

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		
OTP *			
New Passwo	rd *		
		Submit Close	
_		ter.	



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 TASKS COURT TRIALS VERDICTS CON	TACT US		
Dashboard	0	0	0	P
Objection Requests Objections Archived	Under-Review Objections	Open Objections	Closed Objections	
Tasks	under-keview objections	Open Objections		_
Court Trials	0	1	6	
Verdicts	-			
Logout	Rejected Objections	Objections Under Committee Review	Committee Allegation	•
	O Other Tasks Requests	0 Other Tasks Submitted	11 Tasks Response Pend	
	umer taaks kequesta	Other Tasks Submitted	ianks response Pend	
	1	5	0	
	Tasks Response Provided	Trials Scheduled	Trials for decision solution	eduled
		_	E	E
	0	1	1	E
	Trials Postponed	Judgment for Trials made	Other Trials Required	

1.4 Objection Requests

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

DASHBOARD OBJECTION REQUESTS	BJECTIONS ARCHIVE	D TASKS COURT 1	RIALS VERDICTS CONTACT US					
Dashboard	Objection	n Requests						
Objection Requests	Search							
Objections Archived								
Tasks	Request No							
· · · · · · · · · · · · · · · · · · ·	TOBR2		كولوكيريك كولوكيريك sdfsdfsdf	2021-06-24		Dubai 1	Committee Review	<u></u>
E Court Trials	TOBR1	ىبى 1/2021 2/2	sdfsdfsdf MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	E 📰 🚆
h Verdicts	Total Records: 2							« 1 » »»
🕞 Logout							**	« 1 » »»

1.4.1 Objection Details

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



DASHBOARD OBJECTION REQUESTS	OBJECTIONS ARCHIVE	ED TASKS COURT	TRIALS VERDICTS CONTACT US					
Dashboard	0bjectio	n Requests						
Objection Requests Search								
Objections Archived	Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action
Tasks	TOBR2		کولوکیریك کولوکیریك sdfsdfsdf	2021-06-24		Dubai 1	Committee Review	
Court Trials	TOBR1	ىبى 1/2021 2/2	sdfsdfsdf MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	D 🖩 🛃
Verdicts	Total Records: 2						66	« 1 » »»
- Logout								

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	~
de Verdicts	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.

DASHBOARD OBJECTION REQUESTS	OBJECTIONS ARCHIVE	D TASKS COURT 1	TRIALS VERDICTS CONTACT US						
Dashboard	Objection	n Requests							
Objection Requests Search Q									
Objections Archived	Cojections 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)	
E Court Trials	TOBR1	ىيى 1/2021 2/2	sdfsdfsdf MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	E 🔜 🚭	
left Verdicts	Total Records : 2								
🕞 Logout	inter necorus . 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.



irch					
Task No	Objection No	Details	Deadline	Status	Action
TSKRq12	دېي 1/2021 2/2	Task For Legal Representative	2021-08-31	Pending	1
TSKRq11	نبى 1/2021 2/2	Task For State Lawyer	2021-08-12	Pending	<u></u>
TSKRq10	نبي 1/2021 2/2	Task For Legal Representative	2021-08-11	Pending	1
TSKRq9	ىيى 1/2021 2/2	Task For Legal Representative	2021-08-10	Pending	1
TSKRq8	دبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Submitted	A
TSKRq7	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	(d. 1)
TSKRq6	ىتى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	(L)
TSKRq5	نټي 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	1
TSKRq4	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	Ð

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.

ch	0					
Task No	Task Details - 2/2	دبي 1/2021 2				Action
TSKRq12	Reference Number:	TSKRq8	Task:	Task For Legal Representative		B
TSKRq11	Request For:	Plaintiff	Deadline	2021-07-31		
	Status	Submitted				
TSKRq10	Details:	Test Task				
TSKRq9						1
TSKRq8	Response Details	3				1
TSKRq7	Task:	Task For Legal Representative	Response Date:	2021-07-25 02:51 PM		
TSKRq6	Details:	Test Response				
TSKRq5					Close	1
TSKRq4	ىيى 1/2021 2/2	Plaintiff	Task For Legal Representative		Pending	

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 OBJECTION REQUESTS	OBJECTIONS ARCHIVE	D TASKS COURT T	TRIALS VERDICTS CONTACT US						
n Dashboard	Objection	n Requests							
Objection Requests									
Objections Archived									
📰 Tasks	Request No								
	TOBR2		کولوکېریك کولوکېریك sdfsdfsdf	2021-06-24		Dubai 1	Committee Review	1	
🚆 Court Trials	TOBR1	ىبى 1/2021 2/2	sdfsdfsdf MN LN	2021-06-23	2021-06-24	Dubai 1	Re Opened	E 📰 🛃	
Verdicts	Total Records: 2								
🕞 Logout							αα	c 1 > >>	

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

rch						
Trial No	Objection No	Trial Date	Trial Time	Committee	Status	Action
TRIL5	ىبى 1/2021 2/2	2021-08-09	12:00:31 AM	Dubai 1	Scheduled	1
TRIL4	ىبى 1/2021 2/2	2021-08-24	08:00:31 AM	Dubai 1	Scheduled	2
TRIL3	ىبى 1/2021 2/2	2021-08-18	01:30:31 AM	Dubai 1	Scheduled	1
TRIL2	ىبى 1/2021 2/2	2021-08-10	11:30:31 AM	Dubai 1	Judgement	2
TRIL1	ىتى 1/2021 2/2	2021-06-24	06:00:31 PM	Dubai 1	Another Trial Required	2
TRIL1	دبى 1/2021 2/2	2021-06-24	06:00:31 PM	Dubai 1	Another Trial Required	2

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".

DASHBOARD OBJECTION REQUESTS	OBJECTIONS ARCHIVED	TASKS COURT TRIALS	VERDICTS CONTACT US					
鹷 Dashboard	Objections	Archived						
Objection Requests	Search							
Objections Archived								
📅 Tasks	Request No	Objection No	Legal Representative	Submission Date	Approval Date	Committee	Status	Action
Scourt Trials	Total Records: 0						**	¢ > >>
Merdicts								
☐ 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	Tasks List					
Coljection Requests	Search					
Collections Archived						
Tasks	Task No	Objection No	Details	Deadline	Status	Action
9. Court Trials	TSKRq12	ىبى 1/2021 2/2	Task For Legal Representative	2021-08-31	Pending	
	TSKRq11	ىبى 1/2021 2/2	Task For State Lawyer	2021-08-12	Pending	2
Verdicts	TSKRq10	ىبى 1/2021 2/2	Task For Legal Representative	2021-08-11	Pending	
- Logout	TSKRq9	ىبى 1/2021 2/2	Task For Legal Representative	2021-08-10	Pending	2
	TSKRq8	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Submitted	
	TSKRq7	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	
	TSKRq6	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	
	TSKRq5	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	
	TSKRq4	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	2
	TSKRq3	ىبى 1/2021 2/2	Task For Legal Representative	2021-07-31	Pending	1
	TSKRq2	ىبى 1/2021 2/2	Task For Legal Representative	2021-06-25	Pending	1
	TSKRg1	ىبى 1/2021 2/2	Task For Legal Representative	2021-06-25	Pending	2

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	Court Tria	ls					
Objection 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	
Court Trials	TRIL4	دېي 1/2021 2/2	2021-08-24	08:00:31 AM	Dubai 1	Scheduled	
Merdicts	TRIL3	ىبى 1/2021 2/2	2021-08-18	01:30:31 AM	Dubai 1	Scheduled	
🕞 Logout	TRIL2	دبى 1/2021 2/2	2021-08-10	11:30:31 AM	Dubai 1	Judgement	
	TRIL1	دبى 2/2 1/2021	2021-06-24	06:00:31 PM	Dubai 1	Another Trial Required	L

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

Objection No:	ديي 2/2 1/2021	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			

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	OBJECTIONS ARCHIVED TASKS	COURT TRIALS VERDICTS	CONTACT US				
n Dashboard	Verdicts						
Objection Requests Objections Archived	Search						
1 Tasks	Objection No						
Court Trials	ىبى 2/2 1/2021	2021-08-16	TRIL2	2021-08-10	11:30 AM	Dubai 1	ß
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:					
Tasks	Test Date:	2021-08-16	Status	Judgement	nittee	Action
🐏 Court Trials	Date.	2021-00-10	Status.	Judgement	ai 1	
Verdicts						x 1 x xx
🕞 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