

# Company Profile – VAT Profile



دبي التجارية  
DUBAI TRADE

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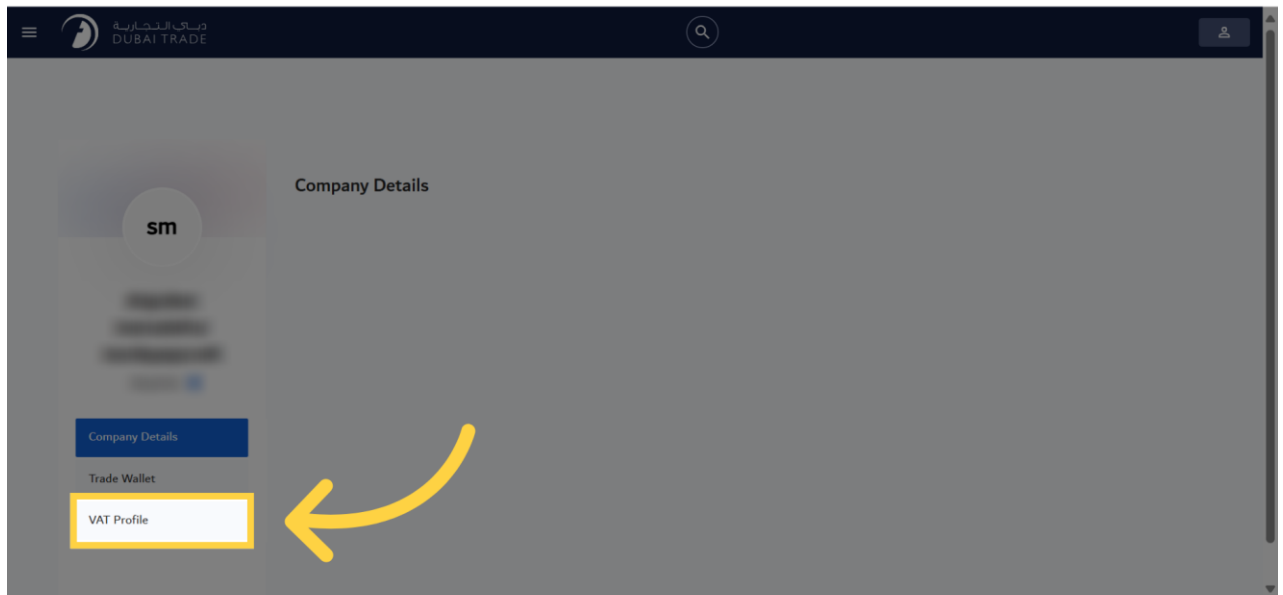
## DOCUMENT DETAILS

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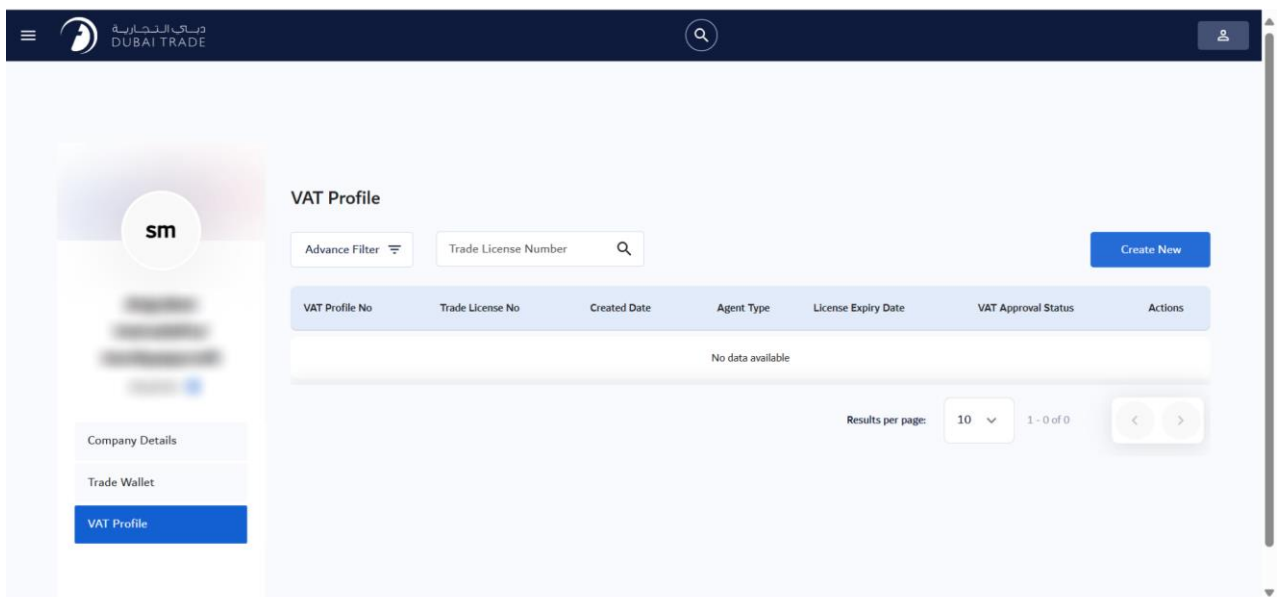
*This guide will walk you through updating the VAT profile using the Dubai Trade platform, ensuring your tax information is accurately recorded.*

## 1. VAT Profile

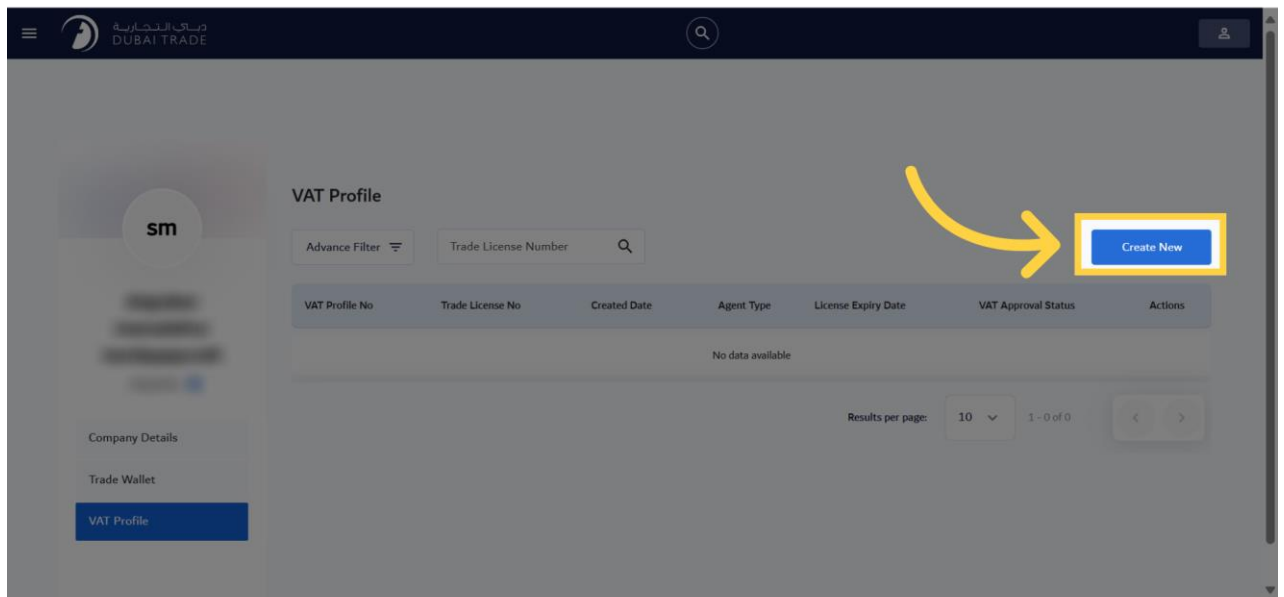
From Company Profile, navigate to the VAT Profile on the left side of the page.



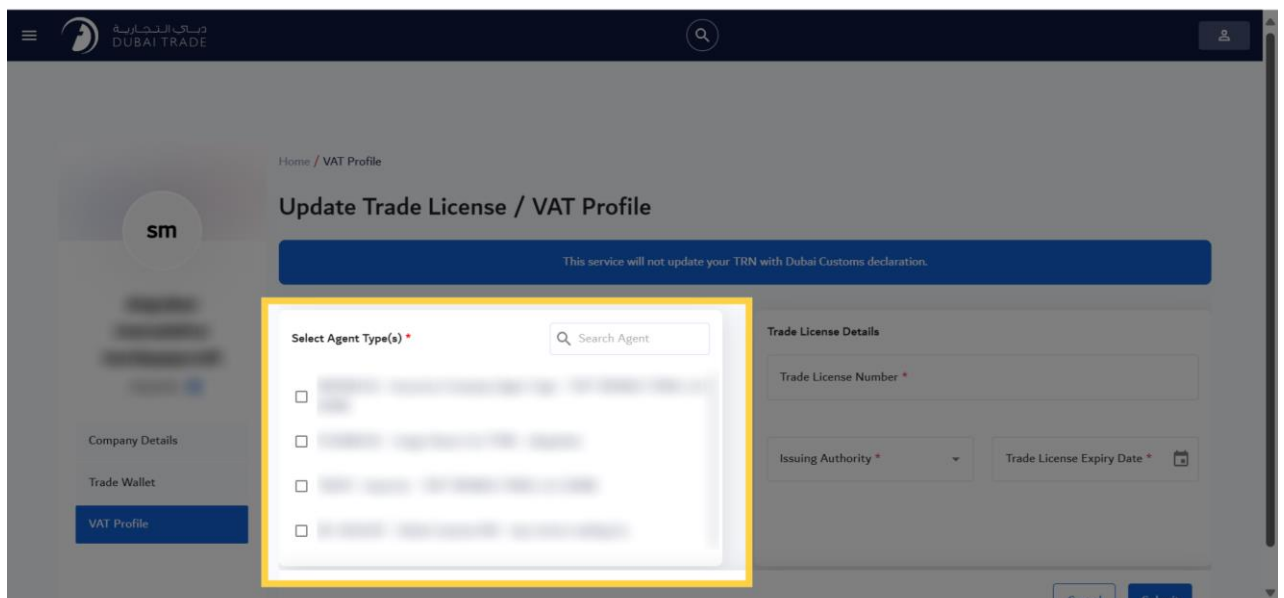
Use this page to create a new VAT profile and view and amend existing active or rejected profiles.



Initiate the creation of a new VAT profile by clicking “Create New”.




All the agent codes associated with this user will be displayed for selection.



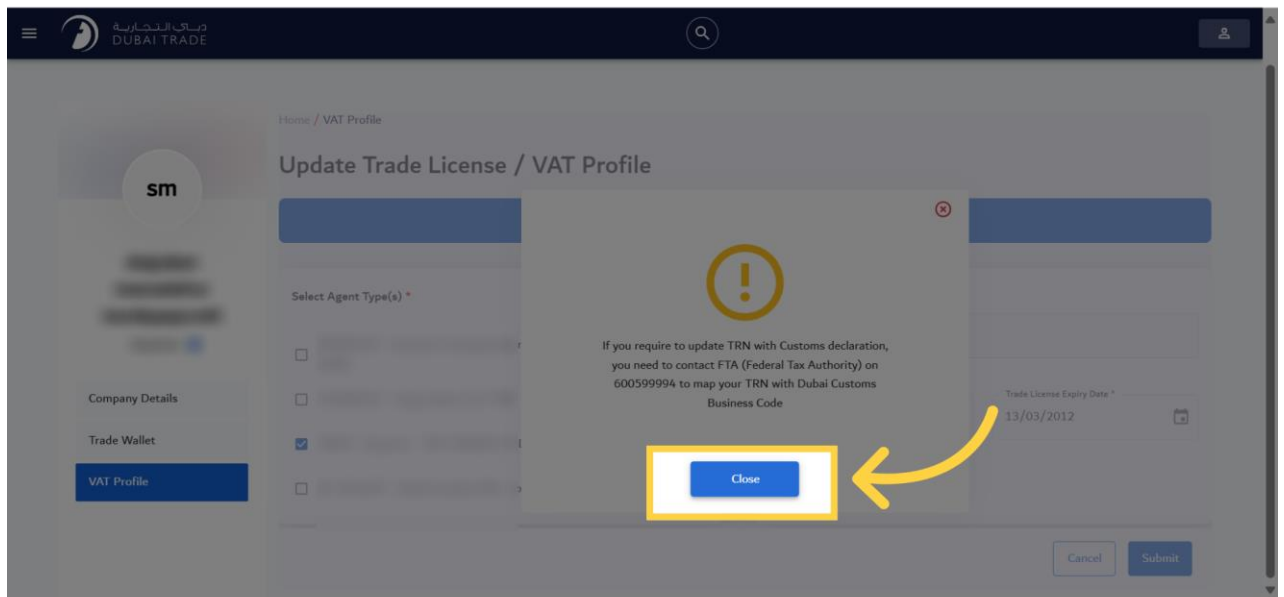
### Automatic Selection of Agent Codes with Shared License Information

*If a company has multiple company codes registered under the same license, the system will automatically detect this relationship. When a user attempts to update only one of these company codes, the system will automatically select all other agent codes that share the same license information. However, if you manually select multiple agent codes that are not associated with the same license, the system will prevent the update. This ensures that*


updates are applied consistently across all related codes, maintaining data integrity and reducing the risk of mismatched information.

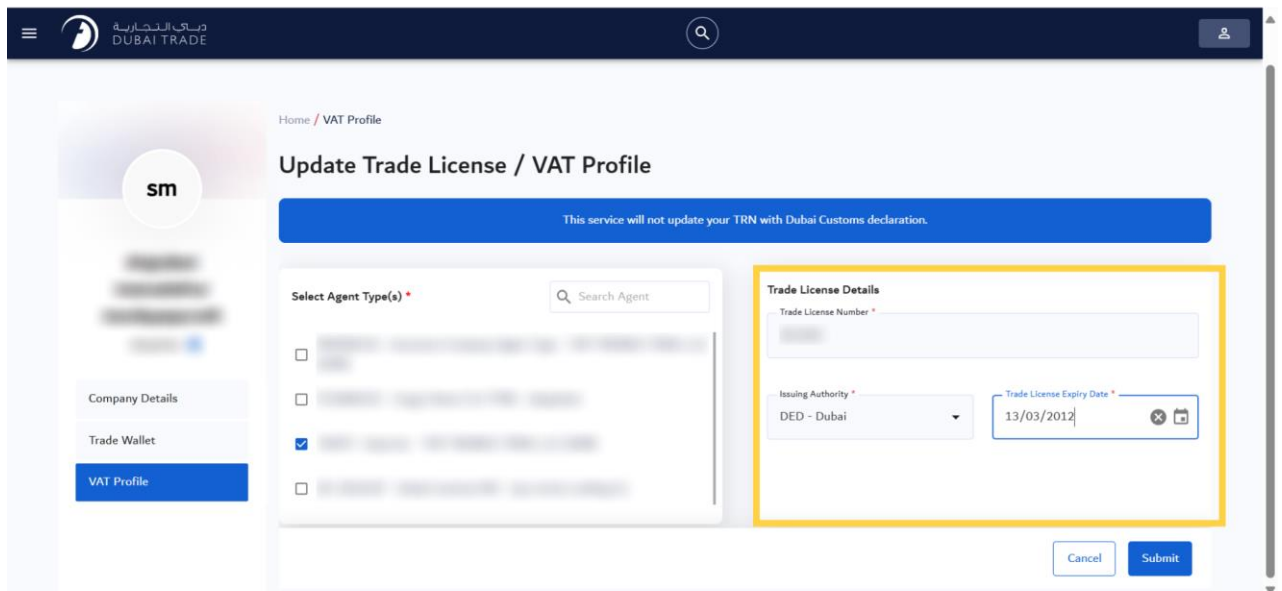
 If Dubai Customs agent types are selected, a notification will show that you need to contact FTA if you wish to update your TRN or V.A.T. information with Dubai Customs.

Close the window to proceed.



The trade license information will be auto fetched, if available in the system. Kindly ensure that the **license number**, **issuing authority** and **license validity** information are correct.

 *If Jafza agent types are selected, license information will not be displayed nor required from the customer.*



Scroll down to access the VAT Profile details section.

The screenshot shows the 'VAT Profile Details' section in the Dubai Trade portal. A yellow arrow points to the 'VAT Profile' button in the left sidebar. The main content area is titled 'VAT Profile Details' and contains the following fields:

- VAT Applicable \***: A checkbox labeled 'Yes, Applicable'.
- VAT Registration Country**: A dropdown menu.
- VAT Number/TAX Registration ...**: A text input field.
- VAT Registration Date**: A date picker.
- Establishment Details**: A section containing:
  - Country \***: A dropdown menu.
  - Address \***: A text input field.
- Upload Documents**: A section for uploading documents.

At the bottom right, there are 'Cancel' and 'Submit' buttons.

Confirm that VAT is applicable if you have a TRN to be updated. If you select Yes, all the other fields will be mandatory.

This screenshot shows the same 'VAT Profile Details' section, but with a yellow box highlighting the 'VAT Applicable \*' checkbox and a yellow arrow pointing to it. The checkbox is currently unchecked. The rest of the form fields and layout are identical to the previous screenshot.

Choose the VAT Registration Country from the list.

The screenshot shows the 'VAT Profile Details' form in the Dubai Trade system. A yellow arrow points to the 'VAT Registration Country' dropdown menu, which is open and shows a list of countries including Afghanistan, Albania, Algeria, Andorra, Angola, and Anguilla. The form also includes fields for 'VAT Applicable' (checked), 'VAT Number/TAX Registration ...', and 'VAT Registration Date \*'. The 'Establishment Details' section includes a 'Country \*' dropdown and an 'Address \*' field. The 'Company Details' section includes 'Company Details', 'Trade Wallet', and 'VAT Profile' buttons. The 'Upload Documents' section is at the bottom. The 'Cancel' and 'Submit' buttons are at the bottom right.

Enter the VAT or TAX Registration Number.

The screenshot shows the 'VAT Profile Details' form in the Dubai Trade system. A yellow arrow points to the 'VAT Number/TAX Registration ...' field, which is highlighted with a yellow box. The form also includes fields for 'VAT Applicable' (checked), 'VAT Registration Country' (set to 'UNITED ARAB EMIRATES'), and 'VAT Registration Date \*'. The 'Establishment Details' section includes a 'Country \*' dropdown and an 'Address \*' field. The 'Company Details' section includes 'Company Details', 'Trade Wallet', and 'VAT Profile' buttons. The 'Upload Documents' section is at the bottom. The 'Cancel' and 'Submit' buttons are at the bottom right.



Then, input the VAT Registration Date using the calendar.

The screenshot shows the 'VAT Profile Details' form in the Dubai Trade system. The form includes fields for 'VAT Applicable' (checked), 'VAT Registration Country' (UNITED ARAB EMIRATES), and 'VAT Number/TAX Registration Number' (1000000000). The 'VAT Registration Date' field is highlighted with a yellow box and a yellow arrow pointing to it. Below the VAT fields are 'Establishment Details' (Country, Address) and 'Upload Documents'. The 'VAT Profile' tab is selected in the left sidebar.

The screenshot shows the 'VAT Profile Details' form with the 'VAT Registration Date' calendar open. The calendar is for June 2025, and the date 13 is selected. A yellow arrow points from the 'VAT Registration Date' field to the calendar. The 'VAT Profile' tab is selected in the left sidebar.

Further down, please update your Establishment Details in this section. **However, this is not required for Jafza agent types.**

The screenshot shows the 'Dubai Trade' VAT Profile form. The 'Establishment Details' section is highlighted with a yellow box. It contains a 'Country' dropdown menu and an 'Address' text field. Above this section, there are fields for 'VAT Applicable' (checked), 'VAT Registration Country' (UNITED ARAB EMIRATES), 'VAT Number/TAX Registration Number' (1000000000), and 'VAT Registration Date' (01/01/2018). Below the 'Establishment Details' section, there are 'Upload Documents' fields for 'Upload Trade License Copy' and 'Upload VAT Copy'. The form has 'Cancel' and 'Submit' buttons at the bottom right.

From the list, select the country where you are established.

This screenshot shows the same form as the previous one, but with the 'Country' dropdown menu open. A yellow box highlights the dropdown list, which contains the following countries: AFGHANISTAN, ALBANIA, ALGERIA, ANDORRA, ANGOLA, and ANGUILLA. A yellow arrow points from the text 'From the list, select the country where you are established.' to the dropdown list. The 'Establishment Details' section is still highlighted with a yellow box.

Enter your complete address here.

The screenshot shows the 'VAT Profile' form in the Dubai Trade system. The 'Establishment Details' section is highlighted with a yellow box. Within this section, the 'Address' field is highlighted with a yellow box. A yellow arrow points from the 'Country' dropdown menu (which is set to 'UNITED ARAB EMIRATES') to the 'Address' field. The form also includes fields for 'VAT Applicable' (checked), 'VAT Registration Country' (UNITED ARAB EMIRATES), 'VAT Number/TAX Registration Number' (1000000000), and 'VAT Registration Date' (01/01/2018). The 'Upload Documents' section includes 'Upload Trade License Copy' and 'Upload VAT Copy'. The 'Cancel' and 'Submit' buttons are at the bottom right.

The "Emirates" field will be activated if you select United Arab Emirates as the country. Please choose the appropriate Emirate from the list.

The screenshot shows the 'VAT Profile' form in the Dubai Trade system. The 'Emirates' field is highlighted with a yellow box. A yellow arrow points from the 'Address' field to the 'Emirates' dropdown menu. The form also includes fields for 'VAT Applicable' (checked), 'VAT Registration Country' (UNITED ARAB EMIRATES), 'VAT Number/TAX Registration Number' (1000000000), and 'VAT Registration Date' (01/01/2018). The 'Upload Documents' section includes 'Upload Trade License Copy' and 'Upload VAT Copy'. The 'Cancel' and 'Submit' buttons are at the bottom right.

**VAT Applicable \***  
☒ Yes, Applicable

**VAT Registration Country \***  
 UNITED ARAB EMIRATES

**VAT Number/TAX Registration Number \***  
 1000000000

**VAT Registration Date \***  
 01/01/2018

**Establishment Details**

**Country \***  
 UNITED ARAB EMIRATES

**Address \***  
 Address

**Emirates \***  
 ABU DHABI  
 AJMAN  
**DUBAI**  
 FUJAIRAH  
 RAS AL KHAIMAH  
 SHARJAH

**Upload Documents**

Upload Trade License Copy \*

Upload VAT Copy \*

Please upload a copy of your **valid trade license** and **VAT or TRN Certificate**, if you selected VAT is applicable from the previous section.



*Kindly note that the license copy is not required to be uploaded for Jafza agent types.*

**Upload Documents**

**Upload Trade License Copy \***

Choose or drag & drop file here.  
 Accepted file types are jpg/jpeg/png/pdf and max upload size is 500KB.

or

Choose File

**Upload VAT Copy \***

Choose or drag & drop file here.  
 Accepted file types are jpg/jpeg/png/pdf and max upload size is 500KB.

or

Choose File

Cancel Submit

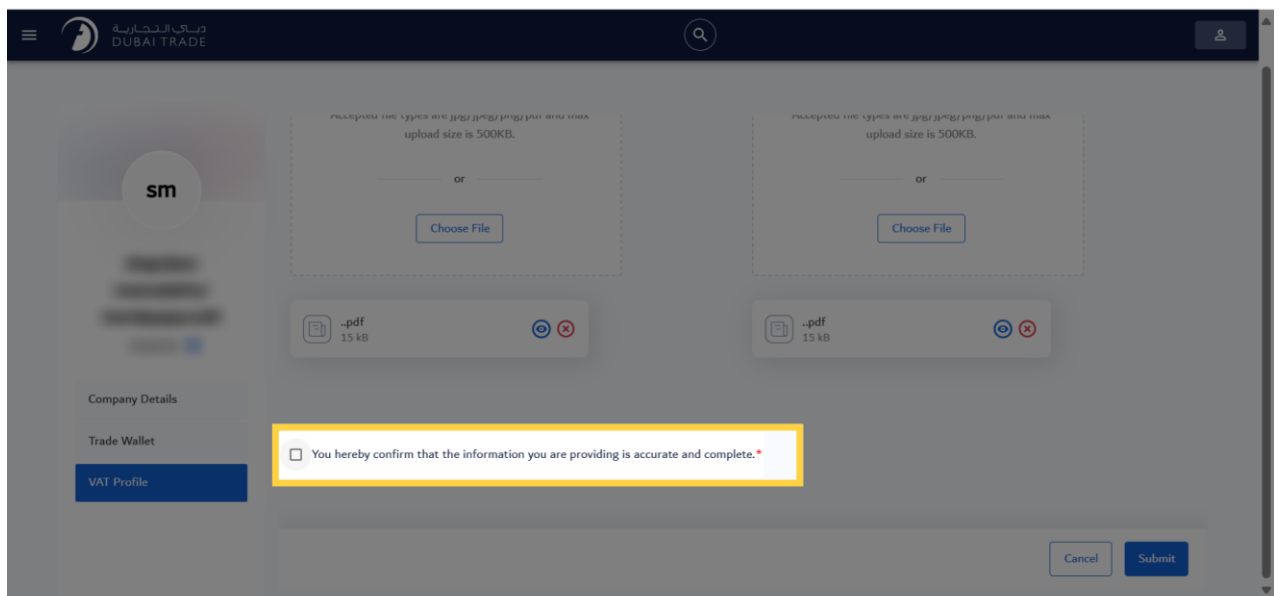
Please upload a copy of your valid trade license here.

The screenshot shows the 'Upload Trade License Copy' form in the Dubai Trade system. The form is highlighted with a yellow border. It contains a cloud icon for file upload, instructions to 'Choose or drag & drop file here', and accepted file types: 'Accepted file types are jpg/jpeg/png/pdf and max upload size is 500KB.' Below this is a 'Choose File' button. To the right, there is a similar 'Upload VAT Copy' form, which is dimmed. A yellow arrow points from the 'Upload VAT Copy' form to the 'Upload Trade License Copy' form. The left sidebar shows the user's profile 'sm' and navigation links: 'Company Details', 'Trade Wallet', and 'VAT Profile' (which is highlighted). At the bottom, there is a confirmation checkbox: 'You hereby confirm that the information you are providing is accurate and complete.\*' and 'Cancel' and 'Submit' buttons.

Upload your VAT or TRN Certificate here.

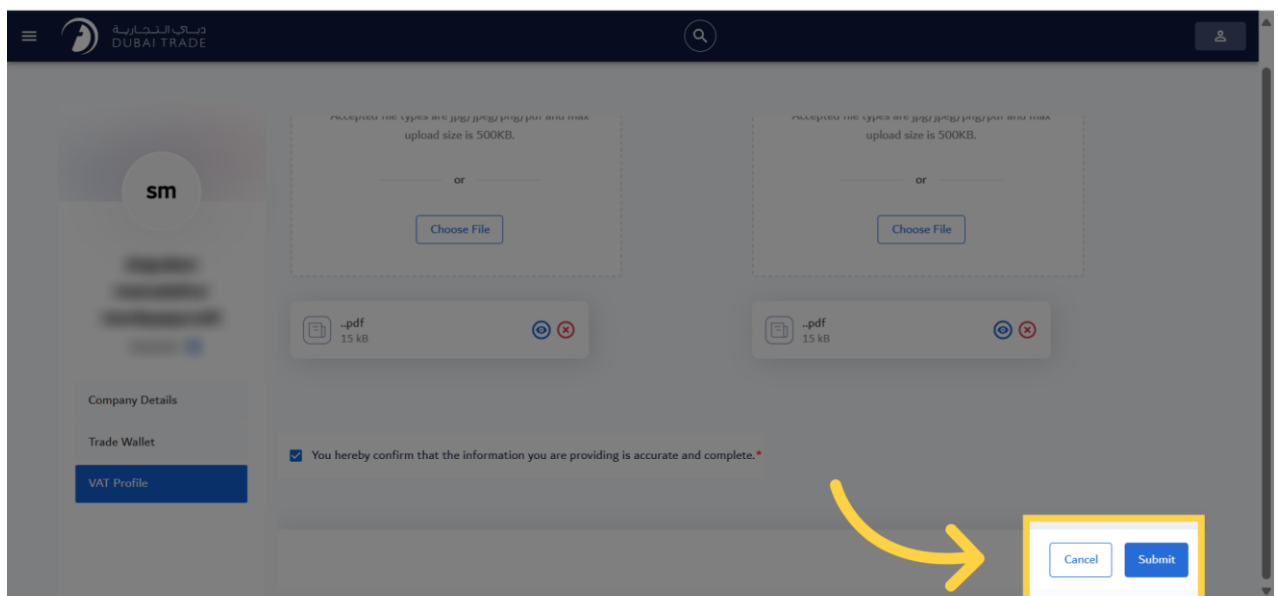
The screenshot shows the 'Upload VAT Copy' form in the Dubai Trade system, which is highlighted with a yellow border. It contains a cloud icon for file upload, instructions to 'Choose or drag & drop file here', and accepted file types: 'Accepted file types are jpg/jpeg/png/pdf and max upload size is 500KB.' Below this is a 'Choose File' button. To the left, there is a similar 'Upload Trade License Copy' form, which is dimmed. A yellow arrow points from the 'Upload Trade License Copy' form to the 'Upload VAT Copy' form. The left sidebar shows the user's profile 'sm' and navigation links: 'Company Details', 'Trade Wallet', and 'VAT Profile' (which is highlighted). At the bottom, there is a file upload area showing a PDF file named '\_.pdf' with a size of '15 KB'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Confirm and acknowledge the accuracy of the provided information.



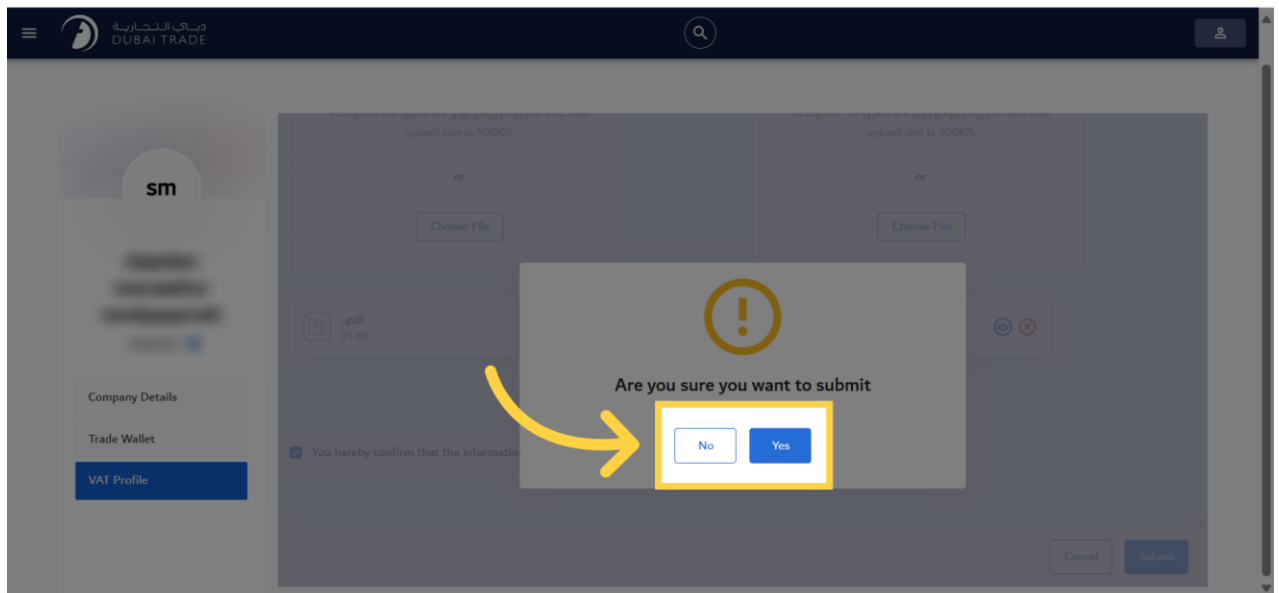
The screenshot shows the 'VAT Profile' section of the Dubai Trade portal. On the left, there is a sidebar with 'Company Details', 'Trade Wallet', and 'VAT Profile' (highlighted in blue). The main area contains two upload boxes for documents, each with a 'Choose File' button and a note about a 500KB upload size. Below these, there is a confirmation checkbox with the text: 'You hereby confirm that the information you are providing is accurate and complete.\*'. This checkbox is currently unchecked and is highlighted with a yellow border. At the bottom right, there are 'Cancel' and 'Submit' buttons.

When you are done, click on Submit. or Cancel, if further updates are required.



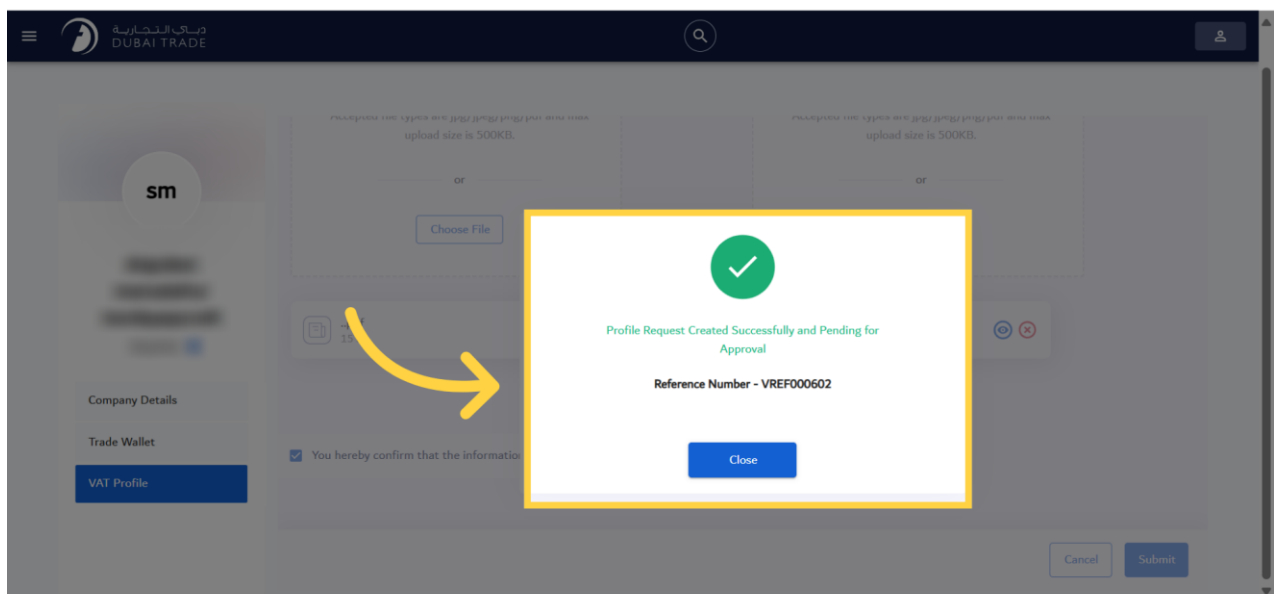
This screenshot shows the same 'VAT Profile' page, but the confirmation checkbox is now checked. A yellow arrow points from the checked checkbox to the 'Submit' button, which is highlighted with a yellow border. The 'Cancel' button is also visible next to it. The rest of the page layout remains the same as in the previous screenshot.

Confirm the submission by clicking yes. Or no, to go back.



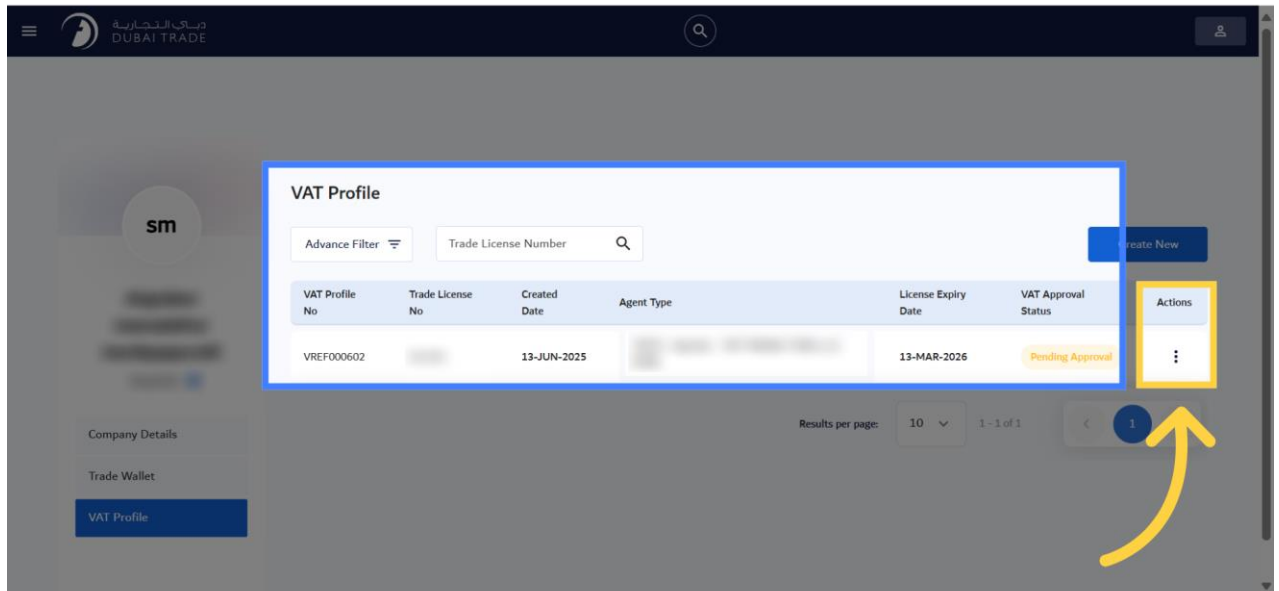
### Submission Confirmation

A submission confirmation will be displayed with a reference number to track the approval status of your request. Click on Close to go back to the main page.



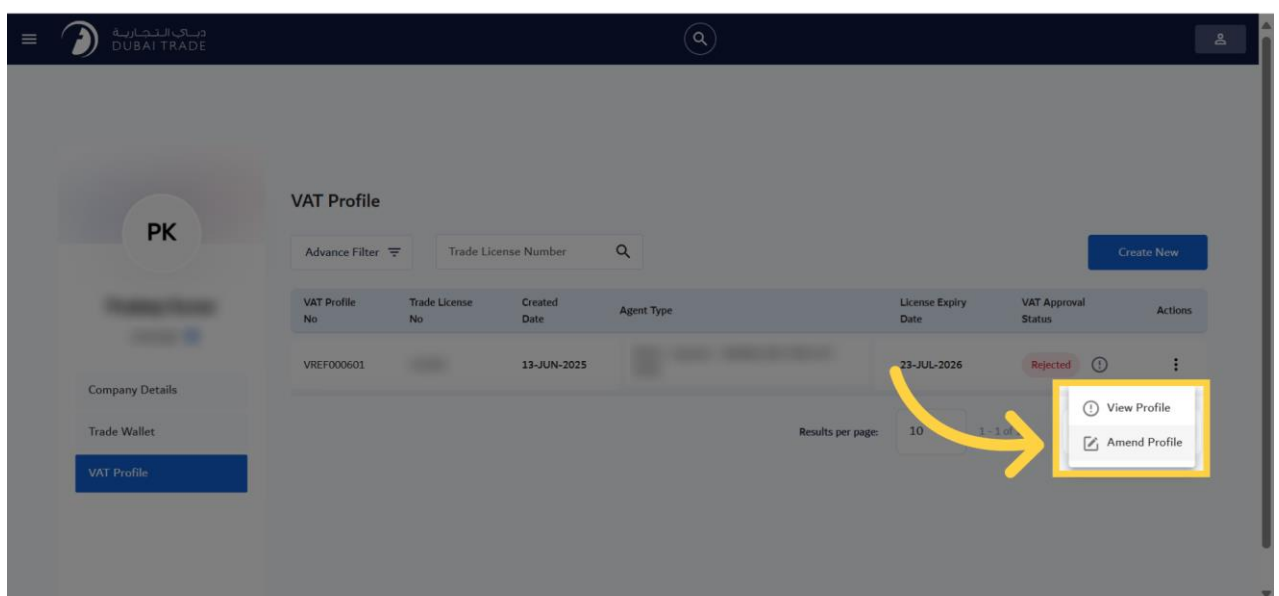


The system will redirect you to the main page where you can see the status of your request. Go to the action section to view the summary of your request.



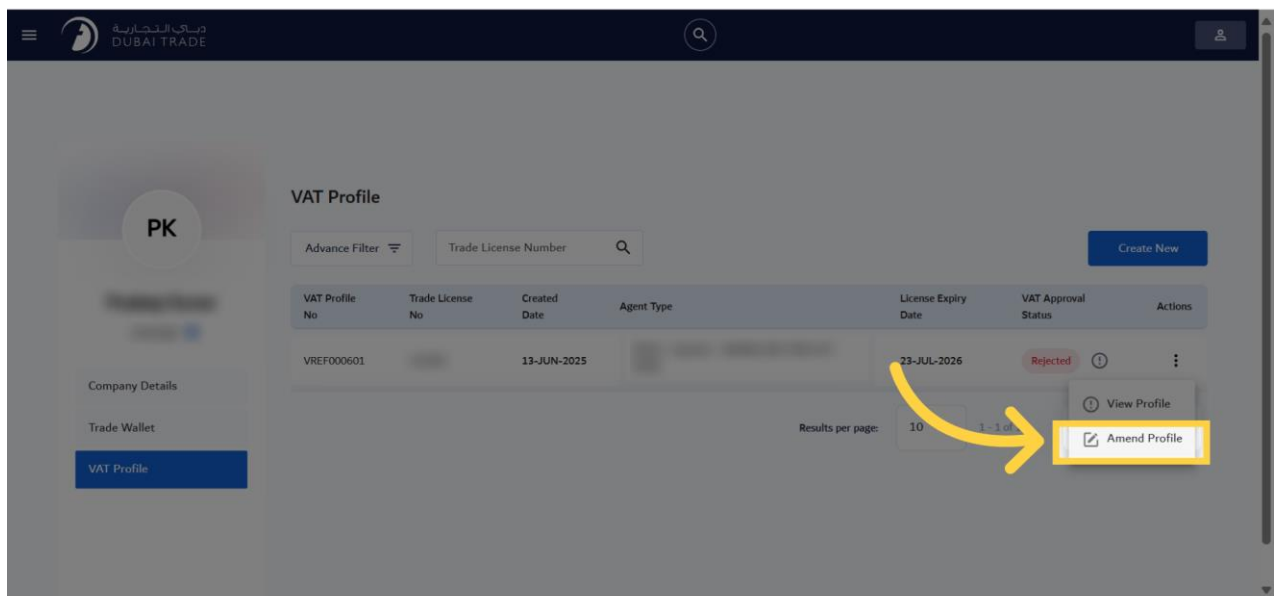
## Amend Profile

If your request is **approved**, you can either view or amend your profile from this option. If your request is rejected, please resubmit your request by choosing the action "Amend Profile".

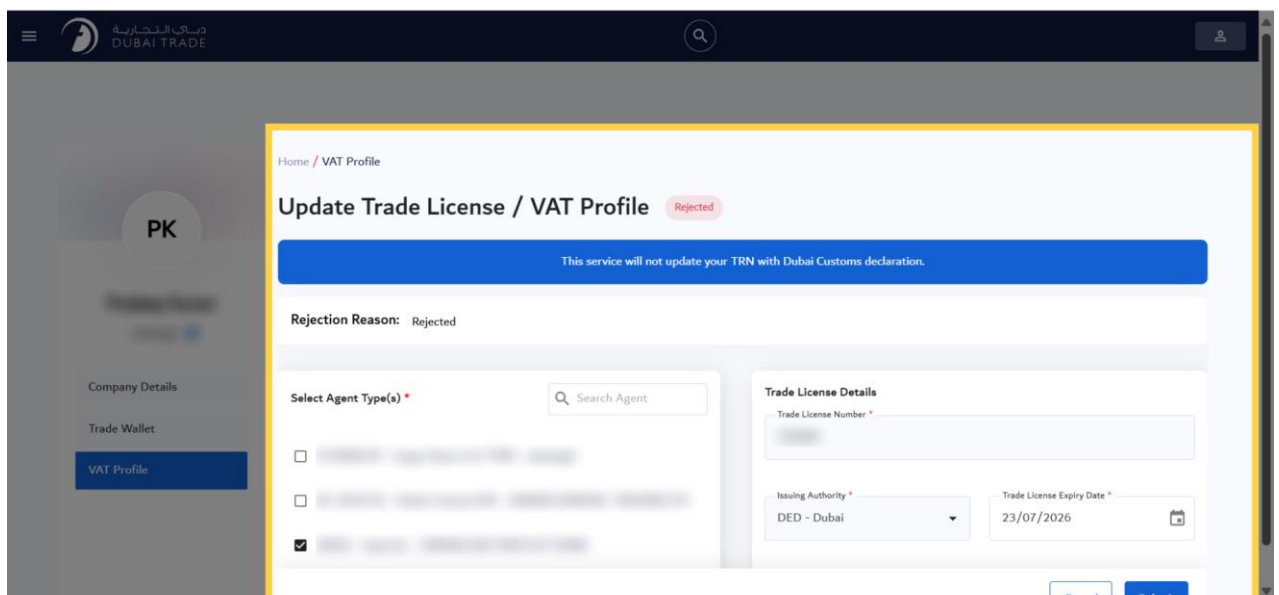




If your request is **rejected**, please resubmit the request by choosing "Amend Profile".



The system will then again take you to the profile page where you can make amendments for resubmission.



The guide covered updating the VAT profile on Dubai Trade, including steps like accessing the profile, entering registration details, uploading required documents, and submitting and resubmitting the information for approval. This comprehensive walkthrough ensures a seamless VAT profile update process.

## Company Profile – VAT Profile

