

User Manual

Tax Dispute System

United Arab Emirates - Ministry of Justice

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1. FTA Admin

FTA Admin can view all the objections, details, tasks, other tasks, trails and verdicts. FTA Amin will also receive notification once the objection is accepted by committee and notifications of tasks and trails.

1.1 Login

FTA Admin will login to the system by providing the credentials under Employee section. After pressing the Login button if the credentials are correct the Dashboard page will open.



1.2 Change Password

FTA Admin can also change the password by clicking the forget password option.



After clicking the option the window will open, enter registered Email ID to change the password.





Once the registered email entered press the submit button. If the Email is correct then below window will appear.



Enter the OTP received by Email and the New Password, then press the submit button, if OTP and Email is correct the password will be changed and FTA Admin will login successfully and redirected to dashboard page.

	Employee		
New Passwo	rd *		
		Submit Close	
_			the the



1.3 Dashboard

Upon successful login FTA Admin will be able to view the dashboard screen, where all the stats related to objections will be visible.

SHBOARD OBJECTION REQUESTS OBJ	ECTIONS ARCHIVED TASKE COURT TRIALS VERDICTS CONT	ACT US		
Dashboard	0	(P)	(2)	(
Chiefers technol				
	Under-Review Objections	Open Objections	Closed Objections	
Tasks			8	8
Court Trials	0	1		
Verdicts				
Logout	Rejected Objections	Objections Under Committee Review	Committee Allegat	ions
	O Other Tasks Requests	0 Other Tasks Submitted	11 Tasks Response Pr	nding
	1 Taska Response Provided	5	0 Titals for decision	
	0	1	1	
	Trials Postponed	Judgment for Trials made	Other Trials Requir	ed

1.4 Objection Requests

All the objection requests will be visible under this menu. FTA Admin can also filter the results by search.

Objection F	Requests							
earch								
Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action	
TOBR2		کولوکیریك کولوکیریك sdfsdfsdf	2021-06-24		Dubai 1	Committee Review	£	
TOBR1	ىيى 1/2021 2/2	sdfsdfsdf MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	E 📰 🔮	
ptal Records: 2						**	« 1 » »	
e F	Objection F arch Request No TOBR2 TOBR1 tal Records : 2	Objection Requests Objection No Request No Objection No TOBR2 Objection No TOBR1 2/2 1/2021u ^u tal Records: 2	Objection Requests Colspan="2">Colspan="2" Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" <th colspa<="" td=""><td>Objection Requests arch Objection No Legal Representative Submission Date Request No Objection No Legal Representative Submission Date TOBR2 Sdfadfadf du كولوكوريك كولوكوريك كولوكوريك ولوكوريك وعلوم منها Sdfadfadf du 2021-06-24 2021-06-24 TOBR1 22 1/2021 cpc sdfadfadf MN LN 2021-06-23 Bl Records : 2</td><td>Objection Requests Colspan="2">Submission Date Approval Date Request No Objection No Legal Representative Submission Date Approval Date TOBR2 Sdfsdfsdf طایه کولوکولوکولوکولوکولوکولوکولوکولوکولوکول</td><td>Objection Requests arch Objection No Legal Representative Submission Date Approval Date Committee TOBR2 defedfedf داریایی کولوکوریای کولوکوریای کولوکوریای Submission Date Approval Date Committee TOBR2 22 2021/06-24 2021/06-24 Dubai 1 TOBR1 22 2021/06-23 2021/06-24 Dubai 1 tal Records : 2 2021/06-24 2021/06-24 Dubai 1</td><td>Objection Requests arch Objection No Legal Representative Submission Date Approval Date Committee Status TOBR2 Subdision Date Approval Date Committee Status TOBR2 Subdisford dupts of Status Submission Date Approval Date Committee Status TOBR2 Subdisford MN LN 2021-06-24 Dubai 1 Committee Review TOBR1 22 12021 cm Subdisford MN LN 2021-06-24 Dubai 1 Records : 2</td></th>	<td>Objection Requests arch Objection No Legal Representative Submission Date Request No Objection No Legal Representative Submission Date TOBR2 Sdfadfadf du كولوكوريك كولوكوريك كولوكوريك ولوكوريك وعلوم منها Sdfadfadf du 2021-06-24 2021-06-24 TOBR1 22 1/2021 cpc sdfadfadf MN LN 2021-06-23 Bl Records : 2</td> <td>Objection Requests Colspan="2">Submission Date Approval Date Request No Objection No Legal Representative Submission Date Approval Date TOBR2 Sdfsdfsdf طایه کولوکولوکولوکولوکولوکولوکولوکولوکولوکول</td> <td>Objection Requests arch Objection No Legal Representative Submission Date Approval Date Committee TOBR2 defedfedf داریایی کولوکوریای کولوکوریای کولوکوریای Submission Date Approval Date Committee TOBR2 22 2021/06-24 2021/06-24 Dubai 1 TOBR1 22 2021/06-23 2021/06-24 Dubai 1 tal Records : 2 2021/06-24 2021/06-24 Dubai 1</td> <td>Objection Requests arch Objection No Legal Representative Submission Date Approval Date Committee Status TOBR2 Subdision Date Approval Date Committee Status TOBR2 Subdisford dupts of Status Submission Date Approval Date Committee Status TOBR2 Subdisford MN LN 2021-06-24 Dubai 1 Committee Review TOBR1 22 12021 cm Subdisford MN LN 2021-06-24 Dubai 1 Records : 2</td>	Objection Requests arch Objection No Legal Representative Submission Date Request No Objection No Legal Representative Submission Date TOBR2 Sdfadfadf du كولوكوريك كولوكوريك كولوكوريك ولوكوريك وعلوم منها Sdfadfadf du 2021-06-24 2021-06-24 TOBR1 22 1/2021 cpc sdfadfadf MN LN 2021-06-23 Bl Records : 2	Objection Requests Colspan="2">Submission Date Approval Date Request No Objection No Legal Representative Submission Date Approval Date TOBR2 Sdfsdfsdf طایه کولوکولوکولوکولوکولوکولوکولوکولوکولوکول	Objection Requests arch Objection No Legal Representative Submission Date Approval Date Committee TOBR2 defedfedf داریایی کولوکوریای کولوکوریای کولوکوریای Submission Date Approval Date Committee TOBR2 22 2021/06-24 2021/06-24 Dubai 1 TOBR1 22 2021/06-23 2021/06-24 Dubai 1 tal Records : 2 2021/06-24 2021/06-24 Dubai 1	Objection Requests arch Objection No Legal Representative Submission Date Approval Date Committee Status TOBR2 Subdision Date Approval Date Committee Status TOBR2 Subdisford dupts of Status Submission Date Approval Date Committee Status TOBR2 Subdisford MN LN 2021-06-24 Dubai 1 Committee Review TOBR1 22 12021 cm Subdisford MN LN 2021-06-24 Dubai 1 Records : 2

1.4.1 Objection Details

FTA Admin can view details of the objection by clicking on the details option next to the objection.



DASH	BOARD OBJECTION REQUESTS	DBJECTIONS ARCHIVE	D TASKS COURT T	TRIALS VERDICTS CONTACT US					
ŵ	Dashboard	Objection	n Requests						
8	Objection Requests	Search							
4	Objections Archived								
		Designed Ma	Objection No.	Land Decomposite time	Culturization Data	A	0	04-1	Antina
0	Tasks	Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action
	Tasks Court Trials	Request No TOBR2	Objection No	Legal Representative کولوکیریک کولوکیریک (Sdfsdfsdf	Submission Date 2021-06-24	Approval Date	Committee Dubai 1	Status Committee Review	Action
	Tasks Court Trials Verdicts	Request No TOBR2 TOBR1	Objection No 2/2 1/2021 دبی	Legal Representative کولوکبریک کولوکبریک sdfsdfsdf sdfsdfsdf MN LN	Submission Date 2021-06-24 2021-06-23	Approval Date	Committee Dubai 1 Dubai 1	Status Committee Review Re Opened	Action

Once the clicked on the details option below screen will appear. FTA Admin will be able to view all the details of the objection.

DASHBOARD OBJECTION REQUESTS		
Dashboard	ن Objection Requests- 2/2 1/2021 ديس	←
Objection Requests		
Objections Archived Tasks	Necessary Information	• ×
🐏 Court Trials	Information of Agent	~
Merdicts	Information of Commercial License	~
🕞 Logout	Information For Federal Tax Authority Reconsideration Reasons Of Objection	~
	Objection Information	~
	Trials	~
	Tax and Penalties Payment	~
	Objective Of Objection	~
	Documents	~

1.4.2 Tasks

By clicking the option of the tasks next to each objection request, FTA Admin will view the list of all the tasks related to the specific objection request.

D		OBJECTION REQUESTS								
ų	🏠 Dashbo	ard	0bjectio	n Requests						
	Cobjection	on Requests	Search							
	Cobjectio	ons Archived								
	Tasks		Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action
			TOBR2		کولوکیریك کولوکیریك sdfsdfsdf	2021-06-24		Dubai 1	Committee Review	(L)
1	Court Tr	urt Trials	TOBR1	ىبى 1/2021 2/2	sdfsdfsdf MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	E 📰 🚭
ŝ	Verdicts	8	Total Decorde : 2							
0	- Logout		roter NECUlus . 2						66	¢ 1 > >

After clicking the tasks option below screen will appear with the list of all the Tasks. FTA Admin can search from the list of tasks.



Tasks List					
arch					
Task No	Objection No	Details	Deadline	Status	Action
TSKRq12	ىبى 1/2021 2/2	Task For Legal Representative	2021-08-31	Pending	1
TSKRq11	ىبى 1/2021 2/2	Task For State Lawyer	2021-08-12	Pending	1
TSKRq10	نبى 1/2021 2/2	Task For Legal Representative	2021-08-11	Pending	1
TSKRq9	ىبى 1/2021 2/2	Task For Legal Representative	2021-08-10	Pending	6
TSKRq8	نبي 1/2021 2/2	Task For Legal Representative	2021-07-31	Submitted	<u></u>
TSKRq7	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	1
TSKRq6	ىيى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	1
TSKRq5	نبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	1
TSKRq4	دبي 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	1
	0.0.10001	wielie in the state			D.

FTA Admin can also view the details of the task by clicking the details option next to each task. If the response of the task is available FTA Admin can also view the response and the documents attached on the same screen. By clicking the details option bellow screen will open.

Tasks List						New Tas
rch	0					
Task No	Task Details - 2/2	دبي 1/2021 !				Action
TSKRq12	Reference Number:	TSKRq8	Task:	Task For Legal Representative		ß
TSKRo11	Request For:	Plaintiff	Deadline:	2021-07-31		- D
15000011	Status	Submitted				
TSKRq10	Details:	Test Task				1
TSKRq9						
TSKRq8	Response Details					1
TSKRq7	Task:	Task For Legal Representative	Response Date:	2021-07-25 02:51 PM		6
TSKRq6	Details:	Test Response				2
TSKRq5					Close	1
TSKRq4	ىيى 1/2021 2/2	Plaintiff	Task For Legal Representative	2021-07-31	Pending	
			elei is is		~ ~	n.
						Clo

Once the task response will be submitted the status of the task will be "Submitted". If the legal representative or the state lawyer did not respond to the task and the deadline is passed then the deadline will become red to highlight that no response is submitted.

1.4.3 Trails

FTA Admin can view the trails of the objection by clicking the Trails option next to each open objection request.



DASHBOARD OBJ	ECTION REQUESTS	OBJECTIONS ARCHIVE	TASKS COURT	TRIALS VERDICTS CONTACT US						
n Dashboard		Objection	Requests							
Objection Rec	juests	Search								
Objections Ar	chived									
Tasks		Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action	
		TOBR2		كولوكبريك كولوكبريك sdfsdfsdf	2021-06-24		Dubai 1	Committee Review	<u>.</u>	
Prourt Trials		TOBR1	ىتى 1/2021 2/2	sdfsdfsdf MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	E 📰 😤	
Merdicts		Total Records: 2								
- Logout										

After clicking the trail option below screen will open with the list of all the trails of the specific objection.

Court Trials	;					
Search						
Trial No	Objection No	Trial Date	Trial Time	Committee	Status	Action
TRIL5	ىتېي 2/2 1/2021	2021-08-09	12:00:31 AM	Dubai 1	Scheduled	2
TRIL4	ىبى 1/2021 2/2	2021-08-24	08:00:31 AM	Dubai 1	Scheduled	2
TRIL3	ىيى 1/2021 2/2	2021-08-18	01:30:31 AM	Dubai 1	Scheduled	2
TRIL2	ىبى 1/2021 2/2	2021-08-10	11:30:31 AM	Dubai 1	Judgement	1
TRIL1	ىتېي 1/2021 2/2	2021-06-24	06:00:31 PM	Dubai 1	Another Trial Required	1
iotal Records: 5	Records: 5					
						Clos

1.5 Objection Archived

Once the judgment is passed against the objection then that objection will be visible under Objection archived menu. From the objection archived menu FTA admin can view all the details, tasks and trails of the objection. Once the objection is under archived the status of the objection will be "closed".

A DASHBOARD OBJECTION REQUESTS	OBJECTIONS ARCHIVED	TASKS COURT TRIALS	VERDICTS CONTACT US					
🚯 Dashboard 📳 Objections Archived								
Objection Requests	Objection Requests Search							
Cbjections Archived								
📰 Tasks	Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action
Court Trials	Total Records: 0						a.a.	« » »»
é Verdicts								
- Logout								

1.6 Tasks Menu

FTA Admin can view all the tasks irrespective of the specific objection. All the tasks from all the objections will appear under this menu and FTA Admin can search and view details of the tasks



DASHBOARD OBJECTION REQUESTS	OBJECTIONS ARCHIVED	ASKS COURT TRIALS VERDICTS	S CONTACT US			
n Dashboard	Tasks List					
Objection Requests	Search					
Objections Archived						
Tasks	Task No	Objection No	Details	Deadline	Status	Action
	TSKRq12	ىبى 1/2021 2/2	Task For Legal Representative	2021-08-31	Pending	1
Providence Court Trials	TSKRq11	ىبى 1/2021 2/2	Task For State Lawyer	2021-08-12	Pending	2
Merdicts	TSKRq10	ىبى 2/2 1/2021	Task For Legal Representative	2021-08-11	Pending	1
☐ Logout	TSKRq9	ىبى 1/2021 2/2	Task For Legal Representative	2021-08-10	Pending	1
	TSKRq8	ىبى 2/2 1/2021	Task For Legal Representative	2021-07-31	Submitted	1
	TSKRq7	ىبى 2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	2
	TSKRq6	ىبى 2/2 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	
	TSKRq5	دېي 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	1
	TSKRq4	دبى 2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	1
	TSKRq3	دبى 2/2 1/2021	Task For Legal Representative	2021-07-31	Pending	1
	TSKRq2	ىبى 1/2021 2/2	Task For Legal Representative	2021-06-25	Pending	1
	TSKRq1	ىبى 1/2021 2/2	Task For Legal Representative	2021-06-25	Pending	1
	Total Records: 12				ee.	« 1 » »»

1.7 Court Trails

All the trails from all the objections will be visible under this menu. Irrespective of the specific objection all the trails from all the objections will be visible. FTA Admin can view the details of trail by clicking the details option next to each trail.

DASHBOARD OBJECTION REQUESTS	OBJECTIONS ARCHIVED	TASKS COURT TRIALS	VERDICTS CONTACT US				
n Dashboard	Court Tria	ls					
Cbjection Requests	Search						
Objections Archived							
Tasks	Trial No	Objection No	Trial Date	Trial Time	Committee	Status	Action
	TRIL5	دېن 1/2021 2/2	2021-08-09	12:00:31 AM	Dubai 1	Scheduled	1
Court Trials	TRIL4	دېي 1/2021 2/2	2021-08-24	08:00:31 AM	Dubai 1	Scheduled	2
Verdicts	TRIL3	دىي 1/2021 2/2	2021-08-18	01:30:31 AM	Dubai 1	Scheduled	1
[→ Logout	TRIL2	دبى 1/2021 2/2	2021-08-10	11:30:31 AM	Dubai 1	Judgement	2
	TRIL1	دبى 1/2021 2/2	2021-06-24	06:00:31 PM	Dubai 1	Another Trial Required	2
	Total Records: 5						«« « 1 » »»

By clicking the details option bellow screen will appear, where FTA Admin will view all the details of the verdict.

Trial Details - 2/2 1/2021 دېم					
Objection No:	ديى 2/2 1/2021 2/2	Committee:	Dubai 1		
Reference No:	TRIL2	Trial Date:	2021-08-10		
Trial Time:	11:30 AM				
Details:	Test Details				
Status	Scheduled				
Outcome Detai	ls				
Reference No:	TROC2	Date	2021-08-16		
Details:	Test				
Status	Judgement				
				Close	

1.8 Verdicts

All the verdicts from all the objections will be available under this menu. Irrespective of the specific objection the verdicts from all the objections will be available under this menu. FTA



Admin can search from the list of verdicts and can also view the details of each verdict by clicking the details icon next to each verdict.

DASHBOARD OBJECTION REQUESTS		COURT TRIALS VERDICTS					
衸 Dashboard	Verdicts						
Objection Requests Objections Archived	Search						
Tasks	Objection No	Verdict Date	Trail Number	Trail Date	Trail Time	Committee	Action
월. Court Trials	ديى 1/2021 2/2	2021-08-16	TRIL2	2021-08-10	11:30 AM	Dubai 1	A .1
Verdicts	Total Records: 1					66	« 1 » »»
☐ Logout							

By clicking the details of the verdict below screen will open where the FTA Admin can view the details of the verdict and can download the file if available against the verdict.

A DASHBOARD OBJECTION REQUESTS	OBJECTIONS ARCHIVED	TASKS COURT TRIALS	S CONTACT US		
Dashboard	Verdicts				
Objection Requests	Verdict Details - 2/2	TRIL2 - يبي 1/2021			
Objections Archived	Details:				100
📆 Tasks	Test Date:	2021-08-16	Status	Judgement	ail
🐏 Court Trials					
é Verdicts					«« « 1 » »»
🕞 Logout					
					Close

1.9 Logout

By clicking the logout FTA Admin will redirect back to Login Screen.

Ś	Dashboard
	Objection Requests
*	Objections Archived
0-00 4 4 4	Tasks
	Court Trials
	Verdicts
G.	Logout