



إمارات تاكس
EMARATAX

VAT Registration Amendment - User Manual

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Document Control Information

Document Version Control

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Annexure







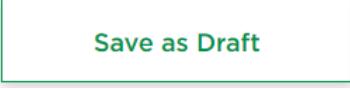

The below are the list of User manuals that you can refer to

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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VAT Amendment

Document Control Information.....	2
Annexure 2	
Navigating through EmaraTax	3
VAT Amendment	4
Introduction.....	5
Login to EmaraTax.....	6
VAT Tile 10	
Guidelines and Instructions	11
Review and Declaration	14
Entity Details Section	15
Identification Details.....	19
Main License Details.....	19
Business Activities	20
Owner Details	21
Branch Details.....	22
Contact Details.....	24
Business Relationships	27
Authorized Signatory.....	29
Review and Declaration	31
Post Application Submission.....	34
Correspondences	35



Introduction



This manual is prepared to help you navigate through the Federal Tax Authority (FTA) Emaratax portal and Amend your VAT Registration information. To initiate the amendment, you must be already 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
- Business relationships
- Authorized Signatory

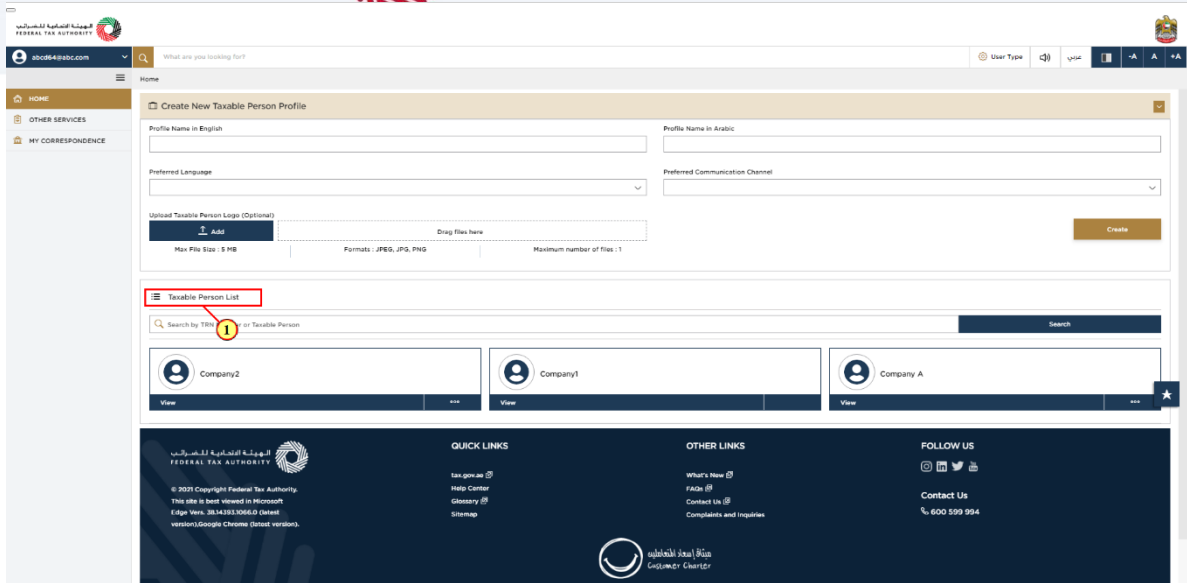


Login to EmaraTax

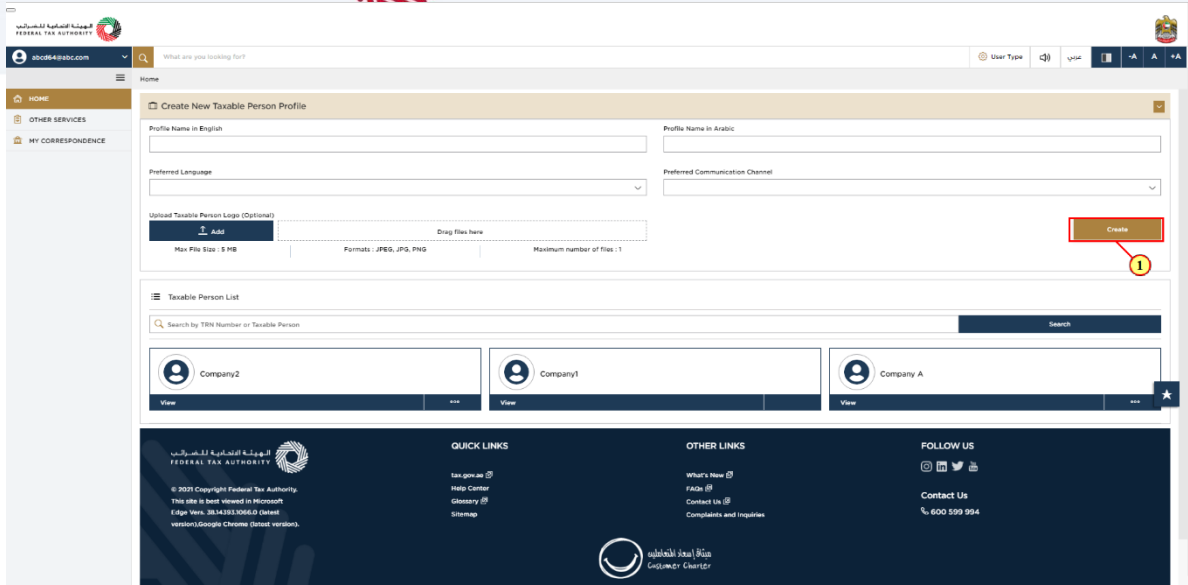
The user must login into their EmaraTax account. Using their login credentials.

- 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.





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.

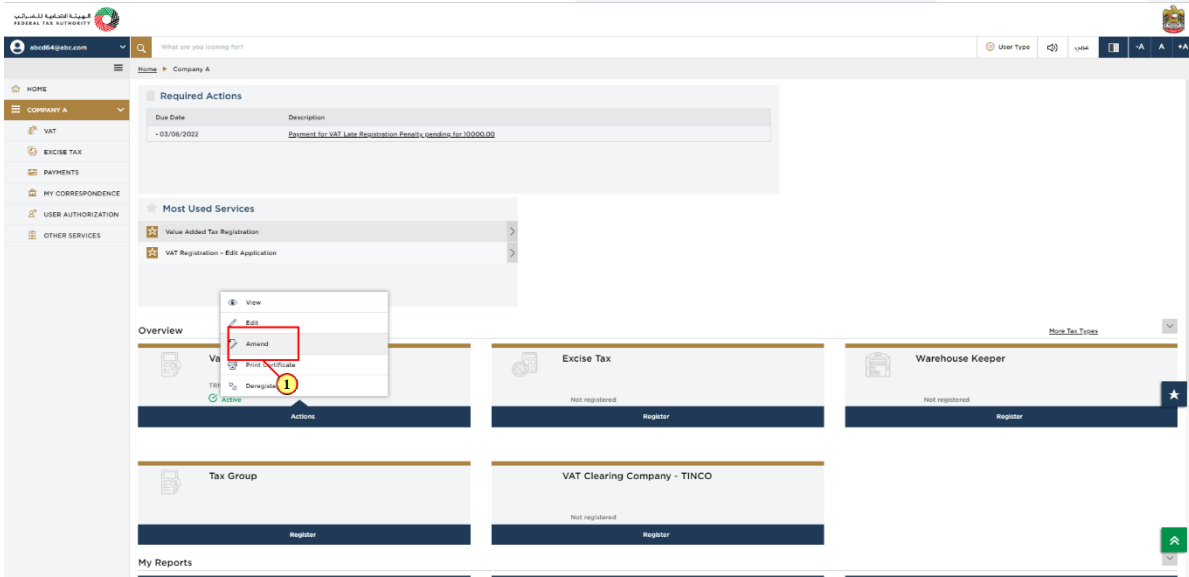


The screenshot displays the 'Create New Taxable Person Profile' form with fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. Below the form is a 'Taxable Person List' table with columns for 'View', '...', and 'Star'. The 'View' button for 'Company A' is highlighted in red, with a red arrow pointing to it from a red circle containing the number '1'. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.

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



VAT Tile



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



Guidelines and Instructions

VAT Registration - Amend

No. of form sections: 4 sections

Expected time to complete this application: 45 minutes

Expected fees for this service: Fee of charge

Tutorial Materials

- Watch Video Tutorial
- Download User Manual

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. Below section provides the different documents required depending on the type of amendment:

A) Name or trading name of the business:

- A valid trade license or a business license
- Any other proof of change in name for example, copy of the article of association etc.

B) Composition of a partnership:

- A valid trade license or a business license
- Copy of the partnership deed or any other legal document as appropriate

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:

- Any other documents required to be amended or added


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

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 VAT registration, in the UAE. It also provides guidance on what information you should have in hand when you are completing the VAT amendment application.



The screenshot shows the 'VAT Registration - Amend' page. At the top, there are three summary boxes: 'No. of form sections: 4 sections', 'Expected time to complete this application: 45 minutes', and 'Expected fees for this service: Free of charge'. Below these are sections for 'Tutorial Materials', 'Required Documents', and 'Service Details'. A red box highlights a checkbox with the text 'I confirm that I have read the above instructions and guidelines', with a circled '1' pointing to it.

Step	Action
(1)	<ul style="list-style-type: none"> A screen will appear with guidelines and instructions. Read the instructions and guidelines carefully before starting the application and mark the checkbox to confirm.



The screenshot displays the 'VAT Registration - Amendment' application page. At the top, there are navigation links and a search bar. Below the header, the page is divided into several sections:

- Progress Bar:** Shows 'No. of form sections: 4 sections' and 'Expected time to complete this application: 45 minutes'.
- Expected fees:** 'Free of charge'.
- Tutorial Materials:** Includes 'Watch Video Tutorial' and 'Download User Manual'.
- Required Documents:** A list of documents needed for the application, such as 'A valid trade license or a business license', 'A valid proof of change in name', 'Composition of a partnership', 'A valid trade license or a business license', 'Copy of the partnership deed or any other legal document as appropriate', 'Address of the principal place of business', 'Copy of the lease agreement or the purchase agreement in case of change in address', 'Primary business activity or activities', and 'Others'.
- Service Details:** Includes 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'.
- Confirmation:** A checkbox labeled 'I confirm that I have read the above instructions and guidelines'.
- Buttons:** 'Back' and 'Start' buttons are visible at the bottom of the page.

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



Review and Declaration



The amend application first displays the 'Review and Declaration' section. You may click on the Edit button for any of the sections to Amend the details in it.



Entity Details Section



- The application is divided into a number of short sections which deal with various aspects of the Amend 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.
- 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.



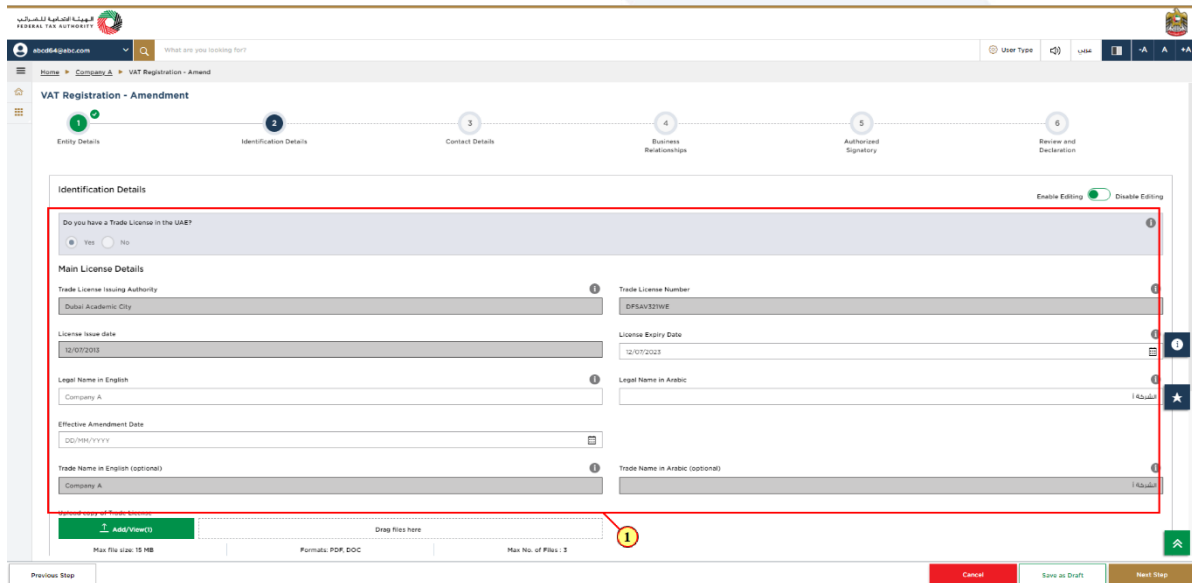
Step	Action
(1)	Click 'Previous Step' to save and proceed to the previous section.



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



The screenshot shows the 'VAT Registration - Amendment' process. The 'Identification Details' step is active. A red box highlights the 'Main License Details' section, which includes the following fields:

- Do you have a Trade License in the UAE? (Yes/No)
- Trade License Issuing Authority: Dubai Academic City
- Trade License Number: D95AV321WE
- License Issue Date: 12/07/2023
- License Expiry Date: 12/07/2023
- Legal Name in English: Company A
- Legal Name in Arabic: الشركة أ
- Effective Amendment Date: DD/MM/YYYY
- Trade Name in English (optional): Company A
- Trade Name in Arabic (optional): الشركة أ

A red circle with the number 1 points to the 'Enable Editing' toggle switch, which is currently turned on.

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 Effective Amendment Date. All fields are not amendable, the greyed-out fields cannot be updated.



Business Activities

Step	Action
(1)	Similarly, if required you may update the Business Activities. Click on Add Business Activities 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

VAT Registration - Amendment

Legal Name in English: Company A

Legal Name in Arabic: الشركة أ

Effective Amendment Date: 18/01/2024

Trade Name in English (optional): Company A

Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: Add/View (Max file size: 15 MB, Formats: PDF, DOC, Max No. of Files: 3)

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company A	الشركة أ	SADF3FDD	100.00	***

Local Branch Details

Do you have branches in UAE? Yes No

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

Step	Action
(1)	You may update the owner details by clicking 'Add Owners'. 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.



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



Contact Details

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

ab0664@fata.gov.ae

What are you looking for?

User Type

Home > VAT Registration - Amend

VAT Registration - Amendment

Enable Editing Disable Editing

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country: United Arab Emirates

Building Name & Number: Trade Center 1

Street: Al Mushaybah Street

Area: ECD Brookfield

City: Dubai

Emirates: Dubai

Country Code: +971 (United Arab Emirates)

Mobile Number: 023456789

Country Code: +971 (United Arab Emirates)

Landline Number: 023456789

Email ID: ab0664@fata.gov.ae

PO Box: 2123

Address Amendment Date: DD/MM/YYYY

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).
- If you are a foreign business applying to register for UAE VAT, you may choose to appoint a tax agent in the UAE. In such cases, once you have a tax agent appointed provide the necessary details.



VAT Registration - Amendment

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For Individual persons, enter the address details of your house.

Country: United Arab Emirates | Building Name & Number: Trade Center 1

Street: Al Mushabbab Street | Area: ECD Brookfield

City: Dubai | Emirates: Dubai

Country Code: +971 (United Arab Emirates) | Mobile Number: 123456789 | Landline Number: 123456789

Email ID: abc@54@abc.com | P.O. Box: 2103

Address Amendment Date: DD/MM/YYYY

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

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.



What are you looking for?

Home > Company > VAT Registration - Amend

VAT Registration - Amendment

Enable Editing Disable Editing

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For Individual persons, enter the address details of your house.

Country: United Arab Emirates | Building Name & Number: Trade Center 1

Street: Al Mushabbab Street | Area: RCD Brookfield

City: Dubai | Emirate: Dubai

Country Code: +971 (United Arab Emirates) | Mobile Number: 123456789 | Country Code: +971 (United Arab Emirates) | Landline Number: 123456789

Email ID: abc@54@abc.com | P.O. Box: 2123

Address Amendment Date: DD/MM/YYYY

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 'Business Relationships' section.



Business Relationships

Step	Action
(1)	<ul style="list-style-type: none"> Select "Enable Editing", to amend or add business relationship details, if required. This section will be used to Amend the relationships for your VAT Registration.



Step	Action
(1)	After amending the required information, 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

Step 5: Authorized Signatory

Edit

Name in English	Name in Arabic	ID Number	Email
Company A	شركة أ	SFAFCASAZD	ABC064@ABC.COM

Old **New**

Name in English	Name in Arabic	ID Number	Email	Effective Amendment Date
Company A	شركة أ	SFAFCASAZD	ABC064@ABC.COM	20/12/9999

Declaration

First Name in English: [input] First Name in Arabic: [input]

Last Name in English: [input] Last Name in Arabic: [input]

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Email: abc064@abc.com

Submission Date: 03/08/2022

I declare that all information provided 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 requested to review and submit the application formally.
- The section provides a comparison of the old and the newly updated information.



abcc64@abc.com What are you looking for? User Type

VAT Registration - Amend

Step 5: Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	شركة أ	SFAFCASA2D	ABCD64@ABC.COM

ON New

Name in English	Name in Arabic	ID Number	Email	Effective Amendment Date
Company A	شركة أ	SFAFCASA2D	ABCD64@ABC.COM	2/12/9999

Declaration

First Name in English: [input] First Name in Arabic: [input]

Last Name in English: [input] Last Name in Arabic: [input]

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Email: abcc64@abc.com

Submission Date: 03/08/2022

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

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.



Step 5: Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company A	شركة أ	SFAFCASA2D	ABCD64@ABC.COM

Name in English	Name in Arabic	ID Number	Email	Effective Amendment Date
Company A	شركة أ	SFAFCASA2D	ABCD64@ABC.COM	2/12/9999

Declaration

First Name in English:

Last Name in English:

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321

Submission Date: 03/08/2022

First Name in Arabic:

Last Name in Arabic:

Email: abc@64@abc.com

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

Previous Step Cancel Save as Draft Submit

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



Post Application Submission

VAT Registration - Amend

Application Submitted Successfully In Review

Name : Company A
Reference Number : 300000008045
Submitted Date : 3 August 2022

What Next:

- 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 confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- 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.

Important Notes:

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with 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 FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you