



إمارات تاكس  
EMARATAX

## Edit VAT Clearing Company (TINCO) - User Manual

Date: Oct 2022

Version 1.0.0.0

### Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.



## 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"> <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](#)



<b>Document Control Information</b> .....	<b>2</b>
Annexure 2	
Navigating through Emaratax.....	3
<b>Introduction</b> .....	<b>5</b>
<b>Login to Emaratax</b> .....	<b>6</b>
<b>Taxable Person Tile</b> .....	<b>7</b>
<b>VAT Clearing Company - TINCO Tile</b> .....	<b>8</b>
<b>Edit Button</b> .....	<b>9</b>
<b>Guidelines and Instructions</b> .....	<b>10</b>
<b>Communication Details</b> .....	<b>12</b>
<b>Review and Declaration</b> .....	<b>14</b>
<b>Post Application Submission</b> .....	<b>16</b>
<b>Correspondences</b> .....	<b>17</b>



# Introduction



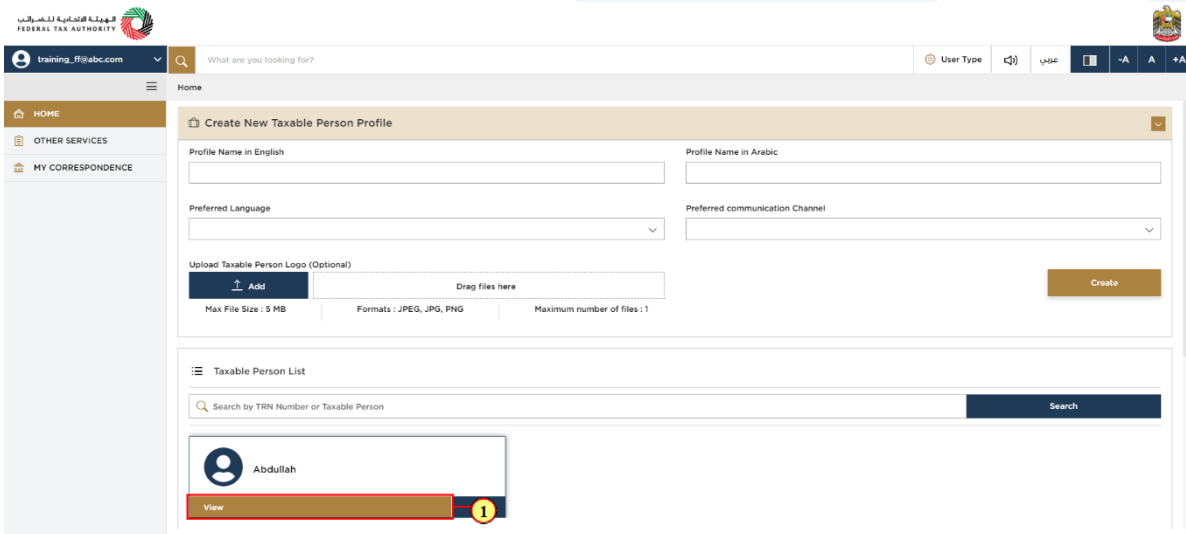
This manual is prepared to help the VAT Clearing Company (TINCO) to navigate through the Federal Tax Authority Emaratax portal and edit their communication addresses. The changes will be immediately reflected against their TINCO registration upon submit of the application. The updated communication addresses of the TINCO will be reflected in the list of published VAT Clearing Companies in the FTA website.



# 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.

# Taxable Person Tile



The screenshot shows the 'Create New Taxable Person Profile' form with fields for Profile Name in English, Profile Name in Arabic, Preferred Language, and Preferred communication Channel. Below the form is an 'Upload Taxable Person Logo (Optional)' section with a file upload area. At the bottom, the 'Taxable Person List' shows a search bar and a list item for 'Abdullah' with a 'View' button and a notification badge.

Step	Action
(1)	Click 'View' on the Taxable Person tile to view the Taxable Person dashboard



# VAT Clearing Company - TINCO Tile

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'Abdullah'. The 'Required Actions' section lists two items: 'Additional Information deadline for 908000000543' due on 26/07/2022 and 'Payment for VAT Late Registration Penalty deadline for 10000.00' due on 22/07/2022. The 'Most Used Services' section includes 'Excise Clearing Company - Registration (TINCE)', 'VAT Clearing Company - Registration (TINCO)', and 'Value Added Tax Registration'. The 'Overview' section displays several tiles: 'Value Added Tax' (Active), 'Excise Tax' (Not registered), 'Warehouse Keeper' (Not registered), 'Tax Group', 'VAT Clearing Company - TINCO' (Active, highlighted in red with a yellow information icon), and 'Excise Clearing Company - TINCE' (Pre-Approved). The 'VAT Clearing Company - TINCO' tile has an 'Actions' button.

Step	Action
(1)	Click 'Actions' in the VAT Clearing Company - TINCO tile.





# Edit Button

The screenshot shows the user interface of the Federal Tax Authority portal. The user is logged in as 'Abdullah'. The main content area displays an 'Overview' section with several cards: 'Value Added Tax' (Active), 'Excise Tax' (Not registered), 'Warehouse Keeper' (Not registered), 'Tax Group', and 'Excise Clearing Company - TINCE'. A context menu is open over the 'Excise Tax' card, with the 'Edit' option highlighted in a red box. A yellow circle with the number '1' is placed next to the 'Edit' option.


Step	Action
(1)	Click 'Edit' to initiate the Edit VAT Clearing Company - TINCO registration application.



# Guidelines and Instructions

The screenshot shows the 'VAT Clearing Company (TINCO) Registration - Edit' page. Key elements include:
 

- Navigation: Home > Charities Registration > VAT Clearing Company (TINCO) - Edit
- Registration Summary: 3 sections, 45 minutes, Free of charge.
- Tutorial Materials: Watch Video Tutorial, Download User Manual.
- Required Documents: N/A.
- Service Details: About the service, Eligibility Criteria, Service steps, FAQs.
- Confirmation: A checkbox labeled 'I confirm that I have read the above instructions and guidelines'.
- Buttons: Back and Start.

 The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to editing your VAT Clearing Company - TINCO registration, in the UAE. It also provides guidance on what information you should have in hand when you are editing the VAT Clearing Company (TINCO) registration application.

This screenshot is identical to the previous one, but a red rectangular box highlights the checkbox labeled 'I confirm that I have read the above instructions and guidelines'. A red circle with the number '1' is placed below the checkbox, with a red arrow pointing to it.

Step	Action
(1)	You are requested to read through the terms and conditions carefully. Once satisfied, you are requested to click checkbox to agree the terms and conditions.



The screenshot shows the 'VAT Clearing Company (TINCO) Registration - Edit' page. At the top, there are navigation links for 'Home', 'Charity Registration', and 'VAT Clearing Company (TINCO) - Edit'. Below this, there are three summary cards: 'No. of form sections: 3 sections', 'Expected time to complete this application: 45 minutes', and 'Expected fees for this service: Free of charge'. There are also sections for 'Tutorial Materials' (with links for 'Watch Video Tutorial' and 'Download User Manual'), 'Required Documents' (N/A), and 'Required Templates' (N/A). A 'Service Details' section includes expandable options for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. At the bottom, there is a confirmation checkbox 'I confirm that I have read the above instructions and guidelines' and a 'Start' button highlighted with a yellow callout bubble containing the number 1.

Step	Action
(1)	Click 'Start' to initiate the Edit VAT Clearing Company - TINCO Registration application.



# Communication Details

VAT Clearing Company (TINCO) Registration - Edit

Communication Details

Entities list

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
ABC Trading Co	101	Training_ff@abc.com	987654321	387553897	<a href="#">Edit</a> <a href="#">Delete</a>

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select "Action", to edit or delete communication details.</li> <li>Note that only communication details can be updated.</li> </ul>

Add Entity

Entity Name in English: ABC Trading Co

Entity Name in Arabic: شركة التجارة

Country: United Arab Emirates

Building Name & Number: 101

Street: Abu Dhabi

Area: Abu Dhabi

City: Abu Dhabi

Emirates: Abu Dhabi

Email ID: training\_ff@abc.com

PO Box No.: 879657

Country Code: +971 ( United Arab Emirates )

Mobile Number: 987654321

Country Code: +971 ( United Arab Emirates )

Landline Number: 387553897

Save

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Edit the communication data and click on "Save" to complete the edit activity.



VAT Clearing Company (TINCO) Registration - Edit

Communication Details

Entities list

Entity Name in English	Address	Email Address	Mobile Number	Landline Number	Action
ABC Trading Co	101	Training_ff@abc.com	987654321	387353897	***

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 'Review and Declaration' section.



# Review and Declaration

VAT Clearing Company (TINCO) Registration - Edit

Communication Details

Review & Declaration

Step 1: Communication Details

Entity Name in English	Address	Email Address	Mobile Number	Landline Number
ABC Trading Co	101	Training_ff@abc.com	987654321	387353897
ABC Trading Co	101	Training_ff@abc.com	987654321	387353897

Authorized Signatory & Declaration

Authorized Signatory list

Previous Step Cancel Save as Draft Submit

- This section will help you to make sure that you have completed the application correctly.
- The section provides a comparison of the old and the newly updated information.

VAT Clearing Company (TINCO) Registration - Edit

Authorized Signatory & Declaration

Authorized Signatory list

No data

Declaration

First Name in English: Training Last Name in English: ff

First Name in Arabic: تدريب Last Name in Arabic: فف

Country Code: +971 (United Arab Emirates) Phone Number: 987654321 Email ID: training\_ff@abc.com

Date of Submission: 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

Step	Action
(1)	After carefully reviewing all the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



training\_ff@abc.com What are you looking for? User Type عربي

Home > abduallah > TINCO Edit

### VAT Clearing Company (TINCO) Registration - Edit

**Authorized Signatory & Declaration**

**Authorized Signatory list**

Name in English	Name in Arabic	Email ID
No data		

**Declaration**

First Name in English: Training Last Name in English: ff

First Name in Arabic: تدريب Last Name in Arabic: فوفيا

Country Code: +971 ( United Arab Emirates ) Phone Number: 987654321 Email ID: training\_ff@abc.com

Date of Submission: 26/07/2022

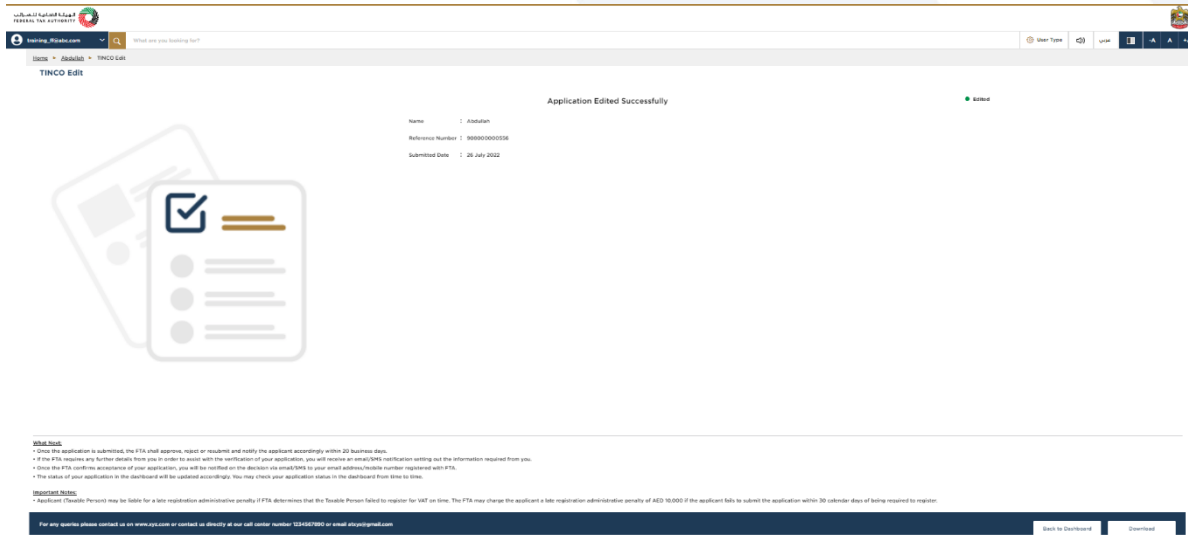
I declare that all information provided is true , accurate and complete to the best of my knowledge and belief

Previous Step Cancel Save as Draft **Submit** <sup>1</sup>

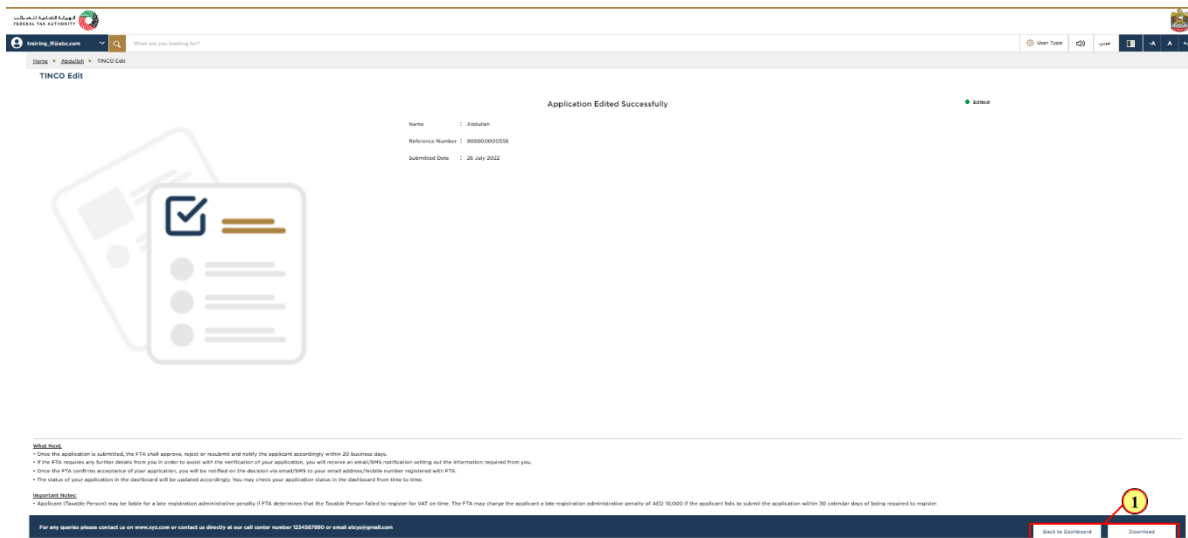
Step	Action
(1)	Click 'Submit' to complete the edit application.



# Post Application Submission



- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- The edit application is automatically approved, the updated changes can be viewed in your registration.
- Read the “What Next” and “Important Notes”.



Step	Action
(1)	<ul style="list-style-type: none"> <li>• Click 'Download' to download a pdf copy of the acknowledgement screen.</li> <li>• Click 'Back to Dashboard' to navigate back to the Taxable Person dashboard.</li> </ul>





# Correspondences



## Taxpayer receives the following correspondences:

- Application submission acknowledgment



Thank you