

UAE - IND - KSA - QATAR

Corporate Tax Registration User Manual

الـهـيئـة الاتحاديـة لـلـضـرائـب FEDERAL TAX AUTHORITY





Navigating Through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Por	rtal
(i) 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
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
Amanage Account	This is used to m <mark>anage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password </mark>
🕛 Log Out	This is used to log off from the portal

In the Business Process application

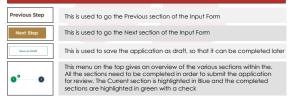




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Introduction

الـهيئـة الاتحاديـة لـلـضــرائـب FEDERAL TAX AUTHORITY





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 mandatorily or voluntarily as per the criteria stipulated in Federal Decree Law Number (47) of 2022 on 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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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 dash-board.



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Step Action

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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...



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EmaraTax Taxable person dashboard

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Guidelines & Instructions





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



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



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Entity Details Section

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The application is divided into a number of short sections which deal with various aspects of the registration process. The progress bar displays the number of sections required to complete the application. The section you are currently in, is highlighted as blue. Once you progress to the next section successfully, the previous section will be highlighted as 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.

You are requested to ensure that the documents submitted, support 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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 Click on 'Add Owners' to enter all the owners that have a 25% or more ownership in the entity being registered



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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 CT 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-to-day activities of the business are carried out.
- If you are a foreign business applying to register for UAE CT, you may choose to appoint a tax agent in the UAE. In such cases, provide the necessary details.



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- Evidence of authorization may include a Power of Attorney or Memorandum of Association in the case of legal persons. • You can add one or more Authorized Signatory, if required.



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Review and Declaration

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



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Step Action

 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.



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Step Action

(1) Click 'Submit' to submit the Corporate Tax Registration 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 communication with FTA.

What's next?



- Once the application is submitted, the FTA shall approve, reject or resubmit for additional information and notify the applicant accordingly.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified of the decision.
- 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 FTA requires more information assist with their review of your application).
- Application approval or rejection notification.





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