



# إمــارات تـاكـس **ΞΜΛRΛΤΛΧ**

### **Corporate Tax Registration - Taxpayer User Manual**

Date: 17 May 2023

Version 4.0.0.0

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#### **Document Control Information**

#### **Document Version Control**

Version No.	Date	Prepared/Reviewed by	Comments
1.0	25-Jan-23	InvenioLSI Team	User Manual for Tax Payer on EmaraTax Portal – Corporate Tax Registration
2.0	24-Mar-23	InvenioLSI Team	Updated Screeshots
3.0	17-Apr-23	InvenioLSI Team	Updates based on PwC Review and CR Changes
4.0	17-May-23	InvenioLSI Team	Updates based on PwC/FTA Final Review



#### 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
<b>L</b> ))	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 the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
<b>1 2</b>	This menu on the top gives an overview of the various sections within the. 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 taxpayers to benefit from these services in the best and simplest ways.

#### الـهـيئـة الاتحـاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY



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### Introduction





This manual is prepared to help you navigate through the Federal Tax Authority (FTA) portal and submit the Corporate Tax Registration application. You must be eligible to register for Corporate Tax as per Federal Decree Law Number 47 of 2022 on the Taxation of Corporations and Businesses.

The applicant can be a natural person (For example, Individual), or a legal person (For example, a Public Joint Stock Company, Incorporated, government body).



### Login to EmaraTax

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Don't have an account?	Password		UAE Pass is a single trusted di	gital identity	for		
If you do not already have an account with the FTA please signup here		۲	all citizens, residents to United	I Arab Emirat	tes		
	Forgot password? Enter Security Code					7	*
Sign Up	799462	C					
	Login						
Got any question on the new system? Read the FAQs					Ę	ASK	us



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.







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Don't have an account?	Password		UAE Pass is a single truste	d digital identity	y for	
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r in please signup here	Forgot password? Enter Security Code					*
Sign Up	799462	0				
	Login					
Got any question on the new system?					Ę	ASK U
Read the FAQs						

If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.





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OTHER SERVICES	Create New Taxable Person Profile					
MY CORRESPONDENCE	Profile Name in English	Profile Name in Arabic				
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	Add         Drag files here           Max File Size : 5 MB         Formats : JPEG, JPG, PNG         Maximum number of files : 1					
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	this list will be empty and you would need to create					





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	Upload Taxable Person Logo (Optional)	
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	Max File Size : 5 MB Formats : JPEG, JPG, PNG Maximum number of files : 1	
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	View ••• View •••	_
		*
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(1)	Select the Taxable Person from the list and click 'View' to open the d	lashboard.



### **EmaraTax Taxable Person Dashboard**

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### **Instructions and Guidelines**

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	FAQs								>
	I confirm that I have read the above instructions an	d guidelines							*
	Back						9	Start	



The '**instructions and guidelines'** page is designed to help you understand certain important requirements relating to Corporate Tax Registration in the UAE. It also provides guidance on what information you should have in hand when you are completing the registration application.





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### **Entity Details Section**

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us Step				Cancel	Save as Draft	Ne

•	The registration application has been divided into five 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

•	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, supports the information entered

• You are requested to ensure that the documents submitted, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.

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- Federal Government Entity
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  - Other





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### **Identification Details**

#### **Main License Details**

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Legal Person - Emirate UAE Govt. Entity



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Federal Tax Authority





#### **Business Activities**

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## الـهـيئـة الاتحـاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY





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#### **Owner Details**

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#### **Branch Details**

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		Local Branch Details Do you have branches in UAE?  Yes No			Add New Branch			*
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The registration will be in the name of head office meeting the relevant criteria. Registration will not be performed in the name of Branch. Even if you are operating via branches in more than one Emirate, only one Corporate Tax Registration is required.





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### **Contact Details**

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Do not use another Company's address (for example, your accountant). If you have multiple addresses, provide details of the place where most of the day-today activities of the business are carried out.





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# **Authorized Signatory**

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☆	Corporate 1	Emirates ID Number							Emirates ID Expiry Date							
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### **Review and Declaration**

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							Edit	
	Entity Type		Sub-type					
	Legal Person		UAE Public Joint Stock Company					
	Country of Registration/Incorporation		Date of Incorporation					
	United Arab Emirates		01/01/2021					
	Corporate Tax Period							0
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	Step 2: Identification Details							$\star$
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This section highlights all the details entered by you across the application. You are required to review and submit the application.

### الـهـيئـة الاتحـاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY





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	23/01/2023										
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(1) Click ' <b>Submit'</b> to submit the			Ibmit the Corporate Tax Re	egistration application.				



# **Post Application Submission**

ct.training@fta.com	Q What are you looking for?				🔕 User Type	للبي (ال		A +A
Home > User1 >	Corporate Tax Registration							
		Entity Name	: Trade					
		Applicant Name	: ct training					
		Reference Number	: 101000001500					
		Submission Dete & Time	: 23 January 2023, 12:23 0:57					
What's Next:								*
b) Once we have cor	plication: ill now be reviewed by the FTA. If we require more information spleted our review, we will either approve or, in some cases, mn application, we will provide you with the reasons for doing s	ay have to reject the application. We will no	otify you by email of our decision.	I in order for us to continue processing your applici	tion.			
2.CT registration cer a) Following approv Important Notes:	ificate al of your registration application you will be registered for CT,	and a CT TRN (Tax Registration Number) a	and registration certificate shall be issued to you. You c	an download the registration certificate from your l	maraTax account.			*
	After your application application. Note this What's next?			-		r you	<sup>-</sup> submi	tted

- 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.
- Read the "What Next" and "Important Notes".





### Correspondences



#### Taxpayer 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.