



Merchant Registration





Welcome to the online registration process for Planet Tax Free

As part of TDRA requirements: Language Select, Color Blind Mode, and Increased Font Size have been implemented as of today.

Register in **3 easy steps**

- Fill the registration form online
- Review and sign the contract online
- Submit the additional documents listed below

Documents and information to provide **after registration**

- TRN certificate
- Trade License certificate
- Power of attorney
- Specimen of the signature of the signatory
- Signed credit check consent form
- Signed contract

Start registration

Returning user?

Please check your inbox for the email we sent after you submitted your application. Click the link and it will take you to your

Introduction to merchant registration

You will be asked to submit collateral in the form of either a security cheque or bank guarantee in favor of Planet Tax Free LLC.

Complete the registration process in 3 easy steps!

Step 1

Complete the online registration form

Visit our website:

<https://www.planetpayment.ae/ar-en/merchants/>

Click on the **'Register here'** button.

Complete the online registration form.

You will be asked to provide the following information in the registration form :

- 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*
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Trade licence details


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

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.

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☐ 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.

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
+971 12345678

Contract details

TRN
10439349403040
TRN Legal Entity Name

Company name

Trade license details
1234567890
Company name

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

Contract Signatory
☒ Same as provided in the legally entity

Invoicing details

Point of contact
Name Surname
General Manager
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.

2 Review and sign the contract

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.

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

2 Upload the remaining documents

Document	Status	Instructions
Contract signed	Not uploaded yet	Upload signed contract, or sign it digitally using the link sent by email
Power of attorney (if applicable)	Not uploaded yet (optional)	If the signatory's name is not on the Trade License certificate, you will be asked to upload a Power of Attorney for the signatory
Trade license	Uploaded on: 12 Sep 2018	Your Trade Licence certificate
Credit check consent form	Uploaded on: 14 Sep 2018	Document authorising Planet Tax Free to conduct credit and tax return checks
Specimen signature (if applicable)	Not uploaded yet	A specimen signature of the contract signatory, if Power of Attorney is required
Tax Registration Number and certificate	Uploaded on: 14 Sep 2018	Tax Registration Number document

Thank you

