Login to the FTA eServices portal and go to the ‘VAT’ tab whereby you will be able to access your VAT Returns. From this screen you should click on the option “VAT 201 – New VAT Return”

Complete the Form:
Fill in the following details:
• The sales and all other outputs as well as expenses and all other inputs as follows:
  1. The net amounts excluding VAT.
  2. The VAT amount.
• The system will then calculate the payable or refundable tax.

Submit the Form: carefully review all of the information entered on the form after completing all mandatory fields and confirming the declaration. Once you confirm that all of the information included in the VAT Return is correct, click on the Submit button.

Settle the payable VAT (if applicable) through “My Payments” tab. Ensure payment deadlines are met.

For further information, please visit the Federal Tax Authority website www.tax.gov.ae