


# Urgent: Mandatory Tax Profile Update – Avoid Penalties!

All tax registrants must update their FTA profile within 20 business days of any changes to avoid penalties. However, no fines will apply if past changes are updated before 31 March 2025.

## What Needs to Be Updated?

- ✓ Renewed documents (e.g., Trade License, Emirates ID, Passport)
- ✓ Business changes (e.g., Ownership, Address, Business Activity)


**Example:** If your business was registered for tax before your Visa or Emirates ID was issued, please update your FTA profile with the latest information.

 **Important Note:** Any changes or renewed documents after 31 March 2025 must be updated with the authorities within 20 business days to avoid penalties.

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## Process to Follow

### Step 1: Create an Account on the UAE Federal Tax Authority (FTA) Portal

 If you already have an FTA account:

- ✓ Submit your registered email ID using [this form](#) so we can grant access to your tax account/profile.

 If you do not have an account, follow these steps:

1. Go to the [FTA e-Services Portal](#).
2. Sign up using one of the following options:
  - UAE Pass for quick access (if available).
  - Email Registration by selecting the appropriate option.
3. Follow the on-screen instructions to complete your registration.
4. Once registered, submit your details using [this form](#) so we can grant access to your tax account/profile.

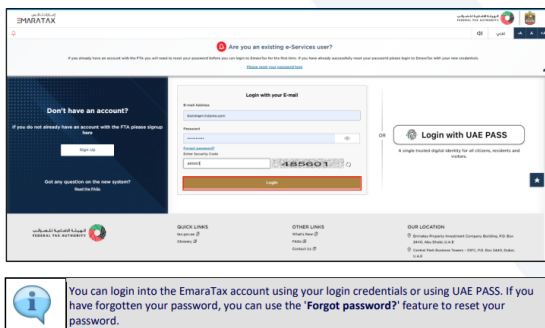
 **OTP verification will be required to grant access, and we will communicate this with you via chat.**

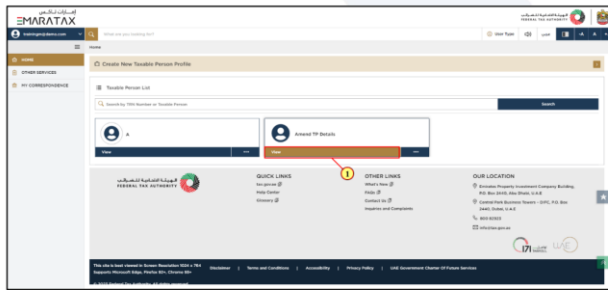
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### Step 2: Update Your Tax Profile

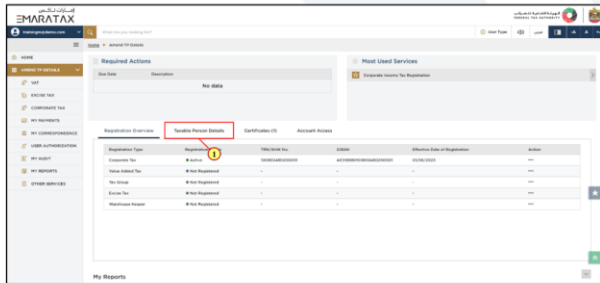
Once you have access to your FTA profile, please ensure all necessary updates are made. Following steps below:

#### Login to EmaraTax



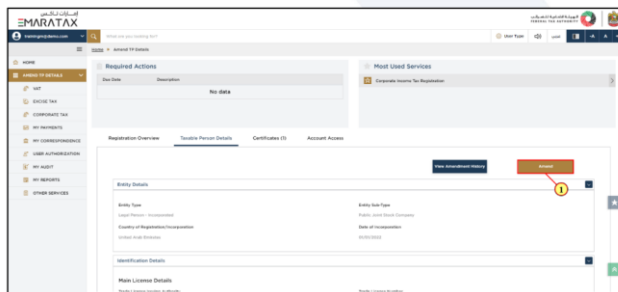


Step	Action
(1)	Select the Taxable Person from the list and click 'View' to open the dashboard.



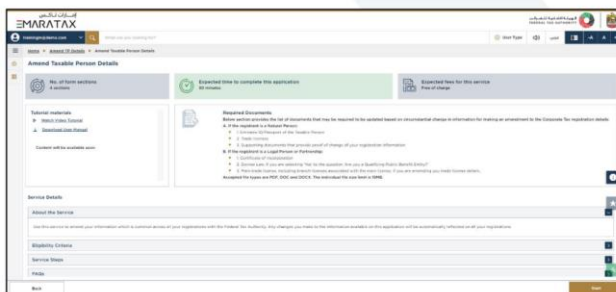
Step	Action
(1)	Click 'Taxable Person Details' tab.

## Amend Taxable Person Details



Step	Action
(1)	In order to initiate Taxable Person Details amendment application, click on 'Amend'.

## Instructions and Guidelines



	The 'instructions and guidelines' page is designed to help you understand certain important requirements relating to Amend Taxable Person Details in the UAE. It also provides guidance on what information you should have in hand when you are completing the Amend Taxable Person Details application.
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Step	Action
(1)	Read the instructions and guidelines for Amend Taxable Person Details and mark the checkbox to confirm.

## Entity Details Section



- The Amend Taxable Person Details application has been divided into four 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, supports 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.

Step	Action
(1)	Click 'Start' to initiate the Amend Taxable Person Details application.

 The Entity Details section is pre-populated with your Entity details from your Registration application.

Step	Action
(1)	<ul style="list-style-type: none"> <li>'Disable Editing' will be the default selection for every section.</li> <li>Select 'Enable Editing' to amend the entity details.</li> <li>If you do not want to amend the section and have selected 'Enable Editing', select 'Disable Editing' so that the fields become non-editable.</li> </ul>

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

## Main License Details

Step	Action
(1)	<ul style="list-style-type: none"><li>Select 'Enable Editing' to amend identification details, if required.</li><li>You may update the Main License Details.</li></ul>

You can update the Business Activities Details, Owners List and Local Branch Details, if required.

Step	Action
(1)	After completing all mandatory fields, click the 'Next Step' button to save and proceed to the next section.

## Review and Declaration Section

HOME > AMEND TAXABLE PERSON > Amend Taxable Person Details

Amend Taxable Person Details

Entity Details Identification Details Contact Details Review and Declaration

Review and Declaration


Step 1: Entity Details

Entity Type	Entity Sub-Type
Legal Person - Incorporated	Public Joint Stock Company
Country of Registration/Incorporation	Country of Incorporation
United Arab Emirates	2010-01-01
Entity Type	Entity Sub-Type
Legal Person - Incorporated	Public Joint Stock Company
Country of Registration/Incorporation	Country of Incorporation
United Arab Emirates	2010-01-01

Previous Step Cancel Save as Draft

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

The screenshot shows the 'Amend Taxable Person Details' page in the eMARATAX portal. The page is divided into two main sections: 'Country' and 'Building Name & Number'. The 'Country' section includes fields for 'Name', 'PO Box', and 'City'. The 'Building Name & Number' section includes fields for 'Name' and 'PO Box'. A red box highlights the 'Name' field in the 'Building Name & Number' section, which contains the text 'Emarat'. A red circle highlights the 'PO Box' field in the 'Country' section, which contains the text '88888'. The page also features a 'Previous Step' button and a 'Next Step' button.

 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.

The screenshot shows the 'Amend Taxable Person Details' form on the emaratel.com website. The form is for a 'Person' and includes the following fields:

- City:** A text input field.
- Email:** A text input field with the placeholder 'Email (Email)'.
- First Name in English:** A text input field with the placeholder 'Name'.
- First Name in Arabic:** A text input field with the placeholder 'Name'.
- Country Code:** A dropdown menu with '971' selected.
- Mobile Number:** A text input field with the placeholder '01111111111'.
- Email:** A text input field with the placeholder 'TELECOM@EMIRAT.COM'.
- Subscription Date:** A date input field with the placeholder '2017-01-01'.

A red box highlights a disclaimer at the bottom of the form:

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

A red arrow points to this box.

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.

Step	Action
(1)	Click 'Submit' to submit the Amend Taxable Person Details application.

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

## Post Application Submission

	<p>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.</p> <p>What's next?</p> <ul style="list-style-type: none"> <li>Once the application is submitted, the FTA shall approve, reject or resubmit for additional information and notify the applicant accordingly.</li> <li>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.</li> <li>Once the FTA confirms acceptance of your application, you will be notified on the decision.</li> <li>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.</li> </ul>
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