

Bermuda Tax Information Reporting Portal USER GUIDE

Version 4.0

Date updated: November 14, 2018

Table of Contents

Table	of Contents	1
Glossa	ary	3
1 Ir	ntroduction	4
1.1	Purpose	4
1.2	Scope	4
1.3	Support and resources	4
2 Ei	nrolment	6
2.1	Accessing the enrolment form	6
2.2	Completing the enrolment form	6
2.3	Updating reporting obligations after enrolment	9
2.4	Updating reporting entity details after enrolment	3
3 La	ogging in and updating your user details19	9
3.1	Logging in to the Bermuda Tax Information Reporting Portal	9
3.2	Updating your details20	0
3.3	Resetting your password 22	1
4 S	ubmitting CRS filings23	3
4.1	Creating CRS filings2	3
4.2	Submitting a CRS filing via XML Upload2	5
4.3	Submitting a CRS filing via Manual Entry2	7
4.4	Submitting a Nil CRS filing <i>[UPDATED]</i>	6
4.5	Submitting a domestic CRS filing with undocumented accounts	7
5 C	orrecting CRS validation issues prior to submission	9
5.1	Summary of CRS validation rules	9
5.2	Viewing and correcting CRS validation issues	3
6 S	ubmitting CbC filings4	5
6.1	Creating CbC filings 4	5
6.2	Submitting a CbC filing	7
		1

7	Correcting CbC validation issues prior to submission	50
7.1	Summary of CbC validation rules [UPDATED]	50
7.2	2 Viewing and correcting CbC validation issues	51
8	Reviewing and Correcting Errors from Partner Jurisdictions ((CRS) 53
8.1	Viewing CRS transmission progress and record errors	53
8.2	2 Submitting CRS Corrections	57
9	Reviewing and Correcting Errors from Partner Jurisdictions ((CbC) 59
9.1	Viewing CbC transmission progress and record errors	59
9.2	2 Submitting CbC Corrections	61
10	Viewing previously submitted filings	63
10.	.1 Viewing submission history	63
10.	.2 Downloading previously submitted (uploaded) XML files	64
11	Deleting draft filings	66
12	Managing Secondary Users	68
12.	.1 Creating Secondary Users	68
12.	.2 Updating or deactivating Secondary Users	69
13	Updating a Primary User	72
13.	.1 Creating a Primary User Change Notice	72
13.	.2 Completing and Submitting a Primary User Change Notice	
14	Deactivating a Reporting Entity [NEW]	77

Glossary

Term	Description
CbC	Country-by-Country Reporting
CbC Regulations	Bermuda's International Cooperation (Tax Information ExchangeAgreements) Country-By-Country Reporting Regulations 2017 and International Cooperation (Tax Information Exchange Agreements) Country-By-Country Reporting Amendment Regulations 2017
CbC Guidance	Bermuda's Country-by-Country Reporting Guidance
CRS	The OECD's Common Reporting Standard, as implemented in Bermuda by the CRS Regulations
CRS Regulations	Bermuda's International Cooperation (Tax Information Exchange Agreements) Common Reporting Standard Regulations 2017 and International Cooperation (Tax Information Exchange Agreements) Common Reporting Standard Amendment Regulations 2018
CRS Guidance	Bermuda's Common Reporting Standard for Automatic Exchange of Financial Account Information in Tax Matters Guidance
CTS	The OECDs Common Transmission System, which will be use to exchange filings with partner jurisdictions
FI	Bermuda Financial Institution
GIIN	Global Intermediary Identification Number issued by the IRS for US FATCA purposes
IRS	United States Internal Revenue Service
Ministry	Bermuda Ministry of Finance, Treaty Unit
OECD	Organisation for Economic Cooperation and Development
Primary User	The portal user that has been designated as the Principal Point of Contact for compliance with the CRS Regulations and/or CbC Regulations
RE	Bermuda Reporting Entity under CRS or CbC
Reporting FI	Bermuda Reporting Financial Institution
Tax Authority	Bermuda Ministry of Finance, Treaty Unit
TIN	Taxpayer Identification Number

1 Introduction

1.1 Purpose

The purpose of this document is to provide an overview of the most commonly used functionality in the Bermuda Tax Information Reporting Portal with respect to Reporting Entities meeting their reporting obligations under the OECD Common Reporting Standard (CRS) and Country by Country Reporting (CbC). This document is not intended to provide business, legal, policy, or regulatory guidance to Reporting Entities.

1.2 Scope

The scope of this document includes enrolment and reporting for both CRS and CbC. It also covers reviewing and responding to CTS notifications from partner jurisdictions.

The 'how-to' guidance in this document is not intended to cover the full range of screens and functionality within the Bermuda Tax Information Reporting Portal, but it should provide a high-level overview of the most commonly used functions that Reporting Entities should expect to use as part of their normal enrolment and filing submission procedures.

1.3 Support and resources

Bermuda Government Resources:

Please refer to the below documents published by the Bermuda Government for more information and regulatory assistance:

- International Cooperation (Tax Information Exchange Agreements) Act 2005
- International Cooperation (Tax Information Exchange Agreements) Amendment Act 2017
- <u>CRS Regulations and CRS Amendment Regulations</u>
- <u>CRS Guidance</u>
- <u>CbC Regulations</u> and <u>CbC Amendment Regulations</u>
- <u>CbC Guidance</u>

OECD Resources:

Please refer to the below documents published by the OECD for further guidance. The OECD has also developed a comprehensive <u>Automatic Exchange Portal</u> that is the principal source for these and other CRS materials and resources.

- <u>OECD CRS Standard for Automatic Exchange of Financial Account Information in Tax Matters</u> (<u>Second Edition</u>): Contains the due diligence and reporting rules for Financial Institutions along with Commentary that assists with interpretation of these rules.
- <u>OECD CRS Implementation Handbook</u>: Provides practical guidance to assist government officials and financial institutions in the implementation of the CRS.
- <u>OECD CRS-related FAQs</u>: Provides a list of common questions on the application of the CRS and responses from the OECD.

- <u>OECD CRS XML Schema and User Guide</u>: Provides a link to the OECD CRS XML Schema that all CRS XML filings must comply with, as well as the user guide which explains the required information and additional business rules applied by the OECD.
- <u>Common Reporting Standard Status Message XML Schema User Guide</u>: provides guidance on the status message responses sent back from partner jurisdictions
- <u>OECD Transfer Pricing Documentation and Country-by-Country Reporting, Action 13 2015</u> <u>Final Report</u>: Contains standards for transfer pricing documentation incorporating a master file, local file, and a template for country-by-country reporting of revenues, profits, taxes paid and certain measures of economic activity.
- <u>Guidance on the Implementation of Country-by-Country Reporting</u>: Provides additional implementation guidance regarding country-by-country reporting.
- <u>OECD CbC XML Schema and User Guide</u>: Provides a link to the OECD CbC XML Schema that all CbC XML filings must comply with, as well as the user guide which explains the required information and additional business rules applied by the OECD.

Portal User Support:

This user guide as well as the "Help" link within the portal should be consulted as first points of guidance on how to use the portal.

If you encounter issues with the portal, portal user support is available via the helpdesk during Bermuda business hours (9:00 – 5:00pm, Monday to Friday). To contact the portal support helpdesk, please send an email with your question/issue to the email address below:

aeoisupport@vizorsoftware.com

When contacting the helpdesk, users should provide as much information as possible using the following points as guidance:

- Type of guidance required.
- Detailed description of question or incident.
- What time did the incident occur?
- What are the steps to reproduce the incident?
- Screenshot of the incident.

Please note that this address should only be used for technical questions regarding the portal. The helpdesk should not be contacted for any guidance on due diligence and reporting requirements, for example CRS entity classification guidance or the scope of reportable accounts.

As indicated in the CRS Guidance Notes, Bermuda Financial Institutions are encouraged to seek professional advice if they are uncertain in any way of their obligations under the CRS framework.

Browser Requirements:

The recommended minimum computer requirements for using the Bermuda Tax Information Reporting Portal are:

- Microsoft Internet Explorer version 8 or above, or Firefox version 4 or above or Google Chrome version 10 or above.
- Screen resolution of at least 1024x768 or higher for optimal display.

2 Enrolment

In order to enrol with the Bermuda Ministry of Finance, Treaty Unit, as a Reporting Entity under CRS and/or CbC, entities must complete the Bermuda Tax Information Reporting Portal enrolment form.

Important Note: as indicated in the CRS Regulations, all Bermuda Reporting Financial Institutions must enrol with the Ministry of Finance by following the process outlined below, regardless of whether they have any reportable accounts.

2.1 Accessing the enrolment form

Bermu	da Tax Information Reporting Portal
Home	
Not logged in	
Enrol for CRS & CbC Please complete the follow	ing verification to proceed. Once complete click the Next button to continue.
Captcha:	I'm not a robot
	Next

- 1. Follow <u>this link</u> to access the Bermuda Tax Information Reporting Portal enrolment form. You will be presented with a security image similar to the one shown in the image above.
- 2. Select 'I'm not a robot' and select "Next". You may be required to provide additional information to pass the security requirements.

2.2 Completing the enrolment form

You will be presented with the **Reporting Entity & Primary User Enrolment** page.

e use the form below to enrol for CF	S and CbC reportin	g with the Treaty Unit, N	Ministry of Finance.	
eporting Entity & Primary Use	er Enrolment			
accordance with the OECD's Multila rtner jurisdictions for the purposes of enroll with the Bermuda Ministry of F	f exchanging tax info	ormation on an annual	red into by Bermuda and p basis, all Reporting Entities	articipating s are required
rou are enrolling on behalf of a Finar mpliance, please also enter your GII der subsection (2) of section 9 of the cludes a fine not exceeding \$10,000	N below.The submise International Coop	sion of untrue informat eration (Tax Informatior	ion is subject to fines and Exchange Agreements) A	penalties
Reporting Entity Information				
Reporting Entity Name			*	
Entity Type			*	
Reporting Type			*	
Reporting Entity GIIN (issued by IR	RS)			•
Identification Number (Issued by Ta	ax Authority)			0
Fiscal Year End (Format: dd/mm)				
Registered Office Address				
Street Address			*	
City/Town			*	
State/Province/Region				
Country			*	
Post Code				
Institution Email Address				

- 1. Complete the input fields in the **Reporting Entity Information** section as applicable for your entity and reporting type. Please note the following:
 - The **Reporting Entity Name** should be the legal name of the Reporting Entity.
 - i. If the enrolment and reporting is being done by a third-party service provider, this name is still required to be that of the Reporting Entity (not the service provider).
 - ii. For CbC enrolments only, the regulations require you to specify at enrolment whether the entity is the Ultimate Parent Entity or the Surrogate Parent Entity.

Important Notes:

- To satisfy this requirement you must include "(UPE)" or "(SPE)" following the Reporting Entity Name.
- The Bermuda Ministry of Finance only requires UPEs and SPEs to enroll and report for CbC. Bermuda-resident Constituent Entities who are neither the UPE or SPE for their MNE Group should not submit an enrolment form for BVIFARS.

- iii. Bermuda Ministry of Finance does <u>not</u> require Trustee Documented Trusts (TDTs) to be registered separately on the portal; only the Trustee, as the Reporting FI, must register. However, the Portal reporting will need to be done in each TDT's name regardless of whether the Trustee is the one that is actually filing the reports, with the TDT information included in the Reporting FI Information section of the report.
- The **Entity Type** should be aligned to your CRS entity classification. If enrolling for CbC only, you should select "Other" as your entity type.
- The **Reporting Type** should describe the reporting regime(s) you are required to report under. The options are "CRS", "CbC", or "CRS & CbC".
- The **Reporting Entity GIIN** is only required to be provided if the entity has already enrolled with the IRS for FATCA reporting processes. Otherwise it can be left blank.
- The **Identification Number** is intended to capture a local Bermuda identification number. Valid Bermuda identification numbers include your Bermuda Company Registration Number, Bermuda Entity Registration Number, or Bermuda Payroll Tax Number. If the entity does not have any of the above, this field can be left blank.
- **Fiscal Year End** is only mandatory if you are enrolling for CbC reporting.
- The **Registered Office Address** should be completed with the registered address of the Reporting Entity (not the third-party service provider, if applicable). Street Address, City, and Country are mandatory.

Prima	ary User Information					
First r	name				*	
Suma	ame				*	
Email	Address				*	
Telep	hone number	*	*	*		
		international	area code	number		
Positi	on				*	•
Pleas	e attach a scan of your	passport				
E	Browse *					
Pleas	e attach a letter, signed	by a director of	the company, which s	pecifies you as th	e responsible	person for CRS
and o	r CbC compliance.	-				
E	Browse					
-						
	Iment will be submitted f t information has been r		he Tax Authority. You	will receive notific	ation by email	once your
						Submit
						Gubinit

- 2. Complete the input fields in the **Primary User Information** section. Please note the following:
 - The Primary User may represent a third-party service provider for the entity.

- The **Email Address** provided will be where the account activation information will be sent once the enrolment is approved, and will be the user's username for logging into the system.
- 3. Upload a scan of the Primary User's passport and a signed letter using the **Browse** buttons. The letter should be signed by a Director or Officer of the Reporting Entity, and should specify the Primary User as responsible for CRS and/or CbC compliance.
- 4. When the documents have completed upload, select the **Submit** button.

2.3 Updating reporting obligations after enrolment

If you have already submitted an enrolment form and received your credentials for the system, you <u>must not</u> submit another enrolment form. If you wish to update your obligations, please do so using the **Change of Reporting Obligations** form, outlined below.

For example, if you have already enrolled for CRS reporting and later learn of an obligation to notify for CbC as well, you can update your reporting obligations using the below process. A second enrolment form should <u>not</u> be submitted.

2.3.1 Creating a Change of Reporting Obligations filing

In order to notify the Bermuda Ministry of Finance of updated reporting obligations, you must first create a **Change of Reporting Obligations** filing.

1. Navigate to the **Create Filing** screen using the menus at the top of the screen. Select **Manage Filings** > **Create Filings**, as shown in the image below.

	Be	ermuda	Tax Info	rmatio	n Reporting F	Portal			
Hom	e Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
We	Doe, Sample E I come to th have successf	e Bermud			porting Portal	eporting Porta	l to submit a	Ill required filings onl	line.
To s 1. U 2. U	ubmit a filing, f se the "Create se the "Draft Fi	ollow the ste Filing" menu lings" menu	eps below: i to generate a n to enter or uploa	ew filing id data	mpleted (for manual filir			1 0	
- Re - Vie	view your past w key informat	submissions		previously u entity using	ploaded filings using the the "Reporting Entity P		History" mei	nu	

2. You will be presented with the **Create Filing** page, as shown in the image below.

Create Filing	
We need details about your filing so you	will be able to identify it in the future. Please enter the details requested below.
The period end date identifies the report	ing period for the filing.
Filing name:	*
Filing type:	CbC XML Upload Filing
	Change of Reporting Obligations
	CRS Manual Entry Filing
	CRS XML Upload Filing
	Primary User Change Notice
	~
Period end date:	*
	Create

- 3. Enter a **Filing name** that is meaningful to you. It is best practice to include "Change of Reporting Obligations" so that filings can be easily differentiated from CRS and CbC filings.
- 4. Select "Change of Reporting Obligations" as the **Filing type**.
- 5. Select the **Period end date** for the filing. For the Change of Reporting Obligations form, this should be the <u>current date</u>.
- 6. Select the **Create** button to complete the creation of your form and make it available to submit a change of reporting obligations.

2.3.2 Completing and Submitting a Change of Reporting Obligations form

1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings and forms that you have created but not yet submitted.

	Be	rmuda	Tax Info	rmatio	n Reporting I	Portal		
Home Draft	Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout

2. Select the name of the form you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for the Change of Reporting Obligations form.

Draft Filings								
Please select the name of the filing you wish to complete.								
To create new filings, please use the "Create Filing" functionality.								
Filing name	Reference	Revision	Categories	Receiving	Status	Filing end	Due date	
r ming name				Country				
		0.1		n/a	No Data	31/05/2017	30/06/2017	
Change of Reporting Obligations 2016	RO00029							

3. Select the **Edit** link beside the Change of Reporting Obligations form to display the form below. Note that the form will be pre-populated with the current Reporting Type and Fiscal Year End stored for your entity.

Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.									
Once your fil rom the Sub		en completed, it can be enu above.	validated	and submitted to the	Tax Authority by sel	ecting Valid	ate and Submit Filing		
ou may vie	w your draf	t filing by selecting Viev	v for one o	of the sections below					
							View Comments 📄		
KEY									
NE I									
V)	1	Va		_	٢	1	*		
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory		
Change of F							Status: No Data		
	bango of E	Reporting Obligations							
V • V	mange of r	ceporting Obligations							
	👉 RO			g Obligations			Edit I View		

- 4. Update your **Reporting Type** by selecting either "CbC", "CRS" or "CRS & CbC" from the drop down list, as shown below.
- 5. Update/add your **Fiscal Year End** (if applicable). This must be populated if either "CbC" or "CRS & CbC" is selected as the Reporting Type.

Change of Reporting Obligations		
	istry of Finance, Treaty Unit, that you are changing your reporting obligations. The selections made below will replace your u commit to fulfil the reporting obligations of the reporting type(s) you have selected.	
Reporting Type	CRS & CbC 💙 *	
Fiscal Year End (Format: dd/mm)	31/12	
	Save As Draft Validate & Save	е
<u>*</u>		

6. Select "Validate & Save". You will be brought back to the Draft Filing screen for this Change of Reporting Obligations filing.

AUDIATATIENT								
Home Drat	t Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Log
ane Doe, S	ample En	itity						
		0			ploading a file using the			
from the Su	Ibmission	menu abov	ve.		he sections below.	Authonity by se	lecting valid	ate and Submit Filing
from the Su	Ibmission	menu abov	ve.			Authonty by se	lecting valid	View Comments
from the Su	Ibmission	menu abov	ve.			Aumonty by se	lecung valio	_
from the Su You may vi	Ibmission	menu abov	ve.			Quinonty by se	Pectang Valid	_
from the Su You may vi	ıbmission ew your d	i menu abov draft filing by	ve.	r for one of t				_
from the Su You may vi KEY Form set	ibmission ew your d folde	a menu abov draft filing by] er Repea	ve. y selecting View v	r for one of t	he sections below.	0	1	View Comments
from the Su You may vi KEY Form set Change o	ibmīssion ew your d folde Folde	a menu abov draft filing by draft filing by dr	ve. y selecting View v	r for one of t	he sections below.	0	1	View Comments

7. Navigate to **Submission > Validate and Submit** using the menus at the top of the screen.

AND COLUMNED	_		_					
Home Draft	Filings Sul	omission	Manage Filing	5 Documents	Reporting Entity Profile	Manage Users	My Details	Help L
ane Doe, Sar Draft Filin		idate and S omission Hi						
from the Sub	mission m	enu above	2.		nd submitted to the Tax the sections below.	Authority by se	lecting Valid	late and Submit Filing
from the Sub	mission m	enu above	2.			Authority by se	lecting Valid	date and Submit Filing View Comments
from the Sub	mission m	enu above	2.			Authority by se	lecting Valid	
from the Sub You may viev	mission m	enu above	2.			Authority by se	lecting Valid	
from the Sub You may viev	mission m	enu above	2.					
from the Sub You may view KEY	mission m w your draf Folder	enu above t filing by Repeat	e. selecting Vie	ew for one of	the sections below.	0	,	View Comments

8. You will be presented with the **Validate & Submit Filing** page. Select the **Validate** link in the Action column for the Change of Reporting Obligations form you would like to submit.

					n Reporti	5				
lome	Draft Filings	Submission	Manage Filings	Documents	Reporting Ent	tity Profile	Manage Users	My Details		Help Logou
	late & Subi									
The fil	lings that are	ready for fin			ion are listed b next to the app		ings name.			
The fil	lings that are	ready for fin d submit by	clicking the 'va	alidate' link r			5	d Due d	late /	Action

9. You will be presented with the **Submit Filing** page. Select **Submit** to confirm submission.

	Be	rmuda	Tax Info	rmatior	n Reporting P	ortal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Subn Your fi If you i	0	n validated a	nd can now be s		submit an additional fili	ng.			

2.4 Updating reporting entity details after enrolment

If you have already submitted an enrolment form and received your credentials for the system, you <u>must not</u> submit another enrolment form. If you wish to update certain details regarding your entity, please do so using the **Change of Reporting Entity Information** form, outlined below.

The following information can be updated by submitting a Change of Reporting Entity Information form:

- i. Entity Type
- ii. Reporting Entity GIIN (if applicable)
- iii. Fiscal Year End
- iv. Entity Address
- v. Institution Email

Important note: The Change of Reporting Entity Information form <u>cannot</u> be used to update the following:

- i. <u>Reporting Entity Name</u>: please contact bermudataxinformationreporting@gov.bm if you need to update your reporting entity's name
- ii. <u>Reporting Type:</u> please submit a Change of Reporting Obligations form if you would like to update your reporting type (see <u>Section 2.3 Updating reporting obligations after enrolment</u>)
- iii. <u>Primary User:</u> please submit a Primary User Change Notice if you would like to update your entity's Primary User (see <u>Section 13 Updating a Primary User</u>)

2.4.1 Creating a Change of Reporting Entity Information filing

In order to update certain details about your reporting entity, you must first create a **Change of Reporting Entity Information** filing.

1. Navigate to the **Create Filing** screen using the menus at the top of the screen. Select **Manage Filings** > **Create Filings**, as shown in the image below.

Important note: The Change of Reporting Entity Information form <u>can only be created and</u> <u>submitted by the Primary User. Secondary users will not see the form listed on the Create Filing</u> <u>page.</u>

	Be	rmuda	Tax Infor	mation	Reporting Po	ortal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
ane Do	be, Sample Ei	ntity (<u>Char q</u>	Create Filing						
	ome to the	_	Delete Filing		orting Portal				
1. Use 2. Use	the "Draft Fil	-iling" menu ings" menu	to generate a ne to enter or uploa	d data	npleted (for manual filin	ıgs)			
- Revie - View	ew your past s key informati	submissions on regarding		previously up entity using t	bloaded filings using the the "Reporting Entity Pr		History" menu		
lf you r	require assist	ance, conta	ct the Helpdesk a	at AEOISupp	oort@vizorsoftware.con	n			
					You will be aware that l rivacy Act ("PIPA"). Mor				

2. You will be presented with the Create Filing page, as shown in the image below.

Home Draft Filings Submis	sion Manage Filings Documents Reporting Entity Profile Manage Users My Details Help Logou
ane Doe, Sample Entity (<u>Cr</u>	nange)
00 2002020	
Create Filing	
We need details about your	r filing so you will be able to identify it in the future. Please enter the details requested below.
we need details about your	ning so you will be able to identify it in the luture. Please enter the details requested below.
The period end date identifi	ies the reporting period for the filing.
Filing name:	Address Update - January 2018 *
Filing type:	CbC XML Upload Filing
	Change of Reporting Entity Information
	Change of Reporting Obligations
	CRS Manual Entry Filing
	CRS XML Upload Filing
	Primary User Change Notice
	• Filmary Oser Change Notice
Period end date:	31/01/2018

- 3. Enter a **Filing name** that is meaningful to you. It is best practice to include the change being made so that filings can be easily differentiated from other filings.
- 4. Select "Change of Reporting Entity Information" as the **Filing type**.
- 5. Select the **Period end date** for the filing. For the Change of Reporting Entity Information form, this should be the <u>current date or the date in which the change was effective</u>.
- 6. Select the **Create** button to complete the creation of your form and make it available to submit.

2.4.2 Completing and Submitting a Change of Reporting Entity Information form

1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings and forms that you have created but not yet submitted.

	Bei	rmuda	Tax Info	rmatio	n Reporting I	Portal		
Home Draft	Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout

2. Select the name of the form you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for the Change of Reporting Entity Information form.

			Tux II		inaction	Reportin	510	, and a second			
Home	Draft Filings	Submission	Manage F	Filings [Documents	Reporting Entity F	Profile	Manage Users	My Details		Help Logo
ane Do	oe, Sample E	ntity (<u>Change</u>	<u>e)</u>								
	e select the na ate new filing					ality.					
		s, please use	e the "Cre		g" functiona	nission Recei		State	sı	Filing end date	Due date

3. Select the **Edit** link beside the Change of Reporting Entity Information form to display the form below. Note that the form will be pre-populated with the current information stored in your entity's profile.

		Beri	muda	Tax Info	matior	Reporting Po	ortal			
OUD LATE V	Inter									
Home	Draft F	-	ubmission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
ane Do	e, Sam	ple Enti	ty (<u>Chang</u> e	2)						
Draft	Filing	1								
Once y	our filir		een compl	, ,		bloading a file using the disubmitted to the Tax A			ate and Submit Filir	ng <mark>from</mark>
Once y the Sub	, our filir bmissic	ng has b on menu	een compl above.	leted, it can be	validated and	0 0			ate and Submit Filir View Commen	
Once y the Sub	, our filir bmissic	ng has b on menu	een compl above.	leted, it can be	validated and	d submitted to the Tax A				
Once y the Sub You ma	, our filir bmissic	ng has b on menu	een compl above.	leted, it can be	validated and	d submitted to the Tax A				
Once y the Sub You ma	your filir bmissic	ng has b on menu	een compl above. aft filing by	leted, it can be	validated and for one of th	d submitted to the Tax A	Authority by sele			ts
Once y the Sut You ma KEY Form	your filir bmissic ay view	ng has b n menu your dra your dra Folder	een compl above. aft filing by	eleted, it can be a selecting View	validated and for one of th	d submitted to the Tax A he sections below.	Authority by sele	ecting Valida	View Commen	ts
Once y the Sut You ma KEY Form	vour filir bmissic ay view	ng has b n menu your dra Folder ate - Jan	een compl above. aft filing by Repea	eleted, it can be a selecting View	validated and for one of th Form A	d submitted to the Tax A he sections below.	Authority by sele	ecting Valida	View Commen	ts

- 4. Update your information as required, including uploading any documentary evidence of the change using the "Browse" button.
- 5. Click "Validate & Save". You will be brought back to the Draft Filing page for the filing.

ne Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	L
Doe, Sample E	ntity (<u>Chanq</u>	<u>e)</u>						
Change of R	Reporting	Entity Inform	nation					
This form should Entity Profile.	d be used to	indicate to the I	Vinistry of Fi	inance, Treaty Unit that	you are changi	ing the current	details of your Reporti	ng
By submitting th		acknowledge th	at the inform	nation you are providing	is accurate an	d will replace	the current information	in
your existing pro								
_	elow will re	-		ion in the existing Rep		profile:		
Entity Type	0.001/07		ository Instit	ution	*			
Reporting Entity	/ GIIN (If ava	ilable)						
Entity Addre	ss							
Street Addres	s	123	Front Street		*			
City/Town		Han	nilton		*			
State/Provinc	e/Region							
Country		Ber	muda		*			
Post Code		HM	12					
Institution Em	ail							
Please attach	anv relevan	t evidence of th	e changes d	etailed above (in PDF f	ormat)			
Browse	רי, ר		j		,			
browse								
								_

6. Navigate to **Submission > Validate and Submit** using the menus at the top of the screen.

Be	rmuda	Tax Info	rmatio	n Reporting F	Portal			
Home Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Jane Doe, Sample E Draft Filing	Validate and Submission I							
Please complete the	e filing below	/ by selecting a	section or u	ploading a file using the	Upload XML b	outton, as ap	opropriate.	
Once your filing has from the Submissio			validated an	d submitted to the Tax	Authority by se	lecting Valio	late and Submit Filin	g
You may view your	draft filing by	y selecting View	for one of t	ne sections below.				

7. You will be presented with the **Validate & Submit Filing** page. Select the **Validate** link in the Action column for the Change of Reporting Obligations form you would like to submit.

	Ber	muda	lax Ini	rormat	ion Repo	rting Po	ortal		
Home	Draft Filings	Submission	Manage Fili	ngs Docun	nents Reporting	Entity Profile	Manage Users	My Details	Help Logo
	-	-			ssion are listed l		js name.		
Fledse		1							
riedse	Filing name	F	Reference		Transmission Progress	Receivi Count			e date Action

8. You will be presented with the **Submit Filing** page. Select **Submit** to confirm submission. Your changes will be reflected on the **Reporting Entity Profile** tab.

	Be	rmuda	Tax Info	rmatior	n Reporting P	ortal				
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	н	elp	Logout
Subr	oe, Sample E nit Filing	-	nd can now bo	submitted						
			nd can now be s		submit an additional fili	ng.				
Su	ubmit	Cancel								

3 Logging in and updating your user details

3.1 Logging in to the Bermuda Tax Information Reporting Portal

After your enrolment form has been reviewed and approved, your Reporting Entity and Primary User account will be created in the Bermuda Tax Information Reporting Portal. You will receive a system-generated email titled "New Bermuda Tax Information Reporting Portal User Account" containing your username (the Primary User Email Address entered on the enrolment form) and temporary password, as well as a link to the system.

Important note: If your enrolment information is not deemed complete and accurate, you will receive a "Bermuda Tax Information Reporting Portal: Enrolment Unsuccessful" email, which will include the reason your enrolment was declined. You will need to access the enrolment form again and complete it with corrected information and/or documents, as outlined in <u>Section 2 - Enrolment</u> above.

1. Accessing the link found in your Account Activation email will present you with the Bermuda Tax Information Reporting Portal login page, as shown in the image below.

Bermuda	Tax Information Reporting Portal
Home	
Not logged in	
Welcome to the Bermuda	Tax Information Reporting Portal
The Bermuda Tax Information F Treaty Unit, Ministry of Finance	Reporting Portal is an online application that will allow you to submit your tax reporting filings to the
To access the Bermuda Tax Info password is case sensitive.	ormation Reporting Portal, please enter your email address and password below. Note that the
If you require assistance, conta	ct the Helpdesk at AEOISupport@vizorsoftware.com.
Email address:	*
Password:	*
	Login
	Forgotten Password
The recommended minimum co	mputer requirements for using Bermuda Tax Information Reporting Portal are:
 For viewing your forms in Acrobat Reader (version A connection to a printe 	rer version 8 or above, or Firefox version 4 or above or Google Chrome version 10 or above. n PDF (and printing where signatures are required) you will need a PDF viewer, such as Adobe 8.0 or above). r so you can print out hard copies of forms. t your screen resolution is at least 1024x768 or higher for optimal display.

- 2. Enter your email address and password and select the **Login** button. Upon first login to the system, you will be asked to change your password as shown in the image below.
 - **Important Note:** The password must be between 8 and 30 characters, and must contain 1 capital letter, 1 lower case letter, 1 number, and 1 special character (e.g. #&*!\$).

Bermuda	Tax Information F	Reporting Portal	
Home			
lot logged in			
You must update your password Valid passwords contain 1 capit and not more than 30 characters	al letter, 1 small letter, 1 number	and 1 special character (e.g. #8	४ग\$). It must be at least 8 characters
Current password:		×	
New password:		*	
Confirm new password:		*	
	Save		

3.2 Updating your details

At any time you can update your user details (name, email address, and phone number) by navigating to **My Details > View/Edit My Details** or change your password by navigating to **My Details > Update My Password** using the menus at the top of the page.

• **Important note:** Changing your email address will change the email address you use to log in to the system as well as the email address to which system-generated emails are sent.

	Be	rmuda	Tax Infor	mation	Reporting Po	ortal		
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout
Jane D	oe, Sample E	Entity			·		View/Edit My Details	
	ave successf				orting Portal muda Tax Information	Reporting Po	Update Password	ired filings
1. Use 2. Use	the "Draft F	Filing" menu ilings" menu	i to generate a to enter or uplo	bad data	ompleted (for manual fi	ilings)		
- Revie - View	ew your past key informat	submissions		l previously entity using	uploaded filings using the "Reporting Entity			

3.3 Resetting your password

If you have forgotten your password, you can reset it using the Forgotten Password link on the Bermuda Tax Information Reporting Portal login page.

B	ermuda Tax Information Reporting Portal
Home	
Not logged in	
Welcome to t	he Bermuda Tax Information Reporting Portal
Treaty Unit, Minis To access the Be password is case	ermuda Tax Information Reporting Portal, please enter your email address and password below. Note that the
Email address:	*
Password:	*
	Login Forgotten Password
The recommende	ed minimum computer requirements for using Bermuda Tax Information Reporting Portal are:
 For viewir Acrobat F A connect 	Internet Explorer version 8 or above, or Firefox version 4 or above or Google Chrome version 10 or above. ng your forms in PDF (and printing where signatures are required) you will need a PDF viewer, such as Adobe Reader (version 8.0 or above). tion to a printer so you can print out hard copies of forms. ecommend that your screen resolution is at least 1024x768 or higher for optimal display.

1. Select the Forgotten Password link on the login page. You will be presented with a security image similar to the one shown in the image below. Enter the characters shown in the image and select "Next".

Bermuda 1	Fax Information Reporting Portal	
Home		
Not logged in		
Forgotten password Please enter the words displaye Captcha:	d in the image below. Click the Next button to continue.	

2. You will be presented with the below screen asking you to enter the username (email address) that is associated to your account.

Bermuda	Tax Information Reporting Portal
Home	
Not logged in	
Forgotten password	
To receive by email a new rand password please enter your er	omly generated password, which will allow you to reactivate your account and choose a new nail address below.
Email address:	*
	Submit

- 3. Enter your email address and click 'Submit'.
- 4. You will receive an email address titled "Bermuda Tax Information Reporting Portal account password change request". The email includes a link that must be selected within 20 minutes of selecting the Forgotten Password option, for security purposes.
- 5. Select the link contained in the email
 - **Important Note:** If you fail to select the link in the email within 20 minutes, you will need to begin the process again by selecting the Forgotten Password link on the login page
- 6. You will be presented with a Forgotten Password page. Enter your new password and select "Save".
 - **Important Note:** The password must be between 8 and 30 characters, and must contain 1 capital letter, 1 lower case letter, 1 number, and 1 special character (e.g. #&*!\$).

Bermuda	Tax Information Rep	porting Portal	
Home			
Not logged in Forgotten Password			
Valid passwords contain 1 capi characters and not more than 3	tal letter, 1 small letter, 1 number a 0 characters with no blank space	and 1 special character (e.g. #&*!\$). It must be at least 8 s.	
New password	1	*	
Confirm new password		*	
	Save		

7. You will be returned to the login page, where you can now log in with your email address and reset password.

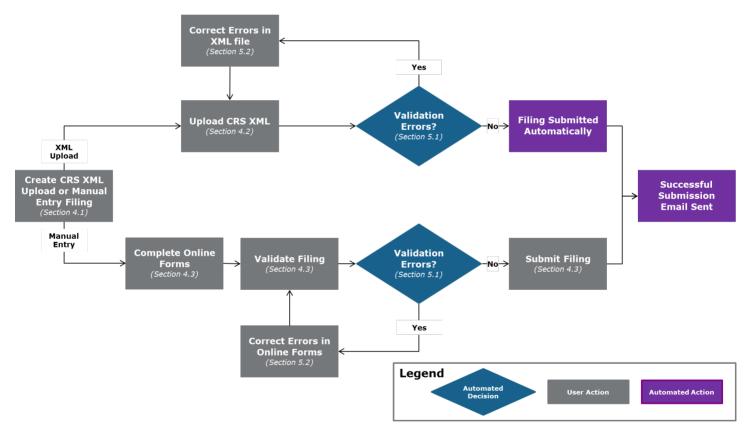
4 Submitting CRS filings

The Bermuda Tax Information Reporting Portal provides Bermuda CRS Reporting FIs with two options for submitting CRS filings:

- i. Manual Entry via online web forms; or,
- ii. Upload of an XML file that complies with the CRS XML Schema v.1.0 as published by the OECD.

Important Note: a separate Manual Entry or XML Upload filing must be created and submitted for <u>each</u> reportable jurisdiction your entity has reportable accounts for.

The diagram below outlines the high-level process to create and submit each CRS filing, which is described in detail in the subsequent sections.



4.1 Creating CRS filings

In order to submit data to the Bermuda Ministry of Finance to meet your CRS reporting requirements, you must first create a filing.

1. Navigate to the **Create Filing** screen using the menus at the top of the screen. Select **Manage Filings** > **Create Filing**, as shown in the image below.

	Be	rmuda	Tax Infori	mation	Reporting Po	ortal			
Home Dra	aft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logou
Jane Doe,	Sample E	Entity (<u>Chan</u> g	Create Filing						
Welcom	e to the	e Bermuda	Delete Filing	tion Ren	orting Portal				
1. Use the 2. Use the 3. Use the	e "Create e "Draft F e "Submis	ilings" menu ssion" menu	u to generate a to enter or uplo to submit your f	ad data iling once c	ompleted (for manual fi	ilings)			
- Review y - View key	our past informat	submission	tion Reporting Po s and download g your reporting documents using	previously entity using	uploaded filings using the "Reporting Entity	the "Submissi Profile" menu	on History" menu		
If you req	uire assis	stance, conta	act the Helpdesk	at AEOISu	upport@vizorsoftware.c	om			
					n: You will be aware tha Privacy Act ("PIPA"), M				to the

2. You will be presented with the **Create Filing** page, as shown in the image below.

Create Filing	
We need details about your filing so you	will be able to identify it in the future. Please enter the details requested below.
The period end date identifies the report	ing period for the filing.
Filing name:	*
Filing type:	CbC XML Upload Filing
	Change of Reporting Obligations
	CRS XML Upload Filing Primary User Change Notice
	Ψ.
Period end date:	
	Create

- Enter a Filing name that is meaningful to you. It is best practice to include the jurisdiction country code, type of document, and the year (e.g. IE New Data 2016, UK Corrected Data 2016, etc.) so that filings can be easily differentiated over time.
- 4. Select the **Filing type** that you want to complete.
 - **Important note:** If you will be <u>providing data in an XML file</u>, you must choose the *CRS XML Upload Filing* filing type. If you will be <u>entering data manually in a web form</u>, you must choose the *CRS Manual Entry Filing* filing type.

- 5. Enter the **Period end date** for the filing.
 - Important note: The period end date is the last day of the reporting period (the calendar year). For CRS, this date must <u>always</u> be December 31st. Failure to select December 31st will result in an error being displayed on screen.
- 6. Select the **Create** button to complete the creation of your filing and make it available to enter or upload data.

4.2 Submitting a CRS filing via XML Upload

If you have chosen the CRS XML Upload filing (see section <u>4.1 Creating CRS filings</u>), you will submit your CRS data by uploading an XML file into the filing.

1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings that you have created but not yet submitted.

STOLEN THE STOLEN							
Home Draft Filings S	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout

2. Select the name of the filing you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for that filing.

					Reporting Po					
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details		Help	Logou
	t Filings	ame of the f	ilina vou wish t	o complete.						
Please To crea	e select the n	is, please us	iling you wish t e the "Create I nce Revision	- Filing" functio	Deceiving	Status		Filing end	Due	Jate

3. Select the **Upload data** link within the filing table. You will be presented with the **Upload Data** page.

Home	Draft Fil	ings Su	Ibmission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logo
ane Do	oe, Sam	ole Entity	(<u>Chang</u> e	<u>e)</u>					
Draft	Filing	6							
Plaase	comple	to tho fili	na below	by selecting a	section or up	loading a file using the	Inload XML but	ton as appro	opriate
Please	e comple	te the fill	ng below	by selecting a s	section or up	loading a file using the	Upload XIVIL DU	ton, as appro	opriate.
-		0.0					A 5 7 10		
Once		a la a a la a	and the second		alidated and	submitted to the Tax A	uthority by sele	cting Validate	e and Submit Filing from the
				leted, it can be v	anualeu anu				
	ssion me			leted, it can be v	anualeu anu				
				ieted, it can be v	andated and				<u> </u>
Submi	ission me	enu abov	/e.						.
Submi	ission me	enu abov	/e.			e sections below.			
Submi	ission me	enu abov	/e.						
Submi	ission me	enu abov	/e.						View Comments
Submi	ission me	enu abov	/e.						
Submi	ay view	enu abov	/e.						
Submi You m	ay view	enu abov	/e.						
Submi You m	ay view	enu abov	/e.					,	
Submi You m	ay view	enu abov	/e.				ø	,	
Submi You m KEY	ay view	your dra	re.	v selecting View	for one of th	e sections below.	And the second second second		View Comments
Submi You m KEY	ay view	enu abov	re.		for one of th		⊘ Validated	/ In Draft	
Submi You m KEY Form	ay view	your dra	re. ft filing by Repea	v selecting View	for one of th	e sections below.	And the second second second		View Comments
Submi You m KEY Form	ay view y	your dra	re. ft filing by Repea	v selecting View	for one of th	e sections below.	And the second second second		View Comments 📄
Submi You m KEY Form	ay view y	your dra Folder a - 2016	re. ft filing by Repe	v selecting View	for one of th	e sections below.	And the second second second		View Comments E * No Data - Mandatory Status: No Data
Submi You m KEY Form	ay view y	your dra Folder a - 2016	re. ft filing by Repea	v selecting View	for one of th	e sections below.	And the second second second		View Comments 📄
Submi You m KEY Form	ay view y	your dra Folder a - 2016	re. ft filing by Repe	v selecting View	for one of th	e sections below.	And the second second second		View Comments E * No Data - Mandatory Status: No Data

 Select the **Browse** button and choose the file you want to upload. Only files in XML format will be accepted, and they must comply with the CRS XML schema v.1.0 as published by the OECD (<u>http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/schema-and-userguide/</u>).

	Be	rmuda	Tax Info	rmatio	n Reporting P	Portal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Please The fil	e will be proc	essed as so	on as possible a	and you will b	itial validations: Allowed be informed via email al the results will be displa	bout any valida			
Select	: file to upload	1:	Bro	owse					

5. The system will begin validation of your file immediately against the OECD XML schema and business rules. If you have uploaded a file that is not an XML file, you will see an error message on the Upload Data page informing you of that error.

6. If you do not receive any error message on the Upload XML page, the file will be submitted for processing and additional validation will be applied. More details on the validation that will be applied to all files can be found in <u>Section 5.1 - Summary of CRS validation rules</u>.

	Ber	muda	Tax Info	rmatio	n Reporting P	Portal			
Home	Draft Filings S	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Uplo Please The fil	e will be proces	ML file and soo	n as possible a	nd you will b	itial validations: Allowed be informed via email at the results will be displa	bout any valida			
Select	file to upload:			tion issues.	accepted for processin (3.01.01).xml (5.1KB)	-	nformed via em	ail about any	

7. You will receive a system-generated email when the processing is complete, indicating either that your submission was successful, or that the submission was unsuccessful and that the file must be updated and resubmitted.

4.3 Submitting a CRS filing via Manual Entry

If you have chosen the CRS Manual Entry filing (see section <u>4.1 Creating CRS filings</u>), you will submit your CRS data by typing data into web forms.

1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings that you have created but not yet submitted.

	Be	rmuda	Tax Info	rmatio	n Reporting I	Portal		
	E STATE							
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout

2. Select the name of the filing you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for that filing.

	Be	rmuda	Tax Info	rmatior	n Reporting F	Portal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details		Help Logo
			ing you wish to o		lity.				
	Filing name	Refere		n Categorie	es Receiving Country		atus	Filing end date	Due date
			71	1					

3. Select the **Edit** link beside the General Information form to confirm the receiving country and message type related to the filing being submitted.

KEY							
F	1	Va		4	٢	1	*
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory
E - New Da							Status: No Data
📁 🕈 C	RS Manua	I Entry Filing					
	🖌 GI	General Ir	nformation				Edit View
	CRS	CRS Rep	ort				

4. You will be presented with the editable form for data entry. The image below is a sample General Information form.

	Be	ermuda	Tax Info	rmatior	n Reporting F	Portal					
Ho	me Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details			Help	Logout
Jane	e Doe, Sample E	Intity									
	CRS Filing Reporting Entity Period end date General Infor	e:	Sample 31/12/2	-							
	Receiving Cour	ntry		× *				Sending Company IN			9
	Message Type	The	e message cont	ains new info	ormation	×	I	Message Reference	BM-a3279a76-7e0d-475c-a1e*		
Ba	<u>ck</u>								Save As Draft Validate	& Save	

5. Select the **Receiving Country** associated with the filing form the drop-down, which is restricted to only include the list of reportable jurisdictions.

- **Important Note:** A separate filing will be required for each reportable jurisdiction the entity has reportable accounts for.
- 6. Confirm the **Message Type** for the filing:
 - *The message contains new information* should be selected for the original filings being sent to reportable jurisdictions for the reporting period.
 - The message contains corrections for previously sent information should be selected for any subsequent corrections/deletions being sent to reportable jurisdictions for previously submitted filings for the reporting period.
 - The message advises there is no data to report should be used when submitting a nil filing domestically. See <u>Section 4.4 Submitting a Nil CRS filing</u> for more information on this process.
- 7. For domestic filings (Receiving Country = Bermuda), enter the **Sending Company IN**. Examples of valid Identification Numbers include your Bermuda Company Registration Number, Bermuda Entity Registration Number, or Bermuda Payroll Tax Number. If you do not have any of the above, please enter the unique Reporting Entity Code assigned to you by the system, which can be found in your Reporting Entity profile.
- 8. Select "Validate & Save" to proceed.
 - **Important Note:** If you are alerted to any errors on the form, these must be corrected before proceeding, or selecting "Save as Draft" allows you to bypass on-form validation and save the data as draft until your return.
- 9. To complete the remainder of the filing, select the **Add Section** icon next to the CRS Report repeatable folder to generate a CRS Report folder.
 - **Important Note:** Each CRS filing should only contain a single CRS Report folder, as they should include accounts for a single Reporting Financial Institution.

Draft Filin	g						
Please comp	lete the filin	g below by selecting a s	section or	uploading a file using	the Upload XML butt	on, as appro	opriate.
Once your fili Submission r			alidated a	ind submitted to the T	ax Authority by selec	ting Validate	and Submit Filing from the
You may view	v your draft	filing by selecting View	for one of	the sections below.			
							View Comments
KEY							
1	1	Ve			٢	1	*
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory
IE - New Da	ata - 2016						Status: In Draf
🎁 🥕 c	RS Manua	I Entry Filing					Clear
	🥑 GI	General Ir	nformation				Clear Edit View
	🚖 CRS	CRS Repo	ort				-> 🔒

10. Expand the CRS Report Folder (using the "+" icon) and select the **Edit** link beside the Reporting FI Information form to enter data.

Draft Filin	g						
Please comp	lete the filin	g below by selec	cting a section or	uploading a file usin	g the Upload XML butt	on, as appro	opriate.
Once your fil Submission r			an be validated a	and submitted to the	Tax Authority by selec	ting Validate	and Submit Filing from th
You may viev	w your draft	filing by selectir	ng View for one of	the sections below.			
							View Comments
KEY							
6	1	1			٢	1	*
Form set	Folder	Repeatable Fo	older Form	Add Section	Validated	In Draft	No Data - Mandatory
IE - New Da	ata - 2016						Status: In Draf
🎁 🥕 o	CRS Manua	l Entry Filing					Clear
	🥑 GI	Ge	neral Information				Clear Edit Viev
Ve	🚖 CRS	CF	S Report				📑 Delete A
9	📁 \star c	RS Report					Delete
		🚖 RFI	Reporting	FI Information			Edit /iew 🔁 🖄
	12	AI	Account	nformation			

11. You will be presented with the editable Reporting FI Information form for data entry. The image below shows a sample Reporting FI Information form.

Document Type: New Data * If this data represents a change to previously submitted data, please enter the corresponding Document Reference ID here Document Reference ID: BM-a7a1394d-6f54-4c83-985c.* If this data represents a change to previously submitted data, please enter the corresponding Document Reference ID here Reporting FI Name Sample Entity * dentification Number RE00001	Reporting Entity:	Sample Entity	
Document Reference ID: BM-a7a1394d-6f54-4c83-985c* enter the corresponding Document Reference ID here Reporting FI Name Sample Entityl * dentification Number RE00001 Reporting FI Tax Residence Bermuda T* Address 123 Front Street City Hamilton	Period end date:	31/12/2016	
dentification Number RE00001 Reporting FI Tax Residence Bermuda * Address Street Address City Hamilton *			enter the corresponding Document Reference ID here
Reporting FI Tax Residence Bermuda • • Address Street Address City Hamilton *	Reporting FI Name	Sample Entity	*
Address Street Address City Hamilton	dentification Number	RE00001	
Street Address 123 Front Street City Hamilton *			
City Hamilton *	Reporting FI Tax Residence	Bermuda 🔻 *	
		Bermuda 🔻	
Post Code HM 12	Address		ont Street
	Address Street Address	123 Fro	
Country Bermuda v	Address Street Address City	123 Fra Hamilto	on *
	Address Street Address City Post Code	123 Fro Hamilto HM 12	on*

- 12. Complete all required information on the form. Please take note of the following:
 - The **Document Type** field is included in both the Reporting FI Information and Account Information sections of the filing. Allowable entries are New Data, Corrected Data, and Deletion of Data. If you selected a Message Type of "The message contains new

information" on the General Information form, all Document Types contained in the filing must be set to "New Data".

- Important Note: The OECD have introduced a fourth document type of "Resend Data", which will be applicable to corrections being sent in response to partner jurisdiction notifications. This will be added to the system at a later date, and more information on this will be included at that time.
- The Document Reference ID is an auto-generated unique ID that must be included for each section. If you overwrite the auto-generated value with an internal reference, the ID must begin with "BM", contain no spaces, and be globally unique.
- The **Reporting FI Name** and **Address** fields will be <u>pre-populated</u> based on the information stored in your Reporting Entity Profile (which was submitted as part of your enrolment). If this name or address is incorrect, you must update the pre-populated data before submitting the form.
- The **Identification Number** field on this form should be populated with your Bermuda Company Registration Number, Bermuda Entity Registration Number, or Bermuda Payroll Tax Number. If you do not have any of the above, please enter the unique Reporting Entity Code assigned to you by the system upon enrolment, which can be found in your Reporting Entity profile.
- 13. Select "Validate & Save" to proceed.
 - **Important Note:** If you are alerted to any errors on the form, these must be corrected before proceeding, or selecting "Save as Draft" allows you to bypass on-form validation and save the data as draft until your return.
- 14. Select the **Add Section** icon next to the Account Information section to add an account.
 - **Important Note:** A separate Account Information form will be required for each reportable account being submitted for the receiving country. When returning to the Draft Filings page, you will need to expand the CRS Report Folder (using the "+" icon) to see all forms.
 - **Important Note:** If this is a Nil filing, no reports should be added. Please see <u>Section</u> <u>4.4 - Submitting a Nil CRS filing</u> for more information on this process.

IE - N	New I		2016		Status: Ready to Submit
Ð	0	CRS	Manual Entry Filing		Clear
		0	GI	General Information	Clear Edit View
	12	0	CRS	CRS Report	📑 Delete All Clear All
		1	CRS Report		Clear Delete
			📄 🥥 RFI	Reporting FI Information	Clear Edit View
			AI	Account Information	-> 🔓

15. You will be presented with the editable form for data entry. The fields related to information on the account holder are shown below.

eporting Entity:	Sample Entity							
eriod end date:	31/12/2016							
Document Type:	New Data 🔻 *		If this data repres	sents a change to previ oonding Document Refe	iously submitte	d data, please		
Document Reference ID:	BM-4f2fb472-7873-4ab	7-b267-*		Soluting Document read				
	r Account Holder Type if eported payment is made			is an individual. Selec	ction of one ty	/pe is mandatory	if the reported	financial accour
ccount Holder Type	eponeu payment is made	to an entity	y.				v	
omestic only: Undocumente	ed account	Yes 🔘	No					
For individuals, please p	rovide the following:							
	_	•	Middle Name					*
Title Fir	st Name					Last Name		
Date of Birth				Tax	Residence	Ireland	*	
Taxpayer Identification Nur								
raxpayer identification indi								
Account Address	inder							
Account Address					*			
Account Address Number, Street, and Ro					*			
Account Address Number, Street, and Ro City					*			
Account Address Number, Street, and Ro City Post Code					*			
Account Address Number, Street, and Ro City Post Code	om/Suite no				*			
Account Address Number, Street, and Ro City Post Code Country	om/Suite no				*			
Account Address Number, Street, and Ro City Post Code Country For entities, please provi Name	om/Suite no de the following:				*			
Account Address Number, Street, and Ro City Post Code Country For entities, please provi	om/Suite no de the following:			Tax Residence	*			τ.
Account Address Number, Street, and Ro City Post Code Country For entities, please provi Name	om/Suite no de the following:			Tax Residence	*			
Account Address Number, Street, and Ro City Post Code Country For entities, please provi Name Entity Identification Number	om/Suite no de the following:			Tax Residence	*			<u> </u>
Account Address Number, Street, and Ro City Post Code Country For entities, please provi Name Entity Identification Number Account Address	om/Suite no de the following:			Tax Residence	*			•
Account Address Number, Street, and Ro City Post Code Country For entities, please provi Name Entity Identification Number Account Address Number, Street, and Ro	om/Suite no de the following:			Tax Residence	*			T

- 16. Complete all required fields as appropriate for the account holder.
- 17. Guidance for completion of individual account holder information:
 - The Account Holder Type must be left blank for individual account holders.
 - The individual **Tax Residence** will be pre-populated with the Receiving Country entered on the General Information form. The tax residence of all individual accounts in the filing <u>must</u> match the reportable jurisdiction selected as the receiving country.
 - The individual Taxpayer Identification Number is shown as optional on the form as there are valid scenarios where the TIN may not be available (e.g. the jurisdiction of tax residence does not issues TINs). However, you <u>must</u> ensure that for jurisdictions that DO expect a TIN to be submitted, this is included in the report. Otherwise, you may receive an error notification from the partner jurisdictions requiring a correction. The TIN rules and expected format by jurisdiction can be found here: <u>http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/taxidentification-numbers/.</u>
- 18. Guidance for completion of entity account holder information:
 - The Account Holder Type must be selected for entity account holders. Allowable values are as follows:
 - CRS Reportable Person

- Passive Non-Financial Entity that is a CRS reportable person
- Passive Non-Financial Entity with one or more controlling person that is a reportable person
- The entity Tax Residence <u>must</u> match the reportable jurisdiction selected as the receiving country on the General Information form, <u>unless</u> a Controlling Person is being added whose tax residence matches the receiving country.
- The Entity Identification Number is shown as optional on the form as there are valid scenarios where the IN may not be available (e.g. the jurisdiction of tax residence does not issue INs). However, you <u>must</u> ensure that for jurisdictions that DO expect an IN to be submitted, this is included in the report. Otherwise, you may receive an error notification from the partner jurisdictions requiring a correction. The TIN/IN rules and expected format by jurisdiction can be found here: <u>http://www.oecd.org/tax/automaticexchange/crs-implementation-and-assistance/tax-identification-numbers/.</u>
- 19. Guidance for the completion of <u>controlling person information</u>:
 - To add a controlling person record for the entity account, select the "Add Controlling Person" button.
 - A new section will be added to capture controlling person information, as shown below. This should be done for each controlling person for the entity with a tax residence that matches the receiving country.

Controlling Person Details			
Controlling Person Type	CP of legal arrangement - trust - protector	* .	
Title First Name	* Middle Name	Last Name *	
Date of Birth			
Tax Residence	¥ *		
Taxpayer Identification Number			
Controlling Person Address			
Number, Street, and Room/Suite no			
City		•	
Post Code			
		•)*	
Country		•	

- Controlling persons can only be submitted with the account when the Account Holder Type is selected as "Passive Non-Financial Entity with one or more controlling person that is a CRS reportable person". If any other account holder type is selected, the Controlling Person fields will remain disabled.
- The **Controlling Person Type** must be selected, which identifies the role of the controlling person. Available values for CRS are as follows:
 - CP of legal person ownership
 - CP of legal person other means

- CP of legal person senior managing official
- CP of legal arrangement trust settlor
- CP of legal arrangement trust trustee
- CP of legal arrangement trust protector
- CP of legal arrangement trust beneficiary
- CP of legal arrangement trust other
- CP of legal arrangement other settlor-equivalent
- CP of legal arrangement other trustee-equivalent
- CP of legal arrangement other protector-equivalent
- CP of legal arrangement other beneficiary-equivalent
- CP of legal arrangement other other-equivalent
- The controlling person **Tax Residence** <u>must</u> match the reportable jurisdiction selected as the receiving country in the General Information Form.
 - **Important Note:** If the entity account has controlling persons in multiple jurisdictions, the entity account will need to be submitted separately for each receiving country, with the relevant controlling persons' information included in each.
- The controlling person Taxpayer Identification Number is shown as optional on the form as there are valid scenarios where the TIN may not be available (e.g. the jurisdiction of tax residence does not issues TINs). However, you <u>must</u> ensure that for jurisdictions that DO expect a TIN to be submitted, this is included in the report. Otherwise, you may receive an error notification from the partner jurisdictions requiring a correction. The TIN rules and expected format by jurisdiction can be found here: http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/
- 20. Guidance for completing account value information:

ccount Number ccount Balance		*	Account Type Account Currency	v	▼ *
ccount Closed?	🔘 Yes 💿 No		Account Dormant?	O Yes No	
Payment Type Currency		▼* ▼*	Amount	*	Delete
Add Payment Record					

- The Account Number is mandatory under CRS. The OECD guidance for this field is as follows:
 - Provide the account number used by the financial institution to identify the account. If the financial institution does not have an account number then provide the functional equivalent unique identifier used by the financial institution to identify the account.
 - For example: The account number may be the account number of a Custodial Account or Depository Account; ii) the code (ISIN or other) related to a Debt or

Equity Interest (if not held in a custody account); or iii) the identification code of a Cash Value Insurance Contract or Annuity Contract.

- If exceptionally there is no account numbering system use NANUM for no account number.
- The **Account Type** is optional, and is used to describe the type of account number. Available values are included below. Where an IBAN or ISIN is available, it should be provided in the correct format and the applicable account number type should be selected.
 - IBAN International Bank Account Number (follows a known structure)
 - OBAN Other Bank Account Number
 - ISIN International Securities Information Number (follows a known structure)
 - OSIN Other Securities Information Number
 - Other Any other type of account number e.g. insurance contract
- The **Account Balance** and **Account Currency** must be provided. Negative account balances are not allowed, and must be reported as 0.00.
- The Account can also be specified as **Account Closed** or **Account Dormant**. Closed accounts must have a zero (0.00) balance.
- Select the "Add Payment Record" button to record one or more payments on the reported account, including the payment type, currency, and amount. Records can be added or deleted as required.
- 21. Once the General Information Form, Reporting Information Form, and all required Account Information forms within the filing are complete and in a **Validated** status (indicated by a green check mark icon) you must proceed to submitting the filing.
- 22. To submit a Manual Entry filing, navigate to **Submission > Validate and Submit** using the menus at the top of the screen.

Bermuda Tax Information Reporting Portal										
	Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
	Jane Doe, Sample E Validate and Submit Draft Filing Submission History									
	Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate. Once your filing has been completed, it can be validated and submitted to the Tax Authority by selecting Validate and Submit Filing from the Submission menu above. You may view your draft filing by selecting View for one of the sections below.									

- 23. You will be presented with the **Validate & Submit Filing** page. Select the **Validate** link in the Action column for the filing you would like to submit.
 - **Important note:** Only filings in **Ready to Submit** status (all forms are validated) will appear on this page.

					n Reporting F			
lome	Draft Filings	Submission	Manage Filin	gs Document	s Reporting Entity Profi	le Manage Users N	ly Details	Help Logou
	0				ion are listed below. next to the appropriate	e filings name.		
	Filing name	Refe	erence Rev	ision Categ	ories Receiving Co	untry Filing end date	Due date	Action

- 24. If there are validation issues with your filing, you will be notified on the page. See <u>Section 5</u> <u>Correcting CRS validation issues prior to submission</u> for more information on the process to follow if any validation issues are present.
- 25. If there are no validation issues with your filing, you will be presented with the **Submit Filing** page. Select **Submit** to confirm submission.

	Be	rmuda	Tax Info	rmatior	n Reporting P	Portal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Subr Your f If you		n validated a	nd can now be s or corrected dat		submit an additional fili	ng.			

26. Once your filing is successfully submitted with no errors, you will receive a system-generated email notifying you of the successful submission.

4.4 Submitting a Nil CRS filing [UPDATED]

Nil CRS filings are <u>mandatory</u> in Bermuda, starting with the reporting year ending December 31, 2017. Only a single domestic Nil filing needs to be submitted, to indicate that the Reporting Entity does not have <u>any</u> reportable accounts for the reporting period.

The completion and submission of a Nil CRS filing follows the same high-level processes as outlined in <u>Section 4.2 – Submitting a CRS filing via XML Upload</u> and <u>Section 4.3 – Submitting a CRS filing via</u> <u>Manual Entry</u>. The key differences and considerations for submitting a Nil filing are outlined below:

1. The **Receiving Country** must be set to Bermuda (BM), as Nil CRS filings are only submitted domestically.

- 2. The Message Type must be set to "The message advises there is no data to report".
 - a. For Manual Entry filings, this is selected in the Message Type drop-down on the General Information form.
 - b. For XML filings, CRS703 should be included in the MessageTypeIndic element (within the message header).
- 3. For nil reports, both the General Information form and the Reporting FI Information form must be completed. There should be <u>no</u> account reports submitted.

4.5 Submitting a domestic CRS filing with undocumented accounts

Domestic reports (with Bermuda as the receiving country) are only required in Bermuda if the Reporting Entity is submitting a Nil filing, or if they have undocumented accounts to report.

Failure to obtain and validate the required pre-existing account information or a self-certification in accordance with the CRS will result in the account being reported to the local tax authority as undocumented.

Important Note: Accounts held by Bermuda-resident account holders are not reportable, unless the account holder is dual-resident in another reportable jurisdiction.

The completion and submission of a domestic filing with undocumented accounts follows the same highlevel processes as outlined in <u>Section 4.2 – Submitting a CRS filing via XML Upload</u> and <u>Section 4.3 –</u> <u>Submitting a CRS filing via Manual Entry</u>. The key differences and considerations for submitting a domestic filing with undocumented accounts are outlined below:

- 1. The **Receiving Country** must be set to Bermuda (BM), as undocumented accounts are only submitted domestically.
- 2. The **Message Type** must be set to "The messages contains new information", or "CRS701" for XML filings. Corrected filings are not applicable for domestic requirements.
- 3. An **Account Information** form should be added for each undocumented account the entity has on file.
- 4. The **Undocumented Account** indicator should be set to true for all undocumented accounts submitted domestically.
 - a. For XML filings, this is an attribute on the Account Number element.
 - b. For Manual Entry filings, this is an option to select on the Account Information form. Note this option only becomes enabled when Bermuda is selected as the Receiving Country on the General Information form.

Document Type: Document Reference ID:	New Data 🔹		If this data represents a change to previously submitted data, please enter the corresponding Document Reference ID here:
Do not make a selection for is held by an entity or the rep			older or Payee is an individual. Selection of one type is mandatory if the reported financial account
Account Holder Type			Ŧ
Domestic only: Undocumente	d account	🖲 Yes 🛛 No	a*.

5. The account holder information should be completed based on whatever information is on hand. If the following information is not available or cannot be estimated, you can use the alternate values suggested to satisfy the mandatory items:

- a. **Tax Residence:** Can be defaulted to Bermuda for undocumented accounts.
- b. **Address:** The country can be defaulted to "Bermuda" if unknown, and "Undocumented" can be entered for the City/Town.
- 6. It is expected that the account holder name, account number, account balance, and account currency will be known and reported by the Financial Institution, even if the account is undocumented.

5 Correcting CRS validation issues prior to submission

5.1 Summary of CRS validation rules

The below tables detail the full list of validation rules that will be applied to CRS filings submitted in the Bermuda Tax Information Reporting Portal, in addition to standard validation against the OECD CRS XML Schema v.1.0. The validation rules have been separated into the following tables for ease of reference:

- General Validation
- Reporting FI Information Validation
- Account Information Validation
- Corrected Filings Validation

The Rule Name and Problem Message shown below are shown in the portal when an error is encountered, while the comments in the "Additional Comments" column are only intended to provide further clarification and guidance, where applicable.

It should also be noted that some of these errors are only applicable to the XML Upload filing. This is indicated in the "Applicable to" column.

For the Manual Entry filing, some validation is executed upon selecting the "Validate & Save" button on the individual forms, while other validation is executed when selecting the 'Validate' link on the Validate & Submit page. The below errors may be shown on either page.

	General Validat	tion	
Rule Name	Problem Message	Applicable to	Additional Comments
Account Report check	Account Report can only be omitted if the Reporting FI is being corrected/deleted or, in the case of domestic reporting, if there is nil reporting. If the Reporting FI indicates new data or resent, the Account Report must be provided.	XML Upload and Manual Entry	
DocRefId format check	For non-domestic reporting, the document reference ID field must be in the following format: The first two character must correspond to the sending jurisdiction country code, the next set of characters must be a unique reference.	XML Upload and Manual Entry	
Document type check	The only document type values allowed for CRS reporting are OECD0 – Resent Data, OECD1 - New Data, OECD2 - Corrected Data or OECD3 - Deletion of Data.	XML Upload	Note that this error may be shown as an XML enumeration constraint.
Domestic Nil reporting check	The message type "The message advises there is no data to report" can only be used for domestic reporting.	XML Upload and Manual Entry	The receiving country must be "Bermuda" if using message type "The message advises there is no data to report".
Period end date matches Reporting period?	The period end date <xxxx> specified during filing creation must match the reporting period on submission.</xxxx>	XML Upload	If the period end date selected when creating the filing is incorrect, you must create a new filing with the

	General Valida	tion	
Rule Name	Problem Message	Applicable to	Additional Comments
			correct end date and upload your file.
Pool Report Check	Pool Reporting is not applicable to CRS Reporting.	XML Upload	Note that this error may be shown as an XML structural error.
Receiving country is not a reportable jurisdiction	Please note <xxxx> is not yet a reportable jurisdiction for CRS</xxxx>	XML Upload	<i>The list is restricted in the Manual Entry form.</i>
Reporting Obligations	You are not permitted to submit this filing, as you do not have the relevant Reporting Type marked in your Reporting Obligations. If you are required to submit information to this jurisdiction, please create and submit a "Change of Reporting Obligations" filing."	XML Upload and Manual Entry	You will get this error if you try to submit a CRS filing but are not enrolled for CRS. You will need to use the 'Change of Reporting Obligations' form to first update your reporting obligations.
Sending Company IN check	If the CRS report is being used for domestic reporting then a Sending Company IN must be provided.	XML Upload and Manual Entry	
Transmitting Country Check	The value <xx> entered in the Transmitting Country field does not match that of the country being reported to.</xx>	XML Upload	<i>The Transmitting Country must always be "BM"</i>
Unique document reference ID for Filing	A duplicate document reference ID has been entered for this filing.	XML Upload and Manual Entry	All document reference IDs must be globally unique.
Unique message reference check	The message reference <xxxx> is already in use in another filing.</xxxx>	XML Upload and Manual Entry	<i>The message reference must be unique.</i>

	Reporting FI Information	on Validation	
Rule Name	Problem Message	Applicable to	Description
Reporting FI document reference ID spaces check	Please note, the Reporting FI Document Reference ID <xxxx> contains spaces and cannot be submitted</xxxx>	XML Upload and Manual Entry	<i>Spaces are not allowed in the document reference ID.</i>
Reporting FI document type does not match filing message type	Please note the document type you specified in the Reporting FI section of the filing does not match the overall message type selected.	XML Upload and Manual Entry	 A) Where a Message Type of "The message contains new information" is selected then all Document types contained within the filing must have a type of "New Data" B) Where a message type of "The message contains corrections for previously sent information" is selected then all Document types contained within the filing must have a type of "Resent Data" "Corrected Data" or "Deletion of Data"
Reporting FI tax residence check	The Tax Residence of the Reporting FI must always match the Transmitting Country.	XML Upload	This must always be Bermuda (BM).
Reporting FI Unique Document Reference ID check	Please note the document reference ID <xxxx> found in the Reporting FI section of this filing is already in use in the system.</xxxx>	XML Upload and Manual Entry	All Document Reference IDs must be globally unique, with the exception of the Reporting FI Document Reference ID being sent with a document type of OECD0 – Resent Data.

	Account Information	on Validation	
Rule Name	Problem Message	Applicable to	Description
Account balance check	The account balance cannot be less than zero.	XML Upload and Manual Entry	Under the CRS, an account with a balance or value that is negative must be reported as having an account balance or value equal to zero.

	Account Information	Validation	
Rule Name	Problem Message	Applicable to	Description
Account Closed	Must specify true or false in the Account Closed element.	XML Upload	If the Account Closed element is included in an uploaded XML, it must contain either True or False.
Account holder unique Document Reference ID check	Please note the document reference ID <xxxx> found in the account holder section of this filing is already in use in the system.</xxxx>	XML Upload and Manual Entry	All Document Reference IDs must be globally unique.
Account Report document reference ID spaces check	Please note, the Account Report document reference ID <xxxx> contains spaces and cannot be submitted</xxxx>	XML Upload and Manual Entry	
Account report document type does not match filing type	Please note the document type you specified in the Account Report section of the filing does not match the overall message type selected.	XML Upload and Manual Entry	 A) Where a Message Type of "The message contains new information" is selected then all Document types contained within the filing must have a type of "New Data" B) Where a message type of "The message contains corrections for previously sent information" is selected then all Document types contained within the filing must have a type of "Corrected Data" or "Deletion of Data"
Closed account nil balance check	Please note closed accounts must have a zero balance.	XML Upload and Manual Entry	
Controlling Person Account Holder Nationality	A controlling person must not have a value for nationality as it is not a reportable item in CRS.	XML Upload	Note that this error may be shown as an XML structural error.
Birth date check	Date of birth <xxxx> is not in a valid range. Date of birth must be greater than 1900 and not after the current year.</xxxx>	XML Upload and Manual Entry	Applicable to both the individual account holder date of birth and the controlling person date of birth.
Controlling person check a)	Please note the account holder type selected requires at least one controlling person to be reported.	XML Upload and Manual Entry	If you select 'CRS101' or 'Passive Non-Financial Entity with one or more controlling person that is a reportable person' as the account holder type you must include at leas 1 controlling person in the account report.
Controlling person Check (b)	A controlling person may only be submitted when the Account Holder Type is Passive Non-Financial Entity with one or more controlling person that is a Reportable Person.	XML Upload and Manual Entry	If the account holder type is 'CRS Reportable Peron' (CRS102) or 'Passive Non-Financial Entity that is a CRS Reportable Person' (CRS103), it is not permitted to include a controlling person in the account report.
Controlling person tax residence check	The controlling person tax residence must match the receiving country.	XML Upload and Manual Entry	
Deletion of Data	The Document Type of the Reporting FI marked for deletion does not match that of the Account Report form.	XML Upload and Manual Entry	<i>If the Document Type in the Reporting FI Information section is "Deletion of Data", all Account Report forms must also have a Document Type of "Deletion of Data".</i>
IBAN format check	Please note account number: <xxxx> is not a valid IBAN.</xxxx>	XML Upload and Manual Entry	
Individual Account Holder Nationality	An Individual account holder cannot have a value for nationality as it is not a reportable item in CRS.	XML Upload	Note that this error may be shown as an XML structural error.
Individual account holder tax residence	The account holder tax residence must match the receiving country.	XML Upload and Manual Entry	
ISIN format check	Please note account number: <xxxx> is not a valid ISIN.</xxxx>	XML Upload and Manual Entry	

	Account Information	Validation	
Rule Name	Problem Message	Applicable to	Description
Organisation account holder tax residence	The account holder tax residence must match the receiving country.	XML Upload and Manual Entry	Note this is only applicable when there is no Controlling Person specified. If a Controlling person is specified (for an account with account type = Passive Non- Financial Entity with one or more controlling persons that is a reportable person), then it is permissible that the organisation account holder tax residence does not match the receiving country.
Person name type invalid	The name type selected for an individual corresponds to the value not used for CRS i.e. "OECD201 – SMFAliasOrOther.	XML Upload	
Undocumented account check	Where a CRS filing is being used for domestic reporting the filer must indicate if the account being reported upon is undocumented or not.	XML Upload and Manual Entry	

	Corrected Filings Va	alidation	
Rule Name	Problem Message	Applicable to	Description
Account holder corresponding document reference ID check	Please note the corresponding document reference you have entered in the account holder section of the filing does not match a previously submitted document reference ID.	XML Upload and Manual Entry	If a corresponding document reference ID is entered on the account holder form, it must refer to a value contained in the document reference ID field of the account holder form of a previously submitted filing.
Account Holder Corresponding document reference ID not present	If a document type of corrected data or deletion of data is selected on the account holder form then a corresponding document reference ID must be included in the filing.	XML Upload and Manual Entry	
Corresponding Message Ref ID present in Message Spec	Please note entering a Corresponding Message Reference within the Message Spec section of your filing is prohibited in CRS reporting.	XML Upload	Note that this error may be shown as an XML structural error.
Corresponding message reference present in Account Holder Doc Spec	Corresponding Message References are prohibited within the Account Holder Doc Spec group.	XML Upload	Note that this error may be shown as an XML structural error.
Corresponding message reference present in Reporting FI Doc Spec	Corresponding Message References are prohibited within the Reporting FI Doc Spec group.	XML Upload	Note that this error may be shown as an XML structural error.
Duplicate corresponding document reference check	The same DocRefID cannot be corrected or deleted twice in the same filing. E.g. You cannot repeat an account record to amend two different fields within the record.	XML Upload and Manual Entry	
Number of Account Reports marked for deletion does not match the number in the original filing.	If a deletion filing is being submitted the total number of account reports in the filing must be equal to the number of account reports that was in the original filing that was first submitted.	XML Upload and Manual Entry	
Receiving country in Corrected Filing	The Receiving country in the Filing with CorrDocRefID <xxxx> does not match the Receiving country from its corresponding Filing.</xxxx>	XML Upload and Manual Entry	When submitting a correction for a previously submitted record, the receiving country of the corrected filing must match the receiving country of the associated original filing.

	Corrected Filings Va	alidation	
Rule Name	Problem Message	Applicable to	Description
Reporting FI Duplicate CorrDocRefId	The CorrDocRefId in this filing is a duplication of a previous one already submitted.	XML Upload and Manual Entry	<i>If you have already submitted a</i> <i>correction for a record, there should</i> <i>be no future corrections submitted</i> <i>for it, as it will be considered</i> <i>outdated by the previous correction.</i> <i>Future corrections should refer to</i> <i>the DocRefID of the latest message</i> <i>submitted for the record.</i>
Reporting FI corresponding document reference ID check	Please note the corresponding document reference you have entered in the Reporting FI section of the filing does not match a previously submitted document reference ID.	XML Upload and Manual Entry	
Reporting FI Corresponding document reference ID not present	If a document type of corrected data or deletion of data is selected on the Reporting FI information form then a corresponding document reference ID must be included in the filing.	XML Upload and Manual Entry	
Reporting FI Resend Data Doc Ref Check	The Doc Ref ID specified in the Reporting Information does not match a Doc Ref ID previously submitted.	XML Upload and Manual Entry	The OECD specifies that when the Reporting FI element has to be resent (used OECD0), the element is identified with the same DocRefID as the immediately preceding version of the Reporting FI element.

5.2 Viewing and correcting CRS validation issues

If your filing has any of the issues outlined in <u>Section 5.1 - Summary of CRS validation rules</u>, you can view the details within the portal in order to determine any corrections that need to be made.

Important Note: only those errors triggered on the "Validate & Submit Filing" page will be saved and accessible using the process below. Errors triggered on the individual forms will not be saved and must be corrected before proceeding past the relevant form.

1. Navigate to the **Draft Filings** page using the menu at the top of the screen. If there are errors on a filing that you have attempted to submit, the **error icon** (red circle with an exclamation point) will be displayed beside the filing's status, as shown in the image below.

					Reporting Po					
lome	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	5	Help	Logout
	e select the r	ame of the fi	ina vou wish t	to complete.						
Please To cre	e select the r		ing you wish t the "Create e Revision		Deceiving	Status		Filing end date	Due d	late

2. Click on the **error icon** to display the validation errors. A sample of potential errors is shown in the image below.

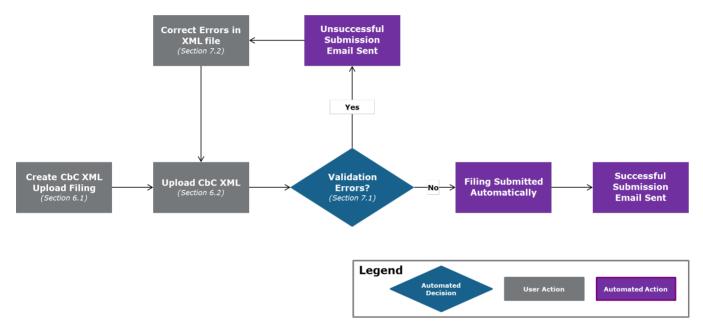
Home Draft Filings S	ubmissior	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logou		
ane Doe, Sample Ent	ity (<u>Cha</u>	nge)								
	nd some			wed before you can su	bmit. Please			_		
Rule name	Туре		Prob	lem		Additional	information			
Individual account holder tax residence	Error	1. The account ho receiving country.	older tax re	sidence must match the	value of		he Tax Residend t Holder matches ng Country.			
Controlling person tax residence check		2. The controlling receiving country	person tax	residence must match	value of	the Controll	he Tax Residend ing Person matc elving Country.			
Unique document reference ID for Filing		 A duplicate doo entered for this fili 		erence ID has been	1 10 010 0 1	eview all do ure they are	cument referenc all unique	e ID's		
Account Report document reference ID spaces check	Error	4. Please note, the Account Report document reference ID BMa7a1394d-6f54-4c83-985c- 5987659a1903 contains spaces and cannot be submitted				Please review the given document reference ID and remove all spaces including leading and/or trailing spaces				
Reporting FI document reference	Error		Sf54-4c83-9	g FI Document Referen 985c-5987659a1903	reference	e ID and ren	ven document nove all spaces d/or trailing spac	~		

- 3. To correct errors and resubmit your filing, return to the **Draft Filings** page and then select the filing in question from the **Filing name** column of the table.
 - For the Manual Entry Filing: Select the Edit link next to the form(s) that you need to correct, update the data, and select Validate & Save. Then follow the steps to submit the filing, as per <u>Section 4.3 Submitting a CRS filing via Manual Entry</u>.
 - For the **XML Upload Filing**: Select the **Upload data** link and select a new XML file to upload. The system will begin validation of your new file immediately.
 - Important Note: if data has already been populated into the form (i.e. it has passed XML validation but failed a business validation), you will be presented with a pop-up message that says "Do you want to delete all existing data before uploading a new file? ", and should select "Yes" to avoid further data validation issues. If the file failed at the XML validation stage, this step will not be required as data would not yet be populated into the forms.

6 Submitting CbC filings

The Bermuda Tax Information Reporting Portal only provides Bermuda CbC Reporting Entities with one option to submit CbC filing, via the upload of an XML file that complies with the CbC XML Schema v.1.0 as published by the OECD. There is no Manual Entry option for CbC Reporting.

The diagram below outlines the high-level process to create and submit each CbC filing, which is described in detail in the subsequent sections.



6.1 Creating CbC filings

In order to submit data to the Bermuda Ministry of Finance to meet your CbC reporting requirements, you must first create a filing.

1. Navigate to the **Create Filing** screen using the menus at the top of the screen. Select **Manage Filings** > **Create Filing**, as shown in the image below.

Home	Draft Filings	Submissi in	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logou	
lane D	oe, Sample E	Entity (<u>Chan</u> g	Create Filing							
Wele	ome to the	Bormud	Delete Filing	ion Bon	orting Portal					
1. Use 2. Use 3. Use	e the "Draft Fi e the "Submis	Filing" menu ilings" menu ssion" menu	i to generate a i to enter or uplo to submit your fi	ad data iling once c	completed (for manual fi	ilings)				
- Revie	ew your past key informat	submission ion regardin		previously entity using	uploaded filings using g the "Reporting Entity		on History" menu			
		tanca contr	act the Helpdesk	at AEOIS	upport@vizorsoftware.c					
- View	require assis	tance, conta	ici ilic ricipucoi		appont@nzoisonmaie.c	om				

2. You will be presented with the Create Filing page, as shown in the image below.

Create Filing	
We need details about your filing so you	will be able to identify it in the future. Please enter the details requested below.
The period end date identifies the report	ing period for the filing.
Filing name:	*
Filing type:	CbC XML Upload Filing
	Change of Reporting Obligations
	CRS XML Upload Filing
	O Primary User Change Notice
Period end date:	*
	Create
	Create

- 3. Enter a **Filing name** that is meaningful to you. It is best practice to include the year at a minimum (e.g. CbC Report 2016) so that filings can be easily differentiated over time.
- 4. Select CbC XML Upload Filing as the **Filing type**.
- 5. Enter the **Period end date** for the filing.
 - **Important note:** The period end date is the last day of the reporting period. For CbC Reporting, this must be the last day of the Reporting Fiscal Year of the MNE Group, and the year must be equal to the year being reported for.

6. Select the **Create** button to complete the creation of your filing and make it available to enter or upload data.

6.2 Submitting a CbC filing

After you have created a CbC filing (see section <u>6.1 Creating CbC filings</u>), you will submit your CbC data by uploading an XML file into the filing.

1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings that you have created but not yet submitted.

				n Reporting I	ortat		
Home Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout

2. Select the name of the filing you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for that filing.

	De	muua		mation	Reporting Po	ortat		
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	My Details		Help Logou
			ling you wish to e the "Create Fi		ality.			
To cre			e the "Create Fi			Status	Filing end date	Due date

3. Select the **Upload data** link within the filing table. You will be presented with the **Upload Data** page.

Bermuda Tax Information Reporting Portal										
STOLED STOLED	and the second									
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	My Details			Help Logo	
ane Doe, Sample Entity (<u>Change</u>)										
Draft	Filing									
		s been comp n menu abov		validated an	d submitted to the Tax A	Authority by s	electing Valid	ate and Submi	t Filing	
from the	e Submissio	n menu abov	/e.		d submitted to the Tax A	authority by s	electing Valid	ate and Submi View Com		
from the	e Submissio	n menu abov	/e.			Authority by s	electing Valid			
from the You ma	e Submissio	n menu abov	/e.			uthority by s	electing Valid			
from the You ma	e Submissio ay view your	n menu abov draft filing by	/e.	for one of th					ments	
from the You ma KEY Form	e Submissio ay view your	n menu abo draft filing by	ve. velecting View	for one of th	ne sections below.	0	1	View Com 🚖 No Data - Ma	ments	
from the You ma KEY Form	e Submissio ay view your ay set Fold Report - 2017	n menu abo draft filing by	ve. v selecting View value value v	for one of th	ne sections below.	0	1	View Com * No Data - Ma Statu	ments	

- Select the **Browse** button and choose the file you want to upload. Only files in XML format will be accepted, and they must comply with the CbC XML schema v.1.1 as published by the OECD (<u>http://www.oecd.org/tax/country-by-country-reporting-xml-schema-user-guide-for-tax-administrations-and-taxpayers.htm</u>)
 - **Important Note:** As outlined in the OECD CbC XML schema v.1.1 user guide, the Receiving Country element should be populated with a list of <u>all</u> jurisdictions in which a Constituent Entity is found to be resident.

	Bermuda Tax Information Reporting Portal								
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Please The file	e will be proc	essed as soo	on as possible a	ind you will b	tial validations: Allowed be informed via email at the results will be displa	oout any valida			
Select	file to upload	l:	Bro	owse					

5. The system will begin validation of your file immediately against the OECD CbC XML schema and business rules. If you have uploaded a file that is not an XML file, you will see an error message on the Upload Data page informing you of that error.

6. If you do not receive any error message on the Upload XML page, the file will be submitted for processing and additional validation will be applied. More details on the validation that will be applied to all files can be found in <u>Section 7.1 - Summary of CbC validation rules</u>.

	Be	rmuda	Tax Infor	mation	Reporting Po	ortal		
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	My Details	Help	Logout
The file	e will be proce	essed as soc	on as possible a	nd you will b	ial validations: Allowed e informed via email at he results will be displa	oout any vali		
Select	file to upload	:		le has been a ion issues.	accepted for processin	g. You will b	e informed via email about any	
			Ø	Valid CbC	2017.XML (17.4KB)			

7. You will receive a system-generated email when the processing is complete, indicating either that your submission was successful, or that the submission was unsuccessful and that the file must be updated and resubmitted.

7 Correcting CbC validation issues prior to submission

7.1 Summary of CbC validation rules [UPDATED]

The below tables detail the full list of validation rules that will be applied to CbC filings submitted in the Bermuda Tax Information Reporting Portal, in addition to standard validation against the OECD CbC XML Schema v.1.0.1.

The Rule Name and Problem Message shown below are shown in the portal when an error is encountered, while the comments in the "Additional Comments" column are only intended to provide further clarification and guidance, where applicable.

Rule Name	Problem Message	Additional Comments
Unique MessageRefId	The message reference <xxxx> is already in use in another filing.</xxxx>	
Unique DocRefID in Filing Check	A duplicate document reference ID has been entered in this filing. The affected DocRefID(s) is\are: `xxxxx'	
DocRefID Uniqueness Check	Please note a DocRefID(s) found in the <section_name> section of this filing is already in use in the system. The affected <section_name> section DocRefID(s) is\are: 'XXXX'</section_name></section_name>	
DocRefId Format Check	For CbCR, the DocRefID field must be in the following format: The first two characters must correspond to the sending jurisdiction country code and the next four characters must be the reporting year and then a dash before a unique identifier. The affected <section_name> DocSpec has a DocRefID of 'XXXX'</section_name>	It is recommended that a GUID be used for the unique identifier, to help ensure global uniqueness. For example, a valid DocRefID could be: BM2016- a27b0376-26da-40b7-b7f0- 8797d5c5f2d4 DocRefIDs that do not contain a dash (-) after the reporting year will no longer be
DocRefID Spaces Check	Please note, the <section_name> DocRefID 'XXXXX' contains spaces and cannot be submitted'</section_name>	accepted. Spaces are not allowed in the document reference ID, including leading or trailing spaces.
DocTypeIndic Check	The only DocTypeIndic values allowed for use in the <section_name> section are OECD0 - Resend Data, OECD1 - New Data, OECD2 - Corrected Data or OECD3 - Deletion of Data. The affected <section_name> DocSpec has a DocRefID of 'XXXX'</section_name></section_name>	<i>OECD0 – Resend Data will only be permitted for the Reporting Entity section.</i> <i>Test document type indicators are not permitted in the Bermuda Tax Information Reporting Portal</i>
DocTypeIndic does not match the Filing MessageTypeIndic	Please note the DocTypeIndic you specified in the <section_name> section of the filing does not match the overall MessageTypeIndic selected. The affected <section_name> DocSpec has a DocRefID of `XXXX'</section_name></section_name>	This validation rule checks that the following is true: 1) When the MessageTypeIndic is New Data (CBC401) all DocTypeIndic should be set to

Rule Name	Problem Message	Additional Comments
		OECD1 - New Data (or OECD0 - Resent Data for the Reporting Entity section only)
		2) When the MessageTypeIndic is Corrected Data (CBC402) all DocTypeIndic is set to OECD2 - Corrected Data or OECD3 – Deletion of Data (or OECD0 - Resent Data for the Reporting Entity section only)
CorrDocRefId check	Please note a CorrDocRefID(s) found in the <section_name> section of this filing does not match a DocRefID already in use in the system. The affected <section_name> section CorrDocRefID(s) is\are: `XXXX'</section_name></section_name>	The CorrDocRefID must match a previously submitted DocRefID for the same section.
Duplicate CorrDocRefId Check	Please note a CorrDocRefID(s) found in the <section_name> section of this filing is a duplication of a CorrDocRefID already used in the system. The affected <section_name> section CorrDocRefID(s) is\are: `xxxx'</section_name></section_name>	
Unique CorrDocRefId Check in Filing	The same DocRefId cannot be corrected or deleted twice in the same filing.	
Reporting Entity Section Must be Included Within Each CbcBody Section	A ReportingEntity section must be included within each CbcBody section for all CbCR filings containing new information.	
ReportingPeriod does not Match the Period End Date	The ReportingPeriod 'XXXX" specified in the MesageSpec section of the uploaded file does not match the Period End Date of 'XXXX'	<i>If the period end date selected when creating the filing is incorrect, you must create a new filing with the correct end date and upload your file.</i>
Reporting Obligations	You are not permitted to submit this filing, as you do not have the relevant Reporting Type marked in your Reporting Obligations. If you are required to submit information for this reporting type, please create and submit a "Change of Reporting Obligations" filing."	You will get this error if you try to submit a CbC filing but are not enrolled for CbC. You will need to use the 'Change of Reporting Obligations' form to first update your reporting obligations.
CbCR Receiving Country Check	Each ResCountryCode of every Constituent Entity in a CbC Report must be listed as a ReceivingCountry. The affected Constituent Entity with a TIN value of "XXXX" has the country "XXXX" listed as a ResCountryCode but not as a Receiving Country for the overall filing.	As outlined in the OECD CbC XML schema v.1.1 user guide, the Receiving Country element should be populated with a list of all jurisdictions in which a Constituent Entity is found to be resident. This should include both reportable and non-reportable jurisdictions, as appropriate.

7.2 Viewing and correcting CbC validation issues

If your filing has any of the issues outlined in <u>Section 7.1 - Summary of CRS validation rules</u>, you can view the details within the portal in order to determine any corrections that need to be made.

1. Navigate to the **Draft Filings** page using the menu at the top of the screen. If there are errors on a filing that you have attempted to submit, the **error icon** (red circle with an exclamation point) will be displayed beside the filing's status, as shown in the image below.

					Reporting Po			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	My Details		Help Logou
Draft	t Filings							
Please	e select the na		ing you wish to the "Create Fi		ality.			
Please To cre	e select the na		e the "Create Fi			Status	Filing end date	Due date

2. Click on the **error icon** to display the validation errors. A sample of potential errors is shown in the image below.

alidation Issu	les		
his filing was sub	mitted v	vith errors and/or warnings which are displayed below.	
Rule name	Туре	Problem	Additional information
Unique MessageRefld	Error	1. The message reference BM-3.03.05 is already in use in another filing.	Please ensure the MessageRefld is not a duplicate.
Cbc Reporting Entity DocRefld format check	Error	2. For CbC reporting, the document reference id field must be in the following format: The first two character must correspond to the sending jurisdiction country code and the next four characters must be the reporting year.	Please ensure theDocRefld is in the correct format.
CbC Report DocRefld format Check	Error	3. For CbC reporting, the document reference id field must be in the following format: The first two character must correspond to the sending jurisdiction country code and the next four characters must be the reporting year.	Please ensure theDocRefld is in the correct format.
CbC Reporting Entity Doc Ref ID Check	Error	4. Please note the document reference id BM2016IE008 found in the Reporting Entity section of this filing is already in use in the system.	

- 3. To correct errors and resubmit your filing, return to the **Draft Filings** page and then select the filing in question from the **Filing name** column of the table.
- 4. Select the **Upload data** link and select a new XML file to upload. The system will begin validation of your new file immediately.
 - Important Note: if data has already been populated into the form (i.e. it has passed XML validation but failed a business validation), you will be presented with a pop-up message that says "Do you want to delete all existing data before uploading a new file?", and should select "Yes" to avoid further data validation issues. If the file failed at the XML validation stage, this step will not be required as data would not yet be populated into the forms.

8 Reviewing and Correcting Errors from Partner Jurisdictions (CRS)

After the Bermuda Ministry of Finance transmits CRS filings submitted via the Bermuda Tax Information Reporting Portal to the various Reportable Jurisdiction Competent Authorities, the receiving jurisdiction will review and respond to indicate whether the CRS filing is accepted as-is or if they have found errors with the submitted data.

8.1 Viewing CRS transmission progress and record errors

When a record validation error is received for a CRS filing, the users for the Reporting Entity that submitted the original filing will receive an email titled "Bermuda Tax Information Reporting Portal: Error Received for <FILING_REFERENCE>". The email will indicate the reference for the effected filing, and instruct the user to log-in to review and correct the error(s).

To view the transmission progress and record validation error(s) (where applicable) for any submitted CRS filing, follow the steps below:

- 1. Log in to the Bermuda Tax Information Reporting Portal, and select the appropriate reporting entity if you have permissions for more than one entity.
- 2. Navigate to **Submission** > **Submission History** using the menus at the top of the screen.

Bermuda Tax Information Reporting Portal									
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Jane D	oe, Sample E	Validate and	Submit						
You ha To sul 1. Use 2. Use	Welcome to the Submission History Information Reporting Portal You have successfully logged in. You can now use the Bermuda Tax Information Reporting Portal to submit all required filings online. To submit a filing, follow the steps below: 1. Use the "Create Filing" menu to generate a new filing 2. Use the "Draft Filings" menu to enter or upload data 3. Use the "Submission" menu to submit your filing once completed (for manual filings)								

- 3. You will be presented with the **Submission History** page, which displays the filings that have been submitted for your Reporting Entity.
- 4. Review the Transmission Progress column to determine the status of your filing. When a CRS filing is created and submitted in the Bermuda Tax Information Reporting Portal, it will have a Transmission Progress of "Waiting" until a response is received from the partner jurisdiction. Once a response is received, the Transmission Progress for the filing will be updated to either "Received" or "Record Validation Error".

- Received: A message has been received from the partner jurisdiction, indicating that no errors have been found. No further action is required at this time.
- Record Validation Error: A message has been received from the partner jurisdiction, indicating that one or more error has been found that requires correction.
- 5. Select the name of the filing you wish to view from the **Filing name** column of the Submission History tab (the record validation error email will include the filing reference of any filings with record validation errors).

- 6. You will be presented with the View Filing page for the selected filing.
- 7. Select the **View Comments** icon to display the record error(s) for the filing.

View Filing	g						
Please select	t a form to	view					
							View Comments
KEY							
1	1	1		a	0	1	*
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory
AR-New Da	ta-2016						Status: Accepted
ଡ c	RS Manua	I Entry Filing					
	🥝 GI	General In	formation				View
• 🍙	CRS	CRS Repo	ort				

8. Review the error(s) listed, specifically noting the <a> and <a> displayed.

iling Comments					
ase see below for comments relating to filing AR-New Data-2016.					
day August 30, 2017					
System User 06:00					
<recorderror> <code>80001</code> <details language="EN">The structure of the DocRefID is not in the correct format</details> <docrefidinerror>BM-bb261730-f7bb-4528-abce-1285f18b39f7</docrefidinerror> <docrefidinerror>BM-8adc370d-bd58-4422-8437-0fd251ebcc94</docrefidinerror> <fieldsinerror> <fieldpath>CRS_OECD/CrsBody/ReportingFI/DocSpec/DocRefId</fieldpath> <fieldsinerror> <fieldsinerror> <fieldpath>CRS_OECD/CrsBody/ReportingGroup/AccountReport/DocSpec/DocRefId</fieldpath> </fieldsinerror> <fieldsinerror></fieldsinerror></fieldsinerror></fieldsinerror></recorderror>					

The explanation for these CRS record error codes, as outlined by the OECD, are included in the table below. Note that the validation within the portal has been implemented such that a reporting entity should never receive the majority of these errors back from a partner jurisdiction, as the error will be caught at the point of submission.

	Record Validations – CRS data fields						
Record Error Code	Validation name	Validation description					
60000	Account Number IBAN	The Account Number must follow the IBAN structured number format when the Account Number type= OECD601 – IBAN.					
60001	Account Number ISIN	The Account Number must follow the ISIN structured number format when the Account Number type= OECD603 – ISIN.					
60002	Account Balance	The account balance entered was less than zero. This amount must be greater than or equal to zero.					
60003	Account Balance and Closed account	The Account Balance must be zero if account was indicated as closed in the account closed attribute.					
60004	Person.Name type invalid	Name type selected is invalid, i.e. corresponds to the value not used for CRS: OECD201= SMFAliasOrOther					
60005	Controlling Person type must be omitted	When the Account Holder is an Organisation and the "Account Holder Type" is CRS102 or CRS103, the "Controlling Person Type" must be omitted. (CRS102= CRS Reportable Person; CRS103= Passive Non-Financial Entity that is a CRS Reportable Person)					
60006	Controlling Person type must be provided	When the Account Holder is an Organisation and the "Account Holder Type" is CRS101, the "Controlling Person Type" must be provided. (CRS101= Passive Non-Financial Entity with - one or more controlling person that is a Reportable Person)					
60007	Reporting Group	The Reporting Group cannot be repeated.					
60008	Sponsor	Sponsor cannot be provided.					

60009	Intermediary	Intermediary cannot be provided
60010	Pool Report	Pool Report cannot be provided.
60011	Verify data sorting Person ResCountry Code	When the Person is a Controlling Person or an Individual Account Holder, at least one of the according ResCountryCodes must match the Message Receiving Country Code
60012	Verify data sorting Organisation ResCountry Code	At least one of either the Entity Account Holder ResCountryCode or Controlling Person ResCountryCode must match the Message Receiving Country Code.
60013	Verify data sorting ReportingFI. ResCountry Code	ReportingFI.ResCountryCode should always be provided and it must match the Message Sending Country Code
60014	BirthDate	Date of birth should be in a valid range (e.g. not before 1900 and not after the current year).
60015	AccountReport	AccountReport can only be omitted if ReportingFI is being corrected/deleted or, in the case of domestic reporting, if there is nil reporting. If the ReportingFI indicates new data or resent, then AccountReport must be provided.
	Record Valida	tions – Missing or empty fields
Record Erro Code	r Validation name	Validation description
70000	MessageRefID	Mandatory element
70001	Individual Account Holder TIN	Cannot be left blank if element is included
70002	Individual Account Holder First Name	Mandatory element (Note: use "NFN" for No First Name)
70003	Individual Account Holder Last Name	Mandatory element
70004	Individual Account Holder Address - City	Mandatory element
70005	Controlling Person TIN	Cannot be left blank if element is included
70006	Controlling Person First Name	Mandatory element (Note: use "NFN" for No First Name)
70007	Controlling Person Last Name	Mandatory element
70008	Controlling Person Address - City	Mandatory element
70009	Organisation Account Holder IN	Cannot be left blank if element is included
70010	Organisation Account Holder Name	Mandatory element
70011	Organisation Account Holder Address - City	Mandatory element
70012	Reporting FI IN	Cannot be left blank if element is included
70013	Reporting FI Name	Mandatory element

70014	Reporting FI Address - City	Mandatory element
70015	Account Number	Mandatory element
	Record Validations -	Fields used for the correction process
Record Error Code	Validation name	Validation description
80000	DocRefID already used	The DocRefID is already used for another record.
80001	DocRefID format	The structure of the DocRefID is not in the correct format, as set out in the User Guide.
80002	CorrDocRefId unknown	The CorrDocRefId refers to an unknown record.
80003	CorrDocRefId no longer valid	The corrected record is no longer valid (invalidated or outdated by a previous correction message). As a consequence, no further information should have been received on this version of the record.
80004	CorrDocRefId for new data	The initial element specifies a CorrDocRefId. Only corrected or deleted records should have a CorrDocRefID.
80005	Missing CorrDocRefId	The corrected element does not specify any CorrDocRefId.
80006	DocSpec. CorrMessage RefID	The CorrMessageRefID is forbidden within the DocSpec_Type.
80007	MessageSpec. CorrMessage RefID	The CorrMessageRefID is forbidden within the Message Header
80008	Resend option	The Resend option may only be used with respect to the Reporting FI element.
80009	Delete ReportingFI	The Reporting FI cannot be deleted without deleting all related Account Reports.
80010	Message TypeIndic	A message can contain either new records (OECD1) or corrections/deletions (OECD2 and OECD3), but should not contain a mixture of both.
80011	CorrDocRefID twice in same message	The same DocRefID cannot be corrected or deleted twice in the same message.
80012	Reporting Period	A message must not contain data for two different Reporting Periods.

8.2 Submitting CRS Corrections

To address a record validation error, the Reporting Entity must create and submit a "Corrected" CRS filing that references the original filing to correct the errors indicated, and submit it via the Bermuda Tax Information Reporting Portal.

Corrected filings are created and submitted via XML Upload or Manual Entry, using the same processes outlined in section <u>4 - Submitting CRS filings</u>.

When submitting a Corrected filing, you must ensure the following:

- The Message Type Indicator bust be set to "The message contains corrections for previously sent information" (CRS702).
- The Document Type Indicator for the Reporting FI section must be set to either "Resent Data" (OECD0), "Corrected Data" (OECD2) or "Deletion of Data" (OECD3). Resent Data (OECD0) should

only be used when one or more Account Reports are being corrected or deleted, but there are no updates being sent for the Reporting FI section.

- The Document Type Indicator for the Account Report section must be set to either "Corrected Data" (OECD2) or "Deletion of Data" (OECD3). "Resent Data" (OECD0) is not permitted for the Account Report section.
- If the Reporting FI section is being resent without modification (using OECD0 Resent Data), the same Document Reference ID should be used as was used in the previous submission. For any sections containing a modification, a new unique Document Reference ID should be used.
- The Corresponding Document Reference ID for each section being corrected or deleted should reference the Document Reference ID from the associated section of the previous filing. This should always refer to the *latest* document reference ID. For example, for a correction of a previous correction record, the CorrDocRefID of the second correction of the message must reference the DocRefID of the first correction (not the initial record).
- A correction message can contain either corrections (OECD2) or deletions (OECD3) or both, as well as a resent Reporting FI element (OECD0), but may not contain new data (OECD1).

9 Reviewing and Correcting Errors from Partner Jurisdictions (CbC)

After the Bermuda Ministry of Finance transmits CbC filings submitted via the Bermuda Tax Information Reporting Portal to the various Reportable Jurisdiction Competent Authorities, the receiving jurisdiction will review and respond to indicate whether the filing is accepted as-is or if they have found errors with the submitted data.

9.1 Viewing CbC transmission progress and record errors

When a record validation error is received for a CbC filing, the users for the Reporting Entity that submitted the original filing will receive an email titled "Bermuda Tax Information Reporting Portal: Error Received for <FILING_REFERENCE>". The email will indicate the reference for the effected filing, and instruct the user to log-in to review and correct the error(s).

To view the transmission progress and record validation error(s) (where applicable) for any submitted CbC filing, follow the steps below:

- 1. Log in to the Bermuda Tax Information Reporting Portal, and select the appropriate reporting entity if you have permissions for more than one entity.
- 2. Navigate to **Submission** > **Submission History** using the menus at the top of the screen.

Bermuda Tax Information Reporting Portal							
Home Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout
Jane Doe, Sample E	Jane Doe, Sample E Validate and Submit						
Welcome to th Submission History Information Reporting Portal You have successfully logged in. You can now use the Bermuda Tax Information Reporting Portal to submit all required filings online. To submit a filing, follow the steps below: 1. Use the "Create Filing" menu to generate a new filing 2. Use the "Draft Filings" menu to enter or upload data							

- 3. You will be presented with the **Submission History** page, which displays the filings that have been submitted for your Reporting Entity.
- 4. Review the Transmission Progress column to determine the status of your filing. When a CbC filing is created and submitted in the Bermuda Tax Information Reporting Portal, it will have a Transmission Progress of "Waiting" until a response is received from <u>all</u> receiving jurisdictions. In some cases where the MNE Group has constituent entities in non-reportable jurisdictions, the transmission progress may remain as "waiting" indefinitely. Once a response is received from all

receiving jurisdictions, the Transmission Progress for the filing will be updated to either "Received" or "Record Validation Error".

- a. Received: A message has been received from all partner jurisdictions, indicating that no errors have been found. No further action is required at this time.
- b. Record Validation Error: A message has been received from all partner jurisdictions, and at least one indicates that one or more error has been found that requires correction.
- 5. Select the name of the filing you wish to view from the **Filing name** column of the Submission History tab (the record validation error email will include the filing reference of the filing with errors).

Submission Hi	story						
lease select a sub	mission to view						
Drag a column head	er here to group t	by that column	n.				
Filing name	Reference	Revision	Transmission Progress	Receiving Country	Submitted date	Status	Reporting end date
Ŷ	Ŷ	Ŷ		Ŷ	· · ·	.	
	CbC02300	1.0	Waiting	Ireland, France	08/01/2018	Accepted	31/12/2015
CBC Example 1							
CBC Example 1 CBC Example 2	CbC02299	1.0	Waiting	Ireland, France	08/01/2018	Accepted	31/12/2017

- 6. You will be presented with the View Filing page for the selected filing.
- 7. Select the **View Comments** icon to display the record error(s) for the filing.

١	/iew Filing	g							
F	Please select a form to view								
									View Comments
	KEY								
	F	1	12		4	e	>	1	*
	Form set	Folder	Repeatable Folder	Form	Add Section	Valid	ated	In Draft	No Data - Mandatory

8. Review the error(s) listed, specifically noting the <a> displayed.

ystem User 14:02	
RecordError> Code>80000	
Details>Error details :DocRefIDInError>BM2017-6c68-49ae-a73b-c1f89c1x2614 :FieldsInError> :FieldPath>Field Path element :/FieldsInError> :/RecordError>	

The explanation for these CbC record error codes, as outlined by the OECD, are included in the table below. Note that the validation within the portal has been implemented such that a reporting entity should never receive the majority of these errors back from a partner jurisdiction, as the error will be caught at the point of submission.

	Record Validations – CbC data fields						
Record Error Code	Validation name	Validation description					
80000	DocRefID already used	The DocRefID is already used for another record.					
80001	DocRefID format	The structure of the DocRefID is not in the correct format, as set out in the User Guide.					
80002	CorrDocRefId unknown	The CorrDocRefId refers to an unknown record.					
80003	CorrDocRefId no longer valid	The corrected record is no longer valid (invalidated or outdated by a previous correction message). As a consequence, no further information should have been received on this version of the record.					
80004	CorrDocRefId for new data	The initial element specifies a CorrDocRefId. Only corrected or deleted records should have a CorrDocRefID.					
80005	Missing CorrDocRefId	The corrected element does not specify any CorrDocRefId.					
80006	DocSpec. CorrMessage RefID	The CorrMessageRefID is forbidden within the DocSpec_Type.					
80007	MessageSpec. CorrMessage RefID	The CorrMessageRefID is forbidden within the Message Header					
80010	Message TypeIndic	A message can contain either new records (OECD1) or corrections/deletions (OECD2 and OECD3), but should not contain a mixture of both.					
80011	CorrDocRefID twice in same message	The same DocRefID cannot be corrected or deleted twice in the same message.					

9.2 Submitting CbC Corrections

To address a record validation error, the Reporting Entity must create and submit a "Corrected" CbC filing that references the previous filing to correct the errors indicated, and submit it via the Bermuda Tax Information Reporting Portal.

Corrected filings are created and submitted via XML Upload, using the same processes outlined in section <u>6 - Submitting CbC filings</u>.

When submitting a Corrected CbC filing, you must ensure the following:

- The Message Type Indicator bust be set to "The message contains corrections for previously sent information" (CBC402).
- The Document Type Indicator for all sections must be set to either "Corrected Data" (OECD2) or "Deletion of Data" (OECD3).
- If a portion of either the Reporting Entity, the CbC Reports or the Additional Info element is being altered, the full section must be re-submitted, including the corrected field(s).
- If information in either the Reporting Entity, the CbC Reports or the Additional Info element is not altered, such uncorrected element may be left blank.
- The Corresponding Document Reference ID for each section being corrected or deleted should reference the Document Reference ID from the associated section of the previous filing. This should always refer to the *latest* document reference ID. For example, for a correction of a

previous correction record, the CorrDocRefID of the second correction of the message must reference the DocRefID of the first correction (not the initial record).

• A correction message can contain either corrections (OECD2) or deletions (OECD3) or both, but may not contain new data (OECD1).

Please see the OECD's CbC XML Schema User Guide for further guidance on the correction process, including examples.

10 Viewing previously submitted filings

10.1 Viewing submission history

To view the history of all submitted filings for your Reporting Entity, follow the steps below:

- 1. Log in to the Bermuda Tax Information Reporting Portal, and select the appropriate entity (if you have permissions for more than one entity).
- 2. Navigate to **Submission** > **Submission History** using the menus at the top of the screen.

		Be	rmuda	Tax Info	rmatioi	n Reporting P	Portal		
	Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout
Ja	ane Do	oe, Sample E	Validate and	Submit					
-	You ha To sub 1. Use 2. Use	omit a filing, fo the "Create f the "Draft Fil	ollow the step Filing" menu ings" menu t	. You can now to be below: to generate a n to enter or uploa	use the Bern ew filing ad data	porting Portal nuda Tax Information R npleted (for manual filir	1 5	to submit a	Il required filings online.

3. You will be presented with the **Submission History** page, which presents the filings that have been submitted for your Reporting Entity.

					n Reportin	5				
ome Draft Filings Submis	ion M	anage Filings	Doc	cuments	Reporting Entity Pr	ofile Manage Use	s My Detai	ls	Help	Logou
ne Doe, Sample Entity										
Submission History	to view									
Please select a submission			L.							1
1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -				Revisio	on Categories	Receiving Cour	try Subr	nitted date	Statu	IS
Please select a submission		by that column		Revisio	on Categories	Receiving Cour	try Subr	nitted date	Statu	IS

- 4. Select the name of the filing you wish to view from the **Filing name** column of the Submission History tab
- 5. You will be presented with the **View Filing** page for the selected filing.
- 6. Select the appropriate form to review the submitted data in read-only format.

10.2 Downloading previously submitted (uploaded) XML files

For previously submitted XML Upload filings, you can also view the full history of XML files uploaded.

1. Navigate to **Submission** > **Submission History** using the menus at the top of the screen.

	Be	rmuda	Tax Info	rmatio	n Reporting P	Portal		
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout
Jane D	oe, Sample E	Validate and	Submit					
	come to the	Submission H ully logged in	nform		oorting Portal	eporting Portal	to submit a	II required filings online.
1. Us 2. Us	e the "Draft Fi	Filing" menu lings" menu f	to generate a n to enter or uploa	ad data	npleted (for manual filir	ngs)		

2. You will be presented with the **Submission History** page, which presents the filings that have been submitted for your financial institution.

Dermac	a Ta	ax Info	rmatic	n Reportir	ng Portal			
lome Draft Filings Submiss	n Mai	nage Filings	Documents	Reporting Entity F	rofile Manage Users	My Details		Help Logou
ne Doe, Sample Entity								
Submission History Please select a submission	o view							
nder her her sind anderen er sen er her her her her her her her her her		y that column	-					
Please select a submission h		y that column		ion Categories	Receiving Countr	y Submitted	date	Status
Please select a submission f				ion Categories	Receiving Countr	y Submitted	date	Status
Please select a submission f	group by		e Revis	Ţ	Receiving Countr	y Submitted	 ↓ ♥	Status

3. Select the name of the XML Upload filing you wish to view from the **Filing name** column of the Submission History.

4. You will be presented with the View Filing page for the selected filing. Select the **View Upload History** icon to download XML files for XML Upload filings only.

	Be	ermuda	Tax Info	rmatio	n Reporting F	Portal		
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout
Jane D	oe, Sample E	intity						
View	/ Filing							
Pleas	e select a fori	n to view						
View	Upload Histor	у 🍣						View Comments
KEY								
4	D 🚺		1		4	0	1	*
For	m set Fold	ler Repe	atable Folder	Form A	Add Section	Validated	In Draft	No Data - Mandatory
XML	Upload (3.01							Status: Accepted
1	📀 CRS XI	/IL Upload Fi	iling					
	📄 🧿 GI		General Inf	ormation				View
±	📢 💿 CF	RS	CRS Report	rt				

11 Deleting draft filings

You can delete draft filings that have not been submitted, by following the below steps.

1. Navigate to the **Delete Filing** screen using the menus at the top of the screen. Select **Manage Filings** > **Delete Filings**, as shown in the image below.

	Be	rmuda	Tax Info	rmatio	n Reporting P	Portal			
Home	Draft Filings	Submissio	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Jane De	oe, Sample E	ntity	Create Filing						
Welc	ome to the	e Bermu	Delete Filing	ation Rep	oorting Portal				
To sub 1. Use 2. Use 3. Use With th - Revie - View - View If you Bermu	benit a filing, fr the "Create I the "Draft Fil the "Submiss" he Bermuda T ew your past key informat and downloa require assist uda legislatior	ollow the st Filing" menu sion" menu fax Informa submission ion regardir d relevant ance, conta	eps below: u to generate a ni to enter or uploa to submit your fil tion Reporting Po s and download p g your reporting documents using act the Helpdesk to the privacy of	ew filing d data ing once cor ortal, you are orreviously up entity using the "Docum at XXXXXX information:	ploaded filings using the the "Reporting Entity P	ngs) e "Submission I rofile" menu legislation exis	History" mei ts in Bermu	nu da with regard to the	•

2. You will be presented with the **Delete Filing** page, as shown in the image below.

NOR										
Home	Draft Filings	Submission	Manag	ge Filings	Documents	Reporting Entity Profile	Manage Users	My Detail	s	Help Logou
	oe, Sample E te Filing	luty								
Delet			rence	Revision	Categorie	s Receiving S Country	Status		Creation date	Action

3. Select the "Delete" button from the **Action name** column of the Delete Filings table to delete that filing.

	Be	rmuda	Tax lr	nforr	nation	Reporting P	Portal			
Home	Draft Filings	Submission	Manage Fil	ings D	ocuments F	Reporting Entity Profile	Manage Users	My Detail	s	Help Logou
Delet	te Filing									
	Filing name				Categories	Receiving				
	Filling name		ence Re		Calegones				Creation date	Action

4. You will be brought to a delete filing confirmation page, as shown below. By selecting the confirm button, the filing and all of its data will be lost. Select the **Confirm** button to permanently delete this filing.

	Be	rmuda	Tax Info	rmatio	n Reporting P	Portal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Delet Please Are yo		you would li	ke to permanen "CRS Manual E	-	s filing. If you do so, the 1)"?	e filing and all c	f its data will	l be lost.	

5. You will receive a confirmation message confirming the deletion.

	Be	ermuda	Tax Info	rmatio	n Reporting F	Portal		
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout
Delet	be, Sample E te Filing iling has beer		cessfully.					

12 Managing Secondary Users

If you are the designated Primary User for your Reporting Entity, you can create, update, and deactivate Secondary Users for your financial institution.

Important Note: Primary Users are expected to create 1-2 Secondary Users after they enroll, in order to support the Primary User, fill in should the Primary User be away or unavailable, or submit a Primary User Change Notice (once available) should the existing Primary User leave the organization or is otherwise unable to continue as Primary User.

12.1 Creating Secondary Users

1. Navigate to **Manage Users** > **Create User** using the menus at the top of the screen. This menu will only be available if you are the Primary User for your Reporting Entity.

	Be	rmuda	Tax Info	rmatior	n Reporting P	Portal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Jane Do	oe, Sample E	ntity				Create User			
Welc	ome to the	e Bermud	a Tax Inform	ation Rer	oorting Portal	View/Edit User			
To sub 1. Use 2. Use 3. Use With th - Revie - View	omit a filing, fo the "Create I the "Draft Fil the "Submis he Bermuda T ew your past key informati	bilow the ste Filing" menu lings" menu sion" menu t Fax Informati submissions ion regarding	ps below: to generate a n to enter or uploa o submit your fil ion Reporting Po and download	ew filing ad data ling once cor ortal, you are previously up entity using	bloaded filings using the the "Reporting Entity Pi	ngs) e "Submission I			line.

- You will be presented with the Create User page. Enter the details of the new user and select the RE - Secondary User role. Select Create to complete the user creation and assignment of the user role.
 - **Important note:** Secondary Users are granted all of the same permissions as the Primary User with the exception of the ability to create and manage other users for your Reporting Entity. That permission is granted only to the Primary User.

- and	TRUNT							
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logou
ane Do	oe, Sample E	intity						
This fu new u	-	lows you to o	create users wit	h access to E	Bermuda Tax Informatio	on Reporting Po	ortal. Please enter	the details for the
new us First n Surna	ser. name: nme:	lows you to (create users with	h access to E	Bermuda Tax Informatio	on Reporting Po	ortal. Please enter	the details for the
new us First n Surna	ser. name:	lows you to (create users with	h access to E	*	on Reporting Po	ortal. Please enter	the details for the
new us First n Surna Email	ser. name: nme:		create users with		*	on Reporting Po	ortal. Please enter	the details for the

3. Upon creation, the new user will receive a system-generated email which includes their user name and temporary password. They will be asked to select a new password upon their first login to the system (see <u>Section 3 Logging in and updating your user details</u>).

12.2 Updating or deactivating Secondary Users

As the Primary User for your Reporting Entity, you can edit the details of other users for your entity, or deactivate them to remove their access to your Reporting Entity's data in the system.

1. Navigate to **Manage Users** > **View/Edit User** using the menus at the top of the screen.

	Be	ermuda	Tax Info	rmatio	n Reporting P	Portal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Jane D	oe, Sample E	ntity				Create User			
Weld	ome to the	e Bermud	a Tax Inform	nation Rep	porting Portal	View/Edit User			
To sul 1. Use 2. Use	omit a filing, for the "Create the "Draft Fi	ollow the ste Filing" menu lings" menu t	ps below: to generate a n to enter or uploa	ew filing ad data	nuda Tax Information R mpleted (for manual filir		to submit a	II required filings or	nline.
- Revi - View	ew your past key informat	submissions ion regarding		previously u entity using	ploaded filings using the the "Reporting Entity P		History" me	nu	

 You will be presented with the View Bermuda Tax Information Reporting Portal Users page, displaying the list of Secondary Users for your financial institution. Select the View/edit link for the user whose details or status you would like to update.

	De De	rmuda	Tax Info	rmatio	n Reporting F	ortal				
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	3	Help	Logou
	oe, Sample E		nation Dans	uting Day	401110.000					
View To vie	Bermuda	Tax Inform	mation Repo splayed, or to eo urname	-	tal Users details, click on the us Email Address		View/Edit	link.	Actio	

3. You will be presented with a view-only page that includes the user's current details, status, and permissions.

					n Reporting F				
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logou
ane Do	oe, Sample E	ntity							
First r	name:		David						
Surna Email			Jones		r1@gmail.com				
Surna Email Telepi	ime: address:	- -	Jones	ortalTestUsei	r1@gmail.com				
Surna Email Telepi	ime: address: hone number ition status:	.	Jones BMPo Active	ortalTestUsei					

- 4. Select the Edit button to edit the user's name, email address, telephone number, permissions, or set their **Status** to Inactive. Select Save to apply your changes.
 - **Important note:** Changing a user's **Email address** will change the email address that the user uses to log in to the system, and the email address to which system-generated emails are sent for that user.
 - **Important note:** Setting a user's **Status** to Inactive will prevent that user from being able to view or edit your financial institution's data in the system.

Bermuda	Tax Information	n Reporting F	Portal		
Home Draft Filings Submission	Manage Filings Documents	Reporting Entity Profile	Manage Users	My Details	Help Logou
ane Doe, Sample Entity					
This functionality allows you to First name:	David	lected Bermuda Tax Ir	formation Repo	orting Portal user.	
Surname: Email address:	Jones BMPortalTestUse				
Telephone number:	Int'l Area co				
Activation status:	Active Inac	tive			
^D ermission:	RE - Seconda	r <u>y User</u>			
	Cancel	Save			

13 Updating a Primary User

The portal includes functionality to allow an existing Primary or Secondary User to submit a Primary User Change Notice via the portal. Details on this process are included in the sections below.

Important Note: It is advisable to ensure you always have at least one active Secondary User assigned to your entity in the system. If neither the existing Primary User nor a Secondary User is able to submit the Primary User Change Notice, this change cannot be processed via the portal. A representative of the entity will need to contact the Ministry of Finance, Treaty Unit at bermudataxinformationreporting@gov.bm. Your request should include the following information:

- Existing Primary User First Name
- Existing Primary User Last Name
- Existing Primary User Email Address
- Existing Primary User Position
- New Primary User First Name
- New Primary User Last Name
- New Primary User Email Address
- New Primary User Position
- New Primary User Telephone Number
- New Primary User Passport Scan
- Letter signed by a director or officer, specifying them as the new Primary User and authorizing the change

13.1 Creating a Primary User Change Notice

In order to submit a request to change the Primary user for your entity, you must first create a **Primary Us** filing.

1. Navigate to the **Create Filing** screen using the menus at the top of the screen. Select **Manage Filings > Create Filings**, as shown in the image below.

	Be	rmuda	Tax Infor	mation	Reporting Po	ortal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Welc	oe, Sample E come to the	e Bermud	Delete Filing		orting Portal	eporting Portal	to submit all	required filings onli	ne.
1. Use 2. Use 3. Use With th - Revie - View	e the "Draft Fil e the "Submiss he Bermuda T ew your past v key informati	Filing" menu 1 ings" menu 1 sion" menu t fax Informations submissions ion regarding	to generate a ne to enter or uploa o submit your fili on Reporting Po and download p	d data ng once con rtal, you are previously up entity using t	loaded filings using the the "Reporting Entity Pr	e "Submission I	History" mer	nu	

2. You will be presented with the **Create Filing** page, as shown in the image below.

Be	rmuda	Tax Infor	mation	Reporting Po	ortal			
Home Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
lane Doe, Sample E	ntity (<u>Chang</u>	<u>e</u>)						
Create Filing We need details ab The period end date	-			ify it in the future. Pleas ng.	e enter the det	ails requeste	d below.	
Filing name:		Primar	y User Cha	nge - January 2018 *				
Filing type:		Ch Ch CF	ange of Rep RS Manual E RS XML Uple	porting Entity Informatio porting Obligations Entry Filing	n		•	
Period end date:		31/01/ Cr	2018	*				

- 3. Enter a **Filing name** that is meaningful to you. It is best practice to include the name of the new Primary User being requested so that filings can be easily differentiated.
- 4. Select "Primary User Change Notice" as the **Filing type**.
- 5. Select the **Period end date** for the filing. For the Change of Reporting Entity Information form, this should be the <u>current date or the date in which the change was effective</u>.
- 6. Select the **Create** button to complete the creation of your form and make it available to submit.

13.2 Completing and Submitting a Primary User Change Notice

1. Navigate to the **Draft Filings** screen using the menu at the top of the screen to view filings and forms that you have created but not yet submitted.

	Be	ermuda	Tax Info	rmatio	n Reporting I	Portal		
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help Logout
Jane Do	e, Sample Er	ntity (<u>Change</u>	2)					

2. Select the name of the change notice you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **Draft Filing** screen for the Primary User Change Notice.

	Be	rmuda	Tax Ir	nforma	ition R	eportin	g Po	ortal				
Home	Draft Filings	Submission	Manage F	ilings Docu	uments Rej	porting Entity	Profile	Manage Users	My Details		Help	Logou
ane Do	e, Sample Er	ntity (<u>Chang</u>	<u>e</u>)									
	select the na ate new filings					ι.						_
	Filing name	R	eference		Transmis Progres		iving ntry			Filing end date	Due	late
	ry User Chan Iry 2018	<u>qe -</u> 00	342	<u>0.1</u>		n	a	No Da	ata	31/01/2018		

3. Select the **Edit** link beside the Primary User Change Notice form to display the form.

		Bei	rmuda	Tax Infor	matior	n Reporting Po	ortal			
Home	Draft F	ilings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Hel	p Logou
ane Do	oe, Sam	iple Er	itity (<u>Change</u>	<u>e</u>)						
	your filir Ibmissio			eted, it can be	validated an	d submitted to the Tax A	withority by sele	ecting Valida	ate and Submit Fi	ing from
You m	iay view			selecting View	for one of t	ne sections below.			View Comme	nts 📄
You m KEY				selecting View	for one of t	ne sections below.			View Comme	nts 📄
KEY				selecting View	for one of th	ne sections below.	ø	1	View Comme	nts 📄
KEY	-		Iraft filing by	selecting View			⊘ Validated	/ In Draft	View Comme * No Data - Mand	
KEY	n set	your o Folde	Iraft filing by	table Folder			-	-	*	atory

4. Complete all mandatory fields and uploads on the form, and click "Validate & Save"

	try of Finance, Treaty Unit, that you intend to change your entity's Primary User. F r must be provided, which will be submitted to the Ministry of Finance, Treaty Unit	
By submitting this form, you acknowledge th User will be rendered inactive.	at the information you are providing is accurate and if approved, the current Prim	ary
Existing Primary User Information:		
Please provide the following information for	the entity's current Primary User:	
Existing Primary User First Name:	Jane *	
Exsisting Primary User Last Name:	Doe *	
Existing Primary User Email Address:	JaneDoe@sampleentity.com *	
Existing Primary User Position:	Compliance Officer *	
New Primary User Email Address: New Primary User Position: New Primary User Telephone Number:	JohnSmith@sampleentity.com * VP Tax * 1 * 441 * 5555555 *	
	International Area Code Number	
New Primary User Passport Scan:		
🖉 <u>Passp</u> 🗙		
Letter signed by a director or officer, specify	ing them as the new Primary User and authorizing the change:	
🖉 Lette 🗙		
Upon submission, your request will be revier processed.	wed. You will receive a confirmation by email once your change notice has been	
	Save as Draft Validate &	

5. Navigate to **Submission > Validate and Submit** using the menus at the top of the screen.

	Be	rmuda	Tax Info	ormatio	n Reporting F	Portal			
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
	oe, Sample E t Filing	Validate and Submission H							
Once from th	your filing has he Submissio	s been comp n menu abov	leted, it can be ve.	validated an	oloading a file using the d submitted to the Tax ne sections below.				g

6. You will be presented with the **Validate & Submit Filing** page. Select the **Validate** link in the Action column for the Primary User Change Notice you would like to submit.

Home	Draft Filings	Submission	Manage Filing	s Document	s Reporting Enti	ty Profile	Manage Users	My Details	Hel	p Logou
ane Do	pe, Sample Er	ntity (Change	e)							
Valid	ate & Subr	nit Filing								
The fili	ings that are r	eady for fina			on are listed belo ext to the approp	riate filings				
The fili	ings that are r	eady for fina submit by cl					ng Filing (e date Acti	on

7. You will be presented with the **Submit Filing** page. Select **Submit** to confirm submission. Your changes will be reflected on the **Reporting Entity Profile** tab.

Bermuda Tax Information Reporting Portal									
Home	Draft Filings	Submission	Manage Filings	Documents	Reporting Entity Profile	Manage Users	My Details	Help	Logout
Jane Doe, Sample Entity Submit Filing Your filing has been validated and can now be submitted. If you need to submit amended or corrected data, you must submit an additional filing. Submit Cancel									

8. Once the Ministry reviews your request, an email will be sent to confirm whether the change was approved or declined.

14 Deactivating a Reporting Entity [NEW]

If a Reporting Entity no longer has reporting obligations and needs to be deactivated from the portal, the Primary User must send an email to <u>bermudataxinformationreporting@gov.bm</u> with the required confirmations and supporting documentation. This process is further outlined below.

Important Note: Prior to requesting a deactivation, every Reporting Entity must ensure they have fulfilled all required obligations as described in the applicable Regulations. This includes submitting filing(s) for all reporting years in which the entity has reporting obligations, and addressing any error notifications received from partner jurisdictions.

The Primary User should include the following information in the email sent to <u>bermudataxinformationreporting@gov.bm:</u>

- i. Reporting Entity name
- ii. Entity reference

iii.

- Reason for deactivation:
 - Dissolution of entity
 - Termination of trust
 - Transfer by continuation
 - Other (including explanation)
- iv. Confirmation that all reporting obligations have been fulfilled
- v. Attachment of supporting documentation:
 - Certificate of dissolution (or similar)
 - Deed of termination of trust (or similar)
 - Certification of transfer by continuation (or similar)
 - Other documentation or a letter explaining the circumstances

Once the request is received and the contents verified by the Treaty Unit, the Reporting Entity will be deactivated and the Reporting Entity or its representative will receive a notification of fulfilment of the request. Thereafter, the associated users will no longer be able to access the entity's account or past submissions.