



إمارات تاكس  
EMARATAX

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

Date: 25 June, 2024

Version 1.3.0.0



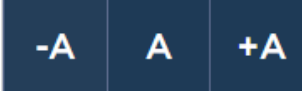



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## Navigating through EmaraTax

The following Tabs and Buttons are available to help you navigate through this process:

Button	Description
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email Address, Registered Mobile Number, and Password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go to the Previous section of the Input Form
<b>Next Step</b>	This is used to go to the Next section of the Input Form
<b>Save as Draft</b>	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 Natural Person Tax Agent to navigate through the Federal Tax Authority Emaratax portal to accept the linking request from Juridical Person Tax Agent. The Juridical 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 Emaratax 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 as Natural Person Tax Agent

إمارات تاكس  
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 sign up here  
[Sign Up](#)

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

**Login with your E-mail**

E-mail Address  
npagent@user.fta

Password  
.....

[Forgot password?](#)  
Enter Security Code  
988217 988217

[Login](#)

OR

**Login with UAE PASS**  
A single trusted digital identity for all citizens, residents and visitors.

QUICK LINKS  
tax.gov.ae

OTHER LINKS  
What's New

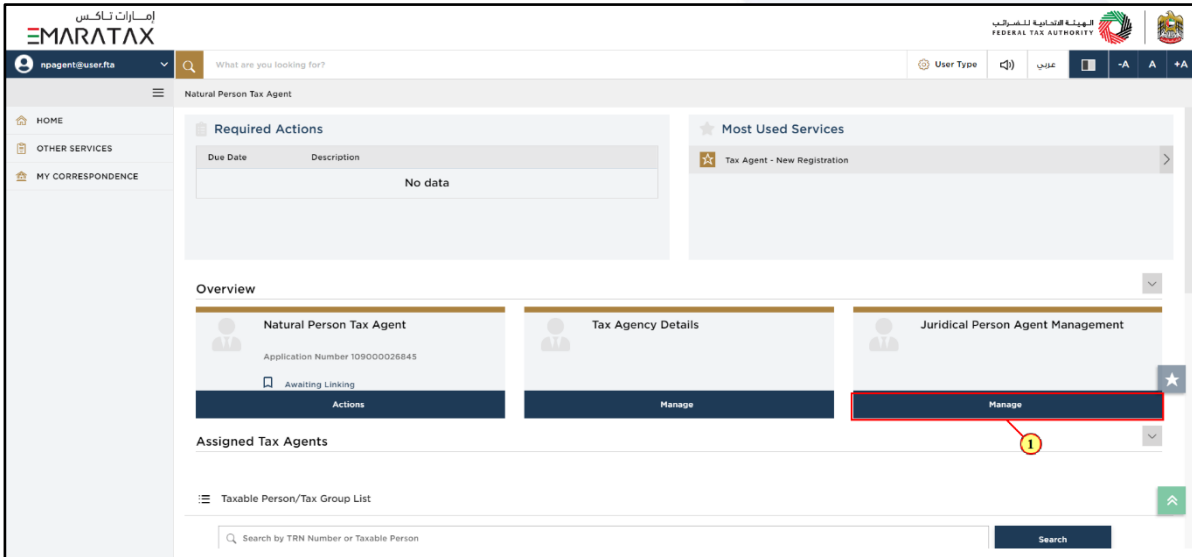
OUR LOCATION  
Emirates Property Investment Company Building, B.C.



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 Natural Person Tax Agent to Juridical Person Tax Agent



Step	Action
(1)	Click ' <b>Manage</b> ' in the Juridical Person Tax Agent Management tile.



## Juridical Tax Agent Management

TAAN	Name(EN)	Name(AR)	Date From	Date To	Status	Linking/Delinking Application Number	Action
00J2000088	Legal Entity Name	اسم الكيان القانوني			In Review-Tax Agent	80600000122	...

The screenshot also shows navigation menus, search bars, and various utility links like 'QUICK LINKS', 'OTHER LINKS', and 'OUR LOCATION'.



Juridical Person Tax Agent linking requests are displayed here.



The screenshot shows the MARATAX web application interface. The main content area is titled 'Juridical Person Agent Management'. It features a table with columns: TAAN, Name(EN), Name(AR), Date From, Date To, Status, Linking/Delinking Application Number, and Action. A single row is visible with the following data: TAAN: 00J2000088, Name(EN): Legal Entity Name, Name(AR): اسم الشئان القانوني, Date From: (blank), Date To: (blank), Status: In Review-Tax Agent, Linking/Delinking Application Number: 8060000012, and Action: View, Accept, Reject. The 'View' button in the Action column is highlighted with a red rectangular box. Below the table, there are sections for 'QUICK LINKS', 'OTHER LINKS', and 'OUR LOCATION'. The footer contains a disclaimer and technical requirements.

You can perform the following actions:

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

'Accept' option is to accept the link request. On accepting the request, the link request shall be submitted to the FTA for review and approval. Both the Natural Person Tax Agent and Juridical Person Tax Agent shall receive an email correspondence.

'Reject' option is to reject the link request. On rejecting the request, both the Natural Person Tax Agent and Juridical Person Tax Agent shall receive an email correspondence.

If the Natural Person Tax Agent does not take any action on the link request within 5 days of receiving the request, the request shall be auto cancelled. Reminder email notifications shall be sent to the Natural Person Tax Agent before auto cancellation.





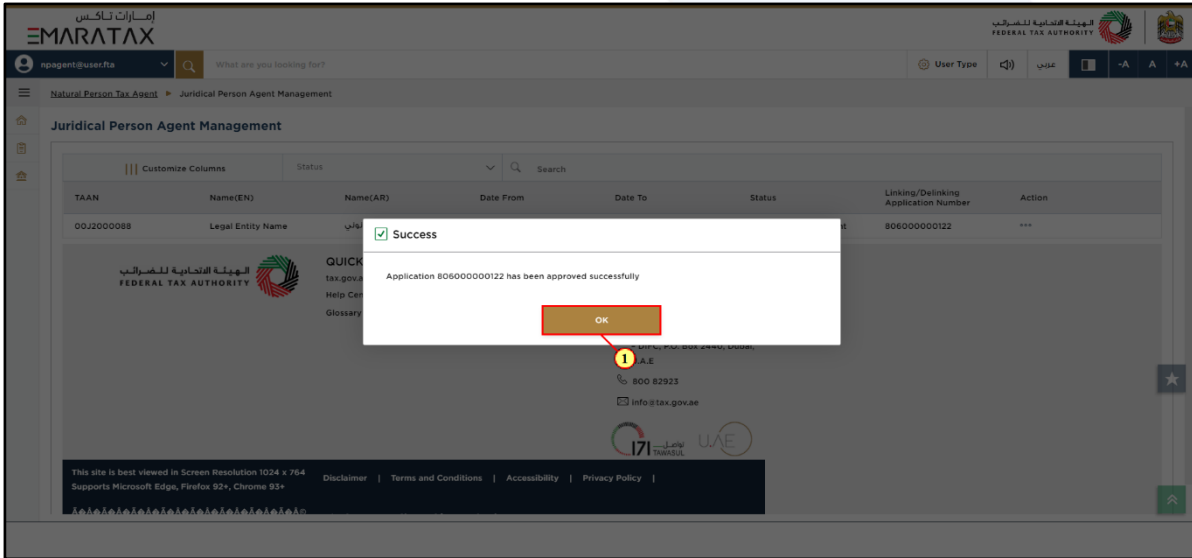


The screenshot shows the 'Juridical Person Agent Management' interface. A table lists agents with the following columns: TAAAN, Name(EN), Name(AR), Date From, Date To, Status, Linking/Delinking Application Number, and Action. A red box highlights the 'Action' column for a specific agent, showing options: View, Accept (checked), and Reject. A yellow circle with the number '1' points to the 'Accept' option.

Step	Action
(1)	Click on '...' and select ' <b>Accept</b> ' to accept the Juridical Person Tax Agent linking request.



## Link request submitted to the FTA



Step	Action
(1)	<ul style="list-style-type: none"> <li>Once Natural Person Tax Agent accepts the linking request, the application shall be submitted to the FTA for review and approval.</li> <li>Click 'OK' to confirm.</li> </ul>



You can check the status of the application once the linking request is accepted by the Natural Person Tax Agent.



# Correspondences

**Natural Person Tax Agent Receives the following correspondences:**

- Request for acceptance of linking request.
- Application approval or rejection notification by the FTA.



## Application History – In-Review

After the Natural Person Tax Agent approves the Linking request, the application will move to the FTA for review and the status of your application will be 'In-Review'.

The screenshot displays the EMARATAX web portal interface. At the top, the user is logged in as 'npagent@user.fta'. The main navigation bar shows 'Natural Person Tax Agent' and 'Juridical Person Agent Management'. The central content area is titled 'Juridical Person Agent Management' and contains a table with the following data:

TAAN	Name(EN)	Name(AR)	Date From	Date To	Status	Linking/Delinking Application Number	Action
00J2000088	Legal Entity Name	الكيان القانوني			In Review	80600000122	---

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.
- 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.

At the bottom of the page, there is a footer with technical information: 'This site is best viewed in Screen Resolution 1024 x 764. Supports Microsoft Edge, Firefox 92+, Chrome 93+'. It also includes links for Disclaimer, Terms and Conditions, Accessibility, and Privacy Policy.



## 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	Name(EN)	Name(AR)	Date From	Date To	Status	Linking/Delinking Application Number	Action
00J2000088	Legal Entity Name	اسم الكيان القانوني	21/12/2023	21/12/2026	Approved	80600000122	---

The screenshot also shows navigation menus, quick links, other links, and the location of the Federal Tax Authority in Abu Dhabi and Dubai. The footer includes a disclaimer and technical specifications.



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



The screenshot shows the MARATAX user interface. The left sidebar contains navigation options: HOME, OTHER SERVICES, and MY CORRESPONDENCE. The 'MY CORRESPONDENCE' option is highlighted with a red box and a circled '1'. The main content area displays 'Correspondences(7)', 'Certificates(1)', 'Inquiries / Complaints History', and 'My Audit'. Below this, there is a table titled 'Total Certificates 2' with columns for Date, Correspondence Reference Number, Correspondence Type, and Action. The table lists two certificates received on 21/12/2023. At the bottom, there are sections for QUICK LINKS, OTHER LINKS, and OUR LOCATION.

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



EMARATAX  
إمارات تاكس  
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npagent@user.fta

What are you looking for?

User Type عربي

Natural Person Tax Agent > My Correspondence

Correspondences(7) Certificates(2) Inquiries / Complaints History My Audit

Total Certificates 2

Date	Correspondence Reference Number	Correspondence Type	Download
21/12/2023	80600000122	Natural Person Tax Agent Registration Certificate	Download
21/12/2023	109000026845	Natural Person Tax Agent Registration Provisional Certificate	...

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 Natural Person Tax Agent Registration Certificate from the Certificates tab.





الإمارات تاكس  
MARATAX

mpagent@user.fta

What are you looking for?

User Type عربي

Natural Person Tax Agent

Required Actions

Due Date	Description
No data	

Most Used Services

- Tax Agent - New Registration

Overview

- Natural Person Tax Agent  
TAAN : 20011227  
VAT & Excise Tax  
Active  
Actions
- Tax Agency Details  
Manage
- Juridical Person Agent Management  
Manage

Assigned Tax Agents

Taxable Person/Tax Group List

Search by TRN Number or Taxable Person

Search



After approval of the link request by the FTA, the Natural Person Tax Agent tile will have the status 'Active'.