

Required documents for VAT Registration and obtaining VAT Registration Number:

Name of the company: Available
Name of the owner: Available

Active mobile number and e-mail address required for the registration.

Mobile number: Available
Email address: Available

List of documents that are required for making an application to register your Company for VAT are provided below:	Attached (Please Tick)
Copy of Trade License (must not be expired)	Available
Passport copy of the owner/partners who own the license (must not be expired)	Available
Copy of Emirates ID of the owner/partners who owns the license (must not be expired)	Available
Memorandum of Association (MOA) – (not required for sole establishments)	Available
Contact details of the company (complete address and P.O Box)	
Concerned person's contact details (Mobile Number and E-mail)	Available
Bank Details (Account Number, Account Name, Bank Name, Branch Name & IBAN) with copy of Bank validation letter	
Declaration of the monthly turnover sales: - The declaration should include monthly turnover from the date of establishment to the date of submission. - You may use declaration letter template - The letter shall be stamped and signed by the Authorized Signatory.	
Invoices: Invoices shall be stamped and signed by the Authorized Signatory	
Purchase Orders Purchase Order (PO) shall be stamped and signed by Authorized Signatory of both the supplier and the buyer. The PO shall include payment terms or delivery date within the next 30 days.	
Any other supporting financial documents such as contracts, title deeds, tenancy contracts, etc.)	
Date on which the threshold limit (Mandatory AED 375,000/Voluntary AED 187,500) for the taxable supplies has exceeded/expected to be exceeded	
Copy of Bank Validation Letter	

Accepted file types are PDF, DOC and DOCX. The individual file size limit is 15 MB.

A. Taxable Supplies

Month	Amount (in AED)	Cumulative Amount (in AED)
28/02/2024		
31/03/2024		
15/04/2024		
For next 30 days		

B. Taxable Expenses

Month	Amount (in AED)	Cumulative Amount (in AED)
28/02/2024		
31/03/2024		
15/04/2024		
For next 30 days		

Date:

To: Federal Tax Authority**Subject: Declaration Letter**

In reference to above mentioned subject, kindly note that "**Business Name**" has the below mentioned turnover for the following months:

Year	Amount (AED)
Feb 2024	
Mar 2024	
April 2024	

We started making taxable supplies on "**Month, Year**" and we reached the registration threshold (*Mandatory AED 375,000/Voluntary AED 187,500*) on "**Month, Year**".

I hereby declare that the information related to this disclosure is complete and best to my knowledge and none of above information is false or misrepresented as it is supported by documentary proof such as: signed & stamped monthly taxable supplies for the last 3 months by the authorized signatory, Supporting financial documents (e.g.: Invoices/LPOs/contracts/title deed/tenancy contracts).

Authorized Signatory (Sign and Stamp)