

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY



## Tax Agency - Getting Started Guide



## Tax Agency- Getting Started Guide

### 1. Overview

You are about to apply for registration as a Tax Agency in the UAE.

You should read the following information before proceeding with the completion of your application for Tax Agency registration. It will help you understand whether or not you are eligible to register to be a Tax Agency and, if so, the information you will need to provide in order to complete your application. It also provides you with helpful information about how to use the online application system for Tax Agency registration.

### 2. Important basics about Tax Agent registration

#### a. What is a Tax Agency?

A Tax Agency is a legal entity which is licensed to operate as a Tax Agency and has registered with the FTA as a Tax Agency.

#### b. What registration enable a Tax Agency to do?

Once registered, a Tax Agency can operate as a Tax Agency business provided that it has at least one registered Tax Agent associated with it.

### 3. Registration criteria

You must meet **both** of the following conditions before you apply for registration as a Tax Agency:

1. You must hold a business or trade license that allows the applicant to operate as a Tax Agency (usually issued by the Department of Economic Development, “DED”); and
2. You must have professional indemnity insurance in respect of your Tax Agency business.

### 4. Important information about using the online Tax Agent application form

#### a. Information required to complete the registration application

During the application process, you will be asked for various documents. It is recommended that you have the following documents to hand prior to starting your application.

- business or trade license; and



- professional indemnity insurance

You are required to upload copies of documents in some cases. Accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 2 MB.

**b. How long will the application process take?**

The online application form should take approximately 15 - 20 minutes to complete.

**c. Save as you go**

It is recommended that you save your form as you work through it by clicking the “save and next” button at the bottom of the form. **Your entries will not be saved automatically.**

For data security purposes, the online registration system will automatically **log you out after a period of 10 minutes of inactivity.**

**d. Taking care**

Please provide as much accurate information as you can. Failure to do so could lead to delays in processing your application and ultimately, could lead to your application being rejected. All sections marked with an asterisk (\*) must be completed, otherwise you will not be able to submit the form.

**5. What happens next?**

Once your application has been submitted, the FTA may have to contact you should we have questions about your application or if we require additional information.

Your application will not progress and will be shown as “Pending” on your eServices portal until you have provided the necessary information required.

**In all cases, if we do not believe that you have met the criteria necessary for Tax Agency registration, your application will be rejected.**

If your application is approved, you will receive a **Tax Agency Number (TAN)**. You must then link a registered Tax Agent to your registered Tax Agency business before you will be able to represent any clients for tax related matters.

If you have a question about your application, you can submit a Service Request on the eServices portal.