



إمــارات تـاكـس **ΞΜΛRΛΤΛΧ**

Deregister VAT Clearing Company (TINCO) - User Manual

Date: Oct 2022

Version 1.0.0.0

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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: Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
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.







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

Button	Description
In the Portal	
🔅 User types	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
عربي English	This is used to toggle between the English and Arabic versions of the portal
-A A +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
A Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
🕛 Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
1 2 	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

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Introduction









This manual is prepared to help the VAT Clearing Company (TINCO) to navigate through Federal Tax Authority EmaraTax portal to submit their VAT Clearing Company (TINCO) Deregistration application.

Deregistration of TINCO will not be allowed in the following scenarios: if the VAT Clearing Company has a TINCE account, the TINCE has to be deregistered first before deregistering TINCO. If the VAT Clearing Company has outstanding suspense VAT amount to be paid.

On approval of TINCO deregistration by FTA, the VAT Clearing Company will be removed from the published list of VAT Clearing Companies in the FTA website.

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	•	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.
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• 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.

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Ensure that before you proceed with the deregistration application, case you have settled the TINCO suspense VAT amount with FTA. In case there is pending suspense VAT amount for your TINCO, your deregistration application may get rejected by FTA or FTA may initiate liquidation of your financial guarantee as part of the deregistration.

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The 'guidelines and instructions' page is designed to help you understand certain important requirements related to Deregistering your VAT Clearing Company – TINCO, in the UAE. It also provides guidance on what information you should have in hand when you are deregistering your VAT Clearing Company (TINCO) application.

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TINCO - Deregister		
	Application Submitted Successfully	• In - Review
	Name : ABC Mart	
	Neterence Number 2 9070000001	
	Submitted Date 1 16 August 2022	
d Next		
ce the application is submitted, the FTA shall approve, reject or essubmit and notify the applicant accord he FTA requires any further details from you in order to assist with the varification of your application, you or the FTA comprised acceptance of your application, you will be notified on the decision via smal/EMS to	rely within 20 business dex. u will receive an amal/SHS notification satting out the information required from you. your small address finalian anather registered with 11%.	
status of your application in the dashboard will be updated accordingly. You may check your application	status in the dashboard from time to time.	
plicant (Taxable Person) may be liable for a late registration administrative penalty if FTA determines that	t the Taxable Person failed to register for VAT on time. The FTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the appli	cation within 30 calendar days of being required to register.
r any queries please contact us on www.xyz.com or contact us directly at our call center number 1234563	7890 or ensal atxysigmail.com	Back to Dashbooxd Download
 After you 	ir application is submitted successfully, a Refe	rence Number is generated for your
submitte	d application. Note this reference number for	future purposes.
FIA WIII	suspend the TINCO account and remove the V	AT Clearing Company – TINCO detail
from FTA	wehsite	

- The FTA may contact you if any actions required to be taken to settle any outstanding tax liability with respect to the TINCO account. Further, FTA may ask you to provide additional supporting documents to validate the information you declared within your application.
 On approval of your deregistration application
 - Your TINCO account will be deregistered. Your company details will be removed from the published list of VAT clearing companies in our website (<u>tax.gov.ae</u>).
 - Your Tax Services Agreement and Addendum with FTA will be cancelled.
 - If you had submitted the original financial guarantee documents (like a bank guarantee) to FTA, you may visit our office to collect the originals (if there were no liquidation of your financial guarantee due to any pending liabilities). Applicant can schedule a meeting by emailing Freight Forwarders Freight.Forwarders@tax.gov.ae. The person collecting the financial guarantee must also hold a letter of undertaking issued by the authorized signatory verifying the details of person.
- On rejection of your deregistration application, your TINCO account will be set to "Active" and the company details will be displayed in the published list of VAT clearing companies in the FTA website (tax.gov.ae).
- Read the "What Next" and "Important Notes".

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TINCO - Deregister	g Company (TINCO) - Decegator		a liasta e folgada e forma follo	In the local	~
		All Name : AllC Mart Raference Number : 607000000051 Submitted Dete : 16 August 2022	parcanon submitted soccessiony		
	<u>[]</u>				
What Next • Once the application is submitted, • If the FTA requires any further deta • Once the FTA confirms acceptance • The status of your application in th	The FAA shall approve, neight or enablesik and natify the applicant accordingly within 20 basiness the feasing yay in another as assist with the verification of yaw application, yay will receive an enable of your application, you will be notified on the decision is use analyticitie to you await addressing outpact applications, you will be notified on the decision is use analyticitie to you await addressing outpact applications with a second on the decision of the second on the second on the decision and analytication of the second on the second on the second on the seco	ns. 5 notification satting out the information required from you. In nomine regulated with 15A. You then to time.			
Important Nates: • Applicant (Taxable Person) may be For any queries please contact us	lialas for a lota registration administrative pendity IFFIA, determines that the Taxable Person fails on everyspicons or contact as directly all our call coster number 1334507800 or enail atypigan	I to register for V&T on time. The FTA may charge the applicant a la	te with first at state of the second seco	Ecation within 30 calendar days of being required to register.	1 Back to Deshboard Dowrload
Stop	Action				

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إمــارات تـاكـس **EMARATAX**

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.

الهيئة الاتحادية للضرائب FEDERAL TAX AUTHORITY





Thank you