



إمارات تاكس
EMARATAX

Corporate Tax Registration - Taxpayer User Manual

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Document Control Information



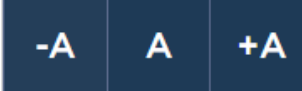



Document Version Control

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 Screenshots
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
	This is used to enable the Text to Speech feature of the portal
English 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
 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
	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.



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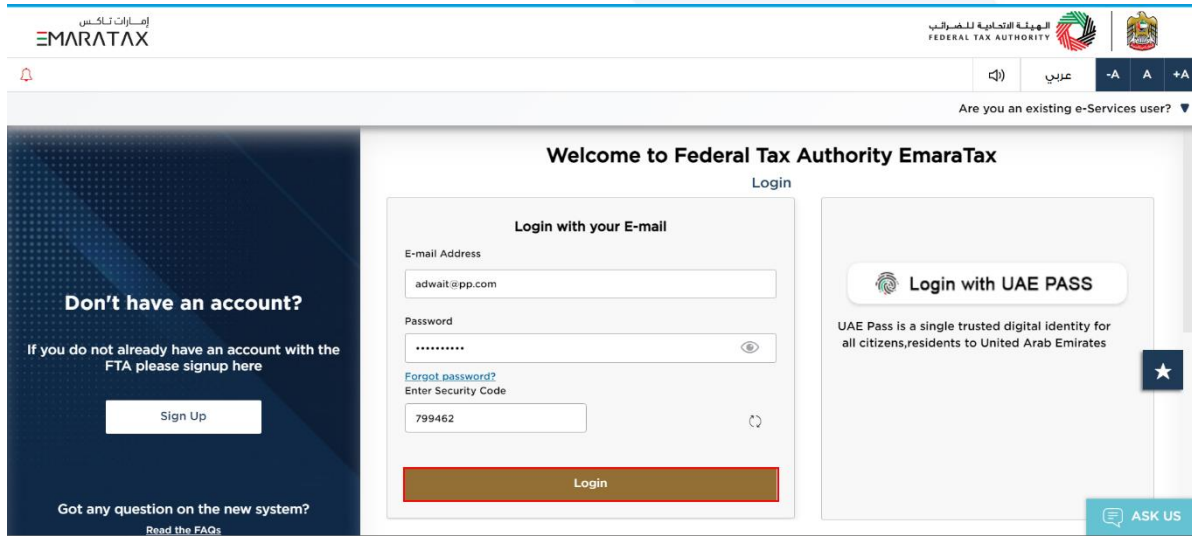
Introduction

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



The screenshot shows the EmaraTax login interface. At the top, there is a navigation bar with the EmaraTax logo and the text 'إمارات تاكس EMARATAX'. On the right side of the navigation bar, there are links for 'العربي' (Arabic), '-A', 'A', and '+A'. Below the navigation bar, there is a question: 'Are you an existing e-Services user?'. The main content area is titled 'Welcome to Federal Tax Authority EmaraTax' and 'Login'. It features two primary login options: 'Login with your E-mail' and 'Login with UAE PASS'. The 'Login with your E-mail' section includes fields for 'E-mail Address' (containing 'adwait@pp.com'), 'Password' (masked with dots), and 'Enter Security Code' (containing '799462'). There is a 'Forgot password?' link and a 'Login' button. The 'Login with UAE PASS' section includes a 'Login with UAE PASS' button and a description: 'UAE Pass is a single trusted digital identity for all citizens, residents to United Arab Emirates'. There is also an 'ASK US' button in the bottom right corner. On the left side, there is a dark blue panel with the text 'Don't have an account?' and 'If you do not already have an account with the FTA please signup here', with a 'Sign Up' button. At the bottom of this panel, it says 'Got any question on the new system? Read the FAQs'.

 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.



إمارات تاكس
EMARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي -A A +A

Are you an existing e-Services user? ▾

Welcome to Federal Tax Authority EmaraTax

Login

Login with your E-mail

E-mail Address

Password

[Forgot password?](#)
Enter Security Code

Login with UAE PASS

UAE Pass is a single trusted digital identity for all citizens, residents to United Arab Emirates

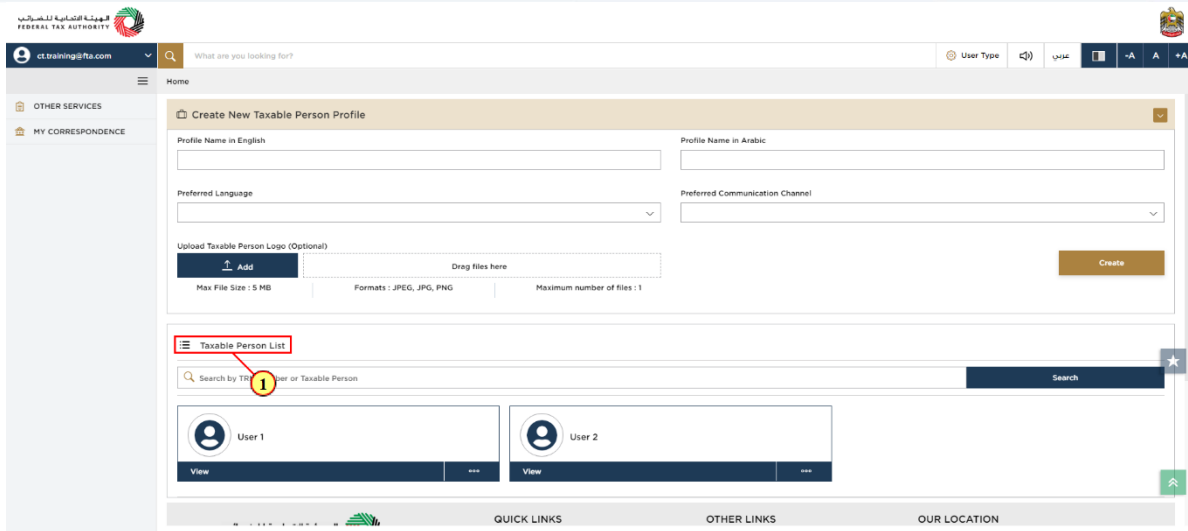
Don't have an account?

If you do not already have an account with the FTA please signup here

Got any question on the new system?
[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.



Step	Action
(1)	On successful login, the Taxable Person List screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.



Step	Action
(1)	To create a new Taxable Person, enter the mandatory details and click ' Create '. The new Taxable Person will be displayed in the list.



Step	Action
(1)	Select the Taxable Person from the list and click 'View' to open the dashboard.



EmaraTax Taxable Person Dashboard

The screenshot shows the EmaraTax Taxable Person Dashboard. The main content area is titled 'Registration Overview' and contains five registration tiles. Each tile displays 'Not Registered' and a 'Register' button. The 'Corporate Tax' tile is highlighted with a red border and a yellow circle containing the number '1', indicating the step to be followed.

Step	Action
(1)	Click ' Register ' on the Corporate Tax tile within the Taxable Person Dashboard to initiate the Corporate Tax registration application.




Instructions and Guidelines

The screenshot displays the 'Corporate Tax Registration' page on the Federal Tax Authority website. The page includes a search bar at the top, a navigation menu, and a main content area. The 'Required Documents' section lists the following requirements:

- A. In case of registrant is a Natural Person
 - Emirates ID / Passport of the Taxable person
- B. In case of registrant is a Legal Person
 - Emirates ID / Passport of authorised signatory
 - Proof of authorization for the authorized signatory

Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15MB.

At the bottom of the main content area, there is a checkbox labeled 'I confirm that I have read the above instructions and guidelines'.

 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.



Step	Action
(1)	A screen will appear with instructions and guidelines. Read the instructions and guidelines for Corporate Tax Registration and mark the checkbox to confirm.



The screenshot displays the 'Corporate Tax Registration' page. It includes a search bar, navigation menu, and a main content area with sections for 'Tutorial materials', 'Required Documents', and 'Service Details'. A red circle with the number '1' is placed over the 'Start' button in the bottom right corner of the interface.

Step	Action
(1)	Click ' Start ' to initiate the Corporate Tax Registration application.



Entity Details Section



- 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 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 by you in the application. This would help to avoid any rejection or resubmission of the application later.



The screenshot shows the 'Corporate Tax Registration' process. The 'Entity Details' step is the first of five steps. A red box highlights the 'Entity Type' dropdown menu, which is currently set to 'Legal Person'. A yellow circle with the number '1' points to this dropdown. Other fields in the form include 'Entity Sub-Type' (UAE Public Joint Stock Company), 'Country of Registration/Incorporation' (United Arab Emirates), 'Date of Incorporation' (01/01/2021), and 'Corporate Tax Period' (January - December). At the bottom of the form, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Select the Entity Type of your business from the list in the entity details section. Note that the input fields in this section may vary based on the entity type selected.



Corporate Tax Registration

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

Entity Details

Entity Type: Legal Person

Entity Sub-Type: UAE Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates

Date of Incorporation: 01/01/2021

Corporate Tax Period: January - December

Previous Step Cancel Save as Draft Next Step

You will be able to see the following entity subtypes

- UAE Public Joint Stock Company
- UAE Private Company (incl.an Establishment)
- UAE Partnership
- Foreign Company
- Foreign Partnership
- Club or Association or Society
- Trust
- Charity
- Foundation
- Federal Government Entity
- Emirate Government Entity
- Other





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What are you looking for?

User Type عربي

Home User 1 Corporate Tax Registration

Corporate Tax Registration

- 1 Entity Details
- 2 Identification Details
- 3 Contact Details
- 4 Authorized Signatory
- 5 Review and Declaration

Entity Details

Entity Type 1
Legal Person

Entity Sub-Type
UAE Public Joint Stock Company

Country of Registration/Incorporation
United Arab Emirates

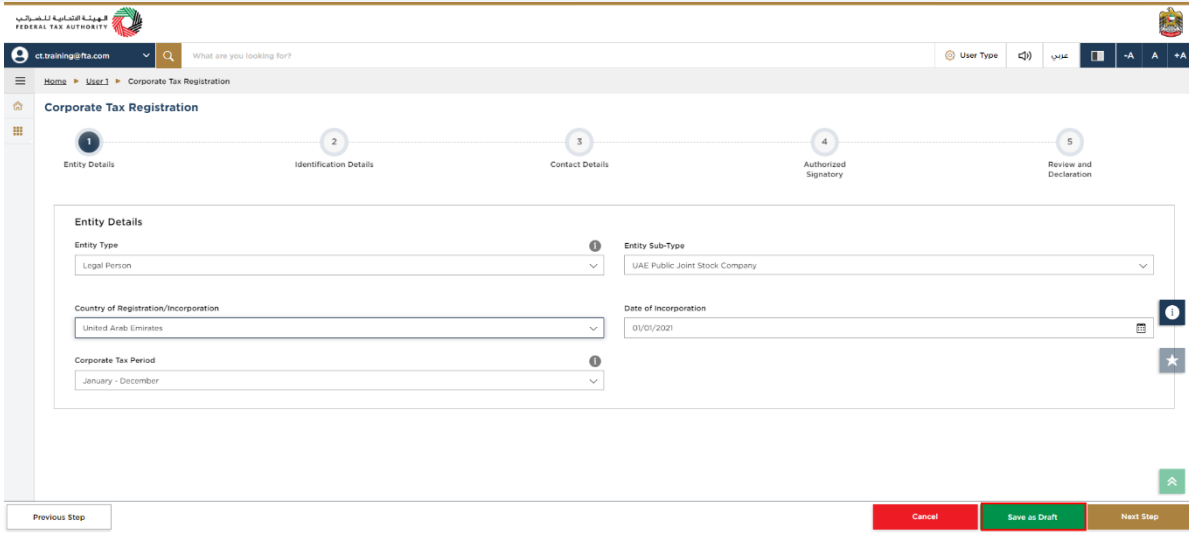
Date of Incorporation 1
01/01/2021

Corporate Tax Period 1
January - December

Previous Step Cancel Save as Draft Next Step



You can cancel the application at any step by clicking the 'Cancel' button.



Corporate Tax Registration

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

Entity Details

Entity Type: Legal Person

Entity Sub-Type: UAE Public Joint Stock Company

Country of Registration/Incorporation: United Arab Emirates

Date of Incorporation: 01/01/2021

Corporate Tax Period: January - December

Previous Step Cancel Save as Draft Next Step



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



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



Identification Details

Main License Details

Step	Action
(1)	Depending on the 'Entity Type' selected, you are required to provide the main trade license details in the identification details section.



Corporate Tax Registration

1 Entity Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

Identification Details

Main License Details

Trade License Issuing Authority	Trade License Number
Agricultural Bank of China	TRADE45QA

License Issue Date: 01/01/2021 License Expiry Date: 01/01/2040

Legal Name in English: Trade Legal Name in Arabic: الشركة

Trade Name in English: 45 Trade Name in Arabic: الشركة

Previous Step Cancel Save as Draft Next Step



Trade License is not applicable for the below entity subtypes:

- Natural Person - Partnership or Heir
- Legal Person - Foreign Business
- Legal Person - Federal UAE Govt. Entity
- Legal Person - Emirate UAE Govt. Entity



Business Activities

The screenshot shows the 'Corporate Tax Registration' interface. Under the 'Business Activities Details' section, there is a table with columns: Primary Activity, Industry, Main Group, Sub-Group, Business Activities, Activity Code, and Actions. The table currently contains 'No data'. A red box highlights the '+ Add Business Activity' button in the Actions column, with a yellow circle containing the number 1 next to it. Below the table are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Click on ' Add Business Activity ' to enter all the business activity information associated to the trade license.



The screenshot shows the 'Business Activities' modal form in the Corporate Tax Registration system. The form contains the following fields:

- Industry:** Agriculture, forestry and fishing
- Main Group:** Crop and animal production, hunting and related service activities
- Sub-Group:** Growing of non-perennial crops
- Activity:** Growing of cereals (except rice), leguminous crops and oil seeds
- Activity Code:** 0111

A red 'Add' button is located at the bottom right of the modal form, with a yellow circle containing the number '1' pointing to it. Below the modal form, a table with the following columns is visible:

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
No data						

At the bottom of the screen, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Enter the mandatory business activity information and click on 'Add'. The Activity Code will get populated in the screen.



Owner Details

Corporate Tax Registration

Trade:

Trade Name in English:

Trade Name in Arabic:

Business Activities Details + Add Business Activity

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111	***

Owners List

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
No data					

[+ Add Owner](#) 1

Previous Step Saving... Cancel Save Next

Step	Action
(1)	Click on 'Add Owner' to enter all the owners' associated to the trade license.



Step	Action
(1)	Enter the mandatory Owner information and click on Add . Owner Type can be a 'Legal Person' or a 'Natural Person'.



Branch Details

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FEDERAL TAX AUTHORITY

adwalt@pp.com

What are you looking for?

User Type عربي -A A +A

Home Demo_Reg Corporate Tax Registration

Corporate Tax Registration

Provide details of all Owners who have a shareholding of 25% or more.

+ Add Owner

Owner Type	Owner Name in English	Owner Name in Arabic	ID Number	Shareholding Percentage	Actions
Natural Person	Nat Person	التزجعة التزجعة	199-1991-0018816-6	50.00	...
Legal Person	Legal	التزجعة	TRADE454545	50.00	...

Local Branch Details

Do you have branches in UAE?

Yes No

Add New Branch

Previous Step **1** Cancel Save as Draft Next Step

Step	Action
(1)	Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.



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What are you looking for?

User Type عربي -A A +A

Home Demo_Reg Corporate Tax Registration

Corporate Tax Registration

Provide details of all Owners who have a shareholding of 25% or more.

+ Add Owner

Owner Type	Owner Name in English	Owner Name in Arabic	ID Number	Shareholding Percentage	Actions
Natural Person	Nat Person	الترجمة النرجمة	199-1991-0018816-6	50.00	...
Legal Person	Legal	الترجمة	TRADE454545	50.00	...

Local Branch Details

Do you have branches in UAE?

Yes No

Add New Branch

Previous Step Cancel Save as Draft Next Step



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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What are you looking for?

User Type عربي -A A +A

Home Demo_Reg Corporate Tax Registration

Corporate Tax Registration

Trade Name in English: Traders L

Trade Name in Arabic: التجارمة

Upload Copy of Trade License

Add/View(1) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input type="radio"/>	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of vegetables and melons, roots and tubers	0113	...

Previous Step Saving... Cancel Save as Draft Next Step

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



Contact Details

Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

Country: United Arab Emirates | Building Name & Number: Building no. 486

Street: Abu Road | Area: MD Zone

City: Abu Dhabi | Emirate: Abu Dhabi

Country Code: +971 (United Arab Emirates) | Mobile Number: 89989987 | Country Code: +971 (United Arab Emirates) | Landline Number: 90090002

Buttons: Previous Step, Cancel, Save as Draft, Next Step

Step	Action
(1)	Enter the registered address details of the business.



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What are you looking for?

User Type عربي

Home User Corporate Tax Registration

Corporate Tax Registration

- 1 Entity Details
- 2 Identification Details
- 3 Contact Details
- 4 Authorized Signatory
- 5 Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

Country	United Arab Emirates	Building Name & Number	Building no. 486
Street	Abu Road	Area	MD Zone
City	Abu Dhabi	Emirate	Abu Dhabi
Country Code	+971 (United Arab Emirates)	Mobile Number	89989987
		Country Code	+971 (United Arab Emirates)
		Landline Number	90090012

Previous Step Cancel Save as Draft Next Step



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-to-day activities of the business are carried out.



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Home | User 1 | Corporate Tax Registration

Corporate Tax Registration

Contact Details

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license.
For natural persons, enter the address details of your house.

Country: United Arab Emirates | Building Name & Number: Building no. 486

Street: Abu Road | Area: MD Zone

City: Abu Dhabi | Emirate: Abu Dhabi

Country Code: +971 (United Arab Emirates) | Mobile Number: 89989987 | Country Code: +971 (United Arab Emirates) | Landline Number: 89089002

Email ID: ss@ss.com | P.O. Box (Optional): 890890

Previous Step | Cancel | Save as Draft | Next Step

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



Authorized Signatory

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add Authorized Signatory' to enter the Authorized Signatory details. You can add one or more Authorized Signatory, if required.



Authorized Signatory

Is the authorized signatory a resident of the UAE?
 Yes No

Emirates ID Number
899-8998-992525-5

Emirates ID Expiry Date
01/01/2040

Upload Copy of Emirates ID
Add/View() Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Passport Number
PASSQA45

Upload Copy of Passport
Add/View() Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max. No. of files : 3

Passport Issuing Country
United Arab Emirates

Passport Expiry Date
01/01/2040

Source of Authorization
Memorandum of Association

Upload Memorandum of Association
Add/View() Drag files here
Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Previous Step Add Next Step



Evidence of Authorization may include a Power of Attorney in the case of a Legal Person.



The screenshot shows a web-based form titled "Authorized Signatory". At the top, there is a question: "Is the authorized signatory a resident of the UAE?" with radio buttons for "Yes" and "No". Below this are several input fields: "Emirates ID Number" (containing "899-8998-992525-5"), "Emirates ID Expiry Date" (containing "01/01/2040"), "Upload Copy of Emirates ID" (with a file upload area and "Add/View(0)" button), "Passport Number" (containing "PASSQA45"), "Passport Issuing Country" (a dropdown menu set to "United Arab Emirates"), "Passport Expiry Date" (containing "01/01/2040"), "Source of Authorization" (a dropdown menu set to "Memorandum of Association"), and "Upload Memorandum of Association" (with a file upload area and "Add/View(0)" button). At the bottom right, a red box highlights an "Add" button. The form is part of a larger interface with a sidebar on the left and a "Next Step" button at the bottom right.

Step	Action
(1)	After completing all mandatory fields, click 'Add'.



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



Review and Declaration

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Corporate Tax Registration

Review and Declaration

Step 1: Entity Details

Entity Type	Sub-type	Edit
Legal Person	UAE Public Joint Stock Company	
Country of Registration/Incorporation	Date of Incorporation	
United Arab Emirates	01/01/2021	
Corporate Tax Period		
January - December		

Step 2: Identification Details

Trade License Issuing Authority	Trade License Number	Edit
Agricultural Bank of China	TRADE450A	
License Issue Date	License Expiry Date	

Previous Step [Cancel](#) [Save as Draft](#) [Submit](#)

ct.training@fta.com What are you looking for? User Type عربي

Corporate Tax Registration


Name in English	Name in Arabic	ID Number	Email ID
Author one	المؤرخة المترجمة	899-8998-9925525-5	as@ss.com

Declaration

First Name in English	Last Name in English	
ct	training	
First Name in Arabic	Last Name in Arabic	
تدريب	التدريب في شركة الشركات	
Country Code	Mobile Number	Email
+971 (United Arab Emirates)	432323232	CTTRAINING@FTA.COM
Submission Date		
23/01/2023		

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief

Previous Step [Cancel](#) [Save as Draft](#) [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

Home User 1 Corporate Tax Registration

Corporate Tax Registration

Edit

Name in English	Name in Arabic	ID Number	Email ID
Author one	التراجمه الترخيمه	899-8998-992525-5	as@ss.com

Declaration

First Name in English: ct

Last Name in English: training

First Name in Arabic:

Last Name in Arabic:

Country Code: +971 (United Arab Emirates)

Mobile Number: 432323232

Email: CTRAINING@FTA.COM

Submission Date: 23/01/2023

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief

Previous Step Saving... 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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What are you looking for?

User Type عربي

Home User Corporate Tax Registration

Corporate Tax Registration

Edit

Name in English	Name in Arabic	ID Number	Email ID
Author one	التارجمه المترجمه	899-8998-992525-5	as@ss.com

Declaration

First Name in English: ct

Last Name in English: training

First Name in Arabic: [Field]

Last Name in Arabic: [Field]

Country Code: +971 (United Arab Emirates)

Mobile Number: 432323232

Email: CTRAINING@FTA.COM

Submission Date: 23/01/2023

I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and belief

Previous Step Saving... Cancel Save as Draft **Submit**

Step	Action
(1)	Click ' Submit ' to submit the Corporate Tax Registration application.



Post Application Submission

The screenshot shows the 'Corporate Tax Registration' dashboard. It includes a search bar, user profile, and a list of application details:

- Entity Name : Trade
- Applicant Name : ct.training
- Reference Number : 101000001500
- Submission Date & Time : 23 January 2023, 12:23 GST

Below the details, there is a 'What's Next' section with the following instructions:

- 1 Processing your application:
 - a) Your application will now be reviewed by the FTA. If we require more information to assist with our review, you will be notified. You will need to provide the information requested in order for us to continue processing your application.
 - b) Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
 - 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 CT registration certificate
 - a) Following approval of your registration application you will be registered for CT, and a CT TRN (Tax Registration Number) and registration certificate shall be issued to you. You can download the registration certificate from your EmaraTax account.

Important Notes: [Link]

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.
- 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.