



إمــارات تـاكـس **ΞΜΛRΛΤΛΧ**

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

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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 |
| 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 |
| A 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 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

| إمـارات تـاكـس EMARATAX | | المهيئة الاندادية للمسراليب Federal Tax Authority |
|--|---|--|
| k your EmaraTax account with your UAE pass | account in advance. | م ۸ ۸ عربي (ت |
| | If you already have an account with FTA please login here | |
| | Contraction with UAE PASS | |
| | A single trusted digital identity for all citizens, residents and visitors. | |
| | OR | L EDK |
| | E-mail Address | |
| | demouser@demo.com | |
| TAXX N/ | | |
| | Forgot password2 | * |
| | Enter Security Code | |
| | 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

| امارات تاکس EMARATAX | | | | | | تحاديثة للضرالب FEDERAL TAX AU | الهينة ال THORITY | · | |
|---|--|--------------------------|-----------------------------|---------------------------------|-------------|-----------------------------------|----------------------|--------|--|
| emouser@demo.co 🗸 | Q What are you looking for? | | | | 🍥 User Type | عربي ((ل | | A +A | |
| ≡ | Home | | | | | | | | |
| 🗥 номе | 📋 Create New Taxable Person P | rofile | | | | | | | |
| R LEGAL REPRESENTATIVE | Profile Name in English | | | Profile Name in Arabic | | | | | |
| I NATURAL PERSON TAX AGENT | | | | | | | | | |
| NATURAL PERSON REPRESENTATIVE AGENT | Preferred Language | | | Preferred Communication Channel | | | | | |
| OTHER SERVICES | | | ~ | | | | | \sim | |
| MY CORRESPONDENCE | Upload Taxable Person Logo (Optional) | | | | | | | | |
| | <u>↑</u> Add | Drag files | here | | | | Create | | |
| | Max File Size : 5 MB For | mats : JPEG, JPG, PNG | Maximum number of files : 1 | | | | | | |
| | :≣ Taxable Person List | | | | | | | * | |
| | Q Search by TRN Number or Taxable Pe | rson | | | | S | earch | | |
| | No Taxable Person added. Pl | ease click 'Create' to a | dd new Taxable Person | | | | | | |
| | الـهيئـة الاتحاديـة لـلـضـرائـب FEDERAL TAX AUTHORITY | | QUICK LINKS tax.gov.ae | OTHER LINKS What's New | OUR LOCAT | TON perty Investment | t Company | ~ | |

| Step | Action |
|------|---|
| (1) | Click on 'NATURAL PERSON REPRESENTATIVE AGENT'. |





Natural Person Representative Agent

| إمــارات تـاكـس ΞΜΛRΛTΛΧ | | | تتحادية للضبرالي FEDERAL TAX AU | الهینه ال |
|---|--|----------------------|------------------------------------|-------------|
| 😫 demouser@demo.co 🗸 🗸 | Q What are you looking for? | | 🛞 User Type 📢)) عربي | -A A +A |
| = | Natural Person Representative Agent | | | |
| 🟠 НОМЕ | Required Actions | 👚 Most Used Services | | |
| LEGAL REPRESENTATIVE | Due Date Description | | No data | |
| NATURAL PERSON TAX AGENT | No data | | | |
| NATURAL PERSON REPRESENTATIVE AGENT | | | | |
| OTHER SERVICES | | | | |
| my correspondence | | | | |
| | Overview | | Mor | e Tax Types |
| | Juridical Person Agent Management | | | |
| | View All | | | * |
| | E Taxable Person/Tax Group List | | | |
| | Q Search by TRN Number or Taxable Person | | Sear | ch 😞 |
| | | | | |
| | | | | |
| Step Act | ion | | | |

Click 'View All' on the Juridical Person Agent Management tile.

(1)



| Ξ | МΛ | إمــارات تــاكــس RATAX | | | | | | | | فىرائىپ FEDERAI | هيئة الاتحادية لـا L TAX AUTHORIT | : | |
|---|-------|--------------------------------|---------------------|--------------------|------|----------|---------|--------------------|---|--------------------|--------------------------------------|----|------|
| Θ | demou | ser@demo.co 🗸 🔾 | What are you lool | king for? | | | | | 🛞 User Type | ⊴) | عربي | -A | A +A |
| ≡ | Natu | ral Person Representative Agen | t 🕨 Juridical Perso | n Agent Management | | | | | | | | | |
| 命 | Jur | idical Person Agent N | Management | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | Juridical Person Agent List | | | | | | | | | | | |
| | | Customize C | olumns | Status | ~ | Q Search | | | | | | | |
| | | J-TAAN/TAN | Name (EN) | Name (AR) | Date | From | Date To | Application Status | Linking/Delinking Application Number | _ | Action | | |
| | | J2000127 | demo | ديمو | | | | In Review | 10900027584 | | View | | |
| | | | | | | | | | | | <u> </u> | | |
| | | | | | | | | | | | - | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | * |
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| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | Ba | ck. | | | | | | | | | | | |

| Step | Action |
|------|--|
| (1) | The Juridical Person Agent List presents a grid listing the linking and delinking requests from the Juridical Person Tax Agent for your review. Click 'View' on the required application to continue. |





| View Representative Agent |
|--|
| Name of the Natural Person Representative will report to Juridical Person Agent Lit Juridical Person Agent Lit Image: Straight Derson Agent Lit Image: Str |
| Email ID Country Code Mobile Number demouseris demo.co +971 (United Arab Emirates) 87888888 View Documents |
| Any amendments required? Any amendments required? Yes No Additional Comments (If any) |
| https://taxpayer-uat.tax.ae/sap/bc/ui5_ui5/sap/zmcf_fmca/index.html?saml2=disabled&sap-client=200&sap-language=EN |



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

Federal Tax Authority





| Ξ | إمــارات تـاكـس MARATAX | View Representative Agent | | | | | |
|---|-------------------------------|---|--------------------------------|---------------|----------|----------|---------|
| Α | demouser@demo.co 🗸 🗸 | Emirates ID Number | | | يرين ا | -A | A +A |
| | | 788-6775-6667745-7 | | | | | |
| = | Natural Person Representative | | | | | | |
| â | Juridical Person Age | Tax Agent First Name in English | Tax agent Last Name in English | | | | |
| | | demo | user | | | | |
| | | | | | | | |
| | Juridical Person Agent Lis | Tax Agent First Name in Arabic | Tax agent Last Name in Arabic | | - 199 | | |
| | Custom | 90ja | | iei | | | |
| | J-TAAN/TAN | Email ID | Country Code | Mobile Number | Action | | |
| | | demouser® demo co | +971 / Holted Arab Emirates) | 070000000 | | | |
| | J2000127 | demouser@demo.co | (STIC STREED ATAD Entitates) | 07000000 | <u> </u> | <u>w</u> | |
| | | View Documents Any amendments required? | | | | | |
| | | • Yes No | | | | | \star |
| | | Additional Comments (If any) | | | | | |
| | | Clarification | | | | | |
| | | | | | - 88 | | |
| | | | | | | | |
| | | | | | | | |
| | | | | Confirm | | | |
| | Back | | | | | | |
| | | | | | | | |
| | | | | | | | |

- 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.





| = | إمــارات تـاكــس MARATAX | View Representative Agent | | الهيئة التحادية لل الم | |
|---|--|---|---|------------------------|------|
| | demouser@demo.co v Natural Person Representative Juridical Person Age Juridical Person Aget Lis | Name of the Natural Person Tax Agent to whom the Representative will report to demo user Emirates ID Number 788-6775-6667745-7 | | ۸۰ ال عديد | A +A |
| | Custom J-TAAN/TAN J2000127 | Tax Agent First Name in English demo Tax Agent First Name in Arabic 40/3 Email ID | Tax agent Last Name in English user Tax agent Last Name in Arabic //////////////////////////////////// | Action | |
| | | demouser il demouso Ytex, Documents Any amendments required? Yes No | +971 (United Arab Emirates) 878888888 | | * |
| | Back | | Confirm | | * |

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





| | إمـــارات تــاكــس | | | | بيئنة الاتحارية للنه القا | |
|-------------------|--|---|--|----------------------------------|---------------------------|---------|
| Ξ | ΜΛΓΛΤΛΧ | View Representative Agent | | | S IL TAX AUTHORI | ·· / |
| 8 = « = | demouser⊛demo.co ∨ <u>Natural Person Representative</u> Juridical Person Age | Name of the Natural Person Tax Agent to whom the Representative will report to demo user Emirates ID Number | | |] عربي | -A A +A |
| | Juridical Person Agent Lis | 788-6775-6667745-7 Tax Agent First Name in English demo | Tax agent Last Name in English user | | Action | |
| | J2000127 | Tax Agent First Name in Arabic Supa Email ID demouser il demo.co | Tax agent Last Name in Arabic Country Code +971 (United Arab Emirates) | jie Mobile Number 87888888 | ⊕ <u>View</u> | |
| | | View. Documents Any amendments required? Ves Ves No | | | | × |
| | Back | | | Confirm | | * |
| | | | | | | |

| Step | Action |
|------|--------------------------------------|
| (1) | Click ' Confirm ' to approve. |





| إمــارات تـاكـس MARATAX | View Representative Agent | | | |
|--|--|--------------------------------|-----|------------------|
| demouser⊛demo.co ∨ <u>Natural Person Representative /</u> Juridical Person Age | Name of the Natural Person Tax Agent to whom the Representative will report to demo user | | | A A +A مالي عربي |
| Juridical Person Agent Lis | Emirates in Number 788-6775-6667745-7 | | | |
| Custom | Tax Agent First Name in English demo | Tax agent Last Name in English | | |
| J-TAAN/TAN | ✓ Success | | | Action |
| J2000127 | Application 109000027584 has been approved successfully Jie | | يوز | (s) <u>View</u> |
| | Email ID demouser is demo.co | ok unber 1888 | | |
| | O Yiew Documents | | | * |
| | Any amendments required? | | | |
| Back | | Confir | m | <u>^</u> |



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).