سُلطة تنظيم الأصول الافتراضية
VIRTUAL ASSETS REGULATORY AUTHORITY

VARA Connect User Guide

01 Getting Started

02 Creating An Entity

03 Navigation

04 Invite Users

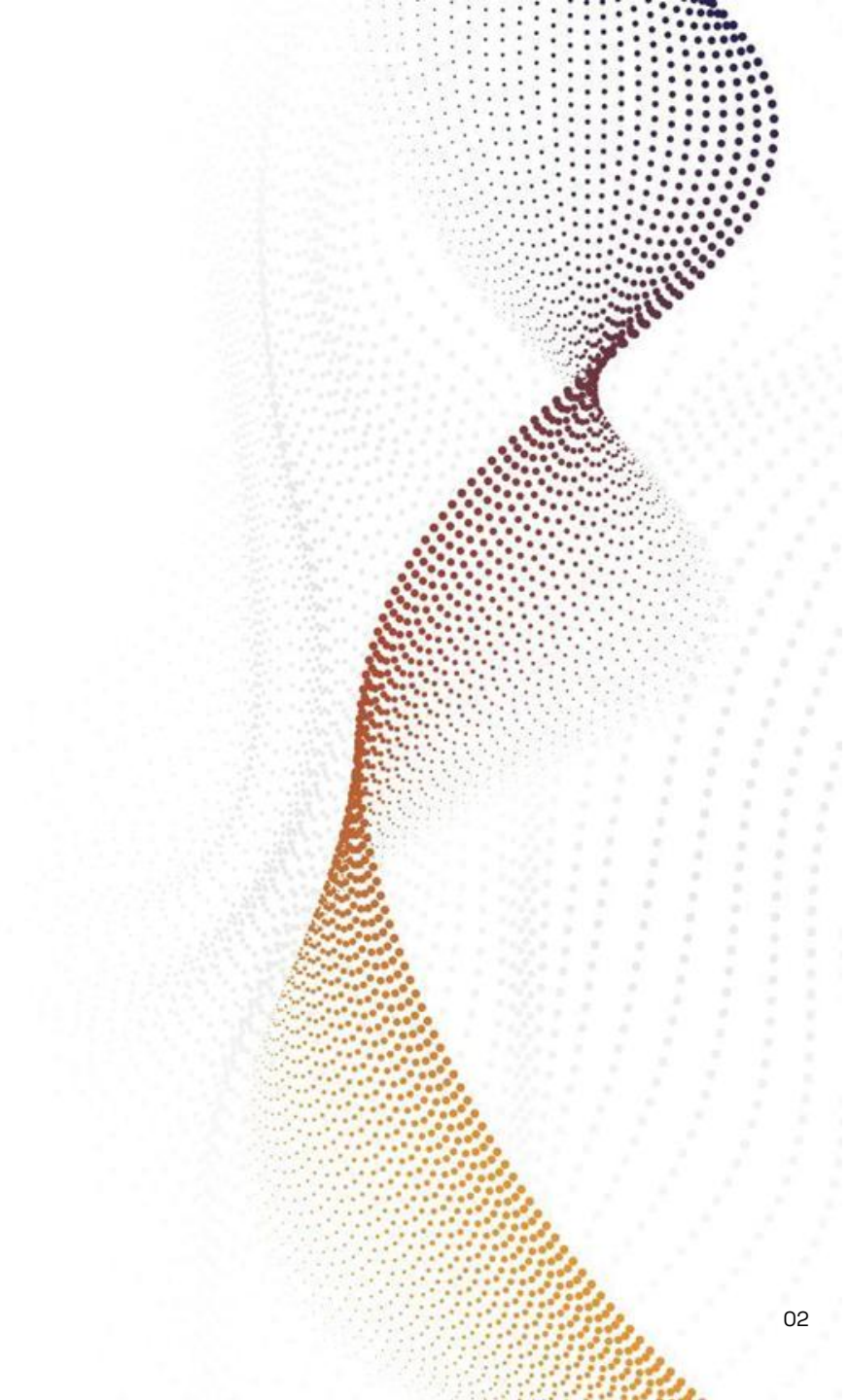
05 Application

06 RFIs

07 Payments

STEP 1

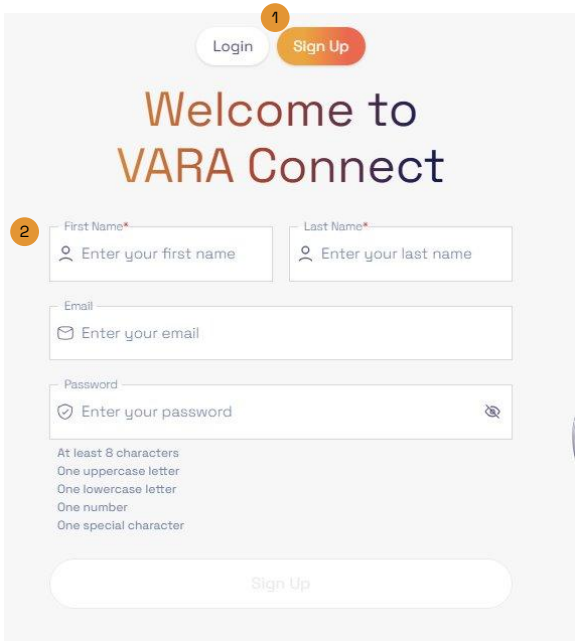
Getting Started



Create Your Account

Sign Into Existing Account

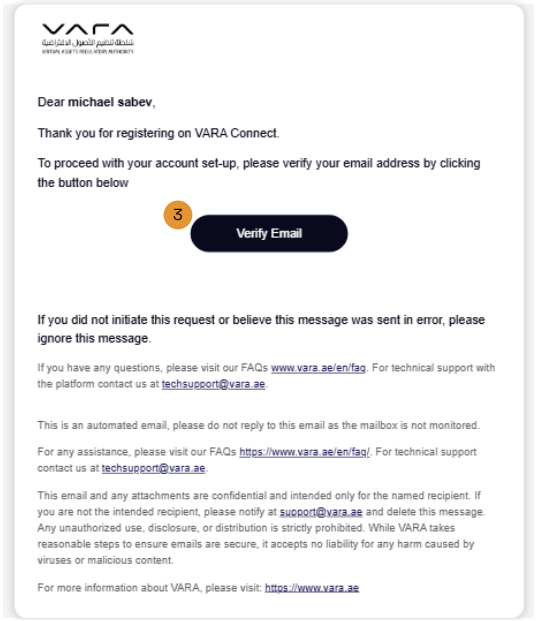
01 Enter Details & Sign Up

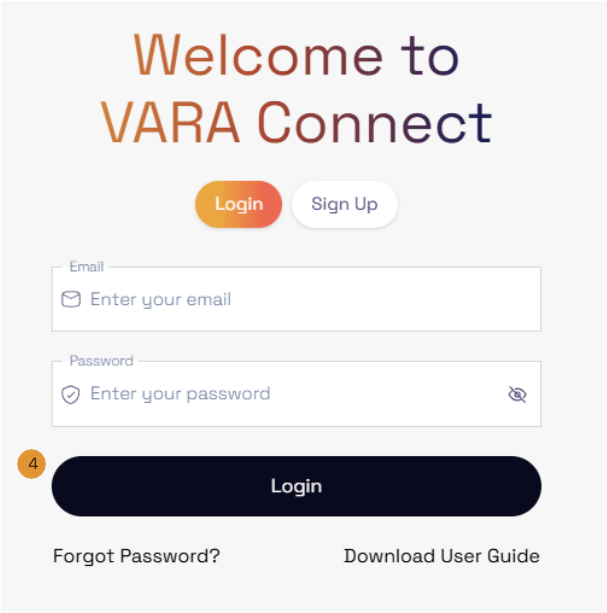


To create your account, log onto https://connect.vara.ae/ and sign up 1.

Provide your name, email address and a password that aligns with the requirements 2.

02 Verify Email





You will then receive an email to verify your email address.

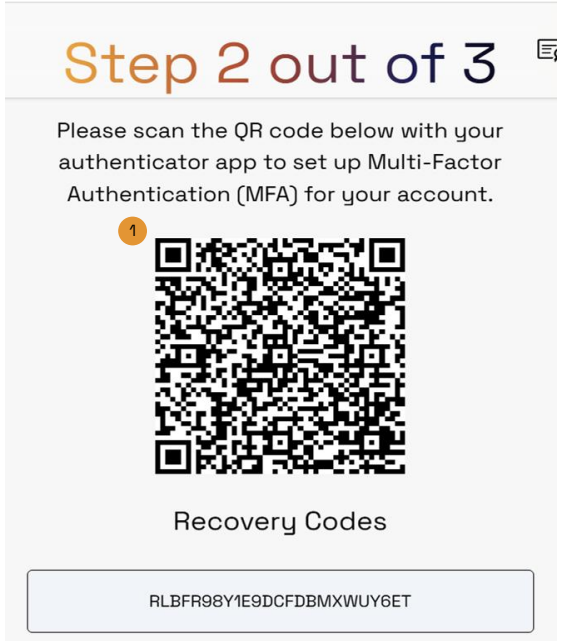
Click on the "verify email" button 3. If you try to log in before verifying the email address, your login will not be successful

After verification, you will be redirected to VARA Connect to log into your newly created account 4 .

Create Your Account

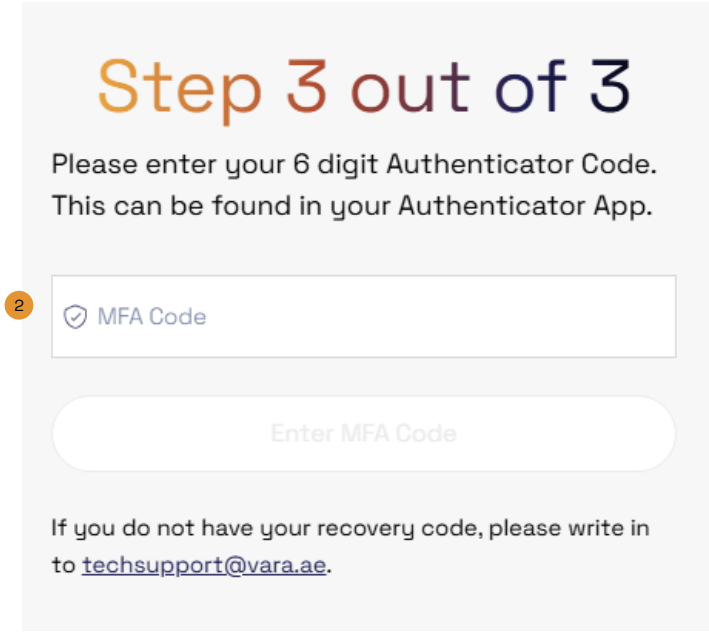
Sign Into Existing Account

03 Scan & Register



When you login after email verification for the first time, you will be prompted to use an authenticator app of your choice and register your account using the displayed QR code 1.

04 Enter OTP

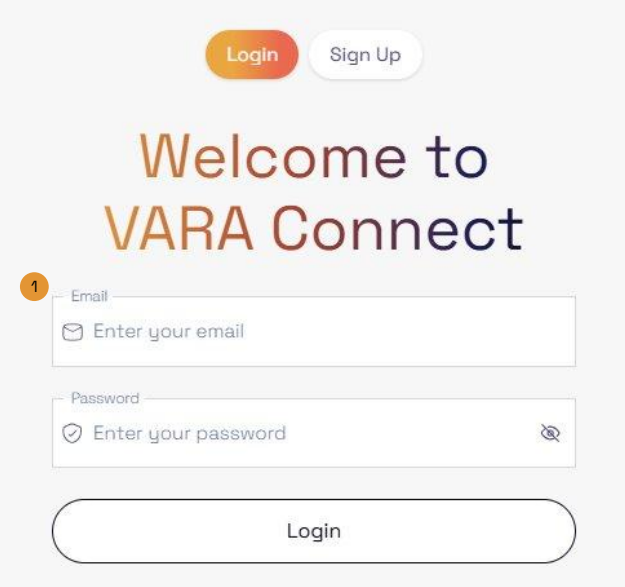


Then type your generated code into the provided box 2.

Create Your Account

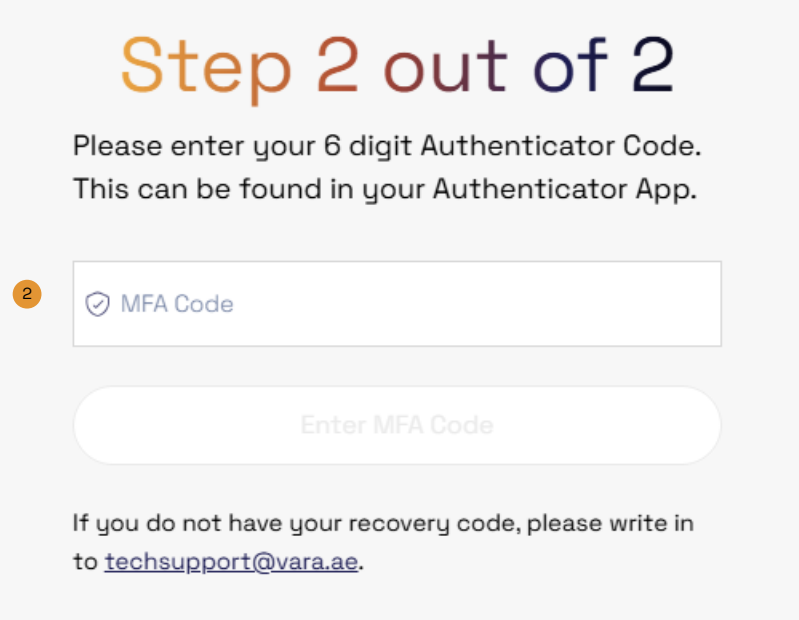
Sign Into Existing Account

01 Enter Account Details



To log into your account, provide your email address and password associated with your account 1.

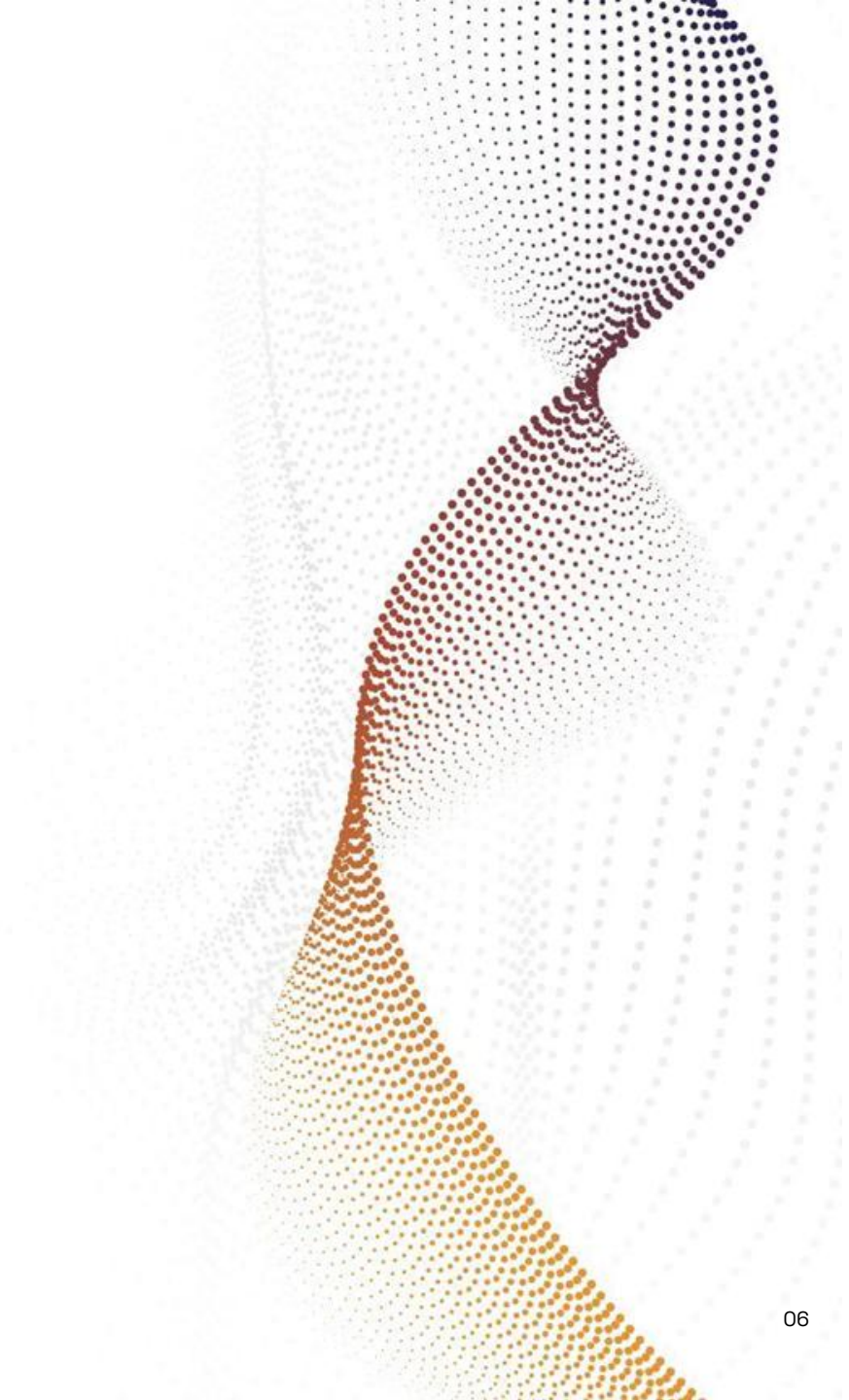
02 Enter MFA Code



Check MFA code on your authenticator app associated with your account and enter it here 2.

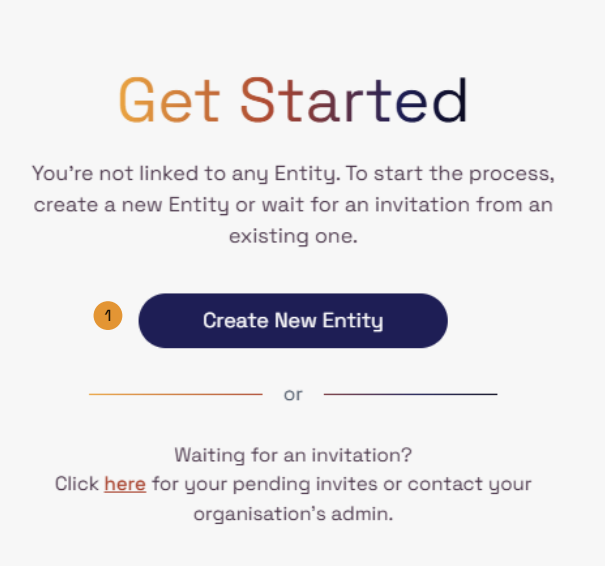
STEP 2

Creating an Entity



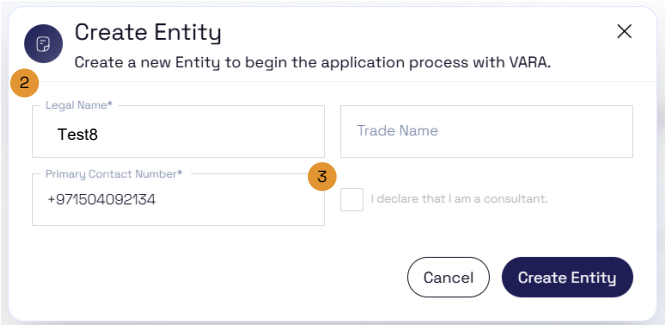
Entity Details

01 Create New Entity



Once you have logged in, to get started with your application, you first need to create the entity for which you want to submit the application by clicking on "Create New Entity" 1 .

02 Add Entity Details

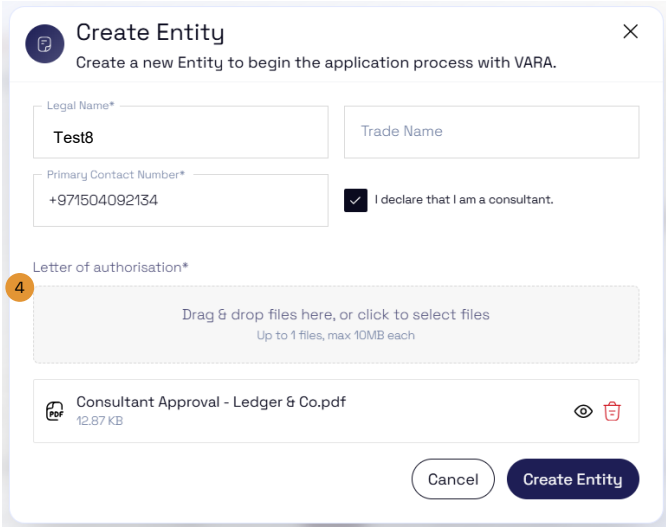


Once you click 'Create New Entity', this box will appear where you can add entity details 2 .

If you are creating this as a Consultant, remember to check the checkbox for "XYZ" 3 .

You will be able to edit this information later.

03 Consultants Declaration



Consultant declaration and approval document must be uploaded **if you are creating this entity as a Consultant on behalf of the entity** 4 **.**

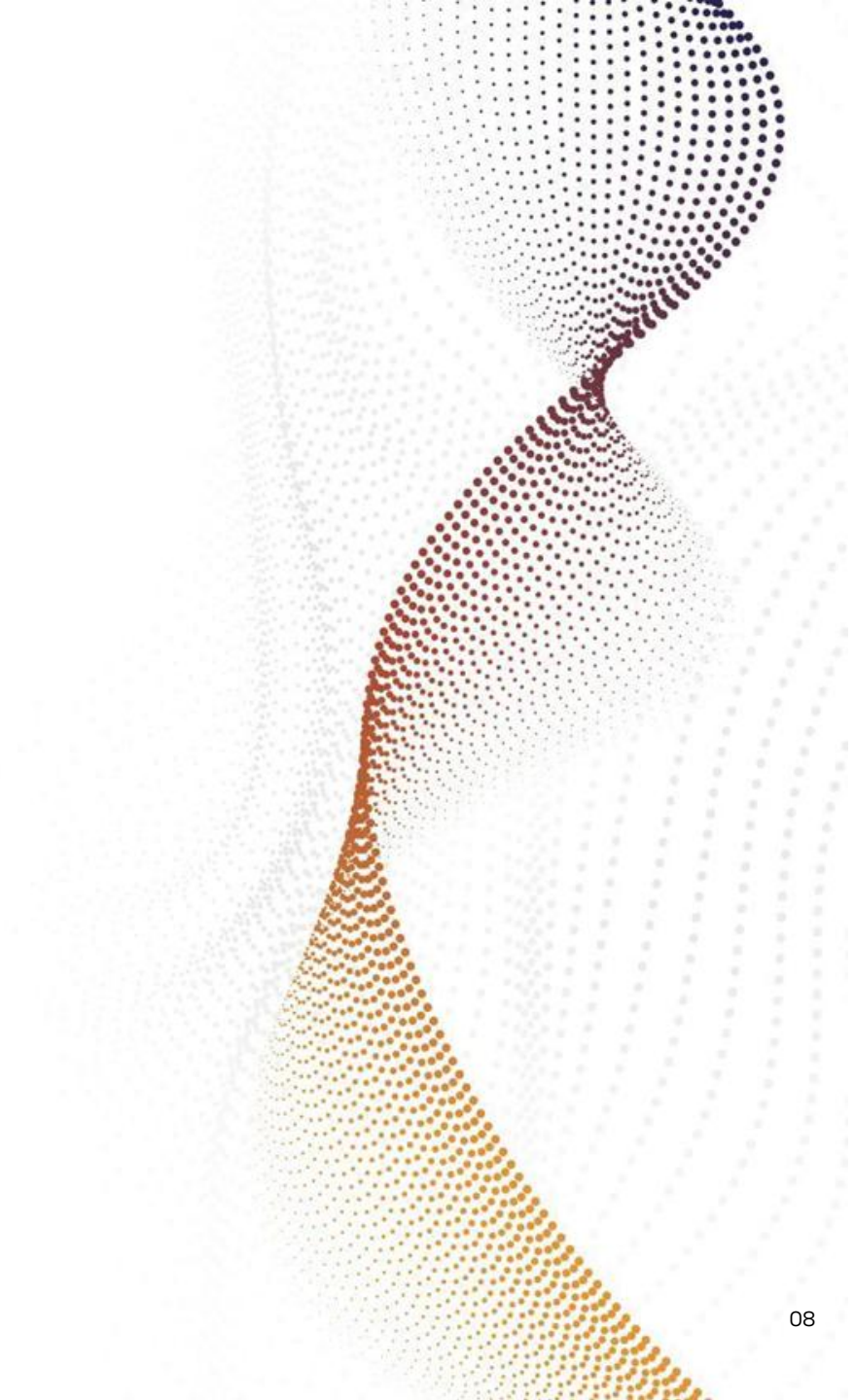
IMPORTANT NOTE: The user creating the entity will be the only one who will be able to edit and submit the application and respond to RFIs.

If you want someone else to submit the form, do NOT click on "Create New Entity" button. The user who needs to submit the form must create their own account by signing up on the platform and that user should create new entity.

Once the entity is created, additional users can be invited to view the application (see 'Invite Users' section).

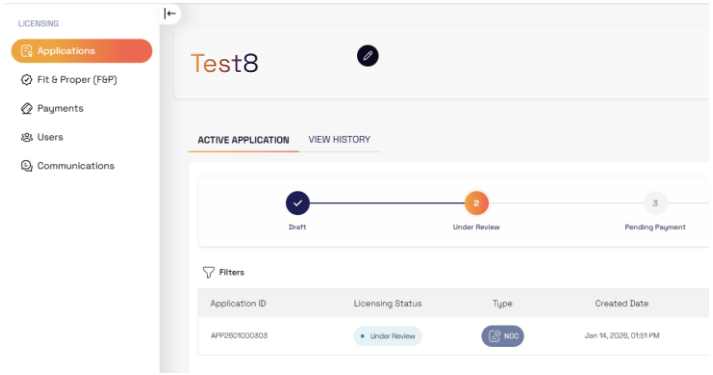
STEP 3

Navigation



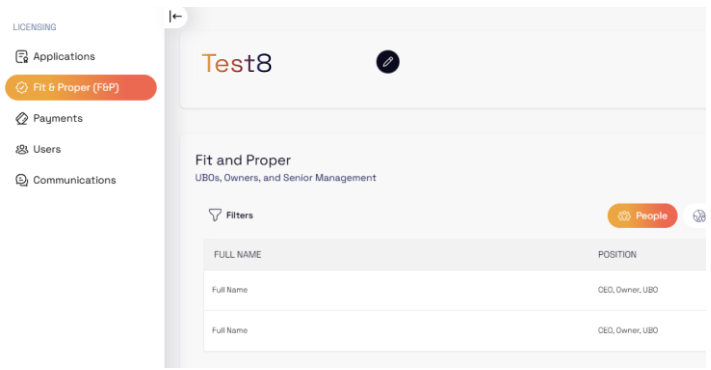
Navigating The Menu

01 Applications



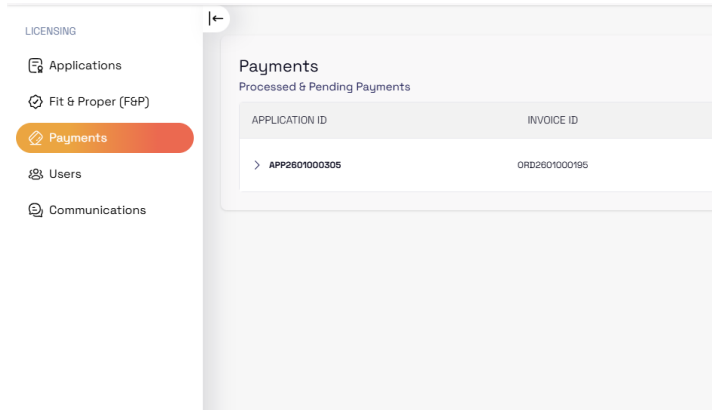
You can view RFIs and the status of your application from the Applications tab. Refer to Applications section for more details.

02 Fit & Proper (F&P)



Once you have submitted your form, you can view added owners and owner organizations from the Fit & Proper (F&P) Tab.

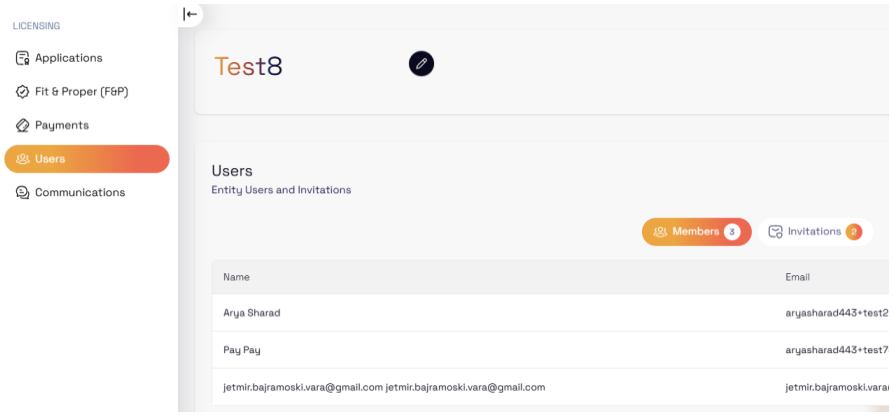
03 Payments



You can view payment status from the Payments Tab. Refer to Payments section for more details.

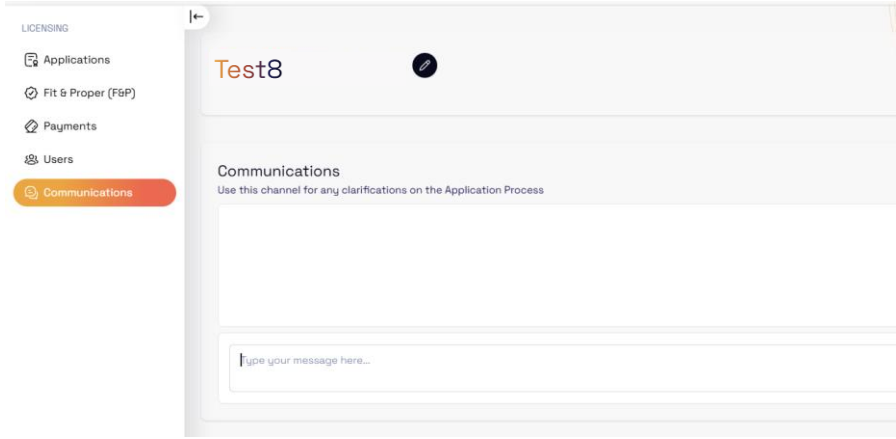
Navigating The Menu

04 Users



You can invite new users to view the application from the Users tab. Refer to Invite Users section for more details.

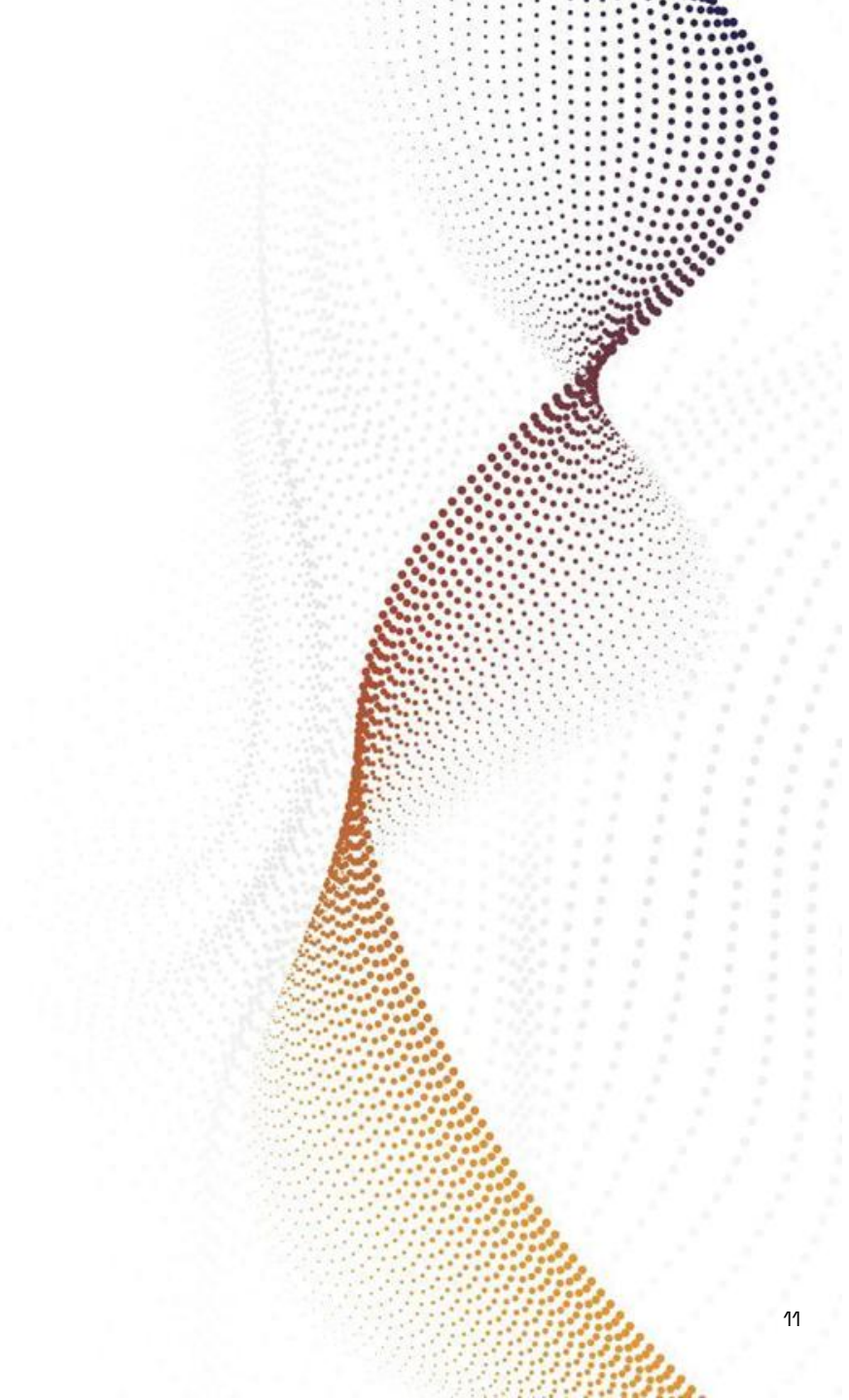
05 Communications



You can ask your queries to case managers after submitting the form through the Communications tab .

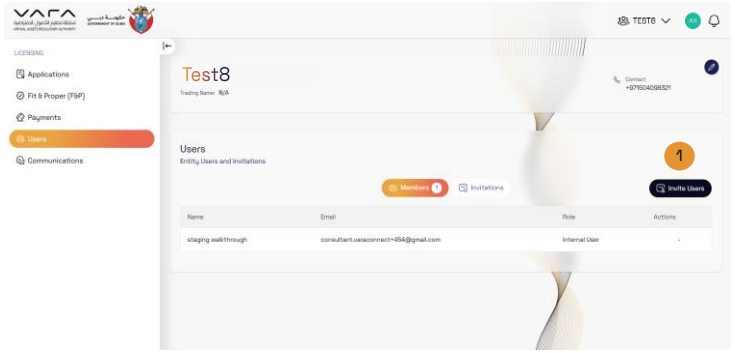
STEP 4

Invite Users



Invite Users
Accept invitations

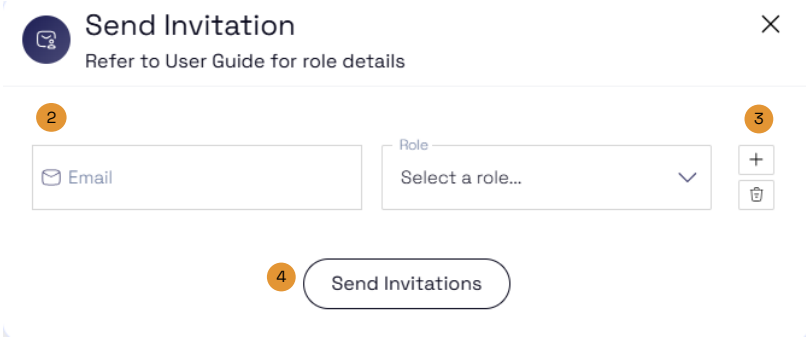
01 Account > Invite Users



You can invite other users to view the application and IDQ responses from the **Users** tab.

Click on 'Invite Users' 1 .

02 Provide Email, Role & Entity



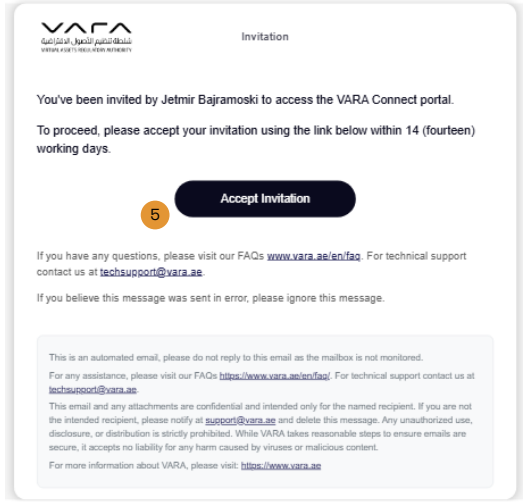
Enter the email address and role of the invitee 2 .

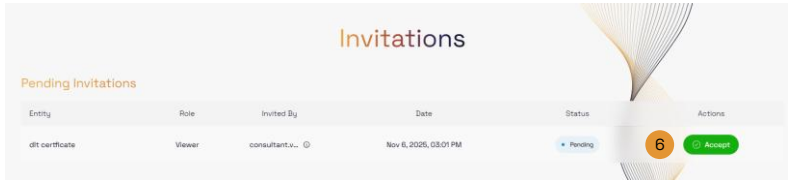
- Entity Viewer: can only view the application.

You can send multiple invites by clicking on 3 .

Click on 4 to send the invitations.

03 Invitees will Receive an Email





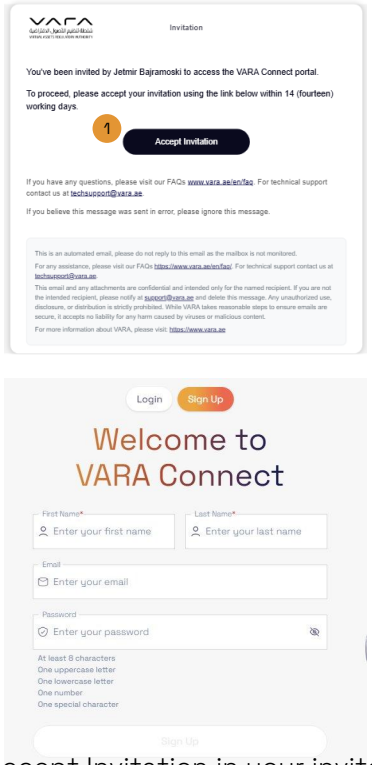
Invitees will receive an email where they will be required to Sign up and accept the invite in the tool. 5

If they already have signed up, they will need to log in and accept the invite in the tool. 6

Invite Users

Accept invitations

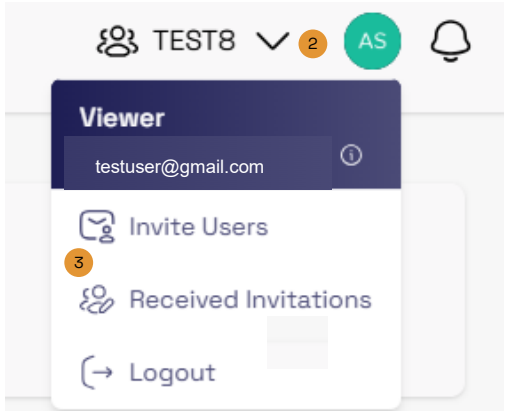
01 Accept Invitation and signup



Click on Accept Invitation in your invite email 1, then sign up as mentioned in the Getting Started section.

For a successful sign up, use the email address associated with the invite.

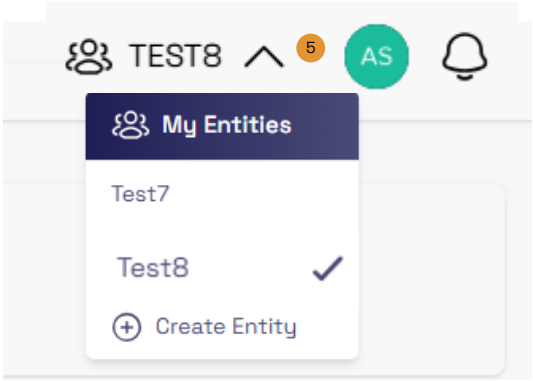
02 View invitation



Then click on your account icon 2 and navigate to 'Received Invitations' 3 .

To gain access to your invited entity, find your respected invite and click on accept 4.

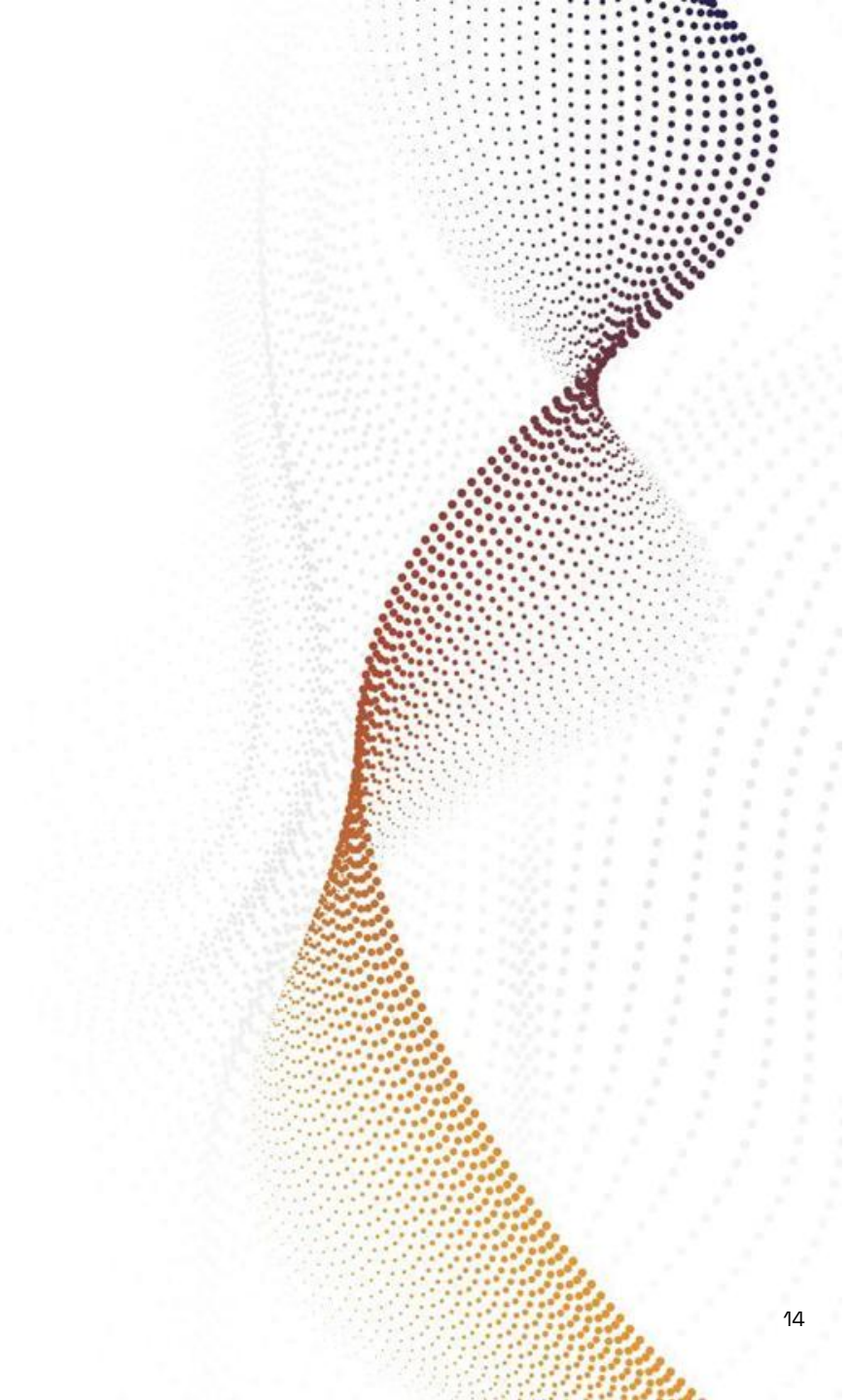
03 View Application



To view the application after accepting your invite, click on the entity name by your account in the top right 5.

STEP 5

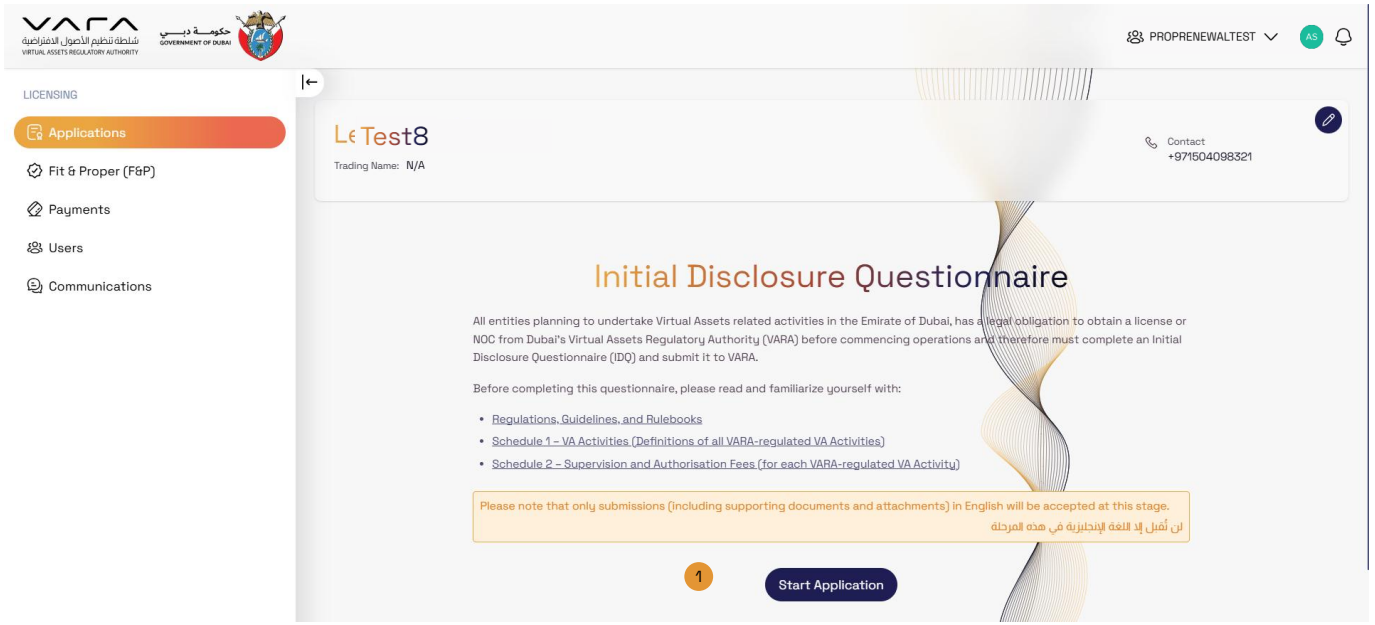
Application



Starting an Application

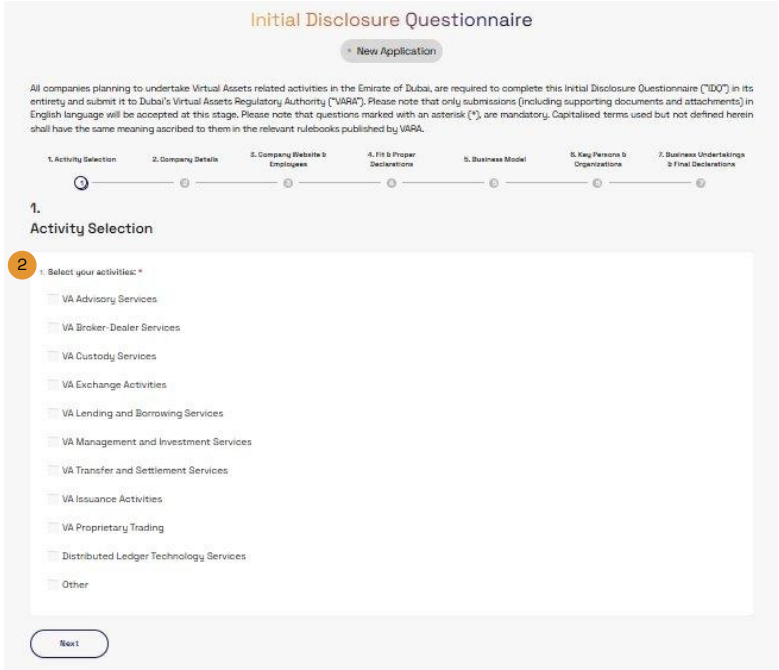
Submitting The Initial Disclosure Questionnaire

01 Click on Start Application



Click on 'Start Application' to begin filling out your application 1.

02 Select Activities

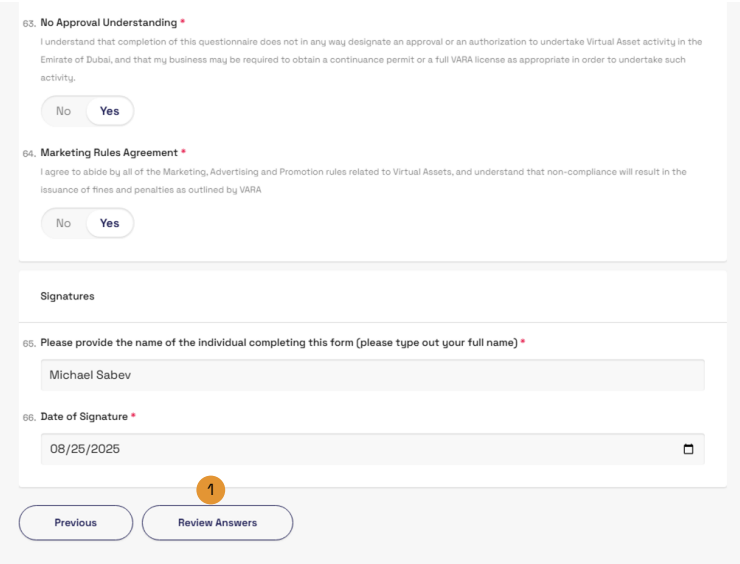


Select the activities that apply 2.

Starting an Application

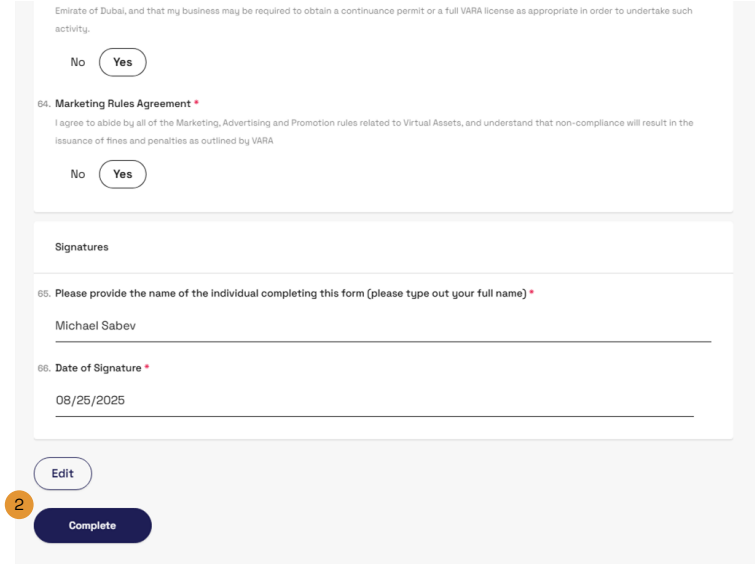
Submitting The Initial Disclosure Questionnaire

01 Review your Additions



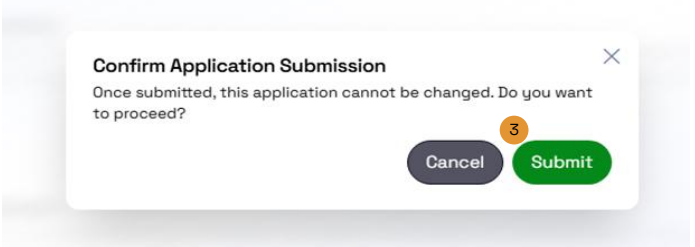
Once you fill out the Initial Disclosure Questionnaire for your entity, you will be made to review your additions before submitting 1.

02 Submit by Clicking “Complete”



After you are satisfied with your review, you can scroll to the bottom to submit by clicking ’Complete’ 2.

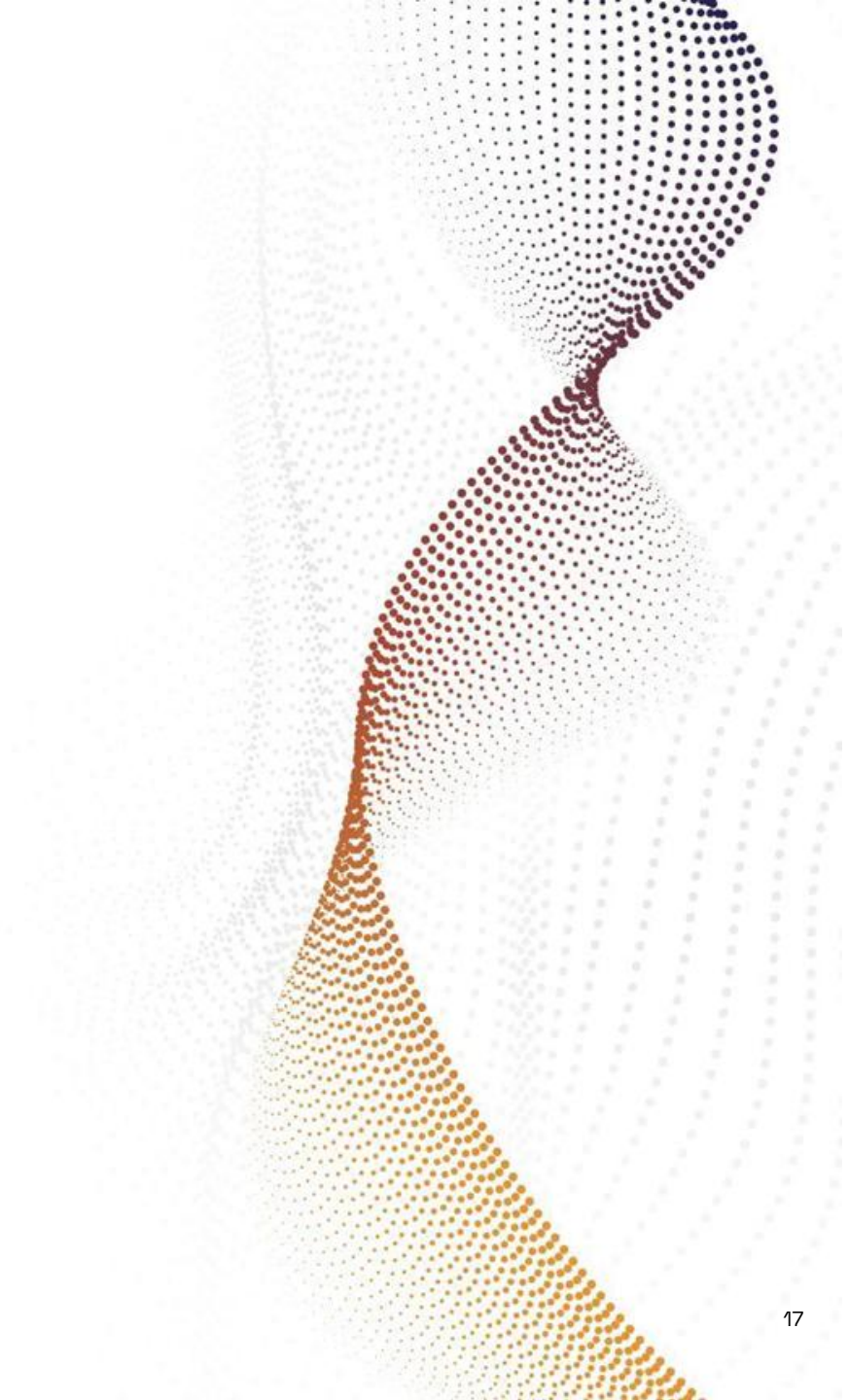
03 Verify and Submit



Please verify your Entity name as it should appear on the certificate before submitting the application 3.

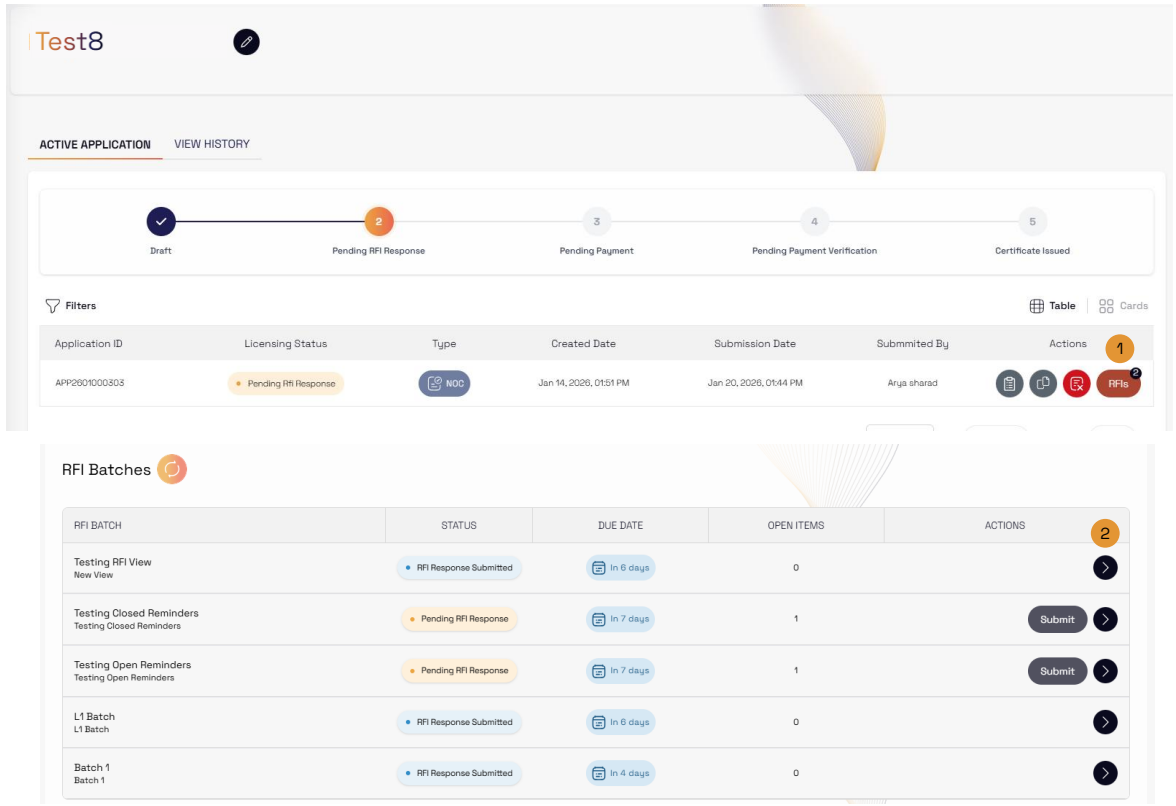
STEP 6

RFIs



RFIs

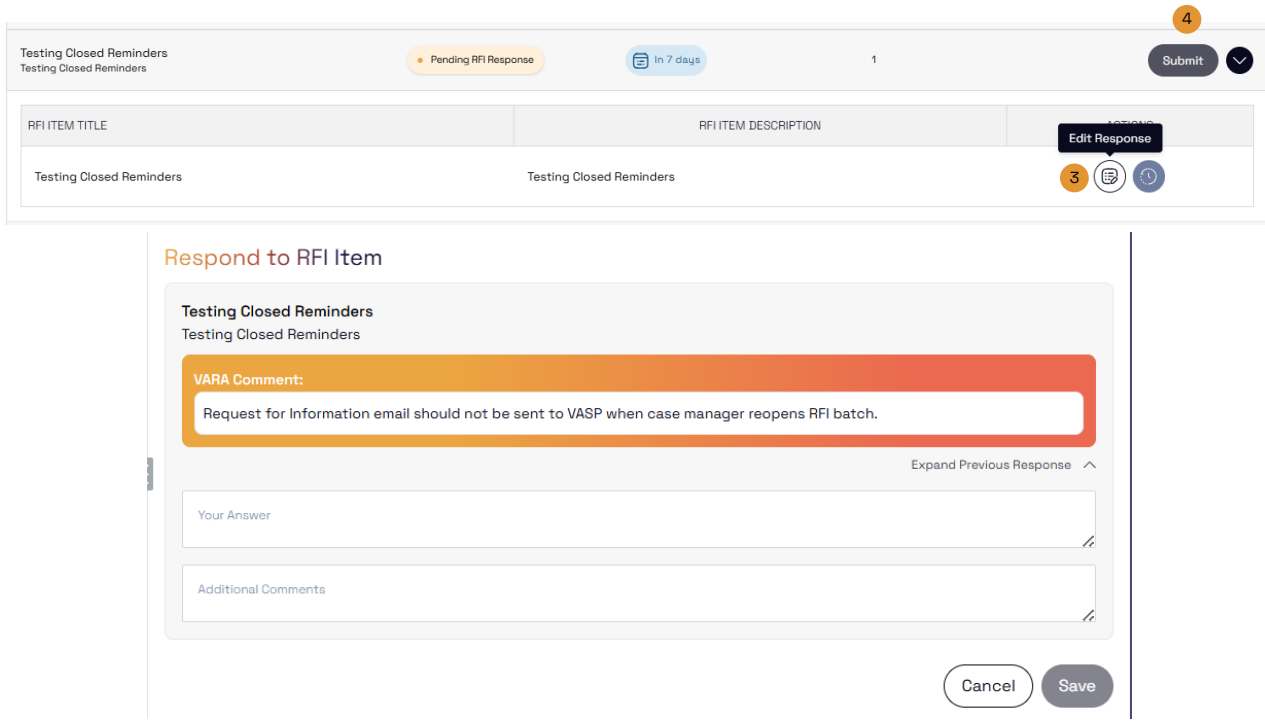
01 RFI will Appear in Applications tab.



When VARA sends you Requests For Information (RFIs), it will appear in your application under 'Actions'. To view list of RFI batches click on the RFI icon 1 .

You can expand RFI batch by clicking on the arrow 2 .

02 Respond to RFI Items for Review



You can respond to RFI items by clicking on 3 & save them as draft by clicking 'Save'.

Once you added a response to all RFI items, you will be able to submit the response by clicking on Submit button. 4 .

STEP 7

Payments

Making a Payment

01 Payment Email

1

Application Update

Application Update

Dear Applicant,

Following a review of your firm's submission of the Initial Disclosure Questionnaire ("IDQ") in relation to Virtual Assets (VA) Activities your firm intends to carry out in the Emirate of Dubai, the Virtual Assets Regulatory Authority of Dubai ("VARA") intends to grant the Company an Approval to Incorporate.

In order to finalise and issue the Approval to Incorporate, certain fees are due. Please log in to VARA Connect to view the details and make payment.

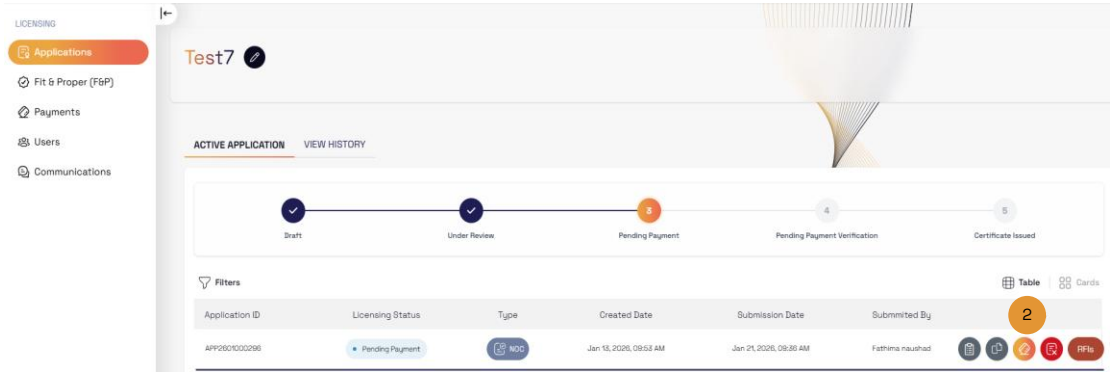
Please note that either this notice or the Approval to Incorporate should not be construed, or in any way represented, as a VARA licence under any circumstances.

For the avoidance of doubt, the company must not conduct any Virtual Asset Activity, as defined in the VARA Rulebooks, in and from the Emirate of Dubai and all such Virtual Asset Activities will be subject to obtaining a full regulatory licence from VARA. The company must not claim to have secured regulatory approval from VARA in any capacity.

Kind regards,
The VARA Team

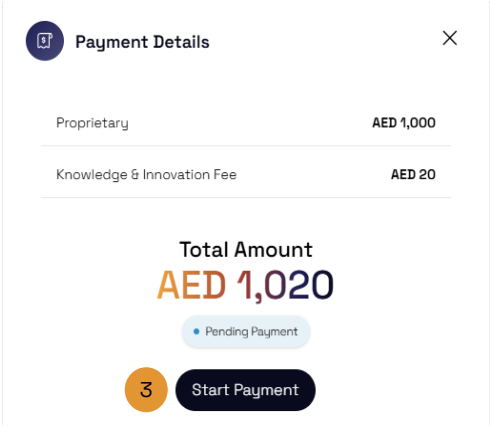
You will receive an email regarding payment 1

02 Payment Link



Navigate to the Applications tab and click on 2 to get payment details.

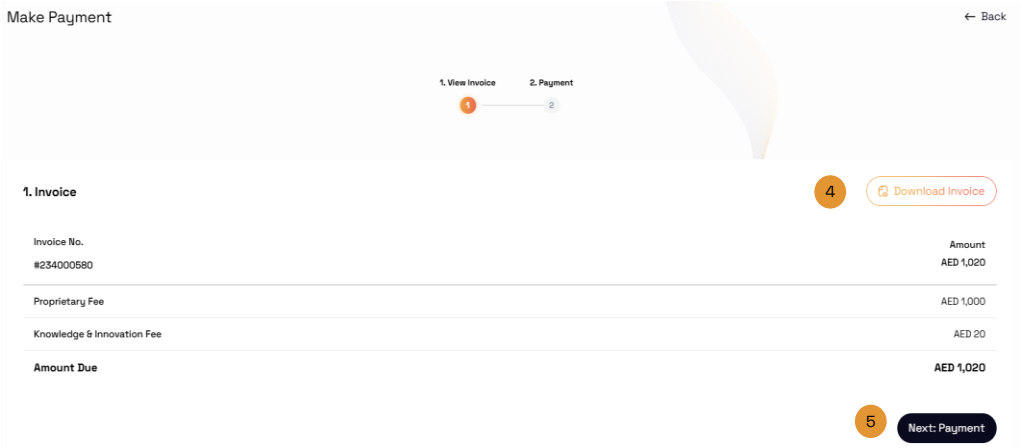
03 Payment Details



Click on 3 to proceed with payment.

Making a Payment

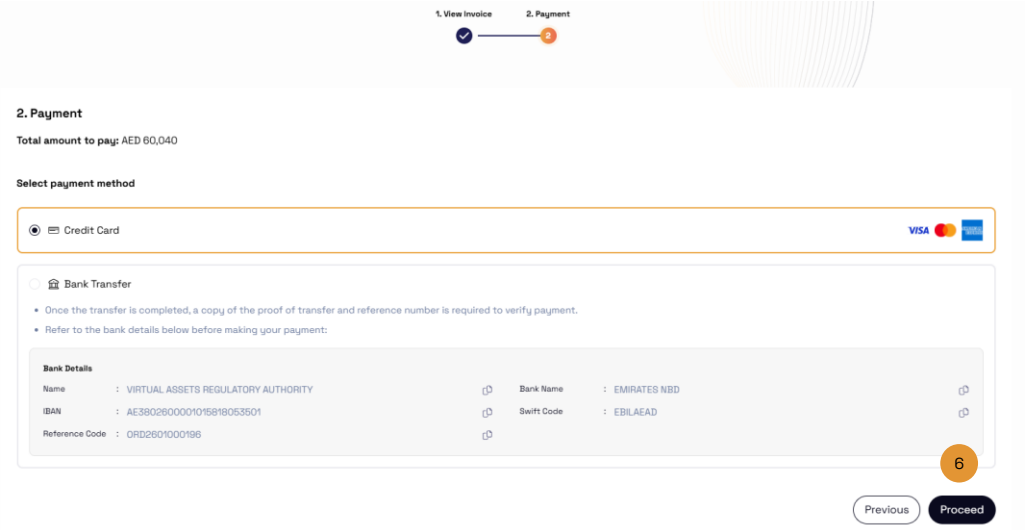
04 Invoice



You can download invoice by clicking on 4 .

Click on 5 to proceed to payment method.

05 Payment Method

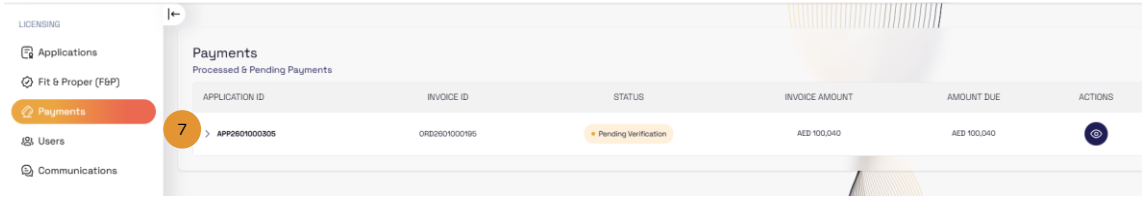


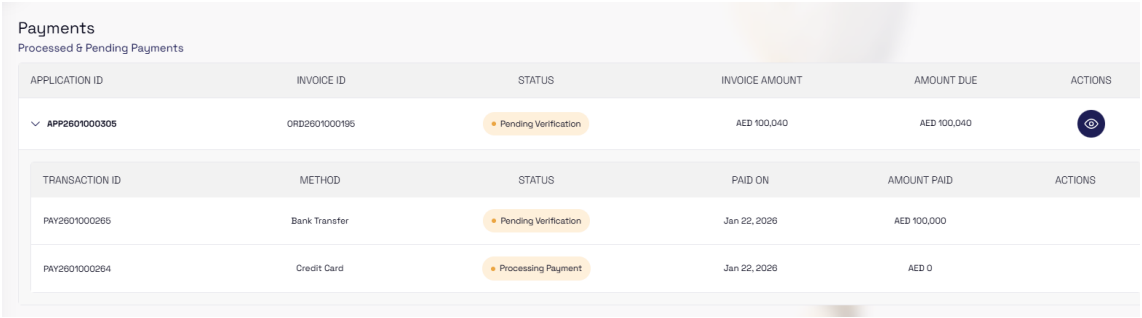
You will be presented with payment methods that are available for your application.

Click on 6 to make payment.

Making a Payment

06 Pending Payment Verification Status

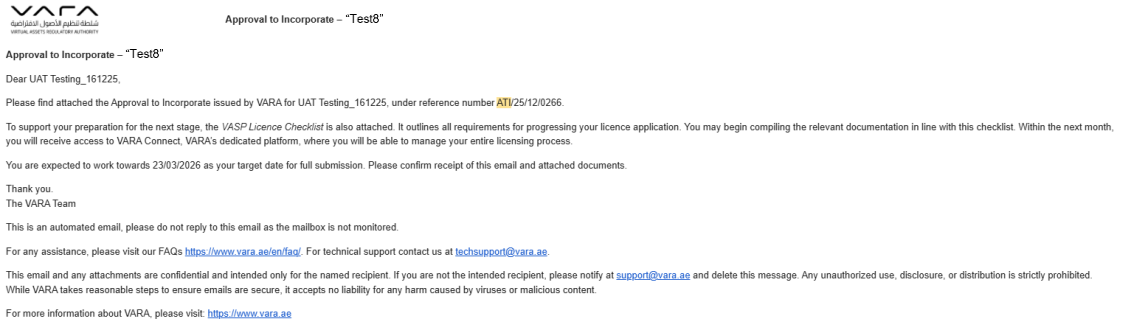




Once you make the payment, status will change to 'Pending Payment Verification'.
You can check the status and payment amount by navigating to the **Payments** tab and clicking on the arrow. 7

It may take up to a week to verify the payment.

07 Email Post Payment Confirmation



Approval to Incorporate – "Test8"

Approval to Incorporate – "Test8"

Dear UAT Testing_161225,

Please find attached the Approval to Incorporate issued by VARA for UAT Testing_161225, under reference number ATI/25/12/0266.

To support your preparation for the next stage, the *VASP Licence Checklist* is also attached. It outlines all requirements for progressing your licence application. You may begin compiling the relevant documentation in line with this checklist. Within the next month, you will receive access to VARA Connect, VARA's dedicated platform, where you will be able to manage your entire licensing process.

You are expected to work towards 23/03/2026 as your target date for full submission. Please confirm receipt of this email and attached documents.

Thank you.
The VARA Team

This is an automated email, please do not reply to this email as the mailbox is not monitored.

For any assistance, please visit our FAQs https://www.vara.ae/en/faq/. For technical support contact us at techsupport@vara.ae.

This email and any attachments are confidential and intended only for the named recipient. If you are not the intended recipient, please notify at support@vara.ae and delete this message. Any unauthorized use, disclosure, or distribution is strictly prohibited. While VARA takes reasonable steps to ensure emails are secure, it accepts no liability for any harm caused by viruses or malicious content.

For more information about VARA, please visit: https://www.vara.ae

You will receive an email once your payment is verified.

Thank You

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