الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

إمارات تاكس
EMARATAX

Submit Business Details - User Manual

Date: May 2024

Version 1.0.0.0

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Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	28-May-24	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: • 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.

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
-A A +A	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
1 2	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

Add Non-Registered Business Details

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الـهـيـئـة الاتحـاديـة لـلـضـرائـب
FEDERAL TAX AUTHORITY

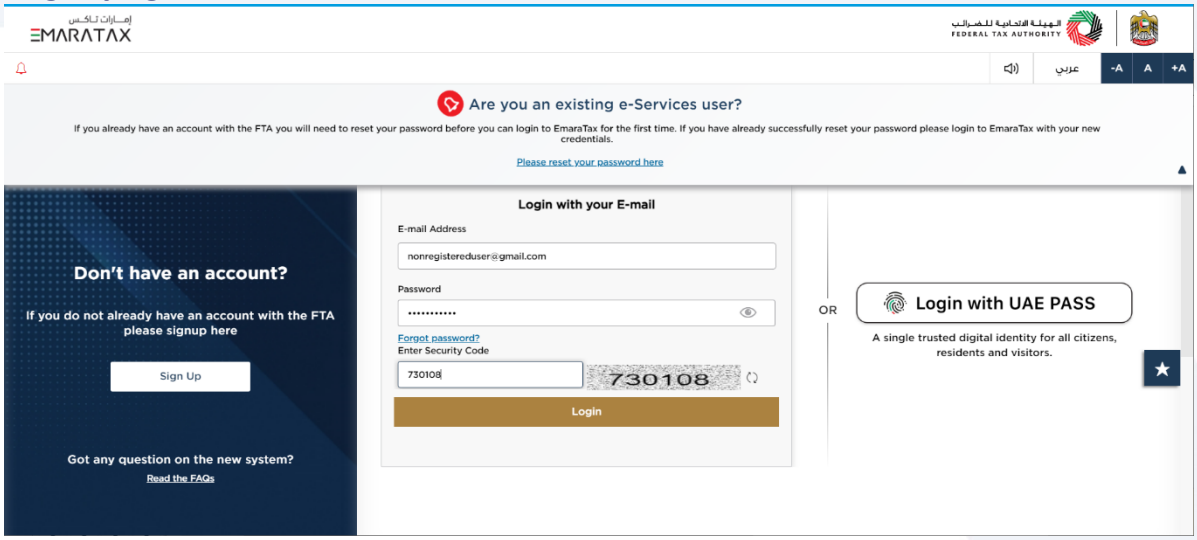
إمـــارات تـاكـس
EMARATAX

Submit Non-Registered Business Details
User Manual - FTA - UAE

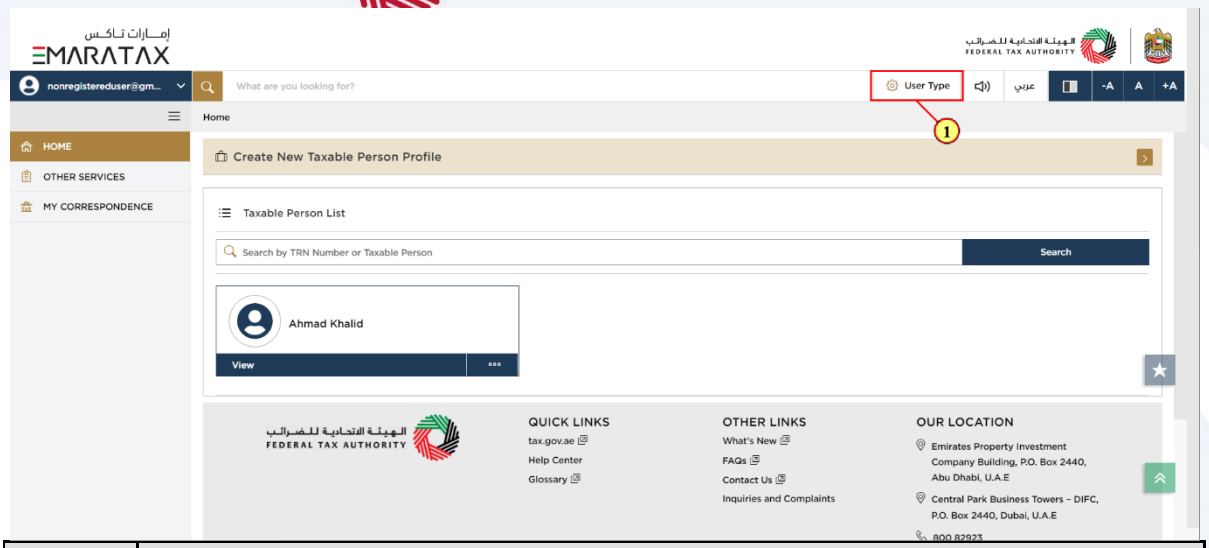
الـهـيـئـة الاتحـاديـة لـلـضـرائـب
FEDERAL TAX AUTHORITY

This manual is prepared to help the Non-Registered Business for Excise Tax to navigate through the EmaraTax portal to submit their Business details

Login page

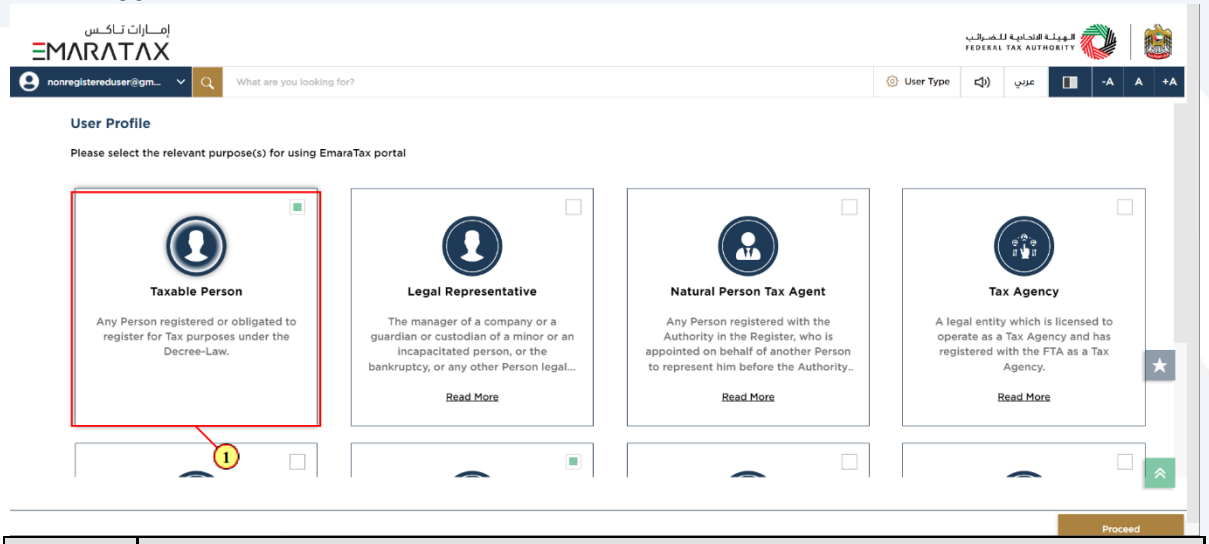


	• You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password. • If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

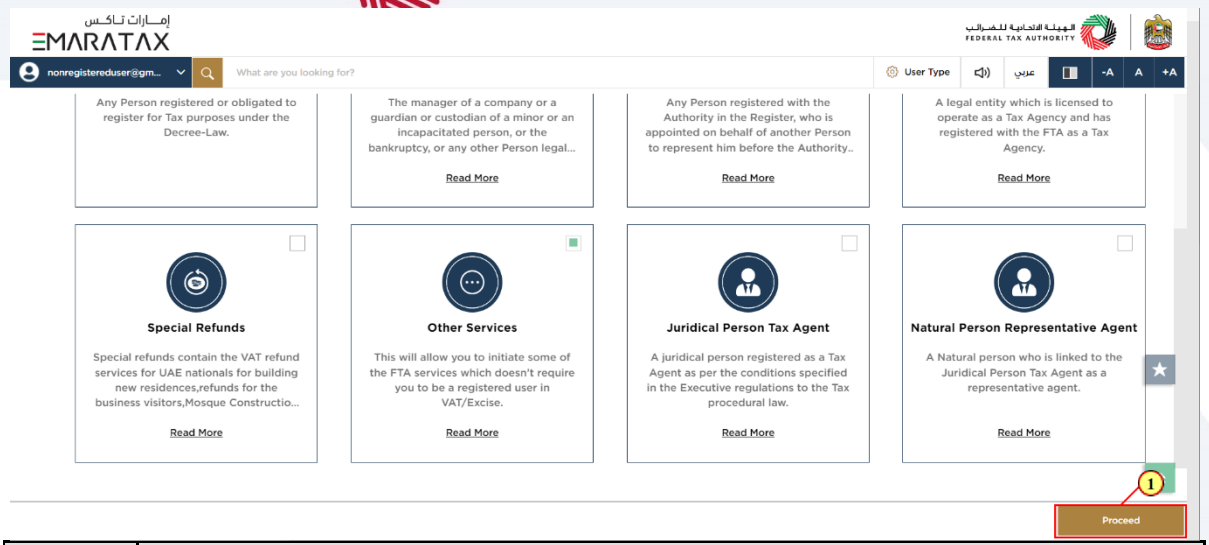


Step	Action
(1)	Click here to select the user type

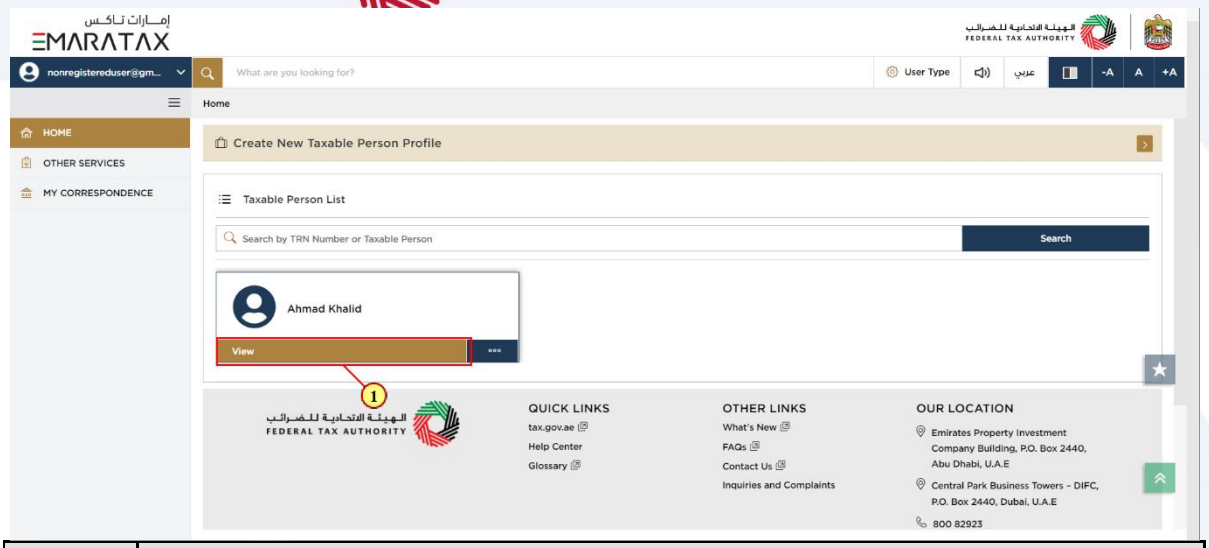
User Type



Step	Action
(1)	Select the Taxable Person tile

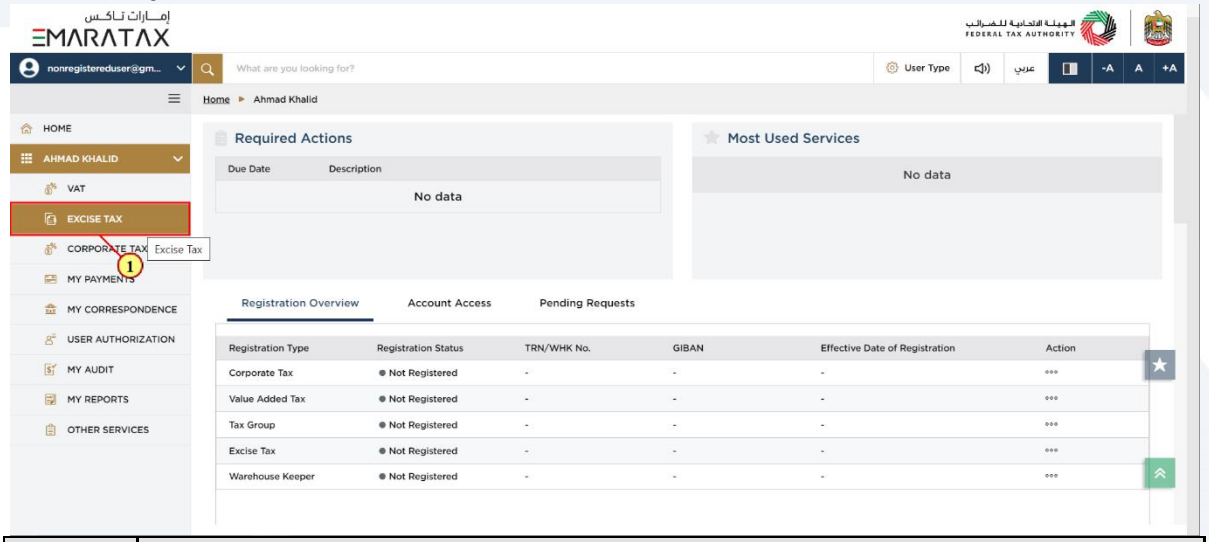


Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

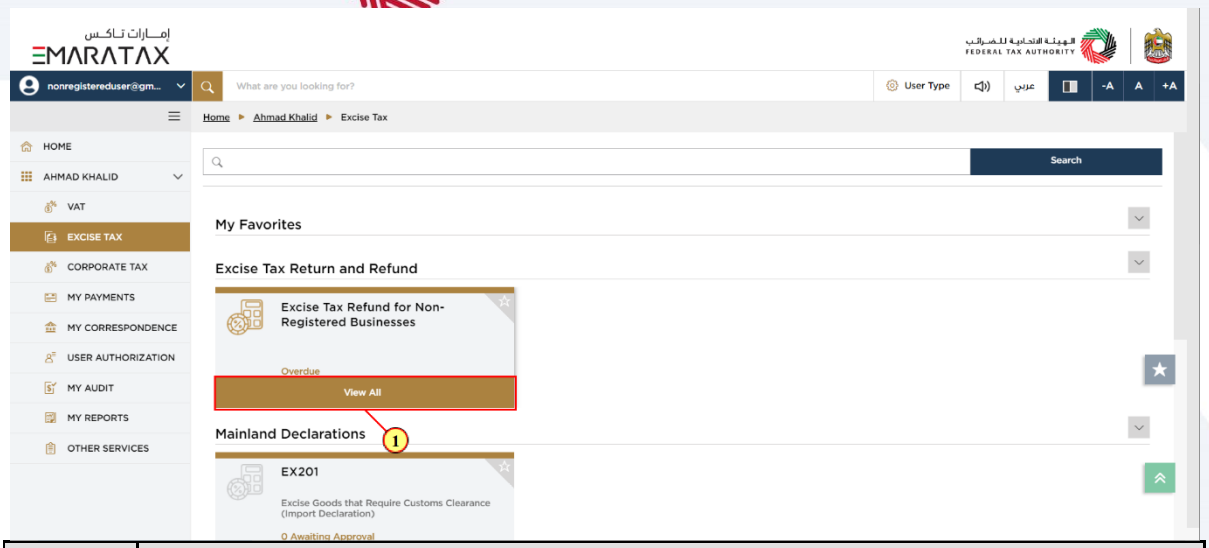


Step	Action
(1)	Click here to view the Taxable Person dashboard

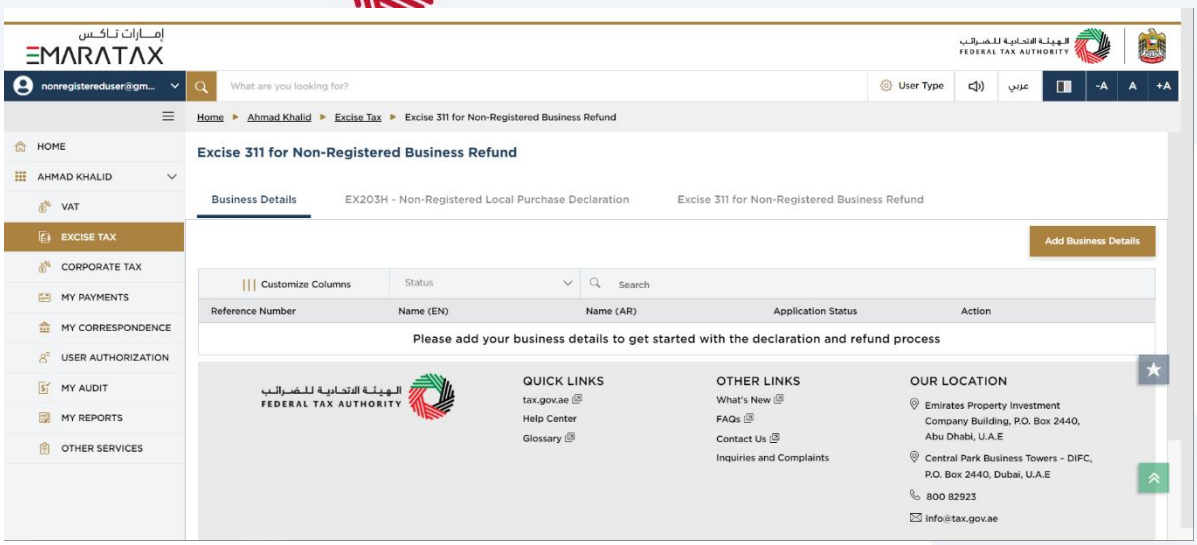
Taxable person dahboard



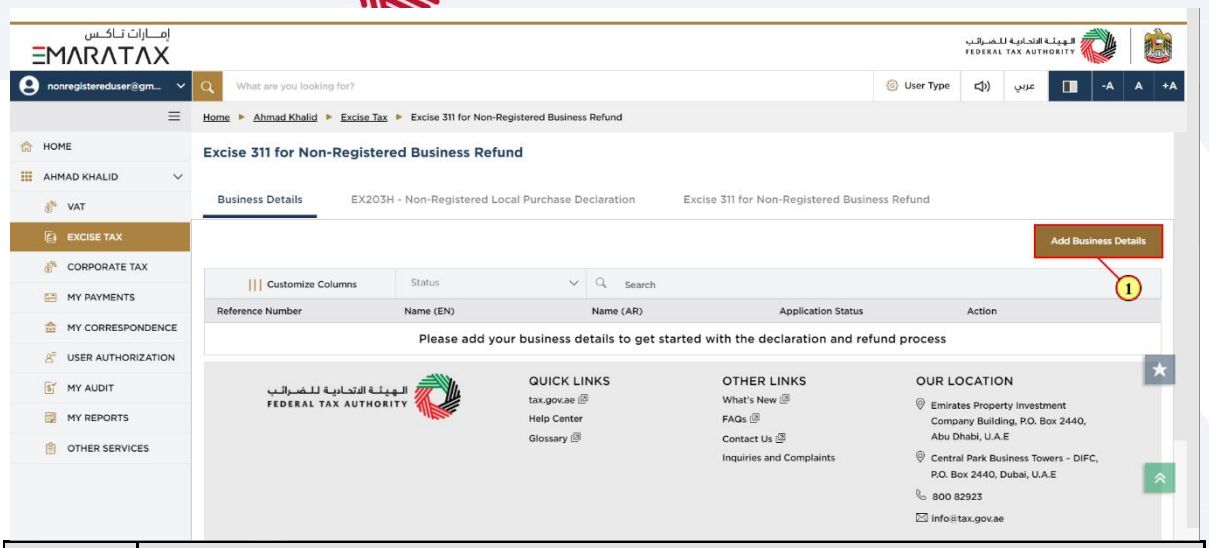
Step	Action
(1)	Click here to access Excise Tax module



Step	Action
(1)	Click here to view the dashboard of Non Registered businesses

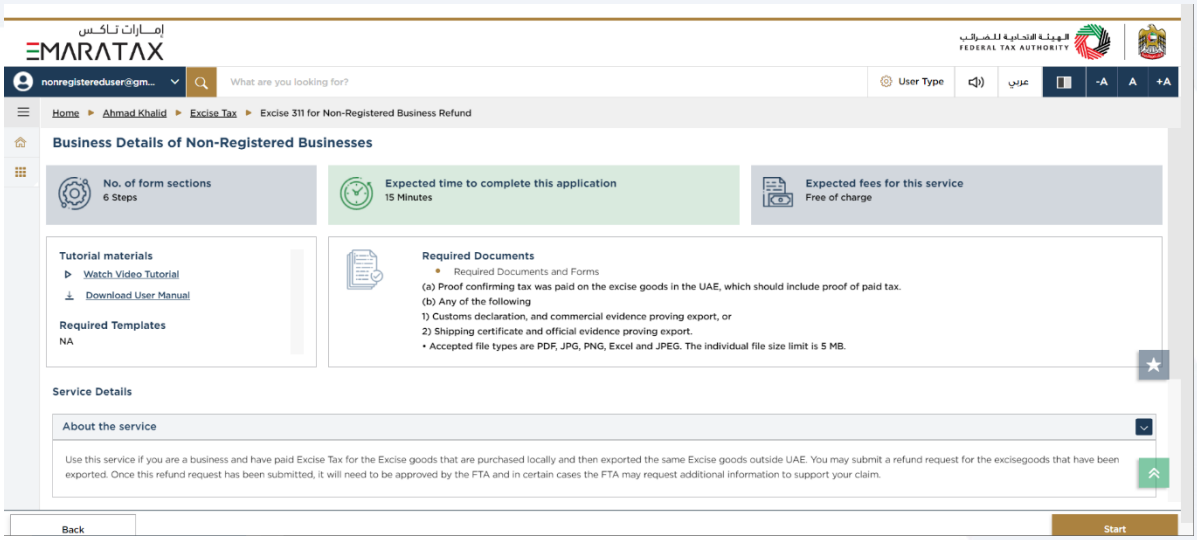


This dashboard displays information related to the business details of Non-Registered Business for Excise Tax

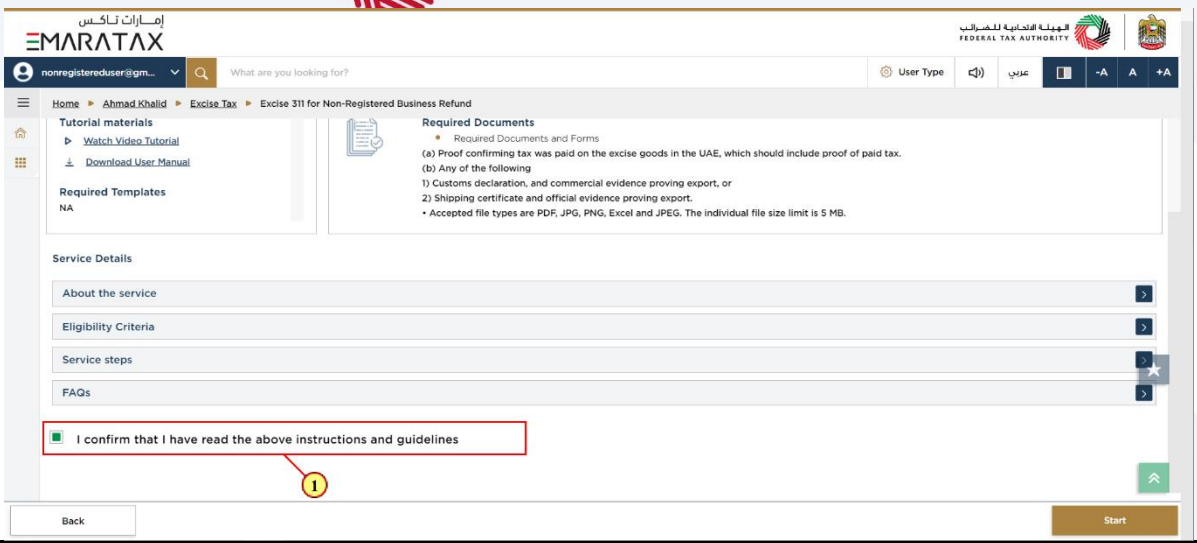


Step	Action
(1)	Click on 'Add Business Details' to add your business details

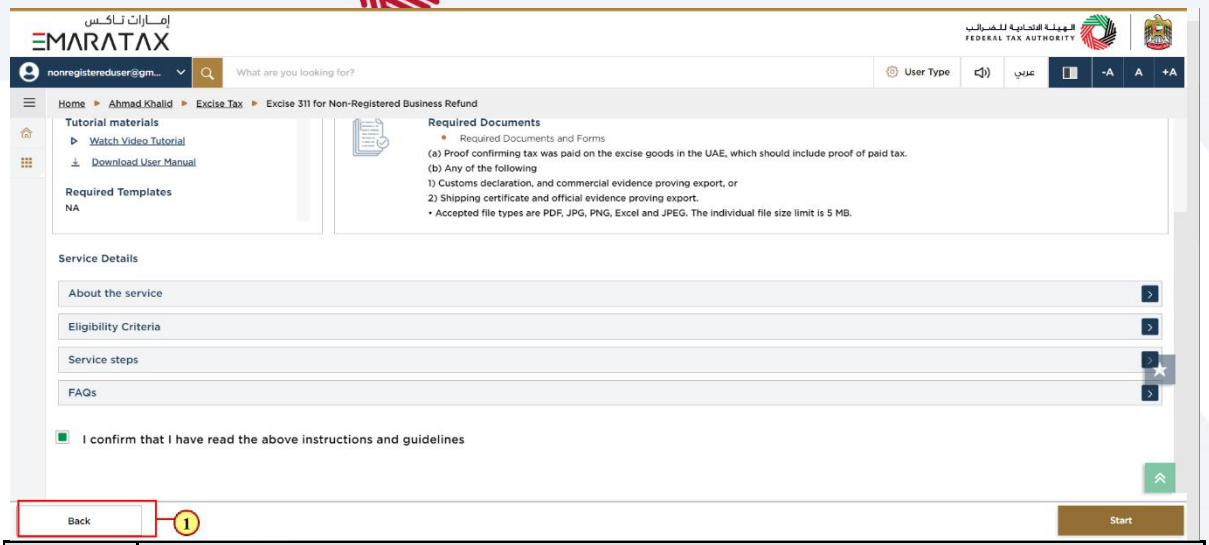
Instructions and Guidelines



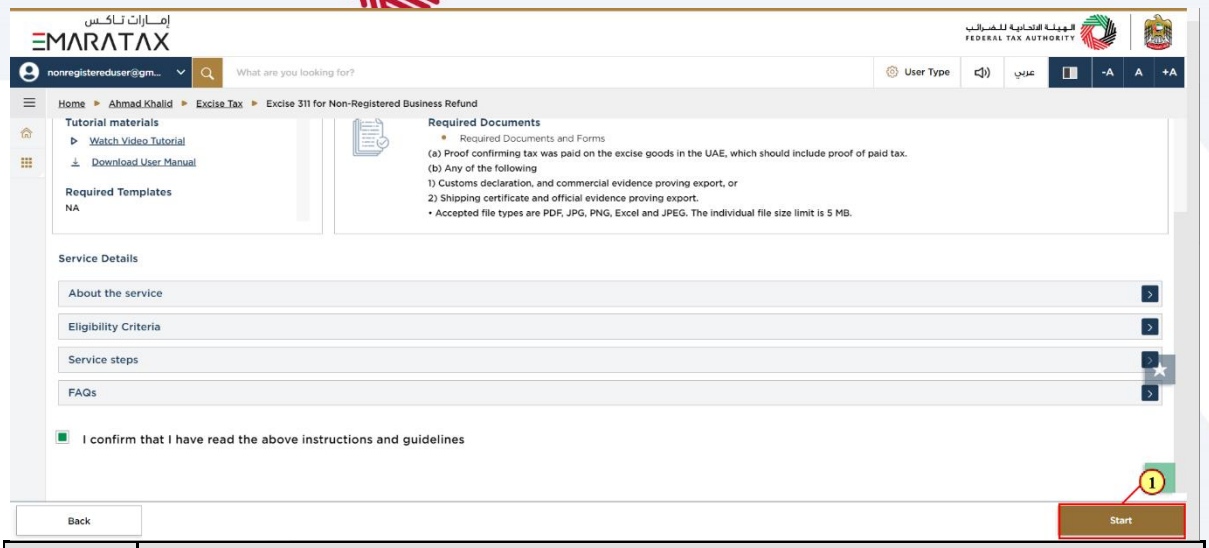
	These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete the business details of Non-Registered Businesses



Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines.

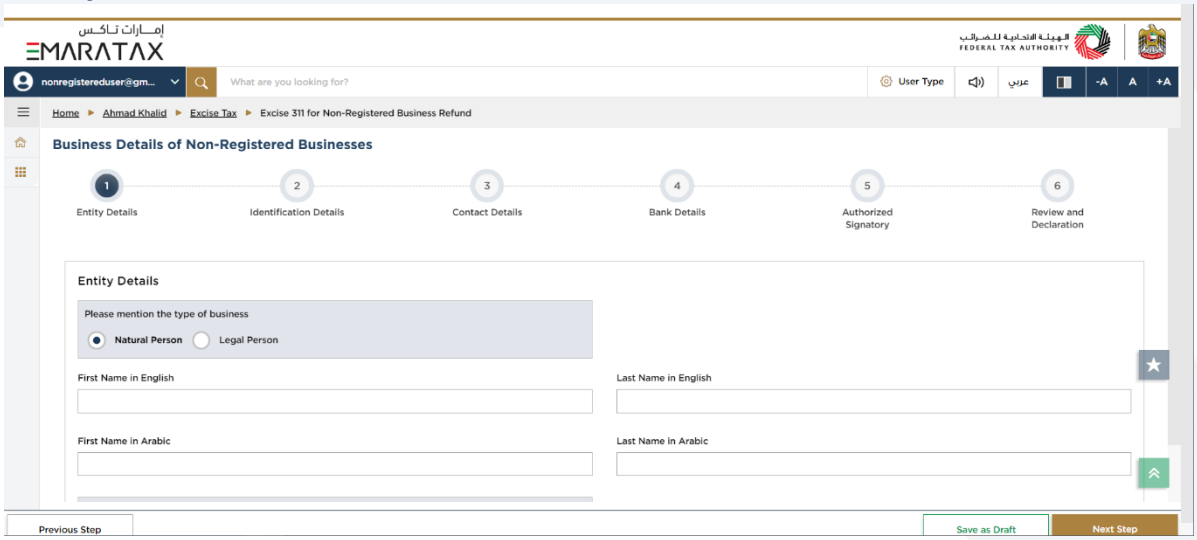


Step	Action
(1)	Click on 'Back' to go back to the previous page

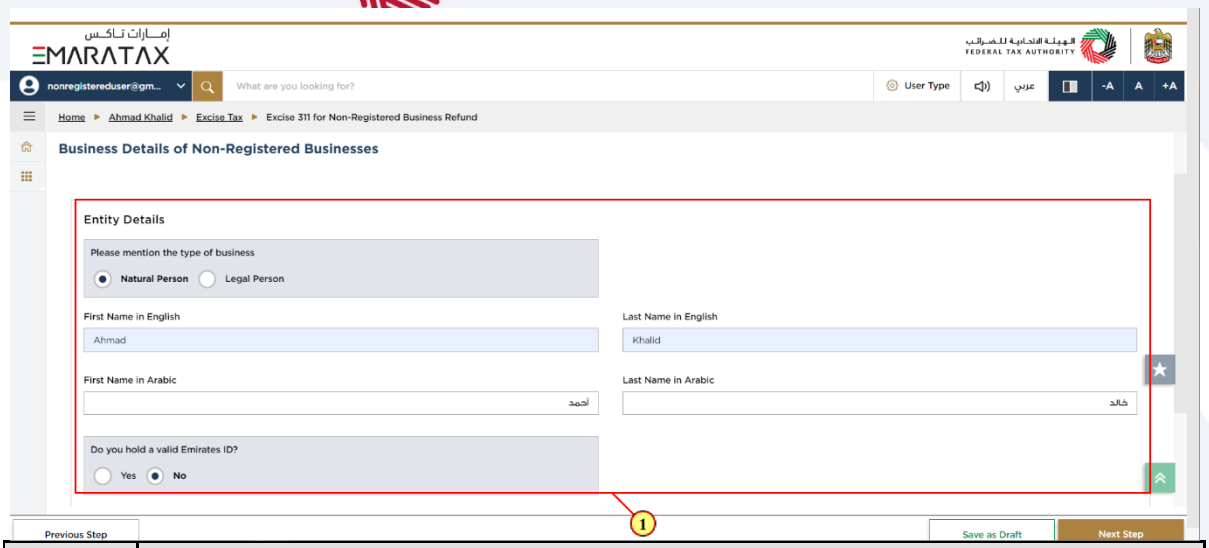


Step	Action
(1)	Click on 'Start' to proceed to the business details.

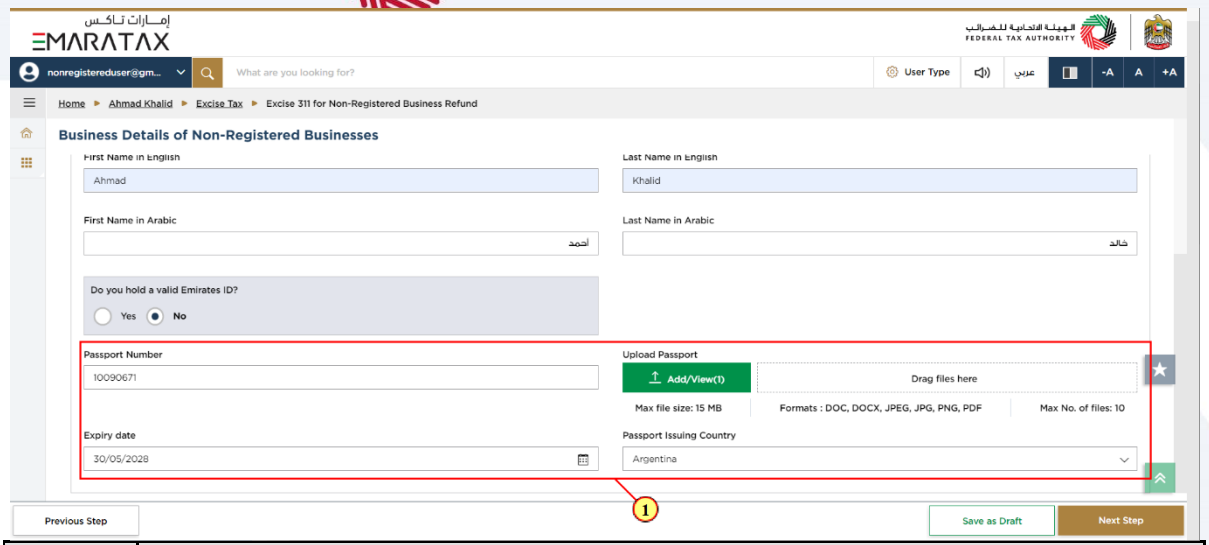
Entity details



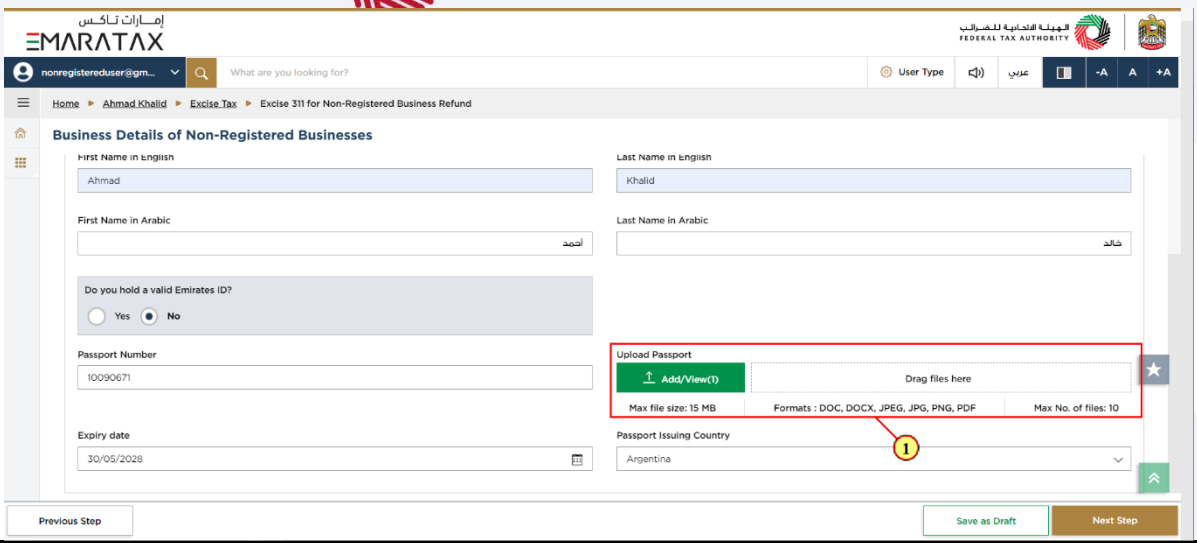
	The progress bar displays the number of steps required to complete the Non-Registered Business details. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green



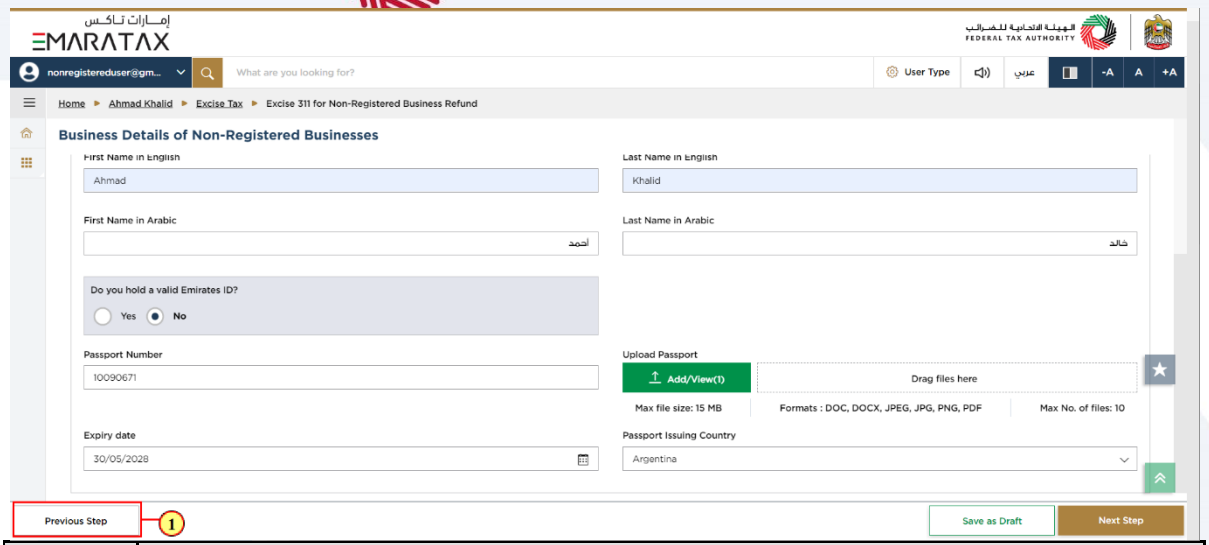
Step	Action
(1)	Enter all the mandatory details when type of business is 'Natural Person'



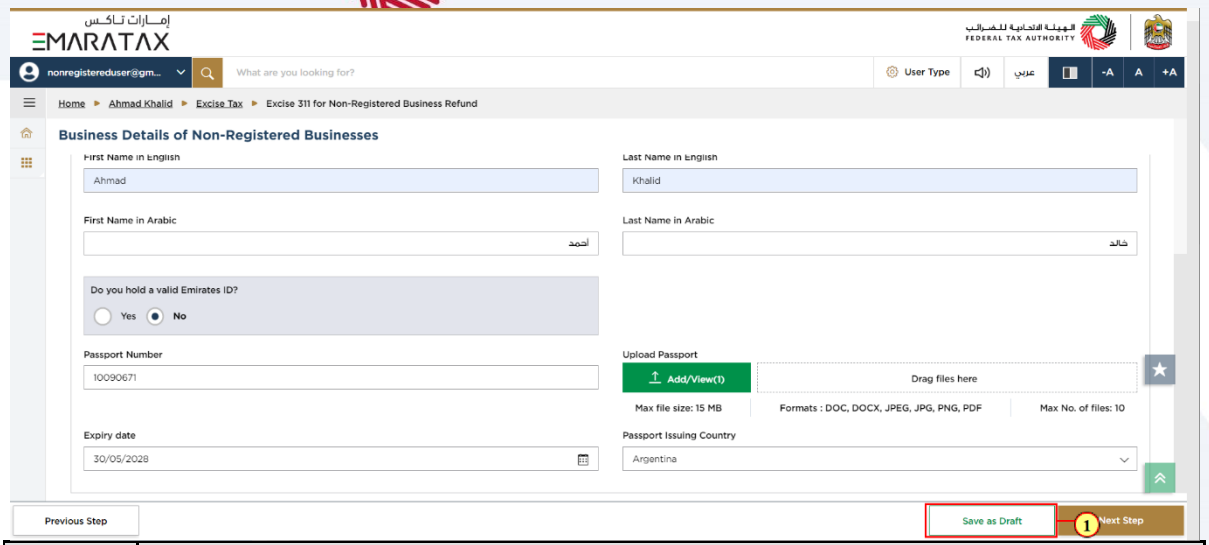
Step	Action
(1)	Enter passport details



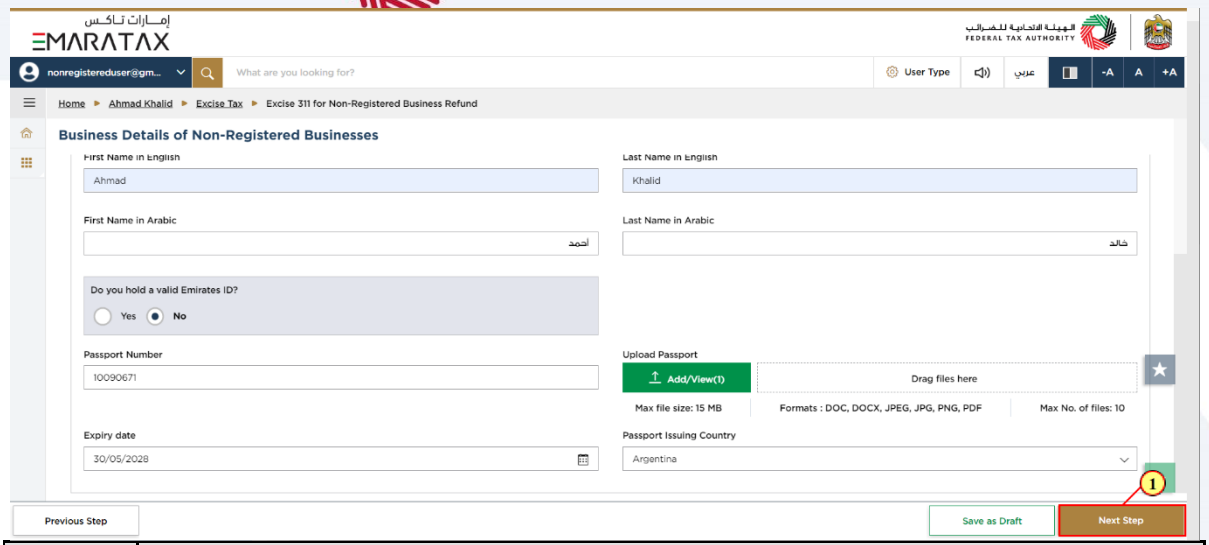
Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload a copy of passport. On successful upload of document, the 'Add' button will be highlighted in green.



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

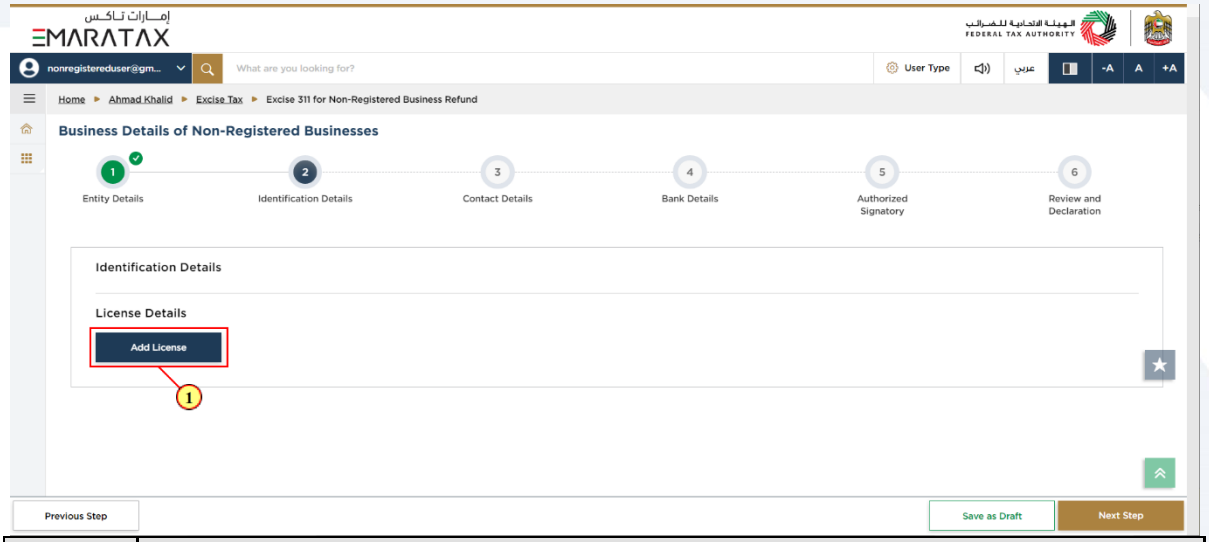


Step	Action
(1)	Click on 'Save as Draft' to save the Non-Registered Business details

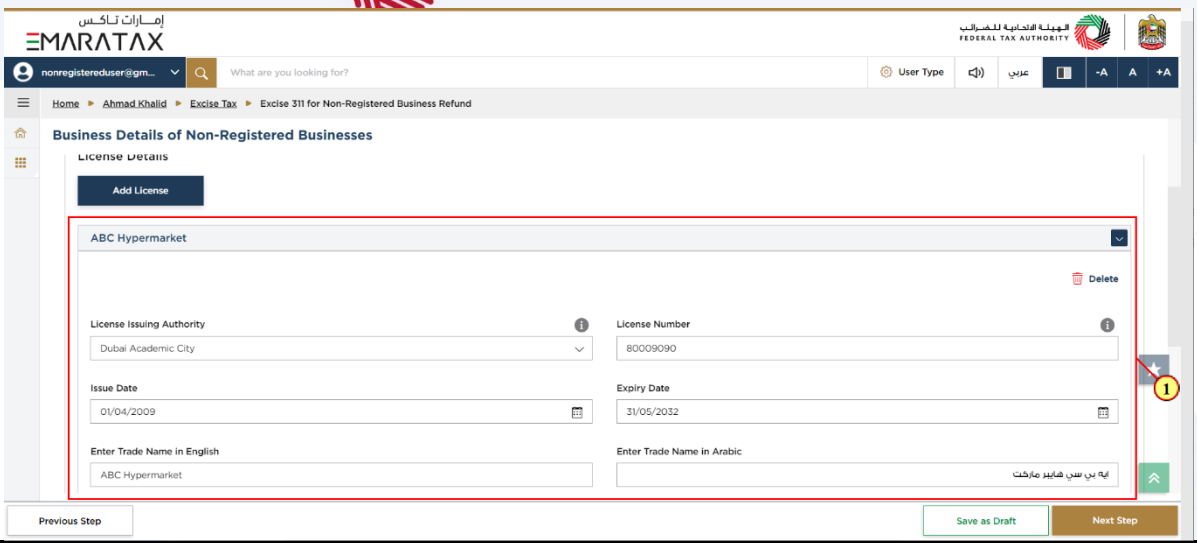


Step	Action
(1)	Click on 'Next Step' to proceed to next section

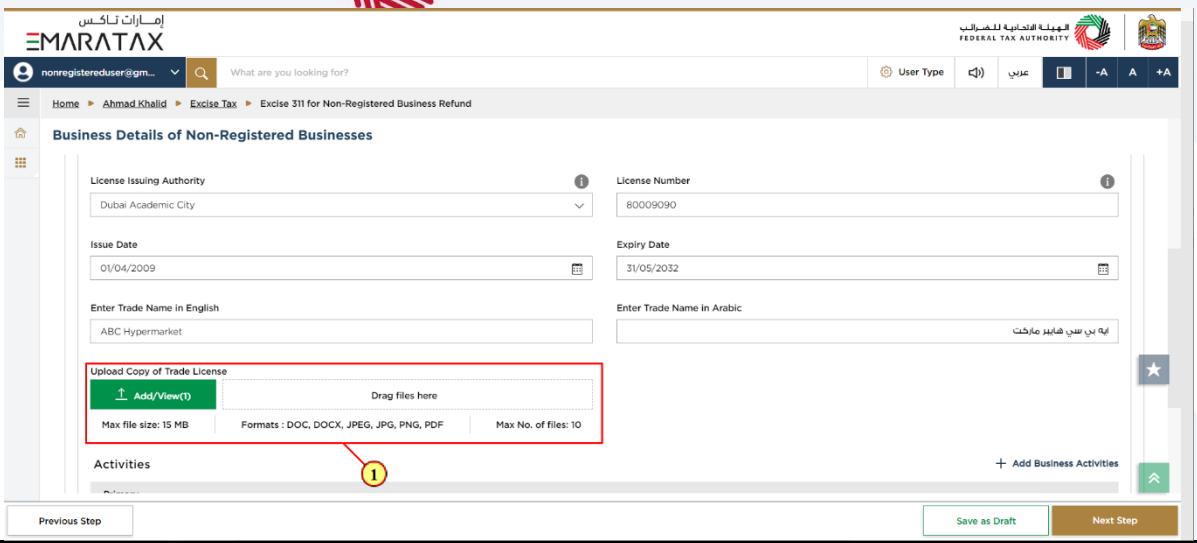
Identification details



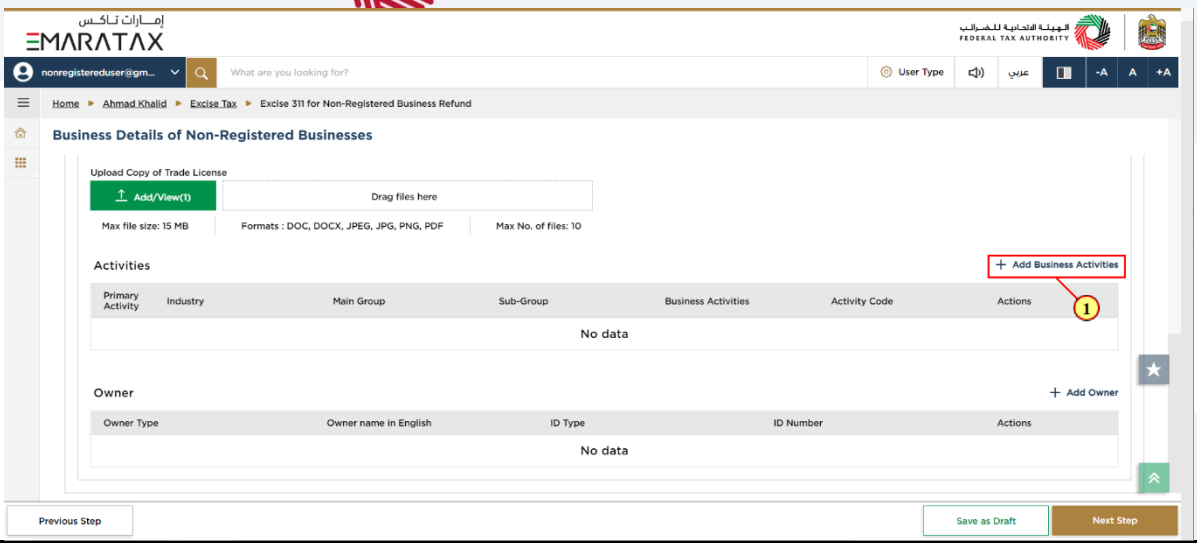
Step	Action
(1)	Click on 'Add License' to enter trade license details



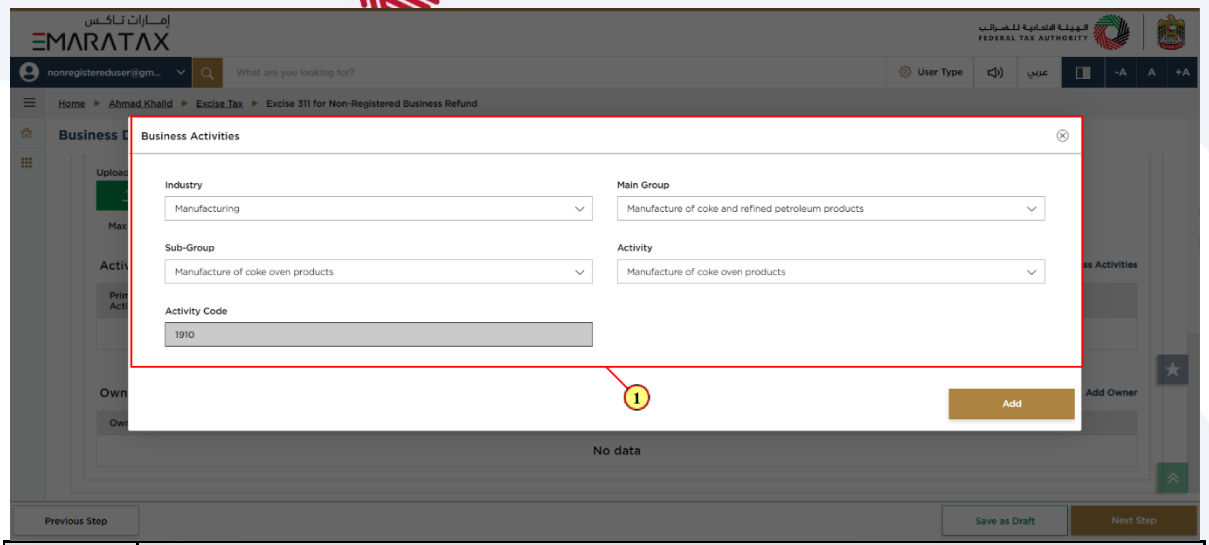
Step	Action
(1)	Enter Trade License details



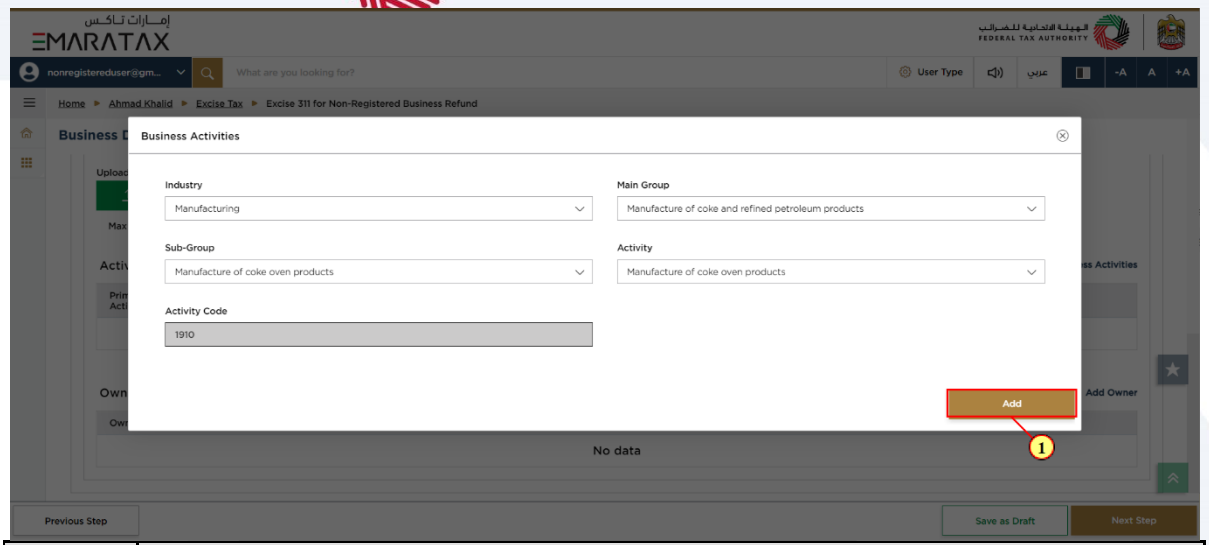
Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the copy of Trade License. On successful upload of document, the 'Add' button will highlight in green. Click here .



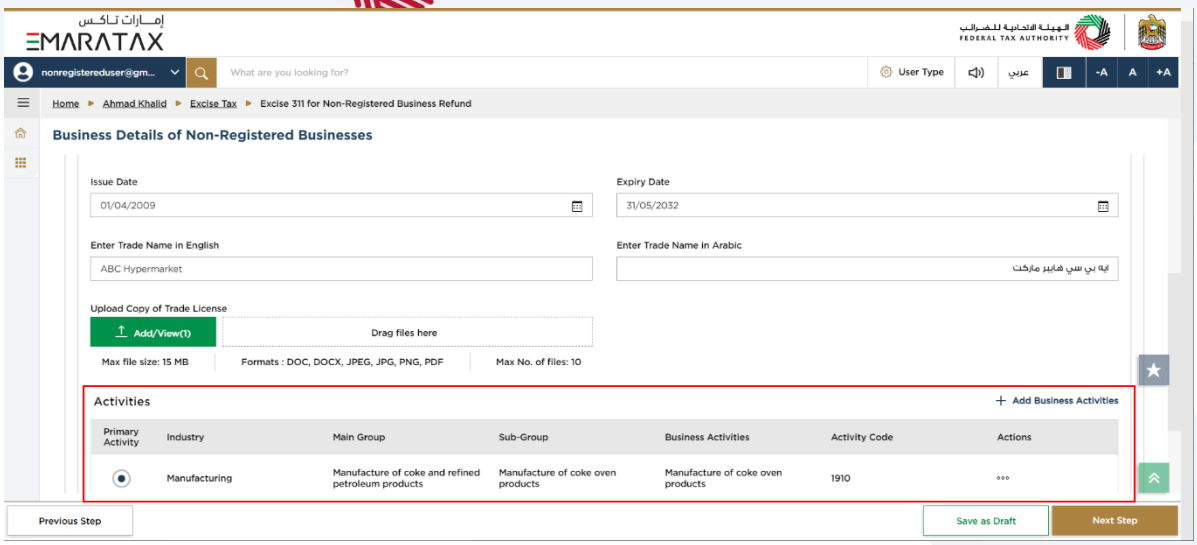
Step	Action
(1)	Click on 'Add Business Activities'



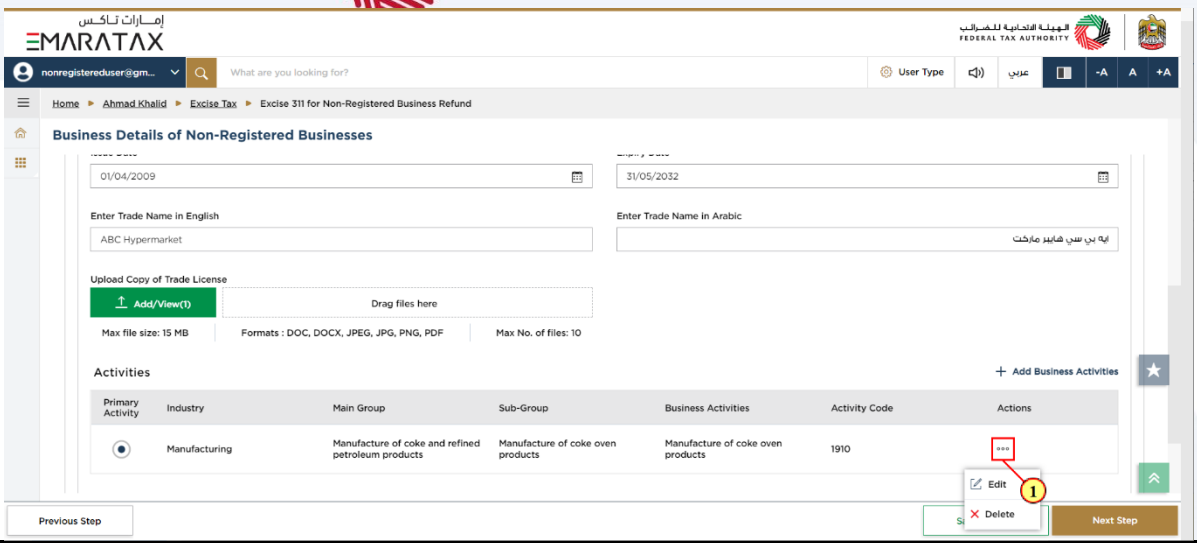
Step	Action
(1)	Enter the Business Activity Details



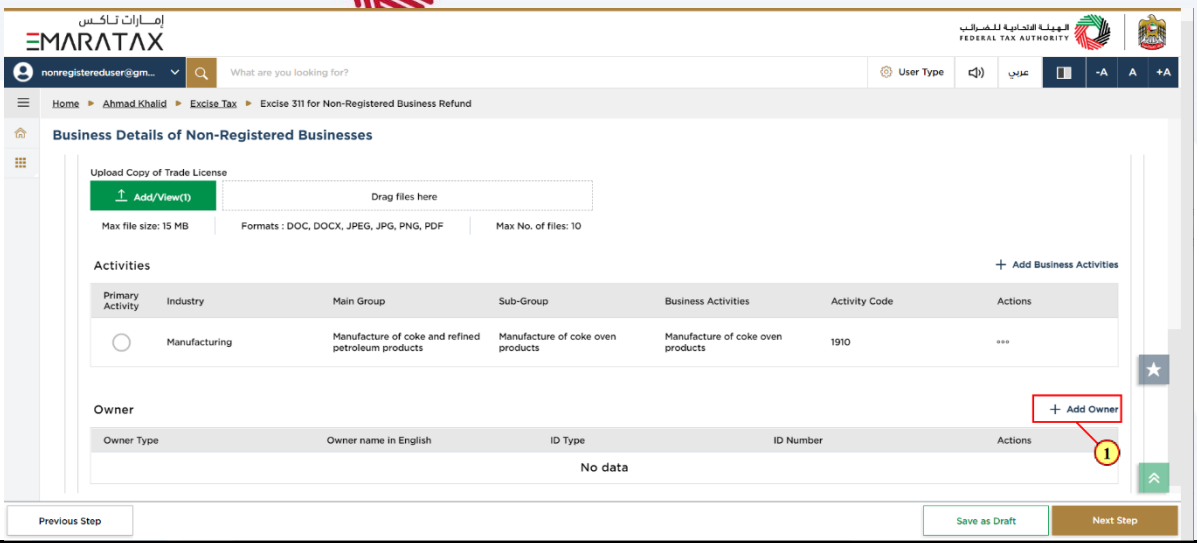
Step	Action
(1)	Click on 'Add' to update Business Activity



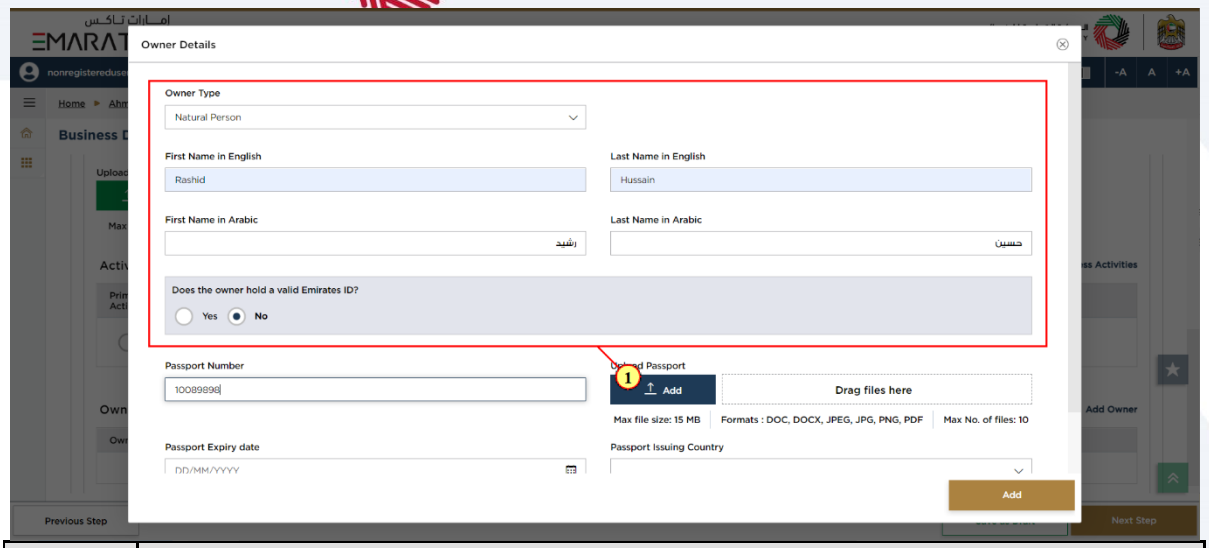
	The Business activiities added are populated in the Non-Registered Business details form



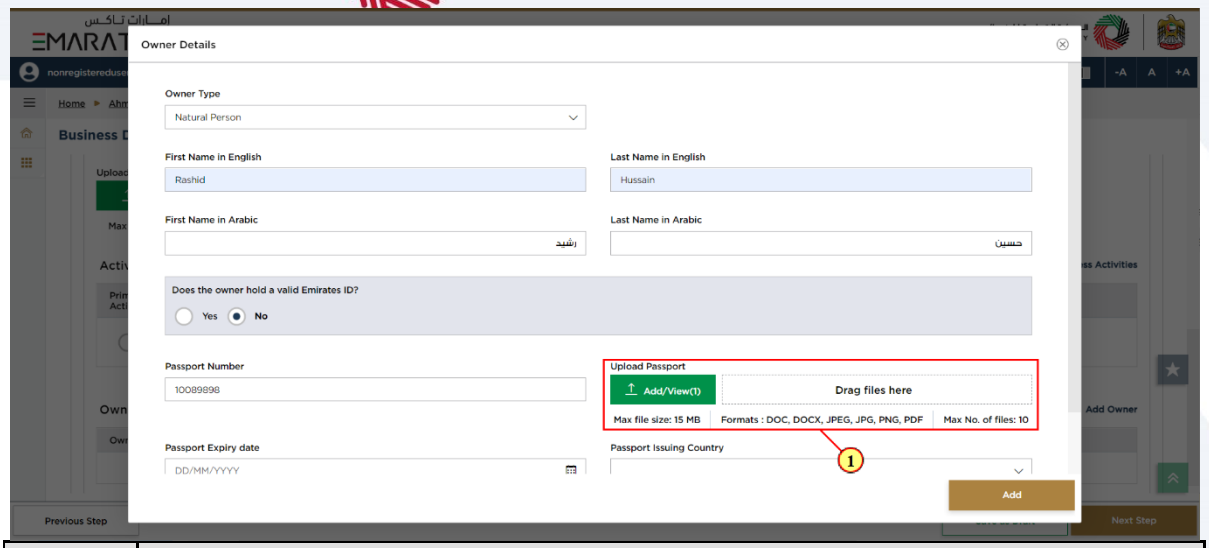
Step	Action
(1)	Click on ellipsis to edit or delete the Bussiness Activity details



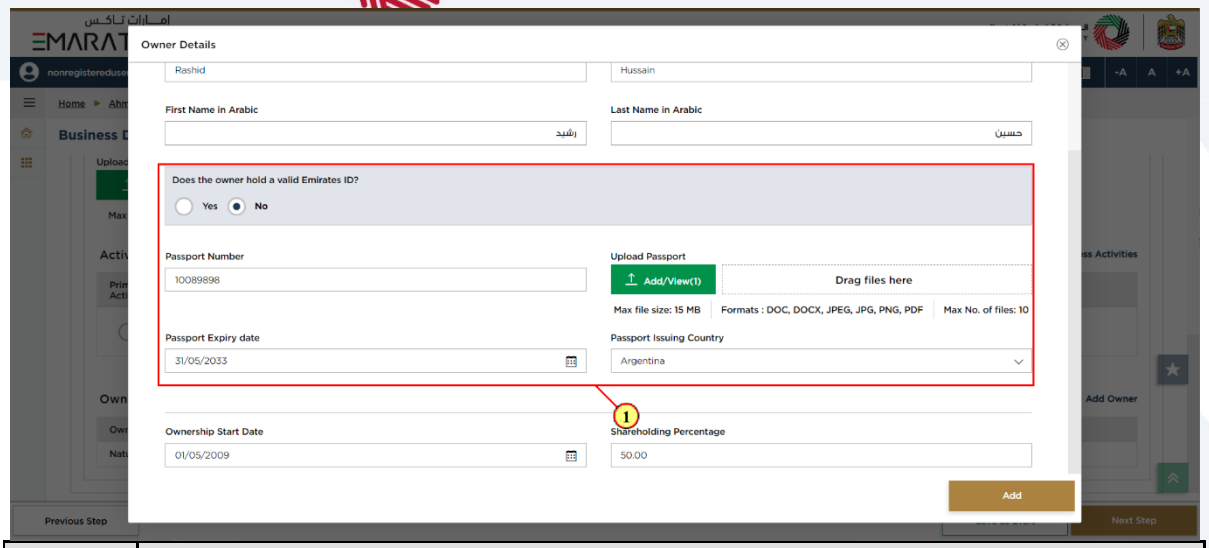
Step	Action
(1)	Click on 'Add Owner' to add a owner to the Non-Registered Busienss details form



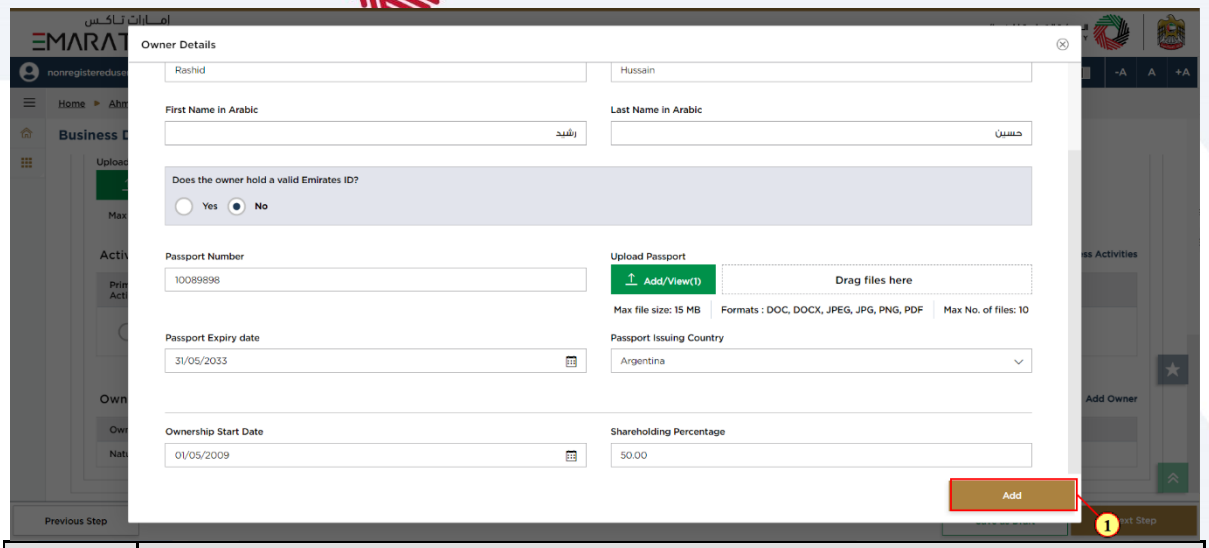
Step	Action
(1)	Enter the Owner details



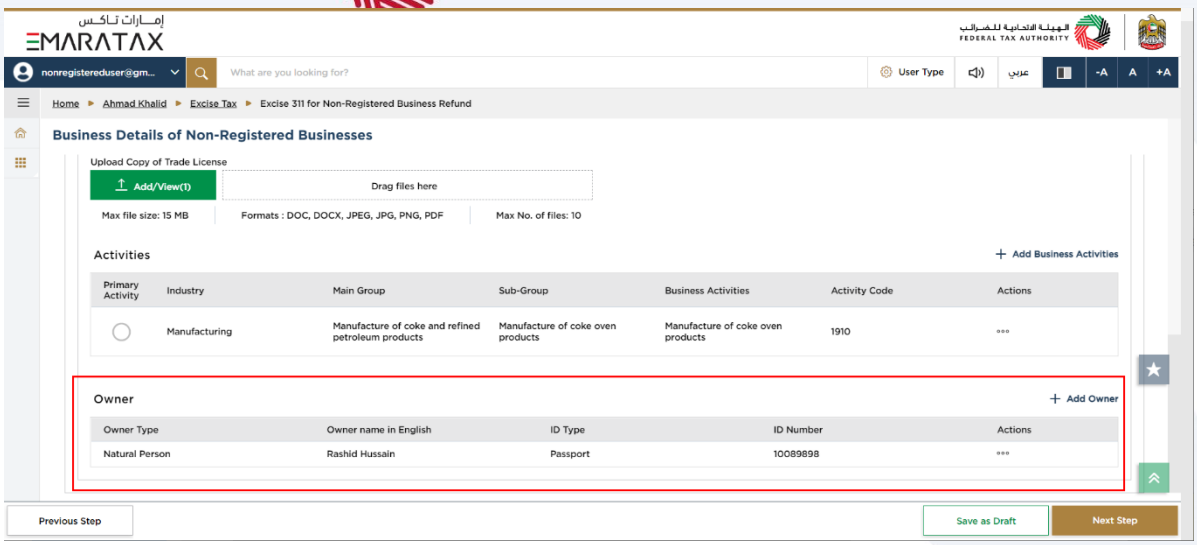
Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the copy of passport. On successful upload of document, the 'Add' button will highlight in green.



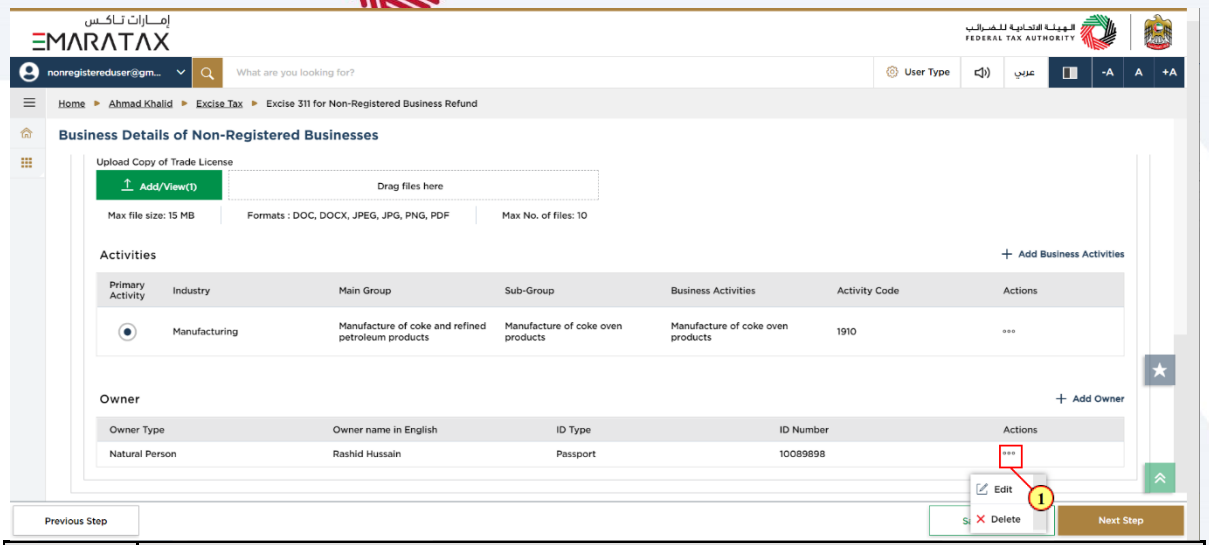
Step	Action
(1)	Enter the passport details



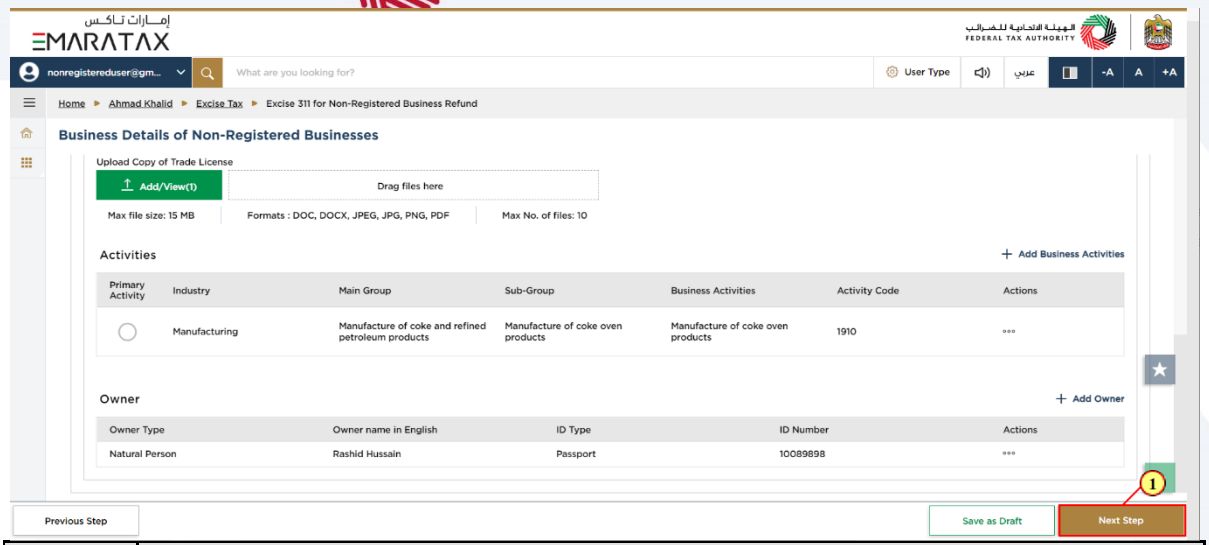
Step	Action
(1)	Click on "Add" to update Owner details



	The Owner details added are populated in the Non-Registered Business details form

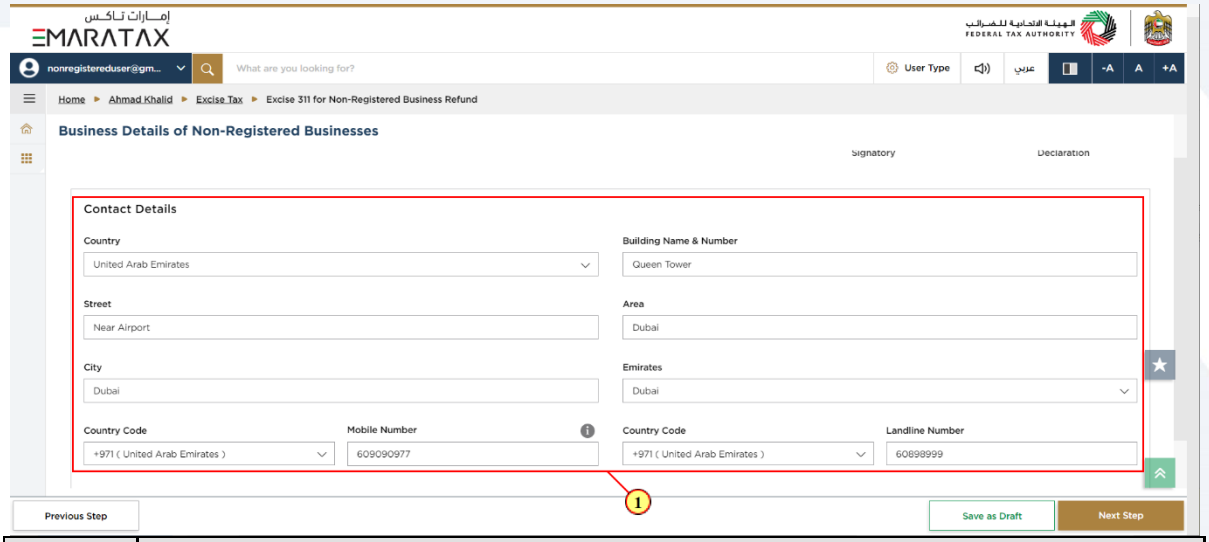


Step	Action
(1)	Click on ellipsis to edit or delete the Owner details

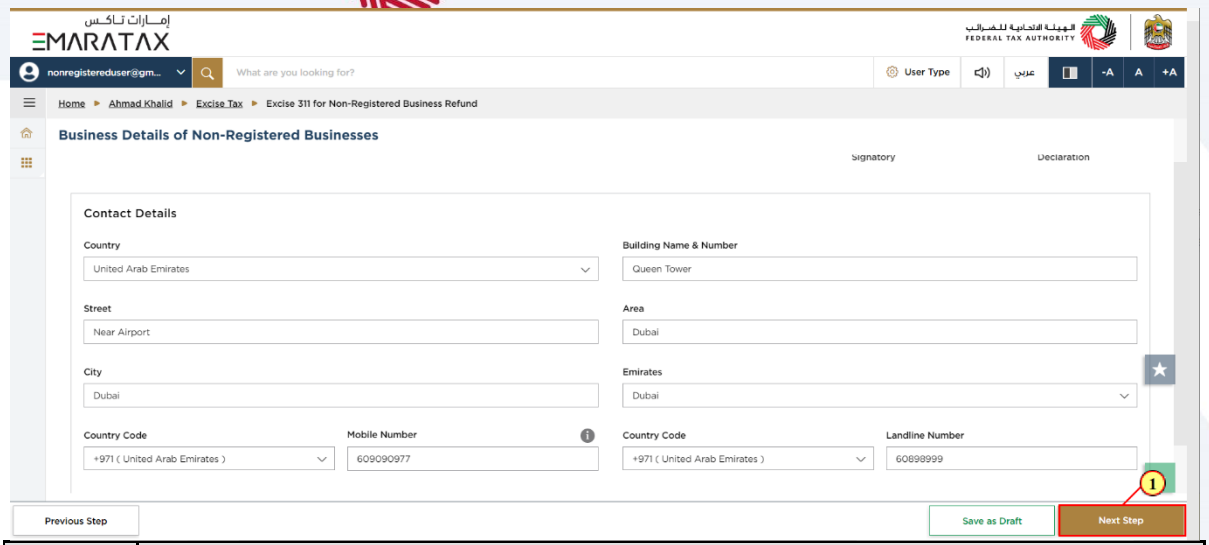


Step	Action
(1)	Click on 'Next Step' to proceed to next section

Contact details

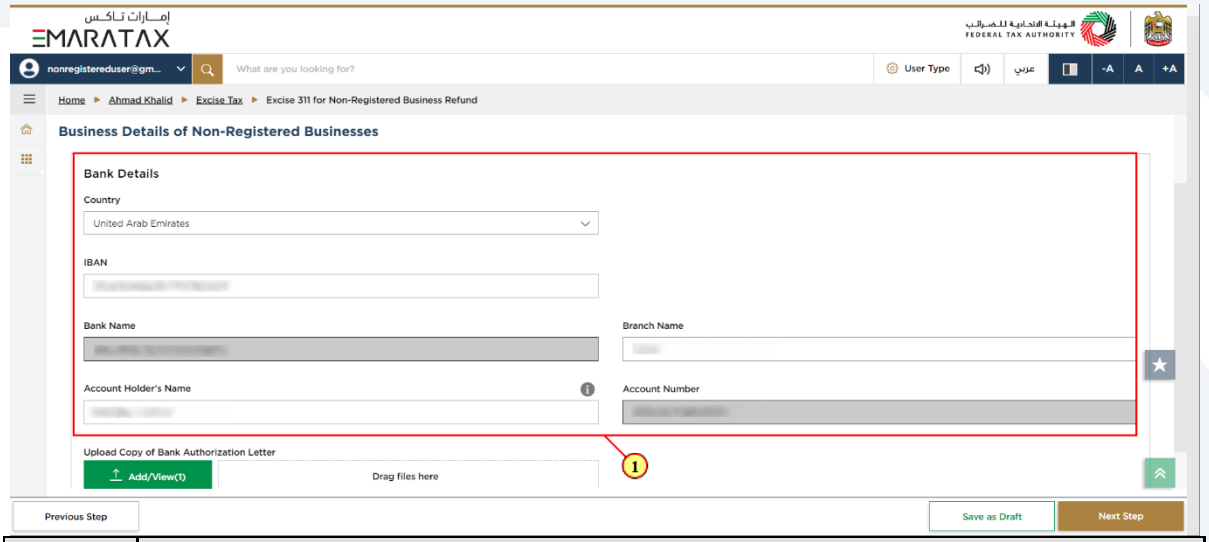


Step	Action
(1)	Ener the contact details

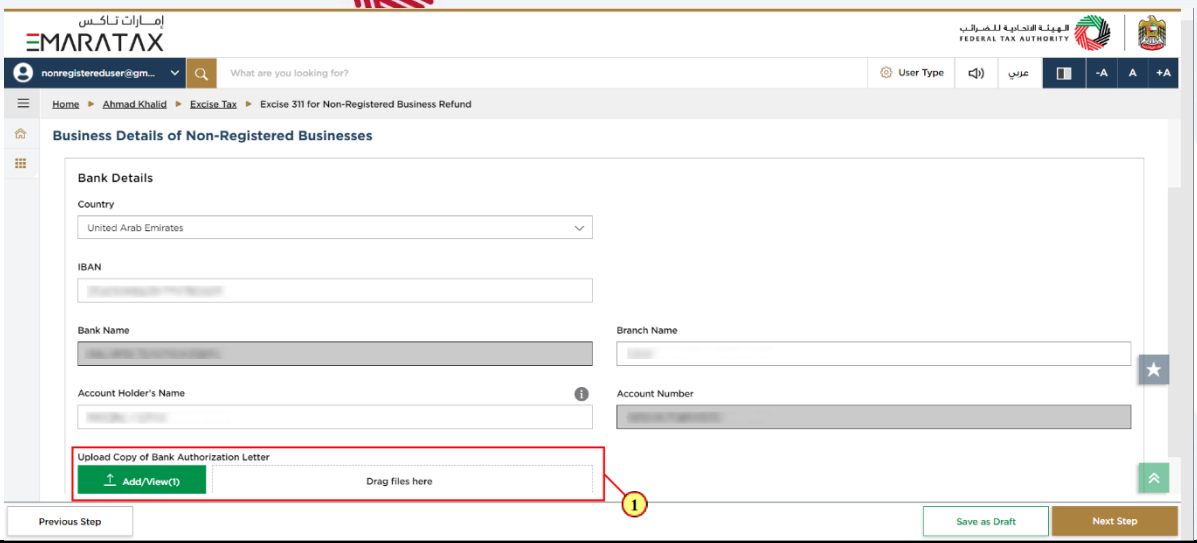


Step	Action
(1)	Click on 'Next Step' to proceed to next section

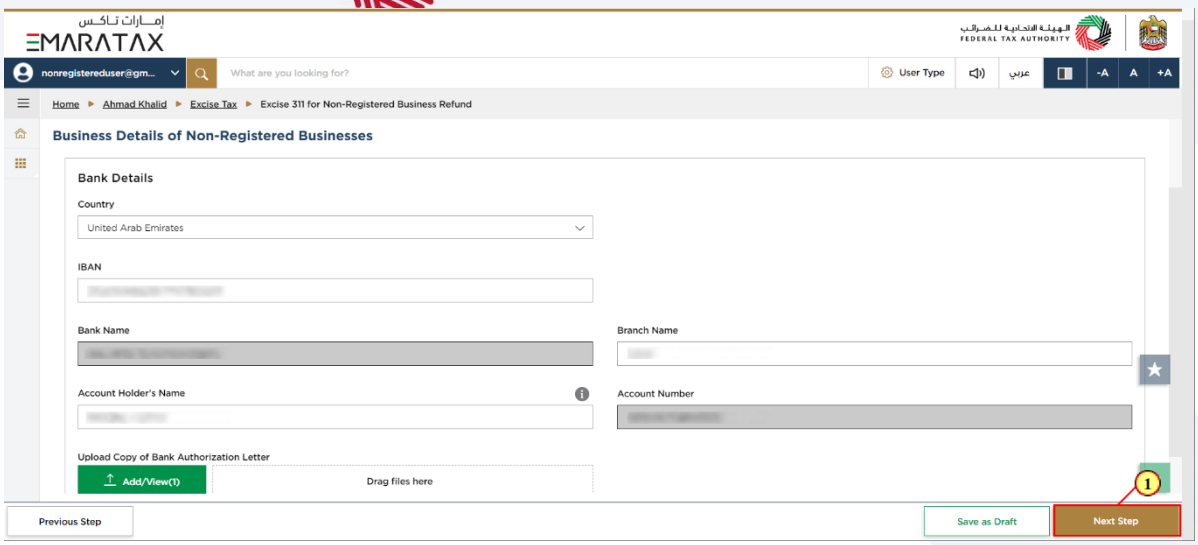
Bank details



Step	Action
(1)	Enter the Bank details

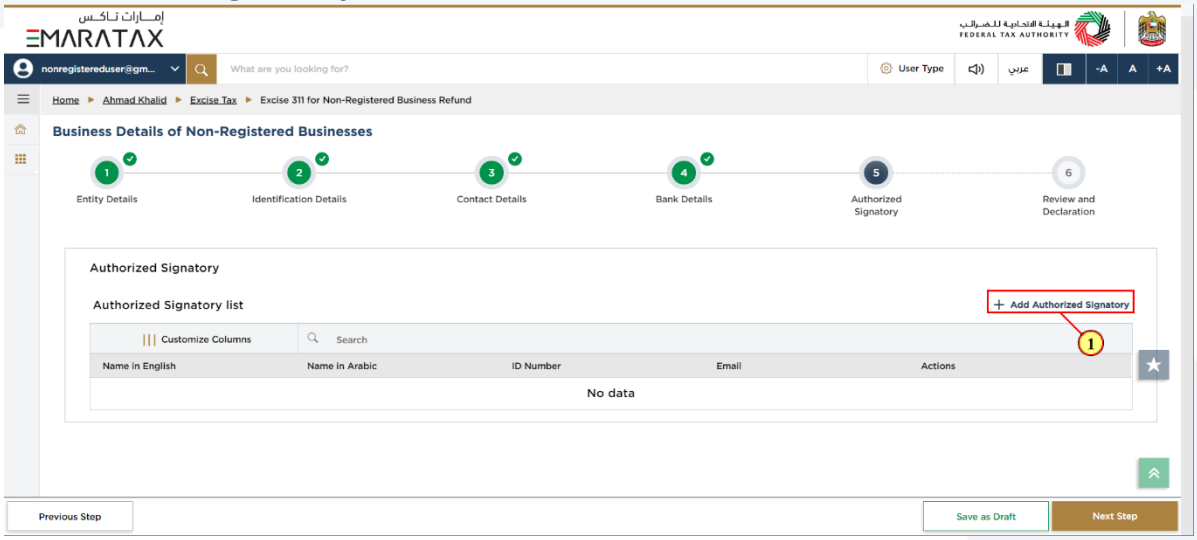


Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload copy of Bank Authorization Letter. On successful upload of document, the 'Add' button will highlight in green.

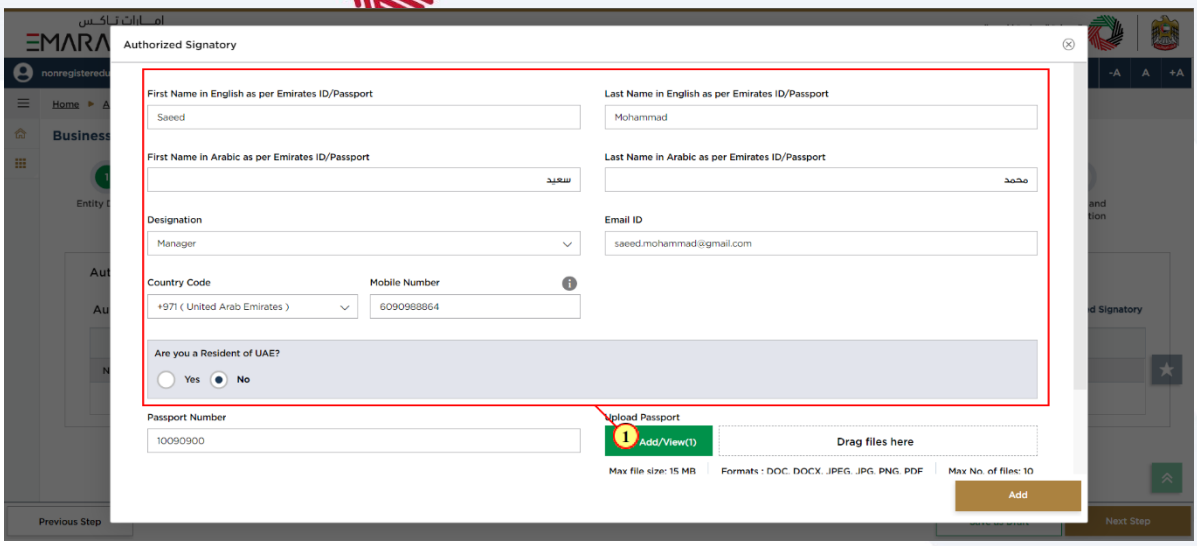


Step	Action
(1)	Click on 'Next Step' to proceed to next section

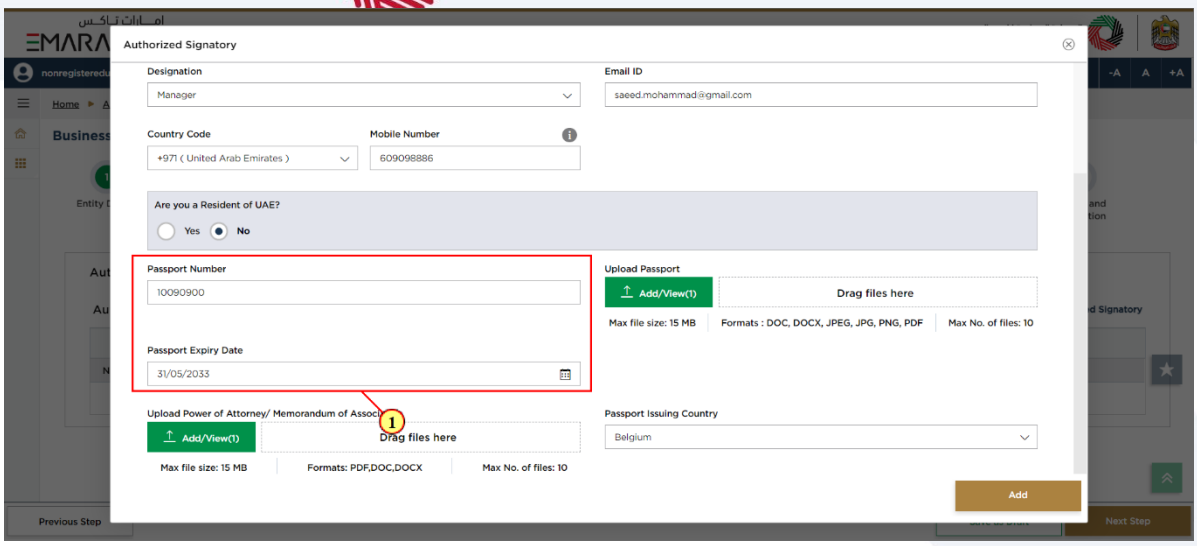
Authorized Signatory details



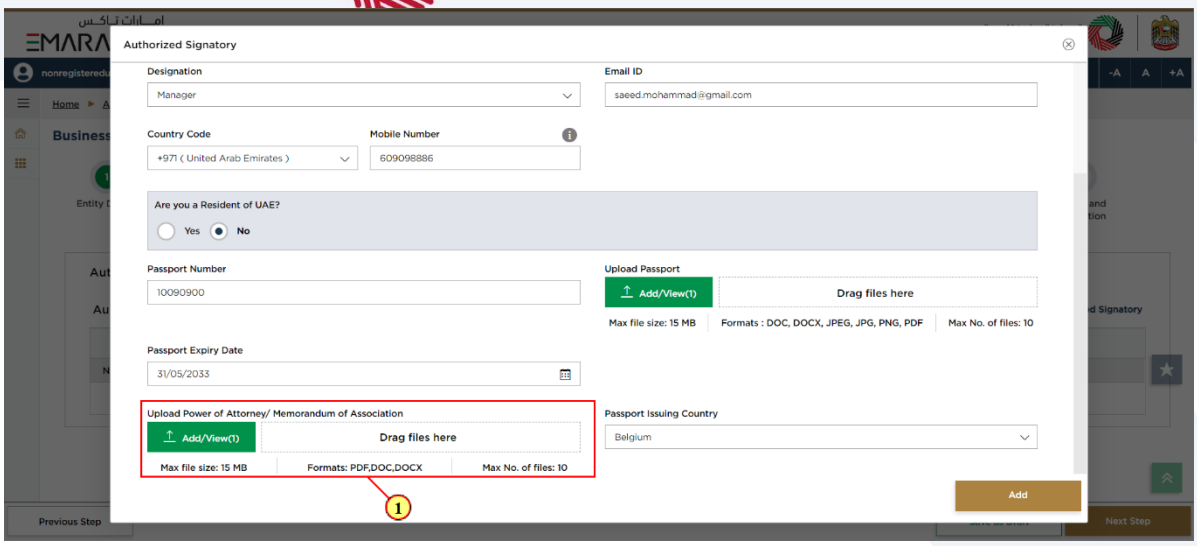
Step	Action
(1)	Click on 'Add Authorized Signatory' to add Authorized Signatory Details



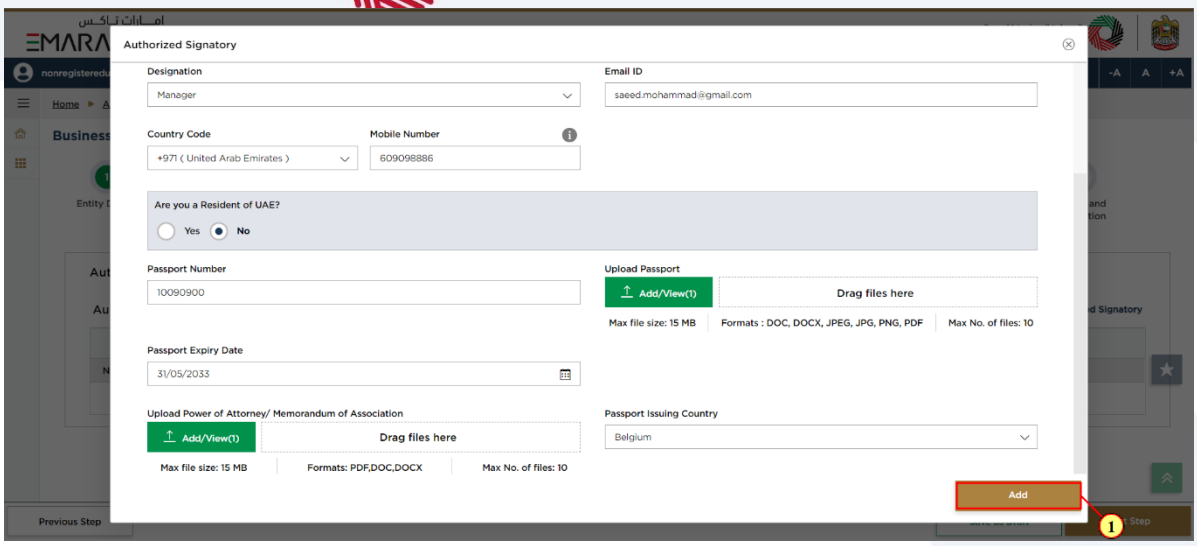
Step	Action
(1)	Enter Authorized Signatory Details



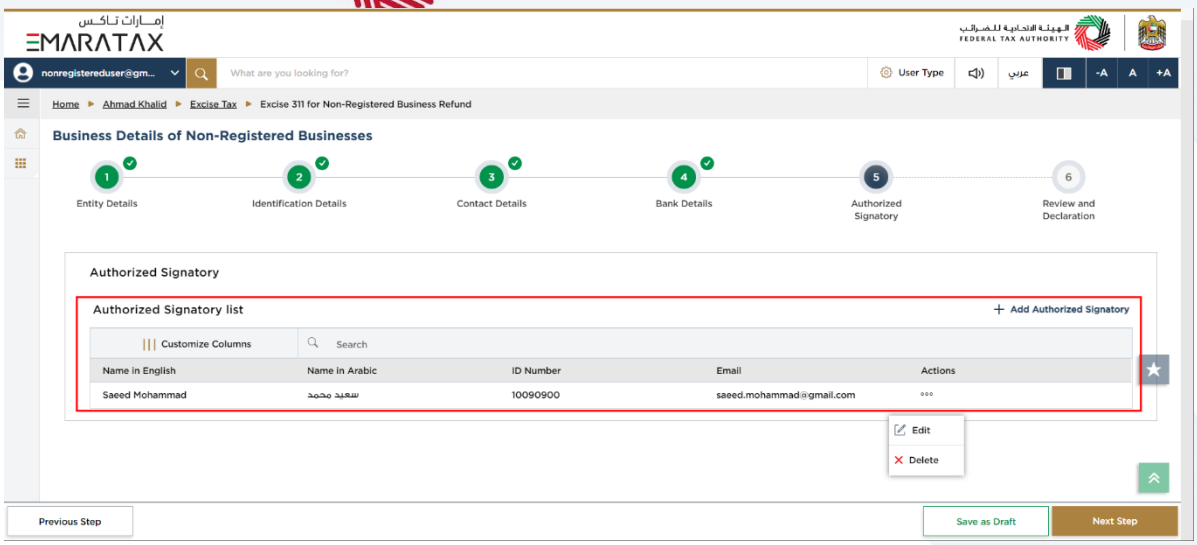
Step	Action
(1)	Enter passport details of Authorized Signatory



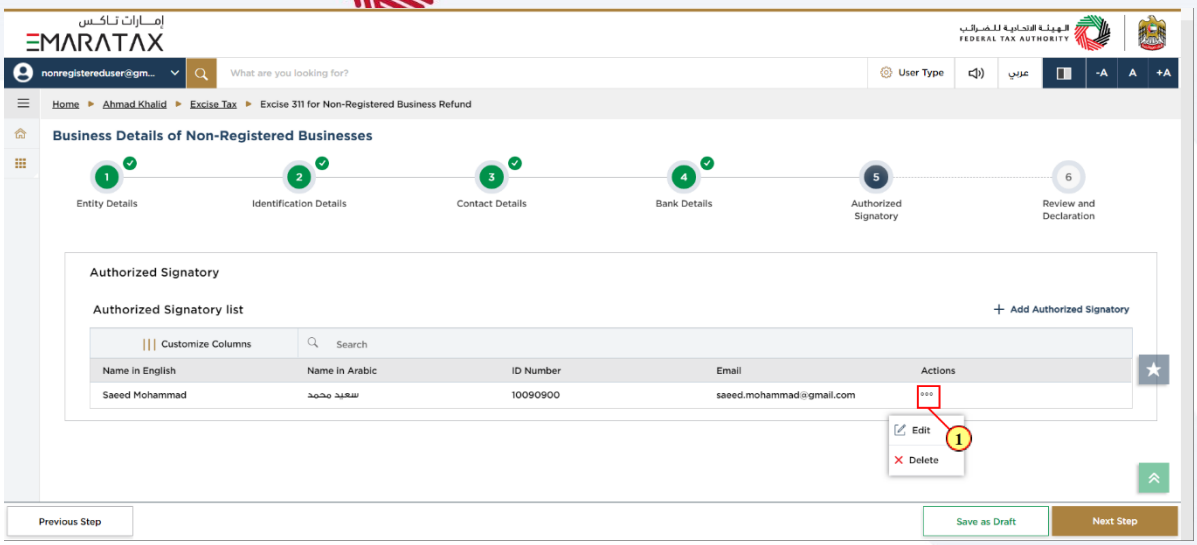
Step	Action
(1)	Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green



Step	Action
(1)	Click on 'Add' to update the Authorized Signatory details to Non-Registered Business details form

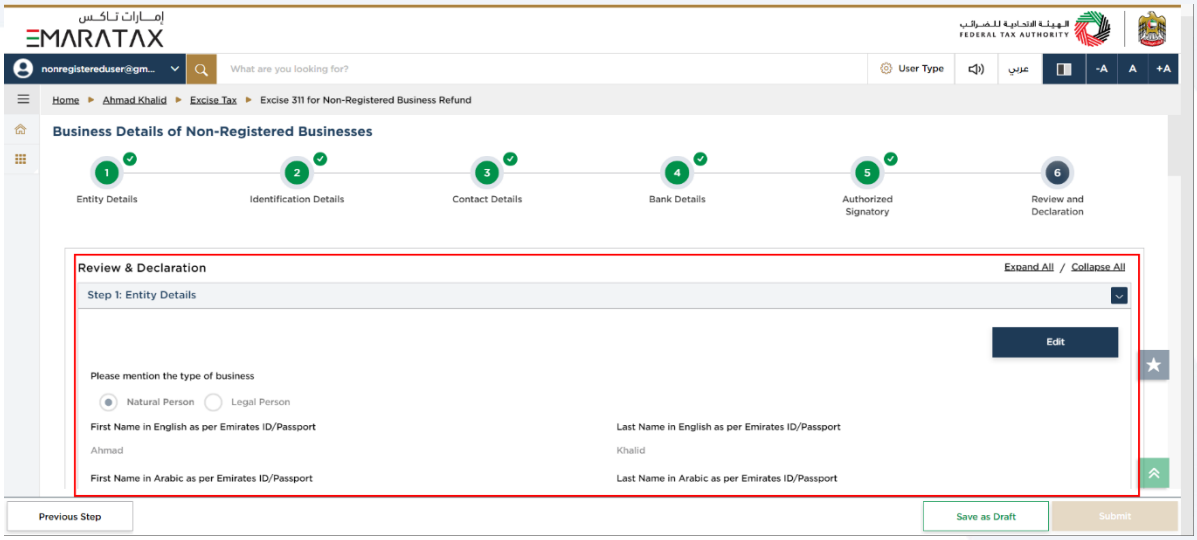


	The Authorized Signatory details added are populated in the Non-Registered Business details form

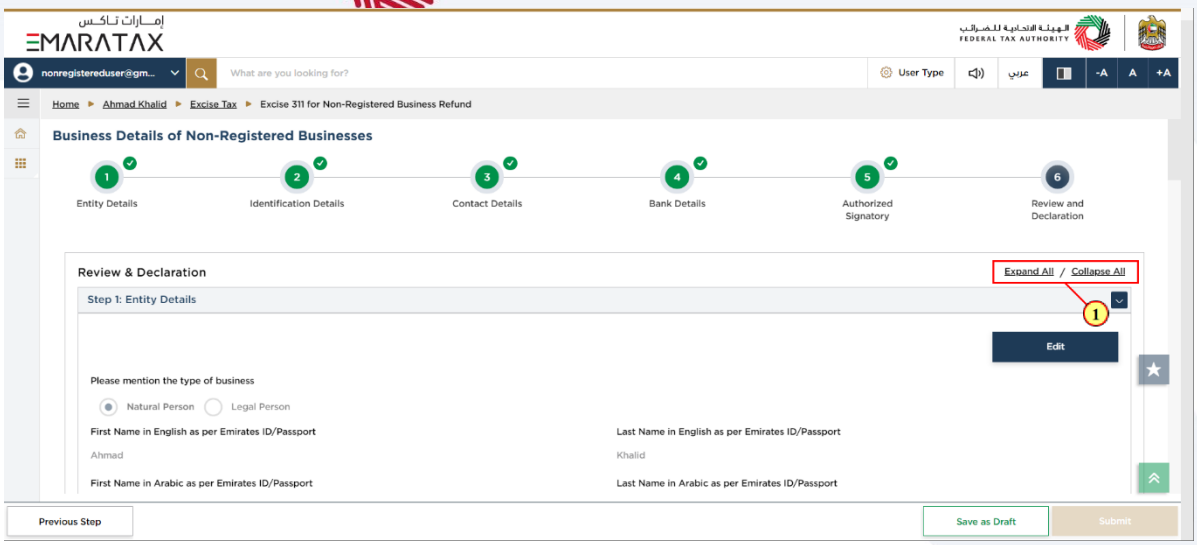


Step	Action
(1)	Click on ellipsis to edit or delete the Authorized Signatory details

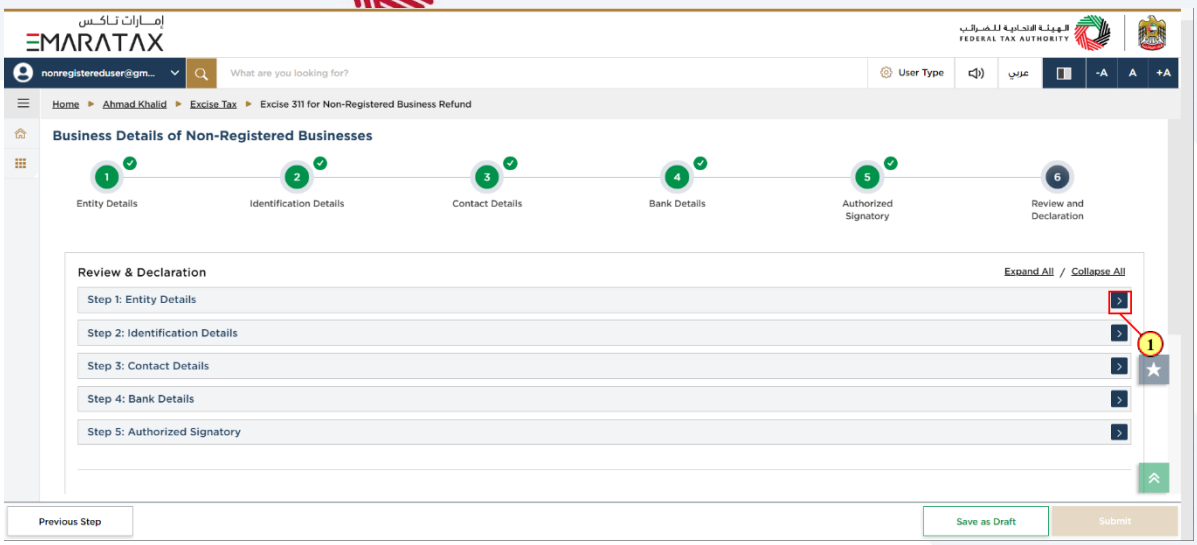
Review and Declaration



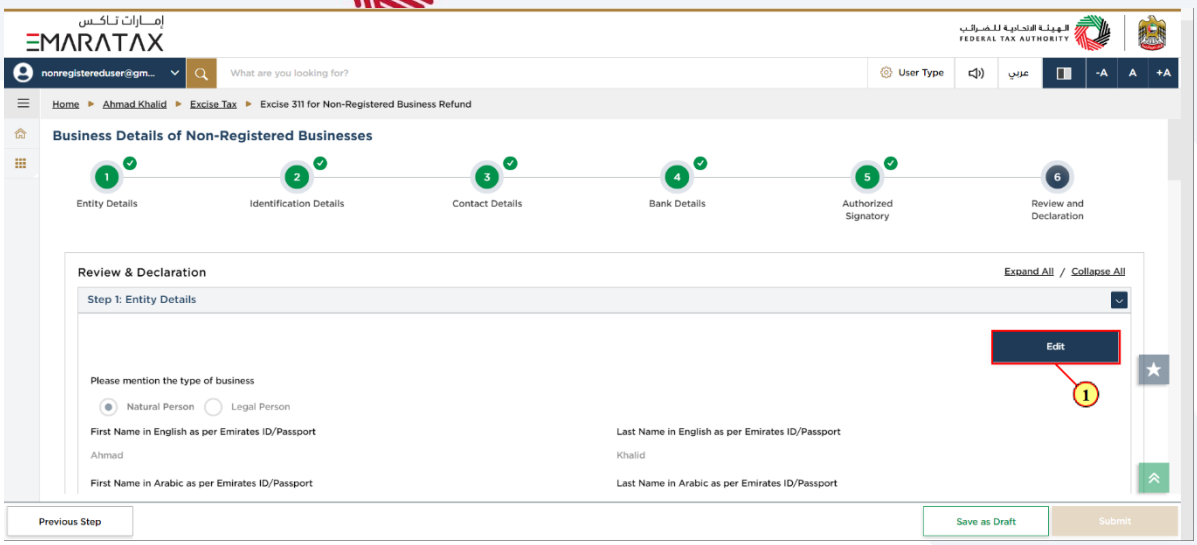
	This section displays your completed Business details form and allows you to review it prior to submission



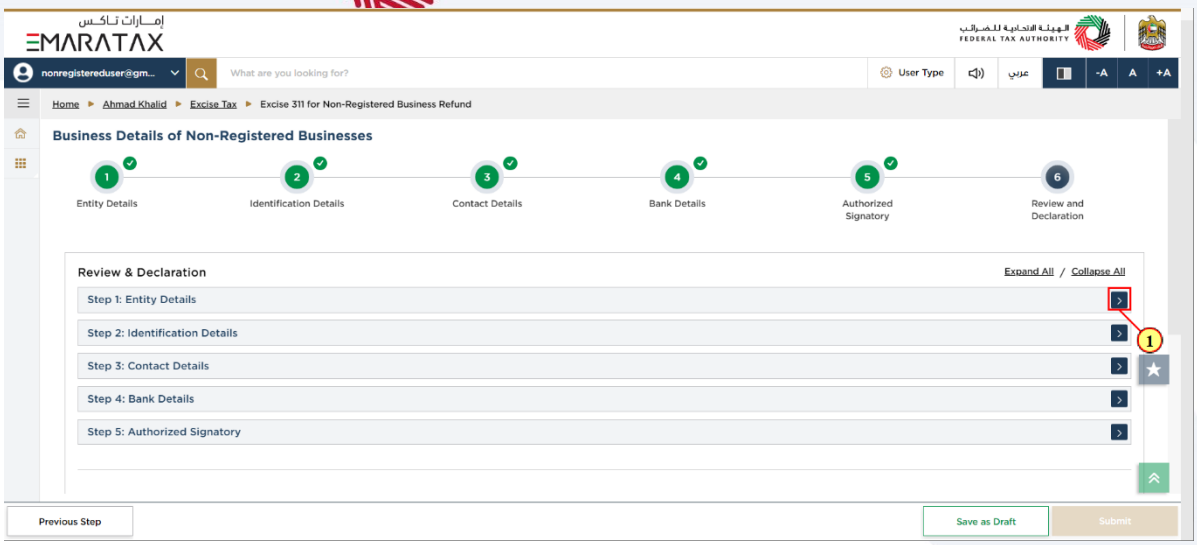
Step	Action
(1)	Click here to expand/collapse all steps at onceClick here .



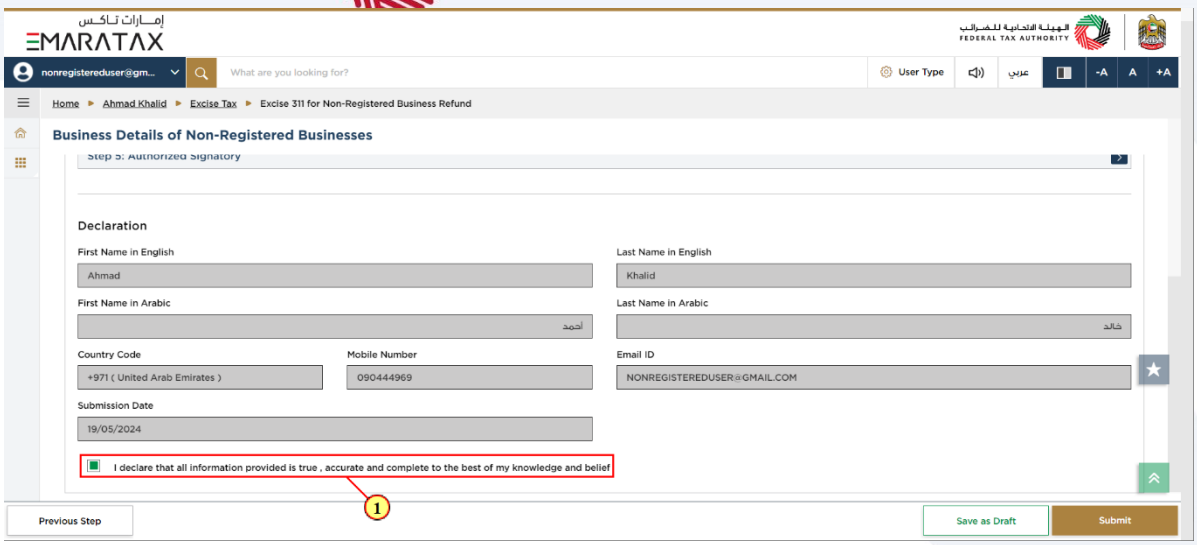
Step	Action
(1)	Click on the drop-down arrow to review the details in this step



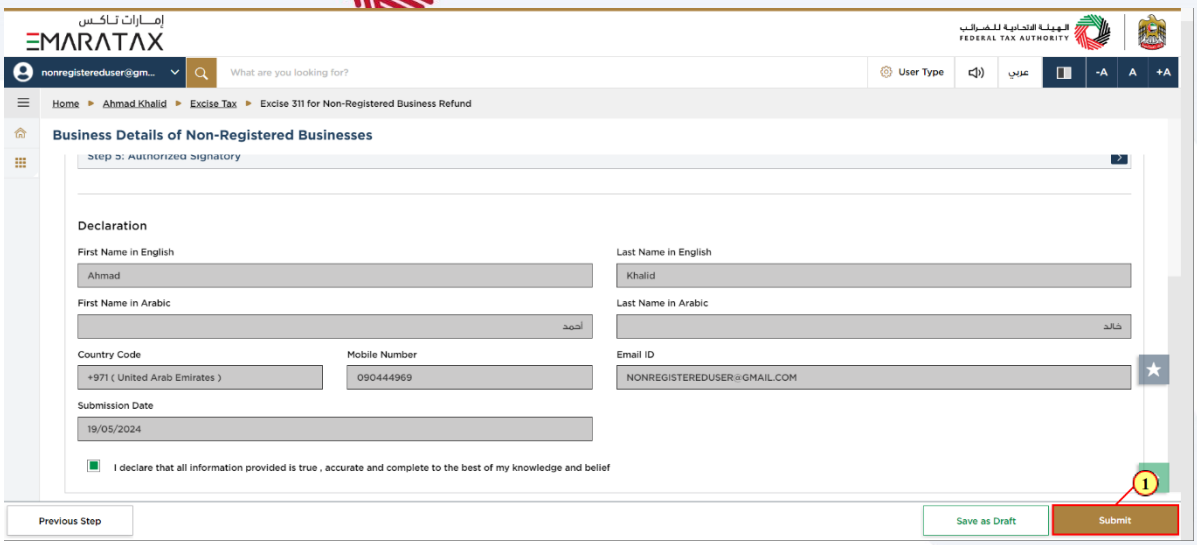
Step	Action
(1)	Click on 'Edit' to update the details in this section



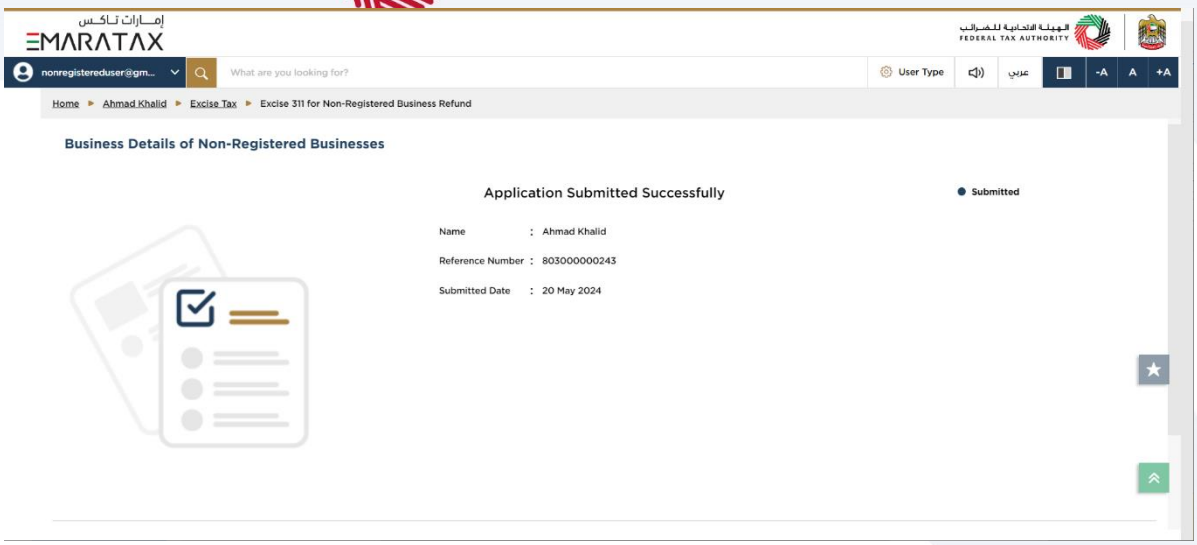
Step	Action
(1)	Click on each step to review every section



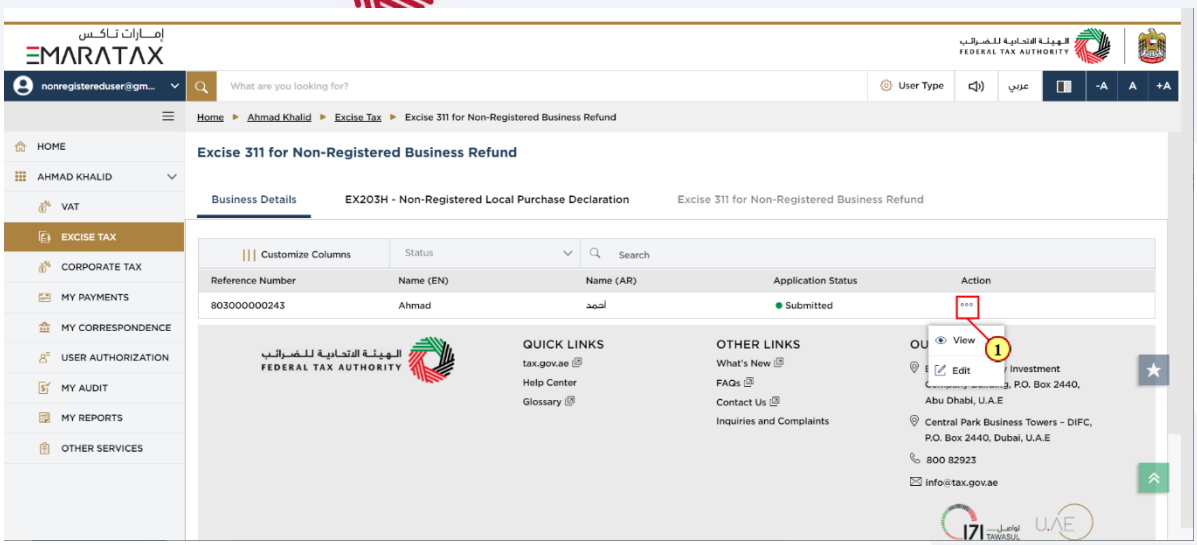
Step	Action
(1)	Mark the checkbox once you have reviewed all the information given in each step



Step	Action
(1)	Click on 'Submit' to submit the Non-Registered Business details Form.



	You have successfully submitted the Non-Registered Business details. Make a note of the application number for future reference. You can also access this business details from the Non-Registered Business Excise Tax refunds tile within the Exise Tax module.



Step	Action
(1)	Click on ellipsis to view or edit the Non-Registered Buisness details

الـهـيـئـة الاتحـاديـة لـلـضـرائـب
FEDERAL TAX AUTHORITY

إمـــارات تـاكـس
EMARATAX

After submission, Non-Registered Businesses for Excise Tax receives the following correspondences:

- Acknowledgment on the successful submission of their business details

Thank you