



## **Corporate Tax Registration User Manual**

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Version 1.0.0.0

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## **Document Control Information**

#### **Document Version Control**

Version No.	Date	Prepared/Reviewed by	Comments





#### 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
<b>⊅</b> »	This is used to enable the Text to Speech feature of the portal
عربي English	This is used to toggle between the English and Arabic versions of the portal
-A A +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
A Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
(b) Log Out	This is used to log off from the portal
In the Business Process application	n
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
<b>1 2 </b>	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 <u>Here</u>

Corporate Tax Registration
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الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY





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#### Introduction





This manual is prepared to help you navigate through the Federal Tax Authority (FTA) portal and submit the Corporate Tax Registration application. You must be eligible to register for Corporate Tax 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

		Are you an existing e-Services u
	Welcome to Federal Tax A	Authority EmaraTax
	Login	
	Login with your E-mail	
	E-mail Address	
	abc64@web.com	Login with your Identity Solution
Don't have an account?	Password	A trusted digital identity solution for easy login to
ou do not already have an account with the FTA	Welcome@123	EmaraTax is being setup and would be enabled soon
please signup here	Forgot password? Enter Security Code	(Coming Soon)
Sign Up	715568 715568 C	
	Login	
Got any question on the new system?	Logii	
Read the FAQs		
영화 가가는 것이 못했다. 것은 것을 많이야지?		

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.

'sign up' button. If you have forgotten your password, you can use the "forgot

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.





FEDERAL TAX AUTHORITY								6
e abc54gweb.com v	Q What are you looking for?				🛞 User Type	(2)	•	A •A
=	Home							
🔝 номе	🖨 Create New Taxable Person Profile							
OTHER SERVICES     MY CORRESPONDENCE	Profile Name in English		Profile Name in Arabic					
MY CORRESPONDENCE								
	Preferred Language		Preferred Communication Channel					~
		•						
	Upload Taxable Person Logo (Optional)	Drag files here					Create	
	Max File Size : 5 MB	Formats : JPEG, JPG, PNG Maximum number of files : 1						_
	Taxable Person List							
	Q Search by TRN Nun 1 Taxable Person					Search		
	Company B	Company 1		Company A				
	View	*** View		View				*
			1					
	👘 الهيئة الاتحابية للضرائب	QUICK LINKS	OTHER LINKS What's New @	OUR LOCATION				
	FEDERAL TAX AUTHORITY	Help Center (Coming Soon)	FAQs @	Emirates Propert Abu Dhabi, U.A.E	ty Investment Compar E	y Building, P.	O. Box 2440,	
		Glossary 🖉	Contact Us 🕼 Inquiries and Complaints	Central Park Bus % 800 82923	iness Towers - DIFC, I	0. Box 2440	Dubal, U.A.E	
				™o 800 82923 ⊠ infojjitax.gov.ae				
					0	1		
						7 TAWASUL	0.JE	-
Step	Action							
ocep	////							
	On successful login	, the Taxable Person list scree	en is displayed	It displays the	list of	the <sup>.</sup>	Taxab	le
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(1)		our EmaraTax user profile. If t				γοι	ir use	r
	profile, this list will	be empty and you would nee	ed to create a Ta	axable) Person				
	· ·	,		,				





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gabc64@web.com v	Q What are you looking for?			🛞 User Type 🕼 🔒 🗚 🗚	•A
≡	Home				
🔝 номе	Create New Taxable Person Profile				
OTHER SERVICES	Profile Name in English		Profile Name in Arabic		1
MY CORRESPONDENCE					
	Preferred Language		Preferred Communication Channel		
		~		~	
	Upload Taxable Person Logo (Optional)				
		Drag files here IPEG, JPG, PNG Maximum number of files : 1		Create	
				<u>(1)</u>	
	= Taxable Person List				
	Q Search by TRN Number or Taxable Person			Search	
	Company B	en View		Company A Vise 1	*
		QUICK LINKS	OTHER LINKS	OUR LOCATION	
	الهيئة التحادية للضرائب FEDERAL TAX AUTHORITY	tax.gov.se 🖉 Hele Center (Comine Soon)	What's New B	Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi. U.A.E	
		Glossary 2	Contact Us @	Abu Dhabi, U.A.E © Central Park Business Towers - DIFC, P.O. Box 2440, Dubal, U.A.E	
			Inquiries and Complaints	<sup>3</sup> o 800 82923	
				⊠ infoijitax.gov.ae	
				Graden U.A.E.	*
Step	Action				
(1)	To create a new Taxal Person will be display		datory details a	and click 'Create'. The new Taxab	le





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	Home			
🗟 ноне	Create New Taxable Person Profile			
OTHER SERVICES     MY CORRESPONDENCE	Profile Name In English		Profile Name In Arabic	
MY CORRESPONDENCE				
	Preferred Language		Preferred Communication Channel	
			×	
	Upload Taxable Person Logo (Optional)	Drag files here		Create
		EG, JPG, PNG Maximum number of files : 1		
	:≣ Taxable Person List			
	Q Search by TRN Number or Taxable Person			Search
		Company 1		Company A
	View	*** View		View **
	📈 الهيئة الاتحادية للضرائب	QUICK LINKS	OTHER LINKS	
	FEDERAL TAX AUTHORITY	Help Center (Coming Soon)	FAGs Ø	Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E
		Glossary 🖉	Contact Us 🕼 Inquiries and Complaints	Central Park Business Towers - DIFC, P.O. Box 2440, Dubal, U.A.E     Ao 800 82923
				No SOD 82923
				The start UNE
Step	Action			
(1)	Soloct the Taxable Por	on from the list and cli	ck 'View' to open	the dashboard
(1)	Select the Taxable Pers	son from the list and clie	ck view to open	the dashbodid.





# **EmaraTax Taxable person dashboard**

🔲 🚺 Federal Tax	uthority × +							-	ð ×
← C ♠	https://cttaxpayer-sit.tax.ae/sap/bc/ui5_ui5/sap/zmcf_fmca/index.htm	nl?sap-client=400&sap-languag	e=EN#/CTRequest/CTRN		A∥ ∈	2 6	\$_=	œ (	
الهيئة التحابية للضرائب FEDERAL TAX AUTHORITY	•								
abc64@web.com	V Q What are you looking for?				O User	r Type 🖒)	عربي		-A A +A
	Home Company A								
🔝 НОМЕ	Required Actions		most Used Services						
COMPANY A	Due Date Description				No data				
₫ <sup>%</sup> VAT	No data				NO Gata				
EXCISE TAX									
MY PAYMENTS									
MY CORRESPONDEN	ε								
S USER AUTHORIZATIO	Registration Overview						Customiz	e View	$\sim$
MY AUDIT	Value Added Tax	Tax Group			Excise Tax				
MY REPORTS		E9							
OTHER SERVICES	Not Registered				Not Register	ed			
	Register	Regis	ter			Register			
									*
									_
	Warehouse Keeper	Corporate Tax Reg	listration						
	Not Registered	Not Registered							
	Register	Regis	ter						
	My Reports		<u>)</u>						~ ~
-			-						
Step	Action								
	Click 'Register' on the Corporate T	av tile within th	e Tavable Porce	on dach	board	l to ini	itiat	o tha	
(1)			e Taxable Perso	JII UdSI	innain		liidt	eine	
. /	Corporate Tax registration applica	ition.							





## Guidelines and Instructions

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<b>9</b> ab	c64@web.com	V Q What are you looking for?						🛞 User Type	()	عربي		A +A
=	Home  Mome  Mome	Corporate Tax Registration										
۵	Corporate Tax	Registration										
	No. of for 5 sections	m sections	Expected tir 30 minutes	ne to complete this applicatio	n		Expected fees for this service Free of charge	2				
	Tutorial materials ▶ Watch Video Tu ↓ Download User Content will be av	Manual	A. In case of t Emirates B. In case of t Emirates Proof of t		n Inatory	uld have to hand v	while completing the application form accurat	ely:				
s	ervice Details											
	About the Service											0
	Use this service to	register for CT and obtain a Tax Registration Numb	er (TRN).									*
	Eligibility Criteria											Þ
	Service Steps											>
	FAQs											>
(	I confirm tha	t I have read the above instructions an	d guidelines									
												*
	Back											Start
		The 'guidelines a requirements rel information you	ating to C	T registratio	n in the UAE	E. It als	so provides guid	lance c	on v	vha	t	





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FEDERAL TAX AUTHORITY							
abc64@web.com	V Q What are you looking for?			O User Type	\$)	<b>Chite</b>	□■ -A A +A
Home Company A							
Corporate Tax F	Registration						
No. of form S sections	n sections	Expected time to complete this application 30 minutes	Expected fees for this server Free of charge	ice			
Tutorial materials	Manual	Required Documents           The following is designed to help you prepare the set of requirements that you should have a construction of the Taxable person           • Envirases I/O Passport of the Taxable person           E.In case of registrant is a scalar Person           • Envirases I/O Passport of the taxable signatory           • Envirases I/O Passport of the taxable signatory           • Envirases I/O Passport of authorised signatory           • Accepted file types are PDP, DOC and DOCX. The individual file size limit is 15MB.	we to hand while completing the application form accu	ately:			
Service Details							
About the Service							
Use this service to r	egister for CT and obtain a Tax Registration Numb	er (TRN).					*
Eligibility Criteria							>
Service Steps							>
FAQs							>
I confirm that	I have read the above instructions an	d guidelines					
							*
Back							Start
Step	Action						
(1)		ear with guidelines and instructions mark the checkbox to confirm.	. Read the guideline	es and i	nstr	uct	ions for C





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Θ	abc64@web.com	V Q What are you looking for?					🛞 User Type	<b>⊈</b> ))	عربي		A +A
=	Home  Company A	<ul> <li>Corporate Tax Registration</li> </ul>									
☆	Corporate Tax I	Registration									
	No. of form	n sections		pected time to complete this application minutes		Expected fees for this service Free of charge					
	Tutorial materials	fanual	B. I	squired Documents the following is designed to help you prepare the in case of registrant is a Natural Ferenon E (mintest ID / Passport of the Taxable person II case of registrant is a Legal Person E (mintest ID / Passport of authorised signatory Port of authorization for the authorized signatory ceceted file types are PDF, DOC and DOCK. The is		while completing the application form accurate	γ.				
	Service Details										
	About the Service										0
	Use this service to r	egister for CT and obtain a Tax Registration Numbe	iber (TRN).								*
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	Service Steps										>
	FAQs										>
	I confirm that	I have read the above instructions and	nd guidelines								<u>1</u>
	Back							Cance	4	Sta	art
	Step	Action									
	(1)	Click 'Start' to init	itiate t	he CT Registratio	n application.						





## Entity Details Section

0						
	abc64@web.com	V Q What are you looking fo	n			🛞 User Type (إلى الله عربي 🚺 -A A +A
=	Home  Company A	<ul> <li>Corporate Tax Registration</li> </ul>				
₥	Corporate Tax I	Registration				
	<b>1</b>		2			5
	Entity Details		Identification Details	Contact Details	Authorized Signatory	Review and Declaration
					angineer y	
	Entity Deta	ails				
	Entity Type			0	Entity Sub-Type	
	Legal Person	1		~	UAE Public Joint Stock Company	~
	Country of Rec	gistration/Incorporation			Date of Incorporation	
				~	DD/MM/YYYY	
	Corporate Tax	Period		0		
F	revious Step				a	nool Sare as Draft Next Step
,	revious Step	aspe requ blue	ects of the registrative to complete	ation process the application	mber of short sections which The progress bar displays th on. The section you are curre ts section successfully, the pr	h deal with various ne number of sections ently in, is highlighted as
	revious Step	aspe requ blue high In or secti	ects of the registra ired to complete . Once you progra lighted as green.	ation process the application ess to the nex n one section	mber of short sections whic . The progress bar displays th on. The section you are curre	h deal with various he number of sections ently in, is highlighted as revious section will be ields of the current





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9	bc64@web.com	V Q What are you looking for?			🛞 User Ty	عربي ((⊅ pe	-A A +A
=	Home  Mome  Mome	Corporate Tax Registration					
☆	Corporate Tax	Registration					
	Entity Details	2 Identification Details	Contact Details	Authorized Signatory		Review al Declaration	
	Entity Deta	ils					
	Entity Type		0	Entity Sub-Type			
	Legal Perso	1	~	UAE Public Joint Stock Company			~
	Country of Re	gistration/incorporation		Date of incorporation			
			$\sim$	DD/MM/YYYY			
	Corporate Tax	Period	0				
			~				*
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Pr	revious Step				Cancel	Save as Draft	Next Step
	Step	Action					
	(1)	Select the Entity Type of your bu input fields in this section may va				n. Note t	hat the





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9	abc64@we	b.com	V Q What are	you looking for?				🛞 User Type 🛛	يبي (1)	-A A +A
≡	Home •	Company A	A 🕨 Corporate Tax Regis	tration						
۵	Corpo	orate Tax	Registration							
		••••		2	3				5	
	Ent	ity Details		Identification Details	Contact Details		Authorized Signatory		Review and Declaration	
		Entity Det	aile							
		Entity Type			0	Entity Sub-Type				
	[	Legal Perso	on		~	UAE Public Joint Stock Company				~
		Country of Re	egistration/Incorporation			Date of Incorporation				
	[				~	DD/MM/YYYY				
		Corporate Tax	x Period		0					
					~					*
										8
	Previous Str						Canc		e as Draft	Next Care
	Previous Su	ep								Next step
				be able to see the	following list of	entity types and	respective su	ub-types	in	
			the app	lication:						
			•	Legal Person - UA	E Public Joint Sto	ck Company				
			•	Legal Person - UA	E Private Compa	ny (incl. an Estab	lishment)			
			•	Legal Person - UA	E Partnership					
			•	Legal Person - For	eign Company					
			•	Legal Person - Clu		or Society				
			•	Legal Person - Tru		,				
			•	Legal Person - Ch						
				Legal Person - For	1					
6	1			Legal Person - Fe		t Entity				
				Legal Person - Em						
			•	-		L EIILILY				
			•	Legal Person - Ot						
			•	Natural Person - I		(				
			•	Natural Person - S			or Civil Com	pany		
			•	Natural Person - I		ership				
			•	Natural Person - (	Other					
			Howeve	er, registration is cu	irrently only avail	able for the below	w entity and	sub-type	es:	
			•	Legal Person - UA	E Public Joint Sto	ck Company				

• Legal Person - UAE Private Company (incl. an Establishment)





رائىپ FEDE	البهيشة التحادية للنص RAL TAX AUTHORITY	2							8
9	abc64@web.com	V Q What are you look	ing for?				🛞 User Type	عربي ((	-A A +A
≡	Home  Company	A Corporate Tax Registration							
۵	Corporate Ta	Registration							
	Entity Details		Identification Details	Contact Details		4 Authorized Signatory		Review ar Declaratio	
	Entity De	tails							
	Entity Type			0	Entity Sub-Type				
	Legal Per	ion		~	UAE Public Joint Stock Company				~
	Country of I	Registration/Incorporation			Date of Incorporation				
				~	DD/MM/YYYY				
	Corporate T	ax Period		0					
				~					*
								<u>(</u>	*
	Previous Step						Cancel	Save as Draft	Next Step
	Step	Action							
	(1)	You may cli application	ck on 'Save as dra later.	ft' to save you	r application an	d return to	continue	workin	g on your



'Identification Details' section.



لتلحادية للـفعرالي FEDERAL TAX AUT	и ња ја	)					<b>i</b>
abc64@we	eb.com	V Q What are you looking for?			🛞 User Type	<u>عربي</u> (ټ	-A A +A
Home	Company A	Corporate Tax Registration					
Corpo	orate Tax F	egistration					
Ent	1 tity Details	2 Identification Details	3 Contact Details	Authorized Signatory		Review and Declaration	
	Entity Deta	ls					
	Entity Type		0	Entity Sub-Type			
[	Legal Person		~	UAE Public Joint Stock Company			~
	Country of Reg	stration/incorporation	~	Date of Incorporation			
							<b>0</b>
6	Corporate Tax I	eriod	() 				-
			~				*
Previous Ste	tep				Cancel	Save as Draft	Next Step
Ste	р	Action					
(1)	)	After completing all the m		ick 'Next Step' to save ar	nd proceed	to the	





## Identification Details

#### Main License Details

البهيشة التحادية للنضرا PERAL TAX AUTHORITY	2									
abc64@web.com	V Q What are you loo	king for?					🛞 User Type	⊲⇒)	عربي	
Home  Company	A  Corporate Tax Registration									
Corporate Tax	Registration									
•		2	3			4			5	
Entity Details		Identification Details	Contact Deta	nils		Authorized Signatory			iew and laration	
Identificatio	on Details									
Main License	o Detaile									
Trade License Is					Trade License Number					
Dubai Academ				D	DSFAV717					0
License Issue Da			~		License Expiry Date					0
DD/MM/YYYY	r		Ē	3	DD/MM/YYYY					Ē
Legal Name in E	English		(	D	Legal Name in Arabic					0
Trade Name in E	English		(	Ð	Trade Name in Arabic					0
				Z						
Business Ac	ctivities Details			1					+ Ac	dd Business Activity
Primary Activity	Industry	Main Group	Sub-Group	_	Business Activities	Activity Code		Actio	ns	
				No da	ata					
Previous Step							Cancel	Save as I	Draft	Next St
Step	Action									
(1)	Depending	g on the 'Entity Ty	pe' selected, yo	ou	are required to	o provide the r	nain trac	le li	icer	nse
(1)	details in t	he identification	details section							
	uctans in t		actans section.							





#### **Business Activities**

سرالىپ FEDEF	الهيشة التحادية للم RAL TAX AUTHORITY								E.
Θ	abc64@web.com	V Q What are you look	ing for?				🛞 User Type	عربي (\$	A -A A
=	Home  Company A	Corporate Tax Registration							
	Corporate Tax Re	gistration							
	<b>○</b> °		•	3		4		5	
	Entity Details		Identification Details	Contact Details		Authorized		Review and	
						Signatory		Declaration	
	Identification [	Details							
	Main License D	etails							
	Trade License Issuir	g Authority		0	Trade License Number				0
	Dubai Academic (	lity		~	DSFAV717				
	License Issue Date				License Expiry Date				0
	DD/MM/YYYY				DD/MM/YYYY				
	Legal Name in Engl	sh		0	Legal Name in Arabic				0
	Trade Name in Engl	ish		0	Trade Name in Arabic				0
	Business Activ	ities Details						+ ^	dd Business Activity
	Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code		Actions	
				No	data				
F	Previous Step					Ca	ncel Sa	ve as Draft	Next Step
	Step	Action							
	(1)	Click on 'A trade licer	dd Business Activ ise.	ities' to enter all	the business act	ivity informatio	n associ	ated	with the







الهيئة التحادية للضرائين FEDERAL TAX AUTHORITY	Q			<u></u>
abc64@web.com	Vhat are you looking for?		🛞 User Type 📢) عربي	A+ A +A
<u>Home</u> ► <u>Compar</u>	v_A ► Corporate Tax Registration			
E Corporate Ta	x Registration			
0	Business Activities		8	
Entity Detail				ind
	Industry	Main Group		
	Manufacturing V	Manufacture of food products	$\sim$	
Identifica	Sub-Group	Activity		
Main Lice	Processing and preserving of meat $\qquad \checkmark$	Processing and preserving of meat	$\sim$	
Trade Licen:	Activity Code			6
Dubai Aca	1010			0
License Issu				0
DD/MM/Y			Add	
Legal Name'ii	1 English	Legal Name in Arabic		6
	•			
Trade Name in	n English	Trade Name in Arabic		
	U			
Previous Step		Car	Save as Draft	Next Step
Step	Action			
(1)	Enter the mandatory business activity info	rmation and click on Add.		
	1			





#### **Owner Details**

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θ		V Q What are you looking for?			🛞 User Typ	e ⊲>)	عربي				+A
=	Home  Company	A   Corporate Tax Registration									
	Corporate Tax	Registration									
		susiness Activities					8				
	Entity Detail	Industry		Main Group				ind			
		Manufacturing	$\sim$	Manufacture of food products			$\sim$				
	Identifica	Sub-Group		Activity							
	Main Lice	Processing and preserving of meat	$\sim$	Processing and preserving of meat			$\sim$				
	Trade Licen	Activity Code							0		
	Dubai Aca	1010								9	2
	License Issu								6		
	DD/MM/Y					Ad	d			lŕ	
	Legal Name in E	nglish		Legal Name in Arabic					0		
	Trade Name in E	inglish	0	Trade Name in Arabic					0		
										^	
	Previous Step				Cancel	Save as	i Draft				
		Ensure that the information about all y get populated on the screen.	our	business activities is inclu	ided. Th	e act	ivity	' CO(	de w	/ill	





مىرائىب FEDER	الهيئة التحابية للع AL TAX AUTHORITY	<b>Ö</b>						2
9	bc64@web.com	Y Q What are y	you looking for?			🛞 User Type	عربي ((ل) ه	-A A +/
≡	Home  Compar	<u>ay A</u> ► Corporate Tax Registr	ation					
		ax Registration						
	Trade Name i	n English		Tra	ade Name in Arabic			0
	Business	Activities Details					+ Add	Business Activity
	Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions	
	۲	Manufacturing	Manufacture of food products	Processing and preserving of m	Processing and preserving of meat	1010	***	
		ails of all Owners who have a s						+ Add Owner
	Owner Typ	5e	Owner Name in English Own	er Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions	1
				No data	1			
	Local Bran	nch Details						*
P	revious Step					Cancel	Save as Draft	Next Step
	Step	Action						
	(1)	Click on 'Ac	d Owners' to enter	all the owners	that have a 25% c	or more owne	rship in t	ne entity







ىرائىپ FEDE	الهيئة التحادية للض RAL TAX AUTHORITY	0		
Θ	abc64@web.com	V Q What are you looking for?	🛞 User Type 📢 بيب 🔳 -A	A +A
≡	Home  Comp	Owner Details	⊗	
	Corporate 1 Primary Activity	Owner Type		
		Legal Name in English Company A	Trade Name in English Company A	
	Owners L Provide d	Legal Name in Arabic آلشرکه آ Ownership Start Date 23/12/2022	Shareholding Percentage + Add Owne	
	Local Bre Do you he Yes	Corporate Tax TRN (Optional)		*
	Previous Step		Cancel Save as Draft Next S	tep
	Step	Action		
	(1)	Enter the mandatory owner information a	າ and click on Add.	





## Branch Details

	, Ó						
abc64@web.com	✓ Q What are	you looking for?			🛞 User Type	عربي ((ل	-A A
Home   Com	ipany A 🕨 Corporate Tax Regist	tration					
Corporate	Tax Registration						
Primar	/ Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions	
۲	Manufacturing	Manufacture of food products	Processing and preserving of	meat Processing and preserving of meat	1010	000	
Owners	List						
Provide	details of all Owners who have a	shareholding of 25% or more.					
							+ Add Owner
Owner	Туре	Owner Name in English	Owner Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions	
Legal P	Person	Company A	الشركة أ		50.00	000	
Local B	ranch Details						
Do you h	nave branches in UAE?			Add New Branch			
• ¥	es 🕐 No						
L		~					
Previous Step		(1)			Cancel	Save as Draft	Next Step
Stop	Action						
Step					branch details		





	الهيئة التحانية ل TAX AUTHORITY							
abc	:64@web.com	V Q What are you lookin	ng for?			🛞 User Type	عربي ((口	A A
н	iome 🕨 Compan	y A ► Corporate Tax Registration						
¢	Corporate Ta	x Registration						
	Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions	
	۲	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	000	
	Owners Li	st						
	Provide det	ails of all Owners who have a shareholdi	ng of 25% or more.					
								+ Add Owner
	Owner Typ	e Owner	Name in English Ow	vner Name in Arabic E	mirates ID Number	Shareholding Percentage	Actions	
	Legal Perso	on Compa	any A ia	الشرخ		50.00		
	Local Bran Do you have • Yes	branches in UAE?		A	dd New Branch			
Prev	vious Step					Cancel	Save as Draft	Next Step
		not be performe	ed in the name of	me of head office f Branch. Even if y ation is required.	-		-	





abc64(	@web.com	✓ Q What are	you looking for?			🛞 User Type	عربي (ا	-A A
Hom	ne 🕨 <u>Compan</u> y	🔺 🕨 Corporate Tax Regist	ration					
Co	rporate Ta	x Registration						
	Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions	
	۲	Manufacturing	Manufacture of food products	Processing and preserving of meat	Processing and preserving of meat	1010	***	
	Owners Lis	t						
	Provide deta	ils of all Owners who have a s	hareholding of 25% or more.					
	Owner Type		Owner Name in English C	Wher Name in Arabic	Emirates ID Number	Shareholding Percentage	Actions	+ Add Owner
	Legal Perso			الشركة	Initiales in Holinner	50.00		
		ch Details branches in UAE? No						
Previou	us Step					Cancel	Save as Draft	1 Next Step
Ste	ер	Action						
	L)	After comp	leting all mandato	ry fields, click 'Ne	xt Step' to save	and proceed	to the 'Co	ontact





#### **Contact Details**

TAX AUTHORITY	Q What are you looking for?					🛞 User	ype (إ)) عربي	-A
ome  Company A	Corporate Tax Registration							
orporate Tax Re	egistration							
<b>n</b> °		0						
Entity Details	Identificati	on Details	Contact Details		Authorized Signatory		Review and Declaration	
					Signatory		Declaration	
Contact Deta	ails							
If you have a br	ade license in the UAE, please ensure that the address	details that you only are identical to the	information on the trade license					
	sons, enter the address details of your house.	details that you enter are identical to the	information on the trade license.					
Country				Building Name & Number				0
United Arab En	nirates		~	Trade Center 1				
Street				Area				
Al Khafiji Street	t			ICD Brookfield				
City				Emirate				
Dubai				Dubai				~
Country Code		Mobile Number	0	Country Code		andline Number		
+971 ( United A	krab Emirates ) V	123456789		+971 ( United Arab Emirates )	~	123456789		
Email ID				P.O. Box (Optional)				
abc64@web.co	m			213				
				(1)				_
ious Step						Cancel	Save as Draft	Next Step
Step	Action							
(1)	Enter the register		tails of the h	usinoss				
(1)	Enter the register	eu auuress de	etails of the t	usiness.				







C64@web.com Q What are you ic Ome  Company A Corporate Tax Registration				ا لا
Corporate Tax Registration				
S <sup>o</sup>	<b>°</b>			
Entity Details	Identification Details	Contact Details	4 Authorized Signatory	5 Review and Declaration
Contact Details				
If you have a trade license in the UAE, please For natural persons, enter the address details	ensure that the address details that you enter are identical to t of your house.	he information on the trade license.		
Country		Building Name & Nu	mber	0
United Arab Emirates		✓ Trade Center 1		
Street		Area		
Al Khafiji Street		ICD Brookfield		
City		Emirate		
Dubai		Dubai		~
Country Code	Mobile Number	Country Code	Landline N	umber
+971 ( United Arab Emirates )	∨ 123456789	+971 ( United Arat	e Emirates ) V 12345678	9
Email ID		P.O. Box (Optional)		
abc64@web.com		213		
vious Step			Ca	ncel Save as Draft Next Step
<b>i</b>	multiple addresses, p of the business are ca If you are a foreign b	provide details of the arried out. usiness applying to re	or example, your accouplace where most of t place where most of t egister for UAE CT, you vide the necessary det	he day-to-day activit a may choose to appo



Entity Details	Identificatio	Details Conta	3 oct Details	Authorized Signatory		Review and Declaration	
Contact D	etails						
	a trade license in the UAE, please ensure that the address d persons, enter the address details of your house.	tails that you enter are identical to the information on the trade	license.				
Country				Building Name & Number			0
United Aral	b Emirates		$\sim$	Trade Center 1			
Street				Area			
Al Khafiji St	treet			ICD Brookfield			
City				Emirate			
Dubai				Dubai			$\sim$
Country Code	0	Mobile Number	0	Country Code	Landline Number		
+971 ( Unite	ed Arab Emirates ) 🗸 🗸	123456789		+971 ( United Arab Emirates ) 🗸 🗸	123456789		
Email ID				P.O. Box (Optional)			
abc64@we	b.com			213			
us Step					Cancel	Save as Draft	Next Ste
tep	Action						
1)	After completing all Signatory' section.	mandatory fields, click	ς 'Ne	ext Step' to save and proce	ed to the 'A	uthorized	

No.

④ User Type (다) 고내가 고내가 -A A +A





## Authorized Signatory

FEDER	الهيشة التصاديبة لل TAX AUTHORITY					<b></b>
9	c64@web.com YQ What are you loo	king for?			() User Type	-A A +A
=	Home  Company A  Corporate Tax Registration					
5	Corporate Tax Registration					
•	<b>0</b> °	<b>2</b> °	<b>3</b> <sup>°</sup>		5	
	Entity Details	Identification Details	Contact Details	Authorized Signatory	Review Declarat	
	Authorized Signatory				_	
	Authorized Signatory List				+ Add.	Authorized Signatory
	Customize Columns	Q. Search				
	Name in English	Name in Arabic	ID Number	Email ID	Actions	
			No data			
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P	vious Step				Cancel Save as Draft	O *
	vious Step Action				Cancel Serve as Draft	*







نسراليب FEDER	ALL RAX AUTHORITY	)						<u>.</u>
Θ.	abc64@web.com	Authorized Signatory					Q	A A +A
	Home Company A	First Name in English Company			Last Name in English			
					Last Name in Arabic			
	Entity Details	First Name in Arabic		شركة ا	Last Name in Arabic		شركة ا	
		Country Code	Mobile Number	0	Email ID			
	Authorized	+971 ( United Arab Emirates ) V	12345689		abc64@web.com			
	Authorize	Designation						Authorized Signatory
	Additionize	Managèr						Addictice biginery
	Name in Er	is the authorized signatory a resident of the UAE?						
		🔿 Yes 💿 No						
		Passport Number			Upload Copy of Passport			
		PA1234567			<u>↑</u> Add/View(1)	Drag files		
		Passport Issuing Country			Max file size: 15 MB Passport Expiry Date	Formats: PDF, DOC	Max. No. of files : 3	U
		United Kingdom		~	28/12/2035		<b>E</b>	
								*
		Source of Authorization						
		Memorandum of Association		~				
		Upload Memorandum of Association	Drag files here					
			ts: PDF, DOC Max No. of	Files: 3				1
							Add	*
P	revious Step						Cancel Save as Draf	t Next Step
	Step	Action						
	(1)	After entering the r	equired informat	ion f	or an Authoi	rized Signatory,	click 'Add'	







TEDERAL TAX AUTHORITY	)						<u>i</u>
abc64@web.com	Authorized Signatory						8 -A A +A
	First Name in English			Last Name in English			
Corporate Tax	Company			A			
	First Name in Arabic			Last Name in Arabic			
Entity Details			شرخة ا			شرخة أ	
	Country Code	Mobile Number	0	Email ID			
Authorized	+971 ( United Arab Emirates )	✓ 12345689		abc64@web.com			
	Designation						
Authorize	Manager						Authorized Signatory
Name in Er	Is the authorized signatory a resident of the UAE?						
	Ves  No						
	Passport Number			Upload Copy of Passport	,		
	PA1234567			<u>↑</u> Add/View(1)	Drag files	tere	
				Max file size: 15 MB	Formats: PDF, DOC	Max. No. of files : 3	0
	Passport Issuing Country			Passport Expiry Date			
	United Kingdom		~	28/12/2035		•	
	Source of Authorization Memorandum of Association		~				
	Permanual of Pasoudium		· · ·				
	Upload Memorandum of Association						
	<u>↑</u> Add/View(1)	Drag files he	e				
	Max file size: 15 MB	Formats: PDF, DOC	Max No. of Files: 3				
						Add	
Previous Step						Cancel Save as Di	aft Next Step
i	Associ	ation in the o	ase of legal p	ersons.	er of Attorney or ry, if required.	Memorandum	of





ة الاتصادينة للنضبرا RAL TAX AUTH	الهوزلة				
abc64@web.	x.com V Q What are you loo	king for?			🛞 User Type لله User Type الله -A
Home •	Company A  Corporate Tax Registration				
Corpor	rate Tax Registration				
	0°	<b>2°</b>		•	
Entity	y Details	Identification Details	Contact Details	Authorized Signatory	Review and Declaration
A	uthorized Signatory				
A	Authorized Signatory List				+ Add Authorized Signatory
	Customize Columns	Q. Search			
	Name in English Company A	Name in Arabic شرخة أ شرخة أ	ID Number PA1234567	Email ID abc64@web.com	Actions
					Cancel Save as Draft Next St
Previous Step	p				
Previous Step					





### Review and Declaration

TAX AUTHORITY				
c64@web.com V Q What are you looking for?			(a) User Type	A - A A
			C and the	(1) yes
Home  Company A  Corporate Tax Registration				
Corporate Tax Registration				
Country Code	Landline Number	Country Code	Mobile Number	
+971 ( United Arab Emirates )	12345678	+971 ( United Arab Emirates )	125456789	
Email ID		P.O. Box (Optional)		
abc64@web.com		213		
Step 4: Authorized Signatory				
				Edit
Name in English	Name in Arabic	ID Number	Email ID	
Company A	شرخة ا شرخة ا	PA1234567	abc64@web.com	
Declaration				
First Manua in Familah		Last Manya in Facilish		
First Name in English		Last Name in English		
First Name in English ABC Web First Name in Arabic		Last Name in English Test Last Name in Arabic		
ABC Web		Test		4529045
ABC Web	Hobile Number	Test Last Name in Arabic		4529043
ABC Web First Name in Arabic	Moble Number 78845645	Test Last Name in Arabic 23490		4329043
Add Web Pott Name In Arabic Country Code		Test Last Name in Arabic 23490 Email		4329043
ABC Web Prist Name in Arabic Country Code -9271 ( United Anab Eminates )		Test Last Name in Arabic 23490 Email		4329043
Add Web Pott Name In Arabic Country Code	782456415	Test Last Name in Arabic 23490 Email		4129043
ADC Web Plot Name In Asabic Country Code -47/1 (United Ands Eminates ) Solmission Date 28/12/2022	782456415	Test Last Name in Arabic 23490 Email	Circut	432068 432068 500 8 007
ABC Web Fits there is Anabic Country Code Co	782456415	Test Last Name in Arabic 23490 Email	Cared	





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abc64@web.com	V Q What are you lookin	g for?			0	Jser Type 🖒)	عربي	A A I
	pany A Corporate Tax Registration							
Corporate	Tax Registration							
Email ID	United Arab Emirates )	Landine Number 12345878		Country Code +971 ( United Arab Emirates ) P.O. Box (Optional) 213	Mobile Number 123456769			
Step 4:	: Authorized Signatory							<b>∠</b>
	ne in English npany A	Name in Arabic شرحه ا شرحه ا		ID Number PA1234567	Email ID abc64@web.com		6	*
First Name ABC We	e in English			Last Name in English Test				•
First Name	e in Arabic			Last Name in Arabic				
	Inited Arab Emirates )	Mobile Number 789456415	23490	Email ABC64@WEB.COM				4329043
Submissio 29/12/21								
Previous Step	declare that all information provided on this	application is true, accurate and complete to the best of my knowled	ige and belief		Cancel	Save as		Submit
Step	Action					Save as	Unarc	
(1)		refully reviewing all o the correctness of th				rk the	che	ckbox to





web.com V Q What are you looking for	?		🛞 User Type 📢 بالانې	-A
Company A      Corporate Tax Registration				
porate Tax Registration				
Country Code	Landline Number	Country Code	Mobile Number	
+971 ( United Arab Emirates )	12345678	+971 ( United Arab Emirates )	123456789	
Email ID		P.O. Box (Optional)		
abc64@web.com		213		
Step 4: Authorized Signatory				
				Edit
Name in English	Name in Arabic	ID Number	Email ID	
Company A	شرحة اشرحة ا	PA1234567	abc64@web.com	
		Last Name In Drolleh		
		Let fore is Ergish Test		
First Name in English ABC Web				
First Name in English ABC Web		Test		432904
First Name in English ABC Web First Name in Anabic Country Code	Ngàla Kunbar	Test Last Nome in Arabic 22460 Email		432904
Lirst Name in Arabic Country Code - 927 ( United Arab Eminates )	Mobie Number 79945643	Test Last Name in Anabic 23490		432904
First Name in English AGC Web First Name in Arabic Control Code +977 ( United Arab Eminates )		Test Last Nome in Arabic 22460 Email		432904
Friet Hane In Dryllin ACC Web Tret Hane In Anabic Country Code +977 (United Anab Eminetes ) Extension Date 28/12/2002		Text Let Yore In Analoc 23400 Cmail AdDM# VEB.COM AdDM# VEB.COM		452904
First Name In Dryll A ACC Web First Name In Anble Country Code +977 (Witted Anb Emintes ) Scientistics Data 28/12/2022	709436415	Text Let Yore In Analoc 23400 Cmail AdDM# VEB.COM AdDM# VEB.COM	Curcel Serve as Doubt	412304
First Name In English AdC Web Tirst Name In Arabic Country Code stat(Cualitati And Extensions) Stat(Cualitati And Extensions) Stat(Caalitati And Extensions) Stat(Caalitati And Extensions) (Stat(Caalitati And Extension) (Stat(Caalitati And Extension)) (Stat(Caalitati And Extension)) (Stat(Caalitati And Extension)) (Stat(Caalitati And Extension))	709436415	Text Let Yore In Analoc 23400 Cmail AdDM# VEB.COM AdDM# VEB.COM	Cucot Serve to Dest	





## Post Application Submission

الهينة التحاجة للمبراتين FEDERAL TAX AUTHORITY						1
abc64@web.com	✓ Q What are you looking for?				() User Type ()	<u>ن ۸ ۸۰ ال</u> عود
Home > Company A	Corporate Tax Registration				Construction (19)	
Corporate Tax	Registration					
		Applicatio	n Submitted Successfully		Pending Approval	
		Entity Name : Company A				
		Applicant Name : ABC Web Test Reference Number : 101000000759				
		Reference Number : 101000000759 Submission Date & Time : 29 December 2022	13:02 GST			
						_
What's Next:				polication.		
1.Processing your applica a) Your application will n	ation: now be reviewed by the FTA. If we require more information to a	sist with our review, you will be notified. You will need to provide the inform	ation requested in order for us to continue processing your app			
<ul> <li>a) Your application will n</li> <li>b) Once we have complete</li> </ul>	now be reviewed by the FTA. If we require more information to a eted our review, we will either approve or, in some cases, may ha	sist with our review, you will be notified. You will need to provide the inform e to reject the application. We will notify you by email of our decision. may re-apply but only once you have resolved the matters brought to your	ation requested in order for us to continue processing your app attention.			
<ul> <li>a) Your application will n</li> <li>b) Once we have complete</li> </ul>	now be reviewed by the FTA. If we require more information to a eted our review, we will either approve or, in some cases, may ha opplication, we will provide you with the reasons for doing so. Yo	e to reject the application. We will notify you by email of our decision.	ation requested in order for us to continue processing your app attention.			
<ul> <li>a) Your application will n</li> <li>b) Once we have comple</li> <li>c) Where we reject an ap</li> <li>2.CT registration certification</li> </ul>	now be reviewed by the FTA. If we require more information to a etad our review, we will either approve or, in some cases, may he opplication, we will provide you with the reasons for doing so. Yo cate	e to reject the application. We will notify you by email of our decision.	stantion.			8
<ul> <li>a) Your application will n</li> <li>b) Once we have comple</li> <li>c) Where we reject an ap</li> <li>2.CT registration certifici</li> <li>a) Following approval of</li> <li>important Notes:</li> </ul>	now be reviewed by the FTA. If we require more information to a etad our review, we will either approve or, in some cases, may he opplication, we will provide you with the reasons for doing so. Yo cate	e to reject the application. We will notify you by email of our decision. may re-apply but only once you have resolved the matters brought to your CT TRN (Tax Registration Number) and registration certificate shall be issue	stantion.			*
<ul> <li>a) Your application will n</li> <li>b) Once we have comple</li> <li>c) Where we reject an ap</li> <li>2.CT registration certifica</li> <li>a) Following approval of</li> <li>important Notes:</li> </ul>	none be reviewed by the TPL. If we require more information to the down even we will be observed to the information of the galaxition, we will provide you with the reasons for colors to the application application you will be registered for CT, and also application application you will be registered for CT, and situation will be updated in the diabloard of your tappever part.	It is reject the application. We will notify you by email of our decision. may re-apply but only once you have resolved the matters brought to your CT TRN (Tars Registration Number) and registration certificate shall be issue You can check it at any time by log in to the targapyer portai.	ntention.	our EmaraTax account.	rated for your	8
<ul> <li>a) Your application will n</li> <li>b) Once we have comple</li> <li>c) Where we reject an ap</li> <li>2.CT registration certifica</li> <li>a) Following approval of</li> <li>important Notes:</li> </ul>	non be released by the TPL. If we require more information to the documents, we will be used to approve all in contrasts, may have application, we will provide you with the requirement for calling to '10 and' "you're registration application you will be registrated for CT, and allocation will be updated in the dashboard of your tangaper port After your application	It is neject the application. We will notify you by small of our decision. may re-apply but only once you have resolved the matters brought to your CT TRN. (Two Registration Humber) and registration certificate shall be issue "You can check it at any time by log in to the tavagayer portat. CION is submitted success:	eteration. d to you. You can download the registration certificate how you <b>Sofully, a Reference N</b>	nor Emurator account.	-	8
<ul> <li>a) Your application will n</li> <li>b) Once we have comple</li> <li>c) Where we reject an ap</li> <li>2.CT registration certifica</li> <li>a) Following approval of important Notes:</li> </ul>	non be released by the TPL. If we require more information to the docurrence, we all the other paperse in its instance much have particular, we will provide you with the requirement for called to the arts of the promovement of the stability of the regulated for CT, and allocation will be updated in the dashboard of your tangaper port After your applications	It is reject the application. We will notify you by email of our decision. may re-apply but only once you have resolved the matters brought to your CT TRN (Tars Registration Number) and registration certificate shall be issue You can check it at any time by log in to the targapyer portai.	eteration. d to you. You can download the registration certificate how you <b>Sofully, a Reference N</b>	nor Emurator account.	-	1
<ul> <li>a) Your application will n</li> <li>b) Once we have comple</li> <li>c) Where we reject an ap</li> <li>2.CT registration certifica</li> <li>a) Following approval of important Notes:</li> </ul>	non be released by the TPL. If we require more information to the docurrence, we all the other paperse in its instance much have particular, we will provide you with the requirement for called to the arts of the promovement of the stability of the regulated for CT, and allocation will be updated in the dashboard of your tangaper port After your applications	It is neject the application. We will notify you by small of our decision. may re-apply but only once you have resolved the matters brought to your CT TRN. (Two Registration Humber) and registration certificate shall be issue "You can check it at any time by log in to the tavagayer portat. CION is submitted success:	eteration. d to you. You can download the registration certificate how you <b>Sofully, a Reference N</b>	nor Emurator account.	-	2
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#### 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