

VARA Connect User Guide

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- 04 Invite Users
- 05 Application
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- 07 Payments

STEP 1

Getting Started

Create Your Account

Sign Into Existing Account

01 Enter Details & Sign Up

1 **Sign Up**

2 **First Name***
Enter your first name

2 **Last Name***
Enter your last name

3 **Email**
Enter your email

4 **Password**
Enter your password

At least 8 characters
One uppercase letter
One lowercase letter
One number
One special character

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

1 **Verify Email**

2 **Dear michael sabev,**
Thank you for registering on VARA Connect.
To proceed with your account set-up, please verify your email address by clicking the button below

3 **Verify Email**

If you did not initiate this request or believe this message was sent in error, please ignore this message.

If you have any questions, please visit our FAQs www.vara.ae/en/faq. For technical support with the platform contact us at techsupport@vara.ae.

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

If 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 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.

1 **Login**

2 **Email**
Enter your email

3 **Password**
Enter your password

4 **Login**

Forgot Password?

Download User Guide

Create Your Account

Sign Into Existing Account

03 Scan & Register

Step 2 out of 3

Please scan the QR code below with your authenticator app to set up Multi-Factor Authentication (MFA) for your account.



Recovery Codes

RLBFR98Y1E9DCFDBMXWUY6ET

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

Step 3 out of 3

Please enter your 6 digit Authenticator Code. This can be found in your Authenticator App.

2 MFA Code

Enter MFA Code

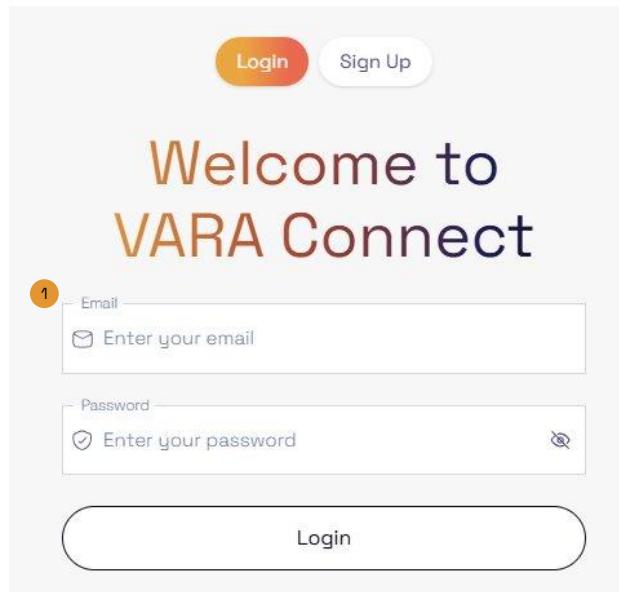
If you do not have your recovery code, please write in to techsupport@vara.ae.

Then type your generated code into the provided box 2.

Create Your Account

Sign Into Existing Account

01 Enter Account Details



Welcome to VARA Connect

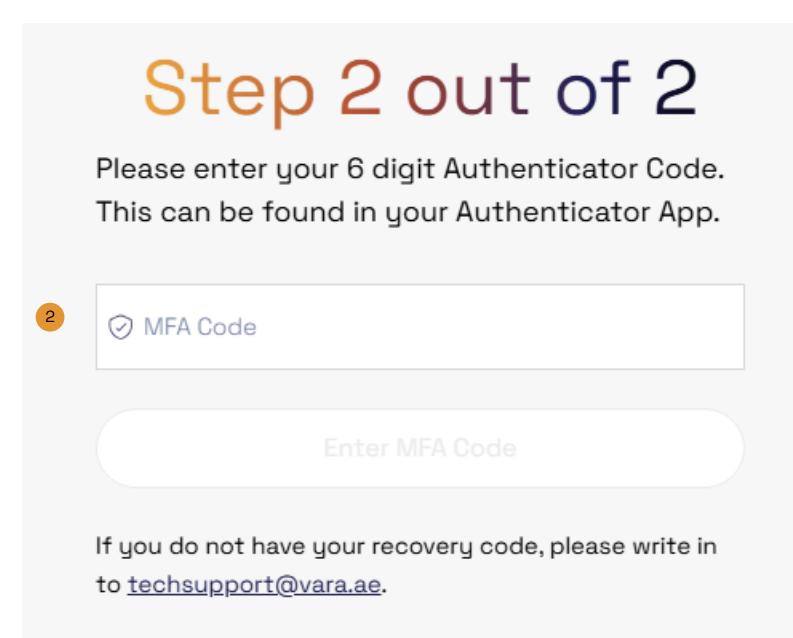
1 Email
Enter your email

2 Password
Enter your password

Login

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

02 Enter MFA Code



Step 2 out of 2

Please enter your 6 digit Authenticator Code. This can be found in your Authenticator App.

2 MFA Code
Enter MFA Code

If you do not have your recovery code, please write in to techsupport@vara.ae.

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

Get Started

You're not linked to any Entity. To start the process, create a new Entity or wait for an invitation from an existing one.

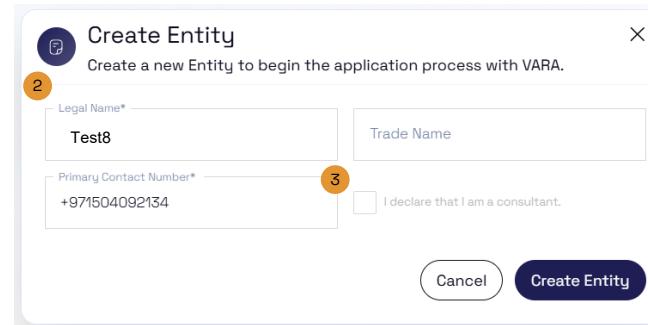
1 [Create New Entity](#)

— or —

Waiting for an invitation?
Click [here](#) for your pending invites or contact your organisation's admin.

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

2  Create Entity
Create a new Entity to begin the application process with VARA.

Legal Name* Trade Name

Primary Contact Number* **3** I declare that I am a consultant.

Cancel **Create Entity**

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**.

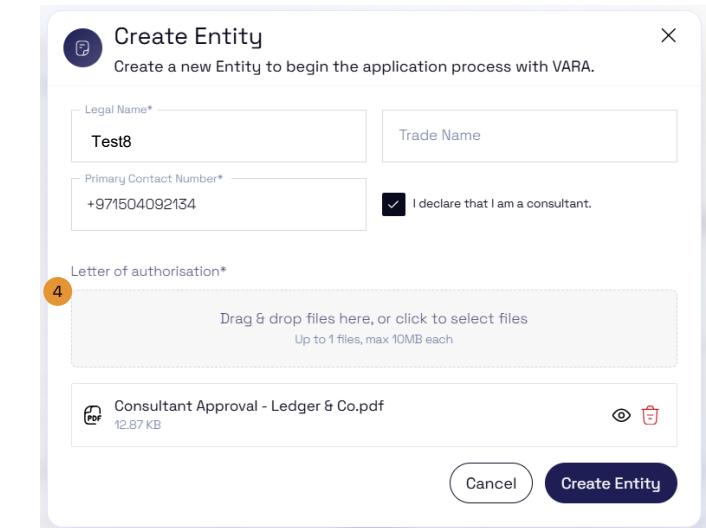
You will be able to edit this information later.

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).

03 Consultants Declaration

3  Create Entity
Create a new Entity to begin the application process with VARA.

Legal Name* Trade Name

Primary Contact Number* I declare that I am a consultant.

4 Letter of authorisation* Drag & drop files here, or click to select files
Up to 1 files, max 10MB each

 Consultant Approval - Ledger & Co.pdf **12.87 KB**  

Cancel **Create Entity**

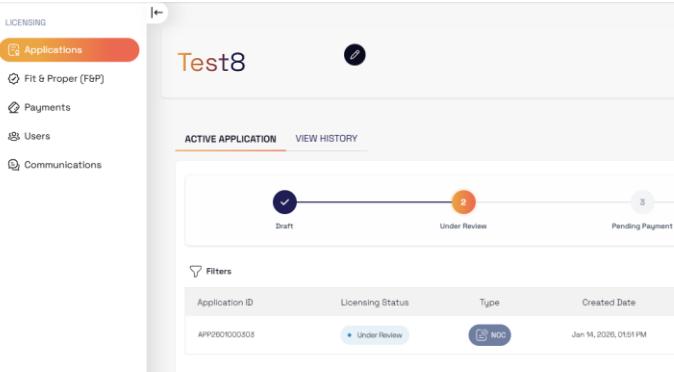
Consultant declaration and approval document must be uploaded **if you are creating this entity as a Consultant on behalf of the entity** **4**.

STEP 3

Navigation

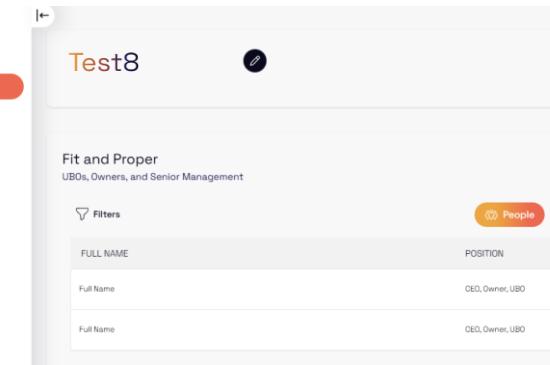
Navigating The Menu

01 Applications



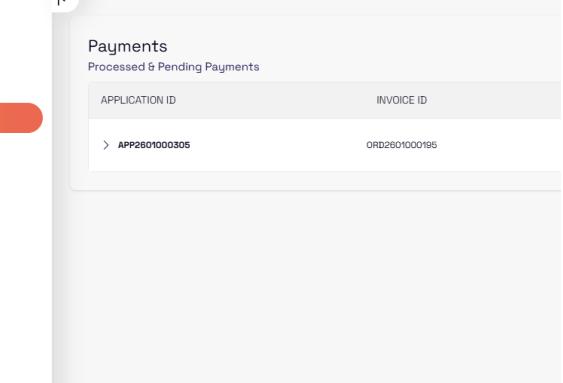
You can view RFIs and the status of your application from the Applications tab. Refer to Applications section for more details.

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.

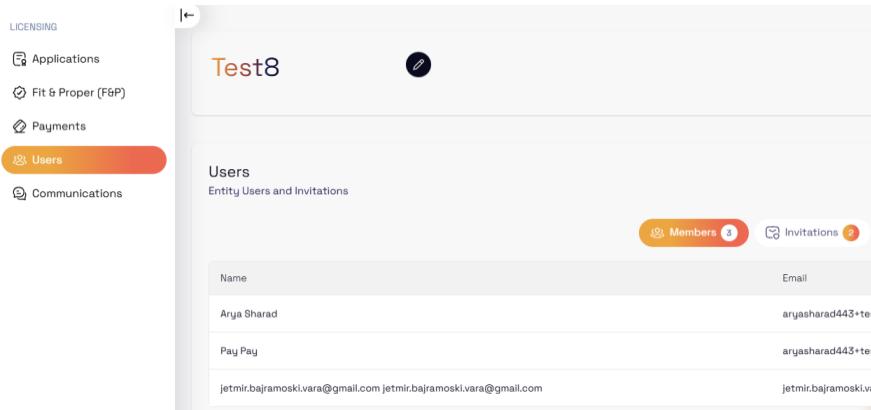
03 Payments



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

Navigating The Menu

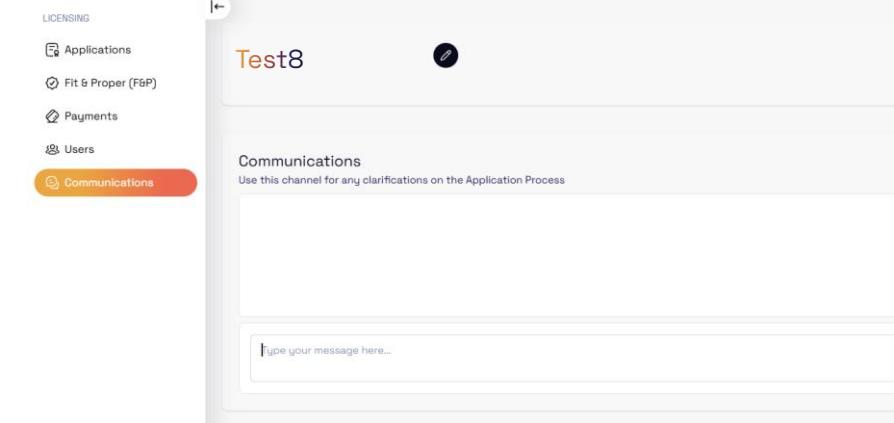
04 Users



Name	Email
Arya Sharad	aryasharad443+test2
Pay Pay	aryasharad443+test7
jetmir.bajramoski.vara@gmail.com	jetmir.bajramoski.vara@gmail.com

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 .

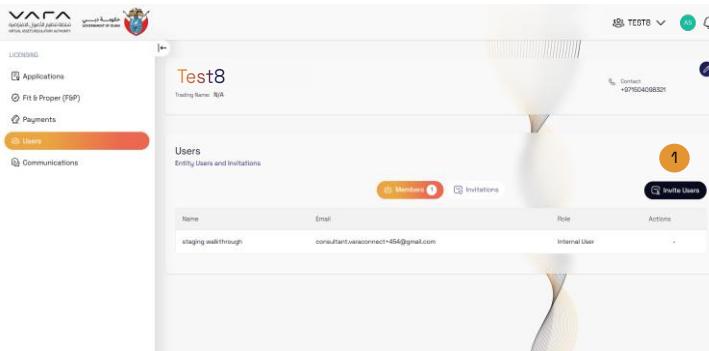
STEP 4

Invite Users

Invite Users

Accept invitations

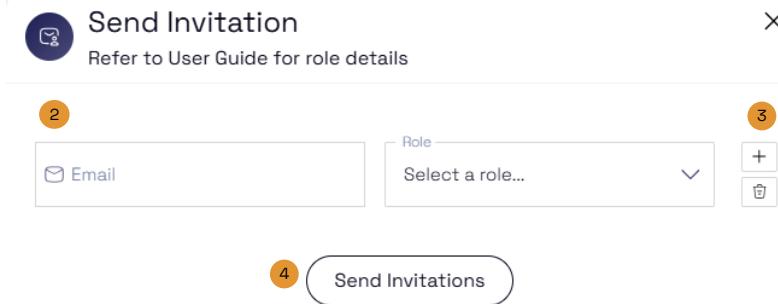
01 Account > Invite Users



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



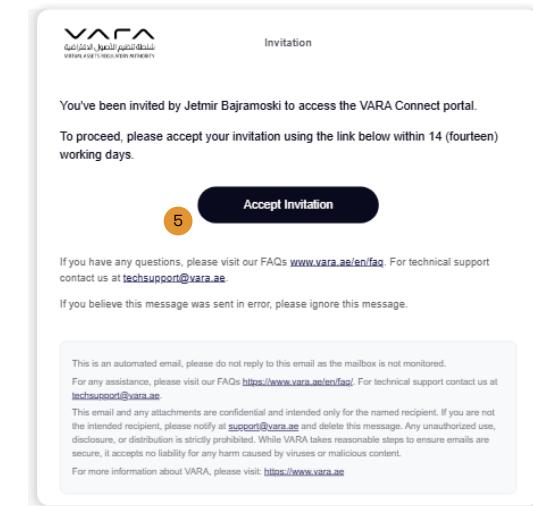
Enter the email address and role of the invitee **2** .

- 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



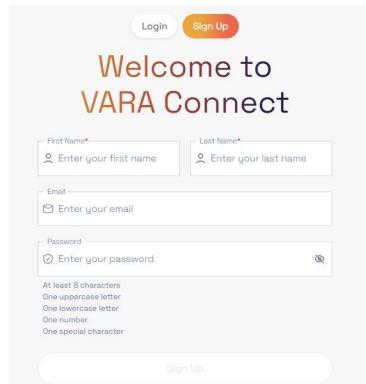
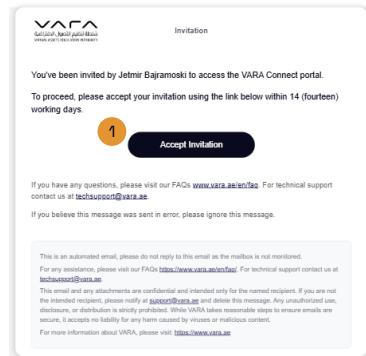
Invitees will receive an email where they will be required to Sign up and accept the invite in the tool. **5**

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

Invite Users

Accept invitations

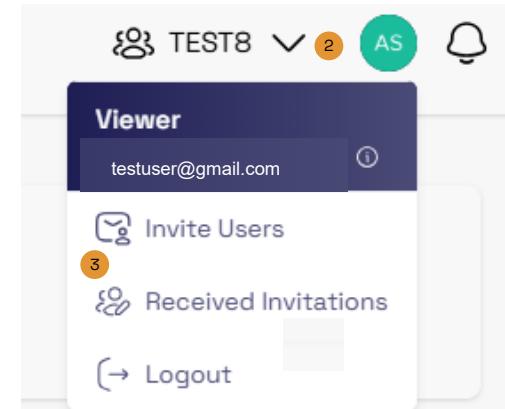
01 Accept Invitation and signup



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.

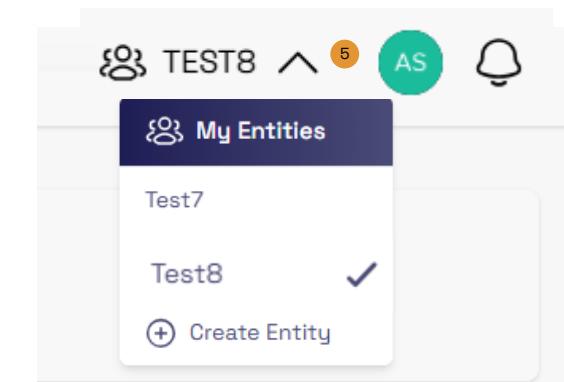
02 View invitation



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).

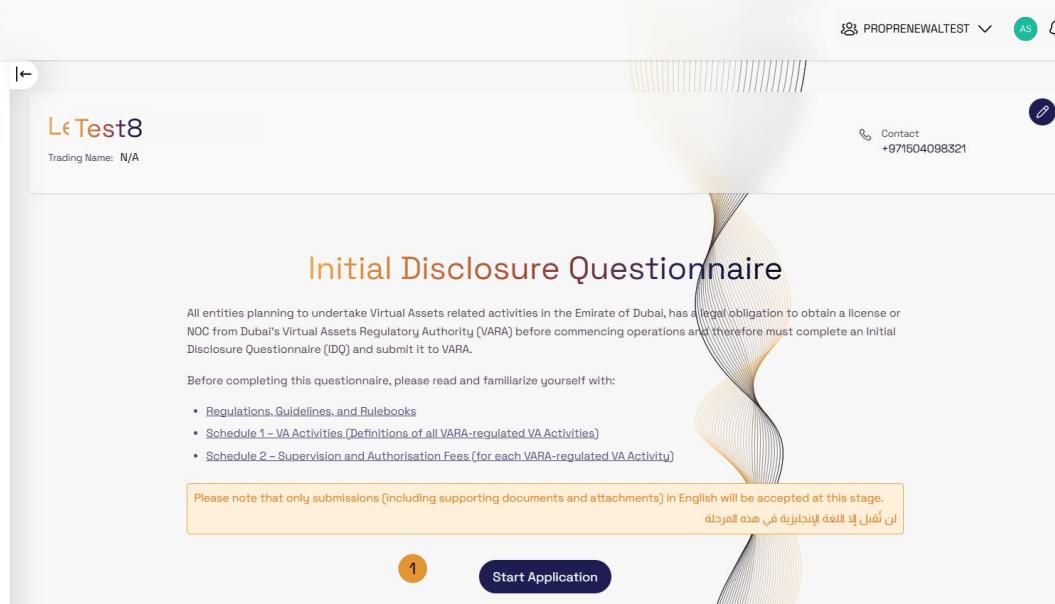
STEP 5

Application

Starting an Application

Submitting The Initial Disclosure Questionnaire

01 Click on Start Application



Initial Disclosure Questionnaire

All entities planning to undertake Virtual Assets related activities in the Emirate of Dubai, has a legal obligation to obtain a license or NOC from Dubai's Virtual Assets Regulatory Authority ("VARA"). Please note that only submissions (including supporting documents and attachments) in English language will be accepted at this stage. Please note that questions marked with an asterisk (*), are mandatory. Capitalised terms used but not defined herein shall have the same meaning ascribed to them in the relevant rulebooks published by VARA.

Before completing this questionnaire, please read and familiarize yourself with:

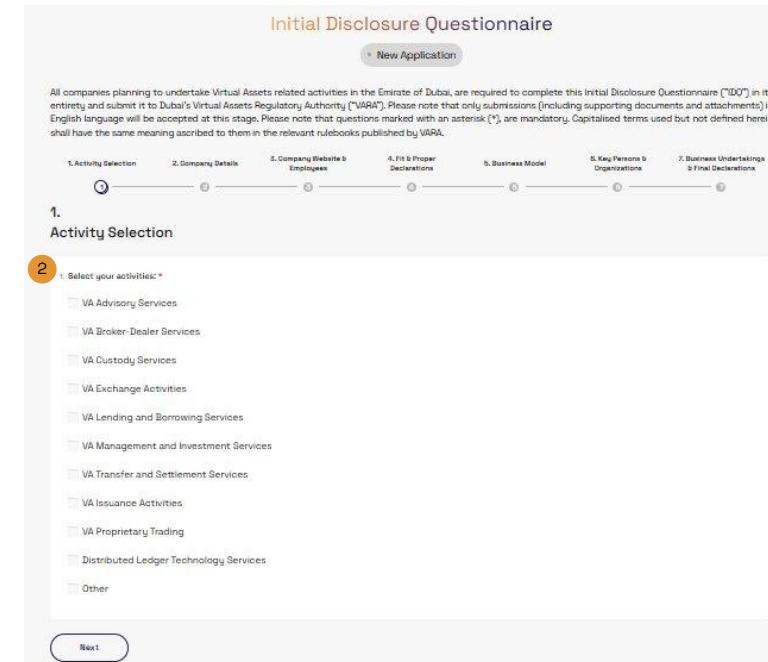
- [Regulations, Guidelines, and Rulebooks](#)
- [Schedule 1 – VA Activities \(Definitions of all VARA-regulated VA Activities\)](#)
- [Schedule 2 – Supervision and Authorisation Fees \(for each VARA-regulated VA Activity\)](#)

Please note that only submissions (including supporting documents and attachments) in English will be accepted at this stage.
ان تُمثل باللغة الإنجليزية في هذه المرحلة

1 Start Application

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

02 Select Activities



Initial Disclosure Questionnaire

New Application

All companies planning to undertake Virtual Assets related activities in the Emirate of Dubai, are required to complete this Initial Disclosure Questionnaire ("IDQ") in its entirety and submit it to Dubai's Virtual Assets Regulatory Authority ("VARA"). Please note that only submissions (including supporting documents and attachments) in English language will be accepted at this stage. Please note that questions marked with an asterisk (*), are mandatory. Capitalised terms used but not defined herein shall have the same meaning ascribed to them in the relevant rulebooks published by VARA.

1. Activity Selection

2. Select your activities*:

- VA Advisory Services
- VA Broker-Dealer Services
- VA Custody Services
- VA Exchange Activities
- VA Lending and Borrowing Services
- VA Management and Investment Services
- VA Transfer and Settlement Services
- VA Issuance Activities
- VA Proprietary Trading
- Distributed Ledger Technology Services
- Other

Next

Select the activities that apply ②.

Starting an Application

Submitting The Initial Disclosure Questionnaire

01 Review your Additions

63. **No Approval Understanding ***
I understand that completion of this questionnaire does not in any way designate an approval or an authorization to undertake Virtual Asset activity in the Emirate of Dubai, and that my business may be required to obtain a continuance permit or a full VARA license as appropriate in order to undertake such activity.

No Yes

64. **Marketing Rules Agreement ***
I agree to abide by all of the Marketing, Advertising and Promotion rules related to Virtual Assets, and understand that non-compliance will result in the issuance of fines and penalties as outlined by VARA

No Yes

Signatures

65. Please provide the name of the individual completing this form (please type out your full name)*
Michael Sabev

66. Date of Signature *
08/25/2025

1

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”

Emirate of Dubai, and that my business may be required to obtain a continuance permit or a full VARA license as appropriate in order to undertake such activity.

No Yes

64. **Marketing Rules Agreement ***
I agree to abide by all of the Marketing, Advertising and Promotion rules related to Virtual Assets, and understand that non-compliance will result in the issuance of fines and penalties as outlined by VARA

No Yes

Signatures

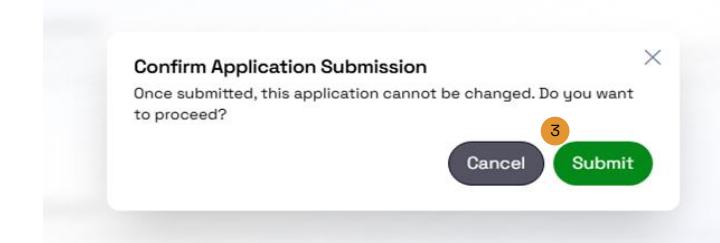
65. Please provide the name of the individual completing this form (please type out your full name)*
Michael Sabev

66. Date of Signature *
08/25/2025

2

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



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.

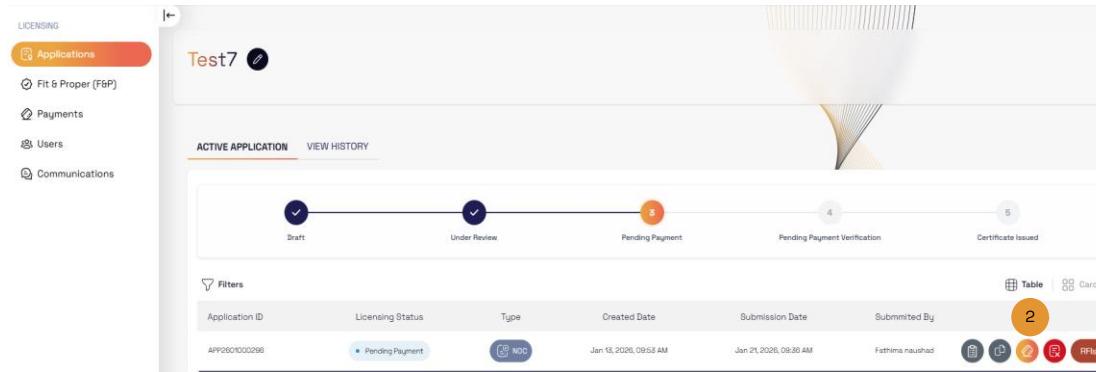
Please note that either this notice or the Approval to Incorporate should not be construed, or in any way represented, as a VARA licence under any circumstances.

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

Make Payment

1. View Invoice 2. Payment

1. Invoice

Invoice No. #234000580

Proprietary Fee AED 1,000

Knowledge & Innovation Fee AED 20

Amount Due AED 1,020

4 Download Invoice

5 Next: Payment

You can download invoice by clicking on 4 .

Click on 5 to proceed to payment method.

05 Payment Method

1. View Invoice 2. Payment

2. Payment

Total amount to pay: AED 60,040

Select payment method

6 Credit Card

Bank Transfer

- Once the transfer is completed, a copy of the proof of transfer and reference number is required to verify payment.
- Refer to the bank details below before making your payment:

Bank Details

Name : VIRTUAL ASSETS REGULATORY AUTHORITY	Bank Name : EMIRATES NBD
IBAN : AE3802600001015818053501	Swift Code : EBILAEAD
Reference Code : ORD2601000196	

Previous 6 Proceed

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

APPLICATION ID	INVOICE ID	STATUS	INVOICE AMOUNT	AMOUNT DUE	ACTIONS
APP2601000305	ORD2601000195	Pending Verification	AED 100,040	AED 100,040	

TRANSACTION ID	METHOD	STATUS	PAID ON	AMOUNT PAID	ACTIONS
PAY2601000265	Bank Transfer	Pending Verification	Jan 22, 2026	AED 100,000	
PAY2601000264	Credit Card	Processing Payment	Jan 22, 2026	AED 0	

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.

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

07 Email Post Payment Confirmation

VARA
VARA, the Electric Vehicle Association

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/faqs/>. 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



سلطة تنظيم الأصول الافتراضية
VIRTUAL ASSETS REGULATORY AUTHORITY

vara.ae