



إمارات تاكس
EMARATAX

Tax Agent User Manual
Natural Person Tax Agent Update Qualification

Date: 03 September, 2024

Version 1.1.0.0

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Table of Contents

Table of Contents	2
Introduction.....	3
Login to EmaraTax.....	4
Natural Person Tax Agent Dashboard	5
Natural Person Tax Agent.....	6
Update Qualification of Natural Person Tax Agent	7
Instructions and Guidelines	8
Progress Bar.....	11
Tax Agent Details Section	12
Review and Declaration Section	16
Post Application Submission.....	21
Correspondences	23
Application History - In-Review	24
Application History - Approved.....	26



Introduction

This manual is prepared to help the applicant to navigate through the Federal Tax Authority EmaraTax portal to submit their Natural Person Tax Agent Update Qualification application. Note that this application will be reviewed by the FTA and will be approved only once all the preconditions are met.



Login to EmaraTax

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الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي -A A +A

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
demotm1@ct.com

Password
.....

[Forgot password?](#)
Enter Security Code
430637 430637

[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 have forgotten your password, you can use the '**Forgot password?**' feature to reset your password.



Natural Person Tax Agent Dashboard

Step	Action
(1)	Click on the ' NATURAL PERSON TAX AGENT '

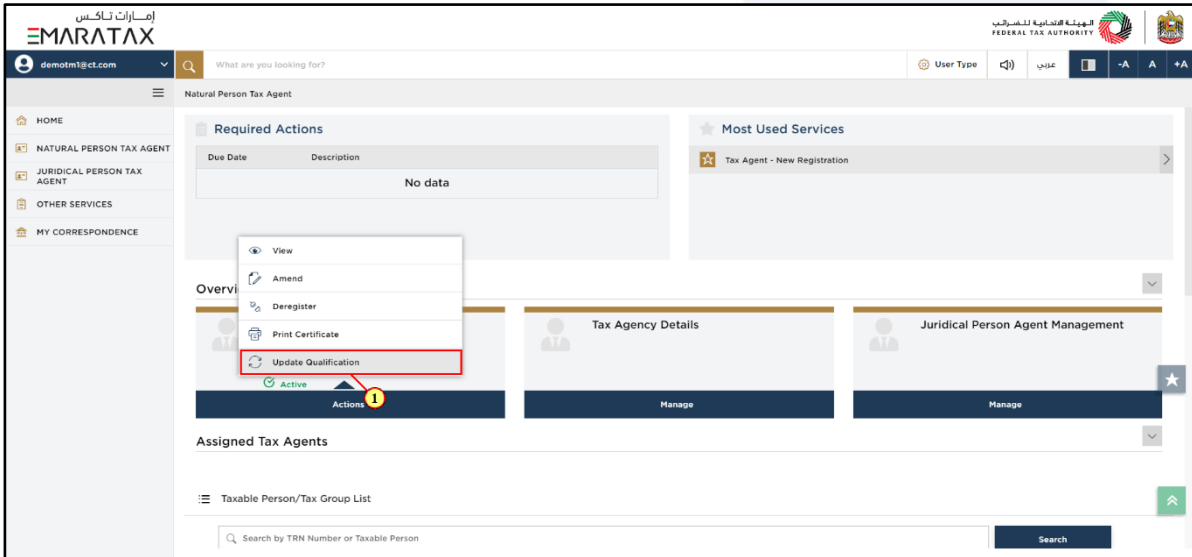


Natural Person Tax Agent

Step	Action
(1)	Click 'Actions' on the Natural Person Tax Agent tile.



Update Qualification of Natural Person Tax Agent



Step	Action
(1)	Click ' Update Qualification ' to initiate the Natural Person Tax Agent Update Qualification application.



Instructions and Guidelines

The screenshot displays the MARATAX portal interface for the 'Update Qualification for existing Tax Agent' service. Key elements include:

- Search Bar:** 'What are you looking for?' with a search icon.
- Navigation:** 'Natural Person Tax Agent' and 'Update Qualification for existing Tax Agent'.
- Key Metrics:**
 - No. of form section: 2 sections
 - Expected time to complete this application: 30 minutes
 - Expected fees for this service: Nil
- Tutorial materials:** Links for 'Video: Click here (TBP)' and 'User Manual: Click here (TBP)'. 'Required Templates' are listed as 'N.A.'.
- Required Documents:** A list of documents required for the application, with a note on accepted file types (PDF, DOC, DOCX) and a 15 MB limit.
- Service Details:** Expandable sections for 'About the service', 'Eligibility Criteria', and 'Service steps'. The 'Service steps' section shows:
 - Step 1 - Please check the eligibility criteria, required documents, and Frequently Asked Questions.
 - Step 2 - Complete the online application and submit.
- Buttons:** 'Back' and 'Start' buttons at the bottom.



The 'instructions and guidelines' page is designed to help you understand certain important requirements relating to Update Qualification for existing Tax Agent in the UAE. It also provides guidance on what information you should have in hand when you are completing the Update Qualification for existing Tax Agent application.



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demotm1@ct.com

What are you looking for?

User Type عربي

Natural Person Tax Agent Update Qualification for existing Tax Agent

Generally, estimated time to complete the application by the FTA is 20 business days from the date the completed application was received; however, in case where any additional information is required FTA may take additional time to process the application. The applicant needs to provide the additional information and re-submit the application. It may take the FTA a further 20 business days to respond to the updated application. If the application is not resubmitted within a certain number of days from the date you received the notification from the FTA, your application will be auto rejected.

4. Can I save the application as a draft to be updated later? If yes, for how long?
Yes, you can save the in-progress application (as a draft) and complete it at a later point in time. However, if you do not submit your application within 60 calendar days of initiating it, your application will be automatically cancelled. There will be reminder notifications sent to your registered email address/verified mobile number.

5. How to check the status of the submitted application with the FTA?
To review the status of your submitted application, click on the dashboard tab and look next to Status:

- Drafted: You have not completed or submitted the application form
- In Review: Your application form has been received by FTA and is under processing
- Awaiting Information: You need to provide additional information to the FTA
- Rejected: Your application form has been rejected by the FTA
- Approved: your application is approved by the FTA

6. What tax types can a Natural Person Tax Agent register with FTA?
The Natural Person Tax Agent can register with FTA for Direct Tax (Corporate Tax) and/or Indirect Tax (VAT & Excise Tax)

7. Where in EmaratTax account to check the correspondences/notifications sent by the FTA?
The correspondences/notifications sent to your registered email address/mobile can be found in the "My Correspondences" section in your EmaratTax account.

I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Read the instructions and guidelines for Update Qualification for existing Tax Agent and mark the checkbox to confirm.



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What are you looking for?

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7. Where in EmaraTax account to check the correspondences/notifications sent by the FTA?
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I confirm that I have read the above instructions and guidelines

Back Start

Step	Action
(1)	Click 'Start' to initiate the Update Qualification for existing Tax Agent application.



Progress Bar



- The Update Qualification for existing Tax Agent application has been divided into two short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.
- In order to move from one section to the next, all mandatory fields of the current section must be entered. The fields which are optional are marked as optional next to the field name.
- You are requested to ensure that the documents submitted, support the information entered by you in the application and all the documents and details are up to date.



Tax Agent Details Section

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demotm1@ct.com

What are you looking for?

User Type

عربي

Update Qualification for existing Tax Agent

Update Qualification for existing Tax Agent

1 Tax Agent Details

2 Review & Declaration

About the Applicant

Tax Agent Number (TAAN)
20011970

Tax Agent name in English
DEMO USER

Tax Agent name in Arabic
مستخدم تجريبي

Tax Type Qualified for
INDIRECT TAXES (VAT/EXCISE)

Tax Agent Registration Expiry Date
28.02.2027

Language Proficiency
ENGLISH

Previous Step Cancel Save as Draft Next Step



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



Step	Action
(1)	Select the Tax Type from the dropdown list.



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What are you looking for?

User Type عربي

Natural Person Tax Agent Update Qualification for existing Tax Agent

Update Qualification for existing Tax Agent

1 Tax Agent Details

2 Review & Declaration

DEMO USER

INDIRECT TAXES (VAT/EXCISE)

ENGLISH

Corporate Tax

Provide the evidence that you have completed the training as prescribed by the authority including passing the examinations for the type of tax/taxes selected above

Add/View()

Drag files here

Max file size: 15 MB

Formats: PDF,DOC

Max. No. of files: 3

Previous Step

Can 1

Save as Draft

Next Step

Step	Action
(1)	Upload supporting documents.



The screenshot shows the 'Update Qualification for existing Tax Agent' page in the MARATAX system. The page is divided into two main sections: '1 Tax Agent Details' and '2 Review & Declaration'. The 'Tax Agent Details' section contains several input fields: 'DEMO USER', 'INDIRECT TAXES (VAT/EXCISE)', 'ENGLISH', and '28.02.2027'. The 'Update Qualification' section has a dropdown menu set to 'Corporate Tax' and a file upload area with a red circle highlighting the 'Next Step' button. The bottom navigation bar includes 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step' buttons.

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.



Review and Declaration Section

The screenshot displays the 'Update Qualification for existing Tax Agent' page in the MARATAX system. The page is divided into two main sections: 'Tax Agent Details' (Step 1) and 'Review & Declaration' (Step 2). The 'Review and Declaration' section is currently active and shows a 'Review' step with a table of details. The table includes fields for Tax Agent Number (TAAN), Tax Agent name in English, Tax Agent name in Arabic, Tax Type Qualified for, Tax Agent Registration Expiry Date, and Language Proficiency. The details shown are: Tax Agent Number (TAAN) 20011870, Tax Agent name in English DEMO USER, Tax Agent name in Arabic 2001 0000, Tax Type Qualified for INDIRECT TAXES (VAT/EXCISE), Tax Agent Registration Expiry Date 28.02.2027, and Language Proficiency ENGLISH. The page also features a search bar, user type dropdown, and navigation buttons like 'Previous Step', 'Cancel', 'Save as Draft', and 'Submit'.



This section highlights all the details entered by you across the application. You are required to review and submit the application.



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What are you looking for?

User Type عربي

Natural Person Tax Agent Update Qualification for existing Tax Agent

Update Qualification for existing Tax Agent

1 Tax Agent Details

2 Review & Declaration

Review and Declaration

Review

Expand All / Collapse All

Step 1: Tax Agent Details

Tax Agent Number (TAAN)	20011870		
Tax Agent name in English	DEMO USER	Tax Agent name in Arabic	إبراهيم أحمد
Tax Type Qualified for	INDIRECT TAXES (VAT/EXCISE)	Tax Agent Registration Expiry Date	28.02.2027
Language Proficiency	ENGLISH		

Previous Step

Cancel Save as Draft Submit



- You may click on **'Save as Draft'** to save your application and return to continue working on your application later.
- You may click on **'Cancel'** to cancel the application.



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What are you looking for?

User Type عربي

Natural Person Tax Agent Update Qualification for existing Tax Agent

Update Qualification for existing Tax Agent

Select the tax type you want to provide qualifications for

Corporate Tax

view copy of the evidence that you have completed the training as prescribed by the authority including passing the examinations for the type of tax/taxes selected above

Declaration

First Name in English: demo

Last Name in English: user

First Name in Arabic: [empty]

Last Name in Arabic: [empty]

Country Code: +971 (United Arab Emirates)

Mobile Number: 781256456

Email: DEMOTM1@CT.COM

Submission Date: 25/02/2024

I hereby declare that the information provided above is correct.

I acknowledge that I will not be able to practice as Tax Agent unless I am listed in the Register of Tax Agents and my TAAN is linked to a registered Tax Agency or Juridical Person Tax Agent.

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



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demotm1@ct.com

What are you looking for?

User Type عربي

Natural Person Tax Agent Update Qualification for existing Tax Agent

Update Qualification for existing Tax Agent

Select the tax type you want to provide qualifications for

Corporate Tax

view copy of the evidence that you have completed the training as prescribed by the authority including passing the examinations for the type of tax/taxes selected above

Declaration

First Name in English: demo

Last Name in English: user

First Name in Arabic: [Field]

Last Name in Arabic: [Field]

Country Code: +971 (United Arab Emirates)

Mobile Number: 781256456

Email: DEMOTM1@CT.COM

Submission Date: 25/02/2024

I hereby declare that the information provided above is correct.

I acknowledge that I will not be able to practice as Tax Agent unless I am listed in the Register of Tax Agents and my TAAN is linked to a registered Tax Agency or Juridical Person Tax Agent.

Previous Step Cancel Save as Draft **Submit**

Step	Action
(1)	Click ' Submit ' to submit the Update Qualification for existing Tax Agent application.



The screenshot shows the 'Update Qualification for existing Tax Agent' page on the EMARATAX portal. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to submit the application?'. The dialog has two buttons: 'No' and 'Yes'. A red circle with the number '1' highlights the 'Yes' button. The background form includes fields for 'First Name in English' (demo), 'First Name in Arabic', 'Country Code' (+971), 'Mobile Number' (781256456), and 'Email' (DEMOTM1@CT.COM). The submission date is 25/02/2024. At the bottom of the form, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Submit'.

Step	Action
(1)	Click 'Yes' to confirm.



Post Application Submission

The screenshot shows the MARATAX web portal interface. The user is logged in as 'demo13@ct.com'. The page title is 'Update Qualification for existing Tax Agent'. A central message states 'Application Submitted Successfully' with a 'Submitted' status indicator. Below this, the following details are displayed:

- Applicant Name : Demo user
- Reference Number : 109000027547
- Submission Date & Time : 29 February 2024, 14:35 GST

There is an illustration of a document with a checkmark and a list of items. At the bottom, a 'What's next?' section indicates the application is being processed.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with the FTA.

What's next?



- Once the application is submitted, the FTA shall approve, reject or resubmit for additional information and notify the applicant accordingly.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.



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What are you looking for?

User Type عربي

Natural Person Tax Agent Update Qualification for existing Tax Agent

c) Where we reject an application, we will provide you with the reasons for doing so. You may re-apply but only once you have resolved the matters brought to your attention.

2. FTA Natural Person Tax Agent exams:

a) Once the FTA has verified your Natural Person Tax Agent registration application, you may be notified to schedule an appointment for the FTA Tax Agent Arabic Reading and Writing Exam from your EmaraTax account. You may register with our approved vendor for the FTA Tax Agent Qualification.

b) On completing both the Natural Person Tax Agent Arabic Exam and the FTA approved Natural Person Tax Agent Qualification Standards Test, attach both the exam results to your application in your EmaraTax account and submit.

c) Your application will now be reviewed by us. If we require more information to assist with our review, we will contact you by email. You will need to provide the information requested for us to continue processing your application.

3. Paying the registration fee:

a) Once the FTA has verified your Natural Person Tax Agent registration application and exam results, you will be notified to make the required payment. You can pay the registration fee from your EmaraTax account. On payment, you will receive an email and an SMS notification informing you of the status of the application and payment status. Once the FTA confirms acceptance of your application, you will be notified on the decision.

4. Tax Agent "To Whom it May Concern" letter:

a) Once the FTA confirms your payment, you will be issued a "Tax Agent To Whom it May Concern" letter and notified via email and SMS. You can download this letter from your EmaraTax account. Please note that this an initial approval of Natural Person Tax Agent, and you cannot operate as a Natural Person Tax Agent at this stage until you complete step 5.

5. Listing in the Natural Person Tax Agent Register:

a) The registered Tax Agency/Juridical Person Tax Agent with which you wish to work should apply to the FTA requesting to link you as a Natural Person Tax Agent to the Tax Agency/Juridical Person Tax Agent. Once the request to link to the Natural Person Tax Agent is sent to the FTA, the FTA will review this. If the FTA approves the linkage, your Natural Person Tax Agent Approval Number (TAAN) will be issued and linked to the Tax Agency/Juridical Person Tax Agent. A Natural Person Tax Agent registration certificate will be issued by us and notified to you via email and SMS. You can download this letter from your EmaraTax account. You will be listed in the FTA Tax Agent Register and published in the FTA website (<http://www.tax.gov.ae>)

Important Notes:

- The status of your application will be updated in the dashboard of your EmaraTax portal. You can check it at any time by log in to your EmaraTax portal.
- Successful completion of the FTA Natural Person Tax Agent exams is mandatory (as per discretion of FTA) for completing the Natural Person Tax Agent registration process.
- The Natural Person Tax Agent registration payment of AED 3,000 is mandatory for completing the Tax Agent registration process.
- The "Natural Person Tax Agent to whom it May Concern letter" does not grant you to perform the duties of a Tax Agent and does not certify listing you in the Tax Agents Register at the Federal Tax Authority. You should satisfy the last condition for listing in the register, which is linking to a Registered Tax Agency/Juridical Person Tax Agent.
- Your Natural Person Tax Agent registration with the FTA is valid for a period of 36 months from the date of first-time registration or the date of renewal of the registration as a Tax Agent with FTA.
- The Taxable Person who appointed the Natural Person Tax Agent/Agency/Juridical Person Tax Agent bears the ultimate legal responsibility for the dealings with the FTA by the Natural Person Tax Agent/Agency/Juridical Person Tax Agent on their behalf. However, professional due care must be observed throughout the practice to prevent malpractice/negligence and consequential liabilities. The FTA may de-list you as a Tax Agent if it is satisfied that continuing to list you would adversely affect the integrity of the tax system or you have committed a significant violation of the relevant laws.

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 Natural Person Tax Agent dashboard.



Correspondences

Natural Person Tax Agent receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.
- Reminder to complete the draft application (only if the applicant fails to take action on a drafted application within the regular time period).
- Draft Application auto cancellation notification (only if the applicant fails to take action on a drafted application within a Particular time period).



Application History - In-Review

Once the Natural Person Tax Agent submits the application for Update Qualification for existing Tax Agent, the application will be sent to the FTA for review and the status of the application will be 'In Review'.

Step	Action
(1)	<ul style="list-style-type: none"> In order to view the status of your application, click 'Actions' against the Natural Person Tax Agent. Select 'View' to view the status of your application.



The screenshot shows the 'Natural Person Tax Agent Application History' page on the EMARATAX portal. The page includes a search bar, a table of application records, and a sidebar with navigation options. The table contains the following data:

Ref. No.	Application Name	Date of Submission	Status	Status Date
109000027547	Update Qualification for existing Tax Agent	29/02/2024	In-Review	29/02/2024
109000027541	Tax Agent - New Registration	29/02/2024	Approved	29/02/2024

The sidebar on the left includes options such as HOME, NATURAL PERSON TAX AGENT, VAT, EXCISE TAX, CORPORATE TAX, MY PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, MY AUDIT, MY REPORTS, and OTHER SERVICES. The bottom of the page features a footer with contact information and legal notices.



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



Application History - Approved

Once the FTA approves the application for Update Qualification for existing Tax Agent, the status of the application will be 'Approved'.

Step	Action
(1)	<ul style="list-style-type: none"> In order to view the status of your application, click 'Actions' against the Natural Person Tax Agent. Select 'View' to view the status of your application.



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What are you looking for?

User Type عربي

Natural Person Tax Agent

Natural Person Tax Agent Application History

Natural Person Tax Agent Application History

Ref. No.	Application Name	Date of Submission	Status	Status Date
109000027547	Update Qualification for existing Tax Agent	29/02/2024	Approved	29/02/2024
109000027541	Tax Agent - New Registration	29/02/2024	Approved	29/02/2024

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[Help Center](#)
[Glossary](#)

OTHER LINKS
[What's New](#)
[FAQs](#)
[Contact Us](#)
[Inquiries and Complaints](#)

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 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

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 Supports Microsoft Edge, Firefox 92+, Chrome 93+

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