

UAE VAT Registration - Documents Checklist

What the FTA (via EmaraTax) typically requires to register a business for VAT.

How Emirae.Pro helps: Need help preparing these documents? Describe your setup once and compare up to 5 verified UAE consultants - free, no obligation: <https://emirae.pro/submit-request/>

Entity documents

- ☐ Valid trade licence(s) - including all branches
from: You
- ☐ Certificate of incorporation / registration
from: You
- ☐ Memorandum & Articles of Association / partnership agreement
from: You

People & authorisation

- ☐ Passport + Emirates ID of owner(s) holding over 25%
from: Each owner
- ☐ Passport + Emirates ID of authorised signatory
from: Signatory
- ☐ Proof of authorisation (board resolution or Power of Attorney)
from: Company

Banking & contact

- ☐ Bank account details (IBAN) or bank letter
from: Bank
- ☐ Business contact details & registered address
from: You

Financials & activity

- ☐ Turnover declaration (taxable supplies & imports)
from: You - Assess vs the registration threshold
- ☐ Supporting evidence - invoices, contracts, LPOs
from: You
- ☐ Customs registration number
If importer/exporter - from: You

Tip: check whether you meet the mandatory or voluntary VAT threshold first. Documents upload to EmaraTax as PDF (size limits apply). Keep the upcoming UAE e-invoicing rules (phasing 2026-2027) in mind.

This checklist is a general preparation aid from Emirae.Pro. It is not legal, tax or immigration advice, is not an official government form, and acceptance by any bank or authority is not guaranteed. Requirements vary by entity, emirate, bank and activity - always verify current requirements with the relevant authority or a verified consultant. Emirae.Pro is not affiliated with any UAE government entity. Last reviewed: 3 July 2026.