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**UAE - IND - KSA - QATAR**







# Corporate Tax Registration User Manual

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY



# Navigating Through Emaratax

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

Button	Description
<b>In the Portal</b>	
 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
<b>In the Business Process application</b>	
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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# Introduction

الهيئة الاتحادية للضرائب  
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

المملكة العربية السعودية  
FEDERAL TAX AUTHORITY

Are you an existing e-Services user? ▼

### Welcome to Federal Tax Authority Emaratax

Login

**Login with your E-mail**

E-mail Address  
abc54@web.com

Password  
Welcome@123

[Forgot password?](#)  
Enter Security Code  
715568

Login

**Login with your Identity Solution**

A trusted digital identity solution for easy login to Emaratax is being setup and would be enabled soon.

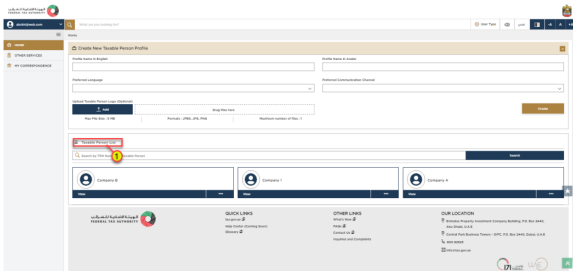
(Coming Soon)

Got any question on the new system?  
[Read the FAQs](#)

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.



Step

Action

(1)

On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaratTax 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.

**Step**

**Action**

(1)

Select the Taxable Person from the list and click 'View' to open the dashboard.



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# EmaraTax Taxable person dashboard

The screenshot displays the EmaraTax Taxable person dashboard. The interface includes a navigation menu on the left with options like HOME, COMPANY A, VAT, EXCISE TAX, MY PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, MY AUDIT, MY REPORTS, and OTHER SERVICES. The main content area is divided into sections: 'Required Actions' and 'Most Used Services' (both showing 'No data'), 'Registration Overview' (containing tiles for Value Added Tax, Tax Group, Excise Tax, Warehouse Keeper, and Corporate Tax Registration), and 'My Reports'. A red circle with the number '1' highlights the 'Register' button on the 'Corporate Tax Registration' tile.

Step

Action

(1)

Click 'Register' on the Corporate Tax tile within the Taxable Person dashboard to initiate the Corporate Tax registration application.

# Guidelines & Instructions

The screenshot shows the 'Corporate Tax Registration' page on the Federal Tax Authority website. The page is titled 'Corporate Tax Registration' and includes several key sections:

- Teutorial materials:** A link to 'Download User Manual' and a note that 'Content will be available soon'.
- Expected time to complete this application:** 30 minutes.
- Expected fees for this service:** Free of charge.
- Required Documents:** A list of requirements including:
  - A. In case of registration as a taxable person
    - 1. Emirates ID / Passport of the Taxable person
    - 2. In case of registration as a Legal Person
      - 1. Emirates ID / Passport of authorized signatory
      - 2. Proof of authorization for the authorized signatory
  - Accepted file types are PDF, DOC and DOCX. The maximum file size limit is 10MB.
- Service Details:** A section for 'About the Service' with the instruction: 'Use this service to register for CT and obtain a Tax Registration Number (TRN)'. It also includes sections for 'Eligibility Criteria', 'Service Steps', and 'FAQs'.
- Confirmation:** A checkbox labeled '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 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.

Corporate Tax Registration

Expected time to complete this application: 20 minutes

Expected fees for this service: Free of charge

Tutorial materials

Required Documents

Service Details

I confirm that I have read the above instructions and guidelines

Step

Action

(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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Corporate Tax Registration

No. of form sections: 3 sections

Expected time to complete this application: 20 minutes

Expected fees for this service: Free of charge

**Tutorial materials**

[Download User Manual](#)

Content will be available soon

**Required Documents**

The following is required to help you ensure the set of requirements that you should have to hand while completing the application form accurately:

- A. In case of registrant is a Natural Person
  - Emirates ID / Passport of the taxable person
  - In case of registrant is a Legal Person
    - Emirates ID / Passport of authorized signatory
    - Proof of authorization for the authorized signatory
- Accepted file types are PDF, DOC and DOCX. The individual file size limit is 5MB.

**Service Details**

**About the Service**

Use this service to register for CT and obtain a Tax Registration Number (TRN).

**Eligibility Criteria**

**Service Steps**

**FAQs**

I confirm that I have read the above instructions and guidelines

Back Cancel Start

Step

Action

(1)

Click 'Start' to initiate the CT Registration application.



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# Entity Details Section

The screenshot displays the 'Corporate Tax Registration' application interface. At the top, there is a progress bar with five steps: 1. Entity Details (highlighted in blue), 2. Identification Details, 3. Contact Details, 4. Authorized Signatory, and 5. Review and Declaration. Below the progress bar, the 'Entity Details' section is shown with the following fields:

- Entity Type:** Legal Person
- Entity Sub-Type:** Sole Public Joint Stock Company
- Country of Registration/Incorporation:** (Dropdown menu)
- Date of Incorporation:** 02/08/2017
- Corporate Tax Period:** (Dropdown menu)

At the bottom of the application window, there are three buttons: 'Previous Step' (disabled), 'Cancel', and 'Save as Draft'. A 'Next Step' button is also visible on the right side of the form area.

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.

Corporate Tax Registration

Entity Details

Entity Type: Legal Person

Entity Sub-Type: LLC, Public Joint Stock Company

Country of Incorporation/Registration: [Dropdown]

State of Incorporation: SAUDI ARABIA

Corporate Tax Period: [Dropdown]

Previous Step Cancel Save as Draft Next Step

**Step**

**Action**

(1)

Select the Entity Type of your business from the list in the entity details section. Note that the input fields in this section may vary based on the entity type selected.

**You will be able to see the following list of entity types and respective sub-types in the application:**

- Legal Person - UAE Public Joint Stock Company
- Legal Person - UAE Private Company (incl. an Establishment)
- Legal Person - UAE Partnership
- Legal Person - Foreign Company
- Legal Person - Club or Association or Society
- Legal Person - Trust
- Legal Person - Charity
- Legal Person - Foundation
- Legal Person - Federal Government Entity
- Legal Person - Emirate Government Entity
- Legal Person - Other
- Natural Person - Individual
- Natural Person - Sole Proprietorship/Establishment or Civil Company
- Natural Person - Partner in a Partnership
- Natural Person - Other

**However, registration is currently only available for the below entity and sub-types:**

- Legal Person - UAE Public Joint Stock Company
- Legal Person - UAE Private Company (incl. an Establishment)



Abudhabi.com  
What are you looking for?

Corporate Tax Registration

1 Entry Details 2 Identification Details 3 Contact Details 4 Authorized Signatory 5 Review and Declaration

**Entry Details**

Entry Type: Legal Person Entity Sub-Type: LNE Public Joint Stock Company

Country of Registration/Incorporation: Date of Incorporation: 02/01/2011

Corporate Tax Period:

Previous Step Save as Draft Next Step

**Step**

**Action**

(1)

You may click on 'Save as draft' to save your application and return to continue working on your application later.



The screenshot shows the HMRC Corporate Tax Registration interface. At the top, there is a navigation bar with the HMRC logo and the text 'HMRC - HM Revenue & Customs'. Below this, the page title is 'Corporate Tax Registration'. A progress bar indicates five steps: 1. Entity details, 2. Identification details, 3. Contact details, 4. Authorised Signatory, and 5. Review and Declaration. Step 1 is currently active.

The 'Entity Details' section contains the following fields:

- Entity Type:** A dropdown menu with 'Legal Person' selected.
- Entity Sub-Type:** A dropdown menu with 'LIMITED PUBLIC JOINT STOCK COMPANY' selected.
- Country of Registration/Incorporation:** A dropdown menu.
- Date of Incorporation:** A date field with '01/01/2017' entered.
- Corporate Tax Period:** A dropdown menu.

At the bottom of the form, there are three buttons: 'Previous Step', 'Cancel', and 'Save as Draft'. A 'Next Step' button is also visible but appears to be disabled.

**Step**

**Action**

(1)

You may click on 'Save as draft' to save your application and return to continue working on your application later.

Corporate Tax Registration

Entity Details    Identification Details    Contact Details    Authorized Signatory    Review and Declaration

**Entity Details**

Entity Type: Legal Person

Entity Sub-Type: UAE Public Joint Stock Company

Country of Registration/Incorporation: [Dropdown]

Date of Incorporation: 02/09/2019

Corporate Tax Period: [Dropdown]

Previous Step    Cancel    Save as Draft    **Next Step**

Step	Action
------	--------

(1)	After completing all the mandatory fields, click 'Next Step' to save and proceed to the 'Identification Details' section.
-----	---

# Identification Details

## Main License Details

The screenshot shows the 'Corporate Tax Registration' process in a web application. The process flow includes: Entity Details, Identification Details, Contact Details, Authorized Signatory, and Review and Declaration. The 'Identification Details' section is highlighted with a red box and contains the following fields:

Main License Details	
Trade License Issuing Authority	Trade License Number
Suburb/Academic City	ISSUE DATE
License Issue Date	License Expiry Date
Legal Name in English	Legal Name in Arabic
Trade Name in English	Trade Name in Arabic

Below the license details is the 'Business Activities Details' section, which currently shows 'No data' and a red circle with the number '1' pointing to the 'Add Business Activity' button.

Step

Action

(1)

Depending on the 'Entity Type' selected, you are required to provide the main trade license details in the identification details section.



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# Business Activities

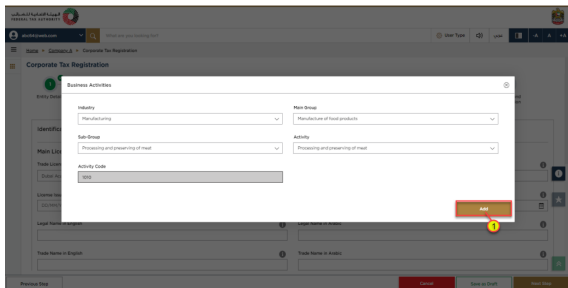
The screenshot shows the 'Corporate Tax Registration' process. The current step is 'Identification Details', which includes fields for 'Main License Details' and 'Business Activities Details'. The 'Business Activities Details' section has columns for 'Primary Activity', 'Industry', 'Main Group', 'Sub-Group', 'Business Activities', 'Activity Code', and 'Actions'. A red callout box with a yellow circle containing the number '1' points to the 'Add Business Activities' button in the bottom right corner of the form.

Step

Action

(1)

Click on 'Add Business Activities' to enter all the business activity information associated with the trade license.



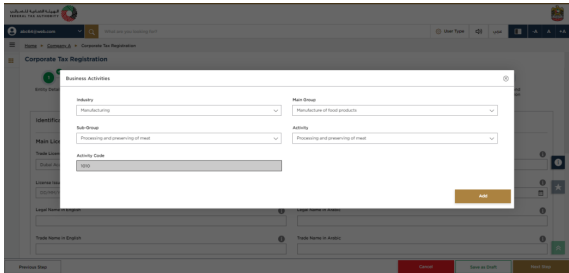
**Step**

**Action**

(1)

Enter the mandatory business activity information and click on Add.

# Owner Details



The screenshot displays the 'Business Activities' form within the Corporate Tax Registration system. The form includes the following fields:

- Industry:** Manufacturing
- Main Group:** Manufacture of food products
- Sub-Group:** Processing and preservation of meat
- Activity:** Processing and preservation of meat
- Activity Code:** 380

At the bottom right of the form, there is a yellow 'Add' button. The background shows the 'Corporate Tax Registration' interface with various navigation and status options.



Ensure that the information about all your business activities is included. The activity code will get populated on the screen.

Corporate Tax Registration

Trade Name in English:  Trade Name in Arabic:

Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	...

Owners List

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
No data					

Local Branch Details

Previous Step Cancel Save as Draft Next Step

**Step**

**Action**

(1)

Click on 'Add Owners' to enter all the owners that have a 25% or more ownership in the entity being registered

Owner Details

Owner Type  
Legal Person

Legal Name in English  
Company A

Legal Name in Arabic  
شركة أ

Ownership Start Date  
25/10/2022

Corporate Tax TRN (Optional)

Trade Name in English  
Company A

Trade Name in Arabic  
شركة أ

Shareholding Percentage  
80

Add

**Step**

**Action**

(1)

Enter the mandatory owner information and click on Add.



# Branch Details

The screenshot shows the 'Corporate Tax Registration' form. The 'Local Branch Details' section is highlighted with a red box and a red arrow pointing to a '1' in a yellow circle. This section contains a question: 'Do you have branches in UAE?' with radio buttons for 'Yes' and 'No'. An 'Add New Branch' button is located to the right of the question. Below the form, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	---

Owners List

Provide details of all Owners who have a shareholding of 25% or more.

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Company A	شركة أ		50.00	---

Local Branch Details

Do you have branches in UAE?

Yes  No

Add New Branch



Previous Step Cancel Save as Draft Next Step

Step

Action

(1)

Select 'Yes', if you have one or more branches, and add the local branch details. For each branch, enter the trade license details and associated business activities and owners list.

Home > Corporate Tax Registration

**Corporate Tax Registration**

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	...

**Owners List**  
 Provide details of all Owners who have a shareholding of 25% or more.

+ Add Owner

Owner Type	Owner Name in English	Owner Name in Arabic	Emirate ID Number	Shareholding Percentage	Actions
Legal Person	Company A	شركة أ		50.00	...

**Local Branch Details**  
 Do you have branches in UAE?

Yes  No

+ Add New Branch

Previous Step Cancel Save as Draft Next Step



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.

الإدارة العامة للضرائب  
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ibctaxnet.com What are you looking for?

Home > CATEGORIES > Corporate Tax Registration

### Corporate Tax Registration

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
<input checked="" type="radio"/>	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	100	...

**Owners List**

Provide details of all Owners who have a shareholding of 25% or more.

+ Add Owner

Owner Type	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions
Legal Person	Company A	شركة أ		50.00	...

**Local Branch Details**

Do you have branches in UAE?

Yes  No

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 'Contact Details' section

# Contact Details

**Corporate Tax Registration**

Entity Details Identification Details Contact Details Administrative Signatory Review and Declaration

**Contact Details**

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license. For virtual companies, enter the address details of your home.

Country	United Arab Emirates	Building Name & Number	Trade Center 1
Street	al Khayt Street	Area	ECG Business
City	Dubai	Branch	Other
Country Code	+971 (United Arab Emirates)	Mobile Number	050362760
		Country Code	+971 (United Arab Emirates)
		Landline Number	020362760
Email ID	ahmed@tradi.com	PO Box (Optional)	000

Previous Step Cancel Save as Draft Next Step

**Step**

**Action**

(1)

Enter the registered address details of the business.



- 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.

Corporate Tax Registration

Entity Details Identification Details Contact Details Authorized Signatory Review and Submission

**Contact Details**

If you have a trade license in the UAE, please ensure that the address details that you enter are identical to the information on the trade license. For natural persons, enter the address details of your home.

Country: United Arab Emirates Building Name & Number: Trade Center 1

Street: Al Khayt Street Area: ICC Boulevard

City: Dubai Emirate: Dubai

Country Code: +971 Mobile Number: 054957670 Country Code: +971 Landline Number: 023309700

Email ID: abc@trading.com PO Box (Optional): 210

Printed Step Cancel Save as Draft Next Step

**Step**

**Action**

(1)

After completing all mandatory fields, click 'Next Step' to save and proceed to the 'Authorized Authorized Signatory' section.

# Authorized Signatory

The screenshot shows the 'Corporate Tax Registration' process in the system. The process flow includes: Entity Details, Identification Details, Contact Details, Authorized Signatory, and Review and Distribution. The 'Authorized Signatory' step is currently active. Below the process flow, there is a section titled 'Authorized Signatory' with an 'Authorized Signatory List' table. The table has columns for 'Name in English', 'Name in Arabic', 'ID Number', 'Email ID', and 'Action'. A red box highlights the '+ Add Authorized Signatory' button, which is also indicated by a yellow callout bubble with the number 1. At the bottom of the screen, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Next Step'.

Step

Action

(1)

Click 'Add Authorized Signatory' to enter the Authorized Signatory details.

**Authorized Signatory**

First Name in English  
 Company

Last Name in English  
 A

First Name in Arabic  
 First

Last Name in Arabic  
 First

Country Code  
 United Arab Emirates (UAE)

Middle Number  
 0000000

Email ID  
 admin@domain.com

Registration  
 Member

Is this authorized signatory a resident of the UAE?  
 Yes  No

Request Number	Upload Copy of Document	Drop File Here
REQUEST001	ADD/REMOVE	

Request Issuing Country  
 United Arab Emirates

Request Expiry Date  
 28/10/2028

Source of Authorization	Max No. of Sign. 1	Permitted RCR DOC	Max No. of Sign. 2
Representation of Association			

ADD/REMOVE

ADD

**Step**

**Action**

- (1) After entering the required information for an Authorized Signatory, click 'Add'



**Authorized Signatory**

First Name in English:

Last Name in English:

First Name in Arabic:

Last Name in Arabic:

Country Code:

Mobile Number:

Email ID:

Designation:

Is the authorized signatory a resident of the UAE?  
 Yes  No

Request Number:

View Details

Request Status:

View Details

Source of Authorization:

View Details

**Add**



- 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.

Corporate Tax Registration

Authorized Signatory

Authorized Signatory List

Name in English	Name in Arabic	ID Number	Email ID	Actions
Company A	شركة أ	PA1234567	abc@web.com	...

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

The screenshot shows a web application interface for Corporate Tax Registration. The page is titled "Corporate Tax Registration" and contains several sections for data review and declaration.

**Corporate Tax Registration**

Country Code	License Number	Country Code	Public Number
AE (United Arab Emirates)	30000000	AE (United Arab Emirates)	30000000

**Step 04 - Authorized Signatory**

Name in English	Name in Arabic	ID Number	Email ID
Company A	شركة أ	99999999	99999999@ae.com

**Declaration**

First Name in English	Last Name in English
John Doe	John

First Name in Arabic	Last Name in Arabic
John	John

Country Code	Public Number	Email
AE (United Arab Emirates)	30000000	99999999@ae.com

Submission Date: 20/10/2024

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

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



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

The screenshot shows the 'Corporate Tax Registration' form in a web browser. The form is divided into several sections: 'Country Code' (with fields for Country Code, Landline Number, Country Code, and Public Number), 'Step 4: Authorized Signatory' (with a table for Name in English, Name in Arabic, ID Number, and Email ID), and 'Declaration' (with fields for First Name in English, Last Name in English, First Name in Arabic, Last Name in Arabic, Country Code, Public Number, and Extension Code). A red box highlights the checkbox at the bottom of the Declaration section, which is labeled 'I declare that all information provided in this application is true, accurate and correct to the best of my knowledge and belief'. A red number '1' is placed below this checkbox. At the bottom of the form, there are buttons for 'Previous Step', 'Cancel', 'Save as Draft', and 'Submit'.

Name in English	Name in Arabic	ID Number	Email ID
COMPANY A	شركة أ	99999999	AB@COMPANY.COM

I declare that all information provided in this application is true, accurate and correct to the best of my knowledge and belief.

## 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.

Corporate Tax Registration

Country Code: 1971 (United Arab Emirates) | License Number: 00000000 | Company Code: 1971 (United Arab Emirates) | Public Number: 00000000

Email ID: abc@123.com | VAS Box Establishment: 00

Step 4: Authorized Signatory

Name in English: | Name in Arabic: | ID Number: | Email ID: | Save

Company ID: | First Name: | Last Name: | Email ID: abc@123.com

Declaration

First Name in English: | Last Name in English: | Save

First Name in Arabic: | Last Name in Arabic: | Save

Country Code: | Public Number: | Email: | Save

Submission Date: | Save

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

Previous Step | Cancel | Save as Draft | **Submit**

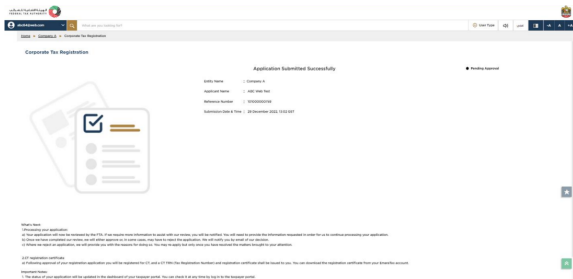
**Step**

**Action**

(1)

Click 'Submit' to submit the Corporate Tax Registration application.

# Post Application Submission



The screenshot shows a web portal for Corporate Tax Registration. The main heading is "Application Submitted Successfully". Below this, there is a table with the following details:

Entity Name	Company A
Applicant Name	ABC (Pvt) Ltd
Reference Number	9100000100
Submission Date & Time	20 December 2022 10:02:01

Below the table, there is a "What's Next" section with the following instructions:

1. Check your application.
2. Your application will only be reviewed by the FTA, if we require more information to assist with our review, you will be notified. You will need to provide the information requested in order for us to continue processing your application.
3. Once we have completed our review, we will either approve or, in some cases, may have to reject the application. We will notify you by email of our decision.
4. Where we reject an application, we will provide you with the reasons for doing so. You may re-apply, but only once you have received the reasons brought to your attention.

At the bottom, there is a note about downloading the registration certificate from the dashboard once approved.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with FTA.

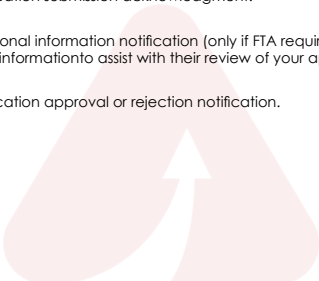
## What's next?

- 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 to assist with their review of your application).
  - Application approval or rejection notification.
- 



# THANK YOU



**ANALYTIX**  
TAX CONSULTANTS

 **Office #29, 4th floor, E Block,  
Al Naboodha Building,  
Deira, Dubai**

 **info@analytixme.com**

 **analytixme.com**

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**+971 56 893 0409 | +971 435 70185**