



" Process for Registering for UAE Corporate Tax"



Doing business in the UAE or having an entity there! Don't forget to register for corporate tax. Failure to submit the registration application on time can result in a penalty of AED 10,000.

We, at AKM Global has successfully registered the UAE businesses on Emara tax be it a mainland or a freezone company, a tax group, foreign businesses, foundations, trusts, partnerships, etc.

Here is a step-by-step guide on navigating through the registration process on the Emara tax portal. Should you have any concerns, please do not hesitate to reach out to us.

1. Create an account on Emara tax portal, if not already done. <https://eservices.tax.gov.ae/#/Logon>
2. Choose a type of user – Select a taxable person category.
3. Create a New Taxable Person Profile (Mention the name of your company), uploading logo is optional.
4. Click view on the Taxable Person Profile and check the registration overview. It will have Corporate Tax, Value Added Tax, Tax Group, Excise Tax, Warehouse Keeper.

5. Click on right corner in the Corporate Tax row and then click “Register”

The screenshot shows the 'Corporate Tax Registration' process with five steps: 1. Entity Details, 2. Identification Details, 3. Contact Details, 4. Authorized Signatory, and 5. Review and Declaration. The 'Entity Details' step is active, displaying a dropdown menu for 'Entity Type' with the following options: Natural Person, Legal Person - Incorporated, Legal Person - Foreign Business, Legal Person - Club / Association / Society, Legal Person - Charity, Legal Person - Federal Government Entity, Legal Person - Emirate Government Entity, Legal Person - Other, and Partnership.

6. Choose Entity type (It will be Legal Person – Incorporated for LLCs).

7. Mention the entity details (as shown in the picture)

The screenshot shows the 'Corporate Tax Registration' process with the 'Entity Details' step filled out. The 'Entity Type' is set to 'Legal Person - Incorporated' and the 'Entity Sub-Type' is 'LLC Private Company (incl. an Establishment)'. The 'Country of Registration/Incorporation' is 'United Arab Emirates' and the 'Date of Incorporation' is '01/01/2024'. The 'Are you a Qualifying Public Benefit Entity?' section has 'No' selected. The 'Upload Certificates of Incorporation' section has an 'Add' button and a 'Drag files here' area. The 'Corporate Tax Period Details' section has 'Corporate Tax Period' set to 'Annual', 'First Corporate Tax Period Start Date' set to '01/01/2024', and 'First Corporate Tax Period End Date' set to '31/12/2024'. The 'First Corporate Tax Return Filing Due Date' is set to '31/12/2024'.

8. Mention the licence details along with the Business Activities and the shareholder/owner details having 25% or more ownership (as shown in the picture). Please mention passport details if the owners/shareholders do not have emirates ID.

Corporate Tax Registration

Identification Details

Main License Details

Trade License Issuing Authority: [Dropdown] Trade License Number: [Text]

Trade License Issue Date: [Date Picker] Trade License Expiry Date: [Date Picker]

Legal Name in English: [Text] Legal Name in Arabic: [Text]

Trade Name in English: [Text] Trade Name in Arabic: [Text]

Upload Trade License

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

Business Activities Details

Primary Activity	Industry	Main Group	Sub-Group	Business Activities	Activity Code	Actions
No data						

Do any of the owners hold 25% or more of the ownership?
 Yes No

9. Mention the branch details, if any on the same page (as shown in the picture):

Local Branch Details

Do you have branches in the UAE related to the Trade License provided above?
 Yes No

10. Mention the Contact details (Details on licence to be given) (as shown in the picture)

Corporate Tax Registration

Contact Details

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: [Dropdown] Address Line 1: [Text]

Address Line 2: [Text] Address Line 3: [Text]

Address Line 4: [Text] City: [Text]

Country Code: [Dropdown] Mobile Number: [Text] Country Code: [Dropdown] Landline Number: [Text]

Email ID: [Text] P.O. Box (Optional): [Text]

11. Mention the Authorized Signatory details (Memorandum of Association or Power of attorney depending on the source of authorization for such person is to be uploaded) (as shown in the picture)

Authorized Signatory ⊗

First Name In English <input type="text"/>	Last Name In English <input type="text"/>
First Name In Arabic <input type="text"/>	Last Name In Arabic <input type="text"/>
Country Code <input type="text"/>	Mobile Number <input type="text"/>
Email ID <input type="text"/>	
Designation <input type="text"/>	
Does the authorised signatory hold a valid Emirates ID? <input type="radio"/> Yes <input type="radio"/> No	
Passport Number <input type="text"/>	Upload Passport <input type="button" value="Add"/> <input type="text" value="Drag files here"/> <small>Max file size: 12 MB Formats: PDF, DOC Max. No. of files: 3</small>
Passport Issuing Country <input type="text"/>	Passport Expiry Date <input type="text" value="DD/MM/YYYY"/>
Source of Authorization <input type="text"/>	

12. Review the application and submit.