

VAT Registration

Documents Required

1. Business License / Passport Copy of the business / person to be registered.
2. Memorandum of Association / Certificate of Incorporation / Share Certificate.
(Please share all if all of them are available, if all are not available then whichever is available.)
3. Clear scanned copies of Emirates ID (Front & Back) & Passport (Front & Back) Copies of all the shareholders / authorized signatories.
4. Clear scanned copies of Emirates ID (Front & Back) & Passport (Front & Back) Copies of Manager(s).
5. Customs NOC letter (Only if business is registered with any customs authority in UAE.)
(If you are listed with customs authority and are not sure how to obtain a customs NOC, let us know, we'll arrange it.)
6. Welcome letter received on the email registered with the bank when the account was opened or / Bank Account Confirmation letter from Bank.
7. Invoice copies / Other relevant documents to prove all the sales made in the previous 12 Months, from today's date.
(If there are no sales in the last 12 months or in the case of a new company, please give the supporting information (proforma invoices or contract copies) to prove that the sales in the next 30 days are going to exceed the mandatory registration threshold of AED 375K)
8. Invoice copies of Taxable Expenses made in the last 12 months, from today's date.
(Tax Invoices received in the name of company/person or contracts required as proof)

Information Required

9. Mobile number of Authorized Signatory / Manager.
10. Bank Account Details:
 - a. IBAN Number
 - b. Account Number
 - c. Bank Name
 - d. Branch Name
 - e. Swift Code
11. Complete Address of the Company / Person.
(Building + Office # + Area + City + Emirate + P.O. Box No)
12. Email address that you wish to use for VAT Registration purposes.