



Prepared by Arab Institute of Accountants and Legal

# Complete GUIDE

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If you're looking into becoming a Tax Agent in the UAE

or need to hire one, here's a complete overview from

Arab Institute for  
Accountants & Legal

# TAX AGENT IN UAE



Tax Return  
**APPROVED**

**Enroll  
Now!**

Take the first step toward becoming a certified Tax Agent



## What Is a Tax Agent in the UAE?

A tax agent is an individual or a firm officially registered with the Federal Tax Authority (FTA) to represent taxable persons—individuals or businesses before the authority. They assist in fulfilling tax obligations, including VAT, Excise Tax, and Corporate Tax, on behalf of clients.

## Eligibility & Registration Requirements

1. Bachelor's or Master's degree in tax, accounting, or law; or a Bachelor's degree in another field plus a tax certification.
2. At least 3 years of recent experience in tax, accounting, or legal practice.
3. Proficiency in both Arabic and English — written and spoken.
4. Certificate of good conduct and medical fitness.
5. Valid professional indemnity insurance.
6. Pass the FTA's Tax Agent examination and pay AED 3,000 fee (renewable every 3 years).

## Duties & Responsibilities of a Tax Agent

- \* Assist clients with their tax obligations and represent them before the
- \* Maintain strict confidentiality of client information, except when legally required.FTA.
- \* Refuse participation in any activity that would breach law or compromise integrity.FTA.
- \* Keep clients updated on law changes, facilitate audits, and respond to FTA inquiries.

## Registration Process

- 1 Register via UAE Pass on the FTA e-services portal and select 'Register as Tax Agent'.
2. Submit required documents (qualifications, certificates, insurance, etc.).
3. If preliminarily approved, take the FTA Tax Agent exam.
4. Attach exam results and complete application.
5. Pay the AED 3,000 registration fee.
6. Upon approval, receive a Tax Agent Approval Number (TAAN).
7. Registration valid for 36 months (renew 60 days before expiration).

## Why Work With a Tax Agent?

- \* Expertise in the evolving tax landscape, helping reduce mistakes and penalties.
- \* Time and resource savings for businesses.
- \* Avoid penalties with accurate and timely compliance.
- \* Strategic tax planning to optimize liabilities legally.

# Frequently Asked Questions

Can both individuals and firms be registered as tax agents?

Yes — individuals or firms can register. Firms must have one qualified director / partner.

Is a tax agent mandatory?

No, but using one can ease compliance, especially during audits or filings.

How do I verify a tax agent

Check the FTA's public directory for registered agents.

## Tax Agent Qualification Course (KHDA Accredited)

Offered by Arab Institute of Accountants and Legal

### Module

#### Module 1: UAE Tax Framework

Overview of UAE Tax System, FTA roles, Legal framework

#### Module 2: VAT Regulations

VAT Law, Compliance, Filing requirements

#### Module 3: Excise Tax

Excise tax scope, products, compliance procedures

### Duration:

8 weeks (Weekend/Evening classes available) FTA.

### Mode of Study:

Online & Classroom blended learning

### Fees:

AED 5000 (includes study materials )

### Certification:

KHDA-accredited Certificate of Completion

### Next Intake:

Monthly batches

#### Module 4: Corporate Tax

UAE Corporate Tax framework, exemptions, filing

#### Module 5: Tax Procedures

FTA processes, penalties, appeals, dispute resolution

#### Module 6: Ethics & Professional

Professional conduct, confidentiality, responsibilities