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UAE Compliance Calendar

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A night-time photograph of the Burj Al Arab hotel in Dubai, United Arab Emirates. The building is illuminated with warm orange and yellow lights, and its distinctive sail-like structure is clearly visible against the dark sky. The building's reflection is visible in the water in the foreground.

Introduction

The business landscape of the United Arab Emirates has undergone rapid evolution bringing along fast paced regulatory changes. In this dynamic regulatory environment, it is imperative for businesses to ensure compliance with the laws imposed by the Regulatory bodies. With increased regulations and different Due Dates, businesses often miss the deadlines and incur huge penalties.

This Calendar is a handbook of key compliances applicable to companies operating in the UAE along with the due dates.

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UAE

Compliance Calendar

Company Registration / Deregistration

Sr. No.	Particulars	Compliance Department	Due Date
1	Trade License / Commercial Register	Department of Economic Development / Free Zone	On expiry of license
2	Tenancy contract / Ejari	Dubai Land Department	Renewal as per Contract
3	P.O.Box	Post Office	Every Year - December 31
4	Chamber of Commerce Certificate	Chamber of Commerce	On expiry of Certificate
5	Establishment Card	Ministry of Interior General Directorate of Residency & Foreign Affairs	On expiry of Card
6	Labour Computer Card	Ministry of labour	On expiry of Card
7	Customs Registration (EXIM code)	Customs Department	Every Year
8	Specific registration based on the nature of Business	Concerned Authorities	On expiry of license
9	KYC update with Bank	Respective Bank	On opening of account / As per bank policy
10	Deregistration of the company - Removal of name from commercial Register	Relevant Licensing Authority	As per the Relevant Licensing Authority

Human Resource

Sr. No.	Particulars	Compliance Department/Method	Due Date
1	Residence Visa & Emirates ID	GDRFA	On expiry of Visa
2	Medical Insurance	Insurance Authority	Every Year
3	End of Service Benefit	Calculation as per UAE Labour Law	On Termination / Resignation of employee
4	Salary / Wages Protection System	Requirements as per UAE Labour Law	Monthly



Companies Act

Sr. No.	Particulars	Compliance Method	Due Date
1	Annual Accounts and Report	Submission of Financial Reports to Free Zone Authority. Maintenance of books of accounts in case of Mainland Company	Within three months / stipulated time from the end of the financial year
2	General Assembly	Convened through a 15-day prior invitation from the Manager or the Board of Directors	At least once within four months following the end of the financial year
3	Board Meetings	Notice of meetings to be given as per MOA/AOA	4 times a year / As per MOA
4	Amendment or change in the registered particulars of the company	Registration of MOA and subsequent amendments with the competent authority	Within 15 days upon the occurrence of the change



Value Added Tax

Sr. No.	Particulars	Compliance Method	Due Date
1	Mandatory registration in case of residents (TRN Certificate)	Registration shall be made through the Federal Tax Authority's e-service portal	30 days from the date of triggering event
2	Mandatory registration in case of non-residents (TRN Certificate)	Registration shall be made through the Federal Tax Authority's e-service portal	Immediately before making taxable supplies
3	VAT Return	Periodic Return shall be submitted through The Federal Tax Authority's e-service portal	28th day of the month following the tax period
4	Tax Invoice	Tax Invoice shall be delivered to the recipient physically or through electronic mode	14 days from the date of supply
5	Input tax claim prior to VAT Registration	Input can be claimed through the first VAT Return	First tax return
6	Input tax claim in VAT return	Input can be claimed through the periodic VAT Return	First tax period during which the eligibility criteria is met and immediately subsequent tax period
7	Annual wash up computation (Applicable where supply involves exempt supply)	Adjustment shall be made in the first VAT return filed for the subsequent tax year	First tax period following the tax year
8	Payment of tax liability due on the VAT return	Payment shall be made to the FTA via net banking, e-dirham, money exchanges using GIBAN	28th day of the month following the tax period
9	Voluntary Disclosure (VD)	VD shall be submitted through FTA's e-service portal	20 business days from the date on which the registrant is aware of error/ omission in the submitted VAT return

Sr. No.	Particulars	Compliance Method	Due Date
10	Payment of VAT due on account of submitting the Voluntary Disclosure	Payment shall be made to the FTA via net banking, e-dirham, money exchanges using GIBAN	20 business days from the date of submitting the VD
11	Update of Tax Related Records	Update shall be made in the FTA e-service portal of the registrant	20 days from the date of changes/expiry of documents
12	Tax Audit Assessment - Requesting the reconfirmation of documents of Assessment	Through FTA portal or Email	20 business days from the date of the notification provided by the Authority
13	Application to FTA for reconsidering its decision	Application shall be submitted using the form provided by the FTA	20 business days from the date of being notified of the decision
14	Objection regarding authority's reconsideration decision (Appealing before TDRC)	Objection shall be submitted before Tax Dispute Resolution Committee (TDRC)	20 business days from the date of notification of reconsideration decision
15	Challenge the Decision of the TDRC before the competent court (only where the value of tax/penalty exceeds AED 100,000)	Objection shall be submitted before Competent Court	20 days from the date of notification of decision of TDRC
16	Deregistration application	Application shall be submitted through the FTA's e-service portal	20 business days from the date of triggering event
17	Tax related records (general case)	Records shall be maintained physically	5 years after the end of the tax period to which they relate
18	Tax related records (real estate records)	Records shall be maintained physically	15 years after the end of the tax period to which they relate

Excise Tax

Sr. No.	Particulars	Compliance Department	Due Date
1	Excise Tax Registration	Registration is applied through FTAs E-services portal	On intending to import, produce or become a store keeper of Excisable Goods
2	Registration of Excisable Product with FTA	Per product Registration is applied through Brandsync (FTA)	Before importing or producing the product in UAE
3	Import Declaration	Multiple Declarations for a Tax period are filed through FTA's e-services portal	Before excisable goods are imported into UAE
4	Producer Declaration	One declaration is filed through FTA's e-services portal per Tax period	On producing the excisable goods in UAE
5	Lost and Damaged Declaration	Multiple declarations for a Tax period are filed through FTA's e-services portal	Within 30 days of goods being damaged or lost within DZ
6	Designated Zone Reporting	Multiple declarations for a Tax Period are filed through FTA's e-services portal	On production, release or consumption of goods within the DZ
7	Purchase Declaration	Multiple declarations for a Tax period are filed through FTA's e-services portal	On local purchase of goods with the intention of export
8	Deductible Declaration	One declaration is filed per tax period through FTA's e-services portal	On export of Excisable goods, on becoming a component of another Excisable product or on entry of Excisable products on which Tax was previously paid into a DZ not requiring Customs Clearance

Sr. No.	Particulars	Compliance Method	Due Date
9	Excise Tax Return	Monthly Return is filed through FTAs e-services portal	15th day of following month
10	Payment of Excise Tax	Monthly payment is made through FTAs e-services portal using net banking, e-Dhirham, Cards or Approved Exchanges	15th day of following month
11	Excise Tax Refund	Refund application is submitted for each Deductible Declaration through FTA's e-services portal	3 months following the month of filing the Deductible Declaration
12	Voluntary Disclosure	VD is submitted through FTAs e-services portal for each Return filed in error/omission	Within 20 business days from date of being aware of error/omission
13	Reconsideration	Reconsideration is submitted per penalty levied through the online reconsideration form	Within 20 business days from date of levy of penalty
14	Update of Product Details	Registered product details are updated through Brandsync (FTA)	On change in price or every 6 months, whichever is earlier
15	Excise Tax De-registration	De-registration is applied through FTAs E-services portal	Within 30 days of ceasing to conduct any activity in relation to Excisable Goods and after 6 months from date of registration



Economic Substance Regulation

Sr. No.	Particulars	Compliance Method	Due Date
1	Economic Substance Notification	Filing with Ministry of Finance	Within 6 months of end of financial year
2	Economic Substance Report	Filing with Ministry of Finance	Within 1 year from the end of financial year
3	Response to the penalty proceedings initiated	Filing with Ministry of Finance / Mail to the Competent Authority	As per the time prescribed

Ultimate Beneficial Owner

Sr. No.	Particulars	Compliance Method	Due Date
1	Ultimate Beneficial Owner details	The details are to be filed with the Respective Licensing Authority	On Registration / As per deadline prescribed by the Licensing Authorities/ On renewal of license
2	Changes in Ultimate Beneficiary	Filing with the Respective Licensing Authority	Within 15 days of such change



Country by Country Reporting

Sr. No.	Particulars	Compliance Method	Due Date
1	Notification by Ultimate Parent Entity of MNE Group in the UAE	Details to be filed on the CbCR portal of Ministry of Finance	No later than the last day of the financial reporting year of such MNE.
2	Report by Ultimate Parent Entity of MNE Group in the UAE	Details to be filed on the Cbcr Portal of Ministry of Finance	Within 1 year from the end of financial year



Anti-Money Laundering Regulations

Sr. No.	Particulars	Compliance Method	Due Date
1	Registration on GoAML Portal	Designated Non-Financial Business- es and Professions ("DNFBP's) should register on Integrated platform of Ministry of Economy	Upon registration of company
2	Compliance with the Regulation	Appointment of Compliance Officer, Framing AML Policy and Procedures, Undertaking CDD, EDD checks for customer and Reporting of Suspicious Transaction through the Go AML Portal	All DNFBPs are required to comply to ensure compliance
3	Subscription to the UN Security Sanctions List	https://www.uaieic.gov.ae/en-us/	All DNFBPs are required to subscribe to ensure compliance
4	Annual AML/CFT Risk Assessment Informa- tion	Login to the Ministry of Economy AML Portal (Data pertains to January to December period)	Annually
5	Response to Penalty proceedings initiated by the authorities	Though the mail vide the Grievance Request Form	Within 15 days of receipt of penalty notice





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