



ZATCA AEOI

AEOI for FATCA, CRS, and CBCR

External Portal

User Guide Document

ZATCA AEOI



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1. Introduction

This document is considered as a user guide for ZATCA Exchange of Information EOI External Portal users.

This user guide includes all essential information required to use the ZATCA AEOI system, along with detailed steps of the system functions and capabilities,

1.1 Overview

This guide provides relevant business users instructions on AEOI processes adopted at ZATCA regarding using operations and step-by-step procedures for accessing the system.

1.2 AEOI Acronyms

#	Term	Definition
1	AEOI	Automatic Exchange of Information
2	BEPS	Base Erosion and Profit Shifting
3	CMA	Capital Market Authority
4	CbCR or CbC Reports	Country by Country Reports
5	CCN	Common Communication Network
6	CRS	Common Reporting Standard
7	DTC	Double Tax Convention
8	CTS	Common Transition System
9	DTC CAA	Double Tax Convention Competent Authority Agreement
10	EOI	Exchange of Information
11	EOI Team	ZATCA's AEOI Exchange of Information Team
12	FATCA	Foreign Account Tax Compliance Act
13	FATF	Financial Action Task Force
14	FFI	Foreign Financial Institution
15	FI	Financial Institution
16	ZATCA	Zakat, Tax and Costumes Authority
17	Global Forum	OECD's Global Forum on Transparency and Exchange of Information for Tax Purposes
18	GIIN	Global Intermediary Identification Number
29	HCTA	Host Country Tax Authorities
20	HIRE	Hiring Incentives to Restore Employment
21	ICMM	International Compliance Management Model

22	IDES	International Data Exchange Services
23	IGA	Intergovernmental Agreements
24	IRS	Internal Revenue Service
25	IRTD	ZATCA's International Relations and Treaty Department
26	ISMS	Information Security Management System
27	ISP	Information Sharing Protocol
28	KSA	Kingdom of Saudi Arabia
29	MAC	Convention on Mutual Administrative Assistance in Tax Matters
30	MCAA	Multilateral Competent Authority Agreement on the Automatic Exchange of Financial Account Information
31	MDR	Mandatory Disclosure Regime
32	MNE	Multinational Enterprise
33	MoF	KSA Ministry of Finance
34	OECD	The Organization for Economic Co-operation and Development
35	OECD TP Guidelines	OECD's Transfer Pricing Guidelines for Multinational Enterprises and Tax Administration
36	SAMA	Saudi Central Bank.
37	SAR	Saudi Riyal
38	Secondary Legislation	The Special Regulations for Addressing Failures to Report Information for Tax Purposes in Accordance with user-profiles the Provisions of Conventions and the MCAA to which the Kingdom of Saudi Arabia is a Party", published in 17/12/1438H, corresponding to 08/09/2017
39	SPE	Surrogate Parent Entity
40	TIN	Tax Identification Number
41	TP By-Laws	Transfer Pricing By-Laws
42	US	United States of America
43	USD	United States Dollar
44	UPE	Ultimate Parent Entity
45	XML	Extensible Mark-up Language

2. User Management

The FATCA AEOI system provides two types for Reporting Entity users, Primary Users and Secondary Users.

Reporting Entity - Primary User Roles:

- This role allows the Reporting Entity user to create, view, edit, upload data, validate, and submit filings. The Reporting Entity user with this role can also view their reporting entity profile, and manage secondary users for their organization, adding a new secondary user, updating secondary user profile and roles.
- To add a secondary user, the Primary user must navigate to the **Manage Users** screen & the **Create Account** link in the **Login screen**. From here they can enter a first name, surname, email address and phone number for the secondary user they need to create, along with assigning the “Reporting Entity – Secondary User” role.
- Once the secondary user is created, an activation email is sent to the new user and they activate their user account in the same way.

Reporting Entity - Secondary User Role

- This role enables the Secondary User to support the reporting process within their organization.



2.1 Fill & Submit Enrolment Information Process

2.1.1 Create Account

▪ Description

In this process the user will deal with the Enrollment form by fulfilling the mandatory fields, passing the field validations, and submitting the user profile entities.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. The system will display the login screen and the user can create a new user profile by pressing the **Create Account** link.

The screenshot shows the login interface for the ZATCA AEOI External system. On the left, there is a dark blue sidebar with the ZATCA logo and text: "هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority", "ZATCA AEOI External", and "The ZATCA AEOI External is an online application that will allow you to manage the enrollment and filtering process for Reporting Entities. To access the ZATCA External, please enter your username and password (password is case sensitive)". On the right, there is a white login form with the ZATCA logo and text: "Login", "Welcome to the ZATCA External", "Email", "Password", "Forgot Password", "Login", and "Don't Have Account Create Account". The "Create Account" link is highlighted with a red box.

3. The system will display the **Enrolment Form**.

2.1.2 Enrolment Form

▪ Description

The enrolment form is used to create the Reporting Entity profile for AEOI ZATCA System.

The user will fill in all the reporting entity details, then press submit, the request will be sent to the ZATCA user to review the enrollment for approval.

- **Current User**

- Financial Institute (Reporting Entity) Primary User.

- **Steps**

1. Press **the Create Account** link.

The screenshot shows the ZATCA AEOI External login interface. On the left is a dark blue sidebar with the ZATCA logo and text in Arabic and English. The main content area is white and contains a 'Login' section with a welcome message, two input fields for 'Email' and 'Password', a 'Forgot Password' link, a 'Login' button, and a 'Create Account' link highlighted with a green box.

2. The system will display the Enrolment Form.

The screenshot shows the ZATCA AEOI External Enrolment Form. The form is titled "Enrollment Form" and includes an information section, reporting entity details, user information, and backup user information. It also features a CAPTCHA and a "Submit" button.

Reporting Entity Information

Reporting Entity name * Entity Type *

Reporting Type *

CRS FATCA CBC

Reporting Entity GIN (Issued by IRS) * Tax Identification Number (TIN) *

Company Identification Number (CIN) * Fiscal Year End (format: dd/mm) *

Registered office Address or Sponsoring Entity Address

Street Address * City/Town *

State/Province/Region * Country *

Post Code *

Institution Email Address * Institution Phone Number *

Primary User Information

First Name * Surname *

Primary User Email Address * Confirm Email Address *

Telephone Number * Position *

Primary User Mobile Number *

Backup User Information

First Name * Surname *

Email Address * Confirm Email Address *

Backup Mobile Number *

Please attach a scan of a recognised legal form of Identification. *

0.20 M

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. *

0.20 M

e84fm

To continue, type the characters above. *

3. Fill in the Reporting Entity Information as shown in the following section:

Reporting Entity Information

Reporting Entity name *

Entity Type *

Reporting Type *

CRS FATCA CBC

Reporting Entity GIIN (Issued by IRS) *

Tax Identification Number (TIN) *

Company Identification Number (CIN) *

Fiscal Year End (format: dd/mm) *

Note

- ✓ The Primary User can select more than one reporting Type for each new user to have the authority to report to those types.
- ✓ GIIN is an abbreviation for Global Intermediary Identification Number. Institutions and entities assign a GIIN used to identify themselves to withholding agents and tax administrators for FATCA reporting purposes and it's mandatory only in this reporting case.
 - The GIIN, formatted as XXXXXX.XXXXXX.XX.682, is a 19-character identification number made up of several identifiers. These characters will never contain the letter "O".
- ✓ The tax identification number (TIN) is a number issued by General Authority of Zakat and Tax for tax purposes. E.g (3xxxxxxxxx) ten digit. Company Identification Number (CIN) should be "correctly" as defined by the company's license.
- ✓ The format of the fiscal year-end field would be: (dd/mm)

4. Enter mandatory information in the following section:

Registered office Address or Sponsoring Entity Address	
Street Address *	City/Town *
<input type="text" value="Street"/>	<input type="text" value="City55"/>
State/Province/Region *	Country *
<input type="text" value="Alexandria"/>	<input type="text" value="Egypt"/>
Post Code *	
<input type="text" value="2023"/>	
Institution Email Address *	Institution Phone Number *
<input type="text" value="Sa@gmail.com"/>	<input type="text" value="+966501457854"/>

5. Fill in Primary User Information as shown in the following section:

Primary User Information	
First Name *	Surname *
<input type="text" value="Radwa"/>	<input type="text" value="Tarek"/>
Primary User Email Address *	Confirm Email Address *
<input type="text" value="s.newuser.2022@gmail.com"/>	<input type="text" value="s.newuser.2022@gmail.com"/>
Telephone Number *	Position *
<input type="text" value="+966514578954"/>	<input type="text" value="Head Collection Department"/>
Primary User Mobile Number *	
<input type="text" value="+966547854789"/>	

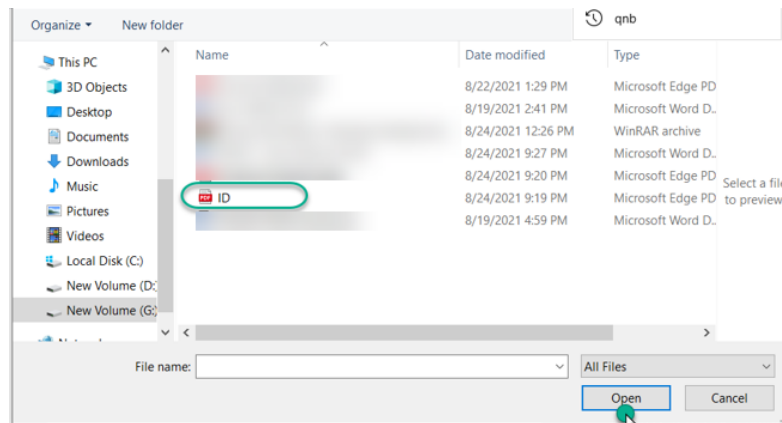
6. Enter the backup User information as shown in the following section:

Backup User Information	
First Name *	Surname *
<input type="text" value="Radwa"/>	<input type="text" value="Tarek"/>
Email Address *	Confirm Email Address *
<input type="text" value="Sa@gmail.com"/>	<input type="text" value="Sa@gmail.com"/>
Backup Mobile Number *	
<input type="text" value="+966554785478"/>	

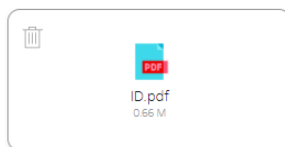
7. Press the **Upload File** button to attach the new user valid ID & authorization letter, the uploaded files must follow JPEG, PNG or PDF format.



- Select the required file from your computer then press the **Open** button.



8. The uploaded files' names will appear on the attachment icon as follows:



9. Enter the **captcha** by pass & press **Submit**.



10. The request will be sent to the ZATCA user to review the submitted enrolment for approval or rejection.



2.1.3 Login Screen

■ Description

This screen is the entry page to the ZATCA AEOI External portal that requires user identification and authentication, regularly performed by entering the username and password combination.

Once the user's credentials are authenticated, the user can access the ZATCA AEOI External Portal according to the user's roles and permissions.

■ Current User

- Financial Institute (Reporting Entity) Primary User or Secondary User.

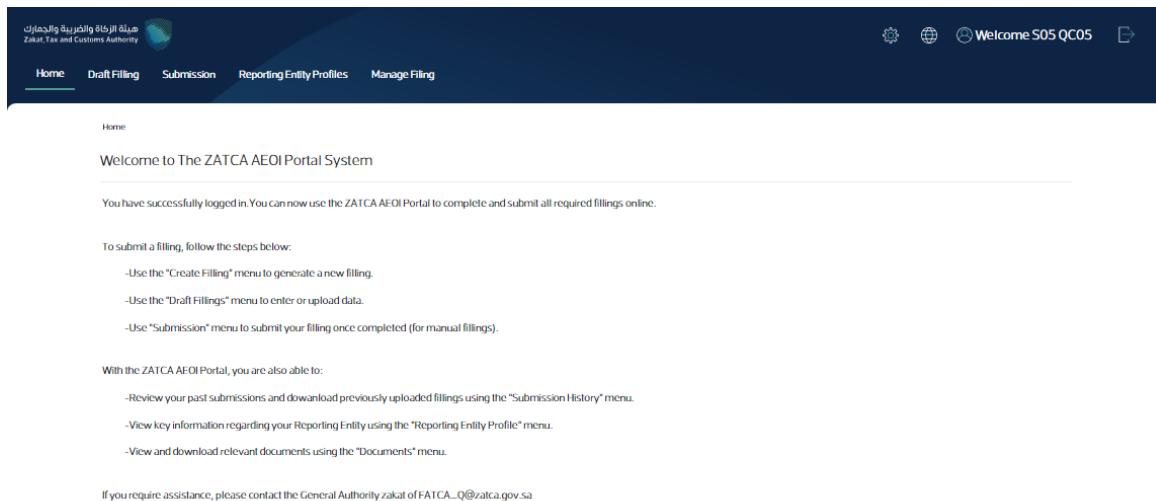
■ Steps

1. Log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. The system will display the login screen.

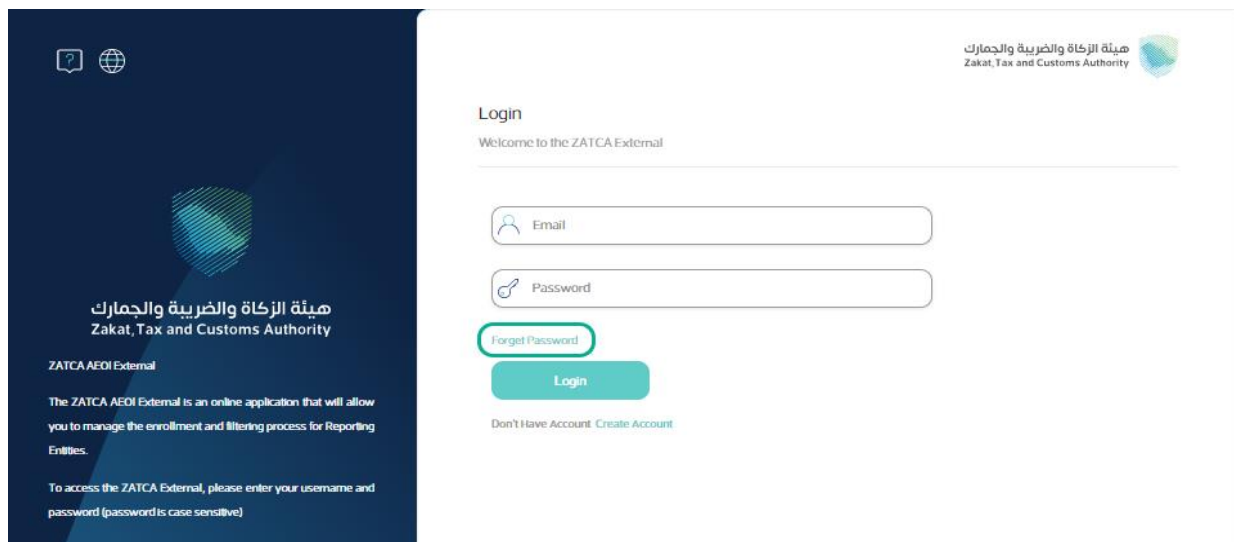
The screenshot displays the login interface for the ZATCA AEOI External portal. On the left, a dark blue sidebar contains the ZATCA logo and text: "هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority", "ZATCA AEOI External", and instructions: "The ZATCA AEOI External is an online application that will allow you to manage the enrollment and filtering process for Reporting Entities. To access the ZATCA External, please enter your username and password (password is case sensitive)". On the right, the main content area shows the "Login" screen with the text "Welcome to the ZATCA External". Below this, there are two input fields: "Email" and "Password". A "Login" button is positioned below the password field. At the bottom, there is a link for "Don't Have Account Create Account".

3. Enter a valid user name and Password then press **Login**.

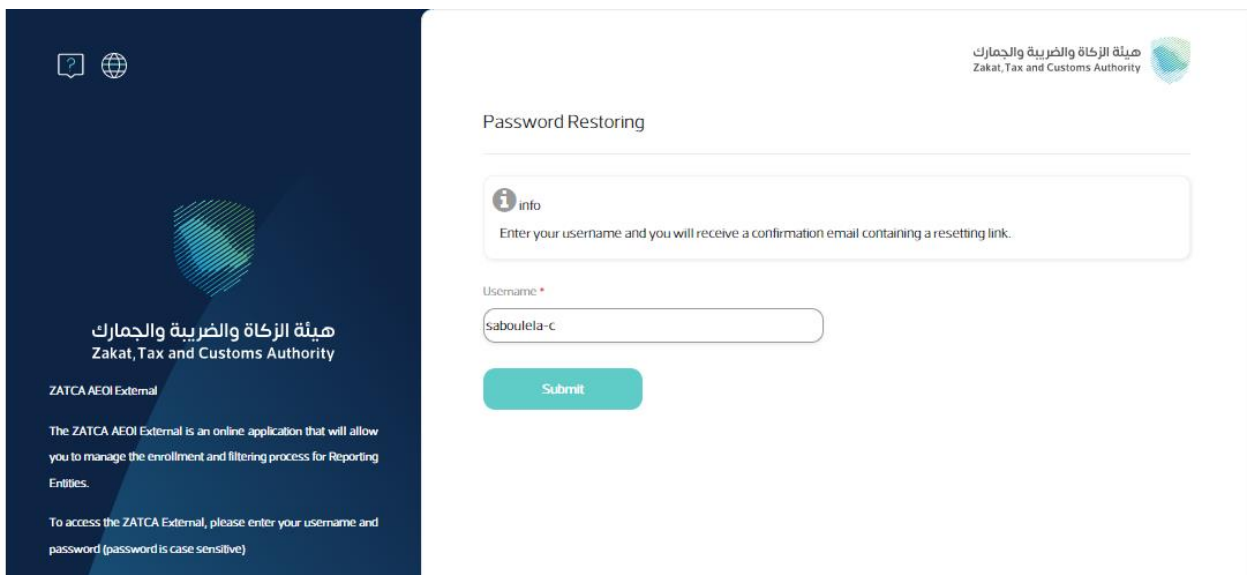
4. The system will display the **Home Page** screen as shown in the following screen:



5. You can reset your password by pressing the **Forget Password** link.



6. The system will display **Password Restoring** screen as shown below:



- Enter a valid e-mail address (Valid Profile).

- An email is sent to the supplied e-mail with Token access (URL).
 - Click the provided URL to reset your password.
7. In case the user entered an expired password, the system will redirect the user to the **Update Password** screen as shown below: -

The screenshot shows the 'Update Password' interface. On the left, a dark blue sidebar features the ZATCA logo and text: 'هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority', 'ZATCA AEOI External', and instructions: 'The ZATCA AEOI External is an online application that will allow you to manage the enrollment and filtering process for Reporting Entities. To access the ZATCA External, please enter your username and password (password is case sensitive)'. The main content area is titled 'Update Password' and includes the instruction 'Please, Enter New Password and its Confirmation.' Below this is an information box stating: 'Valid password contains 1 capital letter, 1 small letter, 1 number and 1 special character [e.g. @\$!%*#?&], at least 8 characters, and not more than 30 characters with no blank spaces.' There are three password input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. A green 'Submit' button is located at the bottom right.

Note

- ✓ **Password strength rules are enforced to ensure that the new password:**
 - **Has at least one lower case letter**
 - **Has at least one upper case letter**
 - **Has at least one numerical character**
 - **Has at least one special character (e.g. !"£\$%^&*)**

3. Manage Filing

3.1 Create Filing

▪ Description

This screen allows Financial Institute (Reporting Entity) users to create new filing. The filing types displayed depend on the current user roles.

▪ Current User

- Financial Institute (Reporting Entity) Primary/Secondary User.

▪ Steps

1. User will log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. Enter a valid User name and Password then press **Login**.
3. The system will display the **Home Page** screen.
4. Select the **Manage Filing** tab as shown in the following screen:

Home > Create Filing

< back

Create Filing

Info
The period end date identifies the reporting period for filing.

Filing Type *

CRS NII/Filing Summary

CRS Manual Entry Filing

CRS XML Upload Filing

US FATCA Manual Entry Filing

US FATCA XML Upload Filing

FATCA NII/Filing Summary

CbC XML Upload

Filing Name *
FATCA Test

Reporting End Date *
2021-12-31

Related Filings

Create

5. The system displays **Create Filing** screen.
6. Select the allowed filing type.
7. Enter the **Filing Name**.
8. The **Reporting End Date** will be populated automatically according to the filing type selected and the **Fiscal Year-End** entered in the enrolment form.

9. Press the **Create** button, the system will redirect the user to the next screen **Draft Filing** as shown below:

Home > Draft Filings

< Back

Draft Filings

i info
Please select the name of the filing you wish to complete. To create new filings, please use the "Create Filing" functionality.

Filing Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
FATCA Test	FF000405	US FATCA Manual Entry Filing	01	Walling		31-12-2021	30-01-2022	No Data	
Samar_CRSmanual_67220	CRS000752	CRS Manual Entry Filing	01	Walling	Argentina	31-12-2021	30-01-2022	In Draft	
samar_intl_crs_validation	CRS000761	CRS Manual Entry Filing	01	Walling	Afghanistan	31-12-2021	30-01-2022	In Draft	
samar_fatcamanual_7505	FF000398	US FATCA Manual Entry Filing	01	Walling	United States of America (inc)	31-12-2021	30-01-2022	In Draft	
samar_fatcaxml_25_05	FF000394	US FATCA XML Upload Filing	01	Walling		31-12-2021	30-01-2022	No Data	
samar_fatcamanual_25_05	FF000393	US FATCA Manual Entry Filing	01	Walling		31-12-2021	30-01-2022	No Data	
samar_crsxml_25_05	CRS000756	CRS XML Upload Filing	01	Walling		31-12-2021	30-01-2022	No Data	
samar_crsmanual_25_05	CRS000755	CRS Manual Entry Filing	01	Walling		31-12-2021	30-01-2022	No Data	
samar_crsnl_25_05	CRS000754	CRS/NL Filing Summary	01	Walling		31-12-2021	30-01-2022	No Data	
CRS_MANUAL_SAMARR21	CRS000731	CRS Manual Entry Filing	01	Walling	Afghanistan	31-12-2021	30-01-2022	In Draft	

1 2 10

3.2 Draft Filing

Description

This functionality allows the user to complete creating a new filing or update a draft one.

Current User

- Financial Institute (Reporting Entity) Primary User.

Steps

1. Select the Draft Filing tab as shown in the following screen:

Home > Draft Filings

Back

Draft Filings

info

Please select the name of the filing you wish to complete. To create new filings, please use the "Create Filing" functionality.

Filing Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
FATCA Test	FF000405	US FATCA Manual Entry Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_CRSManual_67220	CRS000762	CRS Manual Entry Filing	0.1	Walling	Argentina	31-12-2021	30-01-2022	In Draft	
Samir_Test_CRS_validation	CRS000761	CRS Manual Entry Filing	0.1	Walling	Afghanistan	31-12-2021	30-01-2022	In Draft	
Samir_fatcaMANUAL_2505	FF000398	US FATCA Manual Entry Filing	0.1	Walling	United States of America (the)	31-12-2021	30-01-2022	In Draft	
Samir_fatcaXMLE_25_05	FF000394	US FATCA XMLE Upload Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_fatcaMANUAL_25_05	FF000393	US FATCA Manual Entry Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_crsXMLE_25_05	CRS000756	CRS XMLE Upload Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_crsMANUAL_25_05	CRS000755	CRS Manual Entry Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_crsNL_25_05	CRS000754	CRS NL Filing Summary	0.1	Walling		31-12-2021	30-01-2022	No Data	
CRS_MANUAL_SAMAR21	CRS000731	CRS Manual Entry Filing	0.1	Walling	Afghanistan	31-12-2021	30-01-2022	In Draft	

1 2 10

Select the filling you need to complete by clicking the **Filing Name** link.

Filing Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
FATCA Test	FF000405	US FATCA Manual Entry Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	

- The table shows:

The Filing Name: Given to the filing by the FI user on the **Create Filing** screen.

Reference Number: An auto-generated unique reference for the filing.

Filing Type: Represents the filling type selected in the create filling screen.

Revision: Has a value of 0.1 until the filing is submitted, 1.0 thereafter.

Categories: It represents the transmission status of the FATCA file since it is drafted by the FI until the IRS sends a final acknowledgment.

Receiving Country: Displays the receiving country that FI would like to export filings for.

Filing End Date: The last day of the period to which the filings relate.

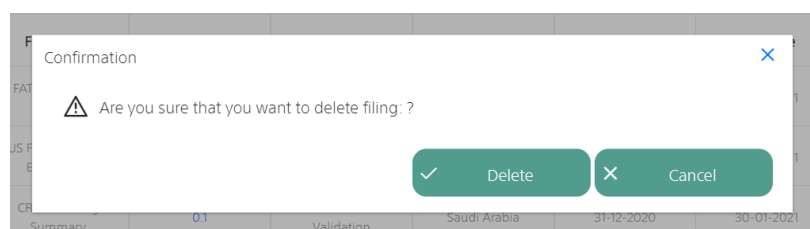
Due Date: the deadline for submission of the filing.

Status: The filing states are:

- **No Data:** the filing is newly created and no data has been entered or uploaded yet.
- **Draft:** data has been partially entered or uploaded but it is not fully valid.
- **Ready to Submit:** all data has been entered – the filing is now ready for an attempted submission (full validation occurs on attempting submission).

Actions: Delete filing by clicking the Delete  button.

Confirm the deletion by pressing **Delete**.



3.2.1 Manual Entry

3.2.1.1 FATCA Manual Entry

■ Description

Before the Reporting Entity entering or uploading data for FATCA filing, the filing must first be created by the FI user, the user will choose the type of filing that he needs to create manually. In this use case we will deal with:

a. US FATCA Manual Entry Filing

■ Current User

- Financial Institute (Reporting Entity) Primary User.

■ Steps

1. After the Filing is created through [Create Filing](#).
2. Select the **Draft Filing** tab, select the kind of Filing you want to complete by clicking the **Filing** link as shown in the following screen:

Home > 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 Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
FATCA Test	FF000405	US FATCA Manual Entry Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_CRSmanual_67220	CRS000762	CRS Manual Entry Filing	0.1	Walling	Argentina	31-12-2021	30-01-2022	In Draft	
Samir_test_crs_validation	CRS000761	CRS Manual Entry Filing	0.1	Walling	Afghanistan	31-12-2021	30-01-2022	In Draft	
Samir_MiscMANUAL2505	FF000398	US FATCA Manual Entry Filing	0.1	Walling	United States of America (the)	31-12-2021	30-01-2022	In Draft	
Samir_fatcaXML_25_05	FF000394	US FATCA XML Upload Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_fatcaMANUAL_25_05	FF000393	US FATCA Manual Entry Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_crsXML_25_05	CRS000756	CRS XML Upload Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_crsMANUAL_25_05	CRS000755	CRS Manual Entry Filing	0.1	Walling		31-12-2021	30-01-2022	No Data	
Samir_crsNL_25_05	CRS000754	CRS NL Filing Summary	0.1	Walling		31-12-2021	30-01-2022	No Data	
CRS_MANUAL_SAMA023	CRS000731	CRS Manual Entry Filing	0.1	Walling	Afghanistan	31-12-2021	30-01-2022	In Draft	

3. The system will display the Manual Entry Filing screen first tab (**General Information**)

The screenshot displays the 'Fatca Manual Entry' interface. At the top, there is a navigation bar with 'Home', 'Draft Filing', 'Submission', 'Reporting Entity Profiles', and 'Manage Filing'. Below this, a breadcrumb trail shows 'Home > Draft Filings > FATCA Manual Entry'. The main content area is titled 'Fatca Manual Entry' and includes an information box with instructions: '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 on ZATCA 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'. Below the info box are three tabs: 'General Information', 'Reporting FI Information', and 'Accounts'. The 'General Information' tab is active and contains the following fields: 'Reporting Institution' (text input with 'QC TEST 2022'), 'Period End Date' (text input with '2021-12-31'), 'Document Type' (drop-down menu with 'New data' selected), 'Message Reference' (text input), and 'Corresponding message Reference' (text input). At the bottom of the form are two buttons: 'Save' and 'Next'.

4. Select the **Document Type** from the Drop-Down List that includes the following values:

- **New Data:** In case of new filing creation and this case the **New message Reference** field will be generated automatically after saving.
- **Corrected Data:** Is used for records being re-transmitted after the IRS has notified the sender of a problem with the file or underlying data. Corrected Data should ONLY be used when responding to an IRS request to correct the data.
- **Amended Data:** Is used to amend a record(s) previously transmitted.

5. Press **Save** button, the **Next** button will be enabled to move to the next step of the **Manual Entry Wizard** (Reporting FI Information Tab).


Welcome S05 QC05

[Home](#) | [Draft Filing](#) | [Submission](#) | [Reporting Entity Profiles](#) | [Manage Filing](#)

Home > Draft Filings > FATCA Manual Entry

[Back](#)

Fatca Manual Entry



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 on ZATCA 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

[General Information](#) | [Reporting FI Information](#) | [Accounts](#)

Document Type *

New data

Document Reference ID *

Corresponding Document Reference ID *

Part I: Identification of Reporting FI

Reporting FI Name *

QC TEST 2022

Tax Payer Identification Number (TIN) *

355330012

Filer Category *

Address

Number Street and room Suit No

Street Address

City or Town *

City

State / Province / Region

Testing Region

Postal Code

2022

Country *

Afghanistan

Does This Represent a NL Report?

Yes

No

Document Type *

Document Reference ID *

Corresponding Document Reference ID *

Is Sponsoring Entity Applicable?

Yes

No

Document Type *

New data

Document Reference ID *

Corresponding Document Reference ID *

Reporting FI Name *

All Huda Company

Tax Payer Identification Number (TIN) *

333-42-4578

Filer Category *

Trustee of a Trustee-Documented Trust

Address

Number Street and room Suit No

Street

City or Town *

City55

State / Province / Region

Postal Code

2023

Country *

United States of America (the)

- In the **Reporting FI Information** Tab:

Document Type *

New data

Document Reference ID *

Corresponding Document Reference ID *

- Select the data type, and accordingly the other fields will be enabled.
 - In case of new data, the Corresponding Message Reference field will be disabled and retrieved automatically.
 - In case of Corrected, Void or Amended data the **Corresponding Message Reference** field will be enabled.(The user will enter the old message Reference from the Original Request Transmission).

Document Type *

New data

Corrected data

Void data

Amended data

Corresponding message Reference *

- **Part I: Identification of Reporting FI Section:**

Part I: Identification of Reporting FI

Reporting FI Name *

QC TEST 2022

Tax Payer Identification Number (TIN) *

3553300112

Filer Category *

Reporting FI Name & Tax Payer Identification Number fields are retrieved from the enrolment information with the ability of the user to modify.

Filer Category: The user will select the filer category from the Drop Down List.

#	Filer Category	Descriptions
1	Depository Institutions	Generally includes savings banks. Commercial banks, savings and loan associations and credit unions.
2	Custodial Institutions	Generally includes custodian banks, brokers and central securities depositories
3	Investment Entities	Generally includes Entities investing, reinvesting or trading in financial instruments, portfolio management or investing, administering or managing Financial Assets.
4	Specified Insurance companies	Generally includes most life insurance companies.

○ **Address Section:**

Address
Number Street and room Suit No

Street Address

City or Town *

City

State / Province / Region

Testing Region

Postal Code

2022

Country *

Afghanistan

- All this section information will be populated from the enrolment form with the ability to modify some fields.

○ **NIL Report Section:-**

Does This Represent a NIL Report ?

Yes

No

Document Type *

Document Reference ID *

Corresponding Document Reference ID *

- Does This Represent a NIL Report? is a disabled card selection and it's based on the user selection of the Type of filing at the Draft filling step.

📌 **Note:**

- ✓ **NIL filing means that the FI user does not have any account information to report.**
- ✓ **In the NIL filing case, the Accounts tab will not appearing the Manual Entry screen.**

○ **Identification of Sponsoring Entity Section:**

Is Sponsoring Entity Applicable ?

Yes No

Document Type *

New data

Document Reference ID *

Corresponding Document Reference ID *

Reporting FI Name *

All Huda Company

Tax Payer Identification Number (TIN) *

333-42-4578

Filer Category *

Trustee of a Trustee-Documented Trust

- Select if the sponsoring entity is applicable or not.
- The other fields will be pre-populated from the enrolment information.

○ **Address:**

- The address fields will be pre-populated from the enrolment information.

Address

Number Street and room Suit No

Street

City or Town *

City55

State / Province / Region

Postal Code

2023

Country *

United States of America (the)

Save Next

6. Press the **Save** button, the Next button will be enabled to move to the next step of the Manual Entry Wizard (**Account Information Tab**).

هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Welcome S05 QC05

Home Draft Filing Submission Reporting Entity Profiles Manage Filing

Home > Draft Filing > FATCA Manual Entry

Back

Fatca Manual Entry

Info

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 on ZATCA 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

General Information Reporting FI Information Accounts



Create New Account

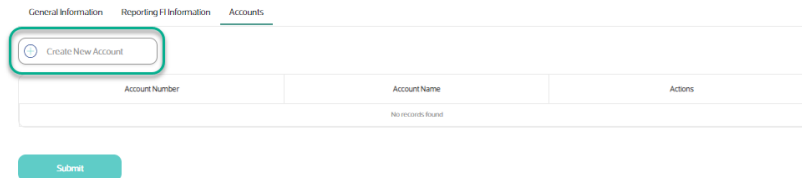
Account Number	Account Name	Actions
		Nonecards-Board

Submit

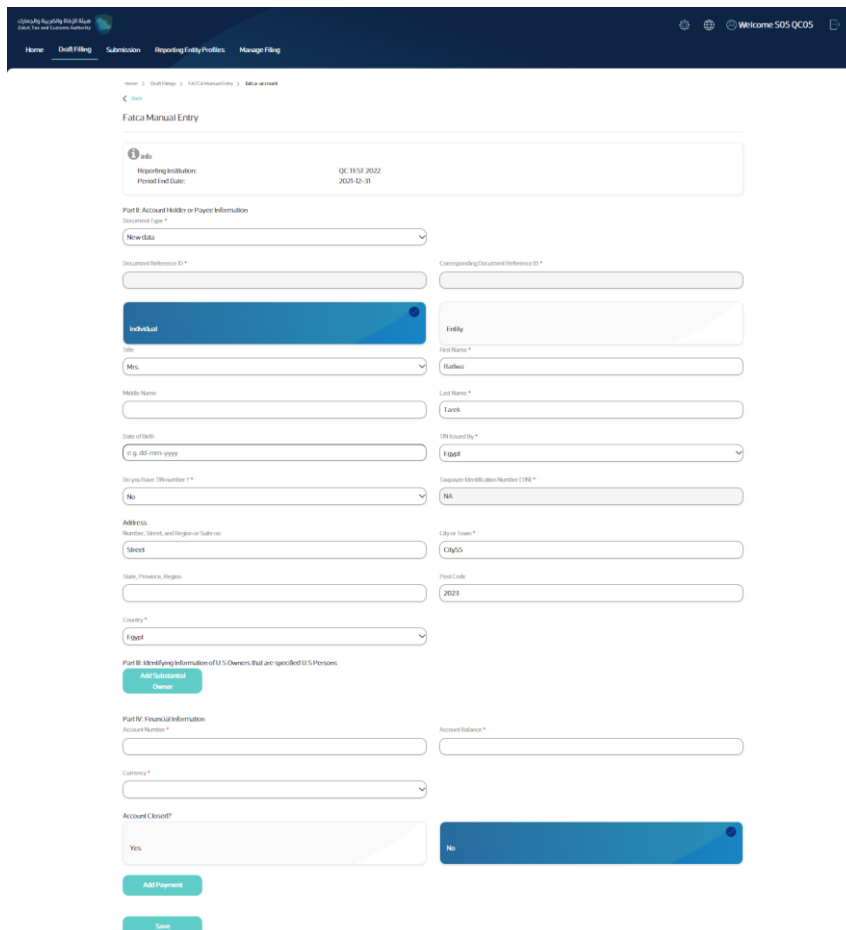
○ **In the Accounts Tab the user will be able to:**

- View the current account details by pressing the  **Details** button.

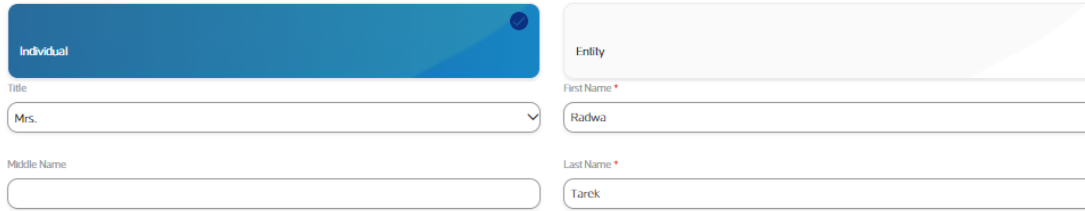
- Edit/ Update the account details by pressing the  **Edit** button.
- Delete the current account by pressing the  **Delete** button.
- Create a new account by pressing the **Create New Account** button as shown below:



- The system will display the **Create a new account** screen as shown in the following screen:

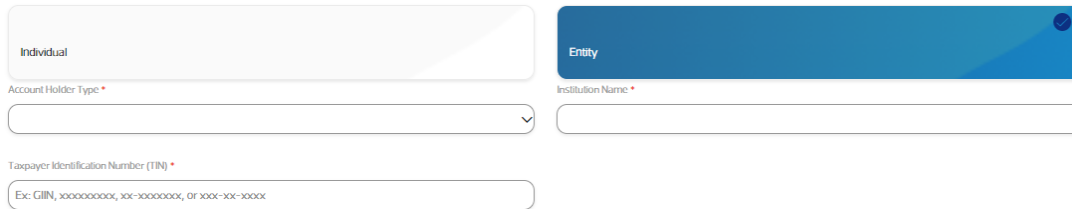


- Enter all the required fields of the **Account Holder** or Payee Information.
- In case of choosing the account holder type **Individual** the following fields have to be entered:



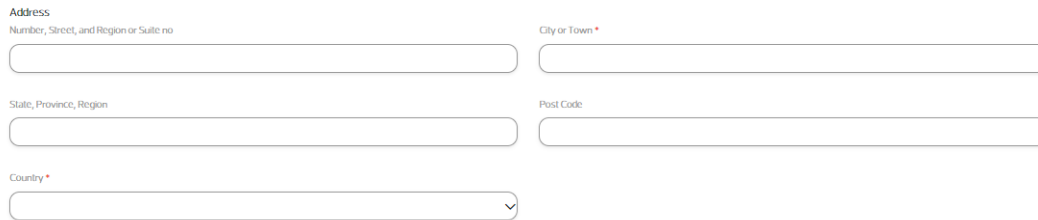
The screenshot shows a form with two tabs: 'Individual' (selected) and 'Entity'. Under the 'Individual' tab, there are four input fields: 'Title' with a dropdown menu showing 'Mrs.', 'Middle Name', 'First Name' with the value 'Radwa', and 'Last Name' with the value 'Tarek'.

- In case of choosing account holder type **Entity** the following fields have to be entered:



The screenshot shows the 'Entity' tab selected. There are three input fields: 'Account Holder Type' (a dropdown menu), 'Taxpayer Identification Number (TIN)' (with a hint: 'Ex: GIIN, xxxxxxxx, xx-xxxxxxx, or xxx-xx-xxxx'), and 'Institution Name'.

- Enter all required fields of the **Address information.**



The screenshot shows an 'Address' section with five input fields: 'Address' (Number, Street, and Region or Suite no), 'City or Town', 'State, Province, Region', 'Post Code', and 'Country' (a dropdown menu).

Part III: Identifying Information of U.S Owners that are specified U.S Persons



A teal button with the text 'Add Substantial Owner'.

- The user can add **Identifying Information of U.S Owners that** are specified U.S Persons by pressing the **Add Substantial Owner** button that will display the following pop-up screen:

- Once the user enters all the mandatory fields then presses the **Save button**, the added information will be populated in a table in the main screen and the user can update or delete the Substantial Owner information as shown in the following section.

Part III: Identifying Information of U.S Owners that are specified U.S Persons

Add Substantial Owner

Type	Name	Taxpayer Identification Number (TIN)	Actions
INDIVIDUAL	Mohamed Aly Hassan	3454545478	 

○ Part IV: Financial Information

Part IV: Financial Information

Account Number *

Account Balance *

Currency *

Account Closed?

Yes No

- Enter all the required fields of the **Financial Information**.
- Select if the Account is closed or not.
- Press **Add Payment Record** for adding a new payment record as shown in the following Pop-up screen:

Manual Entry

Add Payment

Type * Currency *

Amount *

- By pressing the **Save** button, the user will return to the previous screen and a new record of the created account is added in the accounts table as shown below:

< Back

Fatca Manual Entry

info
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 on ZATCA 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

General Information Reporting FI Information Accounts

Account Number	Account Name	Actions
1005555	Radwa Tarek	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- By pressing **Submit** the Filing, then the user will be directed to the **Submission** Screen as shown below.

Home > Submit Filing

< Back

Submission

Submit Filing Submission History

i info
The Filings that are ready for final validation and submissions are listed below. Please validate and submit by clicking "Validate" link next to the appropriate filings name.

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
FATCA Test	US FATCA Manual Entry Filing	FF000405	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	Validate

1 10

3.2.1.2 CRS Manual Entry

■ Description

Before the Reporting Entities enter or upload data for CRS filing, the filing must first be created by the FI user, the user will choose the type of filing that they need to create manually.

In this use case we will deal with:

b. CRS Manual Entry Filing

■ Current User

- Financial Institute (Reporting Entity) Primary User.

■ Steps

1. After the Filing is created through [Create Filing](#).
2. Select the Draft Filing tab, then click the **Manual Entry Filing** link as shown in the following screen:

The screenshot shows the 'Draft Filings' screen in the ZATCA AEOI system. The interface includes a navigation bar at the top with 'Home', 'Draft Filing', 'Submission', 'Reporting Entity Profiles', and 'Manage Filing'. Below the navigation bar, there is a breadcrumb trail 'Home > Draft Filings' and a 'Back' link. The main content area displays a table of draft filings. The first row of the table is highlighted, and the 'Manual Entry Filing' link is circled in red. The table columns are: Filing Name, Reference Number, Filing Type, Revision, Categories, Receiving Country, Filing End Date, Due date, Status, and Action.

Filing Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
CRS Manual Filing Test	CRS000763	CRS Manual Entry Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
FATCA Test	FF000405	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	Ready to Submit	
Samar_CRSmanual..67220	CRS000762	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
samar_test_crs_validation	CRS000761	CRS Manual Entry Filing	0.1	Waiting	Afghanistan	31-12-2021	30-01-2022	In Draft	
samar_fatcaMANUAL2505	FF000398	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	In Draft	
samar_fatcaXML_25_05	FF000394	US FATCA XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_fatcaMANUAL_25_05	FF000393	US FATCA Manual Entry Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_crsXML_25_05	CRS000756	CRS XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_crsMANUAL_25_05	CRS000755	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
samar_crsNIL_25_05	CRS000754	CRS Nil Filing Summary	0.1	Waiting		31-12-2021	30-01-2022	No Data	

3. The system will display the Manual Entry Filing screen first tab (**General Information Tab**)

Home > Draft Filings > crs-manual-entry

< back

Crs Manual Entry

info
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 on ZATCA 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

General Information | Reporting FI Information | Accounts

Reporting Institution *
QC TEST 2022

Period End Date *
2021-12-31

Receiving Country *
Argentina

Message Type *
The message contains new information

Message Reference *

Save Next

4. In the **General Information Tab**, the user will be able to:

- Select Receiving Country from the Drop-Down List.
- Select the Message Type from the Drop-Down List that includes the following values:

Reporting Institution *

The message contains new information

The message contains corrections for previously sent information

The message advises there is no data to report

The message contains new information

The message contains corrections or deletions for previously sent information

The message contains corrections for previously sent information

- Enter the Message Reference and this field will be disabled in case of the message contains new information.

- Press the **Save** button, the **Next** button will be enabled to move to the next step of the Manual Entry Wizard (**Reporting FI Information Tab**) as shown in the following screen:

Home > Draft Filings > crs-manual-entry

< back

Crs Manual Entry

info

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 on ZATCA 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

General Information Reporting FI Information Accounts

Document Type *

New data

Document Reference ID *

Corresponding Document Reference ID *

Part I: Identification of Reporting FI

Reporting Institution Name *

QC TEST 2022

Identification Number *

45798

Reporting Institution Tax Residence *

Saudi Arabia

Address

Number Street and room Suit No

Street Address

City or Town *

City

State / Province / Region

Testing Region

Postal Code

2022

Country *

Afghanistan

Save Next

5. In the **Reporting FI Information Tab**:

Document Type *

New data

Document Reference ID *

SA9c80c00d-1958-47d7-9a92-04101d8e6bbe

Corresponding Document Reference ID *

- In the previous section, the user may select the data type and accordingly the other fields will be enabled.
 - **New Data:** In case of new filing creation.
 - **Corrected Data:** Is used for records being re-transmitted after the IRS has notified the sender of a problem with the file or underlying data. Corrected Data should ONLY be used when responding to an IRS request to correct the data.
 - **Resent Data:** In case of changing filing data.

- **Deletion of Data:** is used to erase previously-filed records when data needs to be re-transmitted.
- o **Document Reference ID** field: will be generated automatically after saving.
- o **Corresponding Document Reference ID** field: will be enabled when the Document Type selected is Corrected, Resent, or Deletion of DATA. (The user will enter the old message Reference from the Original Request Transmission).

▪ **Part I: Identification of Reporting FI Section:**

Part I: Identification of Reporting FI

Reporting Institution Name * Identification Number *

Reporting Institution Tax Residence *

- o Reporting Institution Name, Identification Number & Reporting Institution Tax Residence fields are retrieved from the enrolment information with the ability to modify.

▪ **Address Section:**

Address




Number Street and room Suit No City or Town *

State / Province / Region Postal Code

Country *

- o All this section information will be pre-populated from the enrolment form with the ability to modify some fields.
6. Press the **Save** button, the Next button will be enabled to move to the next step of the Manual Entry Wizard (**Accounts Tab**).

▪ **In the Accounts tab the user will be able to:**

- o View the current account details by pressing the  **Details** button.
- o Edit/ Update the account details by pressing the  **Edit** button.
- o Delete the current account by pressing the  **Delete** button.
- o Create a new account by pressing the **Create New Account** button as shown below:

هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Home Draft Filing Submission Reporting Entity Profiles Manage Filing

Home > Draft Filings > crs-manual-entry

< back

Crs Manual Entry

info
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 on ZATCA 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

General Information Reporting FI Information **Accounts**

Create New Account

Account Number	Account Name	Actions
SA787875527041451	Radwa Tarek	

Submit

- The system will display the **Create a new account** screen as shown in the following screen:

Home > Draft Filings > crs-manual-entry > CRS Account

Back

Crs Manual Entry

info
Reporting Institution: QC TEST 2022
Period End Date: 2021-12-31

Part II: Account Holder or Payee Information

Document Type *
New data

Document Reference ID *
Corresponding Document Reference ID *

Individual Entity

Title *
Mr. First Name *
Radwa

Middle Name *
Last Name *
Tarek

Date of Birth *
05-09-1990 Tax Residence *
Saudi Arabia

Taxpayer Identification Number (TIN) *
3457895458

Address

Number, Street, and Region or Suite no
Street City or Town *
City55

State, Province, Region
Alexandria Post Code
2023

Country *
Algeria

Part III: Financial Information

Account Number *
SA7878755217414451 Account Type
OSIN

Account Balance *
400000 Currency *
Saudi Riyal

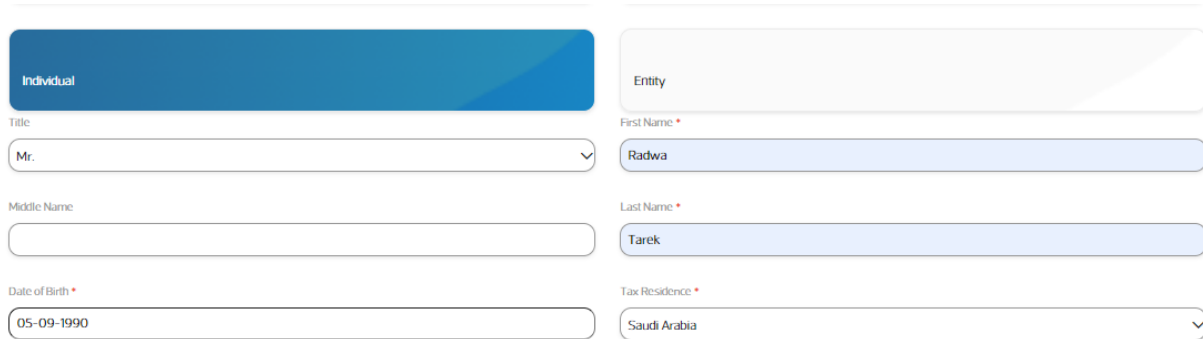
Account Closed?
Yes No

Account Dormant? *
Yes No

Add Payment

Save

- Enter all the required fields of the **Account Holder** or Payee Information.
- In case of choosing an account holder type individual the following fields have to be entered:



Individual

Title
Mr.

Middle Name

Date of Birth *
05-09-1990

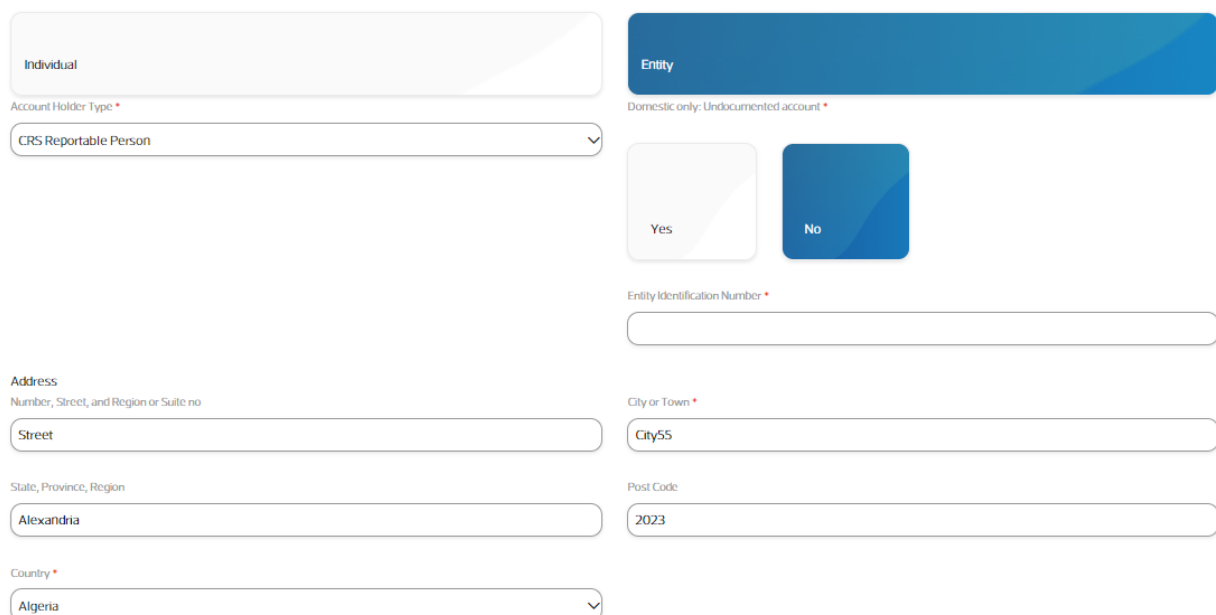
Entity

First Name *
Radwa

Last Name *
Tarek

Tax Residence *
Saudi Arabia

- In case of choosing account holder type **Entity** the following fields have to be entered:



Individual

Account Holder Type *
CRS Reportable Person

Entity

Domestic only: Undocumented account *
No

Entity Identification Number *

Address
Number, Street, and Region or Suite no
Street

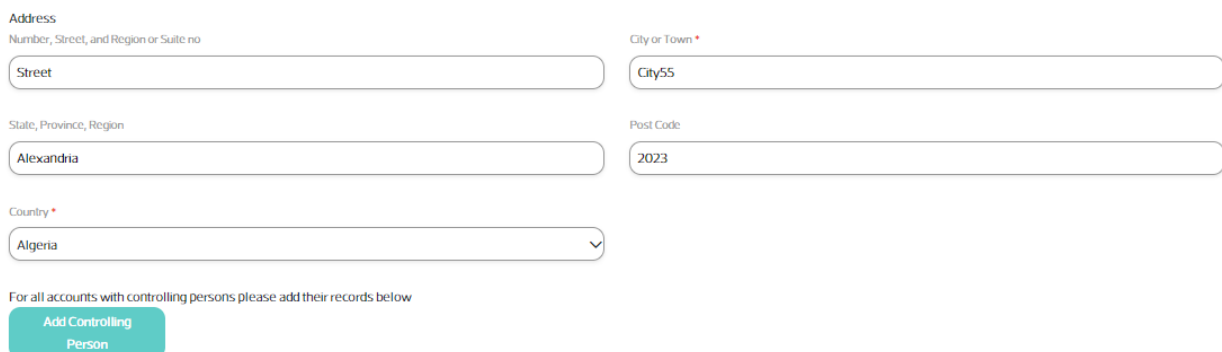
State, Province, Region
Alexandria

Country *
Algeria

City or Town *
City55

Post Code
2023

- Enter all the required fields of the **Address information**.



Address
Number, Street, and Region or Suite no
Street

State, Province, Region
Alexandria

Country *
Algeria

City or Town *
City55

Post Code
2023

For all accounts with controlling persons please add their records below



Add Controlling Person

- In case of **Entity account** the user can add the **account controlling person** Details by pressing the **Add Controlling Person** button that will display the following pop-up screen:

- Once the user enters all the mandatory fields then presses the **Save button**, the added information will be populated in a table in the main screen and the user can update or delete the Substantial Owner information as shown in the following section.

For all accounts with controlling persons please add their records below

Add Controlling Person

Name	Taxpayer Identification Number (TIN)	Actions
Samar QC	3887878725	 

Part III: Financial Information

Part III: Financial Information

Account Number *

Account Type

Account Balance *

Currency *

Account Closed?

Account Dormant? *

- Enter all the required the fields of the **Financial Information**
- Select if the Account is closed or not.
- Select if the Account is Dormant or not.
- Press **Add Payment Record** for adding a new payment record as shown in the following Pop-up screen:

Payment Entry




Add Payment

Type * Currency *

Amount *

- By pressing the Save button the user will return to the previous screen and a new record of the created account is added in the accounts table as shown below:

General Information Reporting FI Information **Accounts**

Account Number	Account Name	Actions
SA7878755217414451	Radwa Tarek	  

- By pressing **Submit** the Filing, then the user will be directed to the **Submission** Screen as shown below.

Home > Submit Filing

< Back

Submission

Submit Filing Submission History

Info
The Filings that are ready for final validation and submissions are listed below. Please validate and submit by clicking "Validate" link next to the appropriate filings name.

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
FATCA NI/ Filing Summary Test	FATCA NI/ Filing Summary	FF000407	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	<input checked="" type="checkbox"/>
CRS NI/ Filing Summary	CRS NI/ Filing Summary	CRS000766	0.1	Waiting	Saudi Arabia	31-12-2021	30-01-2022	<input checked="" type="checkbox"/>
FATCA Test	US FATCA Manual Entry Filing	FF000405	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	<input checked="" type="checkbox"/>

1 10

3.2.2 Nil/ Filing Summary

3.2.2.1 FATCA Nil/ Filing Summary

■ Description

Once the type of filling is selected and created as a FATCA NIL filing the user can locate the created filing in the draft Filing Tab to complete the submission components:

The FI user will proceed to draft filing, select the file and confirm NIL reporting is showing for reporting jurisdictions.

- NIL filing means that the FI does not have any account information to report.
- In the NIL filing case the Accounts tab does not exist in the Manual Entry screen.

■ Current User

- Financial Institute (Reporting Entity) Primary User.

■ Steps

1. Select the Draft Filing tab, then click the **FATCA NIL Filing link** as shown in the following screen:

The screenshot shows the 'Draft Filings' screen in the ZATCA AEOI system. At the top, there is a navigation bar with 'Home', 'Draft Filing', 'Submission', 'Reporting Entity Profiles', and 'Manage Filing'. Below the navigation bar, there is a breadcrumb trail 'Home > Draft Filings' and a 'Back' button. The main content area is titled 'Draft Filings' and contains an information box with the text: 'Please select the name of the filing you wish to complete. To create new filings, please use the "Create Filing" functionality.' Below this is a table of draft filings. The table has the following columns: Filing Name, Reference Number, Filing Type, Revision, Categories, Receiving Country, Filing End Date, Due date, Status, and Action. The 'FATCA Test' row is highlighted with a green border. The table contains the following data:

Filing Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
FATCA Nil/ Filing Summary Test	FF000407	FATCA Nil/ Filing Summary	0.1	Waiting		31-12-2021	30-01-2022	No Data	
CRS Nil/ Filing Summary	CRS000356	CRS Nil/ Filing Summary	0.1	Waiting	Saudi Arabia	31-12-2021	30-01-2022	Ready to Submit	
CRS Manual Filing Test	CRS000263	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
FATCA Test	FF000405	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (Ble)	31-12-2021	30-01-2022	Ready to Submit	
Samar_CRSManual_07202	CRS000702	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
samar_ind_ons_valds test	CRS000703	CRS Manual Entry Filing	0.1	Waiting	Afghanistan	31-12-2021	30-01-2022	In Draft	
samar_latAMANML2505	FF000398	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (Ble)	31-12-2021	30-01-2022	In Draft	
samar_latXML_25_05	FF000394	US FATCA XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_latAMANML_25_05	FF000393	US FATCA Manual Entry Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_onsXML_25_05	CRS000756	CRS XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	

2. The system will display **FATCA NIL Filing** screen first tab (**General Information**)

The screenshot displays the ZATCA AEOI system interface. At the top, there is a navigation bar with the ZATCA logo and the text 'هيئة الزكاة والضريبة والجمارك' and 'Zakat, Tax and Customs Authority'. The navigation menu includes 'Home', 'Draft Filing', 'Submission', 'Reporting Entity Profiles', and 'Manage Filing'. The user is logged in as 'Welcome S05 QC05'. The main content area shows the 'Fatca Nil Report' form. The form has two tabs: 'General Information' (selected) and 'Reporting FI Information'. The 'General Information' tab contains the following fields: 'Reporting Institution' (text input with value 'QC TEST 2022'), 'Period End Date' (text input with value '2021-12-31'), 'Document Type' (drop-down menu with value 'New data'), 'Message Reference' (text input), and 'Corresponding message Reference' (text input). At the bottom of the form, there are two buttons: 'Save' and 'Next'. An information box at the top of the form contains the following text: '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 on ZATCA 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'.

3. Select the **Document Type** from the Drop-Down List that includes the following values:
 - **New Data:** In case of new filing creation and in this case the Corresponding message Reference field will be generated automatically after saving.
 - **Corrected Data:** Is used for records being re-transmitted after the IRS has notified the sender of a problem with the file or underlying data. Corrected Data should ONLY be used when responding to an IRS request to correct the data. (Not used for Decryption, XML or other file level errors).

4. Press the **Save** button, the **Next** button will be enabled to move to the next step of the **Nil Filling Wizard** (Reporting FI Information).

The screenshot displays the 'Fatca Nil Report' form in the ZATCA AEOI system. The interface includes a top navigation bar with the ZATCA logo and user information 'Welcome S05 QC05'. The main content area shows the 'Fatca Nil Report' page with a 'Back' button and a breadcrumb trail: Home > Draft Filings > Fatca Nil Report. An information box states: '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 on ZATCA 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'. The form has two tabs: 'General Information' and 'Reporting FI Information', with the latter being active. The 'Reporting FI Information' section contains the following fields: 'Document Type' (New data), 'Document Reference ID', 'Corresponding Document Reference ID', 'Part I: Identification of Reporting FI' (Reporting FI Name: QC TEST 2022, Tax Payer Identification Number (TIN): 345785458), 'Filer Category' (PFFI (other than a Reporting Model 2 FFI and including a U.S. branch of a PFFI not treated as a U.S. person)), 'Address' (Number Street and room Suit No: Street Address, City or Town: City, State / Province / Region: Testing Region, Postal Code: 2022, Country: Afghanistan), and a 'Does This Represent a Nil Report?' section with 'Yes' and 'No' radio buttons. At the bottom, there are 'Document Type' (New data), 'Document Reference ID', and 'Corresponding Document Reference ID' fields, followed by 'Save' and 'Submit' buttons.

- In the **Reporting FI Information** Tab:

Document Type *
New data

Document Reference ID *
Corresponding Document Reference ID *

- In the previous section, the user may select the data type and accordingly the other fields will be enabled.
 - In case of new data, the Corresponding Document Reference ID field will be retrieved automatically upon saving.
 - In case of Corrected, Void or Amended data the **Corresponding Document Reference ID** field will be enabled for entering.
- **Part I: Identification of Reporting FI Section:**

Part I: Identification of Reporting FI

Reporting FI Name *
QC TEST 2022

Tax Payer Identification Number (TIN) *
345785458

Filer Category *
PFFI (other than a Reporting Model 2 FFI and including a U.S. branch of a PFFI not treated as a U.S. person)

- **Reporting FI Name & Tax Payer Identification Number** fields are retrieved from the enrolment information with the ability of the user to modify.
- **Filer Category:** The user will select filer category.
- **Address Section:**

Address

Number Street and room Suit No
Street Address

City or Town *
City

State / Province / Region
Testing Region

Postal Code
2022

Country *
Afghanistan

- All this section information will be pre-populated from the enrolment form with the ability to modify some fields.

○ **NIL Report Section:**

Does This Represent a NIL Report?

Yes

No

Document Type *

New data

Document Reference ID *

Corresponding Document Reference ID *

Save

Submit

- Does This Represent a NIL Report? is a disabled card selection and it's based on the user selection of the filing Type at the Draft filling step.
- Select the **Document Type** field and other fields will be pre-populated from the enrolment information.

5. Once the User presses the **Save** button:

- The **Document Reference ID** will be generated automatically after saving.
- The submit button will be enabled to submit the current filling.

6. By pressing **Submit Filing**, the user will be directed to the **Submission** Screen as shown below.

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
FATCA Nil/ Filing Summary Test	FATCA Nil/ Filing Summary	FF000407	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓
CRS Nil/ Filing Summary	CRS Nil/ Filing Summary	CRS000766	0.1	Waiting	Saudi Arabia	31-12-2021	30-01-2022	✓
FATCA Test	US FATCA Manual Entry Filing	FF000405	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓

3.2.2.2 CRS Nil/ Filing Summary

■ Description

Once the type of filling is selected and created as a CRS NIL filing, the user can locate the created filing in the draft Filing Tab to complete the submission components.

■ Current User

- Financial Institute (Reporting Entity) Primary User.

■ Steps

1. Select the Draft Filing tab, then clicks the **Filing Name** link as shown in the following screen:

The screenshot shows the 'Draft Filings' page in the ZATCA AEOI system. The page header includes the ZATCA logo and navigation tabs: Home, Draft Filing, Submission, Reporting Entity Profiles, and Manage Filing. The main content area displays a table of draft filings. The first row, 'CRS Nil/ Filing Summary', is highlighted with a green border. Below the table is a pagination control showing page 1 of 10.

Filing Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
CRS Nil/ Filing Summary	CRS000766	CRS Nil/ Filing Summary	0.1	Waiting		31-12-2021	30-01-2022	No Data	
CRS Manual Filing Test	CRS000763	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
FATCA Test	FF000405	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	Ready to Submit	
samar...CRSmanual...67220	CRS000762	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
samar...test...crs...validation	CRS000761	CRS Manual Entry Filing	0.1	Waiting	Afghanistan	31-12-2021	30-01-2022	In Draft	
samar...fatcaMANUAL2505	FF000398	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	In Draft	
samar...fatcaXML...25...05	FF000394	US FATCA XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar...fatcaMANUAL...25...05	FF000393	US FATCA Manual Entry Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar...crsXML...25...05	CRS000756	CRS XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar...crsMANUAL...25...05	CRS000755	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	

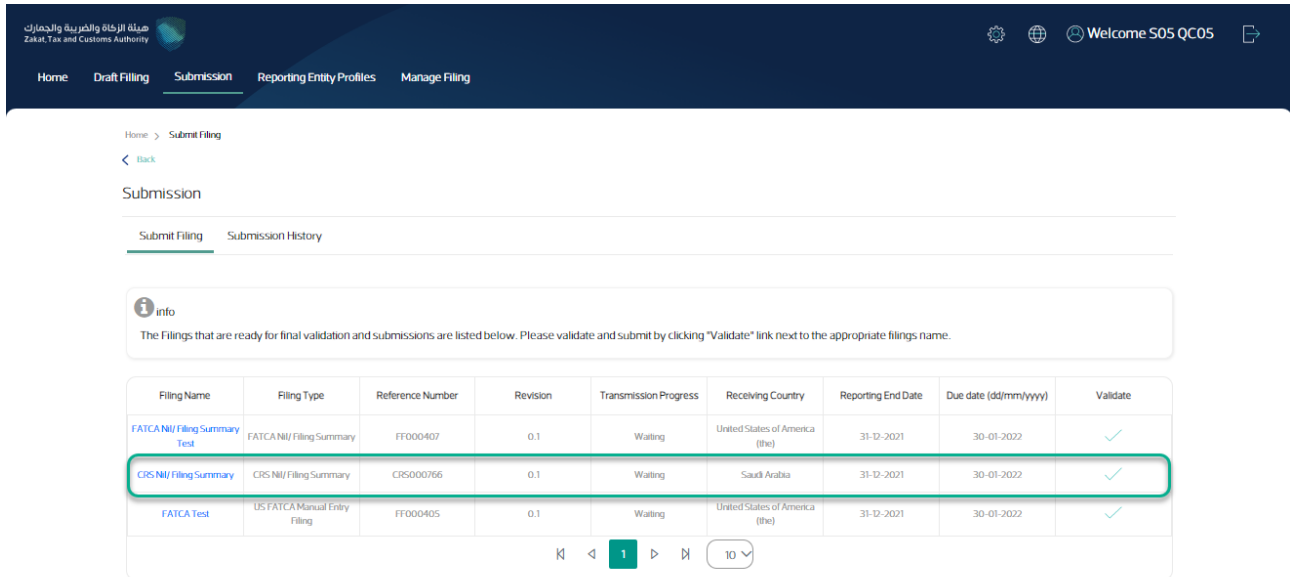
2. The system will display the **View CRS Filing** screen:

The screenshot displays the 'View CRS Filings' screen. At the top, there is a navigation bar with the ZATCA logo and the text 'Welcome S05 QC05'. Below the navigation bar, there are breadcrumb links: 'Home > Draft Filings > CRS Filings Summary'. A 'Back' link is also present. The main content area is titled 'View CRS Filings' and contains a table with the following data:

Country	Record
Argentina	0
Austria	0
Australia	0
Belgium	0
Bahrain	0
Brazil	0
Switzerland	0
Chile	0
China	0
Colombia	0
Cyprus	0
Czechia	0
Germany	0
Denmark	0
Estonia	0
Spain	0
Finland	0
France	0
United Kingdom of Great Britain and Northern Ireland (the)	0
Guernsey	0
Greece	0
Hong Kong	0
Croatia	0
Hungary	0
Indonesia	0
Ireland	0
Isle of Man	0
India	0
Iceland	0
Italy	0
Jersey	0
Korea (the Democratic People's Republic of)	0
Liechtenstein	0
Lithuania	0
Luxembourg	0
Latvia	0
Malta	0
Mauritius	0
Mexico	0
Netherlands (the)	0
Norway	0
New Zealand	0
Peru	0
Poland	0
Puerto Rico	0
Portugal	0
Russian Federation (the)	0
Sweden	0
Singapore	0
Slovenia	0
Slovakia	0
San Marino	0
Uruguay	0
South Africa	0

At the bottom of the table, there is a green 'Submit' button.

- Once the user has successfully validated and saved each of the forms within the filing.
 - At this point, the user can submit the filing by pressing the **Submit** button.
3. By pressing **Submit Filing**, the user will be directed to the **Submission** Screen as shown below.



The screenshot displays the 'Submission' screen in the ZATCA AEOI system. The page header includes the ZATCA logo and navigation links: Home, Draft Filing, Submission, Reporting Entity Profiles, and Manage Filing. The user is logged in as 'Welcome S05 QC05'. The main content area shows a 'Submission' section with tabs for 'Submit Filing' and 'Submission History'. An information box states: 'The Filings that are ready for final validation and submissions are listed below. Please validate and submit by clicking "Validate" link next to the appropriate filings name.' Below this is a table with the following data:

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
FATCA NI/ Filing Summary Test	FATCA NI/ Filing Summary	FF000407	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓
CRS NI/ Filing Summary	CRS NI/ Filing Summary	CRS000766	0.1	Waiting	Saudi Arabia	31-12-2021	30-01-2022	✓
FATCA Test	US FATCA Manual Entry Filing	FF000405	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓

At the bottom of the table, there is a pagination control showing '1' of 10 items.



3.2.3 XML Upload Filing

3.2.3.1 FATCA / CRS /CBC XML Upload

▪ Description

This screen allows the Reporting Entity Primary User / Secondary User to upload XML files to auto-generate their reporting entity filing of FATCA, CRS, and CBC.

We will take the CRS XML upload as an example of XML upload filing.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Select CRS **XML Upload Filing** and enter the filing Name.

Home > Create Filing

< Back

Create Filing

info
The period end date identifies the reporting period for filing.

Filing Type *

CRS Nil/ Filing Summary CRS Manual Entry Filing **CRS XML Upload Filing** US FATCA Manual Entry Filing

US FATCA XML Upload Filing FATCA Nil/ Filing Summary CbC XML Upload

Filing Name * Reporting End Date *

CRS XML Upload Test 2021-12-31

Related Filings

Create

2. Press **Create** button and the system will navigate to the next screen (Draft Filings).
3. Click the **Filing Name** link of the Filing type you need to submit as shown in the previous screen.

Home > 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 Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
CRS XML Upload Test	CRS000765	CRS XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
CRS Manual Filing Test	CRS000763	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
FATCA Test	FF000405	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	Ready to Submit	
Samar_CRSmanual_67220	CRS000762	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	
samar_test_crs_validation	CRS000761	CRS Manual Entry Filing	0.1	Waiting	Alghaestan	31-12-2021	30-01-2022	In Draft	
samar_fatcaMANJAL2505	FF000398	US FATCA Manual Entry Filing	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	In Draft	
samar_fatcaXML_25_05	FF000394	US FATCA XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_fatcaMANJAL_25_05	FF000393	US FATCA Manual Entry Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_crsXML_25_05	CRS000756	CRS XML Upload Filing	0.1	Waiting		31-12-2021	30-01-2022	No Data	
samar_crsMANJAL_25_05	CRS000755	CRS Manual Entry Filing	0.1	Waiting	Argentina	31-12-2021	30-01-2022	In Draft	

1 2 10

4. The system displays the XML Upload screen

Home > XML Upload

CRS XML Upload

Reporting Institution: QC TEST 2022

Period End Date: 2020-12-31

General Info

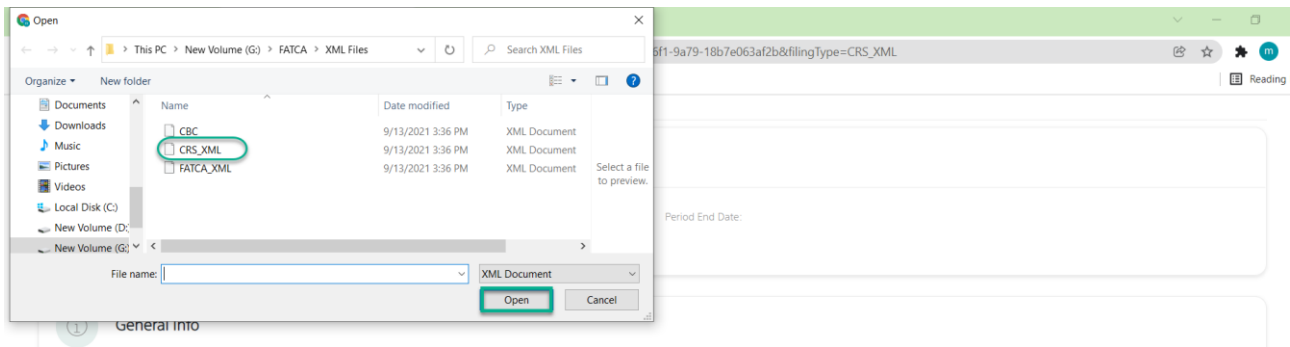
Message Reference: SA2020AD-MohamedFares000000000000000001

Receiving Country: AD

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

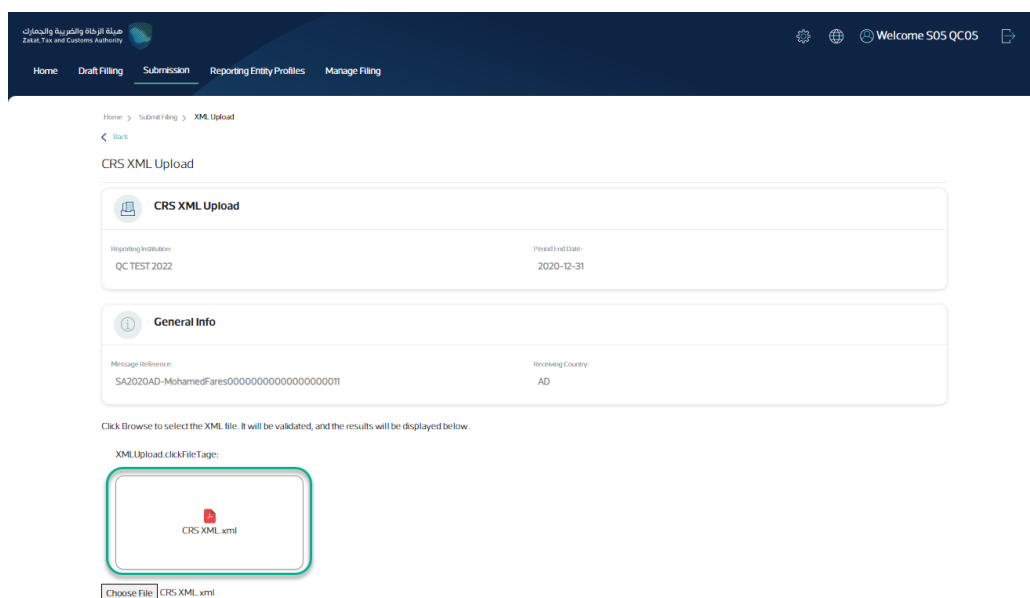
Choose File No file chosen

5. Press the **Choose file** button and the Browse screen will be displayed.

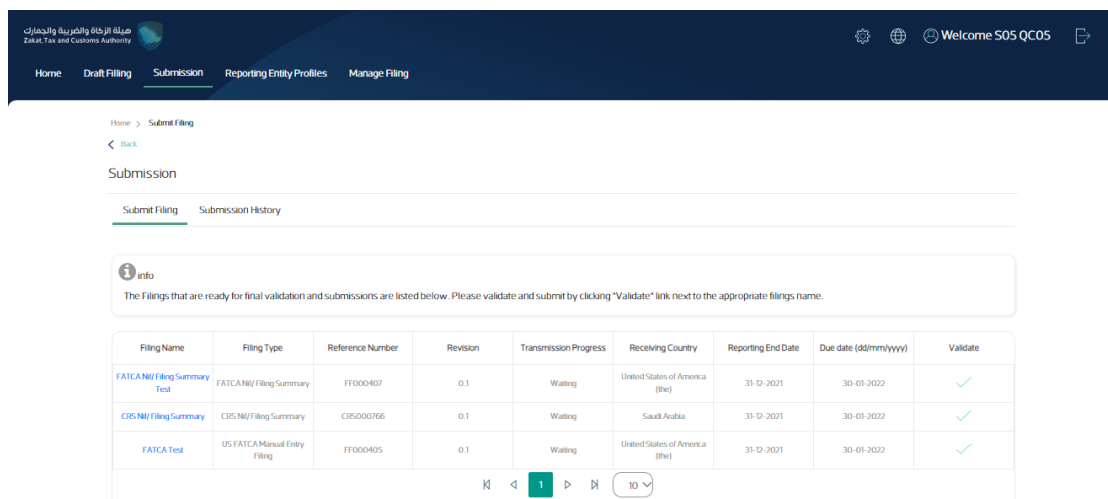


6. Select the XML file, then press the **Open** button as shown in the previous screen.

7. By pressing the **Open** button, the XML file will be uploaded successfully.



8. The user will be directed to the Submission Screen as shown below.



9. Select the Submission History tab to view the submitted XML filing.

10. Search for submitted filing:

- Select the **CRS XML Upload Filing** card.

○ Press search, the search results will be displayed as shown below:

The screenshot displays the 'Submission History' section of the ZATCA AEOI portal. At the top, there are navigation tabs: Home, Draft Filing, Submission, Reporting Entity Profiles, and Manage Filing. The 'Submission' tab is active, and the 'Submission History' sub-tab is selected. Below the navigation, there are several filing type buttons: CRS Nil/ Filing Summary, CRS Manual Entry Filing, CRS XML Upload Filing (highlighted in blue), US FATCA Manual Entry Filing, US FATCA XML Upload Filing, FATCA Nil/ Filing Summary, and CbC XML Upload. Below these buttons are input fields for Filing name, Filing Reference, Revision, Receiving Country, Submitted Date, and Filing Status. At the bottom, there are 'Search' and 'Clear' buttons. The search results are displayed in a table with the following columns: Filing Name, Filing Type, Reference, Revision, Transmission Progress, Receiving Country, Submitted Date, Status, and Actions. The table contains 13 rows of data, with the third row highlighted in green.

Filing Name	Filing Type	Reference	Revision	Transmission Progress	Receiving Country	Submitted Date	Status	Actions
CRS XML Upload Test CRS XML Upload Test	CRS XML Upload Filing	CRS000768	0.1	Waiting	Andorra		Rejected	
CRS XML Upload Test CRS XML Upload Test	CRS XML Upload Filing	CRS000767	0.1	Waiting	Andorra		Rejected	
CRS XML Upload Test CRS XML Upload Test	CRS XML Upload Filing	CRS000765	0.1	Waiting	Andorra		Rejected	
CRS XML Upload Test CRS XML Upload Test	CRS XML Upload Filing	CRS000764	0.1	Waiting	Andorra		Rejected	
CRS_XML_SAMAR23MAR CH CRS_XML_SAMAR23MAR CH	CRS XML Upload Filing	CRS000733	0.1	Waiting	Afghanistan		Rejected	
CRS_XML_SAMAR23 CRS_XML_SAMAR23	CRS XML Upload Filing	CRS000732	0.1	Waiting	Afghanistan		Rejected	
crs.xml.filing.test.2022 crs.xml.filing.test.2022	CRS XML Upload Filing	CRS000726	0.1	Waiting	Afghanistan		Rejected	
CRS_XML_TEST3 CRS_XML_TEST3	CRS XML Upload Filing	CRS000725	0.1	Waiting	Afghanistan		Rejected	
crs.xml.qc.test2 crs.xml.qc.test2	CRS XML Upload Filing	CRS000724	0.1	Waiting	Afghanistan		Rejected	
CRS_XML_QC2022 CRS_XML_QC2022	CRS XML Upload Filing	CRS000723	0.1	Waiting	Afghanistan		Rejected	

3.3 Submit filing (Submission)

▪ Description

The function allows the (FI) Financial Institute user to submit the completed filling to ZATCA, Also it enables the user to view the submission history of all submitted fillings.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Select the **submission** tab as shown in the following screen:

Home > Submit Filing

< Back

Submission

Submit Filing Submission History

info

The Filings that are ready for final validation and submissions are listed below. Please validate and submit by clicking "Validate" link next to the appropriate filings name.

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
FATCA NI/ Filing Summary Test	FATCA NI/ Filing Summary	FF000407	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓
CRS NI/ Filing Summary	CRS NI/ Filing Summary	CRS000766	0.1	Waiting	Saudi Arabia	31-12-2021	30-01-2022	✓
FATCA Test	US FATCA Manual Entry Filing	FF000405	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓

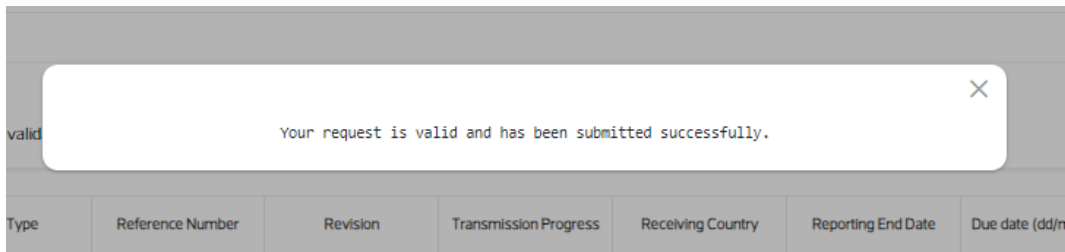
1 10

- o Select one of the Filings with Transmission progress status " ready to be submitted" to ZATCA Portal.

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
FATCA NI/ Filing Summary Test	FATCA NI/ Filing Summary	FF000407	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓
CRS NI/ Filing Summary	CRS NI/ Filing Summary	CRS000766	0.1	Waiting	Saudi Arabia	31-12-2021	30-01-2022	✓
FATCA Test	US FATCA Manual Entry Filing	FF000405	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓

1 10

2. Press the **Validate** ✓ button located in each filing row.
3. The following message will be displayed "your request is valid and has been submitted successfully".



- The filling record will disappear from the Submission Table.

Info
The Filings that are ready for final validation and submissions are listed below. Please validate and submit by clicking "Validate" link next to the appropriate filings name.

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
CRS Nil/ Filing Summary	CRS Nil/ Filing Summary	CRS000766	0.1	Waiting	Saudi Arabia	31-12-2021	30-01-2022	✓
FATCA Test	US FATCA Manual Entry Filing	FF000405	0.1	Waiting	United States of America (the)	31-12-2021	30-01-2022	✓

- All validations are expressed by the (XML Schema Definition).

4. If the user selects the **submission History** tab the following screen will be displayed:

- In the **Submission History** tab, the user will be able to:
 - Search for a Specific Filing by selecting the **type of filing card** and /or entering the appropriate search criteria.
 - Click the **Search** button, the system will display the records which satisfy the entered search criteria in the search results table as shown below:

Home > Submit Filing

< Back

Submission

Submit Filing Submission History

Filing Type(s)

CRS Nil/ Filing Summary

CRS Manual Entry Filing

CRS XML Upload Filing

US FATCA Manual Entry Filing

US FATCA XML Upload Filing

FATCA Nil/ Filing Summary

CbC XML Upload

Filing name

Filing Reference

Revision

Receiving Country

Submitted Date

Filing Status

Search Clear

Filing Name	Filing Type	Reference	Revision	Transmission Progress	Receiving Country	Submitted Date	Status	Actions
CRS_NIL_SAMAR23 CRS_NIL_SAMAR23	CRS Nil/ Filing Summary	CRS000730	1.0	Failed: Schema Validation	Saudi Arabia	2022-03-23	Accepted	

1 10

Note:

- ✓ Even if the data has not been entered in XML format, the system ensures that the data is as valid as if it had been uploaded via XML).



4. System Administration

4.1 Article 3 notification


▪ Description

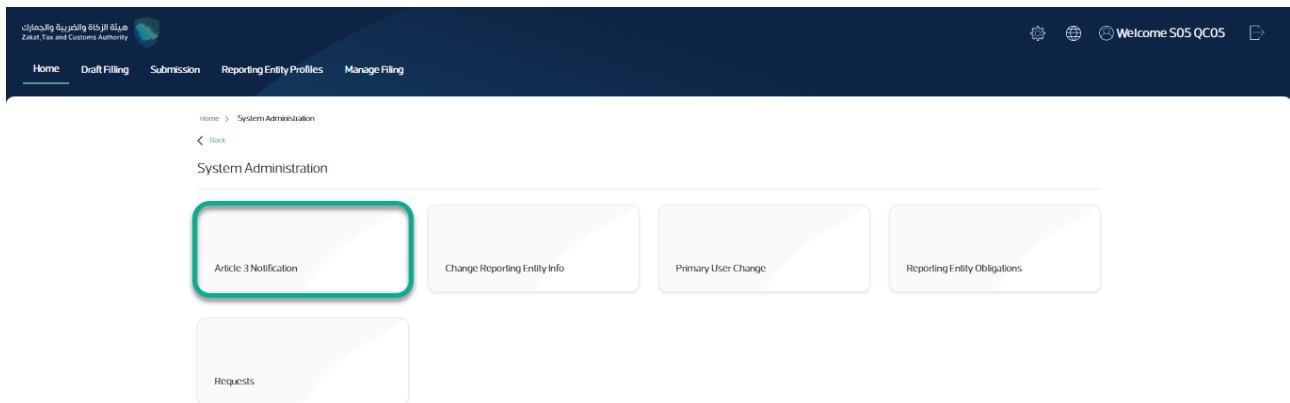
After the enrolment is approved, all Reporting Entities having CBC filing submission role must complete Article 3 Notification before filing creation, this activity is done once a year and it is a prerequisite for CBC filing submission.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. Enter a valid User name and Password then press **Login**.
3. The system will display the **Home Page** screen.
4. Click the system Administration  icon.
5. The system will display the **System administration** page.



6. Select the Article 3 notification card.

7. The system displays the Article 3 Notification screen:

The screenshot shows the 'Article 3 Notification' form in the ZATCA AEOI system. The form is organized into several sections:

- Notifying Entity Information:** Includes fields for Notifying Entity Name (QC TEST 2022), Entity Type (Financial Institute), Activity of the Notifying Entity (Sales, Marketing or Distribution), Notifying Entity TIN (355330012), Company Identification Number (CIN) (755330012), UPE/SP/Other Constituent Entity, Other Constituent Entity, and Fiscal Year End (3/03).
- Registered Address of the Notifying Entity:** Includes fields for Street Address (Street), City/Town (City55), State/Province/Region (Testing Region), Country (Afghanistan), and Post Code (2023).
- Information of the Multinational Enterprise/Entity of the Notifying Entity:** Includes fields for Legal Name of the Ultimate Parent Entity (UPE) (All Ioda Company), Tax Jurisdiction of the UPE (Egypt), Tax Identification Number (TIN) for UPE (3457847895), Financial Year End of the UPE (30/06), Legal Name of the Filing Entity (All Ioda), Tax Jurisdiction of the Filing Entity (Egypt), Tax Identification Number of the Filing Entity (3487848574), and Financial Year End of the Filing Entity (30/06).
- Constituent Entity Information:** Includes fields for Reporting Entity Name, Legal Form of the Reporting Entity, Activity of the Reporting Entity, Jurisdiction of Tax Residence, and Tax Identification Number.

At the bottom, there is a 'Declaration' section with a checked 'Accept' checkbox and a confirmation statement: 'I confirm that the information submitted in this application is true and correct and is in accordance with the relevant AEOI obligations, requirements of ZATCA and the laws of Saudi Arabia. I also acknowledge that provision of inaccurate information in the application may result in the Reporting Entity committing an offence and as such Reporting Entity may be liable to a penalty under the relevant laws of Saudi Arabia.'

A 'Submit' button is located at the bottom of the form.

8. Article 3 notification form consists of four sections that jurisdiction needs to fill in order to send a notification to the tax authority of receiving country:

■ Notifying Entity Information

Notifying Entity Information

Notifying Entity Name *	Entity Type *
<input type="text" value="QC TEST 2022"/>	<input type="text" value="Financial Institute"/>
Activity of the Notifying Entity *	Notifying Entity TIN *
<input type="text" value="Sales, Marketing or Distribution"/>	<input type="text" value="3553300112"/>
Company Identification Number (CIN) *	UPE/SPE/Other Constituent Entity
<input type="text" value="7553300112"/>	<input type="text"/>
Other Constituent Entity	Fiscal Year End *
<input type="text"/>	<input type="text" value="31/03"/>

■ Registered Address of Notifying Entity

Registered Address of the Notifying Entity

Street Address *	City/Town *
<input type="text" value="Street"/>	<input type="text" value="City55"/>
State/Province/Region *	Country *
<input type="text" value="Testing Region"/>	<input type="text" value="Afghanistan"/>
Post Code *	
<input type="text" value="2023"/>	

■ Information of the Multinational Enterprise/Entity of the Notifying Entity

Information of the Multinational Enterprise/Entity of the Notifying Entity

Legal Name of the Ultimate Parent Entity (UPE) *	Tax Identification Number (TIN) for Ultimate Parent Entity (UPE) *
<input type="text" value="All Hoda Comapny"/>	<input type="text" value="3457847895"/>
Tax Jurisdiction of the UPE *	Financial Year End of the UPE *
<input type="text" value="Egypt"/>	<input type="text" value="30/06"/>
Legal Name of the Filing Entity *	Tax Identification Number of the Filing Entity *
<input type="text" value="All Hoda"/>	<input type="text" value="3487848574"/>
Jurisdiction of the Filing CBCR Report *	Financial Year End of the Filing Entity *
<input type="text" value="Egypt"/>	<input type="text" value="30/06"/>

■ Constituent Entity Information

Constituent Entity Information

Reporting Entity Name	Legal Form of the Reporting Entity
<input type="text"/>	<input type="text"/>
Activity of the Reporting Entity	Jurisdiction of Tax Residence
<input type="text"/>	<input type="text"/>
Tax Identification Number	
<input type="text"/>	

Declaration: *

Accept

I confirm that the information submitted in this application is true and correct and is in accordance with the relevant AEOI obligations, requirements of ZATCA and the laws of Saudi Arabia. I also acknowledge that provision of inaccurate information in the application may result in the Reporting Entity committing an offence and as such Reporting Entity may be liable to a penalty under the relevant laws of Saudi Arabia.

- The Constituent Entity Information provides detailed information on the name and address of the constituent entity for the report that is being submitted.
- o Click the **Accept** checkbox to accept the Declaration then press **Submit**.

- The declaration states that "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 Zakat, Tax and Costumes Authority and the laws of Saudi Arabia “

Declaration: *

Accept

I confirm that the information submitted in this application is true and correct and is in accordance with the relevant AEOI obligations, requirements of ZATCA and the laws of Saudi Arabia.

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

Submit



4.2 Change Reporting Entity Info


▪ Description

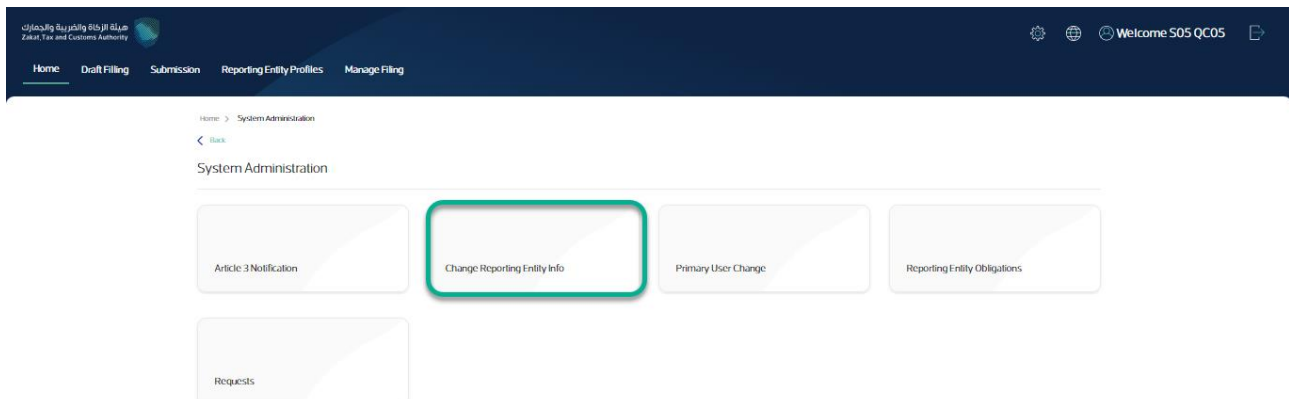
This functionality enables Reporting Entity User to change the reporting entity information.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. Enter a valid User name and Password then press **Login**.
3. The system will display the **Home Page** screen.
4. Click the system Administration  icon.
5. The system will display the **System administration** page.



6. Select the **Change Reporting Entity Info** card

7. The system displays the **Change Reporting Entity Info** screen:

The screenshot shows the 'Change Reporting Entity Info' screen. The header includes the ZATCA logo and navigation links: Home, Draft Filing, Submission, Reporting Entity Profiles, and Manage Filing. The user is logged in as 'Welcome S05 QC05'. The breadcrumb trail is 'Home > System Administration > Change Reporting Entity Info'. The form is titled 'Change Reporting Entity Info' and contains the following fields:

- Reporting Entity Information
- Reporting Entity name: QC TEST 2022
- Street Address: Street Address
- City/Town: City
- State/Province/Region: Testing Region
- Country: Afghanistan
- Post Code: 2022
- Institution Email Address: new.mc.uscr.2020@gmail.com
- Institution Phone Number: +966598779879

A 'Submit' button is located at the bottom of the form.

8. Update the required information then press **Submit**, the request is sent to the ZATCA user for review.



4.3 Primary User Change


▪ Description

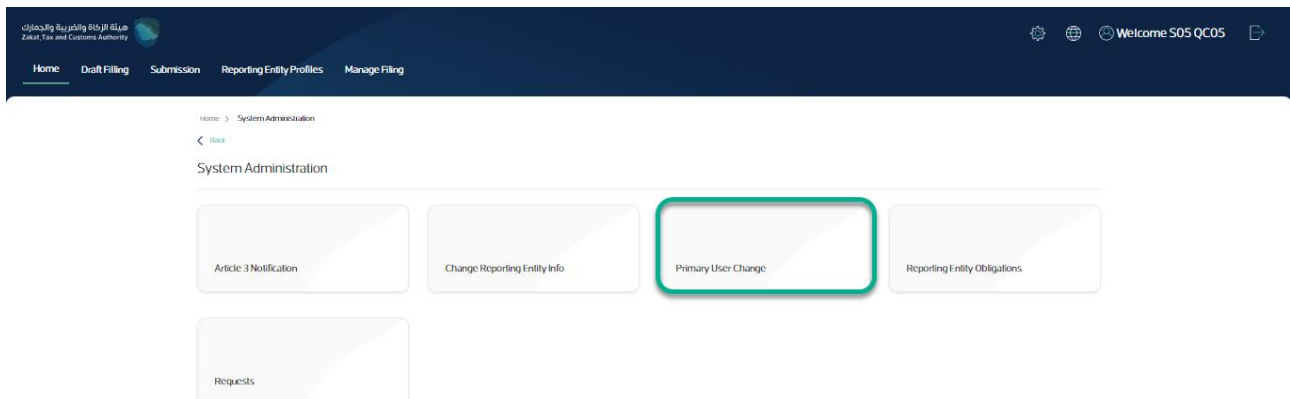
This functionality enables the Reporting Entity User to change Primary User information, each entity has only one primary user.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. Enter a valid User name and Password then press **Login**.
3. The system will display the **Home Page** screen.
4. Click the system Administration  icon.
5. The system will display the **System administration** page.



6. Select the **Primary User Change** card.

7. The system displays the **Primary User Change Request** screen:

The screenshot shows the 'Primary User Change Request' form in the ZATCA AEOI system. The form is titled 'Primary User Change Request' and is located under 'System Administration > Primary User Change Request'. The form contains the following fields:

- Primary User Information**
 - First Name ***: Radwa
 - Surname ***: Tarek
 - Email Address ***: s.newuser.2022@gmail.com
 - Confirm Email Address ***: s.newuser.2022@gmail.com
 - Telephone Number ***: +966501457895
 - Position ***: General Manager
 - Mobile Number ***: +966505487896
- Please attach a scan of a recognised legal form of identification. ***
 - Attachment: ID.png
- 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. ***
 - Attachment: Authorization Letter.png

A **Submit** button is located at the bottom of the form.

8. Update the primary user information then press **Submit**.

9. The **Primary User Change** request is sent to ZATCA user to review and approve or reject.

4.4 Reporting Entity Obligation


▪ Description

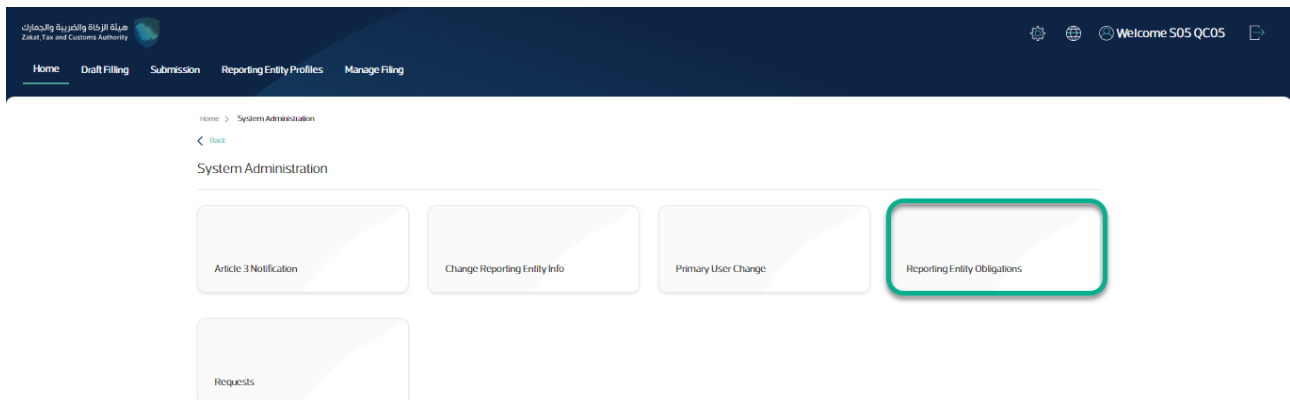
This functionality enables the Reporting Entity User to change the Reporting Entity Obligations.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. Enter a valid User name and Password then press **Login**.
3. The system will display the **Home Page** screen.
4. Click the system Administration  icon.
5. The system will display the **System administration** page.



6. Select **Reporting Entity Obligations** card.

7. The system displays the **Reporting Entity Obligations** screen:

The screenshot shows the 'Reporting Entity Obligations' screen. At the top, there is a navigation bar with the ZATCA logo and the text 'هيئة الزكاة والضريبة والجمارك' and 'Zakat, Tax and Customs Authority'. The navigation menu includes 'Home', 'Draft Filing', 'Submission', 'Reporting Entity Profiles', and 'Manage Filing'. The main content area has a breadcrumb trail: 'Home > System Administration > Reporting Entity Obligations'. Below this, there is a 'Back' button and the title 'Reporting Entity Obligations'. The form contains several fields: 'Entity Type' with a dropdown menu set to 'Multinational'; 'Reporting Type' with three radio button options: 'مصدر الإبلاغ المشترك-CRS' (selected), 'المقيما', and 'مصدر الأنشطة الاستثمارية ال-CBC'; 'Reporting Entity GIN (Issued by BIS)' with the value '0NRYT.99999.SL.682'; 'Tax Identification Number (TIN)' with the value '355330012'; 'Company Identification Number (CIN)' with the value '755330012'; and 'Fiscal Year End Date (format: dd/mm)' with the value '3/03'. A green 'Submit' button is located at the bottom of the form.

8. Update any of the reporting entities' pre-entered obligations and then press Submit.
9. The request is sent to ZATCA user for review.



4.5 Requests


▪ Description

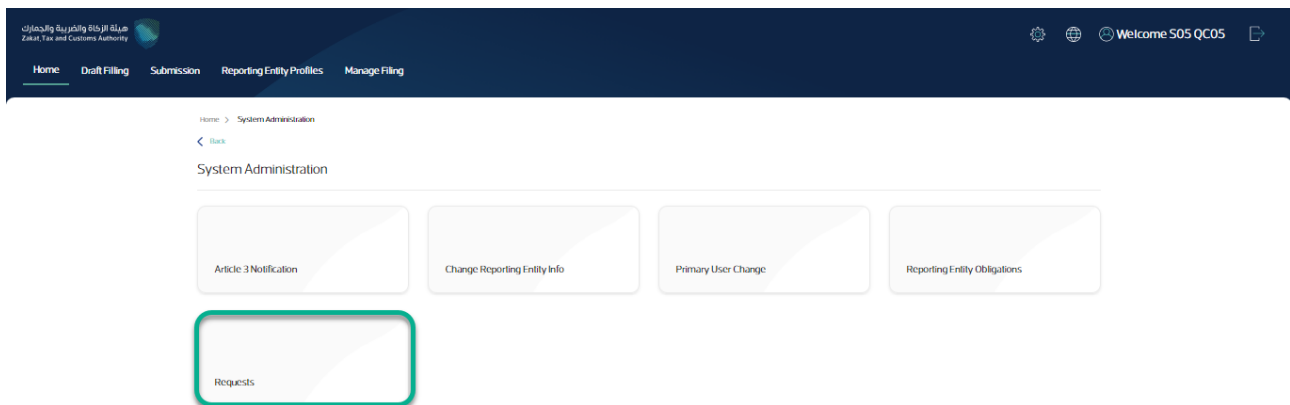
This screen is used as an inquiry screen for submitted requests.

▪ Current User

- Financial Institute (Reporting Entity) Primary User.

▪ Steps

1. Log in to the system using the following link.
<https://aeoi.zatca.gov.sa/#/login>
2. Enter a valid user name and Password then press **Login**.
3. The system will display the **Home Page** screen.
4. Click the system Administration  icon.
5. The system will display the **System administration** page.



6. The system displays the **Request Search** screen:

The screenshot shows the 'Request Search' interface. At the top, there is a navigation bar with 'Home', 'Draft Filing', 'Submission', 'Reporting Entity Profiles', and 'Manage Filing'. Below this, a breadcrumb trail reads 'Home > System Administration > requests'. A 'Back' link is visible. The main heading is 'Request Search'. An information box states: 'Please enter search criteria to find the requests you wish to review.' Below this are four search filters: 'Request Reference' (text input), 'Type' (dropdown menu), 'Status' (dropdown menu), and 'Request Date Range' (text input with a date format 'dd-mm-yyyy - dd-mm-yyyy'). There are 'Search' and 'Clear' buttons. Below the filters is a table with the following data:

Reference	Type	Status	Date	Updated By	Rejection Reasons	
A3N000082			2022-06-13 12:23:39.587			<input type="checkbox"/>
F1000401			2022-05-25 14:16:21.607	subouletia-c		<input type="checkbox"/>
F1000070			2022-05-25 10:52:40.137			<input type="checkbox"/>
A3N000081			2022-04-20 10:52:7.67	subouletia-c	declineArticle3A3N000081	<input type="checkbox"/>
F1000366			2022-03-24 13:29:26.407	subouletia-c		<input type="checkbox"/>
F1000365			2022-03-24 13:26:20.277	subouletia-c	Change of Reporting Obligations DECLINED REASON	<input type="checkbox"/>
F1000363			2022-03-24 09:22:05.743	subouletia-c	test MARCH 24	<input type="checkbox"/>
F1000257			2022-03-16 09:02:13.677	subouletia-c		<input type="checkbox"/>

At the bottom of the table, there are navigation icons and a page number '1' out of '10'.

- Enter the suitable search criteria, then click the **Search** button.
- The system will display the records which satisfy the specified search criteria in the search results table as shown in the following screen:

The screenshot shows the 'Request Search' interface. At the top, there is a navigation bar with 'Home', 'Draft Filing', 'Submission', 'Reporting Entity Profiles', and 'Manage Filing'. Below this, a breadcrumb trail reads 'Home > System Administration > requests'. A 'Back' link is visible. The main heading is 'Request Search'. An information box states: 'Please enter search criteria to find the requests you wish to review.' Below this are four search filters: 'Request Reference' (text input), 'Type' (dropdown menu), 'Status' (dropdown menu), and 'Request Date Range' (text input with a date format 'dd-mm-yyyy - dd-mm-yyyy'). There are 'Search' and 'Clear' buttons. Below the filters is a table with the following data:

Reference	Type	Status	Date	Updated By	Rejection Reasons	
F1001835	Change of Reporting Entity Information	Under Approval	2021-12-27 18:04:38.887			<input type="checkbox"/>

At the bottom of the table, there are navigation icons and a page number '1' out of '10'.

- Press the **Details** button in order to view the details of the request as shown in the following screen:

- Press the **Details** button  to view, the filling form of the current request as shown below:

Notifying Entity Information

Notifying Entity Name *
QC TEST 2022

Entity Type *
Other

Activity of the Notifying Entity *
Holding or Managing Intellectual Property

Notifying Entity TIN *
355330012

Company Identification Number (CIN) *
755330012

UPE/SPE/Other Constituent Entity
[Dropdown]

Other Constituent Entity
[Text]

Fiscal Year End *
31/03

Registered Address of the Notifying Entity

Street Address *
[Text]

City/Town *
City

State/Province/Region *
Testing Region

Country *
Afghanistan

Post Code *
2022

Information of the Multinational Enterprise/Entity of the Notifying Entity

Legal Name of the Ultimate Parent Entity (UPE) *
UPE2

Tax Identification Number (TIN) for Ultimate Parent Entity (UPE) *
3686546546

Tax Jurisdiction of the UPE *
Afghanistan

Financial Year End of the UPE *
30/04

Legal Name of the Filing Entity *
EntityName

Tax Identification Number of the Filing Entity *
3645646546

Jurisdiction of the Filing CBCR Report *
Afghanistan

Financial Year End of the Filing Entity *
30/04

Constituent Entity Information

Reporting Entity Name
[Text]

Legal Form of the Reporting Entity
[Dropdown]

Activity of the Reporting Entity
[Dropdown]

Jurisdiction of Tax Residence
[Dropdown]

Tax Identification Number
[Text]

Declaration *

Accept

I confirm that the information submitted in this application is true and correct and is in accordance with the relevant AEOI obligations, requirements of ZATCA and the laws of Saudi Arabia. I also acknowledge that provision of inaccurate information in the application may result in the Reporting Entity committing an offence and as such Reporting Entity may be liable to a penalty under the relevant laws of Saudi Arabia.