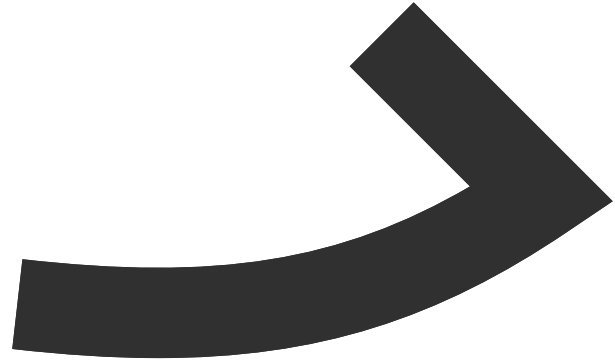
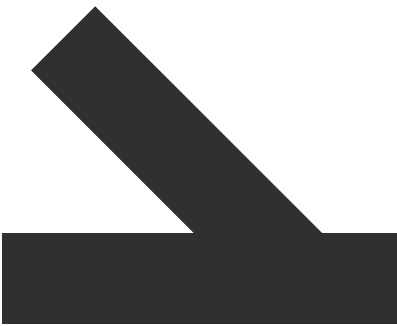


planet



---

# Merchant Registration



# Introduction to merchant registration

Complete the registration process in 3 easy steps!

After 1<sup>st</sup> October we will start rolling out the online training guides for your staff

## Step 1

### Complete the online registration form

---

Visit our website:  
[www.planetpayment.ae](http://www.planetpayment.ae)

Go to the Merchant section and click on the registration button.

Complete the online registration form.

You will be asked to provide the following information:

- Contact details
- Contract details
- Invoicing details
- Store details

## Step 2

### Review and sign the contract

---

Check your inbox for a confirmation email.

The email will include:

- Link to your individual account where you can check the data provided and check the progress of your application
- Pre-filled contract
- Credit check consent form
- Instructions on next steps

## Step 3

### Upload the required documents

---

To complete the registration you will need to **digitally sign** the contract and credit check consent form.

You will also need to upload:

- TRN certificate
- Trade License certificate
- Power of attorney (if applicable, when the signatory is not named on the Trade License)
- Specimen of the signature of the signatory


# 1 Complete online form

## Contact details

Fill in the contact details of the person responsible for managing the overall registration process (the person registering can be different from the contract signatory).

### Contact details

The person to whom we will send progress updates regarding the registration process.

First name*	Last name*	Job Title*
Email*	Confirm email*	 Phone number*

**Next**

## Contract details

Details of the legal entity entering into the Tax Refund Scheme and signatory details. If you have more than one TRN to register for Tax Free, please complete a new registration for each TRN you wish to register.

### Contract details

The contract will be pre-populated with the information entered on this page. The legal entity named on the TRN certificate will be the one entering into this agreement.

**Tax registration details:**

TRN Number*	TRN Legal Entity Name*
-------------	------------------------

**Trade licence details**

Trading license number (if applicable)	Legal Entity Name as it appears on the Trade Licence
--	--


**Address**  
Registered address as it appears on the TRN certificate.

Street line 1*	Street line 2	Emirate*
City*	Country UAE	

**Contract signatory details**

The person who will sign the contract, and whose name appears either on the Trade Licence certificate or the power of attorney in cases where the signatory's name does not appear on the Trade Licence certificate.

Tick this box if the contract signatory details are the same as the ones entered on the first page.

First name*	Last name*	Job Title*
Email*	Confirm email*	 Phone number*

**Next**

# 1 Complete online form

## Invoicing details

This person will be your company's nominated point of contact for invoicing and will receive invoices from Planet Tax Free. If it's the same person as on page 1 – just tick the box!

### Provide invoicing details

The monthly invoice will be sent to the company and contact details entered below.

#### Invoice point of contact

The person to whom we will send the invoice.

Tick this box if the invoice point of contact is the same as the ones entered on the first page.

First name\*                      Last name\*                      Job Title  
Email\*                              Confirm email\*                       Phone number\*

Next

## Store details

1

Please enter the number of stores to register

*If you don't know the exact number, please provide your best estimate to give us an idea.*

15

2

I can provide the store(s) details now, online

I would like to provide the store(s) details later, online

I would like a customer service representative to contact me, and help me provide these details offline at a later stage rather than on this portal.

3

You can provide store details at a later stage online.

If you choose to register all stores online straight away, please provide:

- Store name, phone number and address
- Store manager contact details

For merchants with 21+ shops we offer a tailored service, so if you'd like us to help you register please contact our customer service team.

# 1 Complete online form

## Review your application

### Summary of your registration

#### Contact details

##### Point of contact

Name Surname  
General Manager  
[Name\\_surname@email.com](mailto:Name_surname@email.com)  
+971 12345678

#### Contract details

##### TRN

10439349403040

TRN Legal Entity Name

Company name

##### Trade license details

1234567890  
Company name

##### Address

2nd Floor, Shop No.2,  
Galadari Building,  
Dubai Sharjah Road,  
Near Dubai Police General Headquarters  
Dubai - Emirates

#### Contract Signatory

Same as provided in the legal entity

#### Invoicing details

##### Point of contact

Name Surname  
General Manager  
[Name\\_surname@email.com](mailto:Name_surname@email.com)  
+971 12345678

#### Store details

##### Store 1

##### General details

## Confirm the data & submit

I confirm the information provided is correct.

Submit

# Congratulations

Your application has been successfully submitted!

Once you receive the confirmation email, please sign the contract and credit check consent form as soon as possible so that we can progress with your registration swiftly.

## Check your inbox for a confirmation email

Click here for guidance on the next steps. At this stage you can upload the missing store details

**planet**

### Thank you. We have received your application to register for Planet Tax Free.

Please check the next steps below so you can complete your registration and submit all the information and documents required.

[Click here to follow the progress of your application.](#)

If you haven't submitted all your store details already you can do so following that link, as well as uploading any documents required.

#### Next steps...

Remember, now you have to return all the documents required:

- Signed contract
- Signed credit check consent form
- TRN certificate
- Trade Licence certificate
- Power of attorney (if applicable, when the signatory is not named on the trade licence)
- Specimen of the signature of the signatory

[Upload documents](#)

or copy and paste the link below into your web browser  
<https://planetpayment.ae/r/registration/taxfree/4gg83r/>

#### Any questions?

If you need any assistance, please contact our customer support at [support@planetpayment.com](mailto:support@planetpayment.com).

Click here to upload the documents necessary to complete the online registration

# 3

## Upload required documents

1 After you click on the link, navigate to the Documents section

Contact details ✓

Contract details ✓

Invoicing details ✓

Store details !

**Documents** !

### Documents

Please find below the documents required to complete your registration. You can see on the list on the left which sections have been completed (green tick) and which ones still have information pending (red mark).

### My Contract

TaxFreeContract.pdf ✔ Send contract again  
Sent to: firstname.lastname@ae.com

2 Upload the remaining documents

