



إمارات تاكس EMARATAX

Taxpayer User Manual Amend Corporate Tax Registration

Date: 27 February, 2024

Version 3.0.0.0

Private and Confidential

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Navigating through EmaraTax

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

Button	Description
In the Portal	
 User types	This is used to toggle between various personas within the user profile, such as Taxable Person, Tax Agent, Tax Agency, Legal Representative, etc
	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 to the Previous section of the Input Form
Next Step	This is used to go to the Next section of the Input Form
Save as Draft	This is used to save the application as a draft, so that it can be completed later
	This menu at the top gives an overview of the various sections within the application form. 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.



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Introduction

This manual is prepared to help a Corporate Tax registered Taxpayer to navigate through the Federal Tax Authority EmaraTax portal and Amend their Corporate Tax registration information. To initiate the amendment, the Taxpayer must be registered with the FTA and should have a valid TRN.

You are allowed to amend only certain fields within the application and approval from the FTA is required. Some fields that are greyed-out can be amended through the amend functionality in the Taxable Person Details tab in the Taxable Person Dashboard.

Login to EmaraTax

Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.

[Please reset your password here](#)

Don't have an account?

If you do not already have an account with the FTA please sign up here

[Sign Up](#)

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

Login with your E-mail

E-mail Address
democt@demo.com

Password

[Forgot password?](#)

Enter Security Code
742696

[Login](#)

OR

Login with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

[Star](#)

QUICK LINKS
[tax.gov.ae](#)

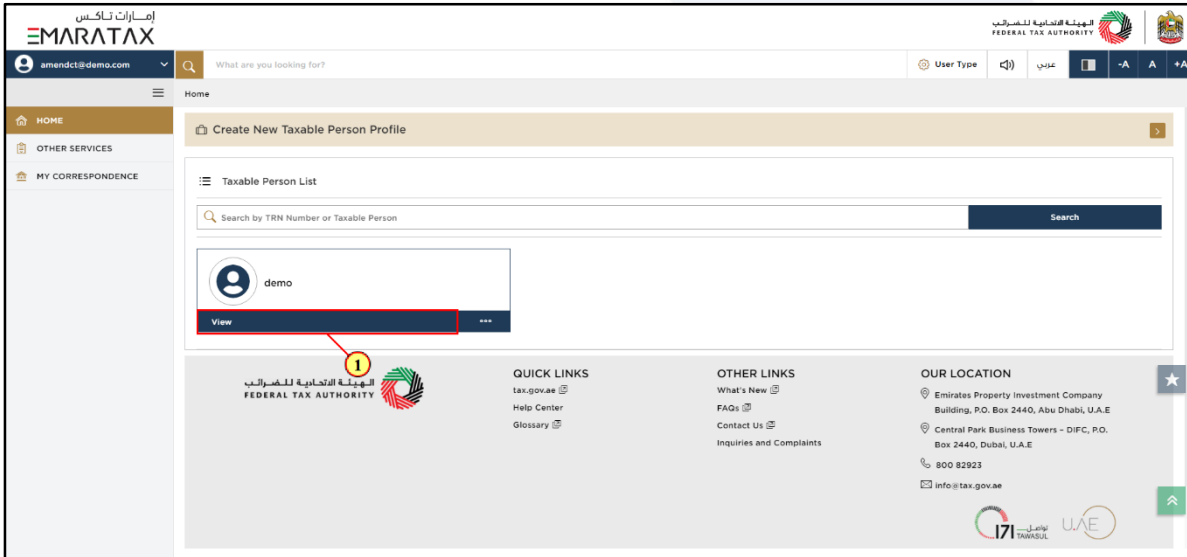
OTHER LINKS
[What's New](#)

OUR LOCATION
Emirates Business Investment Company Building, R2



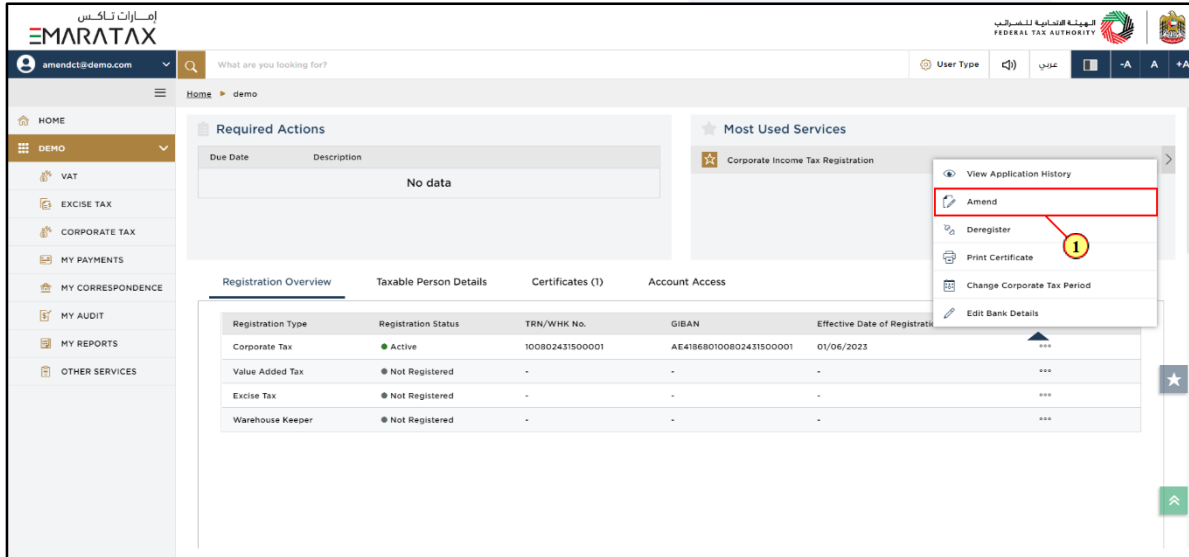
You can login into the EmaraTax account using your login credentials or using UAE Pass. If you have forgotten your password, you can use the **'Forgot password?'** feature to reset your password.

Taxable Person Tile



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

Amend Corporate Tax Registration



Step	Action
(1)	In order to initiate Corporate Tax Registration - Amendment application, click on '...' in the Corporate Tax tile and select ' Amend '.



Instructions and Guidelines

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amendct@demo.com

What are you looking for?

User Type

عربي

Home > demo > Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

No. of form sections
5 sections

Expected time to complete this application
30 minutes

Expected fees for this service
Free of charge

Tutorial materials
▶ Watch Video Tutorial
⬇ Download User Manual

Required Templates
NA

Required Documents
Below section provides the list of documents that may be required to be updated based on circumstantial change in information for making an amendment to the Corporate Tax registration details:
1. Decree Law, if you are selecting Yes to the question Are you a Qualifying Public Benefit Entity?
2. Trade license, if you are amending your trade license details.
3. Emirates IDs, Passports and Proof of Authorization of authorized signatories, if you are amending the Entity details.
Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15MB.

Service Details

About the Service
Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA

Eligibility Criteria

Service Steps

FAQs

Back

Start



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



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What are you looking for?

User Type عربي

Home demo Corporate Tax Registration - Amend

Tutorial materials

- Watch Video Tutorial
- Download User Manual

Required Templates

NA

Required Documents

Below section provides the list of documents that may be required to be updated based on circumstantial change in information for making an amendment to the Corporate Tax registration details:

- Decree Law, if you are selecting Yes to the question Are you a Qualifying Public Benefit Entity?
- Trade license, if you are amending your trade license details.
- Emirates IDs, Passports and Proof of Authorization of authorized signatories, if you are amending the Entity details.

Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15MB.

Service Details

About the Service

Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.

Eligibility Criteria

Service Steps

FAQs

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

Back Start

Step	Action
(1)	Read the instructions and guidelines for Corporate Tax Registration - Amendment and mark the checkbox to confirm.



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What are you looking for?

User Type عربي

Home demo Corporate Tax Registration - Amend

Tutorial materials

- Watch Video Tutorial
- Download User Manual

Required Templates

NA

Required Documents

Below section provides the list of documents that may be required to be updated based on circumstantial change in information for making an amendment to the Corporate Tax registration details:

- Decree Law, if you are selecting Yes to the question Are you a Qualifying Public Benefit Entity?
- Trade license, if you are amending your trade license details.
- Emirates IDs, Passports and Proof of Authorization of authorized signatories, if you are amending the Entity details.

Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15MB.

Service Details

About the Service

Use this service to amend and update your CT registration data in case of any event or change of circumstances that requires an approval from FTA.

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 Corporate Tax Registration - Amendment application.



Entity Details Section



- The Corporate Tax Registration - Amendment application has been divided into five short sections, each section being represented in the progress bar. The current section will get highlighted in blue color on the progress bar. As you move to the next steps, the completed sections will get highlighted in green color.
- In order to move from one section to the next, all mandatory fields of the current section must be entered. The fields which are optional are marked as optional next to the field name.
- You are requested to ensure that the documents submitted, support the information entered by you in the application and all the document and details are up-to-date. This would help to avoid any rejection or resubmission of the application later.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

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

Entity Details

Entity Type: Natural Person

Entity Sub-Type: Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship Other Individuals

First Name in English: demo

Last Name in English: user

First Name in Arabic: ديمو

Last Name in Arabic: يوزر

Enable Editing Disable Editing

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	- Select 'Enable Editing' to amend entity details. Upon selection, some fields in the section will become editable. - If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

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

Entity Details

Entity Type: Natural Person

Entity Sub-Type: Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship Other Individuals

First Name in English: demo

Last Name in English: user

First Name in Arabic: ديمو

Last Name in Arabic: يوزر

Enable Editing Disable Editing

Previous Step Cancel Save as Draft Next Step



- You may click on '**Save as Draft**' to save your application and return to continue working on your application later.
- You may click on '**Cancel**' to cancel the application.



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What are you looking for?

User Type عربي

Corporate Tax Registration - Amend

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

Entity Details

Enable Editing Disable Editing

Entity Type: Natural Person Entity Sub-Type: Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship Other Individuals

First Name in English: demo Last Name in English: user

First Name in Arabic: نام آخر Last Name in Arabic: اسم

Previous Step Cancel Save as Draft Next Step



- You cannot make amends to the greyed-out fields in this section.
- You can update the **'Purpose of Registration'**.



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What are you looking for?

User Type

عربي

-A

A

+A

Home

demo

Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Do you hold a valid Emirates ID?

☒ Yes
☐ No

Emirates ID Number

784-1003-5382943-3

View Emirates ID

Emirates ID Expiry Date

30/01/2043

Passport Details

Passport Number

P123456789

View Passport

Passport Expiry Date

31/01/2043

Passport issuing Country

United Arab Emirates

Do you hold any other passport?

☐ Yes
☒ No

Previous Step

Cancel

Save as Draft

Next Step



You cannot make amends to the greyed-out fields in this section.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

30/01/2043

Passport Details

Passport Number
P123456789 [View Passport](#)

Passport Expiry Date
31/01/2043

Passport Issuing Country
United Arab Emirates

Do you hold any other passport?
☐ Yes ☒ No

Date of Commencement of Business
12/01/2010

Reason for Registration
Commencement of New Business

1

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Amend 'Reason for Registration'.



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What are you looking for?

User Type عربي

Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

30/01/2043

Passport Details

Passport Number
P123456789

View Passport

Passport Expiry Date
31/01/2043

Passport Issuing Country
United Arab Emirates

Do you hold any other passport?

☐ Yes ☒ No

Date of Commencement of Business
12/01/2010

Reason for Registration
Commencement of New Business

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.

Identification Details Section

Corporate Tax Registration - Amend

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

Identification Details

Do you have a Trade License in the UAE?

☒ Yes ☐ No

License Details

Add License

Services

Trade License Issuing Authority

Dubai Design District

Trade License Number

672903

Previous Step Cancel Save as Draft Next Step



You cannot make amends to the greyed-out fields in this section.



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What are you looking for?

User Type عربي

Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Services

Trade License Issuing Authority: Dubai Design District

Trade License Number: 672903

Trade License Issue Date: 12/01/2010

Trade License Expiry Date: 30/01/2043

Trade Name in English (Optional): Services

Trade Name in Arabic (Optional): خدمات

[View copy of your Trade License](#)

Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code
☒	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111

Previous Step Cancel Save as Draft Next Step



You cannot make amends to the greyed-out fields in this section.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Services

Trade License Issuing Authority: Dubai Design District

Trade License Number: 672903

Trade License Issue Date: 12/01/2010

Trade License Expiry Date: 30/01/2043

Trade Name in English (Optional): Services

Trade Name in Arabic (Optional): خدمات

[View copy of your Trade License](#)

Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code
☒	Agriculture, forestry and fishing	Crop and animal production, hunting and related service activities	Growing of non-perennial crops	Growing of cereals (except rice), leguminous crops and oil seeds	0111

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.

Contact Details Section

Step	Action
(1)	- Select 'Enable Editing' to amend contact details, if required. Upon selection, some fields in the section will become editable. - If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

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

Contact Details

Enable Editing Disable Editing

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

Country United Arab Emirates Building Name & Number GS Building, H.NO: 3-884-3

Street Dubai Area Dubai

City Dubai Emirates Dubai

Previous Step Cancel Save as Draft Next Step



You cannot make amends to the physical address in this section.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

enable editing / disable editing

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

Country United Arab Emirates	Building Name & Number GS Building, H.NO: 3-884-3
Street Dubai	Area Dubai
City Dubai	Emirates Dubai
Country Code +971 (United Arab Emirates)	Mobile Number 962796146
Country Code +971 (United Arab Emirates)	Landline Number 86279615
Email ID demo@contactemail.com	P.O. Box(Optional)

Previous Step Cancel Save as Draft Next Step



You can update your '**Mobile Number**' and '**Landline Number**' in this section. Ensure that your Contact Number and Email are accurate.

إمارات تاكس
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amendct@demo.com What are you looking for?

User Type عربي A +

Corporate Tax Registration - Amend

Enable Logging Disable Logging

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

Country United Arab Emirates	Building Name & Number GS Building, H.NO: 3-884-3		
Street Dubai	Area Dubai		
City Dubai	Emirates Dubai		
Country Code +971 (United Arab Emirates)	Mobile Number 962795146	Country Code +971 (United Arab Emirates)	Landline Number 86279615
Email ID demo@contactemail.com	P.O. Box(Optional)		

Previous Step Cancel Save as Draft Next Step

 You can update your '**Email ID**' in this section.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

enable Editing / disable Editing

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

Country: United Arab Emirates

Building Name & Number: GS Building, H.NO: 3-884-3

Street: Dubai

Area: Dubai

City: Dubai

Emirates: Dubai

Country Code: +971 (United Arab Emirates)

Mobile Number: 962796146

Country Code: +971 (United Arab Emirates)

Landline Number: 86279615

Email ID: demo@contactemail.com

P.O. Box(Optional):

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.

Authorized Signatory Section

Step	Action
(1)	- Select 'Enable Editing' to amend or add authorized signatory details, if required. - If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non editable.



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What are you looking for?

User Type عربي

Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

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

Authorized Signatory (Optional)

Enable Editing ☒ Disable Editing

Authorized Signatory list

+ Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Actions
demo user	مستخدم تجريبي	784-1957-0575850-6	mar@yopmail.com	***

Previous Step Cancel Save as Draft Next Step

Step	Action
(1)	- Click 'Add Authorized Signatory' to enter another Authorized Signatory details. - You can add one or more Authorized Signatory.

The screenshot shows the 'Authorized Signatory' form in the E-MARA system. The form is titled 'Authorized Signatory' and contains several sections for data entry. A red box highlights the main form area, and a red circle with the number '1' points to the 'Add' button at the bottom right.

Authorized Signatory

Are you a Resident of UAE?

☒ Yes ☐ No

Emirates ID Number

788-2003-5382043-3

ID Expiry Date

31/01/2043

Upload copy of your Emirates ID

[Add/View\(1\)](#) Drag files here

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

Passport Number

P8765432

Upload copy of Passport

[Add/View\(1\)](#) Drag files here

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

Passport Issuing Country

United Arab Emirates

Passport Expiry Date

30/01/2043

Source of Authorization

Memorandum of Association

Upload power of attorney/ memorandum of association

[Add/View\(1\)](#) Drag files here

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

Add

Step	Action
(1)	• Enter Authorized Signatory details. • Upload updated supporting documents.

Authorized Signatory

Are you a Resident of UAE?

☒ Yes ☐ No

Emirates ID Number

788-2003-5382943-3

ID Expiry Date

31/01/2043

Upload copy of your Emirates ID

[Add/View\(1\)](#) Drag files here

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

Passport Number

P8765432

Upload copy of Passport

[Add/View\(1\)](#) Drag files here

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

Passport Issuing Country

United Arab Emirates

Passport Expiry Date

30/01/2043

Source of Authorization

Memorandum of Association

Upload power of attorney/ memorandum of association

[Add/View\(1\)](#) Drag files here

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

Add

Step	Action
(1)	After completing all mandatory fields, click ' Add '.

End Relationship

Step	Action
(1)	- In order to remove your previous Authorized Signatory, click '...' against your previous Authorized Signatory. - Select 'End Relationship'.



Authorized Signatory

Designation
MANAGER

Are you a Resident of UAE?
☒ Yes ☐ No

Emirates ID Number
784-1957-0575850-6

ID Expiry Date
31/01/2043

Passport Number
B124568

Passport Issuing Country
United Arab Emirates

Passport Expiry Date
30/01/2043

Source of Authorization
Memorandum of Association

Authorized Signatory End Date
24/01/2024

Update



Enter 'Authorized Signatory End Date' to remove the Authorized Signatory.

AMARAT TAJIS

AMARAT TAJIS

amendct@dema.gov.ae

Home > Demographic > Corporate > 1

Entity Details

Authorized Signatory

Designation

MANAGER

Are you a Resident of UAE?

☒ Yes ☐ No

Emirates ID Number

784-1957-0575850-6

ID Expiry Date

31/01/2043

Passport Number

B124568

Passport Issuing Country

United Arab Emirates

Passport Expiry Date

30/01/2043

Source of Authorization

Memorandum of Association

Authorised Signatory End Date

24/01/2024

Update

Step	Action
(1)	Click ' Update '.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

1 Entity Details

2 Identification Details

3 Contact Details

4 Authorized Signatory

5 Review and Declaration

Authorized Signatory (Optional)

Enable Editing

Disable Editing

Authorized Signatory list

+ Add Authorized Signatory

Name in English	Name in Arabic	ID Number	Email	Actions
demo user	دعامة نازار	788-2003-5382943-3	demo@email.com	***

Previous Step

Cancel

Save as Draft

Next Step

Step	Action
(1)	Click the 'Next Step' button to save and proceed to the next section.



Review and Declaration Section

EMARATAX
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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

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

Review and Declaration

Expand All / Collapse All

Step 1: Entity Details

Entity Type: Natural Person

Entity Sub-Type: Individual

Purpose of Registration: Sole Establishment / Sole Proprietorship Other Individuals

First Name in English: demo

Last Name in English: user

First Name in Arabic: demo

Last Name in Arabic: user

Previous Step Cancel Save as Draft Submit



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



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What are you looking for?

User Type عربي

Corporate Tax Registration - Amend

P123456789

Passport Expiry Date
31/01/2043

Do you hold any other passport?
☐ Yes ☐ No

Date of Commencement of Business
12/01/2010

Entity Type
Natural Person

Purpose of Registration
Sole Establishment / Sole Proprietorship Other Individuals

First Name in English
demo

First Name in Arabic

View Passport
Passport Issuing Country
United Arab Emirates

Reason for Registration
Commencement of Business

Old New

Entity Sub-Type
Individual

Last Name in English
user

Last Name in Arabic

Previous Step Cancel Save as Draft Submit



This section provides a comparison of the old and the newly updated information entered by you across Entity Details section of the application. The old value is highlighted in red.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

P123456789

Passport Expiry Date
31/01/2043

Do you hold any other passport?
☐ Yes ☒ No

Date of Commencement of Business
12/01/2010

[View Passport](#)
Passport Issuing Country
United Arab Emirates

Reason for Registration
Commencement of New Business

Step 2: Identification Details

Do you have a Trade License in the UAE?
☒ Yes ☐ No

Services

Trade License Issuing Authority

Trade License Number

Previous Step

Cancel Save as Draft Submit



This section provides a comparison of the old and the newly updated information entered by you across Entity Details section of the application. The new value is highlighted in green.



إمارات تاكس
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amendct@demo.com

What are you looking for?

User Type

عربي

Corporate Tax Registration - Amend

Dubai

Country Code
+971 (United Arab Emirates)

Email ID
DEMO@CONTACTEMAIL.COM

Mobile Number
962796145

Dubai

Country Code
+971 (United Arab Emirates)

P.O. Box

Lendline Number
86279614

Old
New

Country
United Arab Emirates

Street
Dubai

City
Dubai

Country Code
+971 (United Arab Emirates)

Mobile Number
962796145

Email ID

Building Name & Number
GS Building, H.NO: 3-884-3

Area
Dubai

Emirate
Dubai

Country Code
+971 (United Arab Emirates)

Lendline Number
86279615

P.O. Box

Previous Step

Cancel

Save as Draft

Submit



This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The old value is highlighted in red.



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What are you looking for?

User Type عربي

Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Dubai

Country Code +971 (United Arab Emirates)

Mobile Number 962796145

Email ID DEMO@CONTACTEMAIL.COM

Dubai

Country Code +971 (United Arab Emirates)

Landline Number 86279614

P.O. Box

Old New

Country United Arab Emirates

Street Dubai

City Dubai

Country Code +971 (United Arab Emirates)

Mobile Number 962796146

Email ID

Building Name & Number GS Building, H.NO: 3-884-3

Area Dubai

Emirate Dubai

Country Code +971 (United Arab Emirates)

Landline Number 86279615

P.O. Box

Previous Step Cancel Save as Draft Submit



This section provides a comparison of the old and the newly updated information entered by you across Contact Details section of the application. The new value is highlighted in green.



إمارات تاكس
MARATAX

amendct@demo.com

What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

DEMO@CONTACTEMAIL.COM

Step 4: Authorized Signatory

Edit

Name in English	Name in Arabic	ID Number	Email
demo user	جيمس ديمو	784-1957-0575850-6	mar@yopmail.com
Old New			
Name in English	Name in Arabic	ID Number	Email ID
demo user	جيمس ديمو	788-2003-5382943-3	demo@email.com

Declaration

Previous Step

Cancel

Save as Draft

Submit



This section provides a comparison of the old and the newly updated information entered by you across Authorized Signatory section of the application.



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What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Name in English	Name in Arabic	ID Number	Email ID
demo user	ديمو يوزر	788-2003-5382943-3	demo@email.com

Declaration

First Name in English: demo

Last Name in English: user

First Name in Arabic:

Last Name in Arabic:

Country Code: +971 (United Arab Emirates)

Mobile Number: 962796123

Email: AMENDCT@DEMO.COM

Submission Date: 24/01/2024

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

Previous Step

Cancel Save as Draft Submit

Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



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MARATAX

amendct@demo.com

What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Name in English	Name in Arabic	ID Number	Email ID
demo user	دیمو یوزر	788-2003-5382943-3	demo@email.com

Declaration

First Name in English: demo

Last Name in English: user

First Name in Arabic:

Last Name in Arabic:

Country Code: +971 (United Arab Emirates)

Mobile Number: 962796123

Email: AMENDCT@DEMO.COM

Submission Date: 24/01/2024

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

Previous Step

Cancel Save as Draft Submit

Step	Action
(1)	Click ' Submit ' to submit the Corporate Tax Registration - Amendment application.

إمارات تاكس
EMARATAX

amendct@demo.com

What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Name in Englishdemo user

Name in Arabicجوزي 999

ID Number788-2003-5382943-3

Email IDdemo@email.com

Submit Application

Are you sure you want to submit the application?

No

Yes

Declaration

First Name in Englishdemo

First Name in Arabicجوزي 999

Country Code+971 (United Arab Emirates)

Mobile Number962796123

EmailAMENDCT@DEMO.COM

Submission Date24/01/2024

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

Previous Step

Cancel

Save as Draft

Submit

Step	Action
(1)	Click 'Yes' to confirm.

Federal Tax Authority

Taxpayer User Manual - Amend Corporate Tax
Registration

Page 42



Post Application Submission

The screenshot shows the EMARATAX portal interface. The header includes the logo and navigation links. The main content area displays a confirmation message: "Application Submitted Successfully". Below this, a list of details is provided: Entity Name (demo user), Applicant Name (demo user), Tax Registration Number (100802431500001), Reference Number (101000064300), and Submission Date & Time (24 January 2024, 13:26 GST). A status indicator shows "Submitted". A "What's Next" section at the bottom explains the next steps: processing the application and potential follow-up communication from the FTA.

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



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MARATAX

amendct@demo.com

What are you looking for?

User Type

عربي

Home demo Corporate Tax Registration - Amend

Corporate Tax Registration - Amendment

Application Submitted Successfully

Submitted

Entity Name : demo user

Applicant Name : demo user

Tax Registration Number : 100802431500001

Reference Number : 101000064300

Submission Date & Time : 24 January 2024, 15:26 GST

What's Next:

1. Processing your application:

a) Your application will now be reviewed by the FTA. If we require more information to assist with FTA's review, we will contact you by email. You will need to provide the information requested in order for us to continue processing your application.

Step	Action
(1)	Click ' Home ' to navigate back to the Taxable Person dashboard.



Correspondences

Taxpayer receives the following correspondences:

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



Application History - In-Review

Once the Taxpayer submits the application for Corporate Tax Registration - Amendment, the application will be sent to the FTA for review and the status of the application will be 'In-Review'.

The screenshot shows the EMARATAX portal interface. On the left is a navigation menu with options like HOME, DEMO, VAT, EXCISE TAX, CORPORATE TAX, MY PAYMENTS, MY CORRESPONDENCE, MY AUDIT, MY REPORTS, and OTHER SERVICES. The main content area is divided into sections: 'Required Actions' (showing 'No data'), 'Most Used Services' (with a dropdown menu open), and 'Registration Overview'. The 'Most Used Services' dropdown menu includes options: View Application History (highlighted with a red box and a yellow circle with the number 1), Amend, Deregister, Print Certificate, Change Corporate Tax Period, and Edit Bank Details. The 'Registration Overview' table shows the following data:

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration
Corporate Tax	Active	100802431500001	AE418680100802431500001	01/06/2023
Value Added Tax	Not Registered	-	-	-
Excise Tax	Not Registered	-	-	-
Warehouse Keeper	Not Registered	-	-	-

Step	Action
(1)	- In order to view the status of your application, click '...' against the Corporate Tax registration type. - Select 'View Application History' to view the status of your application.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY



إمارات تاكس

User Type |
 عربي |
 A |
 A |
 A

CT Registration Application History

Ref. No.	Application Name	Date of Submission	Time of Submission	Status	Status Date	Action
101000084300	Amend Corporate Tax Registration	24/01/2024	13:26:23 GST	In-Review	24/01/2024	---
101000084292	Corporate Tax Registration	24/01/2024	11:52:44 GST	Approved	24/01/2024	---



الهيئة الاتحادية للضرائب
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OUR LOCATION

- Emirates Property Investment Company Building, P.O. Box 2440, Abu Dhabi, U.A.E
- Central Park Business Towers – DIFC, P.O. Box 2440, Dubai, U.A.E
- 800 82923
- info@tax.gov.ae

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 Supports Microsoft Edge, Firefox 92+, Chrome 93+

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You can check the status of the application based on the application number once the application has been submitted.

Application History – Approved

Once the FTA approves the application for Corporate Tax Registration - Amendment, the process is complete and the status of the application will be 'Approved'.

The screenshot shows the EMARATAX portal interface. On the left is a navigation menu with options like HOME, DEMO, VAT, EXCISE TAX, CORPORATE TAX, MY PAYMENTS, MY CORRESPONDENCE, MY AUDIT, MY REPORTS, and OTHER SERVICES. The main content area is divided into sections: 'Required Actions' (showing 'No data'), 'Most Used Services' (with a dropdown menu open), and 'Registration Overview'. The 'Most Used Services' dropdown menu includes options: View Application History (highlighted with a red box and a yellow circle with the number 1), Amend, Deregister, Print Certificate, Change Corporate Tax Period, and Edit Bank Details. The 'Registration Overview' table shows the following data:

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration
Corporate Tax	Active	100802431500001	AE418680100802431500001	01/06/2023
Value Added Tax	Not Registered	-	-	-
Excise Tax	Not Registered	-	-	-
Warehouse Keeper	Not Registered	-	-	-

Step	Action
(1)	- In order to view the status of your application, click '...' against the Corporate Tax registration type. - Select 'View Application History' to view the status of your application.



إمارات تاكس
EMARATAX

amendct@demo.com

What are you looking for?

User Type عربي

HOME

DEMO

VAT

EXCISE TAX

CORPORATE TAX

MY PAYMENTS

MY CORRESPONDENCE

MY AUDIT

MY REPORTS

OTHER SERVICES

CT Registration Application History

CT Registration Application History

Ref. No.	Application Name	Date of Submission	Time of Submission	Status	Status Date	Action
101000084300	Amend Corporate Tax Registration	24/01/2024	13:26:23 GST	Approved	24/01/2024	---
101000084292	Corporate Tax Registration	24/01/2024	11:52:44 GST	Approved	24/01/2024	---

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info@tax.gov.ae

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You can check the status of the application based on the application number once the application has been approved.

إمارات تاكس
EMARATAX

amendct@demo.com

What are you looking for?

User Type

عربي

🔍

🌐

🔍

🔍

🔍

HOME

DEMO

VAT

EXCISE TAX

CORPORATE TAX

MY PAYMENTS

MY CORRESPONDENCE

MY AUDIT

MY REPORTS

OTHER SERVICES

Home

demo

CT Registration Application History

CT Registry

Application History

CT Registration Application History

Customize Columns

Status

Search

Ref. No.	Application Name	Date of Submission	Time of Submission	Status	Status Date	Action
101000084300	Amend Corporate Tax Registration	24/01/2024	13:26:23 GST	Approved	24/01/2024	---
101000084292	Corporate Tax Registration	24/01/2024	11:52:44 GST	Approved	24/01/2024	---

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Step	Action
(1)	Click 'demo' Taxable Person account.



إمارات تاكس
EMARATAX

amendct@demo.com

What are you looking for?

User Type

عربي

HOME

DEMO

VAT

EXCISE TAX

CORPORATE TAX

MY PAYMENTS

MY CORRESPONDENCE

MY AUDIT

MY REPORTS

OTHER SERVICES

Required Actions

Due Date

Description

No data

Most Used Services

Corporate Income Tax Registration

Registration Overview

Taxable Person Details

Certificates (1)

Account Access

Registration Type	Registration Status	TRN/WHK No.	GIBAN	Effective Date of Registration	Action
Corporate Tax	Active	100802431500001	AE418680100802431500001	01/06/2023	...
Value Added Tax	Not Registered	-	-	-	...
Excise Tax	Not Registered	-	-	-	...
Warehouse Keeper	Not Registered	-	-	-	...

Step	Action
(1)	To view the updated certificate, click 'Certificates'.



amendct@demo.com

What are you looking for?

User Type

عربي

Home demo

HOME

DEMO

VAT

EXCISE TAX

CORPORATE TAX

MY PAYMENTS

MY CORRESPONDENCE

MY AUDIT

MY REPORTS

OTHER SERVICES

Required Actions

Due Date	Description
No data	

Most Used Services

- CIT Registration Amendment
- Corporate Income Tax Registration

Registration Overview

Taxable Person Details

Certificates (1)

Account Access

Reference Number	Date of issue	Certificate Type	Action
101000064300	24/01/2024	Corporate Tax Registration Certificate	...



You can find your updated Corporate Tax Registration Certificate here.