



إمارات تاكس
EMARATAX

Corporate Tax Amend Registration - Taxpayer User Manual

Date: 18 May 2023






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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



Button	Description
	<p>This is used to save the application as draft, so that it can be completed later</p>
	<p>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</p>

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) Emaratax portal and Amend your Corporate Tax Registration information. To initiate the amendment, you must already be registered with the FTA and should have a valid TRN. The amendments done to the following sections require approval from the FTA:

- Details of the applicant
- Business activities of the applicant section
- Contact details
- Authorized Signatory



Login to EmaraTax

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

Don't have an account?

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

Sign Up

Got any question on the new system?
[Read the FAQs](#)

Login with your E-mail

E-mail Address
adwait@pp.com

Password
.....

[Forgot password?](#)
Enter Security Code
799462

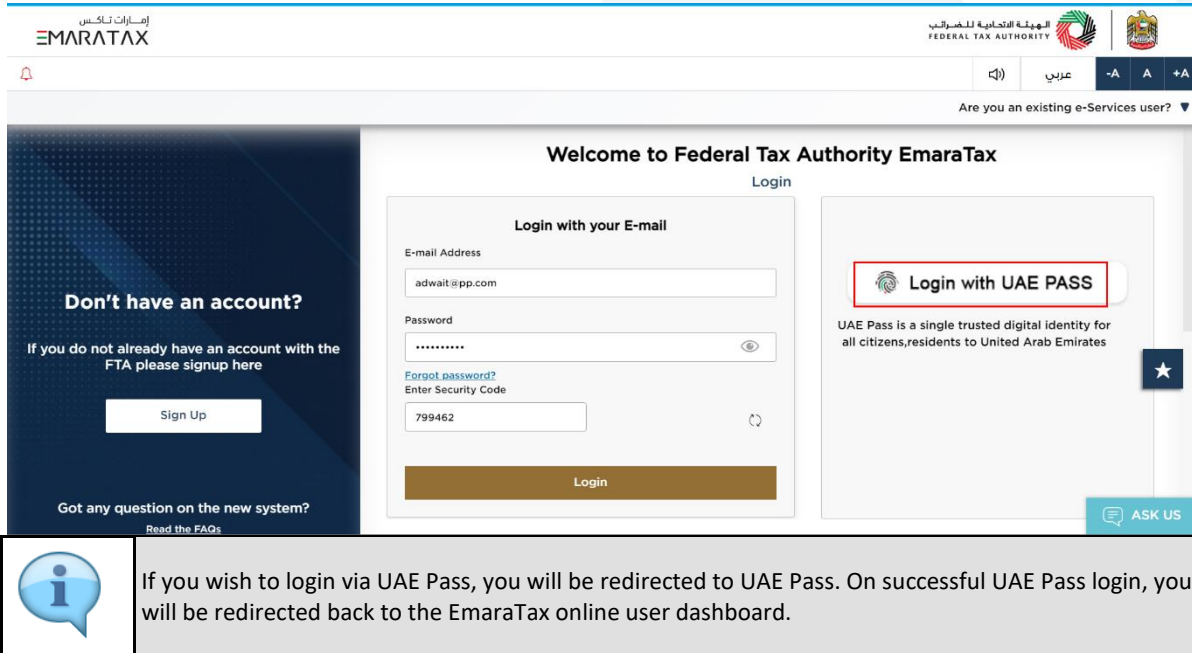
Login

Login with UAE PASS

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

ASK US

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.



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الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي

Are you an existing e-Services user?

Welcome to Federal Tax Authority EmaraTax

Login

Login with your E-mail

E-mail Address
adwait@pp.com

Password
.....

[Forgot password?](#)
Enter Security Code
799462

Login

Login with UAE PASS

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

ASK US

Don't have an account?

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

Sign Up

Got any question on the new system?
[Read the FAQs](#)

i 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.

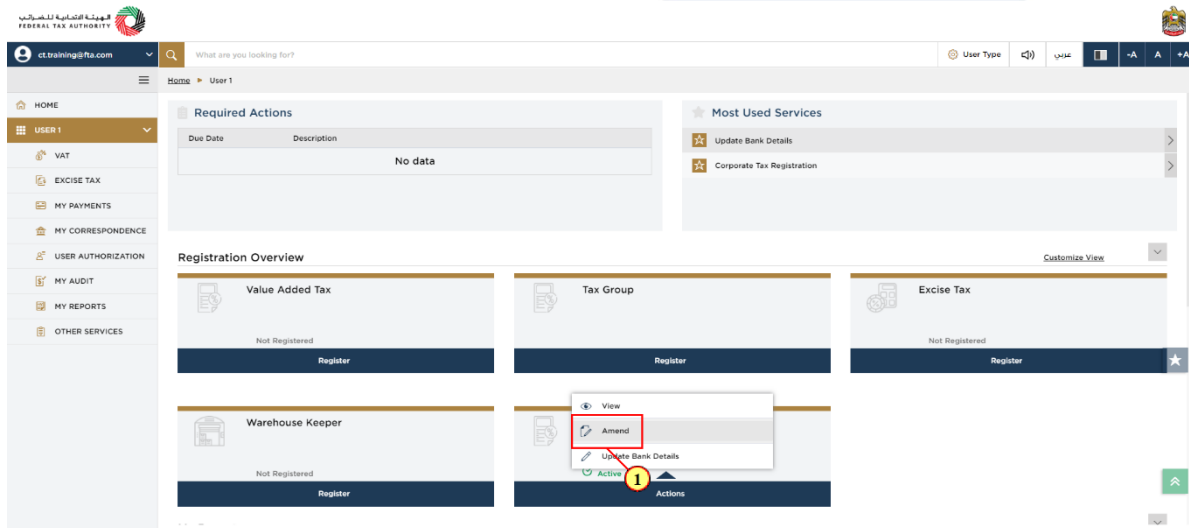


The screenshot displays the 'Create New Taxable Person Profile' form with fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. Below the form is an 'Upload Taxable Person Logo (Optional)' section with an 'Add' button and a 'Drag files here' area. The 'Taxable Person List' section shows two users: 'User 1' and 'User 2', each with a 'View' button. A red circle with the number '1' is placed over the 'View' button for 'User 1'.

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



Corporate Tax Tile



Step	Action
(1)	In order to initiate Corporate Tax Amendment application, click on 'Actions' in the Corporate Tax tile and select 'Amend'.




Instructions and Guidelines

The screenshot shows the 'Corporate Tax Registration - Amend' page. It includes a search bar, a breadcrumb trail (Home > User > Corporate Tax Registration - Amend), and a list of required templates. The main content area lists the following requirements:

- Any other proof of change in name for example, copy of the article of association etc.
- B. Changes in the owners of the business**
 - A valid trade license or a business license
 - Any other proof of change in the ownership for example, copy of the article of association etc.
- C. Address of the principal place of business.**
 - Copy of the lease agreement or the purchase agreement in case of change in address
- D. Primary business activity or activities.**
 - A valid trade license or a business license
- E. Others**
 - Any other documents required to be amended or added

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

Below the requirements, there are sections for 'Service Details', 'About the Service', 'Eligibility Criteria', 'Service Steps', and 'FAQs'. At the bottom, there is a confirmation checkbox: I confirm that I have read the above instructions and guidelines. Navigation buttons for 'Back' and 'Start' are also visible.

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



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



The screenshot shows the 'Corporate Tax Registration - Amend' page. Under 'Required Templates', there is a list of documents:

- Any other proof of change in name for example, copy of the article of association etc.
- B. Changes in the owners of the business**
 - A valid trade license or a business license
 - Any other proof of change in the ownership for example, copy of the article of association etc.
- C. Address of the principal place of business.**
 - Copy of the lease agreement or the purchase agreement in case of change in address
- D. Primary business activity or activities.**
 - A valid trade license or a business license
- E. Others**
 - Any other documents required to be amended or added

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

Service Details:

- About the Service:** Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.
- Eligibility Criteria:**
- Service Steps:**
- FAQs:**

I confirm that I have read the above instructions and guidelines

Buttons: Back, Start (highlighted with a red box and a yellow callout bubble with '1')

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



Entity Details Section



- The registration amendment 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.



Step	Action
(1)	<ul style="list-style-type: none"> • Select 'Enable Editing', to amend entity details, if required. Upon selection, the fields in the section will become editable. • If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable. • You may click on 'Save as Draft' to save your application and return to continue working on your application later.



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

Home User.1 Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

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

Entity Details Enable Editing Disable Editing

Entity Type: Legal Person Sub-type: UAE Public Joint Stock Company

Country of Registration/Incorporation: United Kingdom Date of Incorporation: 01/01/2021

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

Step	Action
(1)	Click ' Previous Step ' to save and return to the previous section.



Step	Action
(1)	After amending the required information, click ' Next Step ' to save and proceed to the 'Identification Details' section.



Identification Details

Main License Details

Step	Action
(1)	<ul style="list-style-type: none"> Select 'Enable Editing' to amend identification details, if required. You may update the main trade license details and enter the License Expiry Date. Some fields are not amendable. The greyed-out fields cannot be updated.



Business Activities

The screenshot shows the 'Corporate Tax Registration - Amend' page. The 'Business Activities Details' table is the focus, with a red box around the '+ Add Business Activity' button and a yellow circle with the number '1' next to it. The table contains one row with the following data:

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
	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	***

Below the table, there is an 'Owners List' section with a table containing one row for a 'Legal Person' owner with a 100.00% shareholding. There is also a 'Local Branch Details' section with a radio button for 'Yes' selected and an 'Add New Branch' button.

Step	Action
(1)	Similarly, if required you may update the Business Activities. Business Activity Details can be updated by adding a new business activity or editing the registered business. Click on ' Add Business Activity ' to enter the business activity information associated to the trade license. You can add multiple Business Activities. Ensure that the information about all your business activities is included.



Owner Details

Step	Action
(1)	You may update the owner details by clicking ' Add Owner '. Owner Details can be updated by adding a new owner or editing the registered owner. You are required to enter all the owners' associated to the trade license. You can add multiple owners.



Branch Details

Step	Action
(1)	You may update your branch details. 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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Home User 1 Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Traders Delete

Trade License Issuing Authority: Dubai Department of Economic Development Trade License Number: TRADE90QA

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

Trade Name in English: Traders Trade Name in Arabic: التراجمة

Business Activity Details + Add Business Activities

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Mining and Quarrying	Mining of coal and lignite	Mining of hard coal	Mining of hard coal	0510	***

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 'Contact Details' section.



Contact Details

Corporate Tax Registration - Amendment


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

Contact Details Enable Editing Disable Editing

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. 48f
Street Abu Road	Area MD Zone
City Abu Dhabi	Emirates Abu Dhabi
Country Code +971 (United Arab Emirates)	Mobile Number 900900900
	Country Code +971 (United Arab Emirates)
	Landline Number 90090012

Previous Step Cancel Save as Draft Next Step

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



Step	Action
(1)	<ul style="list-style-type: none"> • Select 'Enable Editing', to amend contact details, if required. • Update the required information and enter the Address amendment date and upload the supporting documents.



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Home User.1 Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Enable Editing Disable Editing

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. 487
Street Abu Road	Area MD Zone
City Abu Dhabi	Emirates Abu Dhabi
Country Code +971 (United Arab Emirates)	Mobile Number 900900900
Country Code +971 (United Arab Emirates)	Landline Number 90090002
Email ID as@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)	Select ' Enable Editing ', to amend or add authorized signatory details, if required.



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



Review and Declaration

Corporate Tax Registration - Amendment

Review and Declaration

Step 1: Entity Details

Entity Type	Sub-type
Legal Person	UAE Public Joint Stock Company
Country of Registration/Incorporation	Date of Incorporation
United Arab Emirates	01/01/2021
Entity Type	Sub-type
Legal Person	UAE Public Joint Stock Company
Country of Registration/Incorporation	Date of Incorporation
United Kingdom	01/01/2021

Step 2: Identification Details

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 request.
- The section provides a comparison of the old and the newly updated information.



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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 - Amend

Corporate Tax Registration - Amendment

ad bu

First Name in Arabic 8787 Last Name in Arabic 8787

Country Code +971 (United Arab Emirates) Mobile Number 788788788 Email adwalt@pp.com

Submission Date 12/04/2023

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

Any changes you make in relation to your trade license details, including ¹ branch trade license details, will be automatically reflected on your VAT and Excise accounts.

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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MARATAX

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FEDERAL TAX AUTHORITY

adwalt@pp.com

What are you looking for?

User Type عربي

Home Demo.Reg Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

ad bu

First Name in Arabic Last Name in Arabic

8787 8787

Country Code Mobile Number Email

+971 (United Arab Emirates) 788788788 adwalt@pp.com

Submission Date

12/04/2023

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

Any changes you make in relation to your trade license details, including branch trade license details, will be automatically reflected on your VAT and Excise accounts.

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	If all the information entered is correct, click 'Submit'.



Post Application Submission

The screenshot shows the 'Corporate Tax Registration - Amend' page. A red box highlights the confirmation message: 'Application Submitted Successfully' with a status of 'Submitted'. Below this, the following details are listed:

Entity Name	: Trade45
Applicant Name	: ct training
Reference Number	: 101000001506
Submission Date & Time	: 23 January 2023, 16:34 GST

Below the confirmation, a 'What's Next?' section states: '1. Processing your application: a) Your application will now be reviewed by the FTA. If we require more information to assist with FTA's review, we will contact you by email. You will need to provide the information requested in order for us to continue processing your application.'

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 and notify the Taxable Person 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.