



VAT USER GUIDE SUMMARY (REGISTRATION, AMENDMENTS & DE-REGISTRATION)

This guide will help you complete your VAT registration, amendment and de-registration processes.

Creating an e-Services account

- Sign up a username/ password
- Verify your email address within 24 hours
- Log in to your e-Services account

Registering for VAT

- Click **Register for VAT**
- Complete all mandatory (marked with *) fields
- Click **Submit for Approval** once to submit the form

Late Registration Penalty Payment

- Go to the Dashboard tab to view the “Late Registration Penalty” amount mentioned under the VAT box (where applicable).
- Click on **Pay** button to proceed with payment.

Amending approved VAT registration form

- Click **Edit** to amend certain editable fields
- You will be able to amend fields under Business activities of the applicant and GCC activities sections
- Once all necessary amendments are made, click **Submit Changes**
- Amendments take immediate effect

De-registration for VAT

- On the dashboard, against your VAT registration, click **De-Register**.
- Enter the reason for de-registration and specify the date from which you require to de-register. Provide other relevant information to support your application for deregistration where applicable, and click on the **Submit** button.
- De-registration applications require the FTA’s approval – FTA will notify you of the result of your application.