

Practical guidance filing CbCR



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax

Practical guidance filing CbCR;

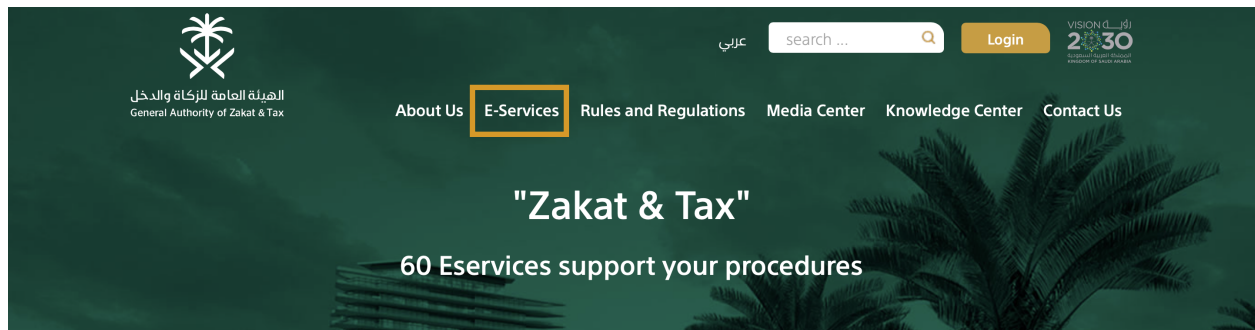
This section describes the functionality provided by GAZT for EOI Portal is used by CbC report to enroll.

enrolment For new user :

First time enrolment, taxpayers are required to create a new account for CbC report.

- Go to the main site of GAZT "General Authority of Zakat & Tax"

<https://www.gazt.gov.sa/en>



- Click on CbC report



General Services

Exchange of information(3)



Country-by-Country report

- Click on “Enrolment for CRS, FATCA or CbC” to create a first time enrollment.



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax

GAZT AEOI PORTAL

Not logged in

Welcome to the GAZT AEOI Portal

The GAZT AEOI Portal is an online application that will allow you to submit your FATCA, CRS & CbC filings to the General Authority of Zakat and Tax.

To access the GAZT AEOI Portal, please enter your email address and password below. Note that the password is case sensitive.

If you require assistance, contact the General Authority of Zakat and Tax at 0114349429 or Amr@GAZT.gov.sa.

To enrol for CRS, FATCA or CbC please follow this link: [Enrolment for CRS, FATCA or CbC](#) ←.....

Email address:

 *

Password:

 *

Login

[Forgotten Password](#)

The recommended minimum computer requirements for using the GAZT AEOI Portal are:

- Microsoft Internet Explorer version 8 or above, or Firefox version 4 or above or Google Chrome version 10 or above.
- For viewing your forms in PDF (and printing where signatures are required) you will need a PDF viewer, such as Adobe Acrobat Reader (version 8.0 or above).
- Forms can be exported as spreadsheets. For this you will need Microsoft Excel 2003 or above (the viewer application for Excel will also work).
- A connection to a printer so you can print out hard copies of forms.
- We also recommend that your screen resolution is at least 1024x768 or higher for optimal display. Don't worry if you don't know what this means.

- **The enrolment form must be filled in with all mandatory fields before submitted.**

Enrolment requirements include:

- Reporting Entity Information
- Reporting Entity Name
- Entity Type (Options: Custodial Institution, Depository Institution, Investment Entity, Specified, Insurance Company, Multinational, Other)
- Reporting Type (choose: CbC)
- Reporting Entity GIIN (issued by IRS, and it is not required for CbC)
- Tax Identification Number (TIN)
- Company Identification Number (CIN)
- Fiscal Year End (dd/mm)

Entity Types:

- Custodial Institution: Any Entity that holds as a substantial portion of its Business
- Depository Institution: such as a Savings Bank, Commercial Bank, Savings and Loans or credit unions
- Investment Entity's: Obtains funds from investors for providing management services and provide returns.
- Specified Insurance Company: Including a holding company in an insurance group that writes products that are classified as Cash Value Insurance Contracts or Annuity Contracts or makes payments concerning such contracts

Reporting Entity & Primary User Enrolment

In accordance with the OECD's Multilateral Competent Authority Agreement, entered into by this government and participating partner jurisdictions for the purposes of exchanging tax information on an annual basis, all Reporting Entities are required to enroll with the General Authority of Zakat and Tax using the form below.

If you are enrolling on behalf of a Reporting Entity who is also reporting to the IRS for the purposes of FATCA compliance, please also enter your GIIN below.

Reporting Entity Information

Reporting Entity Name	<input type="text" value="Alaa Testing 10"/>	*
Entity Type	<input type="text" value="Multinational"/>	*
Reporting Type	<input type="text" value="CbC"/>	*
Reporting Entity GIIN (issued by IRS)	<input type="text"/>	
Tax Identification Number (TIN)	<input type="text" value="3000000000"/>	
Company identification number (CIN)	<input type="text" value="7000000000"/>	
Fiscal Year End (format: dd/mm)	<input type="text" value="31/12"/>	

Registered Office Address or Sponsoring Entity Address



Street Address	<input type="text" value="Almurabaa"/>	*
City/Town	<input type="text" value="Riyadh"/>	*
State/Province/Region	<input type="text" value="Prince Abdulrahman inb AbdulAziz"/>	
Country	<input type="text" value="Saudi Arabia"/>	*
Post Code	<input type="text"/>	

Institution Email Address



Primary User Information

First name	<input type="text" value="Alaa"/>	*
Surname	<input type="text" value="Balqasim"/>	*
Email Address	<input type="text"/>	*
Confirm Email Address	<input type="text"/>	*
Telephone number	<input type="text" value="966"/> <input type="text" value="1234"/> <input type="text" value="56789"/>	*
	<small>international</small> <small>area code</small> <small>number</small>	
Position	<input type="text" value="Manager"/>	*

Please attach a scan of a recognised legal form of identification.

 [Passp..](#) 

Please attach a letter, signed by a director of the Reporting Entity, which specifies you as the responsible person for CRS, FATCA or CbC compliance.

 [Test1..](#) 

Your enrolment will be submitted for approval by the General Authority of Zakat and Tax . You will receive notification by email once your enrolment information has been reviewed.

Click to submit

Submit

- Once submitted, the enrolment vform will be reviewed by GAZT for approval.

Not logged in

Thank you

Thank you. Once we have reviewed your enrolment, we will email you with your confirmation details, or the reason your enrolment was declined.

[Return to The General Authority of Zakat and Tax home page.](#)

- Upon receiving the approval email from GAZT which contains:

- Login address
- Username (email address)
- Temporary password which must be changed at first login



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Not logged in

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To enrol for CRS, FATCA or CbC please follow this link: [Enrolment for CRS, FATCA or CbC](#)

Email address:

Password:

Login

[Forgotten Password](#)

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- For viewing your forms in PDF (and printing where signatures are required) you will need a PDF viewer, such as Adobe Acrobat Reader (version 8.0 or above).
- Forms can be exported as spreadsheets. For this you will need Microsoft Excel 2003 or above (the viewer application for Excel will also work).
- A connection to a printer so you can print out hard copies of forms.
- We also recommend that your screen resolution is at least 1024x768 or higher for optimal display. Don't worry if you don't know what this means.

- You will be requested to change your password at the first time login:

Update My Password

You must update your password before continuing.

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password: *

New password: *

Confirm new password: *

Save

- You will be asked to select your reporting entity from a drop down list:

Not logged in


Select Reporting Entity

You have access to more than one Reporting Entity . To choose an Reporting Entity to work with, please select the Reporting Entity name from the list below.

Reporting Entity name: *

Login

- Contact details can be changed on a first time login as required, or select **Manage Users > View/Edit User** from the main menu.



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General Authority of Zakat & Tax

GAZT AEOI PORTAL

Alaa Balqasim , Alaa Testing 2 (Change)

← Name is clearly indicated on logon

Menu

Welcome to the GAZT AEOI Portal

You have successfully logged in. You can now use the GAZT AEOI Portal to complete and 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)

With the GAZT AEOI Portal, you are also able to:

- Review your past submissions and download previously uploaded filings using the "Submission History" menu
- View key information regarding your Reporting Entity using the "Reporting Entity Profile" menu
- View and download relevant documents using the "Documents" menu

If you require assistance, please contact the General Authority of Zakat at Amr@GAZT.gov.sa.

Activities of a reporting entity will appear in notifications at homepage

Notifications

←

Dismiss	Received	Subject
<input type="checkbox"/>	17/10/2019 16:06:11	Article 3 Notification Task
<input type="checkbox"/>	17/10/2019 12:23:30	Alaa Testing 1 - oct 16 19 Filing Successfully Submitted
<input type="checkbox"/>	17/10/2019 11:28:58	Submission of Alaa Testing 1 - oct 16 19 Filing Unsuccessful
<input type="checkbox"/>	17/10/2019 11:26:38	Submission of Alaa Testing 1 - oct 16 19 Filing Unsuccessful
<input type="checkbox"/>	17/10/2019 10:53:26	Submission of Alaa Testing 1 - oct 16 19 Filing Unsuccessful
<input type="checkbox"/>	17/10/2019 10:52:06	Submission of Alaa Testing 1 - oct 16 19 Filing Unsuccessful
<input type="checkbox"/>	17/10/2019 10:50:26	Submission of Alaa Testing 1 - oct 16 19 Filing Unsuccessful
<input type="checkbox"/>	16/10/2019 14:57:25	Submission of Alaa Testing 1 - oct 16 19 Filing Unsuccessful
<input type="checkbox"/>	16/10/2019 14:41:44	Submission of Alaa Testing 1 - oct 16 19 Filing Unsuccessful
<input type="checkbox"/>	16/10/2019 14:25:12	Article 3 Notification filing for Alaa Testing1 Approved

- To create Article 3 Notification, click on menu button on left side > **Manage Filing > Create Filing**

Menu

- Home
- Draft Filings
- Submission
- Manage Filings
- Documents
- Reporting Entity Profile
- Manage Users
- My Details
- Help
- Logout

Welcome to the GAZT AEOI Portal

You have successfully logged in. You can now use the GAZT AEOI Portal to complete and submit all required filings online.

To submit a filing, follow the steps below:

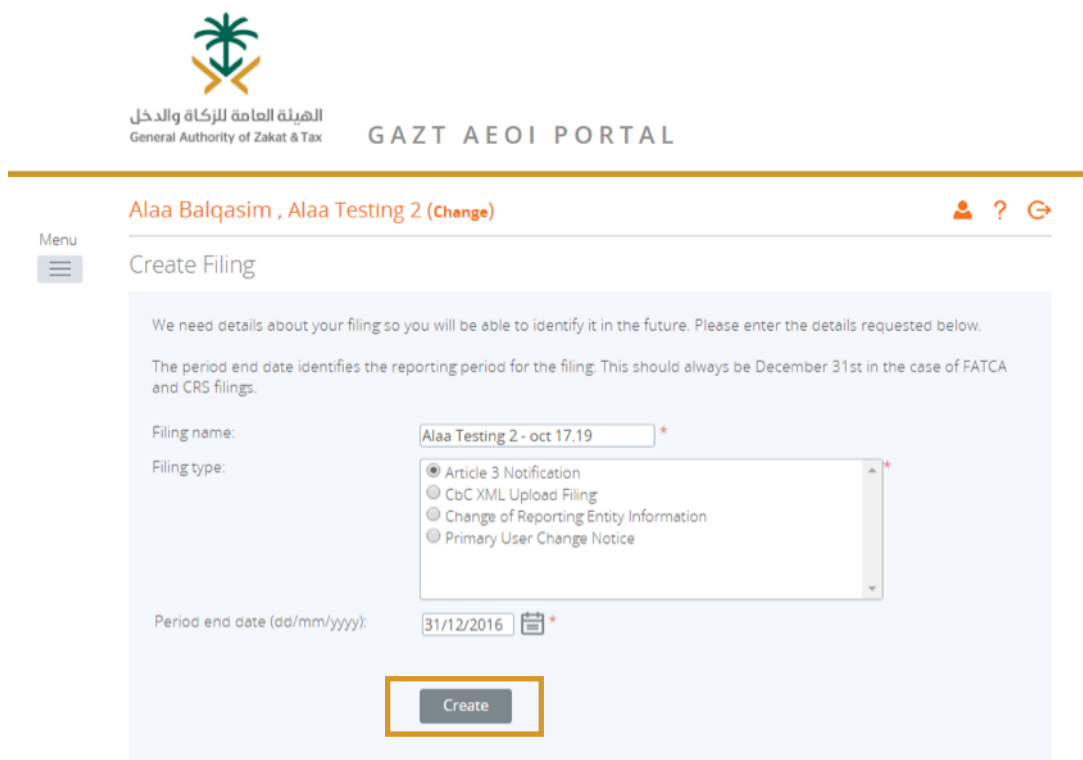
- + "Create Filing" menu to generate a new filing
- + "Draft Filings" menu to enter or upload data
- + "Submission" menu to submit your filing once completed (for manual filings)

With the GAZT AEOI Portal, you are also able to:

- + Review your past submissions and download previously uploaded filings using the "Submission History" menu
- + View key information regarding your Reporting Entity using the "Reporting Entity Profile" menu
- + View and download relevant documents using the "Documents" menu

If you require assistance, please contact the General Authority of Zakat at Amr@GAZT.gov.sa.

- All MNE's after completing the original enrolment must complete Article 3 Notification to submit CbC filings.
- This form is available after initial enrolment approval.
- Article 3 Notification must be approved by Tax Authority before proceeding with CbC upload.



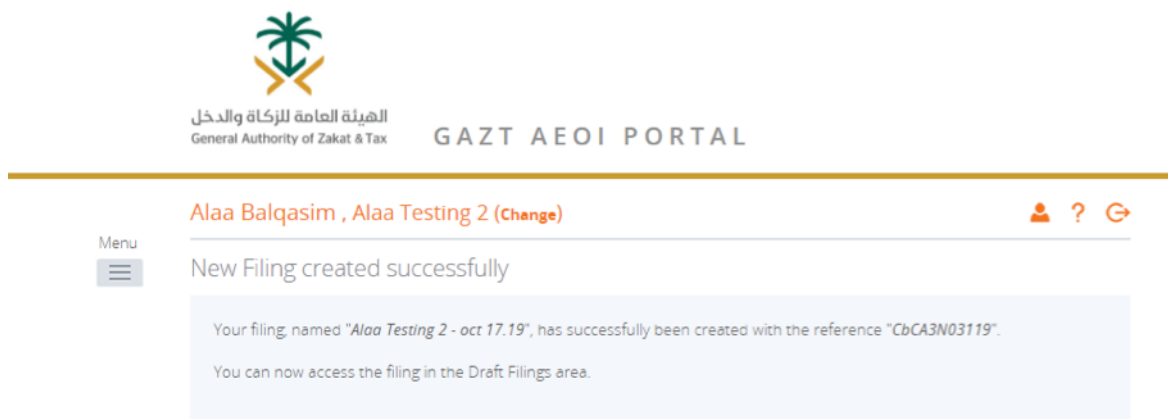
The screenshot shows the 'GAZT AEOI PORTAL' interface. At the top, there is a logo for the 'الهيئة العامة للزكاة والدخل' (General Authority of Zakat & Tax) and the text 'GAZT AEOI PORTAL'. Below this, the user is logged in as 'Alaa Balqasim , Alaa Testing 2 (Change)'. The main heading is 'Create Filing'. A message states: '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 in the case of FATCA and CRS filings.'

The form fields are:

- Filing name:** A text box containing 'Alaa Testing 2 - oct 17.19' with a red asterisk indicating it is required.
- Filing type:** A dropdown menu with four options:
 - ☒ Article 3 Notification
 - ☐ CbC XML Upload Filing
 - ☐ Change of Reporting Entity Information
 - ☐ Primary User Change Notice
- Period end date (dd/mm/yyyy):** A date picker showing '31/12/2016' with a red asterisk.

At the bottom of the form is a 'Create' button, which is highlighted with an orange border in the image.

- A successful message will appear for creating Article 3 Notification.



The screenshot shows the same 'GAZT AEOI PORTAL' interface, but now displaying a success message. The user is still logged in as 'Alaa Balqasim , Alaa Testing 2 (Change)'. The main heading is 'New Filing created successfully'. A message box contains the text: 'Your filing, named "Alaa Testing 2 - oct 17.19", has successfully been created with the reference "CbCA3N03119". You can now access the filing in the Draft Filings area.'

Menu ? ↻

Menu

- Home
- Draft Filings
- Submission
- Manage Filings**
- Documents
- Reporting Entity Profile
- Manage Users
- My Details
- Help
- Logout

New Filing created successfully

A filing named "Alaa Testing 2 - oct 17.19", has successfully been created with the reference "CbCA3N03119".

You can now access the filing in the Draft Filings area.

Menu ? ↻

Menu

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)
Alaa Testing 2 - oct 17.19	CbCA3N03119	01		n/a	No Data	31/12/2016	

Menu ? ↻

Menu

Draft Filing

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 General Authority of Zakat and Tax (GAZT) 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.

View Comments

KEY							
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory
Alaa Testing 2 - oct 17.19 Status: No Data							
Article 3 Notification							
CbC Article 3 Notification							
							Edit View

- The form must be filled with all mandatory fields once submitted.
- UPE/SPE/other Constituent Entity:

For more details, please refer to Article 18 in the Transfer Pricing Bylaws.

Alaa Balqasim , Alaa XFinal 13 (Change)



Form View

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

Alaa XFinal 13

Legal Form of Notifying Entity

Multinational

Activity of the Notifying Entity

Research and Development

Notifying Entity TIN

Company Identification Number (CIN)

UPE/SPE/other Constituent Entity

Local Constituent Entity

Other Constituent Entity

Fiscal Year End

31/12

Registered address of the Notifying Entity

Street Address

Almurabaa

City/Town

Riyadh

State/Province/Region

Prince Abdulrahman inb AbdulAziz

Country

Saudi Arabia

Post Code

Information of the Multinational Enterprise/Entity of the Notifying Entity

MNE Group Name

MNE Group Additional Information

Description of CbC filing & Notification Type

Constituent Entity Information

Reporting Entity Name

Prince Abdulrahman inb AbdulAziz

Legal form of the Reporting Entity

Multinational

Activity of the Reporting Entity

Other

Jurisdiction of tax residence

Saudi Arabia

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 General Authority of Zakat and Tax and the laws of Saudi Arabia.

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 Saudi Arabia.


Once you have completed the required information, please submit this form through the 'Submit Filing' page on the Portal application. You will receive notification by email once your Article 3 Notification information has been reviewed and a decision has been made.

After validation, your request will be submitted for approval by the General Authority of Zakat and Tax. You will receive notification by email once your enrolment information has been reviewed and a decision has been made.

Save as Draft




Validate & Save

• Article 3 Notification must be validated before submitting.



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General Authority of Zakat & Tax

GAZT AEOI PORTAL

Menu

- Home
- Draft Filings
- Submission
- Manage Filings**
- Documents
- Reporting Entity Profile
- Manage Users
- My Details
- Help
- Logout

Validate & 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
5-2-oct	CbCA3N03119	0.1		n/a	31/12/2016		Validate



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General Authority of Zakat & Tax

GAZT AEOI PORTAL





Menu

- Home
- Draft Filings
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Alaa Balqasim , Alaa Testing 2 (Change)

Validate & 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
Alaa Testing 2 - oct 17.19	CbCA3N03119	0.1		n/a	31/12/2016		Validate



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General Authority of Zakat & Tax

GAZT AEOI PORTAL


Alaa Balqasim , Alaa Testing 2 (Change)   

Menu 

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.



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax

GAZT AEOI PORTAL

Alaa Balqasim , Alaa Testing 2 (Change)   

Menu 

Submit Filing

Your submission has been accepted and is now awaiting approval by General Authority of Zakat and Tax. When the filing is approved you will be notified by email.

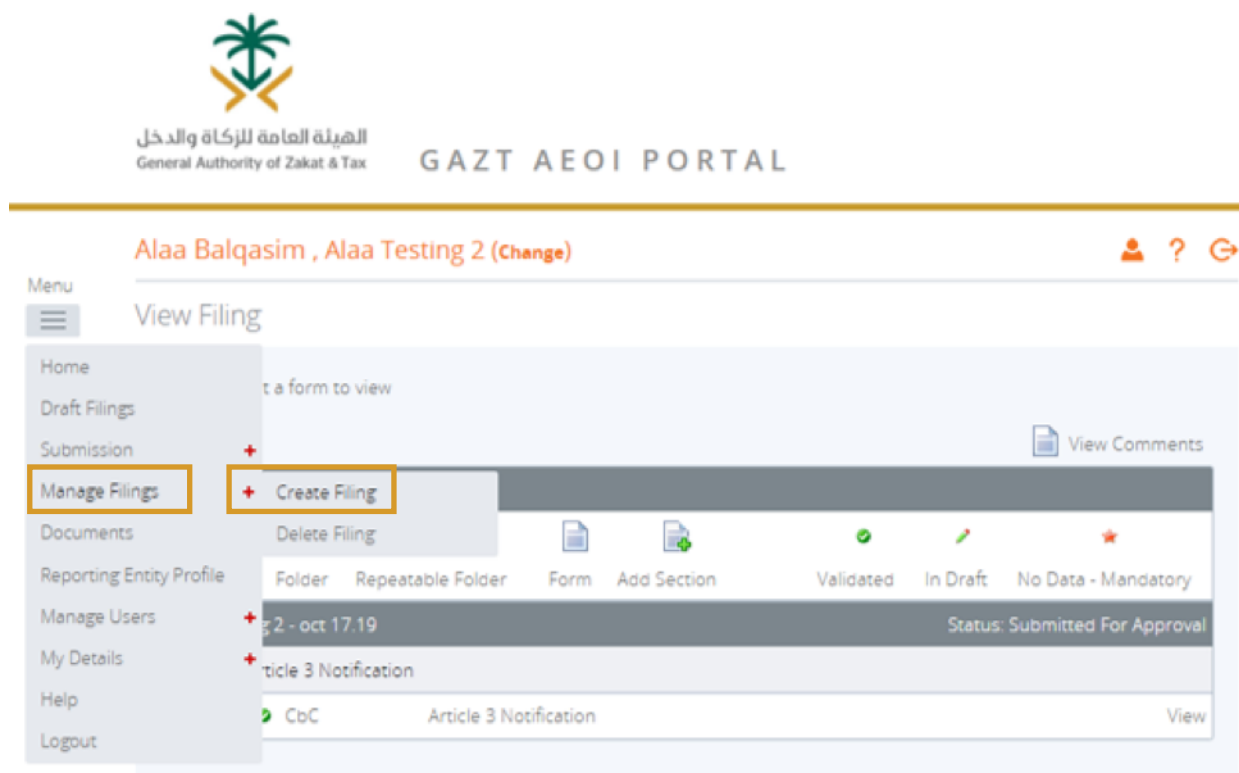
You can view the filing and its status in Submission history

- Article 3 Notification filing will be reviewed and approved by the General Authority of Zakat and Tax.


Submitting of the CbC Report:

- The GAZT AEOI solution allows a CbCR return to be created and transmitted to OECD CbCR compliant jurisdictions. Similar to other returns, file errors and reporting errors (that do not comply with the OECD specification) are automatically determined.
- Only XML files are supported.
- If there are errors associated with a CbCR filing, an email is always sent back to the filer detailing the errors and a notification is created on the home page of GAZT Portal for the filer to view.
- If there are no errors associated with the filing, the filing is submitted automatically and an associated submission email is sent back to the filer.

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



Alaa Balqasim , Alaa Testing 2 (Change) 👤 ? ↻

Menu 

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 in the case of FATCA and CRS filings.

Filing name: *

Filing type:

☐ Article 3 Notification
☒ CbC XML Upload Filing ←----- Select CbC XML Filing
☐ Change of Reporting Entity Information
☐ Primary User Change Notice

Period end date (dd/mm/yyyy):  * ←----- Date should match with Article 3 Notification date

- A successful message will appear after you click “Create”

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General Authority of Zakat & Tax

GAZT AEOI PORTAL

Alaa Balqasim , Alaa Testing 2 (Change) 👤 ? ↻

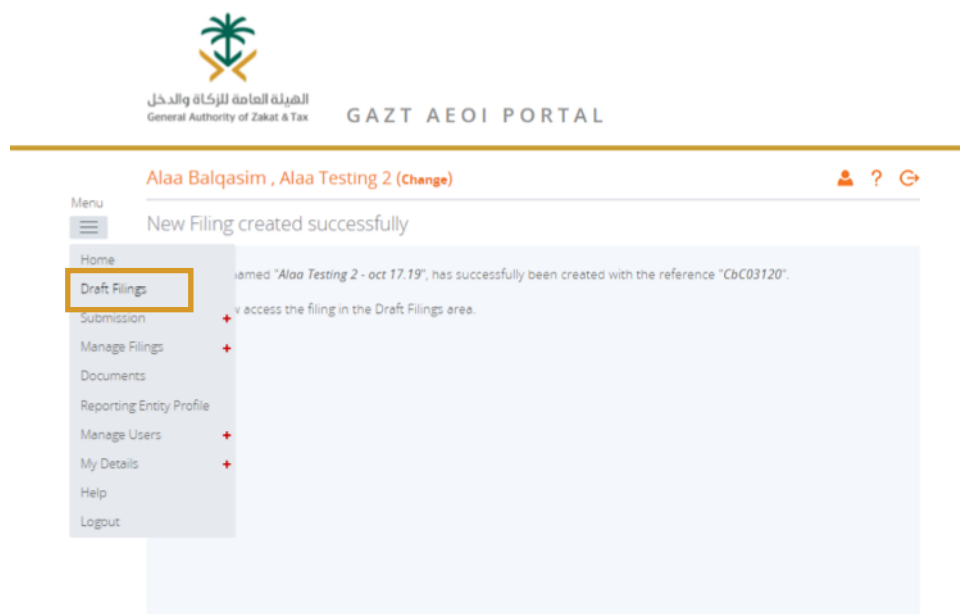
Menu 

New Filing created successfully

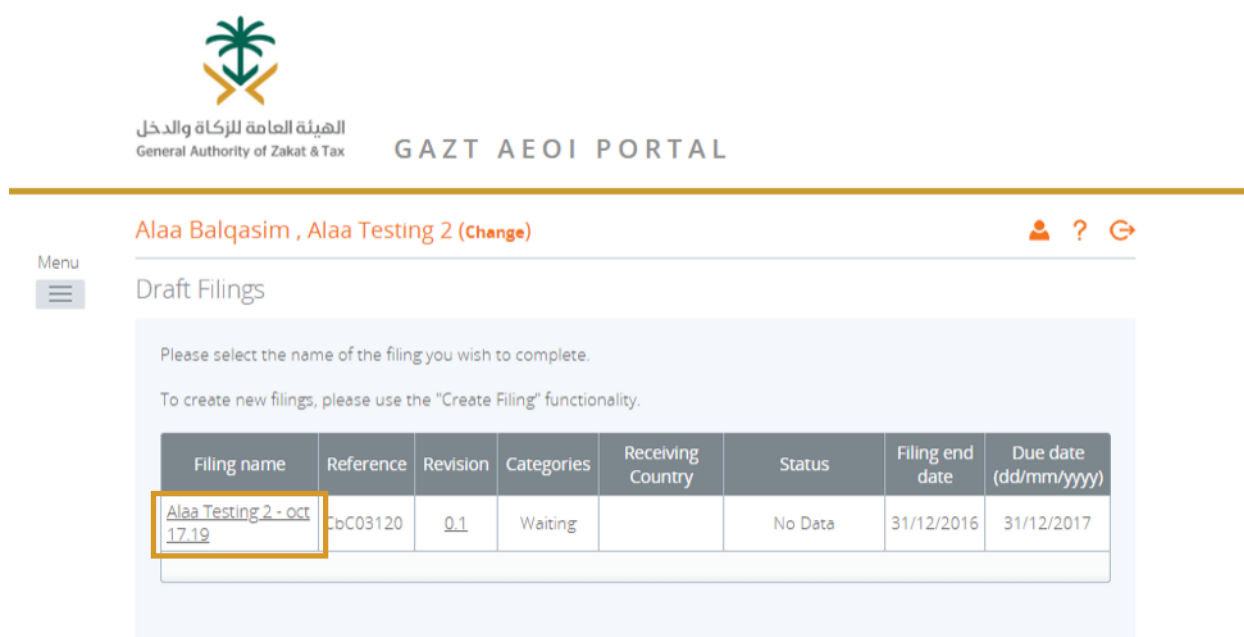
Your filing, named "Alaa Testing 2 - oct 17.19", has successfully been created with the reference "CbC03120".

You can now access the filing in the Draft Filings area.

- Click on Filing in Draft Filings



- 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.



- 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.
- XML CbC schema – Version 1.0.1 can be found here:

<https://www.oecd.org/ctp/exchange-of-tax-information/CbC%20schema%20v1.0.1.zip>

User Guide Version 1.0.1 can be found here

<https://www.oecd.org/tax/country-by-country-reporting-xml-schema-user-guide-for-tax-administrations.htm>

- Click the Upload Data button.

GAZT AEOI PORTAL

Alaa Balqasim , Alaa Testing 2 (Change)

Menu

Draft Filing

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 General Authority of Zakat and Tax (GAZT) 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.

View Comments

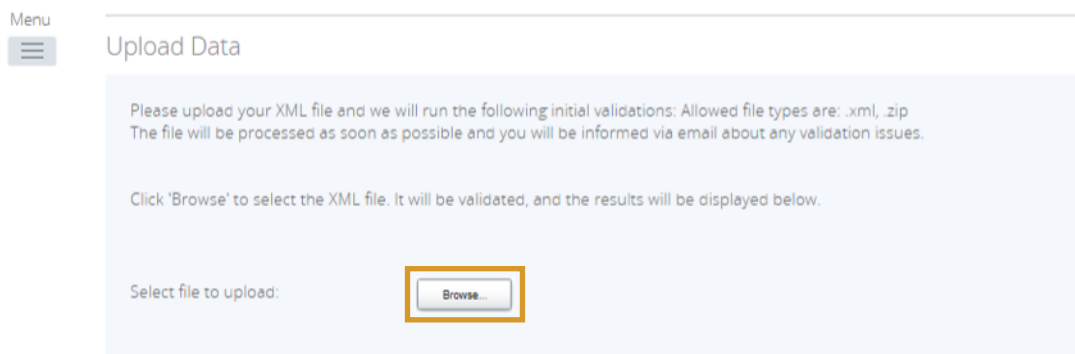
KEY							
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data - Mandatory

Alaa Testing 2 - oct 17.19 Status: No Data

	CbC XML Upload Filing	Upload Data
	CbC	CbC Xml Upload View

Note that it is only possible to upload an XML data Filing

• Click Browse to Upload XML File



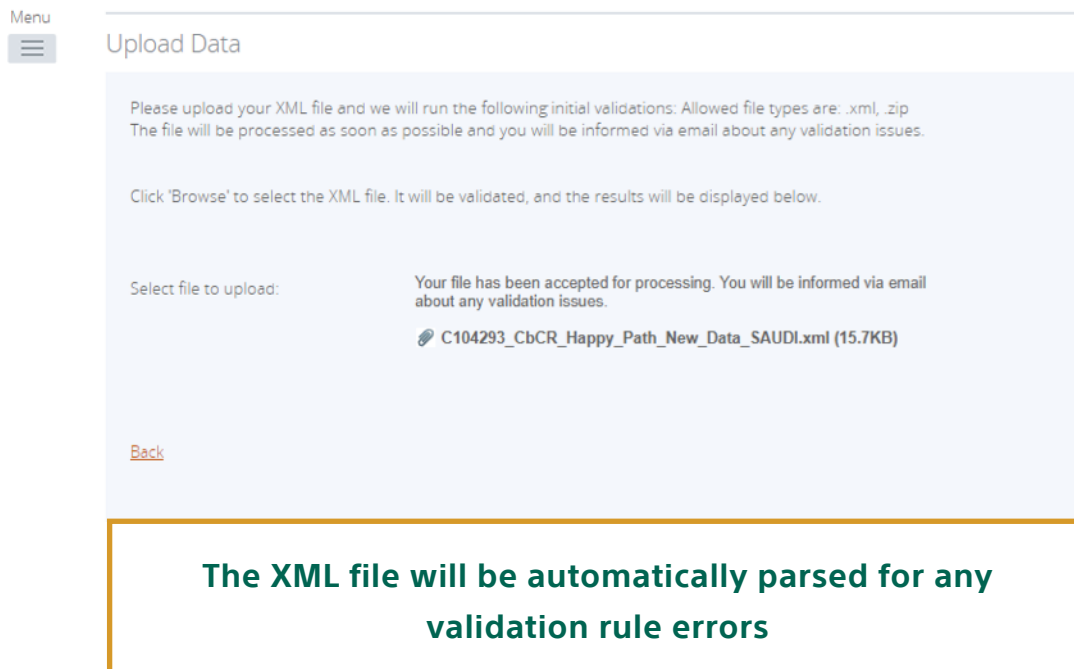
Menu

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...



Menu

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.

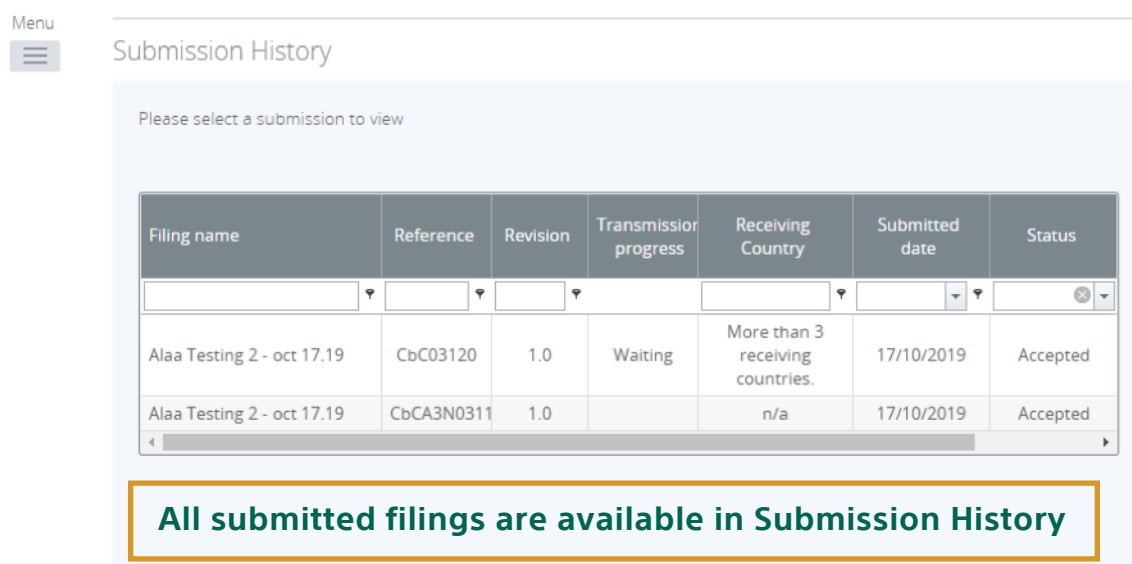
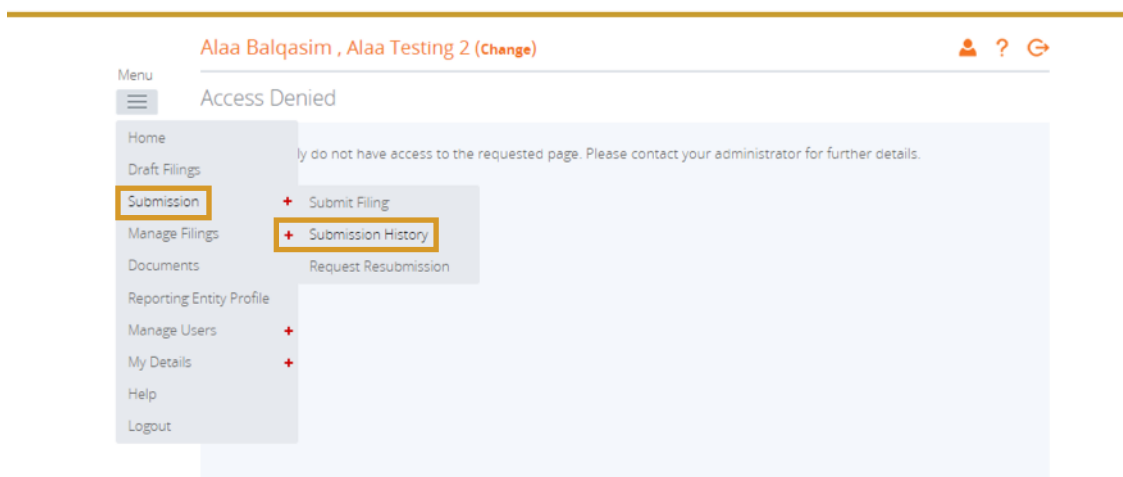
Click 'Browse' to select the XML file. It will be validated, and the results will be displayed below.

Select file to upload:
 Your file has been accepted for processing. You will be informed via email about any validation issues.
 📎 C104293_CbCR_Happy_Path_New_Data_SAUDI.xml (15.7KB)

[Back](#)

The XML file will be automatically parsed for any validation rule errors

- The system will begin the 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, it will show an error message on the Upload Data page.
- 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 either complete, indicating the submission was successful, or that the submission was unsuccessful and that the file must be updated and resubmitted.



- CbCR filings can easily be retried using Search functionality.

Other Features:

● Change of Primary User:

A reporting entity can change their primary user; any changes on Primary user should be approved by GAZT. If a Reporting Entity needs two Primary Users, they need to contact GAZT directly to create the second Primary User.

● Both Primary and Secondary Users can change Primary User

● Create Filing – Enter Filing Name and Period End Date

● Choose a Primary User Change Notice

Menu

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 in the case of FATCA and CRS filings.

Filing name:

Filing type:

- ☐ Article 3 Notification
- ☐ CbC XML Upload Filing
- ☐ Change of Reporting Entity Information
- ☒ Primary User Change Notice

Period end date (dd/mm/yyyy):

● Select Relevant Filing in Draft Filings and then click Edit

Menu

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)
Alaa Testing 2 - oct 17.19	PU03176	0.1		n/a	No Data	31/12/2019	



Draft Filing

Please complete the filing below by selecting a section or uploading a file using the Upload XML button, as appropriate.

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You may view your draft filing by selecting View for one of the sections below.

View Comments

KEY						
Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft
Alaa Testing 2 - oct 17.19						Status: No Data
		Primary User Change Notice				
		PU	Primary User Change Notice			Edit View

- Full Details of both the existing and new Primary User should be provided. First Name and Last Name with Email Address will be validated against the existing names in the system.



Form View

Primary User Change Notice

This form should be used to notify the General Authority of Zakat and Tax that you intend to change your entity's Primary User. Full details of the existing and new Primary User must be provided, which will be submitted to the General Authority of Zakat and Tax for approval. By submitting this form, you acknowledge that the information you are providing is accurate and if approved, the current Primary User will be rendered inactive.

Existing Primary User Information:

Please provide the following information for the entity's current Primary User:

Existing Primary User First Name: *

Existing Primary User Last Name: *

Existing Primary User Email Address: *

Existing Primary User Position: *

New Primary User Information:

Please provide the following information for the proposed new Primary User:

New Primary User First Name: *

New Primary User Last Name: *

New Primary User Email Address: *

Confirm Email Address: *

New Primary User Position: *

New Primary User Telephone Number: * * *

International Area Code Number

New Primary User Identification Document:

[Passp..](#)

Letter signed by a director or officer, specifying them as the new Primary User and authorizing the change:

[Testi..](#)

Upon submission, your request will be reviewed. You will receive a confirmation by email once your change notice has been processed.

[Save as Draft](#)

[Validate & Save](#)

- Once submitted the request will be reviewed.
- A Confirmation Email will be sent once change notice processed.
- GAZT must approve the change in Primary User before the new Primary User will have access to the Portal.

• **To check Article 3 submission History:**

The screenshot shows the 'Draft Filing' menu. The 'Submission' option is highlighted in the left sidebar, and the 'Submission History' option is highlighted in the main content area. Below the menu, there are icons for Folder, Repeatable Folder, Form, and Add Section, along with status indicators for Validated, In Draft, and No Data - Mandatory. A table shows a submission for 'Alaa Testing 2 - oct 17.19' with a status of 'Valid'.

The screenshot shows the 'Submission History' page. It includes a table with the following columns: Filing name, Reference, Revision, Transmission progress, Receiving Country, Submitted date, and Status. The table contains one row of data for 'Alaa Testing 2 - oct 17.19' with a status of 'Submitted For Approval'.

Filing name	Reference	Revision	Transmission progress	Receiving Country	Submitted date	Status
Alaa Testing 2 - oct 17.19	CbCA3N0311	1.0		n/a	17/10/2019	Submitted For Approval

Change of RE Information:

- A Primary User can change Reporting Entity Information. A secondary user cannot change Reporting Entity Information.
- Create a Filing, Enter Name and Period End Date
- Choose Change of Reporting Entity Information, Click Create

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 in the case of FATCA and CRS filings.

Filing name: *

Filing type:

☐ Article 3 Notification
 ☐ CbC XML Upload Filing
 ☒ Change of Reporting Entity Information
 ☐ Primary User Change Notice

 *

Period end date (dd/mm/yyyy): *

- Click on Relevant Filing in Draft Filings

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)
<u>Alaa Testing 3 - oct 24.19</u>	RE03177	<u>0.1</u>		n/a	No Data	06/11/2019	

- **Edit Filing – click on Edit on the right hand side**

Draft Filing

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 General Authority of Zakat and Tax (GAZT) 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.

View Comments

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

Alaa Testing 3 - oct 24.19 Status: No Data

		Change of Reporting Entity Information	
		REU	Change of Reporting Entity Information

Edit | View

- Only a Primary User can change the information for a Reporting Entity. Make the relevant changes and Validate & Save.
- Changing Current Details of RE Profile.

Form View

Change of Reporting Entity Information

This form should be used to indicate to the General Authority of Zakat and Tax that you are changing the current details of your Reporting Entity Profile.

By submitting this form, you acknowledge that the information you are providing is accurate and will replace the current information in your existing profile.

The changes below will replace the current information in the existing Reporting Entity profile:

Institution Type *

Reporting Entity GIIN (if available)

Company Registration Number (CRN)

Entity Address

Street Address *

City/Town *

State/Province/Region

Country *

Post Code

Institution Email

Please attach any relevant evidence of the changes detailed above (in PDF or JPG format)

RE Information will need to be approved by GAZT.

If you face any difficulties, please contact GAZT.

Thank You,



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax