



إمــارات تـاكـس **ΞΜΛRΛΤΛΧ**

Reconsideration request User Manual

Date: Dec 2022

Version 1.0

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Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Dec-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	 This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.







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
り	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	on
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
1 2	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. To get more information on these services Click Here





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الـهـيئـة الاتحـاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY





الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY





This manual is prepared to help the applicant to navigate through the EmaraTax portal to submit a **Reconsideration application**

الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY





Login to EmaraTax

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		Welcome to Federal Tax	Authority EmaraTax
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	Logir	n with your E-mail	
Don't have an account?	E-mail Address		Login with UAE Pass
	training3@abc.com		
you do not already have an account with the FTA please signup here	Password		UAE Pass provides single trusted digital identity solution for service providers
		۲	service providers
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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.
 If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
 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.
 If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UA 	•	If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pas

EmaraTax home page

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









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Service Details

About the Service

Eligibility Criteria Service Seps

⊥ Download User Manual

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

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Country Code Phone Number	Email ID	*
+971 (UAE) 504390782	training3@abc.com	
Date of Submission 06/01/2023		
I hereby declare that the information provided above is correct		*
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الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY



إمــارات تـاكـس **EMARATAX**

Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you

Federal Tax Authority