



إمــارات تـاكـس **ΞΜΛRΛΤΛΧ**

Corporate Tax Registration - Taxpayer User Manual

Date: 17 May 2023

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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
Image: Solution of the sector of the sec	
عربي English	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
A Manage Account	Image Account This is used to loggle between various personas within the user profile su as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc Image Account This is used to enable the Text to Speech feature of the portal Image Account This is used to decrease, reset, and increase the screen resolution of the user interface of the portal Image Account This is used to log off from the portal Image Account This is used to go the Previous section of the Input Form Previous 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 late
🕛 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	review. The Current section is highlighted in Blue and the completed

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.

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Introduction





This manual is prepared to help you navigate through the Federal Tax Authority (FTA) portal and submit the Corporate Tax Registration application. You must be eligible to register for Corporate Tax as per Federal Decree Law Number 47 of 2022 on the Taxation of Corporations and Businesses.

The applicant can be a natural person (For example, Individual), or a legal person (For example, a Public Joint Stock Company, Incorporated, government body).



Login to EmaraTax

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Don't have an account?	Password		UAE Pass is a single trusted di	gital identity	for		
If you do not already have an account with the FTA please signup here		۲	all citizens, residents to United	I Arab Emirat	tes		
	Forgot password? Enter Security Code					7	*
Sign Up	799462	C					
	Login						
Got any question on the new system? Read the FAQs					Ę	ASK	us



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.







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Got any question on the new system?					Ę	ASK U
Read the FAQs						

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.





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EmaraTax Taxable Person Dashboard

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Instructions and Guidelines

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	FAQs								>
	I confirm that I have read the above instructions an	d guidelines							*
	Back						9	Start	



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





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Entity Details Section

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•	The registration application has been divided into five short sections, each section being
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•	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

• 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.

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Identification Details

Main License Details

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Legal Person - Emirate UAE Govt. Entity



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Federal Tax Authority





Business Activities

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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 Corporate Tax Registration is required.





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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-today activities of the business are carried out.





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This section highlights all the details entered by you across the application. You are required to review and submit the application.

الـهـيئـة الاتحـاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY





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(1) Click ' Submit' to submit the Corporate Tax Re		egistration application.							



Post Application Submission

ct.training@fta.com	Q What are you looking for?				🔕 User Type	لليني (🗘		A +A
Home > User1 >	Corporate Tax Registration							
		Entity Name	: Trade					
		Applicant Name	: ct training					
		Reference Number	: 101000001500					
		Submission Dete & Time	: 23 January 2023, 12:23 0:57					
What's Next:								*
b) Once we have cor	plication: ill now be reviewed by the FTA. If we require more information spleted our review, we will either approve or, in some cases, mn application, we will provide you with the reasons for doing s	ay have to reject the application. We will no	otify you by email of our decision.	I in order for us to continue processing your applici	tion.			
2.CT registration cer a) Following approv Important Notes:	ificate al of your registration application you will be registered for CT,	and a CT TRN (Tax Registration Number) a	and registration certificate shall be issued to you. You c	an download the registration certificate from your l	maraTax account.			*
	After your application application. Note this What's next?			-		r you	⁻ submi	tted

- 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.
- Read the "What Next" and "Important Notes".





Correspondences



Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if the FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.