

Complete Checklist Of Tax Registration in Dubai (General)

Step 1: Preliminary Steps

Determine if your business or activity requires tax registration

Identify the authorized person who will handle the registration

Consult a financial adviser if needed

Step 2. Required Documents

Valid trade license

Emirates ID or passport of owners and authorized signatories

Proof of business address (lease agreement, Ejari certificate, or utility bill)

Tenancy contract if applicable

Financial records or estimates of your business activity

Step 3. Registration Process

Create an account on the EmaraTax portal

Notary → MoFA → UAE Embassy → UAE MoFA

Add your business details: entity type, trade license info, business activity, address, and contact info

Add authorized signatory information

Upload required documents in acceptable formats

Review and confirm all details

Submit application and track the status online



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Step 4. Post-Registration Steps

Receive your Tax Registration Number (TRN)

Ensure all invoices, contracts, and relevant documents reflect your TRN

Maintain proper bookkeeping for tax purposes

Keep records secure and up to date

Update authorities if there are changes in business activity, ownership, or signatories.

