



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

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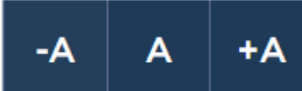



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## Navigating through EmaraTax

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 training manual is prepared to help a Natural Person Representative Agent to navigate through the Federal Tax Authority EmaraTax portal to accept the linking request from the Juridical Person Tax Agent. The Natural Person Representative Agent needs to accept the request by logging into their EmaraTax account. Once the request is accepted, the Natural Person Representative Agent shall be linked to the Juridical Person Tax Agent.

Once the Juridical Person submits the linking application, the application will be sent to The Natural Person Representative Agent for acceptance and the status of the application will be 'In-Review'.

This manual will address the process for 'acceptance and approval flow'.



## Login to EmaraTax



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 ' <b>NATURAL PERSON REPRESENTATIVE AGENT</b> '.



## Natural Person Representative Agent

Step	Action
(1)	Click ' <b>View All</b> ' on the Juridical Person Agent Management tile.



The screenshot shows the 'Juridical Person Agent Management' interface. At the top, there is a search bar and navigation options. Below, a table titled 'Juridical Person Agent List' contains one entry with the following details:

J-TAAN/TAN	Name (EN)	Name (AR)	Date From	Date To	Application Status	Linking/Delinking Application Number	Action
J2000127	demo	ديمو			In Review	109000027584	View

Step	Action
(1)	<ul style="list-style-type: none"> <li>The Juridical Person Agent List presents a grid listing the linking and delinking requests from the Juridical Person Tax Agent for your review.</li> <li>Click 'View' on the required application to continue.</li> </ul>





View Representative Agent

Name of the Natural Person Tax Agent to whom the Representative will report to  
demo user

Emirates ID Number  
788-6775-6667745-7

Tax Agent First Name in English  
demo

Tax agent Last Name in English  
user

Tax Agent First Name in Arabic  
دمو

Tax agent Last Name in Arabic  
يوزر

Email ID  
demouser@demo.co

Country Code  
+971 ( United Arab Emirates )

Mobile Number  
878888888

[View Documents](#)

Any amendments required?  
 Yes  No

Additional Comments (If any)

Confirm



Review the details displayed. You cannot make amends to the greyed-out fields in this section.



**View Representative Agent**

Emirates ID Number  
798-6775-6667745-7

Tax Agent First Name in English  
demo

Tax agent Last Name in English  
user

Tax Agent First Name in Arabic  
الديمو

Tax agent Last Name in Arabic  
يوزر

Email ID  
demouser@demo.co

Country Code  
+971 ( United Arab Emirates )

Mobile Number  
878888888

**View Documents**

Any amendments required?  
 Yes  No

Additional Comments (If any)  
Clarification

Confirm



- If any amendments are required, select '**Yes**'.
- Enter the details of the changes to be made in the '**Additional Comments (If any)**' field.
- Once you confirm, the application will be sent back to Juridical Person Tax Agent for amendment.



View Representative Agent

Name of the Natural Person Tax Agent to whom the Representative will report to  
demo user

Emirates ID Number  
788-6775-6667745-7

Tax Agent First Name in English  
demo

Tax agent Last Name in English  
user

Tax Agent First Name in Arabic  
demo

Tax agent Last Name in Arabic  
user

Email ID  
demouser@demo.co

Country Code  
+971 ( United Arab Emirates )

Mobile Number  
87888888

View Documents

Any amendments required?  
 Yes  No

Confirm

Step	Action
(1)	Click 'No' in case amendments are not required.



**View Representative Agent**

Name of the Natural Person Tax Agent to whom the Representative will report to  
demo user

Emirates ID Number  
788-6775-6667745-7

Tax Agent First Name in English  
demo

Tax agent Last Name in English  
user

Tax Agent First Name in Arabic  
demo

Tax agent Last Name in Arabic  
user

Email ID  
demouser@demo.co

Country Code  
+971 ( United Arab Emirates )

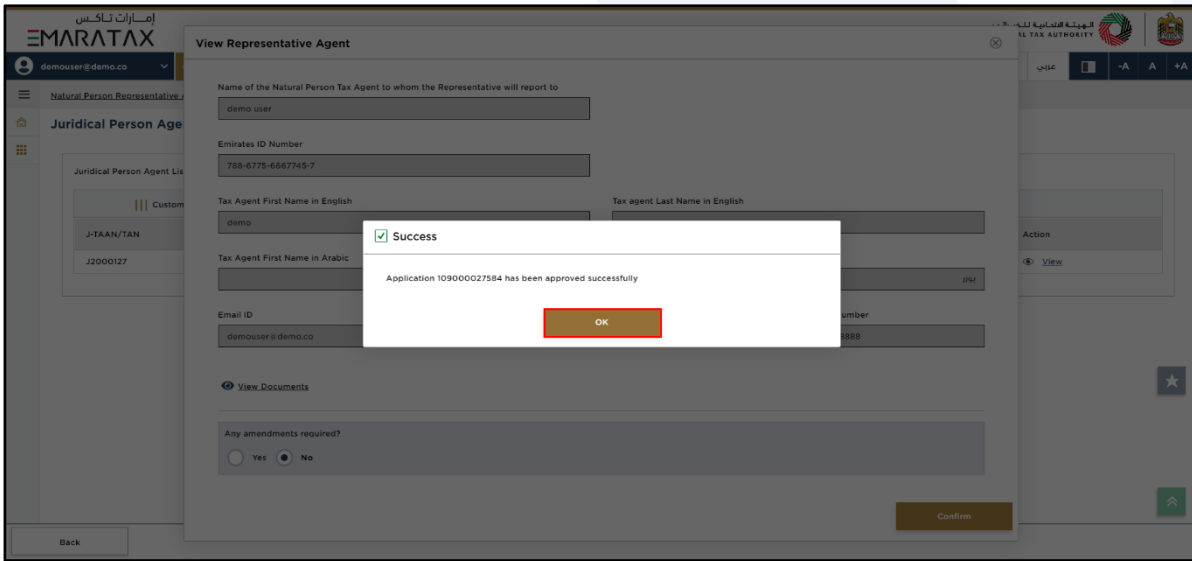
Mobile Number  
878888888

[View Documents](#)

Any amendments required?  
 Yes  No

**Confirm**

Step	Action
(1)	Click ' <b>Confirm</b> ' to approve.



You will be able to see the application status message with application number. Click 'OK' to complete the process.



# Correspondence

**Natural Person Representative Agent receives the following correspondences:**

- Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of the application).
- Application approval or rejection notification.
- Application auto cancellation notification (in case Juridical Person Tax Agent does not take any action on linking request).