



إمارات تاكس  
EMARATAX

## Payment for VAT on Commercial Property Sales – Seller

### User Manual

Date: Oct 2022

Version 1.0.0.0

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## Document Control Information

### Document Version Control

| Version No. | Date      | Prepared/Reviewed by  | Comments                        |
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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"> <li>Registered for VAT</li> <li>Registered for Excise</li> <li>Non-registered Taxpayer</li> <li>Tax Group</li> <li>Warehouse Keeper</li> <li>Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>Excise Tax Clearing Company (TINCE)</li> </ul> |
| 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   |
|---|---|
| <b>In the Portal</b>  |   |
|  <b>User types</b>     | 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   |
| <b>English</b> 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   |
|  <b>Manage Account</b> | This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password  |
|  <b>Log Out</b>       | This is used to log off from the portal   |
| <b>In the Business Process application</b>  |   |
| <b>Previous Step</b>  | This is used to go the Previous section of the Input Form   |
| <b>Next Step</b>  | This is used to go the Next section of the Input Form   |
| <b>Save as Draft</b>  | 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](#)



## Payment for VAT on Commercial Property Sales - Seller\_V0.1.0.0

|   |           |
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# Introduction



This manual is prepared to help a taxpayer navigate through the Emaratax portal, access the “Other Services” screen and make payments for the VAT on Commercial Property Sales as a seller of property.



# Login to EmaraTax

- You can login into the EmaraTax portal 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.



The screenshot shows the user interface of the Federal Tax Authority website. On the left sidebar, the 'OTHER SERVICES' menu item is highlighted with a red box and a circled number '1'. The main content area is titled 'Create New Taxable Person Profile' and contains a 'Taxable Person List' section. This list includes three entries: 'Uaekfo', 'Pola', and 'Oman', each with a 'View' button and a three-dot menu icon. A search bar is located above the list, and a footer section contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' options.

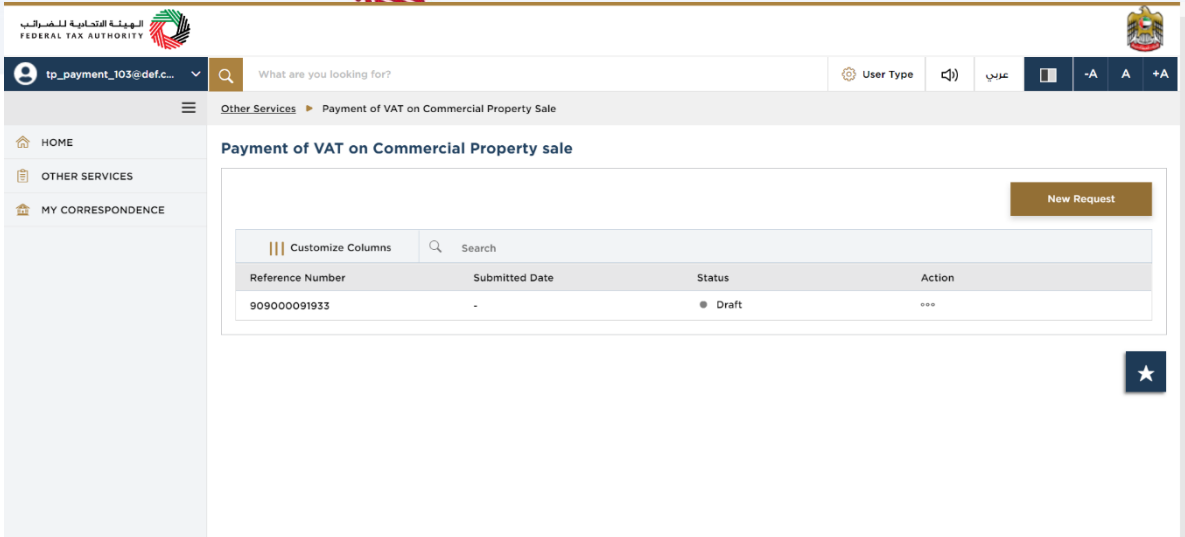
| Step | Action                                  |
|------|---|
| (1)  | Select the “Other Services” menu option |





The screenshot shows the user interface of the Federal Tax Authority portal. The top navigation bar includes the user's email address, a search bar, and utility icons. The main content area is divided into 'Other Services' and 'My Reports'. Under 'Other Services', there are tiles for 'Link TRN to New Email Address', 'Reconsideration & Waive Reduction', 'Excise Goods List', 'Payment of VAT on Commercial Property', and 'Tax Agent Infraction'. The 'Payment of VAT on Commercial Property' tile has a 'View All' button highlighted with a red box and a yellow circle with the number '1' pointing to it. The 'My Reports' section is also visible below.

| Step | Action  |
|------|---|
| (1)  | Click on "View All" under "Payment of VAT on Commercial Property" tile. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

HOME  
OTHER SERVICES  
MY CORRESPONDENCE

Payment of VAT on Commercial Property sale

New Request

Customize Columns Search

| Reference Number | Submitted Date | Status | Action |
|------------------|----------------|--------|--------|
| 909000091933     | -              | Draft  | ...    |

★



If you have any existing requests in draft mode or have previously raised requests to make payments of VAT on commercial property sales, these will be visible as entries in the table above.




The screenshot shows the user interface for 'Payment of VAT on Commercial Property Sale'. At the top, there is a search bar and navigation options. Below, a table lists existing requests. A red box labeled 'New Request' is positioned above the table, with a red arrow and a circled '1' pointing to it, indicating the step to click this button.

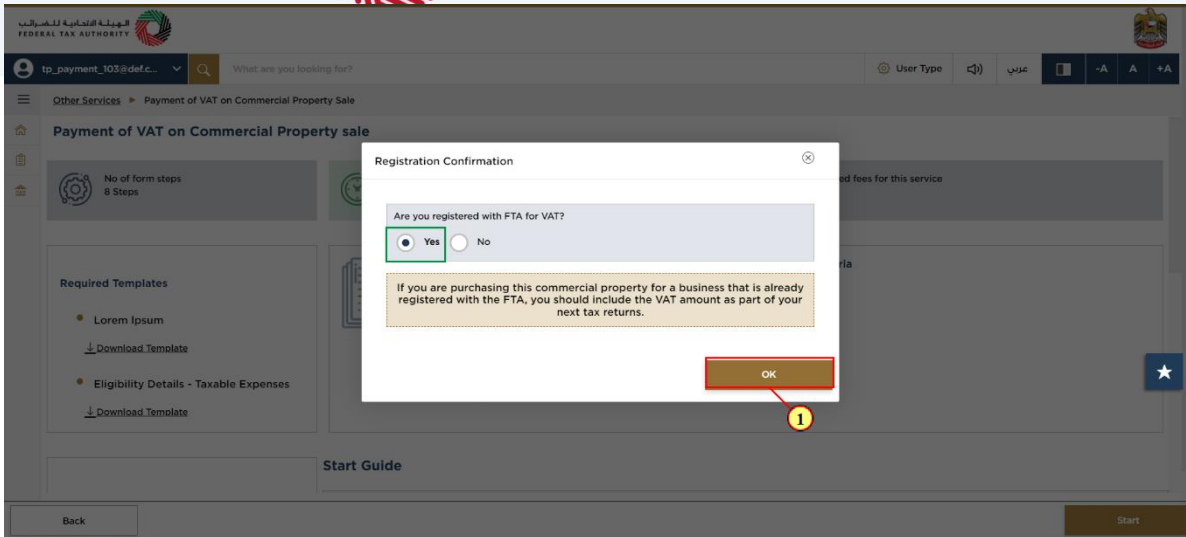
| Reference Number | Submitted Date | Status | Action |
|------------------|----------------|--------|--------|
| 909000091933     | -              | Draft  | ...    |

| Step | Action  |
|------|---|
| (1)  | Click on the “New Request” button to make a new VAT payment for a commercial property sale. |



 These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this refund request.

| Step | Action   |
|------|--|
| (1)  | After clicking and confirming that all the instructions and guidelines in the Getting Started Guide have been read, click on the “Start” button. |



| Step | Action   |
|------|--|
| (1)  | Select "Yes" if you are registered for VAT with FTA and click on "Ok" to cancel the request for VAT on Commercial Property Sale. |




Registration Confirmation

Are you registered with FTA for VAT?

Yes  No

Proceed

I confirm that I have read the Getting Started Guide

 If you are registered for VAT with the FTA, then you must report the VAT amount on any commercial property sales as part of your VAT returns.



| Step | Action   |
|------|--|
| (1)  | Select the radio button 'No' to confirm that you are not registered with FTA for VAT and click "Proceed" which will display the request form |



# Buyer/Seller Details

| Step | Action  |
|------|---|
| (1)  | On the Buyer/Seller Details page, select the “Seller” radio button if you are the Seller of the property. |





الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for?

User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Seller Details**

Please select the entity type

Legal Person  Natural Person

Legal Name in English: SALMA GLNADA KHALESA NAILA AL MAKHEETA

Legal Name in Arabic: سلمى جنادا خالصة نايلة المكهيتي

License Issuing Authority: Dubai Development Authority

License Number: 67538299452

Issue Date: 02/08/2019

Expiry Date: 02/08/2020

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

| Step | Action   |
|------|--|
| (1)  | Select the Entity Type as "Legal Person" if you fall under the category of legal person and then enter all your details. |



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for?

User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Seller Details**

Please select the entity type i

Legal Person  Natural Person

Legal Name in English: SALMA GLNADA KHALESA NAILA AL MAKHEETA

Legal Name in Arabic: سلمى جلندا خالصة نائله المخطي


License Issuing Authority: Dubai Development Authority

License Number: 67538299452

Issue Date: 02/08/2019

Expiry Date: 02/08/2020

Previous Step Save as Draft Next Step

 You can click on the “i” icon for the definitions of “Legal Person” and “Natural Person”



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for?

User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

02/08/2019 02/08/2029

Enter Trade name in English: Salma Builders

Enter Trade name in Arabic: بناء سلمى

Upload copy of trade license

Add/View(1) Drag files here

Max File size : 15 MB Formats : PDF, Doc Max. No. of files : 3

Country Code: +971 ( United Arab Emirates ) Mobile Number: 897535684 Email ID: tp\_payment\_103@def.com

Buyer Details

Previous Step Save as Draft Next Step

| Step | Action  |
|------|---|
| (1)  | Click on Add/View button to upload a copy of the Trade License and then choose the applicable country code, enter your Mobile number and a valid email address. |



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for?

User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Seller Details**

Please select the entity type

Legal Person  Natural Person

First Name in English: SALMA GLNADA KHALESA NAILA  
Last Name in English: AL MAKHEETA

First Name in Arabic: سلمى جنادة خالصة نايلة  
Last Name in Arabic: المكيطة

Are you a resident of the UAE?  
 Yes  No

Previous Step Save as Draft Next Step

| Step | Action  |
|------|---|
| (1)  | Select the "Natural Person" radio button if you fall under the category of a Natural Person and then enter all the necessary details in English and Arabic as required. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

Are you a resident of the UAE?  
 Yes  No

Emirates ID number

Emirates ID Expiry Date

Upload Copy Of Your Emirates ID  
 Drag files here  
 Max File size : 15 MB Formats : PDF, JPG, JPEG, PNG, DOC Max. No. of files : 3

Country of Nationality

Passport Number

Passport Expiry Date

Upload copy of your passport  
 Drag files here  
 Max File size : 15 MB Formats : DDE, IDG, IDFG, DNG, DNG\* Max. No. of files : 3

Passport Issuing Country

Previous Step 1 Save as Draft Next Step

| Step | Action  |
|------|---|
| (1)  | Enter the Emirates Id and Passport details if you select the radio button “Yes” to confirm that you are a resident of the UAE and click on Add/View button to upload copies of your Emirates id and passport. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

**Payment of VAT on Commercial Property sale**

Are you a resident of the UAE?  
 Yes  No

Passport Number  Passport Expiry Date

Upload copy of your passport  
 Drag files here

Max File size : 15 MB Formats : PDF, JPG, JPEG, PNG, DOC Max. No. of files : 3

Passport Issuing Country  
 Saudi Arabia

**Buyer Details**

Please select the entity type

| Step | Action  |
|------|---|
| (1)  | Select the radio button "No" if you are not a resident of the UAE. Enter your passport details and then click on the Add/View button to upload a copy of your passport. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Buyer Details**

Please select the entity type

Legal Person  Natural Person

Legal Name in English: RAJA GURU VIJAYA KUMAR

Legal Name in Arabic: راجا جورو فيجايا كومار

License Issuing Authority: Abu Dhabi Department of Economic Development

License Number: 678143639

Issue Date: 03/08/2020

Expiry Date: 03/08/2024

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

| Step | Action  |
|------|---|
| (1)  | Select the Entity Type as “Legal Person” if the Buyer falls under the category of a Legal Person and enter all the buyer’s details. |



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for?

User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Buyer Details**

Please select the entity type

Legal Person  Natural Person

Legal Name in English: RAJA GURU VIJAYA KUMAR

Legal Name in Arabic: راجا جوره فيجايا كومار

License Issuing Authority: Abu Dhabi Department of Economic Development

License Number: 678143639

Issue Date: 03/08/2020

Expiry Date: 03/08/2024

Previous Step Save as Draft Next Step



You can click on the “i” icon for the definitions of “Legal Person” and “Natural Person”.





الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for?

User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

Issue Date: 03/08/2020 Expiry Date: 03/08/2025

Enter Trade name in English: RAJA GURU VIJAYA KUMAR Enter Trade name in Arabic: راجا جوره فيجايا كومار

Upload copy of trade licensee  
Add/View(1) Drag files here  
Max File size : 15 MB Formats : PDF, Doc Max. No. of files : 3

Country Code: +971 ( United Arab Emirates ) Mobile Number: 654280374 Email ID: raja\_payment\_111@def.com

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

| Step | Action  |
|------|---|
| (1)  | Click on "Add/View" button to upload a copy of the buyer's Trade License and then choose the applicable country code, enter the Mobile number and a valid email address of the buyer. |



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for?

User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Buyer Details**

Please select the entity type

Legal Person  Natural Person

First Name in English: RAJA GURU Last Name in English: VIJAYA KUMAR

First Name in Arabic: راجا جورو Last Name in Arabic: فيجايا كومار

Is the buyer a resident of the UAE?  
 Yes  No

Previous Step Save as Draft Next Step

| Step | Action  |
|------|---|
| (1)  | Select the Entity Type as "Natural Person" if the Buyer falls under the category of a Natural Person and enter all the buyer's details. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

Is the buyer a resident of the UAE?

Yes  No

Emirates ID number  Emirates ID Expiry Date

Upload Copy Of Your Emiartes ID  Drag files here

Max File size : 15 MB | Formats : PDF, JPG, JPEG, PNG, DOC | Max. No. of files : 3

Country of Nationality

Passport Number  Passport Expiry Date

1

| Step | Action  |
|------|---|
| (1)  | Select the radio button "Yes" in case the buyer is a resident of the UAE. Enter the details of the buyer's Emirates Id and passport and then click on "Add/View" button to upload copies of the buyer's Emirates id and passport. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

Is the buyer a resident of the UAE?

Yes  No

Passport Number  Passport Expiry Date

Upload copy of your passport   
 Drag files here Passport Issuing Country

Max File size : 15 MB Formats : PDF, JPG, JPEG, PNG, DOC Max. No. of files : 3

Is the buyer registered for VAT in UAE?

Yes  No  Don't know

| Step | Action  |
|------|---|
| (1)  | Select the radio button "No" in case the buyer is not a resident of the UAE. Enter the buyer's passport details and then click on "Add/View" button to upload a copy of the buyer's passport. |



Payment of VAT on Commercial Property Sale

RAJA GURU VIJAYA KUMAR

License Issuing Authority: Abu Dhabi Department of Economic Development

License Number: 678M3639

Issue Date: 03/10/2020

Expiry Date: 03/10/2025

Enter Trade name in English: RAJA GURU VIJAYA KUMAR

Enter Trade name in Arabic: [Field]

Upload copy of trade license: [Add/View] [Drag files here]

Country Code: +971 (United Arab Emirates)

Mobile Number: 654280374

Email ID: raja\_payment\_fta@def.com

Is the buyer registered for VAT in UAE?  
 Yes  No  Don't know

TIN Number (Optional): [Field]

Buttons: Previous Step, Save as Draft, Next Step

| Step | Action   |
|------|--|
| (1)  | Choose the radio button “Yes”, “No” or “Don’t Know” to confirm whether the buyer is registered with FTA for VAT and click on “Next Step” to proceed towards the property and payment details section of the request. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

Passport Number

Passport Expiry Date

Upload copy of your passport

Drag files here

Max File size : 15 MB Formats : PDF, JPG, JPEG, PNG, DOC Max. No. of files : 3

Passport Issuing Country

Is the buyer registered for VAT in UAE?

Yes  No  Don't know

TRN Number (Optional)



- Optional fields are marked as "(Optional)". All other fields are mandatory.
- You can click on "Save as Draft" if you would like to save your application and continue at a later time.



# Property / Payment Details

tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services > Payment of VAT on Commercial Property Sale

Payment of VAT on Commercial Property sale


1 Buyer/Seller Details 2 Property/Payment Detail 3 Review & Declaration

Property/Payment Details

Date of Transaction: 03/08/2022 Land Department: Land Department- Dubai

Land Department Transaction Number: ABC12345695 Commercial Property Number: 123456

Previous Step Save as Draft Next Step

 The progress bar displays the number of steps required to complete the application. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green.

tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services > Payment of VAT on Commercial Property Sale

Payment of VAT on Commercial Property sale

1 Buyer/Seller Details 2 Property/Payment Detail 3 Review & Declaration

Property/Payment Details

Date of Transaction: 03/08/2022 Land Department: Land Department- Dubai

Land Department Transaction Number: ABC12345695 Commercial Property Number: 123456

Previous Step Save as Draft Next Step

| Step | Action   |
|------|--|
| (1)  | Enter the details of the commercial property and the land department |



tp\_payment\_103@def... What are you looking for? User Type عربي

Other Services > Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Address Details**

|   |   |
|---|---|
| Country<br>United Arab Emirates               | Building Name & Number<br>Makaani 1234589     |
| Street<br>Airport Road                        | Area<br>Airport                               |
| City<br>Abudhabi                              | Emirates<br>Abu Dhabi                         |
| Country code<br>+971 ( United Arab Emirates ) | Phone Number<br>876556783                     |
|   | Country code<br>+971 ( United Arab Emirates ) |
|   | Landline Number (Optional)                    |
| Email ID<br>raja_payments_111@def.com         | P.O. Box (Optional)<br>1234                   |

Previous Step Save as Draft Next Step

| Step | Action  |
|------|---|
| (1)  | Enter the address details of the commercial property. |





tp\_payment\_103@def... What are you looking for? User Type عربي

Other Services > Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

**Address Details**

|  |  |
|--|--|
| <b>Country</b><br>United Arab Emirates               | <b>Building Name &amp; Number</b><br>Makaani 1234589 |
| <b>Street</b><br>Airport Road                        | <b>Area</b><br>Airport                               |
| <b>City</b><br>Abudhabi                              | <b>Emirates</b><br>Abu Dhabi                         |
| <b>Country code</b><br>+971 ( United Arab Emirates ) | <b>Phone Number</b><br>876556783                     |
| <b>Country code</b><br>+971 ( United Arab Emirates ) | <b>Landline Number (Optional)</b>                    |
| <b>Email ID</b><br>raja_payments_111@def.com         | <b>P.O. Box (Optional)</b><br>1234                   |

Previous Step Save as Draft Next Step



Optional fields are marked as "(Optional)". All other fields are mandatory.



Payment of VAT on Commercial Property Sale

ABC12345695 123456

**Address Details**

Country: United Arab Emirates Building Name & Number: Matarani 1234569

Street: Airport Road Area: Abu Dhabi

City: Abu Dhabi Emirates: Abu Dhabi

Country code: +971 ( United Arab Emirates ) Phone Number: 675499769 Landline Number (Optional):

Email ID: mpa\_payment\_10@taf.com P.O. Box (Optional): 123456

**Payment Details**

Property Sale Amount Excluding VAT (AED): 50,000.00 VAT Amount (AED): 2,500.00

Previous Step Save as Draft Next Step

| Step | Action   |
|------|--|
| (1)  | Enter the "Property Sale Amount Excluding VAT". The "VAT Amount" will be automatically calculated as 5% of the value entered in the "Property Sale Amount Excluding VAT" field. Click on "Next Step" to proceed further. |



# Review & Declaration

tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

Jalel balew

First Name in Arabic البترجمة Last Name in Arabic البترجمة

Country Code +971 ( United Arab Emirates ) Phone Number 897676543 Email ID TP\_PAYMENT\_103@DEF.COM

Submission Date 03/08/2022

I hereby agree to the below points:

- I have read the requirements, obligations, terms & conditions for this declarations.
- I declare that the information provided is accurate and complete.

Previous Step Save as Draft Submit

| Step | Action  |
|------|---|
| (1)  | Click on the check- box to confirm that all the requirements/obligations have been read and the provided information is accurate and complete and click on the "Submit" button to proceed towards making the payment. |



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

Other Services ▶ Payment of VAT on Commercial Property Sale

### Payment of VAT on Commercial Property sale

|   |                                |                                    |
|---|--------------------------------|------------------------------------|
| Jaiei   | baiei                          |                                    |
| First Name in Arabic<br>الترجمة               | Last Name in Arabic<br>الترجمة |                                    |
| Country Code<br>+971 ( United Arab Emirates ) | Phone Number<br>897676543      | Email ID<br>TP_PAYMENT_103@DEF.COM |
| Submission Date<br>03/08/2022                 |                                |                                    |

I hereby agree to the below points:

- I have read the requirements, obligations, terms & conditions for this declarations.
- I declare that the information provided is accurate and complete.

Previous Step Save as Draft Submit



You can click on "Previous Step" to go back to the previous step of the application and make any changes or review the information that you have entered



The screenshot displays the user interface of the Federal Tax Authority website. At the top, there is a navigation bar with the user's email address 'tp\_payment\_103@def.c...' and a search bar. Below the navigation bar, the breadcrumb trail reads 'Other Services > Payment of VAT on Commercial Property Sale'. The main content area shows a confirmation message: 'Request submitted successfully'. To the right of this message is a green box with a white dot and the text 'Payment Pending'. Below the message, the following details are listed: Name: Jalel balew, Reference Number: 909000091934, Submitted Date: 3 August 2022, and Payment Amount: AED 2500.0000. A 'Pay' button is visible at the bottom right of the confirmation area. On the left side of the confirmation area, there is a faint illustration of a document with a checkmark and a calculator.



- An acknowledgement will be displayed on completion of the request along with a reference number.
- The application form can also be accessed in future from the list of commercial property sale requests under "Home>Other Services>Payment of VAT on Commercial Property > View All" as explained earlier.
- The status of the application will be "Payment Pending" until the payment is made.



Request submitted successfully

● Payment Pending

Name : Jalel balew  
Reference Number : 909000091934  
Submitted Date : 3 August 2022  
Payment Amount : AED 2500.0000

Pay 1

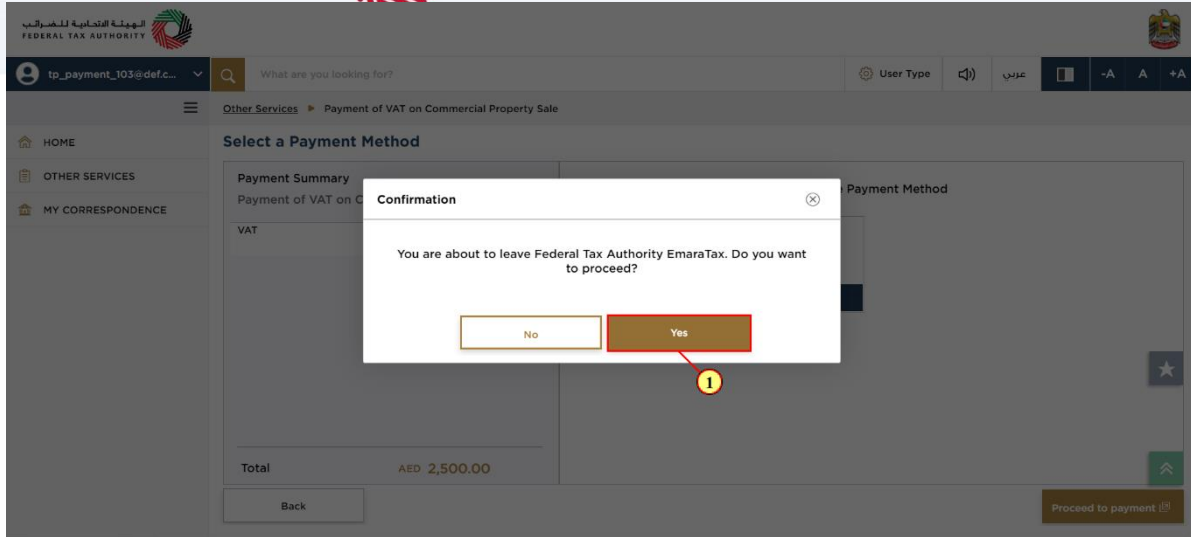
| Step | Action  |
|------|---|
| (1)  | Click on the "Pay" button to proceed with the payment of the VAT amount for the commercial property sale via the eDirham portal |



# Choose Payment Method

| Step | Action   |
|------|--|
| (1)  | Click on the radio button “Magnati Pay” to choose the payment method and then click on “Proceed to Payment”. |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>You can view the payment amount under the “Payment Summary” section.</li> <li>Once you click on Proceed to Payment you will be redirected to the Magnati Pay portal</li> </ul> |
|--|---|



| Step | Action                                       |
|------|--|
| (1)  | Click "Yes" to proceed to Magnati Pay portal |





Select payment method

Credit / Debit / Prepaid Card

|                 |             |
|-----------------|-------------|
| CARDHOLDER NAME | CARD EXPIRY |
| FRictionless    | 12 2025     |
| CARD NUMBER     | CVV / CVC   |
| 520474000001002 | •••         |

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO  
**Federal Tax Authority**

TRANSACTION AMOUNT  
**AED 2500.00**

SERVICE CHARGE  
**AED 17.00**

TOTAL  
**AED 2517.00**

Pay

Cancel

Powered by **magnati**  
Payments and Possibilities



- This section is for you to enter your card details which will be validated by the Magnati Pay portal.



Select payment method


Credit / Debit / Prepaid Card

CARDHOLDER NAME: FRICTIONLESS

CARD EXPIRY: 12 / 2025

CARD NUMBER: 5204740000001002

CVV / CVC: ...



PAYMENT TO  
Federal Tax Authority

TRANSACTION AMOUNT  
AED 2500.00

SERVICE CHARGE  
AED 17.00

TOTAL  
AED 2517.00

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

Pay

Cancel

Powered by FAB magnati  
First Abu Dhabi Bank Payments and Possibilities



| Step | Action   |
|------|--|
| (1)  | <ul style="list-style-type: none"> <li>You can view any charges levied by the Magnati Pay portal against the "Service Charge" tag</li> </ul> |



Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME: FRICTIONLESS

CARD EXPIRY: 12 / 2025

CARD NUMBER: 5204740000001002

CVV / CVC: ●●●

282 14 783

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO  
Federal Tax Authority

TRANSACTION AMOUNT  
AED 2500.00

SERVICE CHARGE  
AED 17.00

TOTAL  
AED 2517.00

Pay

Cancel 1

Powered by FAB1 magnati  
First Abu Dhabi Bank Payments and Possibilities



| Step | Action   |
|------|--|
| (1)  | <ul style="list-style-type: none"> <li>Enter the Card Holder Full Name, Card Number, Expiry Date, CVV/CVC and then click on the "Pay" button.</li> </ul> |



Select payment method

Credit / Debit / Prepaid Card

|                  |             |
|------------------|-------------|
| CARDHOLDER NAME  | CARD EXPIRY |
| FRictionless     | 12 2025     |
| CARD NUMBER      | CVV / CVC   |
| 5204740000001002 | ***         |

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO  
**Federal Tax Authority**

TRANSACTION AMOUNT  
**AED 2500.00**

SERVICE CHARGE  
**AED 17.00**

TOTAL  
**AED 2517.00**

Pay

Cancel

Powered by   
First Abu Dhabi Bank Payments and Possibilities



- You will be notified on whether your payment has been processed successfully or not.
- You will then be redirected back to the EmaraTax portal. Do not close your browser or app before being redirected back to the EmaraTax portal.



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

### Payment Acknowledgment

#### Payment Successful

● Paid

Submission Date : 03/11/2022  
Time : 19:03:30  
TRN : 850000005000090  
Legal Name : SALMA GLNADA KHALESA NAILA AL MAKHEETA  
Amount paid to FTA : AED 2,500.00



- Once you are redirected back to the EmaraTax portal, a message will be displayed indicating the success or failure of the payment.
- You will receive an email notification once the payment is processed successfully.
- In case of a payment failure, you will be redirected back to the EmaraTax portal and a message will be displayed indicating the payment failure. You can retry the transaction or log out as required.
- Read the "What Next" and "Important" notes.



Legal Name : SALMA GLNADA KHALESA NAILA AL MAKHEETA  
Amount paid to FTA : AED 2,500.00

**What Next :**

- 1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) You can view this payment in your Transaction History
- 4) You can download a copy of this receipt using the Download button below or in the future from "My Correspondence"

**Important:**  
Once your Tax Agent Registration application has been 'pre-approved' by the FTA, you will be required to take the Language proficiency test for both Arabic and English, written and spoken & the Tax Agent Qualification Standards Test. You will be notified about the test data via email.

For any queries please contact us on [www.xyz.com](http://www.xyz.com) or contact us directly at our call center number 1234567890 or email [atxyz@gmail.com](mailto:atxyz@gmail.com)

Download Back to Dashboard

| Step | Action  |
|------|---|
| (1)  | Click on the "Download" button and download the Payment acknowledgment receipt. |



Legal Name : SALMA GLNADA KHALESA NAILA AL MAKHEETA  
Amount paid to FTA : AED 2,500.00

**What Next :**  
 1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment  
 2) You will receive a notification via your preferred means of correspondence confirming this payment  
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For any queries please contact us on www.xyz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Download Back to Dashboard

| Step | Action  |
|------|---|
| (1)  | Click on 'Back to Dashboard' to go back to dashboard. |



Thank you