

# FTA Tax Agent Exam

## Student Guide

Welcome to the Federal Tax Authority (FTA) Tax Agent Exam (TAE). This exam is based on the GCC VAT Compliance Diploma (VCD) and the process you will need to follow to register and take the exams is the same as the VCD.

Before registering for the UAE TAE, please ensure that you first review the requirements for UAE tax agents at <https://www.tax.gov.ae/requirement-tax-agent.aspx> and receive a 'pre-approval' after completing the tax agent registration form.

Once the pre-approval has been received, you will need to complete the following steps in order to be eligible to take your exams (one exam for each of the 4 modules and a Final Certificate Exam) and obtain your GCC VAT Compliance Diploma certificate. Please note that it can take 5 working days after enrollment at PwC before you gain access to the Tolley Online Exam Center.

Register with  
PwC's Academy

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Enrol with PwC's Academy at [www.pwccademy-me.com/course/gcc-vat-compliance-diploma](http://www.pwccademy-me.com/course/gcc-vat-compliance-diploma) for either our classroom training courses or for our home study option.



Register with ATT

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Register with the Association of Taxation Technicians (ATT) by visiting the following website <https://vcd.att.org.uk/>, and pay an initial registration fee of £50. Kindly choose the **non-UK variant** for your registration and use the **same email address** to register with ATT as you used to register with PwC's Academy. If you want more information please go to <https://www.att.org.uk/our-qualifications/att-vat-compliance-diploma>.



Get your unique  
registration number

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Once you have registered successfully, you will receive an email from [vcd@att.org.uk](mailto:vcd@att.org.uk) with your unique student registration number.



Register with Tolley


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Within 5 working days you will then be registered with the Tolley Online Exam Centre (TOEC). You will receive an email from [examtraining@lexisnexis.co.uk](mailto:examtraining@lexisnexis.co.uk) with your login details.




Attempt the module exams

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When you are ready to take your module exams, you should logon to the TOEC <http://gccvat.tolleytraining.co.uk>. There are online mocks for you to practice and one online module exam for each of the modules A, B, C and D which must be passed in this order. The mocks and module exams can be taken at any time and in a venue of your choice (including your home). Multiple attempts are permitted as long as the exams are passed in order. The pass mark for each of the module exams is 60%. 

Receive eligibility for FCE


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When you have passed Module D, you will receive an email from [examtraining@lexisnexis.co.uk](mailto:examtraining@lexisnexis.co.uk). This email will include an “Eligibility to sit the Final Certificate Exam” PDF which you will need to upload when registering with the ATT for the Final Certificate Exam (FCE). 

Register for FCE

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In order to take the FCE you will need to go to <https://vcd.att.org.uk/?start=new>

- ✓ Sign in and click on the link to register to sit for FCE
  - ✓ Submit an online form
  - ✓ Attach the eligibility PDF you have received in step 5 above
  - ✓ Pay a fee of £100
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You will then receive an email from [vcd@att.org.uk](mailto:vcd@att.org.uk) confirming that your payment has been received.

Take the FCE

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The FCE is also sat on the TOEC and there is an online final mock for you to practice in your own time. When you are ready to take the actual FCE please go to <https://www.pwcacademy-me.com/course/gcc-vat-compliance-diploma> to book a date and time to take the FCE at PwC’s Academy premises. You will need to attach the eligibility PDF received in step 5 above. 

Pass the FCE

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Upon passing the FCE you will receive a confirmation email from [examtraining@lexisnexis.co.uk](mailto:examtraining@lexisnexis.co.uk). The pass mark for the FCE is 67%.



Rebook the FCE

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If you are unsuccessful at your first attempt you can rebook the FCE exam date at <https://www.pwcacademy-me.com/course/gcc-vat-compliance-diploma>. There is an exam fee of \$50 for retaking the FCE. Multiple attempts by following this process are permitted.



Collect the certificate

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Within one month of passing the FCE you will be able to collect your certificate from PwC's Academy.



For support please contact [supportgcc-vcd-academyme@ae.pwc.com](mailto:supportgcc-vcd-academyme@ae.pwc.com).