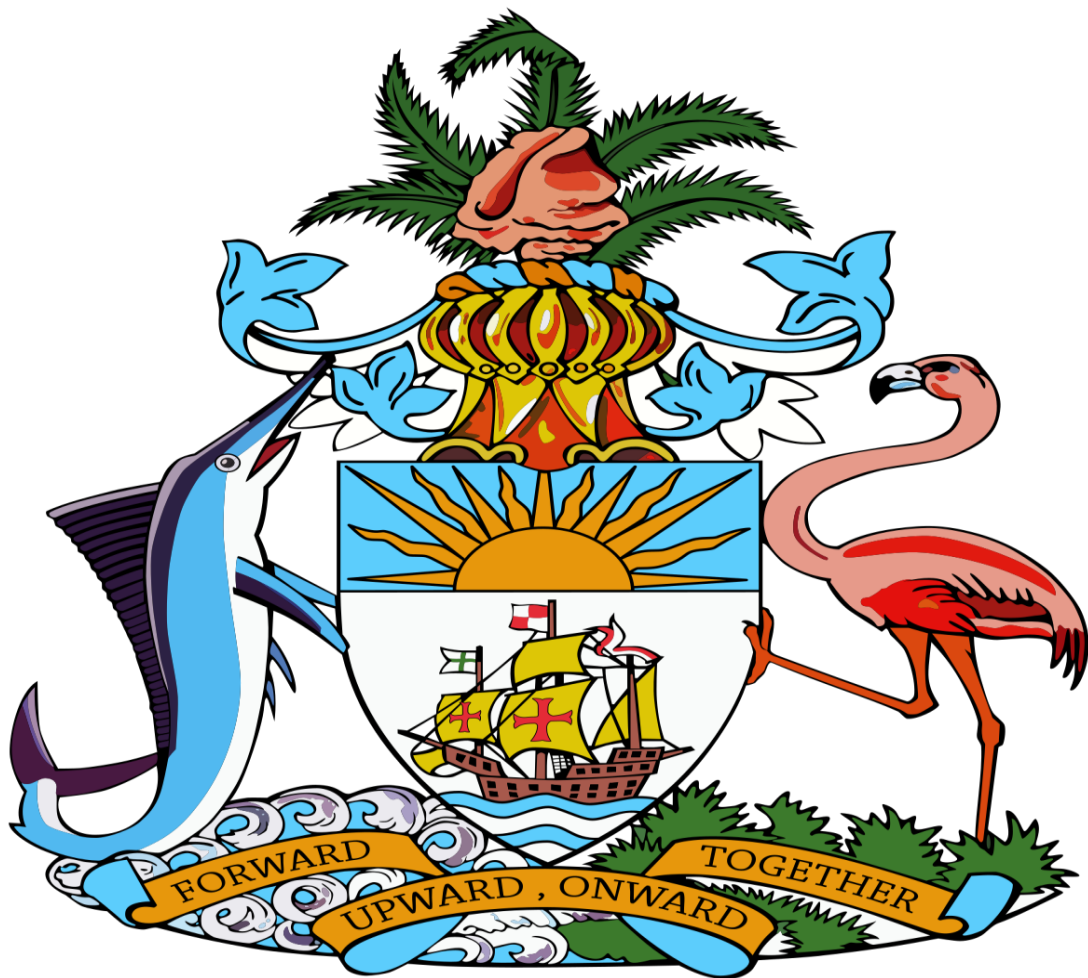


# The Bahamas Competent Authority CBC USER GUIDE

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Date Issued: October 16, 2020

# **Bahamas Competent Authority CBC User Guide**

## **A. Completing an Enrolment**

All Financial Institutions are required to complete an Enrolment form before accessing the system.

This form is publicly accessible and the URL will vary slightly depending on where your enrolment functionality is hosted.

Links to the enrolment page and portal will be accessible via the Bahamas Competent Authority website at <https://www.taxreporting.finance.gov.bs/wp-content/uploads/2015/06/Bahamas-Competent-Authority-AEOI-Portal-User-Guide-v1.0N.pdf> (see page 4).

Before completing the Enrolment Form, a person must first prove that they are indeed a real person by entering a series of letters and digits displayed to them.

Having successfully entered the letters and digits, the person is brought to the enrolment form. The FI must complete all mandatory fields on the enrolment form, which includes two sections:

1. Financial Institution Information
2. Primary User Information

All Financial Institutions will have already obtained a GIIN (Global Intermediary Identification Number) which is issued by the IRS (for FATCA). In reporting type select CBC. **Note: The GIIN is not a mandatory field for CbC reporting if the FI is not registered for FATCA.**

Reporting Entity Information	
Reporting Entity Name	<input type="text" value="TippPharma Ltd"/> *
Entity Type	<input type="text" value="Multinational"/> *
Reporting Type	<input type="text" value="CbC"/> *
Reporting Entity GIIN (issued by IRS)	<input type="text" value="123456.54321.ME.999"/> ?
Identification Number (Issued by Tax Authority)	<input type="text" value="12-23345"/> ?
Fiscal Year End (format: dd/mm)	<input type="text" value="31/12"/>

Enrolment Requirements Include:

All fields with red asterix are mandatory.

1

## **Primary User Information**

- First name

- Surname
- Email Address
- Telephone number
- Letter from Director of FI

**Enrolment requirements include:**

Submission completed through the "Submit button"

Enrolment requirements include submission completed through the "Submit button".

Once the enrolment has been submitted, a confirmation message will be displayed.

Note: The title of the return link will vary according to your specific implementation.

An Email confirmation should be sent to the primary user's email address containing the login address, the username and a temporary password which needs to be changed on the first login.

**The following rules are enforced for the password:**

- It must contain one capital letter, one small letter, one number and one special character
- It must be at least eight characters and no more than 30 characters
- It must not contain any spaces
- You cannot reuse your existing password

**B. CBC Enrolment**

After an initial enrolment is approved by the Competent Authority for CbC, each reporting entity **must** complete an Article 3 Notification filing before completing a CbC filing. Upon receipt of the email with log in credentials for portal, proceed to portal log in page.

**Create Article 3 Notification Filing:**

Click **Menu > Manage Filings > Create CBC Filing**

Enter a Filing name, Filing type and Period end date.

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 and the year must be equal to the year being reported for.

**2**

Click **Create**.

To create an Article 3 Notification, first go to the Menu Button on the left hand side (all CBC filings **must** be in XML format).

Then go to Manage Filings and Create Filing.

The screenshot shows the Vizor AI system interface. At the top, the user is logged in as 'Jack Jones , Universal Wc'. A 'Menu' button is visible on the left. The 'Manage Filings' menu item is highlighted, and a sub-menu is open showing options: 'Draft Filings', 'Submission', 'Manage Filings' (selected), 'Documents', 'Financial Institution Profile', 'Manage Users', 'My Details', 'Help', and 'Logout'. The 'Create Filing' option is highlighted under 'Manage Filings'. Below the menu, the 'Create Filing' form is displayed. The form includes a header 'Create Filing' and a message: 'We need details about your filing so you will be able to identify it in the future. Please enter the details requested below.' Below this, a note states: 'The period end date identifies the reporting period for the filing. This should always be December 31st in the case of FATCA and CRS filings.' The form fields are: 'Filing name:' with the value 'Article 3 Notification BioMedical', 'Filing type:' with a dropdown menu showing options: 'Article 3 Notification' (selected), 'CbC XML Upload Filing', 'Change of Reporting Entity Information', 'Primary User Change Notice', and 'Reporting Entity Deactivation', and 'Period end date (dd/mm/yyyy):' with the value '31/12/2019'. A 'Create' button is at the bottom of the form.

Each Filing must have Filing Name, Filing Type and Period End Date. Click Create Button.

Click **Menu > Draft Filings**

**3**

Select **Filing name**









## 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 Country	Status	Filing end date	Due date (dd/mm/yyyy)
<a href="#">Article 3 Notification BioMedical</a>	CbCA3N00011	<a href="#">0.1</a>		n/a	No Data	31/12/2019	

## Click Edit

**KEY**  
         
Form set Folder Repeatable Folder Form Add Section Validated In Draft No Data - Mandatory

**Article 3 Notification BioMedical** Status: No Data

  **Article 3 Notification**

  **Art3** Article 3 Notification Edit | View

Some of this form will be pre-populated with information from the initial enrolment.

The reporting entity needs to provide the following information:

- Activity of the Notifying Entity
- Commercial Registration Number
- UPE/SPE other Constituent Entity
- MNE Group Name
- MNE Group Additional Information
- Description of CbC filing & Notification Type

### Article 3 Notification

Article 3 of the Action 13 model legislation for CbC reporting includes an option for jurisdictions to require notifications to be sent to the country tax administration identifying the Reporting Entity for the MNE Group.

Notifying Entity Information	
Notifying Entity Name	BioMedical Ltd
Legal Form of Notifying Entity	Multinational
Activity of the Notifying Entity	Research and Development
Notifying Entity TIN	12-4588889
Commercial Registration Number	456789321
UPE/SPE/other Constituent Entity	Ultimate Parent Entity
Other Constituent Entity	
Fiscal Year End	31/12
Registered address of the Notifying Entity	
Street Address	32 John Street
City/Town	London
State/Province/Region	England
Country	United Kingdom
Post Code	UK1

Information of the Multinational Enterprise/Entity of the Notifying Entity	
MNE Group Name	Global BioMedicare Ltd
MNE Group Additional Information	Research in Medical Devices
Description of CbC filing & Notification Type	Sales & Research

Constituent Entity Information	
Reporting Entity Name	
Legal form of the Reporting Entity	
Activity of the Reporting Entity	
Jurisdiction of tax residence	
Tax identification Number	

**Declaration:**

I confirm that the information submitted in this application is true and correct and is in accordance with the relevant AEOI obligations, requirements of the [TAX Authority] and the laws of the [Client Country].

I also acknowledge that provision of inaccurate information in this application may result in the Reporting Entity committing an offence and as such the Reporting Entity may be liable to a penalty under the relevant laws of the [Client Country].

Click **Check Box for Declaration**

Click **Validate & Save**

To **Submit filing** to **Competent Authority**.

Click **Menu > Submission > Submit Filing**

Click **Validate**

## Validate &amp; Submit Filing

The filings that are ready for final validation and submission are listed below.

Please validate and submit by clicking the "Validate" link next to the appropriate filings name.

Filing name	Reference	Revision	Categories	Receiving Country	Filing end date	Due date (dd/mm/yyyy)	Action
<a href="#">Article 3 Notification BioMedical</a>	CbCA3N00011	0.1		n/a	31/12/2019		<a href="#">Validate</a>

## Click Submit

## Submit Filing

Your filing has been validated and can now be submitted. Please click the "Submit" button to confirm that you wish to submit this filing.

If you need to submit amended or corrected data, you must submit an additional filing.

### C. Submitting CBCR Filing

The first step in creating a CbC filing is to select **Manage Filings > Create Filing** from the main menu within Vizor Portal

Enter a name for the filing (which should be meaningful name in Production in order to easily retrieve CbCR filings at a later date).

CbC XML Upload Filing as the filing type should then be selected and a period end date should then be selected.

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 and the year must be equal to the year being reported for.

## 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 reporting period for the filing. This should always be December 31st.

Filing name:  \*

Filing type: 

☒ CbC XML Upload Filing

☐ Change of Financial Institution Information

☐ Change of Reporting Obligations

☐ CRS Filing Summary

☐ CRS Manual Entry Filing

☐ CRS XML Upload Filing

 \*

Period end date:  \*

Create

As per other filing types, once the CbCR filing has been created, it should be available within the Draft Filings section. Simply click the name of the filing to access it.

Jack Jones , Universal World Bank



## 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 Country	Status	Filing end date	Due date
<a href="#">Country CBC XML Upload 18</a>	CbC01012	<a href="#">0.1</a>	Waiting		No Data	31/12/2018	31/12/2019
<a href="#">CRS XML New Return</a>	CRS01008	<a href="#">0.1</a>	Waiting		No Data	31/12/2018	31/05/2019

It is not possible to edit any part of the filing manually. Data must be supplied in an XML data file compliant with the CbC XML schema v.1.0 specification as published by the OECD.

Click the Upload Data button on the right hand side.

KEY

Form set

Folder

Repeatable Folder

Form

Add Section

Validated

In Draft

No Data - Mandatory

Country CBC XML Upload 18

Status: No Data

CbC XML Upload Filing

Upload Data

CbC

CbC Xml Upload

View

You now need to browse for your XML file.



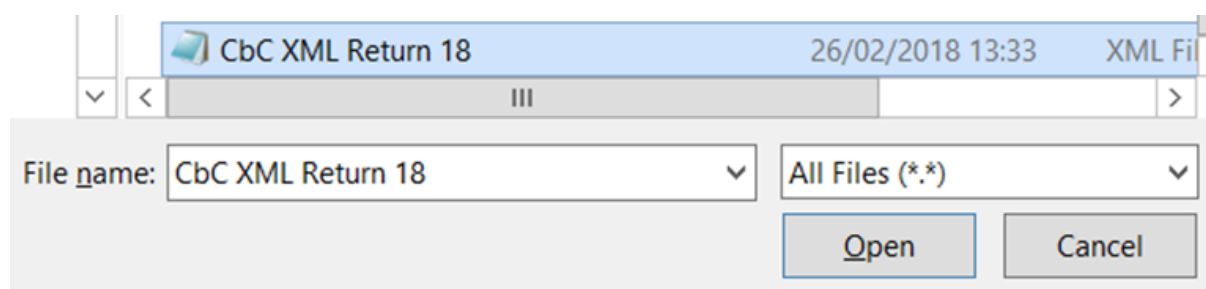
## Upload Data

Please upload your XML file and we will run the following initial validations: Allowed file types are: .xml, .zip  
The file will be processed as soon as possible and you will be informed via email about any validation issues.

Click Browse to select the XML file. It will be validated, and the results will be displayed below.

Select file to upload:

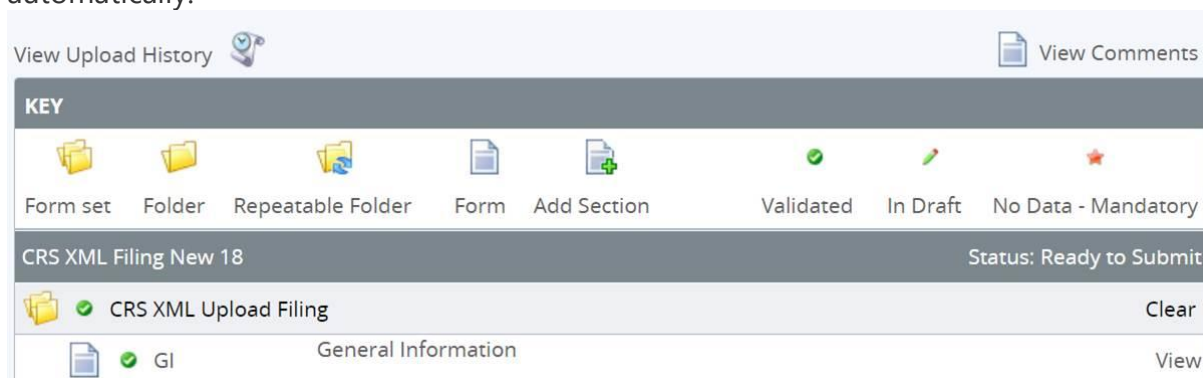
Browse...



The system will begin validation of your file immediately against the OECD CbC XML schema and business rules.

If the filer has uploaded a file that is not an XML file, he/she will see an error message on the Upload Data page informing you of that error. If the filer does not receive any error message on the Upload XML page, the file will be submitted for processing and additional validation will be applied.

The filer should then receive a system-generated email when the processing is complete, indicating either the submission was successful, or that the submission was unsuccessful and that the file must be updated and resubmitted. If the submission was unsuccessful, the filer will need to fix the errors in the XML file outside of the portal. Then, log back into the portal and click on the respective filing in Draft Filings. Click Clear and upload the repaired XML file. If all validation rules are passed then the file is submitted automatically.



## **To Complete the XML Filing (review)**

Click on the Filing Name to Complete. (Select the file to upload-Browse button)

After selecting a Filing, select Upload Data to automatically populate the filing from an XML file by clicking on Upload Data on the right hand side.

You will now browse for the XML file you wish to upload.

Select the file and click on Open.

Once the selected file uploads, the system automatically virus scans the file and rejects it if a virus is found. If no virus is found, the file is stored for offline processing. The FI user is informed that they will be notified in due course of the outcome of their submission. At this point, the FI user has completed the process and can logout.

As XML files can be very large and contain large quantities of data, their processing is handled offline so as not to impact system performance. The XML file is placed in a "queue" for processing, from where a background server picks up the XML file and performs the following processing steps:

### **XML Validation**

The XML file is first fully validated against the relevant XSD (XML Schema Definition) file that is published by the OECD for CbC. If any XML errors are found, the processing stops, and the errors are recorded. A notification email will automatically be sent to the FI notifying them of the failed submission.

### **Data Extraction & Further Validation**

If the XML file passes the XML validation, the system extracts the data from the XML file and enters the data into the Vizor CRS or CbC data model. At this point additional validation rules are executed:

- For CbC filings, the only additional validation on top of the XSD validation will be to ensure the reference ID is unique

If any validation errors are discovered, the errors are recorded and the processing stops. A notification email will automatically be sent to the FI notifying them of the failed submission.

### **Automatic Submission**

If the two sets of validation performed above result in no errors with the XML data, then the filing is automatically submitted. In this scenario, the FI user is notified by email that their filing has passed all validation rules and has been accepted by the system. The successfully submitted filing moves from the "Draft Filings" area of the system to the "Submission History"(select submission history from the menu in the portal).

## Validation Failures



If any validation rules fail in either of the two processing steps above, then the FI user is notified by email that there are validation failures. For security purposes, the nature of the validation errors are not contained within the email. The FI user must now log into the Portal application to view the detail of the validation failures. These errors are accessible to the FI user by clicking on the errors icon next to the filing in the "Draft Filings" screen.

Note: Click the exclamation mark right of the Ready to Submit. This will bring you to a page explaining the error.









<a href="#">CRS XML Filing 18</a>	CRS00002	<a href="#">0.1</a>	Waiting		No Data	31/12/2019	30/05/2020
<a href="#">CRS XML Filing New 18</a>	CRS00005	<a href="#">0.1</a>	Waiting	United Kingdom	<a href="#">Ready to Submit</a> 	31/12/2018	31/05/2019

Rule name	Type	Problem	Additional information
Reporting FI Tax Residence Check	Error	1. The Tax Residence of the Reporting FI must always match the Transmitting Country. The affected Reporting FI is named Barclays bank. The affected Reporting FI section has a DocRefID of IE-ec75ab7c-09e4-55554399-9c95-f1sTsdT44dddd4TT816105db30101981	Please ensure the Tax Residency value of the Reporting FI matches the Transmitting Country value.



The filer will need to fix the errors in the XML file outside of the portal. Log back into the portal and click on the respective filing in Draft Filings. Click Clear and upload the repaired XML file.



[View Upload History](#) 
[View Comments](#) 

**KEY**

 Form set
  Folder
  Repeatable Folder
  Form
  Add Section
  Validated
  In Draft
  No Data - Mandatory

**CRS XML Filing New 18**
Status: Ready to Submit

  **CRS XML Upload Filing**
Clear

  GI
 General Information
View

If all validation rules are passed then the file is submitted automatically.