



إمارات تاكس
EMARATAX

Edit VAT Registration User Manual

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Document Control Information

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure







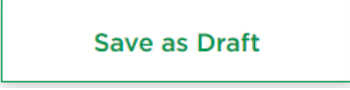

The below are the list of User manuals that you can refer to

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

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Edit VAT Registration

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Introduction



This manual is prepared to help a VAT registered taxpayer to navigate through the Federal Tax Authority Emaratax portal and edit their VAT registration. The taxpayer can edit the following information and the changes will be reflected immediately in their VAT registration post submission of the “Edit” application. An approval from FTA is not required.

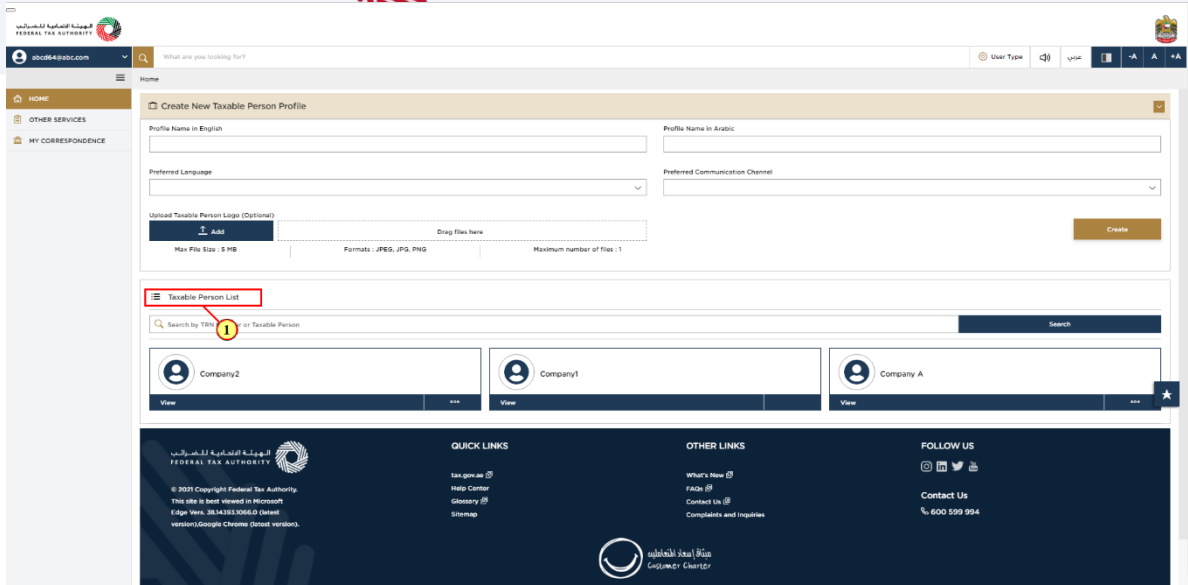
- Bank Account details.
- GCC Activities section.
- Customs Registration Number.



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.

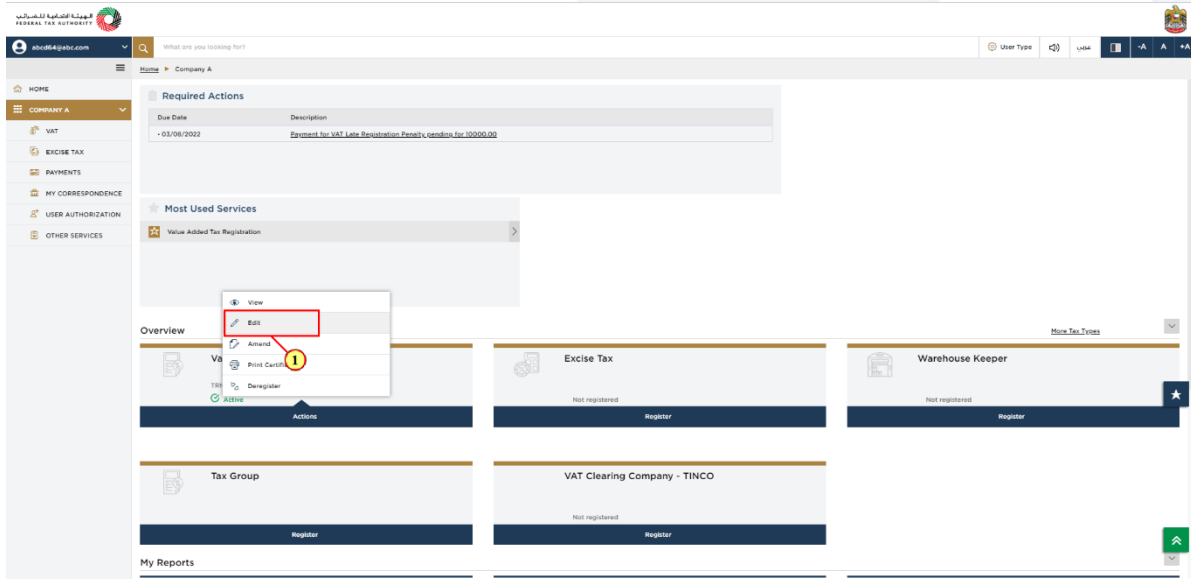


The screenshot shows the 'Create New Taxable Person Profile' form with fields for Profile Name in English and Arabic, Preferred Language, and Preferred Communication Channel. Below the form is a 'Taxable Person List' table with columns for Name, View, and a star icon. The table contains three entries: Company 2, Company 1, and Company A. The 'View' button for Company A is highlighted with a red box, and a red arrow points to it from a circled number '1'.

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



Edit




Step	Action
(1)	<ul style="list-style-type: none"> In order to edit your VAT Registration, click 'Actions' in the VAT tile. Select 'Edit' for stat editing your VAT registration.



Guidelines and Instructions

The screenshot displays the 'VAT Registration - Edit' page. At the top, there is a search bar and user information. The main content area includes a progress indicator showing 4 steps, an estimated completion time of 10 minutes, and a fee of 'Free of charge'. A 'Required documents' section lists: 'Changes in Bank account details of the business' and 'A bank Letter validating the bank account details for you'. Below this, there are expandable sections for 'Service Details' including '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'.

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



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



The screenshot displays the 'VAT Registration - Edit' page. At the top, there's a navigation bar with the user's email 'tmaser64@fa.com' and a search bar. Below the navigation, the page title is 'VAT Registration'. Three key metrics are shown: 'No. of form steps: 4 steps', 'Expected time to complete this application: 10 minutes', and 'Expected fees for this service: Free of charge'. A section for 'Required documents' lists: 'Changes in Bank account details of the business', 'A bank Letter validating the bank account details for you', and a note that the letter must be on the bank's letter head and stamped. Below this, there's a 'Service Details' section with links for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'. A confirmation checkbox is checked, stating 'I confirm that I have read the above instructions and guidelines'. At the bottom right, there is a prominent 'Start' button with a red circle and the number '1' next to it, indicating the first step in the process.

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



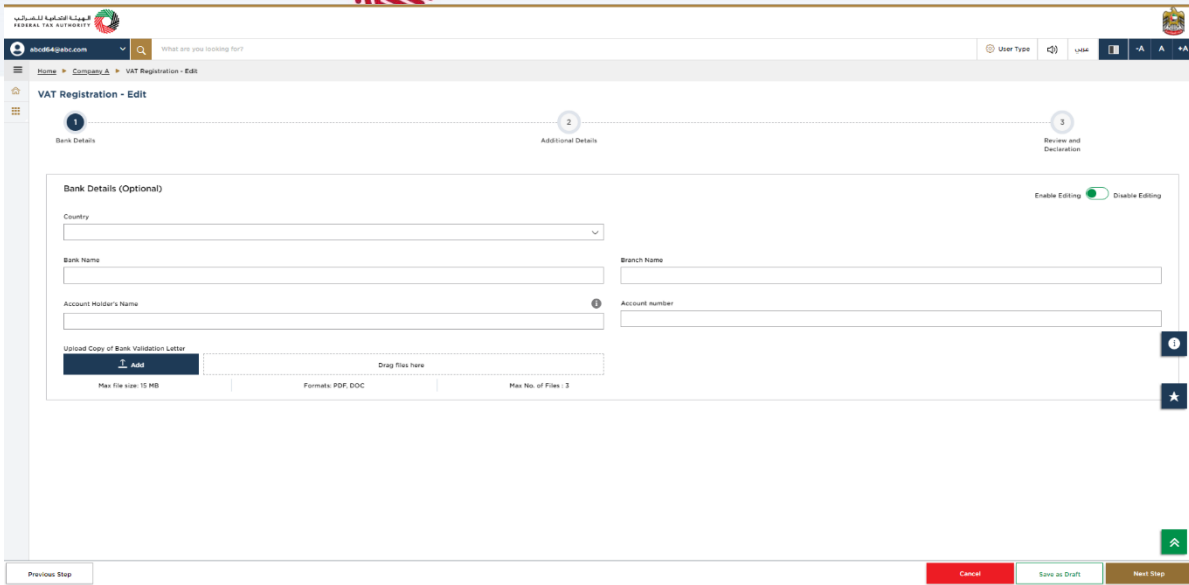
Bank Details



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



Step	Action
(1)	<ul style="list-style-type: none"> • Select “Enable Editing”, to edit the bank details, if required. Upon selection, the fields in the section will become editable. • If you do not want to edit the section and have selected ‘Enable Editing’, select ‘Disable Editing’ so that the fields become non editable. • You can add bank details if it was not provided during the VAT registration. • You may edit and update your Bank details, if required. • You may click on ‘Save as draft’ to save your application and return to continue working on your application later.

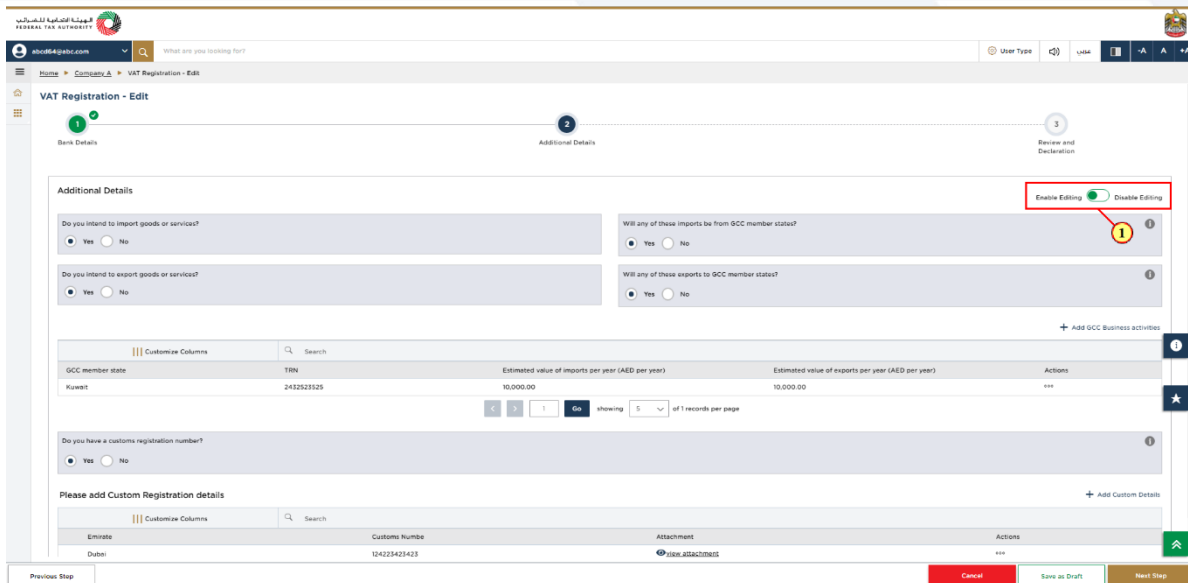


- You are requested to ensure that your account details are accurate.
- If you are in the process of opening a bank account, you must provide copies of any relevant correspondence received from your bank.
- If your account is held with a bank established in the UAE or a foreign bank account. The account name must match the legal name of the entity you are registering with the FTA.



Step	Action
(1)	After editing the required information, click 'Next Step' to save and proceed to the next section.

Additional Details



Step	Action
(1)	<ul style="list-style-type: none"> • Select “Enable Editing” to update the additional details information, if required. • You may choose to update GCC Business Activities details and Customs registration details with any of the Customs Authorities in the UAE. • Click ‘Previous Step’ to save and proceed to the previous section • After completing all mandatory fields, click the ‘Next Step’ button to save and proceed to the next section.



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



Review and Declaration

abcc64@abc.com

What are you looking for?

User Type

Use

VAT Registration - Edit

Now

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 be from GCC member states?
 Yes No

GCC member state	Trade License Number	Estimate Value of Imports/AED per Year	Estimate Value of Exports/AED per Year
Kuwait	243252325	10000.00	10000.00

Do you have a customs registration number?
 Yes No

Emirates	Customs Number	Attachment
Dubai	12422423423	View Attachment

Declaration

First Name in English

Last Name in English

Country Code

Submission Date

First Name in Arabic

Last Name in Arabic

Mobile Number

Email

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 the old and the newly updated information entered by you across the application.
- You are requested to review and submit the application formally.



VAT Registration - Edit

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 be from GCC member states?
 Yes No

GCC member state	Trade License Number	Estimate Value of Imports/AED per Year	Estimate Value of Exports/AED per Year
Kuwait	2432523525	10000.00	10000.00

Do you have a customs registration number?
 Yes No

Emirates	Customs Number	Attachment
Dubai	124229429429	View Attachment

Declaration

First Name in English:

First Name in Arabic:

Last Name in English:

Last Name in Arabic:

Country Code:

Mobile Number:

Email:

Submission Date:

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

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

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



What are you looking for?

Home > Company > VAT Registration - Edit

VAT Registration - Edit

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

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

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

GCC member state	Trade License Number	Estimate Value of Imports/AED per Year	Estimate Value of Exports/AED per Year
Kuwait	2432523525	10000.00	10000.00

Emirates	Customs Number	Attachment
Dubai	124229429429	www.atact.com

Declaration

First Name in English:

First Name in Arabic:

Last Name in English:

Last Name in Arabic:

Country Code:

Mobile Number:

Email:

Submission Date:

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

Previous Step Cancel Save as Draft Submit

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



Post Application Submission

VAT Registration - Edit

Application Edited Successfully Edited

Name : Company A
Reference Number : 10000000346
Submitted Date : 3 August 2022

What Next:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

Important Notes:

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



- After your application is submitted successfully, a Reference Number is generated for your application. Note this reference number for future purposes.
- The Edit applications are approved on submission and does not require FTA approval.
- The changes submitted will be reflected in your VAT profile.
- Read the “What Next” and “Important Notes”.



Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment.



Thank you