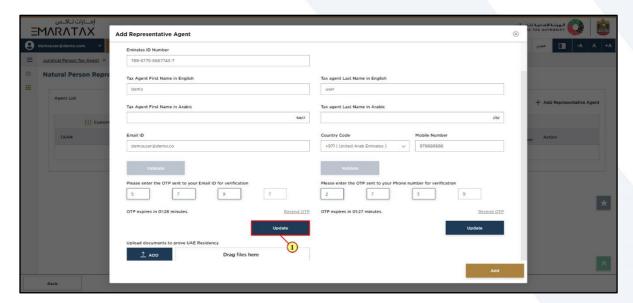




In case the OTP expires or you are not able to update on time, you can use 'Resend OTP' feature.



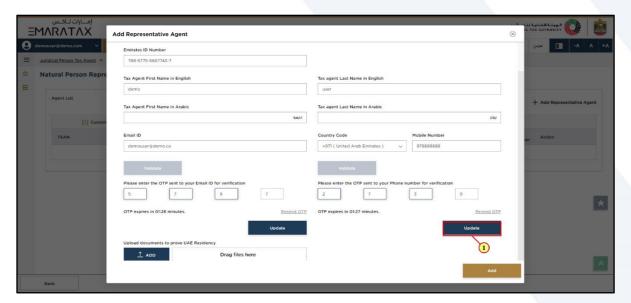




Step	Action
(1)	After entering the OTP, click on ' <b>Update</b> '.



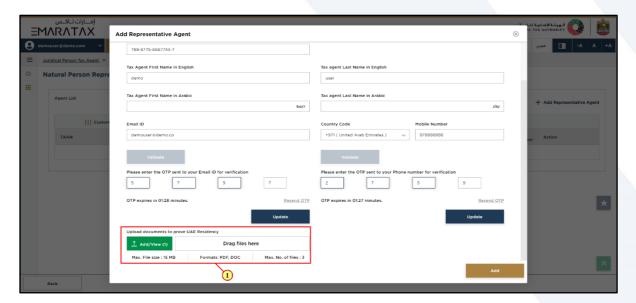




Step	Action
(1)	After entering the OTP, click on ' <b>Update</b> '.



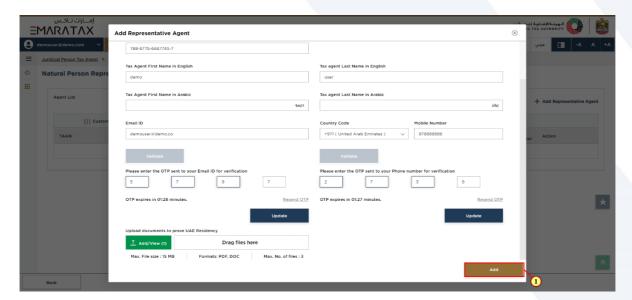




Step	Action
(1)	Upload supporting documents.





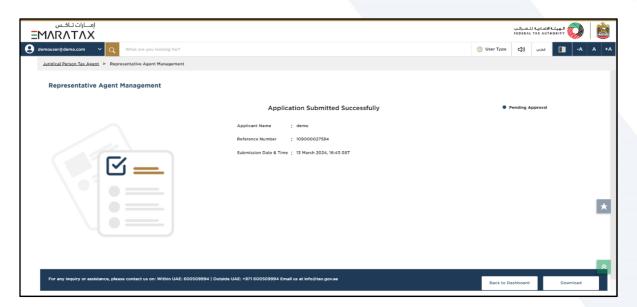


Step	Action
(1)	Click 'Add' to submit the application.





# **Post Application Submission**

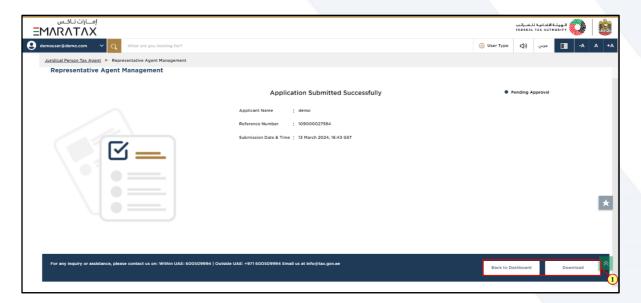




- Once your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- Your application shall be sent to the Natural Person Representative Agent to accept the application.
- The status of your request on the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







Step	Action
(1)	<ul> <li>Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>Click 'Back to Dashboard' to navigate back to the Juridical Person Tax Agent dashboard.</li> </ul>





# Correspondences

Juridical Person Tax Agent receives the following correspondences:

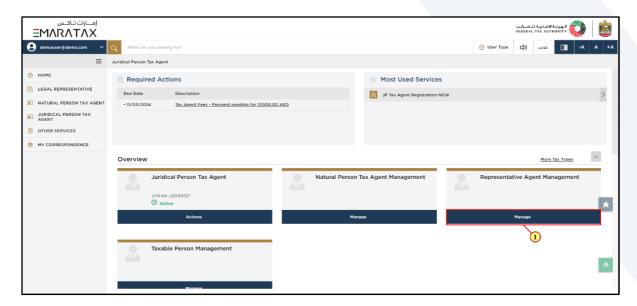
- Application submission acknowledgment.
- Reminder to take action on pending linking request.





# **Application History - In-Review**

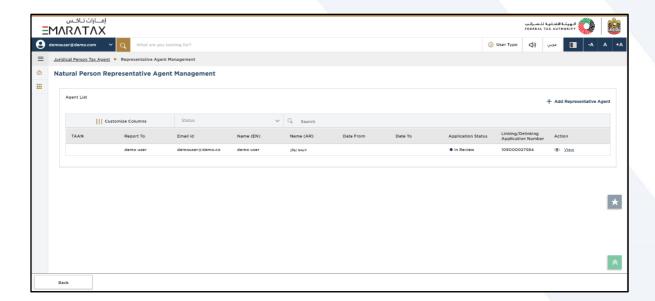
Once the Juridical Person Tax Agent sends the linking request, the application will be sent to the Natural Person Representative Agent for review and the status of the application will be 'In Review'.



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









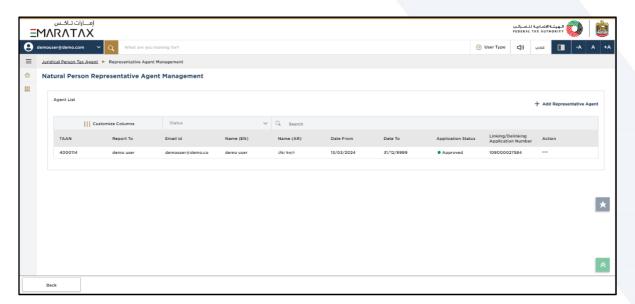
You can check the status of the application based on the application number once the application has been submitted.





### **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'.





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