



HOW TO REGISTER FOR VAT

DMCC is pleased to offer this general guide to VAT registration. We hope that you will find this helpful. We recommend that you take advice on your specific circumstances from your tax advisor.

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VAT REGISTRATION

VAT will be implemented in the UAE from 1st January 2018. Complete clarity on how VAT will effect businesses operating within a Free Zones is still awaited. In the absence of the Executive Regulations, DMCC offers our members the below guidance. However, until treatment of Free Zones is confirmed, each business should take their own decision regarding registration.

We would like to inform you that the Federal Tax Authority (FTA) has opened the link for registration under the VAT law. VAT registration will need to be done through the FTA Online Portal via link below. You will need to be registered in order to pay and claim back any VAT.

Go to the FTA Online Portal
(<http://eservices.tax.gov.ae>) 

HERE ARE THE STEPS TO REGISTER FOR VAT:

STEP 1 CREATE A NEW ACCOUNT TO LOGIN

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- Provide email address and other basic details, and set a new password
 - Verify the email

Tip: We suggest creating a general email address for VAT purposes.

STEP 2 LOG IN AND REGISTER

Once a new account is created, the user can login and register for VAT. The user will be required to complete the registration form and on successful registration, a Tax Registration Number (TRN) will be provided to the user.

The form should be completed by a person who is an authorized signatory of the business e.g. a Director, owner, someone holding Power of Attorney to sign on behalf of the business etc., as you will need to provide documentary proof of granting such authority.

Note: If you have already obtained a TRN for Excise Tax and now you are registering for VAT, your existing TRN with basic information should automatically appear.

STEP 3 DETAILS ABOUT THE APPLICANT

TYPE OF BUSINESS

(i.e., an individual or operating as a sole trader), or a legal person (e.g. an incorporated business, a company) or another form of entity (e.g. an unincorporated body such as a charity or a club, a partnership or a trust);

DO YOU HOLD A TRADE LICENSE IN THE UAE?

If yes, you will be required to provide information about your trade license, else, there will be no requirement to provide additional information

ARE YOU REGISTERING MANDATORILY OR VOLUNTARILY?

INFORMATION REGARDING MANDATORY REGISTRATION:

You will be required to be registered after the VAT law is in force, if you are a business that is resident in the GCC and you are making supplies of goods or services in the UAE and either:

1. Your turnover was more than **AED 375,000 in the last 12 months**
2. You expect that your turnover will be more than **AED 375,000 in the next 30 days.**

INFORMATION REGARDING VOLUNTARY REGISTRATION:

If you are not required to register, you will be eligible to apply for voluntary registration when the VAT law is in force if:

1. Either your turnover or expenses (which would be subject to VAT) were more than **AED 187,500 in the last 12 months; or**
2. You expect that either your turnover or expenses (which would be subject to VAT) will be more than **AED 187,500 in the next 30 days.**

ARE YOU ALSO APPLYING TO CREATE OR JOIN A TAX GROUP?

You can create a Tax group (VAT group) between two or more legal persons (each of which must be resident in the UAE) that are associated and which meet specific related parties (and control) criteria. Please note that the Executive Regulations have not yet been released and these regulations are expected to provide greater clarity on the conditions for application for registration as a Tax Group.

STEP 4 NAME AND IDENTIFICATION OF THE APPLICANT

YOU WILL NEED:

- Name of UAE legal entity and trade name (if applicable) in English and Arabic (Please note that you must provide the legal name of the entity in Arabic and English. You may need to seek the assistance of a recognized translator for this);

- Select the name of the authority that issued the Trade License;
- Trade License number;
- Select Trade License expiry date (dd/mm/yyyy);
- Upload scanned copy(ies) of Trade License;
- Upload a copy of the Certificate of Incorporation

STEP 5 DETAILS ABOUT THE OWNER

YOU WILL NEED:

- Type of business owner (i.e., legal person or natural person);
- If legal person;

Name of Owner in English and Arabic (Please include details of owners as indicated in the Trade License. Please note that you must provide the legal name of the entity in Arabic and English. You may need to seek the assistance of a recognized translator for this);

If natural person;

- a. Name of Owner in English and Arabic (Please include details of owners as indicated in the Trade License. Please note that you must provide the legal name of the entity in Arabic and English. You may need to seek the assistance of a recognized translator for this);
- b. Is the owner resident of the UAE? (If yes, Emirates ID details and scanned copy(ies) of the Emirates ID of the owner); and
- c. Passport copy details and scanned copy(ies) of the passport of the owner.

STEP 6 DETAILS ABOUT THE MANAGER

YOU WILL NEED:

- Name of manager in English and Arabic (Please include details of the manager as indicated in the Trade License.

Please note that you must provide the legal name of the entity in Arabic and English. You may need to seek the assistance of a recognised translator for this);

- Is the manager resident of the UAE? If yes, Emirates ID details and scanned copy of the Emirates ID of the manager;
- Passport copy details and scanned copy of the passport of the manager.

STEP 7 BUSINESS CONTACT DETAILS

YOU WILL NEED:

- Details about building name and number, street, city, emirate, P.O. Box and phone number.

Provide details of the place where most of the day-to-day activities of the business are carried out

STEP 8 BANKING DETAILS

YOU WILL NEED:

- Details about IBAN, bank name, branch name / location of the bank and account holder's name.

This must be an account held in the UAE and the account name must match the business name you are registering with the FTA. You must also ensure that you enter the details requested accurately

STEP 9 SENIOR MANAGEMENT RELATIONSHIPS

Are you, or any of the directors or partners of the applicant, currently involved in, or in the past 5 years been involved in, any other business resident in the UAE, either individually or as a director or partner in that business?

If yes:

- Partner / Director details, including passport copy and Emirates ID of partner / director;
- Details of business with which relationship exists:

1. Enter the legal name of the business the relationship is (or was) with
2. Is the business still trading?
3. Enter TRN (if available)
4. Upload scanned copies of Trade License(s)

Save and add more relationships.

STEP 10 ABOUT THE VAT REGISTRATION

Select the primary activity of the business:

- Last 12 months turnover figure along with expected turnover in next 30 days (in AED)
- Upload scanned copy(ies) of documentary proof
- Expected values of imports and exports from each GCC member state
- Whether you expect to deal with GCC suppliers or customers. GCC activities (If you are registered for VAT in any GCC member states and/or if you import from or export to GCC members states, then please provide the following information).
 - a. Name of the GCC Member State
 - b. Enter TRN (if available)
 - c. Estimated value of imports (AED per year)
 - d. Estimated value of exports (AED per year)
- Details of Customs Authority Registration, if applicable (including scanned copy(ies) of Customs number issued by Customs department);
- Whether applying for an exception from registration under VAT; and
- Passport copy, Emirates ID copy, authorization document of the authorized signatory.

It is advisable to have all of the above documents and information in hand prior to starting the **VAT registration**. When uploading any document there is a limit of **2mb** only.