Economic Substance Filing Portal

Quick guide

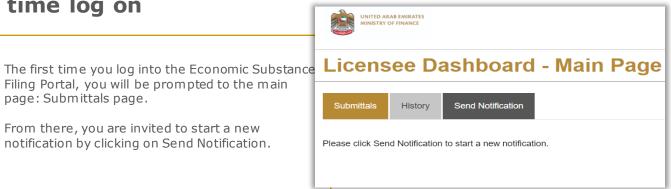## Access the Economic Substance Filing portal

- To access the Portal, the entity must have an existing MOF corporate account, and use its credentials.

- If the entity is not registered as a corporate user, it can create an account by clicking the following link to the MOF registration page:

  https://eservices.mof.gov.ae/Shared/Account/CreateUser

Login

user name

password

Remember me ☐

Login

?Forgot your password   Create a new account

First time log on
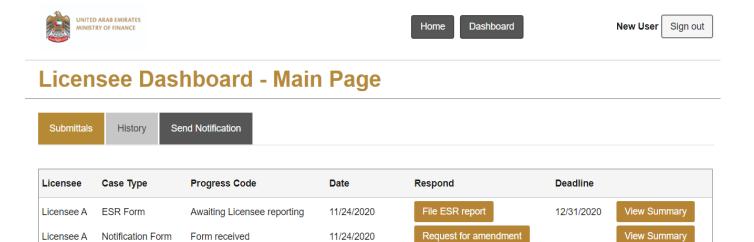
- The first time you log into the Economic Substance Filing Portal, you will be prompted to the main page: Submittals page.

- From there, you are invited to start a new notification by clicking on Send Notification.

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Licensee Dashboard - Main Page

| Submittals | History | Send Notification |

Please click Send Notification to start a new notification.

The Licensee Dashboard – Main Page

The Licensee Dashboard is the main page that you will see every time you log onto the portal. This dashboard provides an overview of the forms that have been submitted and their status. The dashboard also allows the Licensee to create a new submission or request amendment of a Notification or Economic Substance Report previously submitted.

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Licensee Dashboard - Main Page

| Submittals | History | Send Notification |

Licensee	Case Type	Progress Code	Date	Respond		Deadline	
Licensee A	ESR Form	Awaiting Licensee reporting	11/24/2020	File ESR report		12/31/2020	View Summary
Licensee A	Notification Form	Form received	11/24/2020	Request for amendment			View Summary

Submittals

By clicking this button, you will see an overview of all relevant submissions and associated penalties and appeals.

History

By clicking this button, you will see an overview of all historical periods.

Send Notification

By clicking this button, you will be able to create a Notification form to be completed and submitted.

The Licensee Dashboard – Main Page

Case type

There are four case types:

1. **Notification:** The Economic Substance Notification.
2. **ES Report:** The Economic Substance Report.
3. **Penalty:** any penalty issued in respect of either the Notification or ES Report.
4. **Appeal:** any appeal which has or can be filed by the Licensee.

Date Submitted

This shows the most recent date of activity.

Deadline

This shows the deadline for an action to be completed.

Licensee	Case Type	Progress Code	Date submitted	Respond	Deadline

Licensee

This is the name of the entity that submitted the Notification and ES Report

Progress Codes

These codes show the current status of the various case types (see below).

Respond

1. **File ES Report:** This button creates an ES Report to be completed and submitted, and only appears if the Licensee is required to file an ES Report based on the Notification submitted
2. **Request for amendment**: This button is used to request the amendment and resubmission of a Notification or ES Report
3. **Resubmit**: This button is used to resubmit an amended Notification or ES Report or to provide additional information as required
4. **Pay penalty:** This button is used to pay penalty
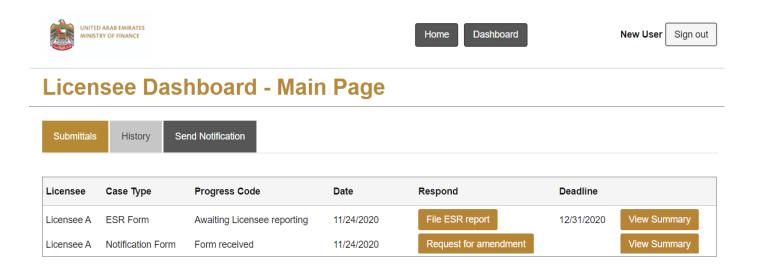5. **File appeal**: This button is used to file an appeal

Progress codes

Progress code	Description
Awaiting Report submission	Licensee is required to submit an ES Report
Form submitted	Licensee has (re-)submitted a Notification or ES Report, or provided additional information (if requested)
Amendment requested	Licensee has requested the amendment of a Notification or ES Report previously submitted
Action required	Licensee is required to provide additional information
Rejected	A Notification or ES Report has been rejected by the Regulatory Authority or Federal Tax Authority
Deadline exceeded	The Licensee has not taken a necessary action (e.g. submit an ES Report, provide information) by the relevant deadline
Penalty due	Licensee has been issued with a penalty
Penalty paid	Licensee has paid the penalty issued
Appeal submitted	Licensee has submitted a request for appeal
No appeal submitted	Licensee has not submitted an appeal
Appeal deadline expired	Licensee has not submitted an appeal during the allocated period of time

Access your case summary

By clicking "View Summary" you will have access to the history of the relevant case types, including:

- Submissions and resubmissions
- Related correspondence (including additional information provided)

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Licensee Dashboard - Main Page

Submittals   History   Send Notification

Licensee	Case Type	Progress Code	Date	Respond	Deadline	
Licensee A	ESR Form	Awaiting Licensee reporting	11/24/2020	File ESR report	12/31/2020	View Summary
Licensee A	Notification Form	Form received	11/24/2020	Request for amendment		View Summary

This is the reference number required for IT support (see below)

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Summary

Submittals   History   Send Notification

Case 2020 - 72

10/19/2020: Economic Substance Report

Date	Records
10/19/2020	Economic Substance Report
10/19/2020	Economic Substance Report
10/21/2020	Economic Substance Report

◀ Go back

Find FAQ and support section

FAQ and support section are in footer.

Privacy policy	Customer charter	FAQ	Guide	Helpdesk

Redirecting to MOF FAQ

Contact support on the following email

ESRsupport@cbrain.com