



إمارات تاكس
EMARATAX

Convert TINVG to TRN User Manual

Date: Oct 2022

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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







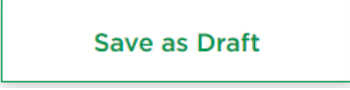

The below are the list of User manuals that you can refer to

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 TINVG to TRN

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Introduction



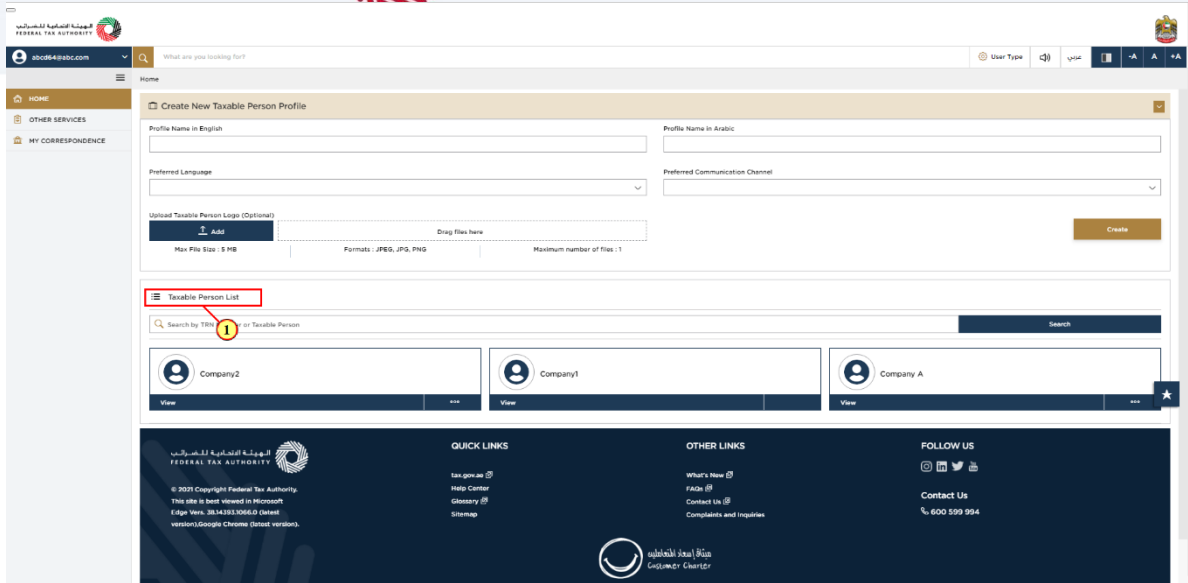
This manual is prepared to help a Taxpayer having a TIN for VAT Group (TINVG) to navigate through the Federal Tax Authority EmaraTax portal and submit a 'Convert TINVG to TRN application' to request FTA to convert their TINVG to VAT registration.



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.

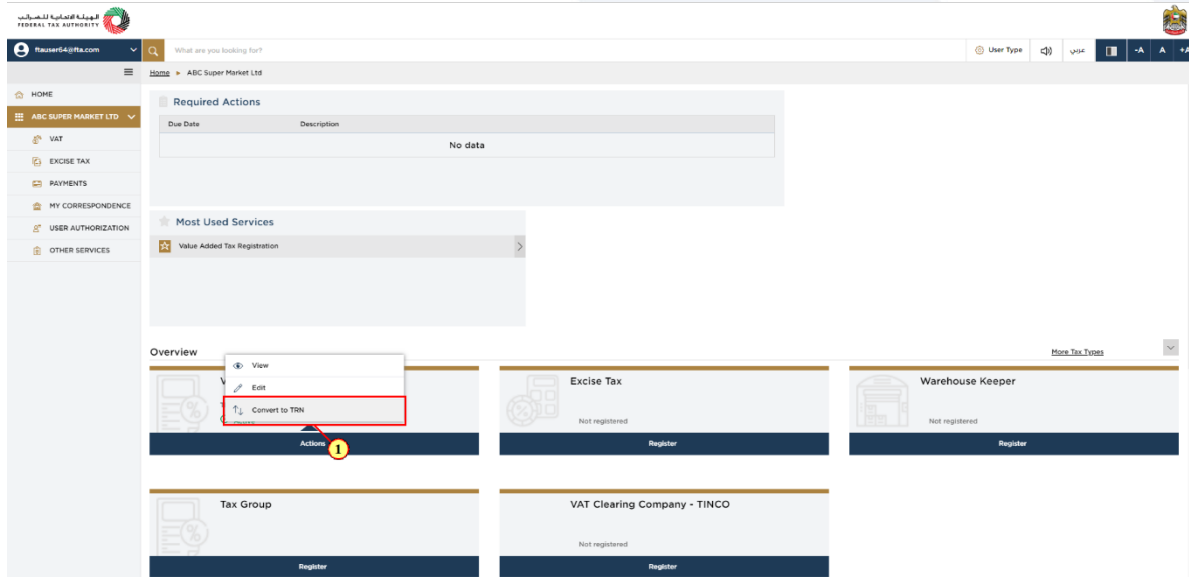


The screenshot shows the 'Taxable Person List' page on the Federal Tax Authority website. The page has a search bar at the top and a list of taxable persons below. The entry for 'ABC Super Market Ltd' is highlighted in orange, and a red circle with the number '1' points to its 'View' button. The footer contains quick links, other links, and contact information.

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



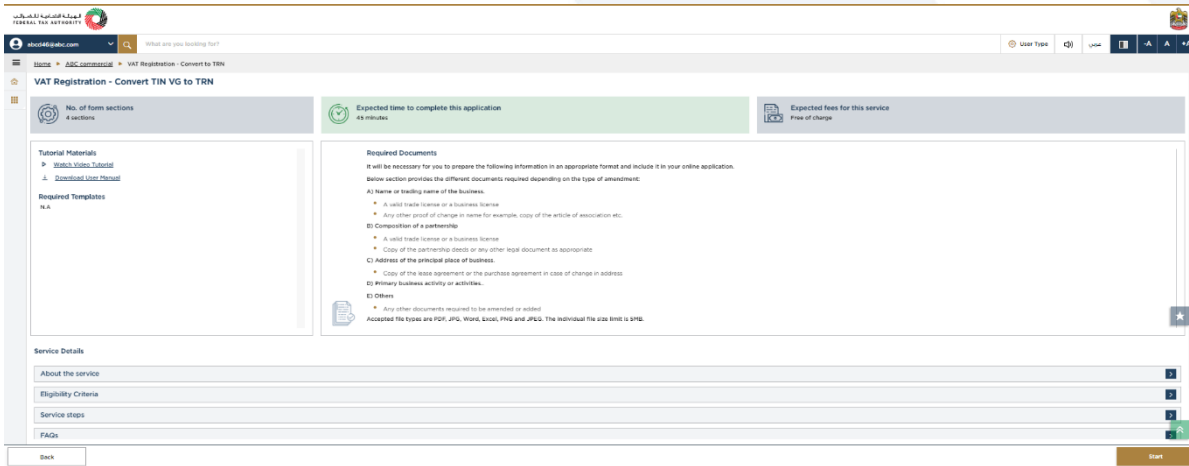
Convert TINVG to TRN



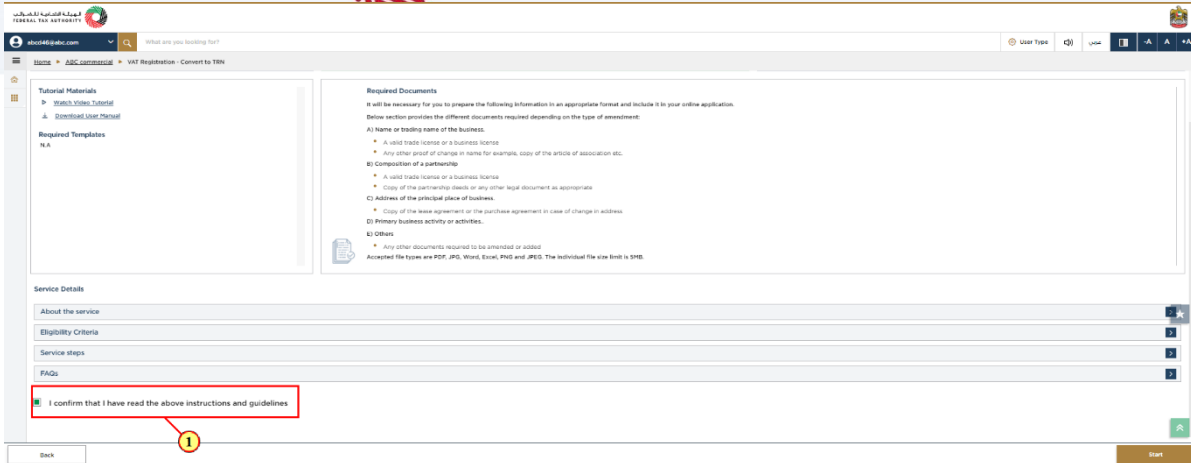
Step	Action
(1)	<ul style="list-style-type: none"> In order to submit Tax Group to initiate the VAT TINVG to TRN registration application, Click 'Actions' on the VAT tile. Click 'Convert to TRN'.



Guidelines and Instructions



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



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



The screenshot shows the 'Convert to TRN' application page. The 'Required Documents' section lists the following information to be prepared:

- 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 deeds 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.
- E) Others.
 - Any other documents required to be amended or added

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

At the bottom of the page, a red box highlights the 'Start' button, which is used to initiate the application.

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



Entity Details Section

The screenshot shows the 'Entity Details' section of the VAT Registration - Convert TIN VG to TRN application. The progress bar at the top indicates 9 steps, with the first step 'Entity Details' highlighted in blue. The form includes the following fields and sections:

- Entity Type:** A dropdown menu with 'Legal Person - Public Joint Stock Company' selected.
- Do you have a certificate of incorporation?** A radio button question with 'Yes' selected.
- Are you applying to create or join a Tax Group?** A radio button question with 'No' selected.
- Upload Certificate of Incorporation:** A file upload area with an 'Add' button, a 'Drag files here' area, and specifications: 'Max file size: 15 MB', 'Formats: PDF, DOC', and 'Max No. of Files : 3'.

At the bottom of the form, there are three buttons: 'Previous Step', 'Cancel', and 'Next Step'.



- 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. In order 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.



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



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

Identification Details

Do you have a license in the UAE?

Yes No

Main License Details

Trade License Issuing Authority: Dubai Airport Free Zone

Trade License Number: F00P52A440

License Issue date: 09/07/2009

License Expiry Date: 09/07/2028

Legal Name in English: ABC Super Market Ltd

Legal Name in Arabic: شركة ابي سوبر ماركت

Trade Name in English (optional): ABC Super Market Ltd

Trade Name in Arabic (optional): شركة ابي سوبر ماركت

[View copy of your Trade License](#)

Business Activity Details

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	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	011	***

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



Add Business Activities

What are you looking for?

Home > ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

Dubai Airport Free Zone FGF35X44D

License Issue Date: 08/07/2020 License Expiry Date: 08/07/2020

Legal Name in English: ABC Super Market Ltd Legal Name in Arabic: سوبر ماركت المحروقة

Trade Name in English (optional): ABC Super Market Ltd Trade Name in Arabic (optional): سوبر ماركت المحروقة

Upload copy of Trade License: Add/View(T) Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details + Add Business Activities

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	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	*** 1

Owners List + Add Owner

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Super Market Ltd	سوبر ماركت المحروقة	SCZX3T0D	100.00	***

Local Branch Details

Previous Step Cancel Save as Draft Next Step

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.



Add Owners

What are you looking for?

Home > ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

Dubai Airport Free Zone FGF33X44D

License Issue Date: 08/07/2019 License Expiry Date: 08/07/2020

Legal Name in English: ABC Super Market Ltd Legal Name in Arabic:

Trade Name in English (optional): ABC Super Market Ltd Trade Name in Arabic (optional):

Upload copy of Trade License
 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
<input checked="" type="radio"/>	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	***

[+ Add Business Activities](#)

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Super Market Ltd	شركة أسوبر ماركت	SC2X3T0D	100.00	***

[+ Add Owner](#)

Local Branch Details

Previous 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 VG to TRN

Legal Name in English: ABC Super Market Ltd

Legal Name in Arabic: سوبر ماركت المحدودة

Trade Name in English (optional): ABC Super Market Ltd

Trade Name in Arabic (optional): سوبر ماركت المحدودة

Upload copy of Trade License: Add/New(T) | Drag files here | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Primary Activity	Industry	Main Group	Subgroup	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	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	+++

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Super Market Ltd	سوبر ماركت المحدودة	SC2X3T1DD	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)	<ul style="list-style-type: none"> 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.



VAT Registration - Convert TIN VG to TRN

Legal Name in English: ABC Super Market Ltd

Legal Name in Arabic: تجارة ابي سوبر ماركت

Trade Name in English (optional): ABC Super Market Ltd

Trade Name in Arabic (optional): تجارة ابي سوبر ماركت

Upload copy of Trade License: Add/View(T) | 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
<input checked="" type="radio"/>	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	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Super Market Ltd	تجارة ابي سوبر ماركت	SCZXSTDD	100.00	***

Local Branch Details

Do you have branches in UAE? Yes No

Buttons: Previous Step, 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.



VAT Registration - Convert TIN VG to TRN

Legal Name in English: ABC Super Market Ltd

Legal Name in Arabic: تجارة سوبر ماركت الـ ABC

Trade Name in English (optional): ABC Super Market Ltd

Trade Name in Arabic (optional): تجارة سوبر ماركت الـ ABC

Upload copy of Trade License: Add/View(T) | 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
<input checked="" type="radio"/>	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	***

Owners List

Owner Type	Owner name in English	Owner name in Arabic	ID Number	Shareholding Percentage	Actions
Legal Person	ABC Super Market Ltd	تجارة سوبر ماركت الـ ABC	SC2X3TDD	100.00	***

Local Branch Details

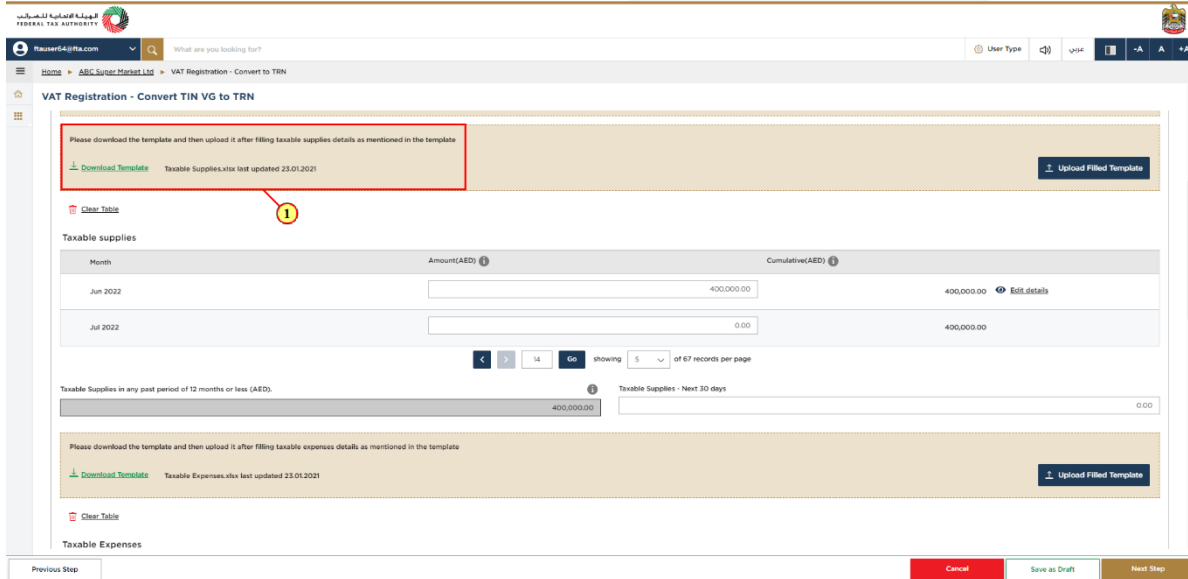
Do you have branches in UAE? Yes No

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 '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> <ol style="list-style-type: none"> 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 style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Enter the taxable supplies and Taxable expenses directly in the screen. 3. The figure must only be reported in UAE Dirhams (AED).



What are you looking for?

VAT Registration - Convert TIN VG to TRN

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

Upload scanned copies of documentary proof - Purchase orders, contracts.

Upload scanned copies of documentary proof - Sample expenses invoices

Upload scanned copies of documentary proof - Sample sales invoices

VAT Registration Criteria: Mandatory

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: 03/06/2022

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): 01/07/2022

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 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.



VAT Registration - Convert TIN VG to TRN

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

Upload scanned copies of documentary proof - Purchase orders, contracts.

Upload scanned copies of documentary proof - Sample expenses invoices

Upload scanned copies of documentary proof - Sample sales invoices

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
03/06/2022

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)
01/07/2022

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 Cancel Save as Draft Next Step

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.



Home > AEC Surger Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

Upload scanned copies of documentary proof - Purchase orders, contracts.

Upload scanned copies of documentary proof - Sample expenses invoices

Upload scanned copies of documentary proof - Sample sales invoices

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: 03/06/2022

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): 01/07/2022

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 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

Home > ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

1 Entry 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: Abu Plaza
Street: Millennium Street Area: Dubai
City: Dubai Emirates: Dubai
Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Country Code: +971 (United Arab Emirates) Landline Number: 123456787
Email ID: itauser64@fta.com P.O. Box: 00000

Previous Step Cancel Save as Draft Next Step

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



Home > AEC Surger Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG 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: Aziz Plaza


Street: Millennium Street Area: Dubai

City: Dubai Emirate: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Country Code: +971 (United Arab Emirates) Landline Number: 123456787

Email ID: ftaxuser64@fta.com P.O. Box: 000000

Previous Step 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.



Home > AEC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG 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: Aziz Plaza

Street: Millennium Street Area: Dubai

City: Dubai Emirates: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 987654321 Country Code: +971 (United Arab Emirates) Landline Number: 123456787

Email ID: ftaxuser64@fta.com P.O. Box: 000000

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)	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

[Home](#) > [ABC Super Market Ltd](#) > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

ABC Super Market Ltd

First Name in Arabic:

Last Name in Arabic:

Are you a Resident of UAE? Yes No

Emirates ID:

ID Expiry Date:

Passport Number:

Passport Issuing Country:

Passport Expiry Date:

Country of Nationality:

Upload copy of your emirates ID:

Please upload copy of Passport:

Relationship Table:

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Director	ABC Super Market Ltd	شركة سوق السوبر الماركت	784-1973-3926402-6	Resident	United Arab Emirates	***

[Previous Step](#) [Cancel](#) [Save as Draft](#) [Next Step](#)

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



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



Home > ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

ABC Super Market Ltd

First Name in Arabic: [Field] Last Name in Arabic: [Field]

Are you a Resident of UAE? Yes No

Emirates ID: 784-973-3926402-6

ID Expiry Date: 25/01/2028

Passport Number: FDVBFQFDX4

Passport Issuing Country: United Arab Emirates

Passport Expiry Date: 25/07/2033

Upload copy of your emirates ID: [Add/View()]

Please upload copy of Passport: [Add/View()]

Relationship: Director

Relationship	Name in English	Name in Arabic	ID Number	Resident of UAE	Nationality	Actions
Director	ABC Super Market Ltd	شركة سوق عابدين	784-973-3926402-6	Resident	United Arab Emirates	***

Previous Step [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: AE020030012

Bank Name: Jaffar

Branch Name: CHIRAJJAL

Account Holder's Name: CHAIT

Account number: 90000987982000

Upload Copy of Bank Validation Letter

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

Buttons: Previous Step, 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.



Home > ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

1 Entry 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

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AED020 2

Bank Name: asfadsf Branch Name: CHIRAJULAL

Account Holder's Name: C Account number: 000005637892000

Upload Copy of Bank Validation Letter

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

Previous Step Cancel Save as Draft Next Step

1

Step	Action
(1)	You may enter your bank details.



Home > ABC Sweets Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

1 Entry 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

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AE0203030000056789200004

Bank Name: asdfghjkl Branch Name: DHIRAJAL

Account Holder's Name: CHAITANYA Account number: 00000567892000

Upload Copy of Bank Validation Letter

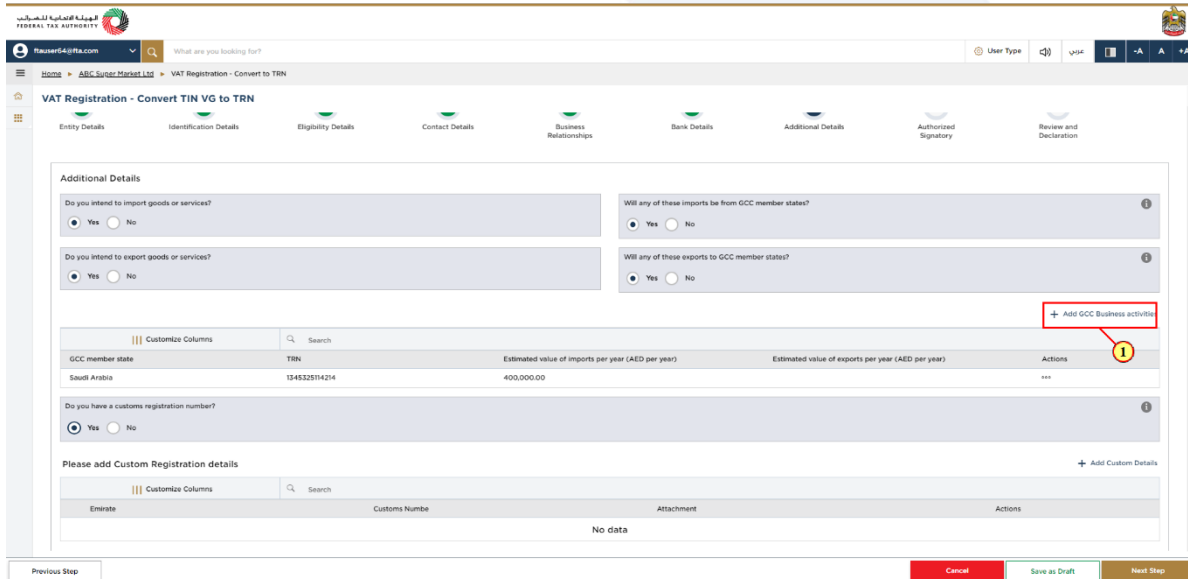
Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Previous Step | Cancel | Save as Draft | **Next Step** (1)

Step	Action
(1)	Click 'Next Step' to save and proceed to the 'Additional Details' section

Additional Details

GCC Business activities



The screenshot shows the 'Additional Details' section of the VAT Registration - Convert TIN VG to TRN form. It includes several questions about import and export intentions, a table for GCC member states, and a section for custom registration details. A red box highlights the '+ Add GCC Business activities' button in the table's actions column.

GCC member state	TIN	Estimated value of imports per year (AED per year)	Estimated value of exports per year (AED per year)	Actions
Saudi Arabia	1345325114214	400,000.00		...

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'.



VAT Registration - Convert TIN VG to TRN

Additional Details

Do you intend to import goods or services?
 Yes No

Do you intend to export goods or services?
 Yes No

Do you have a customs registration number?
 Yes No

GCC Business Activities

Select GCC state	TRN (if available)	Value of Import (AED per year)
Saudi Arabia	154532514214	400,000.00

+ Add GCC Business activities

No data

Cancel Save as Draft Next Step



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



Custom details

[Home](#) > [ABC Super Market Ltd](#) > VAT Registration - Convert to TRN

[Entry Details](#) | [Identification Details](#) | [Eligibility Details](#) | [Contact Details](#) | [Business Relationships](#) | [Bank Details](#) | [Additional Details](#) | [Authorized Signatory](#) | [Review and Declaration](#)

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

+ Add GCC Business activities

Customize Columns	Search				
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	124525114214	400,000.00			+++

Do you have a customs registration number?
 Yes No

Please add Custom Registration details

Customize Columns	Search				
Emirate		Customs Number	Attachment		Actions
					No data

[Previous Step](#) | [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'.

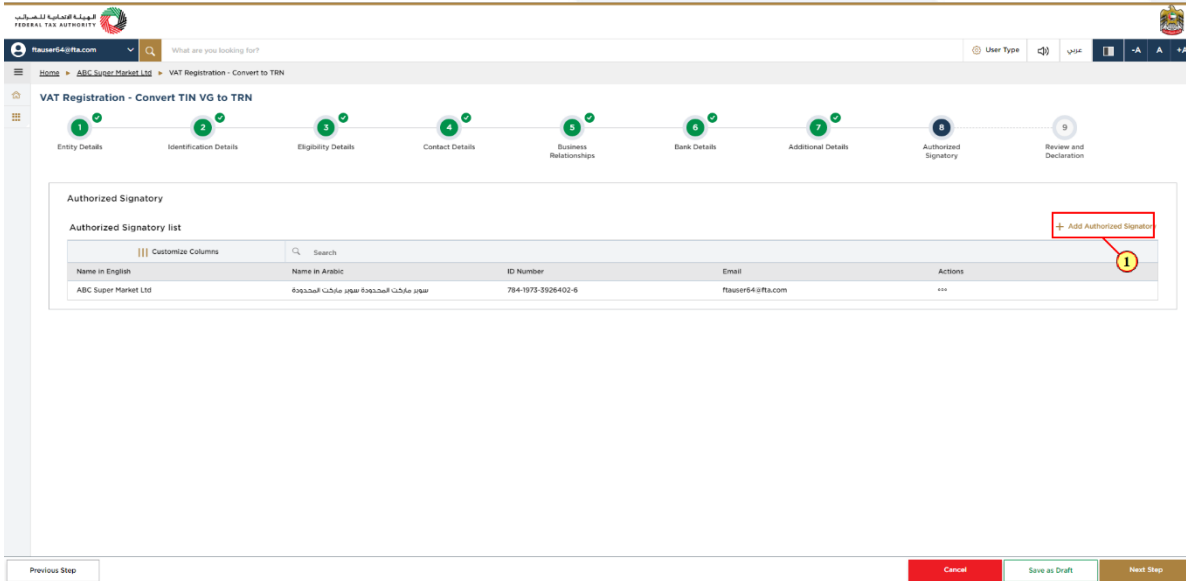



- If you have multiple Customs Registration Numbers (“CRN”) in the UAE, add each of them as a separate line item.
- The Customs Registration information will assist the FTA and the relevant Customs departments to identify you accurately at the time of importing and exporting goods into or from the UAE. 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



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.



Step	Action
(1)	<ul style="list-style-type: none"> • If Manager OR CEO is the authorized signatory, select 'Yes'. The Manager OR CEO details provided in the 'Business Relationships' section will get populated in the screen. • Otherwise, select 'No', to enter the authorized signatory details . • After completing all mandatory fields, click 'Add'.



Authorized Signatory

Is your authorized signatory same as your manager?
 Yes No

First Name in English: ABC Super
 Last Name in English: Market Ltd

First Name in Arabic:
 Last Name in Arabic:

Designation: Manager
 Email: ftouser64@fta.com

Country Code: +971 (United Arab Emirates)
 Mobile Number: 976765465

Are you a Resident of UAE?
 Yes No

Country of Nationality: United Arab Emirates

Emirates ID: 784-1975-3926402-6
 ID Expiry Date: 25/01/2028

Passport Number: FDVBDFDIX4

Passport Issuing Country: United Arab Emirates
 Passport Expiry Date: 25/07/2031

Start Date: 25/01/2017

Please upload Memorandum of Association/Power of Attorney documents.
 Drag files here

Previous 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 'Next Step' to save and proceed to the 'Review and Declaration' section.



Review and Declaration

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

ftauser64@fta.com

What are you looking for?

User Type عربي

VAT Registration - Convert TIN VG to TRN

VAT Registration - Convert TIN VG to TRN

Do you intend to export goods or services?
 Yes No

Do you have a customs registration number?
 Yes No

Step B : Authorized Signatory

Name In English	Name In Arabic	ID Number	Email	Edit
ABC Super Market Ltd	شركة سوق سوبر ماركت المحدودة	784-1973-3926402-6	ftauser64@fta.com	

Declaration

First Name In English: fta

First Name In Arabic: فتا

Last Name In English: fta

Last Name In Arabic: فتا

Country Code: +971 (United Arab Emirates)

Mobile Number: 987654321


Email: ftauser64@fta.com

Submission Date: 26/07/2022

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.



VAT Registration - Convert TIN VG to TRN

Do you intend to export goods or services?
 Yes No

Do you have a customs registration number?
 Yes No

Step 8 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email
ABC Super Market Ltd	مركز ابي سوبر الماركيت المحدود	784-1975-3926402-6	ftauser64@fta.com

Declaration

First Name in English: fta
 Last Name in English: fta
 Country Code: +971 (United Arab Emirates)
 Mobile Number: 987654321
 Submission Date: 26/07/2022

First Name in Arabic: القابلية التجارية الفدية
 Last Name in Arabic: القابلية التجارية الفدية
 Email: ftauser64@fta.com

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

Previous Step 1 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.



ftauser64@fta.com What are you looking for? User Type عربي

Home > ABC Super Market Ltd > VAT Registration - Convert to TRN

VAT Registration - Convert TIN VG to TRN

Do you intend to export goods or services?
 Yes No

Do you have a customs registration number?
 Yes No

Step 8 : Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Edit
ABC Super Market Ltd	شركة أسبى سيور ماركيت المحدودة	784-1975-3926402-6	ftauser64@fta.com	

Declaration

First Name in English: fta
 Last Name in English: fta
 Country Code: +971 (United Arab Emirates)
 Mobile Number: 987654321
 Submission Date: 26/07/2022

First Name in Arabic: القابلية التجارية الفدرالية
 Last Name in Arabic: القابلية التجارية الفدرالية
 Email: ftauser64@fta.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)	Click 'Submit' to submit the Convert TINVG to TRN application.



Post Application Submission

The screenshot displays the FTA portal interface. At the top, there is a navigation bar with the user's email 'ftauser64@fta.com', a search bar, and utility icons for 'User Type', a speaker, and language selection ('عربي'). Below the navigation bar, the breadcrumb trail reads 'Home > ABC Super Market Ltd > VAT Registration - Convert to TRN'. The main content area is titled 'Value Added Tax Registration' and features a large illustration of a document with a checkmark. The status is 'Application Submitted Successfully' with a progress indicator showing 'In Review'. The application details are as follows:

Name	: ABC Super Market Ltd
Reference Number	: 300000004338
Submitted Date	: 26 July 2022

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.



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