



إمارات تاكس  
EMARATAX

## Change in the Stagger - User Manual

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## Document Control Information

### Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

## Annexure







The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> <li>Registered for VAT</li> <li>Registered for Excise</li> <li>Non-registered Taxpayer</li> <li>Tax Group</li> <li>Warehouse Keeper</li> <li>Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>Excise Tax Clearing Company (TINCE)</li> </ul>
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



## Navigating through EmaraTax

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

Button	Description
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> عربي	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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. 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

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



## Change in Stagger

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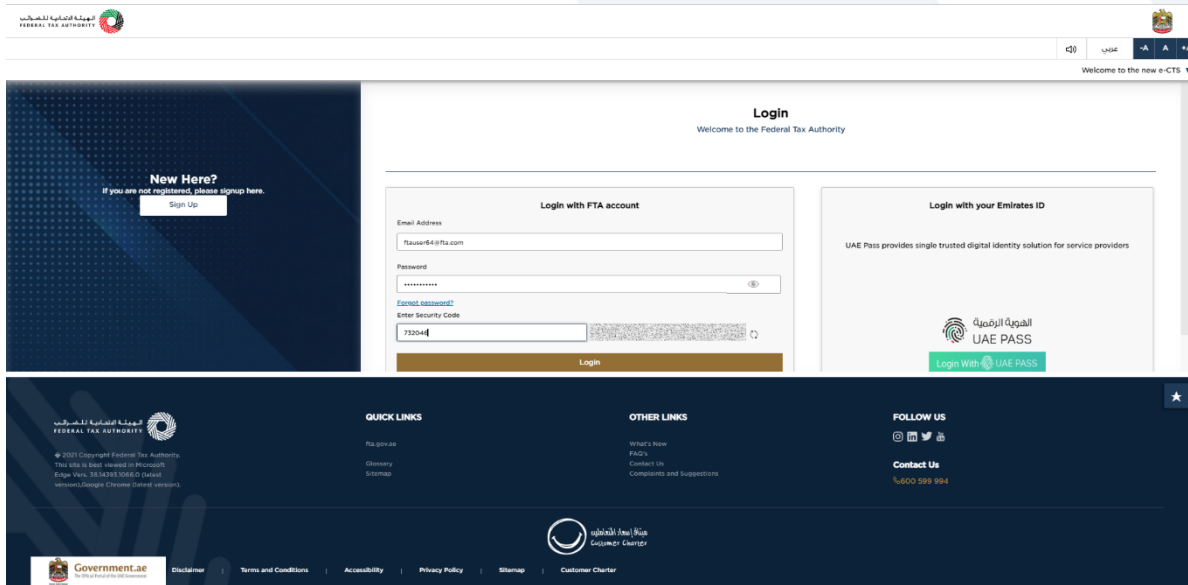
## Introduction



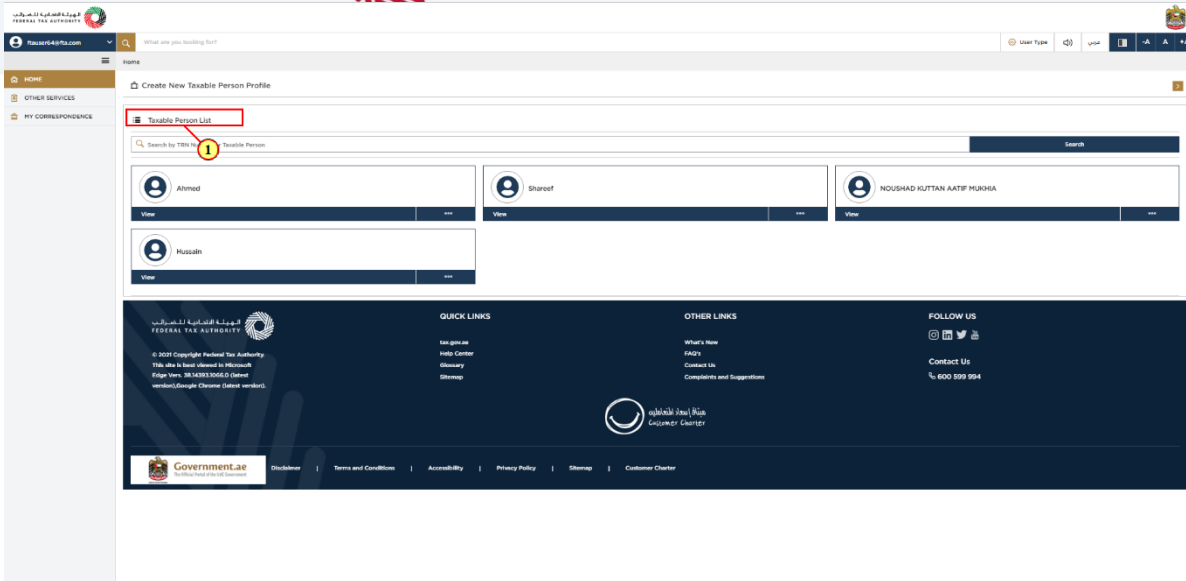
This manual is prepared to help a registered VAT user to navigate through the Federal Tax Authority (FTA) EmaraTax portal and submit an application to change the stagger. This can only be done by a user who is already registered for VAT in the UAE and has a Quarterly filing frequency. The user must login into their EmaraTax account and open the respective VAT tile for the taxable person to initiate the application.



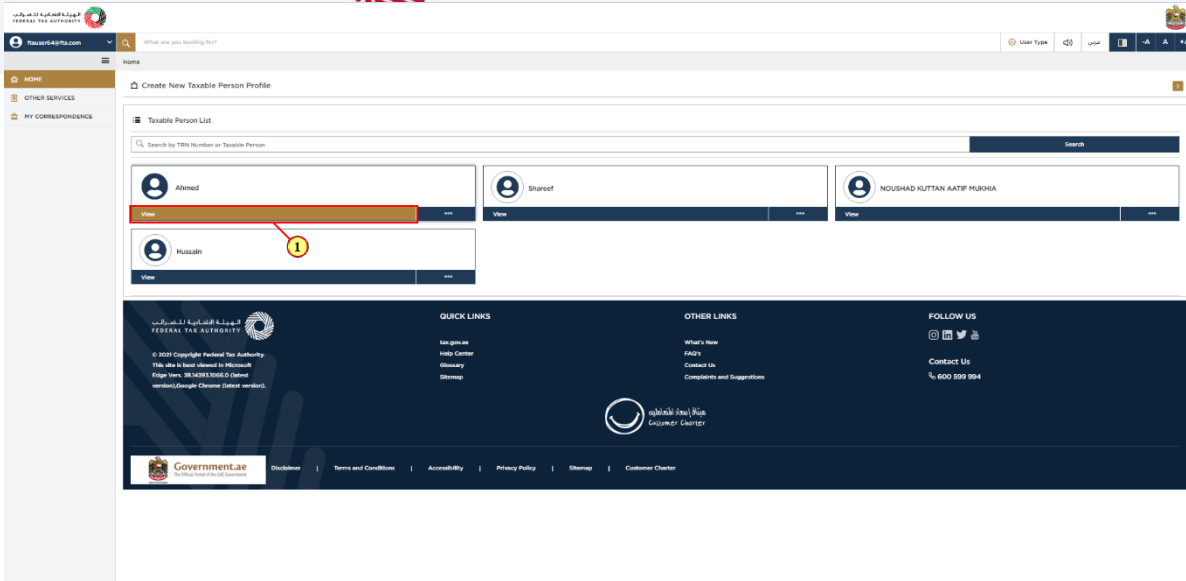
# Login to EmaraTax



- 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.
- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.



Step	Action
(1)	On successful login, the Taxable Person list screen is displayed. It displays the list of the Taxable Person linked to your EmaraTax user profile. If there are no Taxable Person linked to your user profile, this list will be empty and you would need to create a Taxable Person.

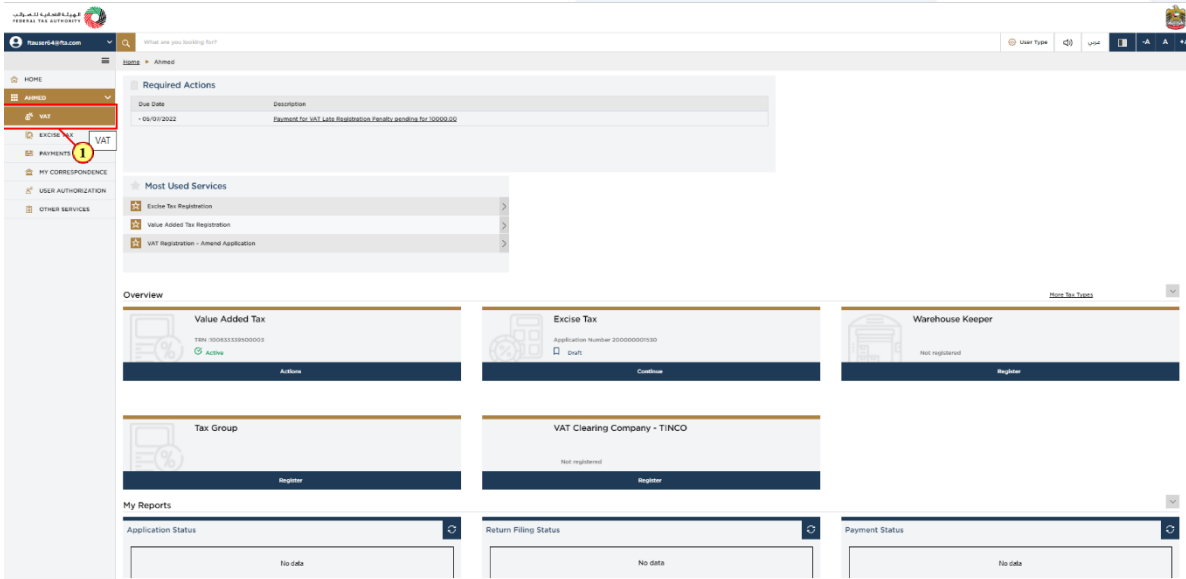


Step	Action
(1)	Select the Taxable Person from the list and click 'View' to open the dashboard.





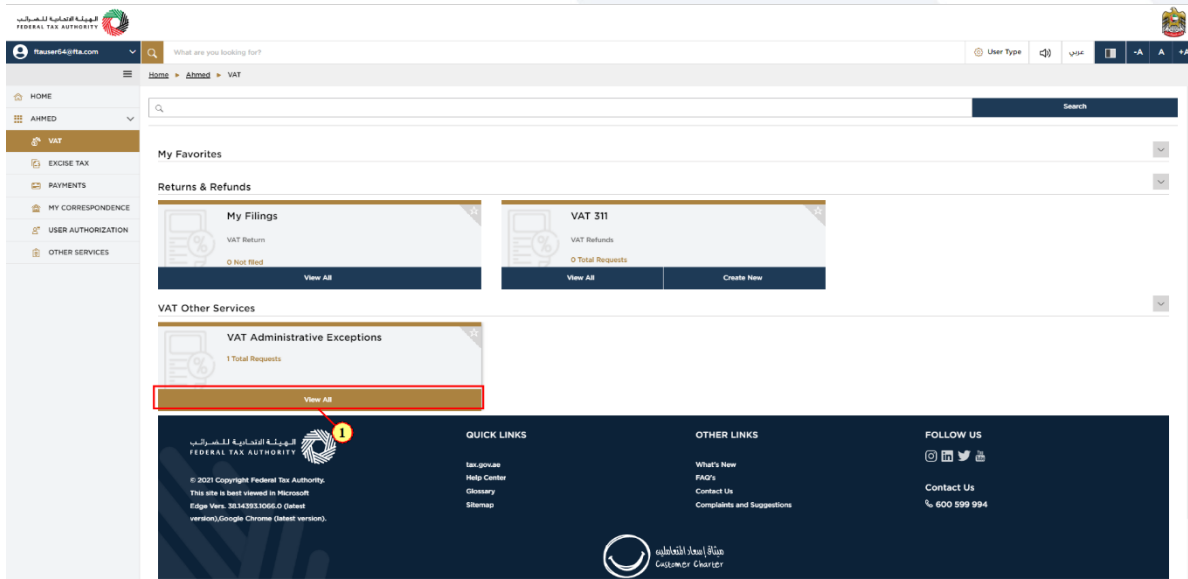
# Open the VAT Administration and Exceptions



Step	Action
(1)	Within the taxable person dashboard, you can find a VAT option on the left-hand side panel. Click on VAT.



# VAT - Administrative Exceptions Request

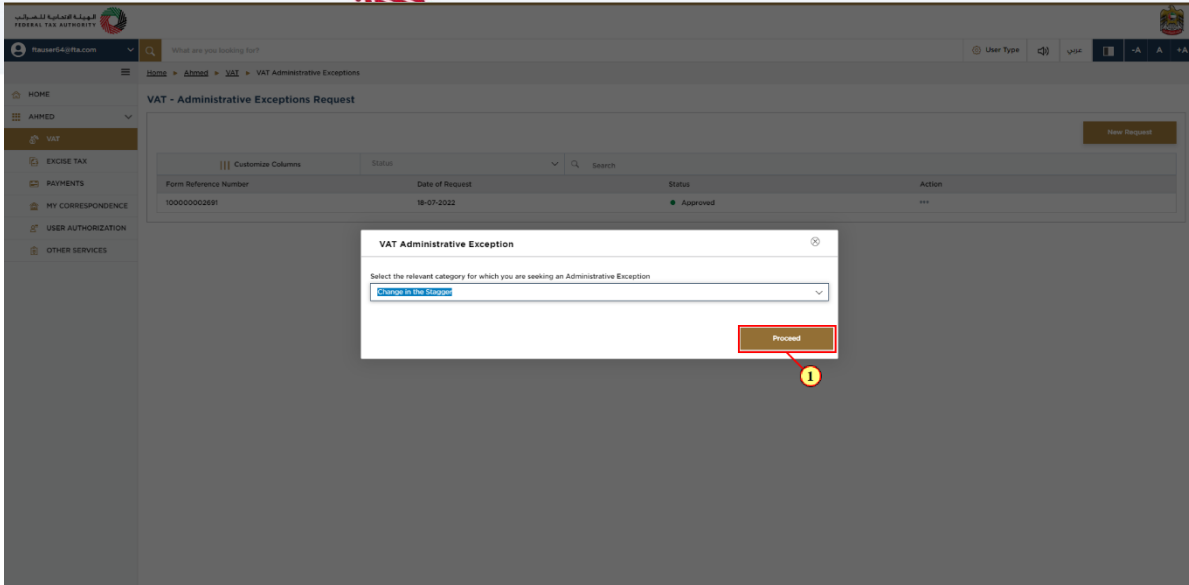


Step	Action
(1)	Under VAT Other Services you can find VAT Administrative Exceptions tile. Click 'View All' to initiate the application.



# New request

Step	Action
(1)	System will display the list of all the VAT administrative applications. In order to create a new application for the stagger change, please click 'New request'.



Step	Action
(1)	From the VAT Administrative Exceptions application list, select Change in the stagger and click on 'Proceed'.



# Guidelines and Instructions

Step	Action
(1)	Read the instructions and guidelines carefully before starting the application and mark the checkbox to confirm.



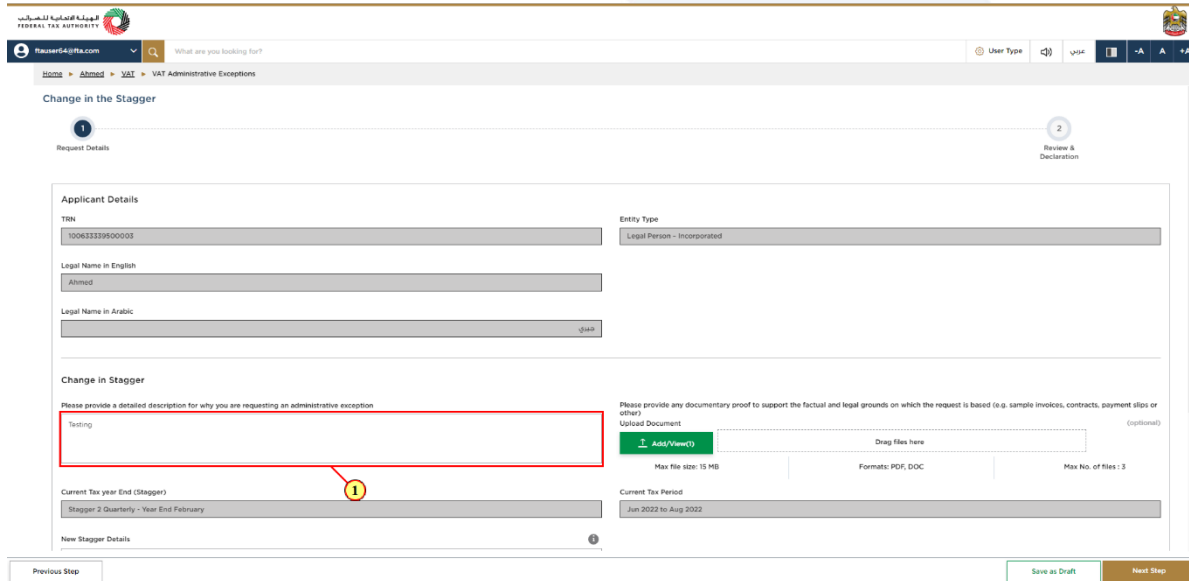
The screenshot displays the 'VAT Administrative Exception - Change in the Stagger' application page. Key elements include:
 

- Service Details:** A list of expandable sections: 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'.
- Confirmation:** A checkbox labeled 'I confirm that I have read the above instructions and guidelines' which is checked.
- Navigation:** 'Back' and 'Start' buttons at the bottom of the form area.
- Callout:** A yellow bubble with the number '1' points to the 'Start' button.

Step	Action
(1)	Click 'Start' to initiate the application for 'changing the Stagger'.

# Request Details

## Detailed description



Step	Action
(1)	<ul style="list-style-type: none"> <li>Your TRN, Entity, Legal Name will be auto populated by the system.</li> <li>Enter the detailed description for the reason of changing the Stagger and upload supporting document.</li> </ul>



# New Stagger Details

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

Home > Admin > VAT > VAT Administrative Exceptions

Change in the Stagger

Please provide a detailed description for why you are requesting an administrative exception

Testing

Please provide any documentary proof to support the factual and legal grounds on which the request is based (e.g. sample invoices, contracts, payment slips or others)

Upload Document

Add/View() Drag files here

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

Current Tax year End (Stagger)

Stagger 2 Quarterly - Year End February

Current Tax Period

Jun 2022 to Aug 2022

New Stagger Details

Stagger 1 Quarterly - Year End August

The Change of Stagger request is subject to approval by FTA.  
You will receive communication after your change of Stagger application has been **1** red.

New Stagger Details

Period - Tax Year	Start Date	End Date	Due Date
Period 3 - 2023	01-09-2022	31-10-2022	29-11-2022
Period 4 - 2023	01-11-2022	31-05-2023	29-02-2023
Period 1 - 2024	01-02-2023	30-04-2023	29-05-2023
Period 2 - 2024	01-05-2023	31-07-2023	29-08-2023

Previous Step Save as Draft Next Step

Step	Action
(1)	<ul style="list-style-type: none"> <li>Your current Tax Period and Stagger is displayed on the screen by e-CTS.</li> <li>Enter the new Stagger and all mandatory details.</li> <li>Review the new Stagger details populated by the system</li> </ul>





Change in the Stagger

**Change in Stagger**

Please provide a detailed description for why you are requesting an administrative exception

Please provide any documentary proof to support the factual and legal grounds on which the request is based (e.g. sample invoices, contracts, payment slips or other)

Upload Document (optional)

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

Current Tax year End (Stagger): Stagger 2 Quarterly - Year End February

Current Tax Period: Jun 2022 to Aug 2022

New Stagger Details: Stagger 1 Quarterly - Year End January

The Change of Stagger request is subject to approval by FTA. You will receive communication after your change of Stagger application has been approved.

**New Stagger Details**

Period - Tax Year	Start Date	End Date	Due Date
Period 3 - 2023	01-09-2022	31-10-2022	28-11-2022
Period 4 - 2023	01-11-2022	31-01-2023	28-02-2023
Period 1 - 2024	01-02-2023	30-04-2023	29-05-2023
Period 2 - 2024	01-05-2023	31-07-2023	28-08-2023

Previous Step | Save as Draft | **Next Step**

Step	Action
(1)	Click 'Next Step' to proceed to the 'Review and Declaration' Section.



# Review and Declaration

ftauser64@fta.com What are you looking for? User Type عربي

Home > Ahmed > VAT > VAT Administrative Exceptions

### Change in the Stagger

**New Stagger Details**

Period - Tax Year	Start Date	End Date	Due Date
Period 3 - 2023	01-09-2022	31-10-2022	28-11-2022
Period 4 - 2023	01-11-2022	31-01-2023	28-02-2023
Period 1 - 2024	01-02-2023	30-04-2023	29-05-2023
Period 2 - 2024	01-05-2023	31-07-2023	28-08-2023

**Authorized Signatory list**

Name in English	Name in Arabic	Email
Ahmed Ahmed	احمد احمد	FTAUSER64@FTA.COM

**Declaration**

First Name in English: fta Last Name in English: fta

First Name in Arabic: الفاتحة التجارية الفدية Last Name in Arabic: الفاتحة التجارية الفدية

Country Code: +971 ( United Arab Emirates ) Phone Number: 987654321 Email ID: ftauser64@fta.com

Date of Submission: 18/07/2022

I hereby agree to the below points:

- I declare that all information provided is true , accurate and complete to the best of my knowledge and belief
- I declare that 1 reviewed all steps

Previous Step Save as Draft Submit

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.



ftauser64@fta.com What are you looking for? User Type عربي

Home > Ahmed > VAT > VAT Administrative Exceptions

### Change in the Stagger

**New Stagger Details**

Period - Tax Year	Start Date	End Date	Due Date
Period 3 - 2023	01-09-2022	31-10-2022	28-11-2022
Period 4 - 2023	01-11-2022	31-01-2023	28-02-2023
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Period 2 - 2024	01-05-2023	31-07-2023	28-08-2023

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Country Code: +971 ( United Arab Emirates ) Phone Number: 987654321 Email ID: ftauser64@fta.com

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I hereby agree to the below points:

- I declare that all information provided is true , accurate and complete to the best of my knowledge and belief
- I declare that I've reviewed all steps

Previous Step Save as Draft Submit

 This section will help you to make sure that you have completed the change in stagger application correctly and included the documents we have asked you to send.



ftauser64@fta.com What are you looking for? User Type عربي

Home > Ahmed > VAT > VAT Administrative Exceptions

### Change in the Stagger

**New Stagger Details**

Period - Tax Year	Start Date	End Date	Due Date
Period 3 - 2023	01-09-2022	31-10-2022	28-11-2022
Period 4 - 2023	01-11-2022	31-01-2023	28-02-2023
Period 1 - 2024	01-02-2023	30-04-2023	29-05-2023
Period 2 - 2024	01-05-2023	31-07-2023	28-08-2023

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Ahmed Ahmed	احمد احمد	FTAUSER66@FTA.COM

**Declaration**

First Name in English: fta Last Name in English: fta

First Name in Arabic: الفاتحة التجارية Last Name in Arabic: الفاتحة التجارية

Country Code: +971 ( United Arab Emirates ) Phone Number: 987654321 Email ID: ftauser64@fta.com

Date of Submission: 18/07/2022

I hereby agree to the below points:

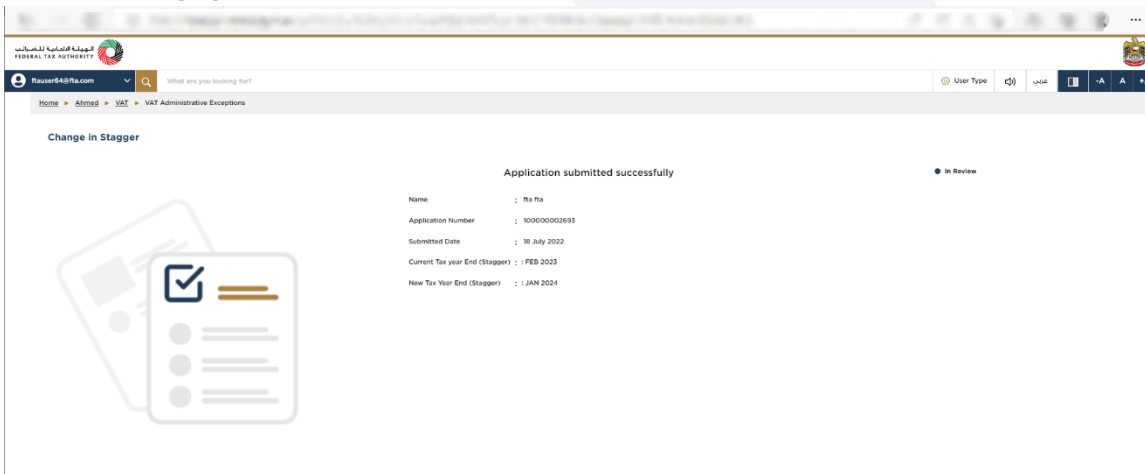
- I declare that all information provided is true , accurate and complete to the best of my knowledge and belief
- I declare that I've reviewed all steps

Previous Step Save as Draft **Submit**

Step	Action
(1)	Click 'Submit' to submit the application.



# Post Application Submission



After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with FTA.

## What's next?

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the Taxable Person accordingly.
- 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.
- Once the FTA confirms acceptance of your application, you will be notified on the decision.
- 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.



# Correspondences



## Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you