



إمارات تاكس
EMARATAX

VAT Registration User Manual

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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 |

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](#)



VAT Registration

| | |
|---|-----------|
| Document Control Information..... | 2 |
| Annexure 2 | |
| Navigating through EmaraTax | 3 |
| VAT Registration V1.0.0.0..... | 4 |
| Introduction..... | 5 |
| Login to EmaraTax..... | 6 |
| EmaraTax Taxable person dashboard..... | 10 |
| Guidelines and Instructions | 11 |
| Entity Details Section | 14 |
| Identification Details..... | 19 |
| Main License Details | 19 |
| Business Activities | 21 |
| Owner Details | 24 |
| Branch Details..... | 26 |
| Eligibility Details | 29 |
| Taxable supplies and Taxable expenses | 29 |
| Contact Details..... | 33 |
| Business Relationships | 36 |
| Add More Relationships | 37 |
| Bank Details..... | 40 |
| Additional Details | 42 |
| GCC Business activities | 42 |
| Custom details | 45 |
| Authorized Signatory..... | 49 |
| Review and Declaration | 53 |
| Post Application Submission..... | 56 |
| Correspondences | 57 |



Introduction



This manual is prepared to help you navigate through the Federal Tax Authority (FTA) portal and submit the VAT Registration application. You must be eligible to register for VAT mandatorily or voluntarily as per the turnover threshold criteria stipulated in Federal Decree Law Number (8) of 2017 on Value Added Tax. 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



- 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.

The screenshot shows the 'Taxable Person List' section of the Federal Tax Authority website. The page includes a header with the FTA logo and navigation menu. The main content area features a 'Create New Taxable Person Profile' form with fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. Below the form is a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button. The 'Taxable Person List' section is highlighted with a red box, and a yellow circle with the number 1 is placed next to the search bar. The list contains three entries: 'Company2', 'Company1', and 'Company A', each with a 'View' button.

| 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, Profile Name in Arabic, Preferred Language, and Preferred Communication Channel. Below the form is the 'Taxable Person List' table with columns for Name, View, and a star icon. The table contains three entries: Company2, Company1, and Company A. The 'View' button for Company A is highlighted with a red box and a yellow callout bubble containing the number 1.

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

EmaraTax Taxable person dashboard

| Step | Action |
|------|---|
| (1) | Click 'Register' on the VAT tile with in the Taxable Person dashboard to initiate the VAT registration application. |

Guidelines and Instructions

VAT - New Registration

No. of form sections: 3 sections

Expected time to complete this application: 45 minutes

Expected fees for this service: Free of charge

Required Templates

- Taxable supplies - Turnover declaration template
- Taxable expenses - Turnover declaration template
- Turnover declaration letter form

Required Documents

It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:

- Valid Trade License / Business License(s)
- Passport / Emirates ID of the authorized signatory(s)
- Proof of authorization for the authorized signatory(s)
- Contact information
- Bank letter validating the bank account details of the applicant

Depending on the basis on which you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement
- Self prepared calculation sheet which may include details to calculate the taxable/zero-rated supplies based on financial records
- Revenue forecast with evidence (e.g., Local Purchase Order or Contracts)
- Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead
- Supporting financial documents (e.g., invoices/LPOs/contracts/lease/tenancy contracts)

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report, audited or non-audited financial statement
- Expense budget report
- Articles of Association/Partnership Agreement (if applicable)
- Certificate of Incorporation (if applicable for Legal Person)
- Documents which show ownership information of the business
- Customs details (if applicable)
- Power of Attorney documents (if applicable)
- Club, charity or association registration documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association")
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity")
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other")

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



What are you looking for?

Home > Companies > VAT Registration

Before you start, please read the VAT account details of the applicant. Depending on the basis on which you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Self-prepared calculation sheet which may include details to calculate the taxable/zero-rated supplies based on financial records.
- Revenue forecast with evidence (e.g., Local Purchase Order or Contract).
- Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead.
- Supporting financial documents (e.g., Invoices/LPOs/contracts/the dead/termancy contracts).

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report, audited or non-audited financial statement.
- Expense budget report.
- Articles of Association/Partnership Agreement (if applicable).
- Certificate of Incorporation (if applicable for Legal Person).
- Documents which show ownership information of the business.
- Customs details (if applicable).
- Power of Attorney documents (if applicable).
- Club, charity or association registration documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association").
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity").
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other").
- A scanned copy of the Emirates ID and passport of the manager, owner and senior management.
- A scanned copy of the land/property title deed (applicable if you selected "Legal Person Incorporate/Legal Person-Club or Association").

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

Service Details

- About the Service
- Eligibility Criteria
- Service Steps
- FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

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



What are you looking for?

Home > Companies > VAT Registration

Back view: Issuing the VAT account details of the applicant.

Depending on the basis on which you are registering, other relevant documents may include:

For taxable supplies (applicable for all legal types except Federal and Emirate Government)

- Audit report audited or non-audited financial statement.
- Self prepared calculation sheet which may include details to calculate the taxable/zero-rated supplies based on financial records.
- Revenue forecast with evidence (e.g., Local Purchase Order or Contract).
- Monthly turnover declaration for the specified periods that is signed and stamped by the authorized signatory on the entity's printed letterhead.
- Supporting financial documents (e.g., Invoices/LPOs/contracts/the dead/termancy contracts).

For taxable expenses (applicable for all legal types except Federal and Emirate Government)

- Audit report, audited or non-audited financial statement.
- Expense budget report.
- Articles of Association/Partnership Agreement (if applicable).
- Certificate of Incorporation (if applicable for Legal Person).
- Documents which show ownership information of the business.
- Customs details (if applicable).
- Power of Attorney documents (if applicable).
- Club, charity or association registration documents and supporting evidence (applicable if you selected "Legal person - Club, Charity or Association").
- A copy of the Decree (applicable if you selected "Legal person - Federal UAE Government Entity" or "Legal person - Emirate UAE Government Entity").
- Other relevant documents such as documents providing information about your organization, including its activities and size (applicable if you selected "Legal person - Other").
- A scanned copy of the Emirates ID and passport of the manager, owner and senior management.
- A scanned copy of the land/property title deed (applicable if you selected "Legal Person Incorporate/Legal Person-Club or Association").

Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5 MB.

Service Details

- About the Service
- Eligibility Criteria
- Service Steps
- FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

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

Entity Details Section



- 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, supports the information entered by you in the application. This would help to avoid any rejection or resubmission of the application later.



ab0964@fata.gov.ae What are you looking for?

User Type

Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Entity Details

Entity Type
Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation?
☒ Yes ☐ No

Are you applying to create or join a Tax Group?
☐ Yes ☒ No

Upload Certificate of Incorporation
Add/View ID
Max File size: 15 MB
Formats: PDF, DOC
Drag files here
Max No. of Files: 1

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. |



ab06489abc.com What are you looking for?

User Type

Home > VAT Registration

Value Added Tax Registration

- 1 Entity Details
- 2 Identification Details
- 3 Eligibility Details
- 4 Contact Details
- 5 Business Relationships
- 6 Bank Details
- 7 Additional Details
- 8 Authorized Signatory
- 9 Review and Declaration

Entity Details

Entity Type ?

Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation? ?

☒ Yes ☐ No

Are you applying to create or join a Tax Group? ?

☐ Yes ☒ No

Upload Certificate of Incorporation

[Add/View ID](#) Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 5

Drag files here

Previous Step Cancel Save as Draft Next Step

You will be able to see the following list of entity types in the application:

- Legal Person - Public Joint Stock Company
- Legal Person - Incorporated
- Legal Person - Foreign Businesses
- Legal Person - Club or Association
- Legal Person - Charity
- Legal Person - Exhibitions
- Legal Person - Federal UAE Govt Entity
- Legal Person - Emirate UAE Govt Entity
- Legal person -Others
- Natural Person - Individual
- Natural Person - Partnership / Heirs of Natural Person
- Natural Person - Others





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User Type

Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Entity Details

Entity Type

Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation?

☒ Yes ☐ No

Are you applying to create or join a Tax Group?

☐ Yes ☒ No

Upload Certificate of Incorporation

Add/View ID

Max File size: 15 MB

Drag files here

Formats: PDF, DOC

Max No. of Files: 5

Previous Step

Cancel

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. |



ab0964@fata.gov.ae What are you looking for?

User Type

Home > VAT Registration

Value Added Tax Registration

- Entity Details
- Identification Details
- Eligibility Details
- Contact Details
- Business Relationships
- Bank Details
- Additional Details
- Authorized Signatory
- Review and Declaration

Entity Details

Entity Type

Legal Person - Public Joint Stock Company

Do you have a certificate of incorporation?

☒ Yes ☐ No

Are you applying to create or join a Tax Group?

☐ Yes ☒ No

Upload Certificate of Incorporation

[Add/View ID](#)

Max File size: 15 MB

Formats: PDF, DOC

Drag files here

Max No. of Files: 1

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

Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Identification Details

Do you have a Trade License in the UAE?

Yes No

Main License Details

Trade License Issuing Authority: Dubai Academic City

Trade License Number: DP54/20

License Issue Date: DD/MM/YYYY

License Expiry Date: DD/MM/YYYY

Legal Name in English:

Legal Name in Arabic:

Trade Name in English (optional):

Trade Name in Arabic (optional):

Upload copy of Trade License

Add

Drop files here

Max file size: 10 MB

Formats: PDF, DOC

Max No. of files: 3

Business Activity Details

| Primary Activity | Industry | Main Group | Subgroup | Business Activities | Activity Code | Actions |
|------------------|----------|------------|----------|---------------------|---------------|---------|
| | | | | | | |

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | Depending on the 'Entity Type' selected, you are required to provide the main trade license details in the identification details section. |



What are you looking for?

User Type

Value Added Tax Registration

1 Entry Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Identification Details

Do you have a Trade License in the UAE?

☒ Yes ☐ No

Main License Details

Trade License Issuing Authority: Dubai Academic City

Trade License Number: DPA54722

License Issue date: DD/MM/YYYY

License Expiry Date: DD/MM/YYYY

Legal Name in English:

Legal Name in Arabic:

Trade Name in English (optional):

Trade Name in Arabic (optional):

Upload copy of Trade License

Max file size: 15 MB

Formats: PDF, DOC

Max No. of Files: 3

Business Activity Details

| Primary Activity | Industry | Main Group | Subgroup | Business Activities | Activity Code | Actions |
|---------------------------|----------|------------|----------|---------------------|---------------|---------|
| + Add Business Activities | | | | | | |

Previous Step Cancel Save as Draft Next Step



Trade License is not applicable for the below entity types:

- Natural Person - Partnership or Heir
- Legal Person - Foreign Business
- Legal Person - Federal UAE Govt. Entity
- Legal Person - Emirate UAE Govt. Entity



Business Activities

What are you looking for?

Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Identification Details

Do you have a Trade License in the UAE?

☒ Yes ☐ No

Main License Details

Trade License Issuing Authority: Trade License Number:

License Issue Date: License Expiry Date:

Legal Name in English: Legal Name in Arabic:

Trade Name in English (optional): Trade Name in Arabic (optional):

Upload copy of Trade License

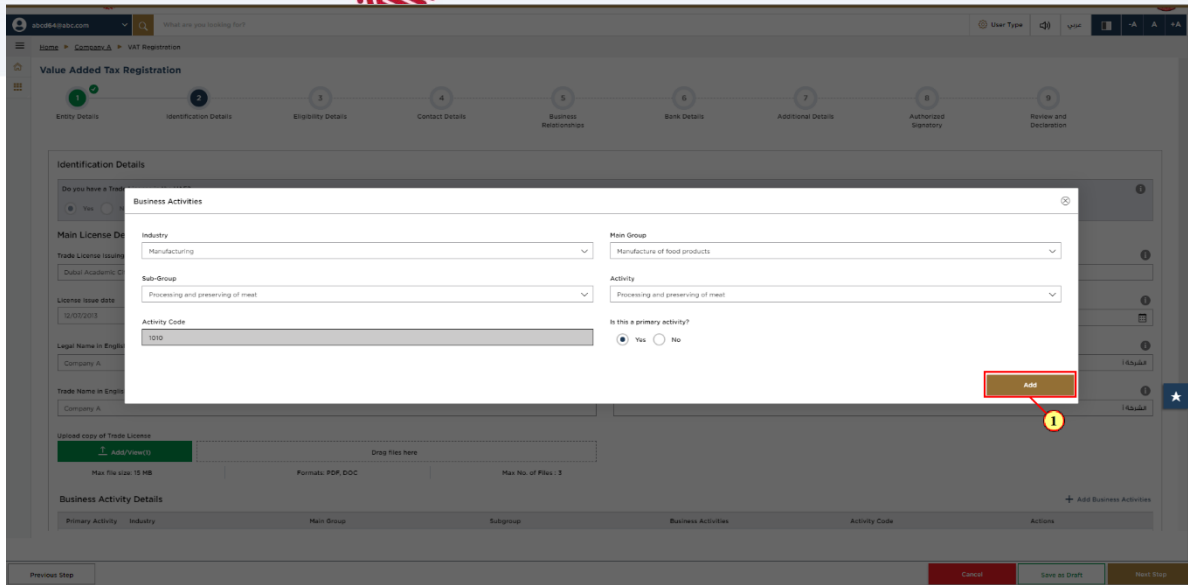
Max file size: 15 MB | Format: PDF, DOC | Max No. of Files: 3

Business Activity Details

| Primary Activity | Industry | Main Group | Subgroup | Business Activities | Activity Code | Actions |
|------------------|----------|------------|----------|---------------------|---------------|--|
| | | | | | | <input type="button" value="+ Add Business Activities"/> |

Previous Step

| Step | Action |
|------|--|
| (1) | Click on 'Add Business Activities' to enter all the business activity information associated to the trade license. |

The screenshot shows the 'Value Added Tax Registration' process. A modal window titled 'Business Activities' is open, allowing the user to enter their business details. The form includes the following fields:

- Industry: Manufacturing
- Main Group: Manufacture of food products
- Sub-Group: Processing and preserving of meat
- Activity: Processing and preserving of meat
- Activity Code: 1010
- Is this a primary activity?: Yes (selected)

A red box highlights the 'Add' button, which is labeled with a yellow circle containing the number 1.

| Step | Action |
|------|---|
| (1) | Enter the mandatory business activity information and click on Add. |



Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Identification Details

Do you have a Trade License?

Yes

Main License Details

Industry: Manufacturing

Main Group: Manufacture of food products

Sub-Group: Processing and preserving of meat

Activity: Processing and preserving of meat

Activity Code: 1010

Is this a primary activity?

☒ Yes ☐ No

Add

Business Activity Details

| Primary Activity | Industry | Main Group | Subgroup | Business Activities | Activity Code | Actions |
|------------------|----------|------------|----------|---------------------|---------------|---------|
| | | | | | | |

Previous Step Cancel Save as Draft Next Step



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



Owner Details

abudhabi.aed.gov.ae | What are you looking for? | User Type | VAT Registration

Value Added Tax Registration

License Issue Date: 12/02/2018 | License Expiry Date: 12/02/2022

Legal Name in English: Company A | Legal Name in Arabic: الشركة أ

Trade Name in English (optional): Company A | Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: [Add/Remove\(\)](#) | Drag files here | Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Business Activity Details + Add Business Activities

| Primary Activity | Industry | Main Group | Subgroup | Business Activities | Activity Code | Actions |
|------------------|---------------|------------------------------|-----------------------------------|-----------------------------------|---------------|---------|
| ① | Manufacturing | Manufacture of food products | Processing and preserving of meat | Processing and preserving of meat | 1010 | *** |

Owners List + Add Owner

| Owner Type | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions |
|------------|-----------------------|----------------------|-----------|-------------------------|---------|
| No data | | | | | |

Local Branch Details

Do you have branches in UAE? ☐ Yes ☒ No

Previous Step | Cancel | Save as Draft | Next Step

| Step | Action |
|------|---|
| (1) | Click on 'Add Owners' to enter all the owners' associated to the trade license. |



| Step | Action |
|------|---|
| (1) | Enter the mandatory owner information and click on Add. |



Branch Details

What are you looking for?

Value Added Tax Registration

License Issue date: 12/07/2023 License Expiry Date: 12/07/2023

Legal Name in English: Company A Legal Name in Arabic: شركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): الشركة أ

Upload copy of Trade License: Add/View() Drag files here Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Business Activity Details

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

Owners List

| Owner Type | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions |
|--------------|-----------------------|----------------------|-----------|-------------------------|---------|
| Legal Person | Company A | شركة أ | SADP32FDD | 100.00 | ... |

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. |



ab096489abc.com What are you looking for?

User Type عربي A A

Home > VAT Registration

Value Added Tax Registration

License Issue Date: 12/02/2018 License Expiry Date: 12/02/2023

Legal Name in English: Company A Legal Name in Arabic: شركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): شركة أ

Upload copy of Trade License: [Add/View ID](#) Drag Files here
Max file size: 15 MB Format: PDF, DOC Max No. of Files: 3

Business Activity Details + Add Business Activities

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

Owners List + Add Owner

| Owner Type | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions |
|--------------|-----------------------|----------------------|-----------|-------------------------|---------|
| Legal Person | Company A | شركة أ | SACF32FDD | 100.00 | *** |

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 VAT registration is required.



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Home > VAT Registration

Value Added Tax Registration

License Issue Date: 12/02/2018 License Expiry Date: 12/02/2023

Legal Name in English: Company A Legal Name in Arabic: شركة أ

Trade Name in English (optional): Company A Trade Name in Arabic (optional): شركة أ

Upload copy of Trade License: [Add/View ID](#) Drag Files here
Max file size: 15 MB | Format: PDF, DOC | Max No. of Files: 3

Business Activity Details [+ Add Business Activities](#)

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

Owners List [+ Add Owner](#)

| Owner Type | Owner name in English | Owner name in Arabic | ID Number | Shareholding Percentage | Actions |
|--------------|-----------------------|----------------------|-----------|-------------------------|---------|
| Legal Person | Company A | شركة أ | SACF32FDD | 100.00 | *** |

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 'Eligibility Details' section |

Eligibility Details

Taxable supplies and Taxable expenses

Value Added Tax Registration

1. Entry Details 2. Identification Details 3. Eligibility Details 4. Contact Details 5. Business Relationships 6. Bank Details 7. Additional Details 8. Authorized Signatory 9. Review and Declaration

Eligibility Details

Please ensure upload scanned copy of the following documents to avoid resubmitting your application:

- Declaration of the monthly turnover sales:
 - If the entity is established prior to 2017, the declaration should include monthly turnover from Jan 2017 to the date of the submission.
 - If the entity is established after 2017, the declaration should include monthly turnover from the date of establishment to the date of submission.
 - You may use declaration letter template in the following link: <https://tax.gov.ae/-/media/Files/SIN/Voed/Turnover-Declaration-Letter.docx>
 - The letter shall be stamped and signed by the Authorized Signatory.
- Invoices:
 - Invoices shall be stamped and signed by the Authorized Signatory
- Purchase Orders:
 - Purchase Order (PO) shall be stamped and signed by Authorized Signatory of both the supplier and the buyer.
 - The PO shall include payment terms or delivery date within the next 30 days.
- Any other supporting financial documents such as contracts, title deeds, tenancy contracts, etc.)

Please download the template and then upload it after filling taxable supplies details as mentioned in the template

[Download Template](#) Taxable Supplies.xlsx (last updated 23.01.2021) [Upload Filled Template](#)

[Clear Table](#)

Taxable supplies

| Month | Amount(AED) ① | Cumulative(AED) ② |
|-------|---------------|-------------------|
| | | |

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | <p>There are two options to enter your taxable supplies and Taxable expenses.</p> <p>1. Download the excel template, enter the details and upload it back. The details provided in the excel template will get populated in the screen.</p> <p>OR</p> <p>2. Enter the taxable supplies and Taxable expenses directly in the screen.</p> <p>3. The figure must only be reported in UAE Dirhams (AED).</p> |

ab06489abc.com What are you looking for?

Home > VAT Registration

Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Upload scanned copies of documentary proof - Purchase orders, contracts

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Upload scanned copies of documentary proof - Sample expenses invoices

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Upload scanned copies of documentary proof - Sample sales invoices

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

VAT Registration Mandatory

Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

1. Your taxable supplies was more than AED 175,000 in any past period of 12 months or less; or
2. You expect that your taxable supplies will be more than AED 175,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded

02/06/2022

Reason for change in Obligation Date (Optional)

On what date would you like to be registered (prior to the standard effective date as per the law)

15/06/2022

Reason for change in Effective date (Optional)

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies?

☐ Yes ☒ No

Do you expect to make exempt supplies?

☐ Yes ☒ No

Do you wish to apply for Exception from VAT?

☐ Yes ☒ No

Previous Step Cancel Save as Draft Next Step



If the 'VAT registration criteria' is determined as 'Mandatory' or 'Voluntary', you are eligible for VAT registration. If the 'VAT registration criteria' is determined as 'Not applicable', you are not eligible for VAT registration.

ab06489abc.com What are you looking for?

Home > VAT Registration

Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

[Add/View\(\)](#) Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Upload scanned copies of documentary proof - Purchase orders, contracts

[Add/View\(\)](#) Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Upload scanned copies of documentary proof - Sample expenses invoices

[Add/View\(\)](#) Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

Upload scanned copies of documentary proof - Sample sales invoices

[Add/View\(\)](#) Drag files here

Max file size: 15 MB Formats: PDF, DOC Max No. of Files: 3

VAT Registration Mandatory

Criteria:
Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:
1. Your taxable supplies was more than AED 375,000 in any past period of 12 months or less; or
2. You expect that your taxable supplies will be more than AED 375,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded: 02/06/2022

Reason for change in Obligation Date (Optional):

On what date would you like to be registered (prior to the standard effective date as per the law): 15/06/2022

Reason for change in Effective date (Optional):

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies? ☐ Yes ☒ No

Do you expect to make exempt supplies? ☐ Yes ☒ No

Do you wish to apply for Exception from VAT? ☐ Yes ☒ No

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> The obligation and effective date of registration will get populated in the screen. You can change the date by providing the reason. |

ab06489abc.com What are you looking for?

Home > VAT Registration

Value Added Tax Registration

Upload scanned copies of documentary proof - pdf version of the uploaded excel template with signature and seal of the Authorized signatory

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Upload scanned copies of documentary proof - Purchase orders, contracts

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Upload scanned copies of documentary proof - Sample expenses invoices

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

Upload scanned copies of documentary proof - Sample sales invoices

[Add/View\(\)](#) Drag files here

Max file size: 15 MB | Formats: PDF, DOC | Max No. of Files: 3

VAT Registration Mandatory

Criteria:

Mandatory registration: You will be required to be registered if you are a foreign business or business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

1. Your taxable supplies was more than AED 175,000 in any past period of 12 months or less; or

2. You expect that your taxable supplies will be more than AED 175,000 in the next 30 days.

Date on which the threshold limit for the taxable supplies has exceeded/expected to be exceeded

02/06/2022

Reason for change in Obligation Date (Optional)

On what date would you like to be registered (prior to the standard effective date as per the law)

15/06/2022

Reason for change in Effective date (Optional)

Do you expect the VAT on your expenses to regularly exceed the VAT in your taxable supplies?

☐ Yes ☒ No

Do you expect to make exempt supplies?

☐ Yes ☒ No

Do you wish to apply for Exception from VAT?

☐ 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

What are you looking for?

abc0564@abc.com

Home > VAT Registration > VAT Registration

Value Added Tax Registration

1 Entry Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

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

Street: Al Murtadha Street Area: ICD Brookfield

City: Dubai Emirates: Dubai

Country Code: +971 (United Arab Emirates) Mobile Number: 123456789 Country Code: +971 (United Arab Emirates) Landline Number: 123456789

Email ID: abc0564@abc.com P.O. Box: 2101

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | Enter the registered address details of the business . |



What are you looking for?

Home > VAT Registration

Value Added Tax Registration

- 1 Entity Details
- 2 Identification Details
- 3 Eligibility Details
- 4 Contact Details
- 5 Business Relationships
- 6 Bank Details
- 7 Additional Details
- 8 Authorized Signatory
- 9 Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For Property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

| | | | |
|--------------|-----------------------------|------------------------|-----------------------------|
| Country | United Arab Emirates | Building Name & Number | Trade Center 1 |
| Street | Al Mushabbab Street | Area | KCD Brookfield |
| City | Dubai | Emirates | Dubai |
| Country Code | +971 (United Arab Emirates) | Mobile Number | 023456789 |
| | | Country Code | +971 (United Arab Emirates) |
| | | Landline Number | 023456789 |
| Email ID | abc@545454.com | P.O. Box | 2101 |

Previous Step Cancel Save as Draft Next Step



- 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 VAT, you may choose to appoint a tax agent in the UAE. In such cases, provide the necessary details.



What are you looking for?

Home > VAT Registration

Value Added Tax Registration

- Entity Details
- Identification Details
- Eligibility Details
- Contact Details
- Business Relationships
- Bank Details
- Additional Details
- Authorized Signatory
- Review and Declaration

Contact Details

If you have a trade license in the UAE, please ensure that address details that you type is identical to data in the trade license.
If there is no trade license in the UAE, please ensure that address details that you type is identical to data in the Certificate of Incorporation.
For property owners, enter the address details that is mentioned in the Title Deed.
For natural persons, enter the address details of your house.

Country:

Building Name & Number:

Street:

Area:

City:

Emirates:

Country Code:

Mobile Number:

Country Code:

Landline Number:

Email ID:

P.O. Box:

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 'Business Relationships' section. |

Business Relationships

Value Added Tax Registration

1 2 3 4 5 6 7 8 9

Entity Details Identification Details Eligibility Details Contact Details **Business Relationships** Bank Details Additional Details Authorized Signatory Review and Declaration

Business Relationships

Designation
Manager

First Name in English
Company

First Name in Arabic
اسم

Last Name in English
A

Last Name in Arabic
اسم

Are you a Resident of UAE?
☐ Yes ☒ No

Country of Nationality
United Arab Emirates

Passport Number
SAPF045A2D

Passport issuing Country
United Arab Emirates

Please upload copy of Passport
Add/View/0

Max File size : 15 MB

Formats: PDF, DOC

Max No. of files : 3

Passport Expiry Date
25/06/2024

+ Add Relationships

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | Enter the details of the Manager OR CEO. |

Add More Relationships

What are you looking for?

Home > VAT Registration > VAT Registration

Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Business Relationships

Designation: Manager

First Name in English: Company Last Name in English: A

First Name in Arabic: Last Name in Arabic: التسمية

Are you a Resident of UAE? ☐ Yes ☒ No

Country of Nationality: United Arab Emirates

Passport Number: SFATCASA2D

Please upload copy of Passport

Max File size: 15 MB

Formats: PDF, DOC

Max No. of files: 3

Passport Expiry Date: 25/06/2034

Previous Step

Cancel Save as Draft Next Step

+ Add Relationships

| Step | Action |
|------|--|
| (1) | Click 'Add Relationships' to add more relationship details, this is an optional field. |



What are you looking for?

Value Added Tax

Entity Details

Business Relationship

Designation

Manager

First Name in English

Company

First Name in Arabic

الاسم الأول

Last Name in English

A.

Last Name in Arabic

الاسم الأخير

Is the Partner/Director a Resident in the UAE?

☐ Yes ☒ No

Country of Nationality

United Kingdom

Passport Number

ADPVA5D1212

Upload copy of Passport

Add/View()

Drag files here

Max File size: 10 MB

Format: PDF, DOC

Max No. of files: 3

Passport Issuing Country

United Kingdom

Passport Expiry Date

25/06/2014

Start Date

25/06/2013

Are you (or any of the directors of the applicant), currently involved in or in the last 5 years been involved in any other business resident in the UAE, either individually or as a director or partner in that business?

☐ Yes ☒ No

Add

Previous Step

Cancel

Save Draft

Next Step

| Step | Action |
|------|--|
| (1) | Enter Partner or Director details and click 'Add'. |



What are you looking for?

Home > Corporate > VAT Registration

Value Added Tax Registration

Business Relationships

Designation: Manager

First Name in English: Company

First Name in Arabic: الشركة

Last Name in English: A

Last Name in Arabic: الشركة

Are you a Resident of UAE? ☐ Yes ☒ No

Country of Nationality: United Kingdom

Passport Number: SFAPCASA2D

Passport Issuing Country: United Kingdom

Passport Expiry Date: 25/06/2024

Please upload copy of Passport: [Add/View\(\)](#)

Max File size : 15 MB

Formats: PDF, DOC

Max No. of files : 3

Drag files here

+ Add Relationships

| Relationship | Name in English | Name in Arabic | ID Number | Resident of UAE | Nationality | Actions |
|--------------|-----------------|----------------|------------|-----------------|----------------|---------|
| Director | Company A | الشركة | ADFVAD1212 | Non Resident | United Kingdom | ... |

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 'Bank Details' section. |

Bank Details

abc64gator.com What are you looking for?

Home > Company > VAT Registration

Value Added Tax Registration

- 1 Entity Details
- 2 Identification Details
- 3 Eligibility Details
- 4 Contact Details
- 5 Business Relationships
- 6 Bank Details
- 7 Additional Details
- 8 Authorized Signatory
- 9 Review and Declaration

Officer Notes

View/Add notes

Bank Details (Optional)

Country
United Arab Emirates

IBAN
AE02010 2

Bank Name
alrajhi

Branch Name
Dubai branch

Account Holder's Name
CHAITANY

Account number
0000

Upload Copy of Bank Validation Letter

Add/View()

Drag files here

Max file size: 10 MB

Format: PDF, DOC

Max No. of Files : 3

Previous Step

Save as Draft

Next Step



- Bank details are optional at the time of VAT Registration. You may also provide or update the bank account details after the VAT registration is completed. However, you are advised to provide the bank details as a part of this application to avoid submission of bank details at the time of refunds processing.
- You are requested to ensure that your account details are accurate. Some accounts cannot receive payments electronically. Also, ensure that your Bank has this facility.
- 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.



[Home](#) > [Company Profile](#) > [VAT Registration](#)

Value Added Tax Registration

- Entity Details
- Identification Details
- Eligibility Details
- Contact Details
- Business Relationships
- Bank Details
- Additional Details
- Authorized Signatory
- Review and Declaration

Officer Notes

View/Add notes

Bank Details (Optional)

Country: United Arab Emirates

IBAN: AE020303000000056378920002

Bank Name: ajdfead

Branch Name: Dubai branch

Account Holder's Name: CHAITANY

Account number: 000005637892000

Upload Copy of Bank Validation Letter

Drag file here

Max file size: 10 MB Format: PDF, DOC Max No. of Files : 3

| Step | Action |
|------|---|
| (1) | You may enter your bank details and click 'Next Step' to save and proceed to the 'Additional Details' section |

Additional Details

GCC Business activities

Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

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 to GCC member states?
☒ Yes ☐ No

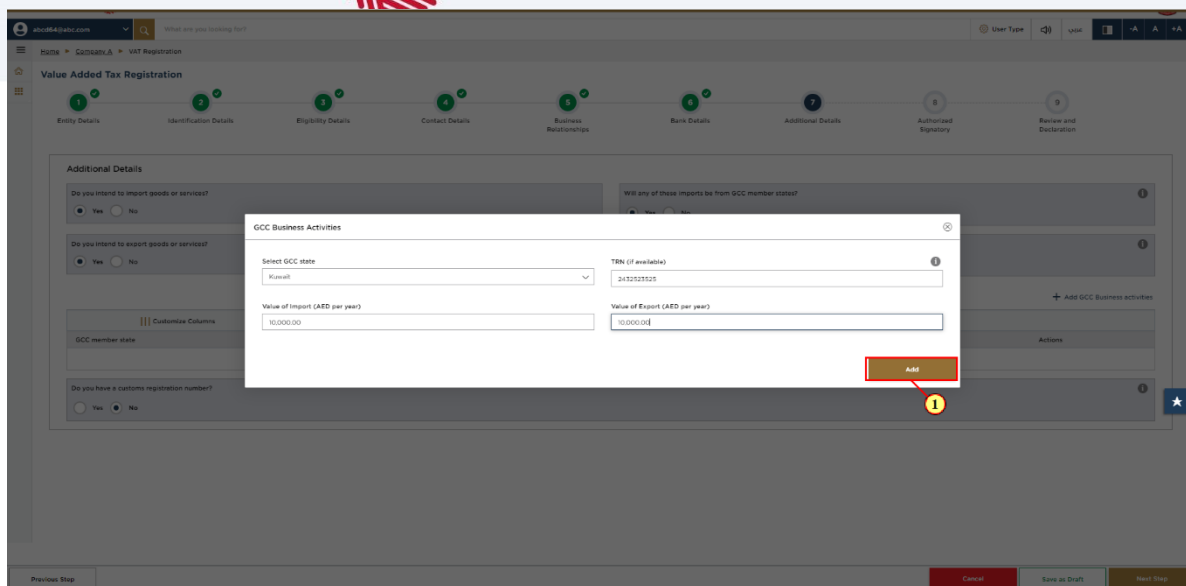
+ Add GCC Business activities

| GCC member state | TRN | Estimated value of imports per year (AED per year) | Estimated value of exports per year (AED per year) | Actions |
|------------------|-----|--|--|---------|
| No data | | | | |

Do you have a customs registration number?
☐ Yes ☒ No

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | Click 'Add GCC Business activities' If the person is intending to import goods or services and these imports are from GCC member states. |

| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> Select the GCC state from the drop down. Enter the Tax Registration Number (TRN) or equivalent if the entity is already registered for VAT purposes with the respective tax authority in the GCC Member state. Enter the value of goods you expect to import and sell in the 12 months following the date of registration Click 'Add'. |



Value Added Tax Registration

Entity Details Identification Details Eligibility Details Contact Details Business Relationships Bank Details Additional Details Authorized Signatory Review and Declaration

Additional Details

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?

GCC Business Activities

Select GCC state
Kuwait

TIN (if available)
2432523525

Value of Import (AED per year)
10,000.00

Value of Export (AED per year)
10,000.00

Add

Previous Step Cancel Save as Draft Next Step



Do not include the value of any services unless they are directly related to moving goods (Example., commission, and freight insurance).



Custom details

abudhabi.gov.ae

What are you looking for?

User Type

Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

Do you intend to import goods or services?
☒ Yes ☐ No

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

Do you intend to export goods or services?
☒ Yes ☐ No

Will any of these exports to GCC member states?
☒ Yes ☐ No

+ Add GCC Business activities

| GCC member state | TBN | Estimated value of imports per year (AED per year) | Estimated value of exports per year (AED per year) | Actions |
|------------------|------------|--|--|---------|
| Kuwait | 2432523525 | 10,000.00 | 10,000.00 | ... |

Do you have a customs registration number?
☒ Yes ☐ No

Please add Custom Registration details

| Entity | Customs Number | Attachment | Actions |
|---------|----------------|------------|---------|
| No data | | | |

+ Add Custom Details

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|--|
| (1) | If you are registered with any of the Customs Authorities in the UAE, select 'Yes' and click 'Add Custom Details' to enter the customs registration details. |



| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> Select the Emirate from the drop down. Enter your Customs Registration Number, issued by the relevant Customs department in the UAE. Upload supporting document and click 'Add'. |




- If you have multiple Customs Registration Numbers (“CRN”) in the UAE, add each of them as a separate line item.
- The Customs Registration information will assist the FTA and the relevant Customs departments to identify you accurately at the time of importing and exporting goods into or from the UAE. Failure to enter this information may result in delays at the border.
- You may also remove any item from the list by clicking on ‘Delete’.



Value Added Tax Registration

1 Entity Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Additional Details

Do you intend to import goods or services?
☒ Yes ☐ No

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

Do you intend to export goods or services?
☒ Yes ☐ No

Will any of these exports to GCC member states?
☒ Yes ☐ No

+ Add GCC Business activities

| GCC member state | TBN | Estimated value of imports per year (AED per year) | Estimated value of exports per year (AED per year) | Actions |
|------------------|-----------|--|--|---------|
| Kuwait | 243253525 | 10,000.00 | 10,000.00 | ... |

Do you have a customs registration number?
☒ Yes ☐ No

+ Add Custom Details

Please add Custom Registration details

| Emirate | Customs Number | Attachment | Actions |
|---------|----------------|-------------------------------------|---------|
| Dubai | 124223423423 | Download attachment | ... |

Previous Step Cancel Save as Draft **Next Step** (1)

| Step | Action |
|------|---|
| (1) | After completing all mandatory fields, click 'Next Step' to save and proceed to the 'Authorized Signatory' section. |

Authorized Signatory

Value Added Tax Registration

1 Entry Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Authorized Signatory

Authorized Signatory list

+ Add Authorized Signatory

| Name in English | Name in Arabic | ID Number | Email | Actions |
|-----------------|----------------|-----------|-------|---------|
| No data | | | | |

Previous Step Cancel Save as Draft Next Step

| Step | Action |
|------|---|
| (1) | Click 'Add Authorized Signatory' to enter the Authorized Signatory details. |



Authorized Signatory

Is your authorized signatory same as your manager?
☒ Yes ☐ No

First Name in English: [Text Field]
 Last Name in English: [Text Field]

First Name in Arabic: [Text Field]
 Last Name in Arabic: [Text Field]

Designation: [Text Field]
 Email: [Text Field]

Country Code: +971 (United Arab Emirates)
 Mobile Number: [Text Field]

Are you a Resident of UAE?
☐ Yes ☒ No

Passport Number: [Text Field]
 Country of Nationality: United Kingdom

Passport Issuing Country: United Kingdom
 Passport Expiry Date: 25/06/2034

Start Date: 29/06/2019

Please upload Memorandum of Association/Power of Attorney documents
 Add/View() Drag files here
 Max file size: 15 MB | Format: PDF, DOC | Max No. of Files: 3

Add

| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> If Manager OR Chief Executive Officer (CEO) is the authorized signatory, select 'Yes'. The Manager OR CEO details provided in the 'Business Relationships' section will get populated in the screen. Otherwise, select 'No', to enter the authorized signatory details . After completing all mandatory fields, click 'Add'. |



Authorized Signatory

Is your authorized signatory same as your manager?

☒ Yes ☐ No

First Name in English
Company

Last Name in English
A

First Name in Arabic
الاسم الأول

Last Name in Arabic
الاسم الأخير

Designation
Manager

Email
abc@f11abc.com

Country Code
+971 (United Arab Emirates)

Mobile Number
023456789

Are you a Resident of UAE?

☐ Yes ☒ No

Passport Number
SAPACASAZD

Passport Issuing Country
United Kingdom

Country of Nationality
United Kingdom

Passport Expiry Date
25/06/2034

Start Date
29/06/2019

Please upload Memorandum of Association/Power of Attorney documents

Drag files here

Max file size: 15 MB | Format: PDF, DOC | Max No. of Files: 3

Previous Step



- Evidence of authorization may include a Power of Attorney or similar in the case of legal persons.
- You can add one or more authorized signatory, if required.



abc054@abc.com What are you looking for?

Home > Companies > VAT Registration

Value Added Tax Registration

1 Entry Details 2 Identification Details 3 Eligibility Details 4 Contact Details 5 Business Relationships 6 Bank Details 7 Additional Details 8 Authorized Signatory 9 Review and Declaration

Authorized Signatory

Authorized Signatory list + Add Authorized Signatory

| Name in English | Name in Arabic | ID Number | Email | Actions |
|-----------------|----------------|------------|----------------|---------|
| Company A | شركة أ | SFAFCASA2D | abc054@abc.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

abc064@abc.com What are you looking for?

User Type

Value Added Tax Registration

Yes No

Emirates Customs Number view attachment
Dubai 124225423423 [View Attachments](#)

Step 8 - Authorized Signatory

Edit

| Name in English | Name in Arabic | ID Number | Email |
|-----------------|----------------|------------|----------------|
| Company A | الشركة أ | SFAPCA5A2D | abc064@abc.com |

Declaration

First Name in English
ab

Last Name in English
cd

Country Code
+971 (United Arab Emirates)

Submission Date
02/09/2022

First Name in Arabic
أ

Last Name in Arabic
ب

Mobile Number
047654321

Email
abc064@abc.com

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



Value Added Tax Registration

Emirates: Dubai Customs Number: 124223423423

Step B: Authorized Signatory

| Name in English | Name in Arabic | ID Number | Email |
|-----------------|----------------|------------|--------------|
| Company A | الشركة أ | SFAPCASA2D | abc@fabc.com |

Declaration

First Name in English: ab Last Name in English: cd Country Code: +971 (United Arab Emirates) Mobile Number: 507654321 Submission Date: 02/09/2022

☒ 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) | 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. |



abc064@abc.com What are you looking for?

Home > Companies > VAT Registration

Value Added Tax Registration

☒ Yes ☐ No

Emirates: Dubai Customs Number: 124223423423 [view attachment](#) [View Attachments](#)

Step B - Authorized Signatory

| Name in English | Name in Arabic | ID Number | Email |
|-----------------|----------------|------------|----------------|
| Company A | الشركة أ | SFAPCASA2D | abc064@abc.com |

[Edit](#)

Declaration

First Name in English: ab Last Name in English: CD Country Code: +971 (United Arab Emirates) Mobile Number: 507654321 Submission Date: 02/09/2022

First Name in Arabic: Last Name in Arabic: Email: abc064@abc.com

☒ 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) | Click 'Submit' to submit the VAT Registration application. |

Post Application Submission

Value Added Tax Registration

Application Submitted Successfully

In Review

Name : Company A

Reference Number : 300000004867

Submitted Date : 2 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 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 on 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