



إمارات تاكس
EMARATAX

Amend Tax Agent - User Manual

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Annexure

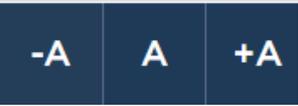
The below are the list of User manuals that you can refer to

| 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: <ul style="list-style-type: none"> 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. |



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 |

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Introduction



This manual is prepared to help a registered Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to submit their amendment application. The Tax Agent amendment application allows the Tax Agent to request FTA to amend their registration - Identification details (new passport, Emirates ID, Residency permit, supporting documents), Professional Indemnity Insurance, Contact details). On approval of the application by FTA, amendment will be reflected in your account. You will be able to see the changes in your Tax Agent registration and an updated certificate will be generated and can be downloaded for your account.



Login to EmaraTax



- 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.



Login as Tax Agent

The screenshot shows the 'Tax Agent' profile page. The 'Overview' section contains a 'Tax Agent' card with the ID 'TAAN:20003018' and a status of 'Active'. Below this card, the 'Assigned Tax Agents' section is visible, with a red box and a yellow circle containing the number '1' highlighting the 'Actions' button.

| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> • Please go to the tax agent profile to perform the amendment. • Click 'Actions' in the Tax Agent. |



| Step | Action |
|------|--|
| (1) | Click 'Amend' to initiate the Tax Agent amendment application. |



Guidelines and Instructions

taxagent333@fpa.com

What are you looking for?

User Type عربي

Home Tax Agent - Amend

Tax Agent Registration - Amendment

No. of form steps: 4 steps

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of charge

Required Templates: N.A.

Required documents
It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- To update Emirates ID, a scanned copy of your Emirates ID
- To update passport, a scanned copy of your valid passport
- To update your residency permit, a scanned copy of your Residency Permit
- To update your Professional Indemnity (PI), a scanned copy of a PI that includes the tax agent's name or tax agent approval number (TAAN)
- To update your address, a scanned copy of a valid address proof

Accepted file types are PDF, JPG, PNG, Excel and JPEG. The individual file size limit is 5 MB.

Service Details

About the service

Eligibility Criteria

Service steps

FAQs

I confirm that I have read the above instructions and guidelines

Back Start

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



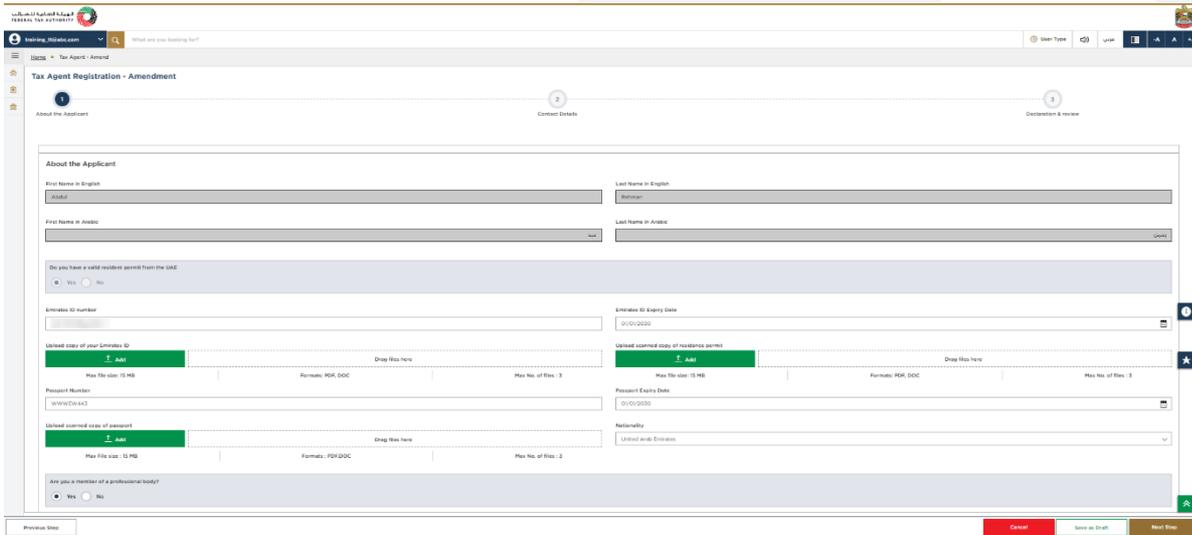
The screenshot shows the 'Tax Agent Registration - Amendment' page. At the top, there are three summary boxes: 'No. of form steps: 4 steps', 'Expected time to complete this application: 45 minutes', and 'Expected fees for this service: Free of charge'. Below these, there are sections for 'Required Templates' (N/A), 'Required documents' (listing updates for Emirates ID, passport, Residency Permit, Professional Indemnity, and address), and 'Service Details' (About the service, Eligibility Criteria, Service steps, FAQs). A red box highlights a checkbox with the text 'I confirm that I have read the above instructions and guidelines' and a circled '1' next to it.

| Step | Action |
|------|--|
| (1) | You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions. |



| Step | Action |
|------|---|
| (1) | Click 'Start' to initiate the Tax Agent Registration Amendment application. |

Amend About the Applicant



 This is a three-step application process to amend your tax agent profile details.




- The application is divided into several short sections which deal with various aspects of the registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted as blue. Once you progress to the next section successfully, the previous section will be highlighted as green.
- To move from one section to the next, all mandatory fields of the current section must be completed. Any field that is not marked as 'Optional' is mandatory and must be entered.
- Ensure that, the data you enter in the application, is identical to the relevant supporting documents, to avoid rejection or resubmission of your application.



| Step | Action |
|------|---|
| (1) | Amend 'About the Applicant', if required. |



| Step | Action |
|------|--|
| (1) | Click on the 'Save as draft' button to save your application and return to continue working on your application later. |



| Step | Action |
|------|--|
| (1) | Click on 'Cancel' to cancel the application without saving as draft. |



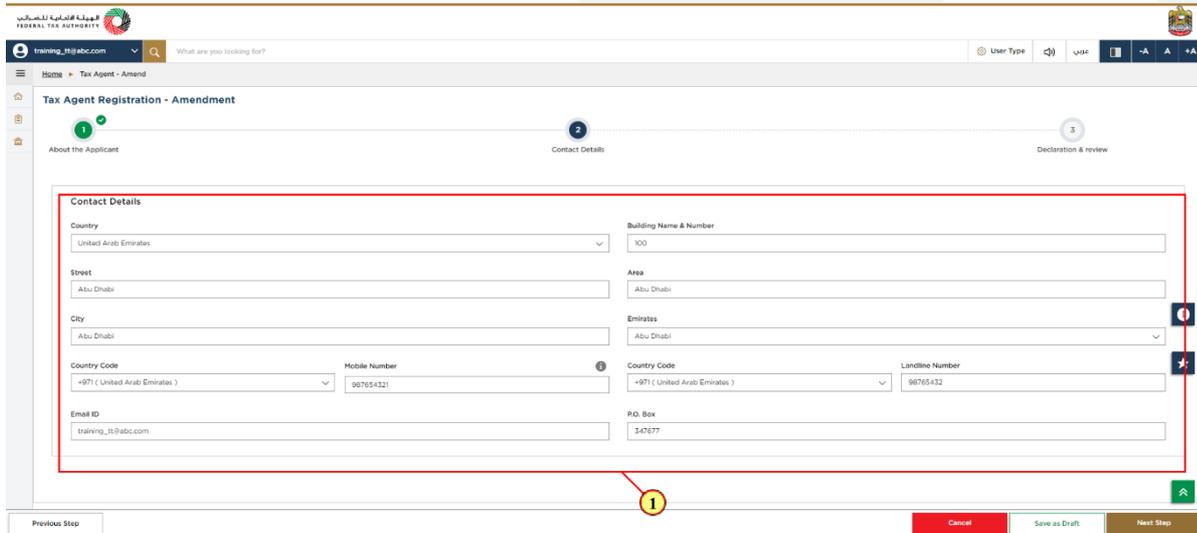
| Step | Action |
|------|---|
| (1) | Click on 'Previous Step' to move to the previous section. |



The screenshot shows a web browser window with the URL 'taxing_2016.com'. The page title is 'Tax Agent - Amend'. The main heading is 'Tax Agent Registration - Amendment'. Below this, there are three numbered steps: '1 About the Applicant', '2 Contact Details', and '3 Declaration & review'. The 'About the Applicant' section includes fields for 'First Name in English', 'Last Name in English', 'First Name in Arabic', and 'Last Name in Arabic'. There are also checkboxes for 'Do you have a valid resident permit from the UAE?' and 'Are you a member of a professional body?'. Several fields require file uploads, such as 'Upload copy of your Emirates ID', 'Upload scanned copy of residence permit', 'Upload scanned copy of passport', and 'Upload scanned copy of professional body?'. At the bottom right, there are buttons for 'Cancel', 'Save as Draft', and 'Next Step'. A red circle with the number '1' is placed over the 'Next Step' button.

| Step | Action |
|------|--|
| (1) | Click 'Next Step' to save and proceed to the next section. |

Amend Contact Details



| Step | Action |
|------|-------------------------------------|
| (1) | Amend contact details, if required. |



| Step | Action |
|------|--|
| (1) | Click 'Next Step' to save and proceed to the next section. |



Review and Declaration



- This section will help you to make sure that you have completed the application correctly and included the documents we have asked you to send.
- The section provides a comparison of the old and the newly updated information.



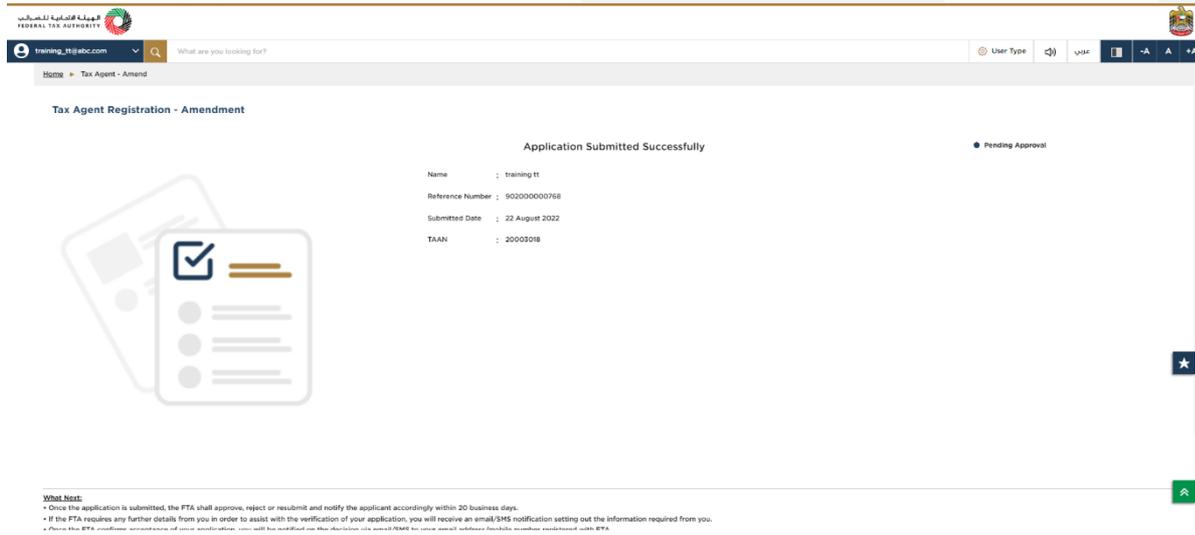
| Step | Action |
|------|---|
| (1) | After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application. |



| Step | Action |
|------|--|
| (1) | Click 'Submit' to submit the application to FTA. |



Post Application Submission



The screenshot displays the 'Tax Agent Registration - Amendment' page. The main heading is 'Application Submitted Successfully'. To the right, the status is 'Pending Approval'. The application details are as follows:

| | |
|------------------|------------------|
| Name | : training IT |
| Reference Number | : 902000000768 |
| Submitted Date | : 22 August 2022 |
| TAXAN | : 20002018 |

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

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA provides notification of your application, you will be notified on the dashboard site email/WhatsApp user email address/mobile number provided with FTA.



- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The status of your request on the Dashboard will change to "Pending Approval" and you will receive an email from us to confirm receipt of your application.
- Clarifications can be asked by FTA. If the application is approved, the amended details will be reflected in your account.
- Read the "What Next" and "Important Notes".



Correspondences



Tax Agent 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