



إمارات تاكس
EMARATAX

Convert TINXC to TRN User Manual

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Document Control Information

Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-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: <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

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](#)



Convert TINXC to TRN

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Introduction



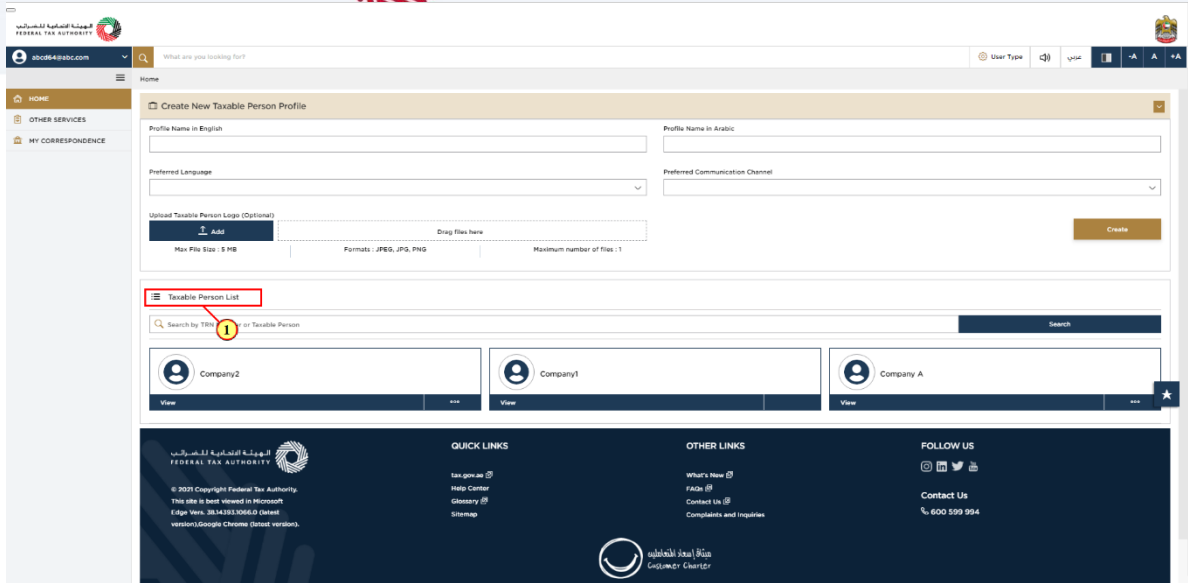
This manual is prepared to help a registered taxpayer to navigate through the Federal Tax Authority (FTA) EmaraTax portal and submit a 'Convert TINXC to TRN application' to FTA, to convert their VAT Registration Exception to VAT Registration. This conversion is required if the taxpayer registered for VAT Exception has circumstantial changes due to which they need to register for VAT (as stipulated in Federal Decree Law Number. (8) of 2017 on Value Added Tax).



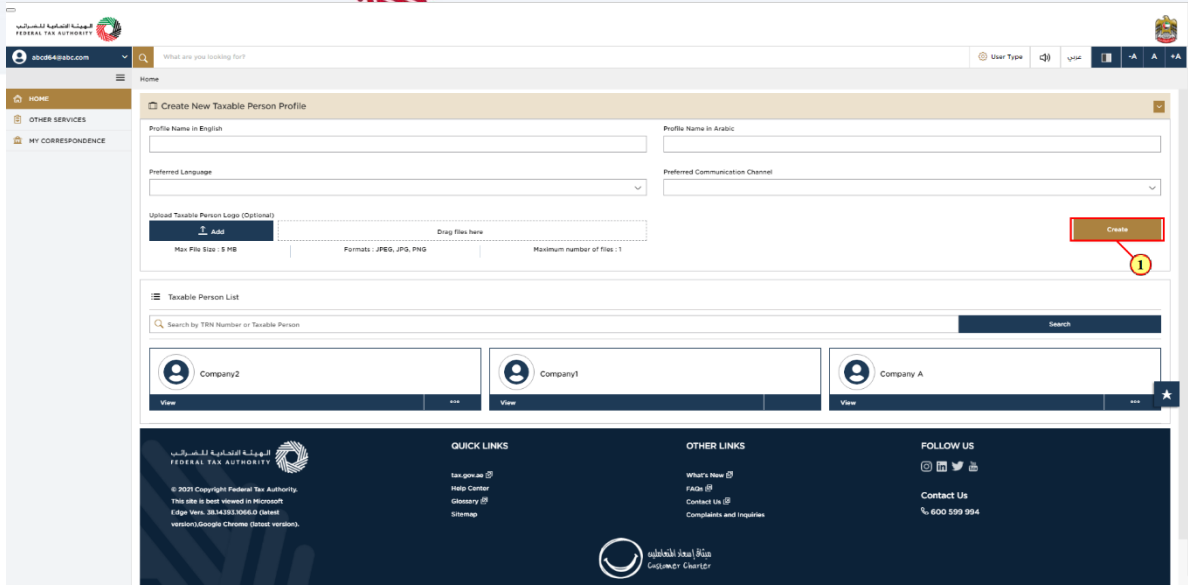
Login to EmaraTax



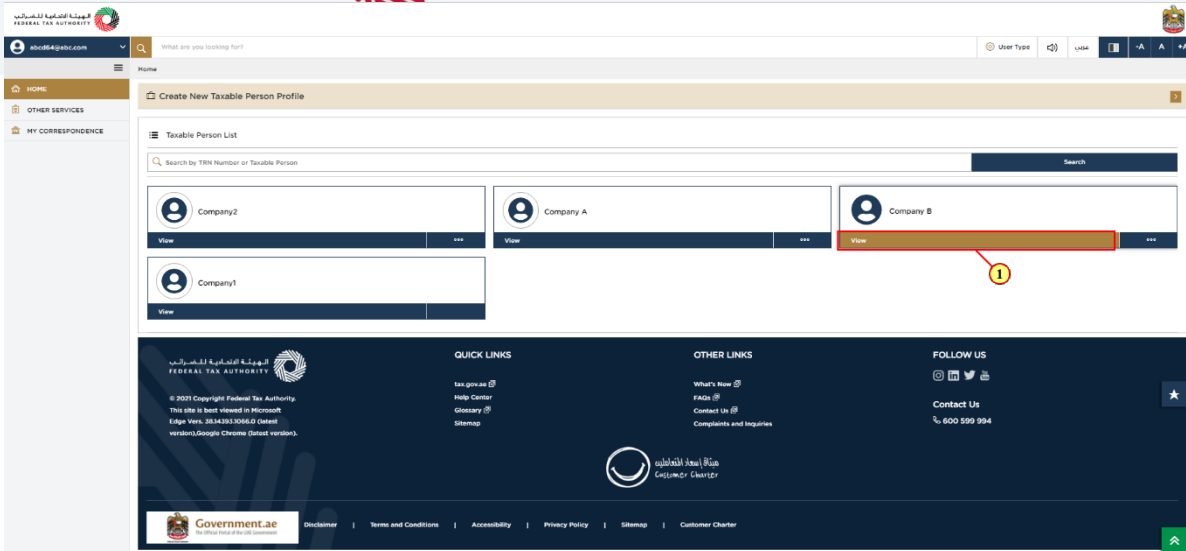
- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.
- If 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.



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.



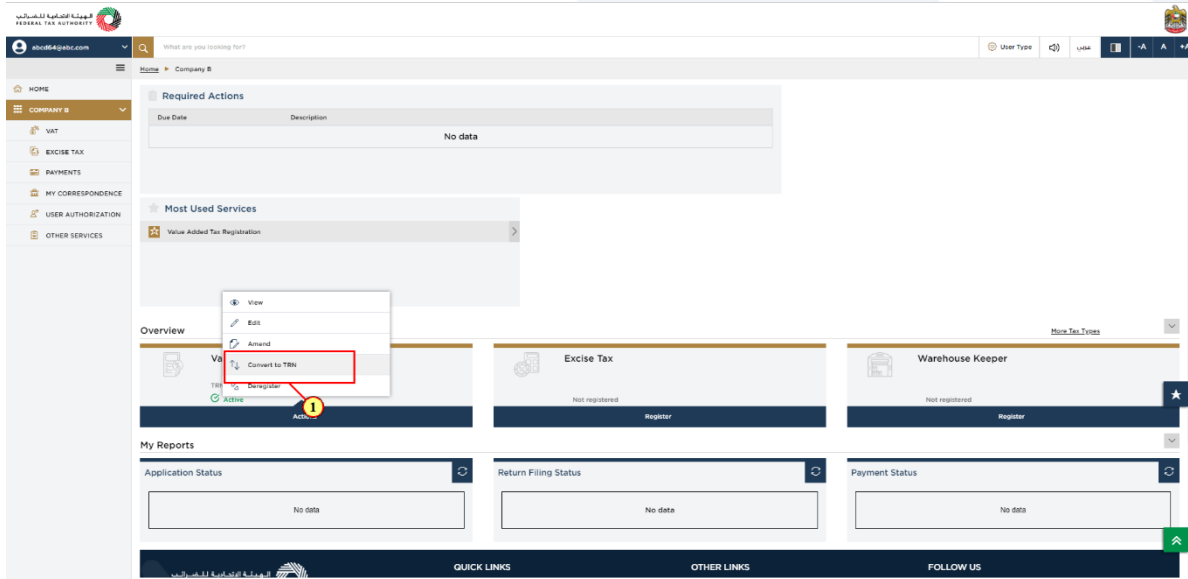
Step	Action
(1)	To create a new Taxable Person, enter the mandatory details and click 'Create'. The new Taxable Person will be displayed in the list.



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



Convert TINXC to TRN



Step	Action
(1)	In order to initiate the TINXC to TRN application, click 'Actions' on the VAT tile. Select Convert to TRN.

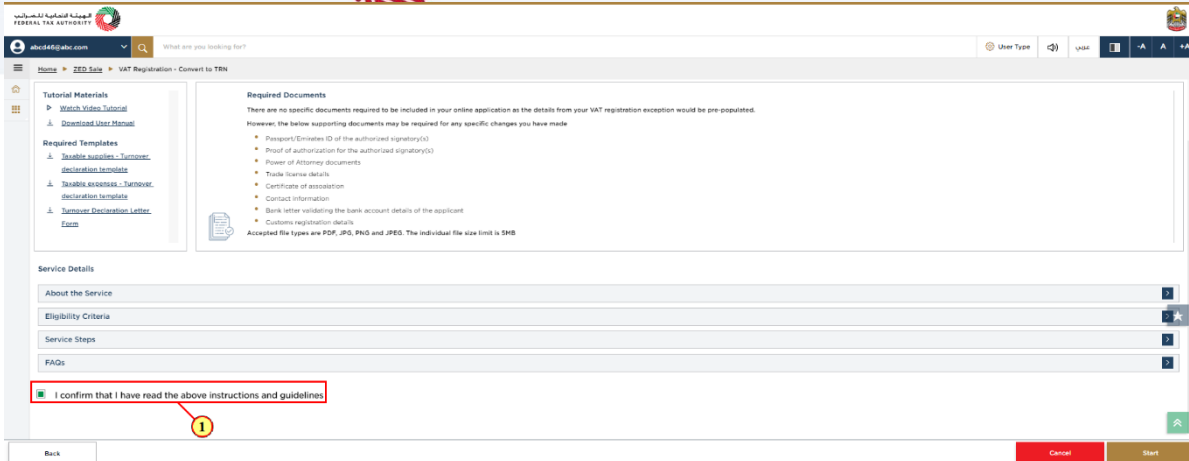


Guidelines and Instructions

The screenshot displays the 'VAT Registration - Convert TIN XC to TRN' application page. At the top, there is a search bar and navigation links. Below the title, a progress bar indicates '9 sections' completed. Key statistics shown include 'Expected time to complete this application: 45 minutes' and 'Expected fees for this service: Free of charge'. The main content area is divided into 'Tutorial Materials' and 'Required Documents'. The 'Required Documents' section lists items such as Passport, Proof of authorization, Power of Attorney, Trade license, Certificate of association, Contact information, Bank letter, and Customs registration details. A 'Service Details' section is also visible at the bottom, with expandable sections for 'About the Service', 'Eligibility Criteria', and 'Service Steps'. Navigation buttons for 'Back', 'Cancel', and 'Start' are located at the bottom of the page.



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



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



The screenshot shows the 'Convert to TRN' page on the Federal Tax Authority website. The page is titled 'VAT Registration - Convert to TRN'. It includes a search bar at the top, a navigation menu, and a main content area. The 'Required Documents' section lists several documents that must be included in the online application. The 'Service Details' section includes links for 'About the Service', 'Eligibility Criteria', 'Service Steps', and 'FAQs'. At the bottom of the page, there is a 'Back' button and a 'Start' button. A confirmation checkbox is also present: 'I confirm that I have read the above instructions and guidelines'.

Step	Action
(1)	Click 'Start' to initiate the Convert TINXC to TRN application.



Entity Details Section



- The application is divided into a number of 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.
- 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"> Verify and update Entity Details information. Select the date when your business first started making supplies subjected to VAT.



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



ابحث في الموقع
What are you looking for?

Home > Company > VAT Registration - Convert to TRN

VAT Registration - Convert TIN XC to TRN

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Entity Details

Entity Type

Do you have a certificate of incorporation? Yes No

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

Are you applying to create or join a Tax Group? Yes No

Date when the business first started making supplies subject to VAT

Previous Step

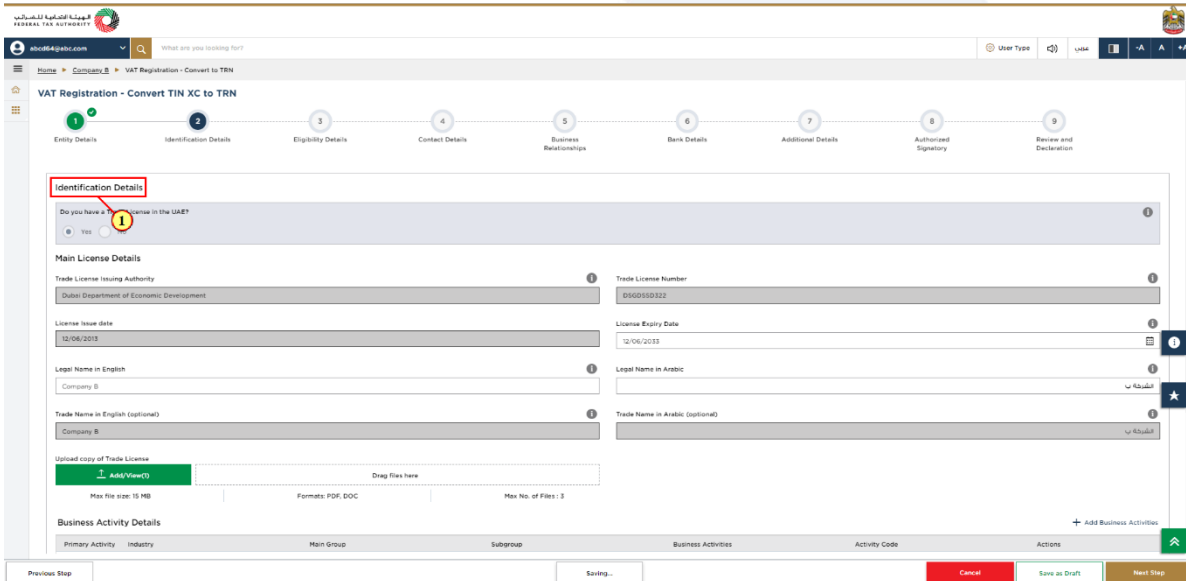
Step	Action
(1)	Click the 'Previous Step' to go back to the previous section.



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

Identification Details

Main License Details



Step	Action
(1)	Verify and update Identification Details information.



Business Activities

Step	Action
(1)	<ul style="list-style-type: none"> Verify your Business Activity information and you may edit any existing information, if required. Click on Add Business Activities, if required to add a new information. You can add multiple Business Activities.



Owner Details

VAT Registration - Convert TIN XC to TRN

License Issue Date: 12/06/2018 License Expiry Date: 12/06/2033

Legal Name in English: Company B Legal Name in Arabic: الشركة ب

Trade Name in English (optional): Company B Trade Name in Arabic (optional): الشركة ب

Upload copy of Trade License: Add/View (D) Drag files here. 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
Mining and Quarrying	Mining and Quarrying	Mining of coal and lignite	Mining of hard coal	Mining of hard coal	0510	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company	الشركة ب	DSFEDFE123	100.00	***

Local Branch Details

Do you have branches in UAE? Yes No

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

Step	Action
(1)	<ul style="list-style-type: none"> Verify the Owner Details and you may edit any existing information, if required. Click on Add Owners, if required to add new details. You can add multiple owners.



Branch Details

VAT Registration - Convert TIN XC to TRN

License Issue Date: 12/06/2018 | License Expiry Date: 12/06/2033

Legal Name in English: Company B | Legal Name in Arabic: الشركة ب

Trade Name in English (optional): Company B | Trade Name in Arabic (optional): الشركة ب

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

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
Mining and Quarrying	Mining and Quarrying	Mining of coal and lignite	Mining of hard coal	Mining of hard coal	0510	***

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company	الشركة ب	DSFEDFE123	100.00	***

Local Branch Details: Do you have branches in UAE? Yes No | Add New Branch

Navigation: Previous Step | Saving... | Cancel | Save as Draft | Next Step

Step	Action
(1)	Verify and if required update the 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.



What are you looking for?

VAT Registration - Convert TIN XC to TRN

License Issue date: 12/06/2013

License Expiry Date: 12/06/2033

Legal Name in English: Company B

Legal Name in Arabic: الشركة ب

Trade Name in English (optional): Company B

Trade Name in Arabic (optional): الشركة ب

Upload copy of Trade License

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
Mining and Quarrying	Mining of coal and lignite	Mining of hard coal	Mining of hard coal	Mining of hard coal	0510	***


Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	Company	الشركة ب	DFSDFE323	100.00	***

Local Branch Details

Do you have branches in UAE? Yes No

Buttons: Previous Step, Saving..., 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 VAT registration is required.



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



Eligibility Details

Taxable supplies and Taxable expenses

Step	Action
(1)	<p>There are two options to enter your Taxable supplies and Taxable expenses.</p> <p>1. Download the excel template, enter the details, and upload it back. The details provided in the excel template will get populated in the screen.</p> <p style="text-align: center;">OR</p> <p>2. Enter the Taxable supplies and Taxable expenses directly in the screen. 3. The figure must only be reported in UAE Dirhams (AED).</p>



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What are you looking for?

Home > Company > VAT Registration - Convert to TRN

Month	0.00	10,000.00
Jul 2022		
Aug 2022		

Showing 5 of 68 records per page

Taxable expenses for last 12 months (AED) 10,000.00

Taxable expenses for next 30 days (AED) 0.00

VAT Registration Mandatory

Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

- Your taxable supplies was more than AED375,000 in any past period of 12 months or less; or
- You expect that your taxable supplies will be more than AED375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded: 02/09/2022

Reason for change in Obligation Date (Optional):

On what date would you like to be registered (prior to the standard effective date as per the law): 01/09/2022

Reason for change in Effective date (Optional):

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? Yes No

Do you expect to make exempt supplies? Yes No

Do you wish to apply for Exception from VAT? Yes No

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



If the 'VAT registration criteria' is determined as 'Mandatory' or 'Voluntary', you are eligible for VAT registration. If the 'VAT registration criteria' is determined as 'Not applicable', you are not eligible for VAT registration.



Step	Action
(1)	<ul style="list-style-type: none"> The obligation and effective date of registration will get populated in the screen. You can change the date by providing the reason.



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What are you looking for?

Home > Categories > VAT Registration - Convert to TRN

Month	0.00	10,000.00
Jul 2022		
Aug 2022		

Showing 5 of 68 records per page

Taxable expenses for last 12 months (AED) 10,000.00

Taxable expenses for next 30 days (AED) 0.00

VAT Registration Mandatory

Criteria:
Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:
1. Your taxable supplies was more than AED375,000 in any past period of 12 months or less; or
2. You expect that your taxable supplies will be more than AED375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded: 02/09/2022

Reason for change in Obligation Date (Optional):

On what date would you like to be registered (prior to the standard effective date as per the law): 01/09/2022

Reason for change in Effective date (Optional):

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies?
 Yes No

Do you expect to make exempt supplies?
 Yes No

Do you wish to apply for Exception from VAT?
 Yes No

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 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 Mushhadab Street | Area: ICC Brookfield
City: Dubai | Emirates: Dubai
Country Code: +971 (United Arab Emirates) | Mobile Number: 98765432 | Country Code: +971 (United Arab Emirates) | Landline Number: 12345678
P.O. Box: 2103

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

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



What are you looking for?

VAT Registration - Convert TIN XC to TRN

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

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 natural persons, enter the address details of your house.

Country United Arab Emirates	Building Name & Number Trade Center 1
Street Al Mushabbab Street	Area ICC Brookfield
City Dubai	Emirates Dubai
Country Code +971 (United Arab Emirates)	Mobile Number 967654321
Country Code +971 (United Arab Emirates)	Landline Number 12345678
Email ID abc@64@fata.gov.ae	PO Box 2123

Previous Step Saving... 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.



What are you looking for?

VAT Registration - Convert TIN XC to TRN

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

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 natural persons, enter the address details of your house.

Country: United Arab Emirates | Building Name & Number: Trade Center 1
Street: Al Mushabbab Street | Area: ICC Brookfield
City: Dubai | Emirates: Dubai
Country Code: +971 (United Arab Emirates) | Mobile Number: 967654321 | Country Code: +971 (United Arab Emirates) | Landline Number: 12345678
Email ID: abcd64@fata.gov.ae | P.O. Box: 2123

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 'Business Relationships' section.



Business Relationships

Step	Action
(1)	This section will be used to add the relationships for your VAT Registration. Enter the details of the Manager OR Chief Executive Officer (CEO).



Add More Relationships

The screenshot shows the 'Business Relationships' section of the VAT Registration - Convert TIN XC to TRN application. It includes fields for Designation (Manager), First Name in English (Company), Last Name in English (B), First Name in Arabic, Last Name in Arabic, and a section for passport details (SAFSAFASD3, Thailand, 25/06/2033). A table below lists the existing relationship with columns for Name in English, Name in Arabic, ID Number, Resident of UAE, Nationality, and Actions. The 'Add Relationships' button in the Actions column is highlighted with a red box and a yellow callout bubble labeled (1).

Step	Action
(1)	Click 'Add Relationships' to add more relationship details, this is an optional field.



The screenshot shows the 'Add Relationships' form with the following fields and options:

- Partner/Director:** Partner (dropdown)
- First Name in English:** Company
- Last Name in English:** E
- First Name in Arabic:** (Arabic text)
- Last Name in Arabic:** (Arabic text)
- Is the Partner/Director a Resident in the UAE?** Yes (selected), No
- Country of Nationality:** Thailand
- Passport Number:** DFFSACA3205
- Upload copy of Passport:** Add/View() button, Drag files here area (Max File size: 10 MB, Max No. of files: 3)
- Passport Issuing Country:** Thailand
- Passport Expiry Date:** 25/06/2033
- Start Date:** 25/06/2016
- Are you (or any of the directors of the applicant), currently involved in or in the last 5 years been involved in any other business resident in the UAE, either individually or as a director or partner in that business?** Yes, No (selected)
- Buttons:** Previous Step, Saving..., Cancel, Add (highlighted with a red box and a '1' in a yellow circle), Draft, Next Step

Step	Action
(1)	Click 'Add' to add more relationship details.



What are you looking for?

VAT Registration - Convert TIN XC to TRN

Business Relationships

Designation: Manager

First Name in English: Company

First Name in Arabic: الشركة ب

Last Name in English: B

Last Name in Arabic: الشركة ب

Are you a Resident of UAE? Yes No

Country of Nationality: Thailand

Passport Number: S4S4F4D3

Passport Issuing Country: Thailand

Passport Expiry Date: 25/06/2033

Max File size: 10 MB | Formats: PDF, DOC | Max No. of files: 5

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Partner	Company B	الشركة ب	DF5ACASZDS	Non Resident	Thailand	***

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

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



Bank Details

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AED00

Bank Name: [Redacted]

Branch Name: Dubai

Account Holder's Name: Company B

Account Number: 0000

Upload Copy of Bank Validation Letter

Max file size: 10 MB | Formats: PDF, DOC | Max No. of Files: 1

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



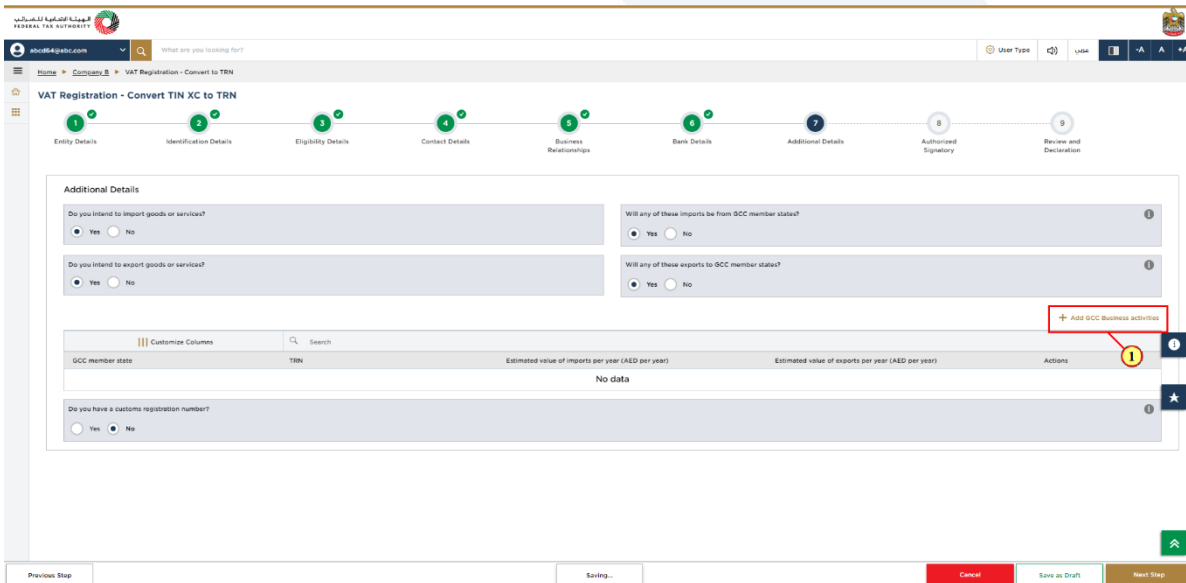
- Bank details are optional at the time of VAT Registration. You may also provide or update the bank account details after the VAT registration is completed. However, you are advised to provide the bank details as a part of this application to avoid submission of bank details at the time of refunds processing.
- You are requested to ensure that your account details are accurate. Some accounts cannot receive payments electronically. Also, ensure that your Bank has this facility.
- If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
- If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.



Step	Action
(1)	You may enter your bank details and click 'Next Step' to save and proceed to the 'Additional Details' section.

Additional Details

GCC Business activities



Additional Details

Do you intend to import goods or services?
 Yes No

Will any of these imports be from GCC member states?
 Yes No

Do you intend to export goods or services?
 Yes No

Will any of these exports to GCC member states?
 Yes No

GCC member state	TRN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
No data				

Do you have a customs registration number?
 Yes No

+ Add GCC Business activities

Step	Action
(1)	Click 'Add GCC Business activities' If the person is intending to import goods or services and these imports are from GCC member states.



Step	Action
(1)	<ul style="list-style-type: none"> • Select the GCC state from the drop down. • Enter the Tax Registration Number (TRN) or equivalent if the entity is already registered for VAT purposes with the respective tax authority in the GCC Member state. • Enter the value of goods you expect to import and sell in the 12 months following the date of registration • Click 'Add'.



Do not include the value of any services unless they are directly related to moving goods (Example., commission, and freight insurance).



Customs Details

ab0664@fjabr.com

What are you looking for?

Home > Customs > VAT Registration - Convert to TRN

VAT Registration - Convert TIN XC to TRN

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Addressee Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

Do you intend to import goods or services?
 Yes No

Do you intend to export goods or services?
 Yes No

Will any of these imports be from GCC member states?
 Yes No

Will any of these exports to GCC member states?
 Yes No

+ Add GCC Business activities

GCC member state	TRN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
Saudi Arabia	112131212211	10,000.00	10,000.00	***

Do you have a customs registration number?
 Yes No

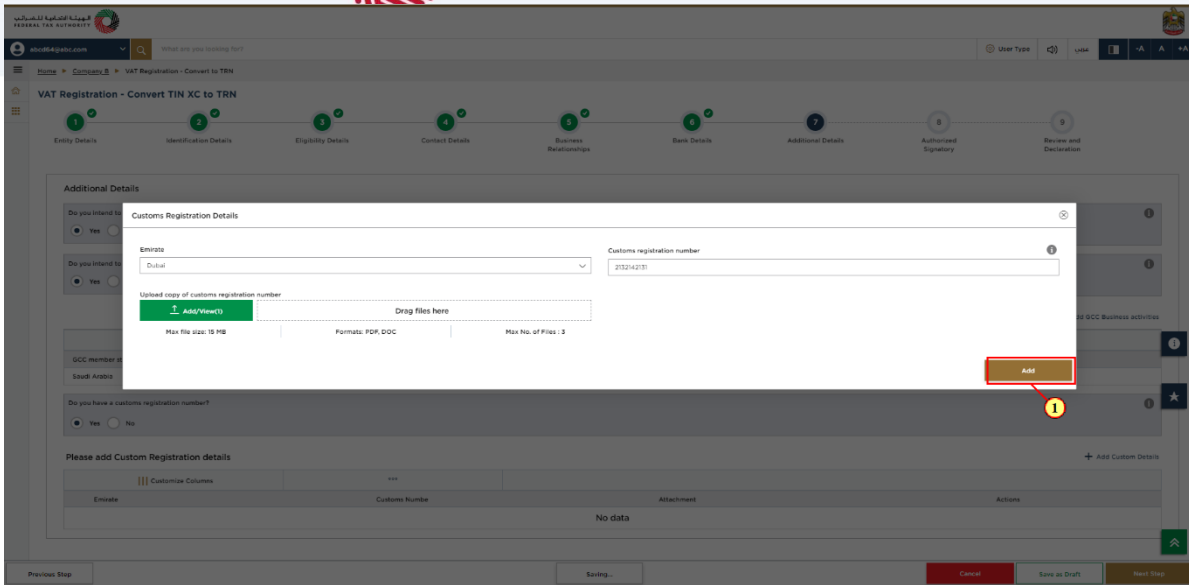
Please add Custom Registration details

Emirate	Customs Number	Attachment	Actions
No data			

+ Add Custom Details

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

Step	Action
(1)	If you are registered with any of the Customs Authorities in the UAE, select 'Yes' and click 'Add Custom Details' to enter the customs registration details.



Step	Action
(1)	<ul style="list-style-type: none"> • Select the Emirate from the drop down. • Enter your Customs Registration Number, issued by the relevant Customs department in the UAE. • Upload supporting document and click 'Add'.




- If you have multiple Customs Registration Numbers (“CRN”) in the UAE, add each of them as a separate line item.
- The Customs Registration information will assist the FTA and the relevant Customs departments to identify you accurately at the time of importing and exporting goods into or from the UAE. Failure to enter this information may result in delays at the border.
- You may also remove any item from the list by clicking on ‘Delete’.



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



Authorized Signatory

VAT Registration - Convert TIN XC to TRN

Authorized Signatory

Authorized Signatory list

Name in English	Name in Arabic	ID Number	Email	Actions
Company B	الشركة ب المتحدة	SAFSAFASD3	ABCDS4@ABC.COM	***

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

Step	Action
(1)	Authorized Signatory details are auto populated, Click on 'Add Authorized Signatory', to add more Authorized Signatory details. You can add one or more authorized signatory, if required.



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What are you looking for?

Home > Company > VAT Registration - Convert to TRN

VAT Registration - Convert TIN XC to TRN

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Authorized Signatory

Authorized Signatory list + Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Actions
Company B	الشركة ب العربية	SAFSAFASD3	ABCDS@ABC.COM	***

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



- Evidence of authorization may include a Power of Attorney or similar in the case of legal persons.
- You can add one or more authorized signatory, if required.



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



VAT Registration - Convert TIN XC to TRN

Authorized Signatory

Authorized Signatory list

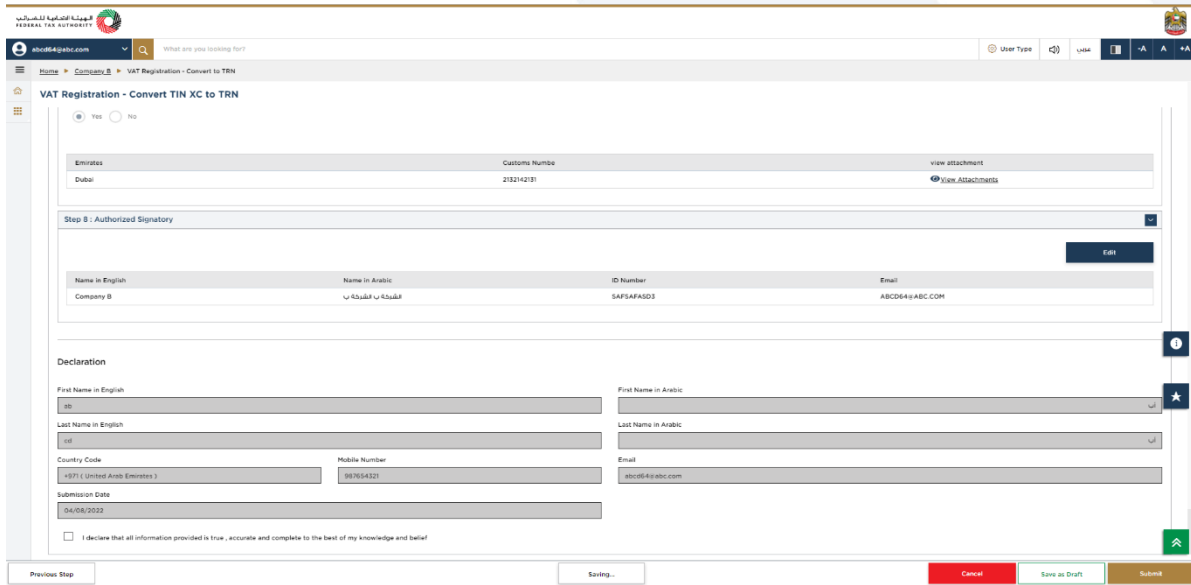
Name in English	Name in Arabic	ID Number	Email	Actions
Company B	الشركة ب العربية	SAPSAFASD3	ABCDS@ABC.COM	***


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

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



Review and Declaration



 This section highlights all the details entered by you across the application. You are requested to review and submit the application formally.



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.



abcc064@abc.com What are you looking for? User Type

VAT Registration - Convert TIN XC to TRN

Emirates: Dubai Customs Number: 2152142131

Step B : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
Company B	شركة ب العربية ب	SAFSAFAS03	ABC064@ABC.COM

Declaration

First Name in English: [in]	First Name in Arabic: [ب]
Last Name in English: [of]	Last Name in Arabic: [ب]
Country Code: +971 (United Arab Emirates)	Mobile Number: 987654321
Submission Date: 04/08/2022	Email: abcc064@abc.com

I declare that all information provided 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 reviewing the information entered, click 'Submit' .



Post Application Submission

The screenshot displays the 'VAT Registration - Convert to TRN' page. At the top, it states 'Application Submitted Successfully' with a progress indicator 'In Review'. Below this, the following details are listed:

- Name : Company B
- Reference Number : 300000006198
- Submitted Date : 4 August 2022

There is a large graphic of a document with a checkmark and a list of items. Below the details, there are sections for 'What Next?' and 'Important Notes'.

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. Note this reference number for future communication with FTA. An acknowledgement communication for the successful submission will be sent to your registered email.

What's next?

- Once the application is submitted, the FTA shall approve, reject, or resubmit 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 FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you