Date:

**To: Federal Tax Authority**

**Subject: Declaration Letter**

In reference to above mentioned subject, kindly note that **"Business Name"** has the below mentioned turnover for the following years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Standard rate sales (5%)**  **Amount (AED)** | **Zero rated sales (0%)Amount (AED)** | **Sales out of scope Amount (AED)** | **Taxable Expenses Amount (AED)** |
| 2018 |  |  |  |  |
| 2019 |  |  |  |  |
| 2020 |  |  |  |  |
| 2021 |  |  |  |  |

We started making taxable supplies on **"Month, Year"** and we reached the registration threshold *(Mandatory AED 375,000/Voluntary AED 187,500)* on **"Month, Year".**

I hereby declare that the information related to this disclosure is complete and best to my knowledge and none of above information is false or misrepresented as it is supported by documentary proof such as: signed & stamped monthly taxable supplies for the last 12 months by the authorized signatory, Supporting financial documents (e.g.: Invoices/LPOs/contracts/title deed/tenancy contracts).

***I declare that I will not reach mandatory threshold in next month.***

***Authorized Signatory (ORIGINAL Sign and Stamp not cropped or scanned)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 2018** | **Standard rate sales (5%)**  **Amount (AED)** | **Zero rated sales (0%)Amount (AED)** | **Sales out of scope Amount (AED)** | **Taxable Expenses Amount (AED)** |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |

***Authorized Signatory (ORIGINAL Sign and Stamp not cropped or scanned)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 2019** | **Standard rate sales (5%)**  **Amount (AED)** | **Zero rated sales (0%)Amount (AED)** | **Sales out of scope Amount (AED)** | **Taxable Expenses Amount (AED)** |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 2020** | **Standard rate sales (5%)**  **Amount (AED)** | **Zero rated sales (0%)Amount (AED)** | **Sales out of scope Amount (AED)** | **Taxable Expenses Amount (AED)** |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |

***Authorized Signatory (ORIGINAL Sign and Stamp not cropped or scanned)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 2021** | **Standard rate sales (5%)**  **Amount (AED)** | **Zero rated sales (0%)Amount (AED)** | **Sales out of scope Amount (AED)** | **Taxable Expenses Amount (AED)** |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |

***Authorized Signatory (ORIGINAL Sign and Stamp not cropped or scanned)***