

[recovered from the vector store – CT-Corporate-Tax-De-Registration-Taxpayer-User-Manual-V4-EN.pdf p.1]

Taxpayer User Manual
Corporate Tax De-Registration

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dissemination, distribution, copying, use of or reliance upon the confidential and proprietary
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herein is unauthorized and strictly prohibited.

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

Button: In the Portal

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

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

This is used to manage the user profile details such as the Name, Registered Email Address, Registered Mobile Number, and Password

This is used to log off from the portal

Button: In the Business Process application

This is used to go to the Previous section of the Input Form

This is used to go to the Next section of the Input Form

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

Navigating through EmaraTax 2

Table of Contents 3

Introduction..... 4

Login to EmaraTax 5

Taxable Person Tile 6

Corporate Tax De-Registration 7

Instructions and Guidelines 8

De-Registration Details Section 11

Review and Declaration 16

Post Application Submission..... 20

Application History - In-Review 22

Application History – Approved 25

Certificates 27

Correspondences 32

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

..... 20

Application History - In-Review
..... 22

Application History – Approved
..... 25

Certificates
..... 27

Correspondences
..... 32

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

This manual is prepared to help a Corporate Tax registered Taxpayer to navigate through the Federal Tax Authority EmaraTax portal and submit their Corporate Tax De-Registration application. A Taxpayer is eligible to apply to the FTA for De-registration from Corporate Tax based on the following criteria:

- Cessation of Business
- Sale of Business
- Merger of Business
- Redomiciliation of Business
- Any other reasons for Corporate Tax purposes

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

.....
..... 32

Taxpayer User Manual - Corporate Tax De-Registration
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This manual is prepared to help a Corporate Tax registered Taxpayer to navigate through the Federal Tax Authority EmaraTax portal and submit their Corporate Tax De-Registration application. A Taxpayer is eligible to apply to the FTA for De-registration from Corporate Tax based on the following criteria:

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Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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.

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Federal Tax Authority

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

(1)

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

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Federal Tax Authority

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Action: • In order to deregister from your Corporate Tax Registration application, click '...' against

Step: (1) | Action: the registered Corporate Tax application.

Action: • Select 'Deregister' to start deregistration of your Corporate Tax Registration application.

Taxpayer User Manual - Corporate Tax De-Registration

Federal Tax Authority

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The 'instructions and guidelines' page is designed to help you understand certain important: requirements relating to Corporate Tax De-Registration in the UAE. It also provides guidance on

The 'instructions and guidelines' page is designed to help you understand certain important: what information and documents you should have in hand when you are completing the

The 'instructions and guidelines' page is designed to help you understand certain important: Corporate Tax De-Registration application.

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Federal Tax Authority

Action: Read the instructions and guidelines for Corporate Tax De-Registration and mark the checkbox to
Step: (1)

Action: confirm.

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Federal Tax Authority

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Step: (1) | Action: Click 'Start' to initiate the De-Registration of your Corporate Tax application.

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

- The Corporate Tax De-Registration application has been divided into two short sections,; each section being represented in the progress bar. The current section will get
- The Corporate Tax De-Registration application has been divided into two short sections,; highlighted in blue color on the progress bar. As you move to the next steps, the
- The Corporate Tax De-Registration application has been divided into two short sections,; completed sections will get highlighted in green color. • The Corporate Tax De-Registration application has been divided into two short sections,; • In order to move from one section to the next, all mandatory fields of the current section
- The Corporate Tax De-Registration application has been divided into two short sections,; must be entered. The fields which are optional are marked as optional next to the field
- The Corporate Tax De-Registration application has been divided into two short sections,; name.
- The Corporate Tax De-Registration application has been divided into two short sections,; • You are requested to ensure that the documents submitted, supports the information
- The Corporate Tax De-Registration application has been divided into two short sections,; entered by you in the application. This would help to avoid any rejection or resubmission
- The Corporate Tax De-Registration application has been divided into two short sections,; of the application later. • The Corporate Tax De-Registration application has been divided into two short sections,; • The Taxpayer cannot make amend in Deregistration Details section within the CT De-
- The Corporate Tax De-Registration application has been divided into two short sections,; Registration application. To update any details, the Taxpayer must use the Amend
- The Corporate Tax De-Registration application has been divided into two short sections,; Taxable Person Details Application instead.

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Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

The Applicant Details section is pre-populated with your Entity details from your Registration application. You cannot make amends to this section.

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Federal Tax Authority

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Date of submission of other applications, if any, will be pre-populated here. You cannot make amends to this section.

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Federal Tax Authority

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Action: • Enter details related to Cessation of Business/Business Activity.

Step: (1)

Action: • Upload supporting documents.

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Federal Tax Authority

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Action: After completing all mandatory fields, click the 'Next Step' button to save and proceed to the

Step: (1)

Action: next section.

Taxpayer User Manual - Corporate Tax De-Registration

Federal Tax Authority

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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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Federal Tax Authority

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Action: After carefully reviewing all of the information entered on the application, mark the checkbox to

Step: (1)

Action: declare the correctness of the information provided in the application.

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Federal Tax Authority

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

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Federal Tax Authority

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

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Federal Tax Authority

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. After your application is submitted successfully, a Reference Number is generated for your: What's next?

After your application is submitted successfully, a Reference Number is generated for your: • Once the application is submitted, the FTA shall approve, reject or resubmit for additional

After your application is submitted successfully, a Reference Number is generated for your: information and notify the applicant accordingly. After your application is submitted successfully, a Reference Number is generated for your: • If the FTA requires any further details from you in order to assist with the verification of

After your application is submitted successfully, a Reference Number is generated for your: your application, you will receive an email notification setting out the information

After your application is submitted successfully, a Reference Number is generated for your: required from you.

After your application is submitted successfully, a Reference Number is generated for your: • Once the FTA confirms acceptance of your application, you will be notified on the

After your application is submitted successfully, a Reference Number is generated for your: decision.

After your application is submitted successfully, a Reference Number is generated for your: • FTA might request a final return. FTA will take time to review the return. After your application is submitted successfully, a Reference Number is generated for your: • The FTA will not proceed with the De-Registration application if the Taxpayer has other

After your application is submitted successfully, a Reference Number is generated for your: pending applications (example, Change in Tax Period application). Additionally, the De-

After your application is submitted successfully, a Reference Number is generated for your: Registration request will not be approved unless the Taxpayer has settled all outstanding

After your application is submitted successfully, a Reference Number is generated for your: tax liabilities.

After your application is submitted successfully, a Reference Number is generated for your: • The status of your application in the dashboard will be updated accordingly. You may

After your application is submitted successfully, a Reference Number is generated for your: check your application status in the dashboard from time to time.

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After your application is submitted successfully, a Reference Number is generated for your: Registration request will not be approved unless the Taxpayer has settled all outstanding

After your application is submitted successfully, a Reference Number is generated for your: tax liabilities.

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Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

Step: (1) | Action: Click on the taxable person name to navigate back to Taxable Person dashboard.

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Federal Tax Authority

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

Action: • In order to view the application status, click '...' against the registered Corporate Tax

Step: (1) | Action: application.

Action: • Select 'View Application History' to view the status of your application.

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Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

You can search for your application from 'Search' function in the applications history.

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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- You can check the status of the application based on the application number once the application has been submitted.
- Taxpayer cannot edit or cancel the application while it's in review with FTA.

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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Once the FTA approves the application for De-Registration, the process is complete and the status of the application will be 'Approved'. The Registration status will be 'Deregistered' and the De-Registration Certificate will be issued.

Action: • In order to view the application status, click '...' against your Deregistered Corporate Tax

Step: (1) | Action: application.

Action: • Select 'View Application History' to view the status of your application.

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Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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Step: (1) | Action: Click on the Taxable person name to navigate back to view the De-Registration Certificate.

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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Step: (1) | Action: Click 'Certificates'.

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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You can find your Corporate Tax De-Registration Certificate [here](#).

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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In order to download the De-Registration Certificate, click '...' under the actions button against the Corporate Tax De-registration certificate reference number and click 'Download'.

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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You can view the Corporate Tax De-Registration certificate details [here](#).

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority

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 conditional approval, approval or rejection notification.
- Reminder to complete the draft application (only if the applicant fails to take action on a drafted application within the regular time period).
- Draft application auto cancellation notification (only if the applicant fails to take action on

a drafted application within a particular time period).

- Notification to submit the final Corporate Tax Return.

Taxpayer User Manual - Corporate Tax De-Registration
Federal Tax Authority