



REPUBLIC OF CYPRUS
MINISTRY OF FINANCE



ΤΜΗΜΑ
ΦΟΡΟΛΟΓΙΑΣ
TAX DEPARTMENT

HEADQUARTERS
1471 NICOSIA

DAC7– Registration & Data Submission User Guide

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1. Introduction

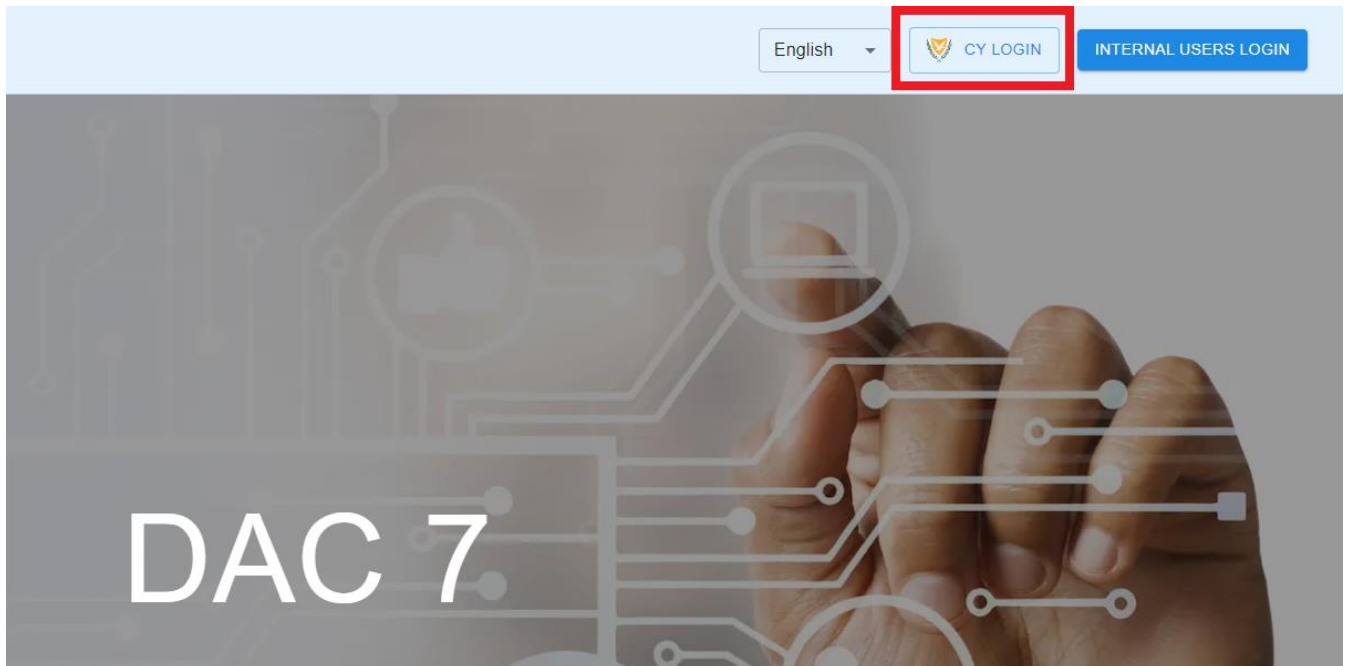
The purpose of this document is to provide the required guidelines for registering and submitting the XML files as part of the obligations related to the DAC7 Administrative Cooperation in the Field of Direct Taxation Amended Law (N105(I)/2023) .

2. Register to CY Login

- In order for a Platform Operator or representative to submit any information for the purposes of the DAC7 reporting obligations under the N105(I)2013 it has to register first with CY Login at <https://cge.cyprus.gov.cy/cyloginregistration/register>. The registration to CY Login is done **only once**, irrespectively of the purpose and in order to obtain access to the portal by means of login credentials.
- You may register as an Individual or an Organization (NOT as an Agent) by following the steps described in the portal followed by the profile verification process.
- Kindly note that if you have registered with **Ariadne** in the past, you can use the same credentials for accessing CY Login. You don't have to register again.

3. Access the DAC7 portal


- you have a valid CY Login account you can browse to <https://tax-dac.mof.gov.cy/> and click on the “CY LOGIN” button.



- You then need to enter your Cy Login credentials.
- You may then:
 - Select ‘Platform Operator Registration’ for registering as a Platform Operator or editing your registration information.
 - Select ‘Representative Registration’ for registering as a representative or editing your registration information.
 - Select ‘XML Submissions’ to submit XML files either as a Platform Operator or as a representative and also to get access to the list of the submitted XML files.

4. Platform Operator Registration

- Fill all the necessary fields correctly and accurately.
 - 'TIN' is your Tax Identification Number issued by Cyprus Tax Administration
 - 'Email address' will be used by the system to inform you regarding submission statuses and any registration status changes.
 - 'Contact Person Full Name', 'Contact Person Telephone Number' and 'Contact Person Fax Number' will be used for contact purposes.
 - You can select your representative from the drop-down list, given that the representative has already registered to the DAC7 system. A representative may be selected at a later stage by editing your registration details.
- Click 'Submit'
- If any error messages appear, please read carefully, and correct accordingly.
- The registration request will be sent for approval to the Tax Department. Your request may be accepted or rejected. Until then, your status will be 'Pending'. An email will be sent when the status is changed.

Users Platform Operator Representative XML SubmissionsEnglish FT

Platform Operator Details

5. Representative Registration

- Fill all the necessary fields.
 - Email address will be used by the system to directly inform you
 - 'Contact Person Full Name', 'Contact Person Telephone Number' and 'Contact Person Fax Number' will be used for direct contact purposes.
- Click 'Submit'
- If any error messages appear, please read carefully, and correct accordingly.

- When registered, this screen gives access to update any information or delete the representative account.



Representative Details

Submit

Name

Email

Contact Person Name

Contact Person Phone

Contact Person Fax

6. XML Submissions

- Select 'XML Submissions' to either see a list of previous submissions or create a new submission by choosing the XML or zip file to be uploaded from your computer. More than one files can be selected at once (with total maximum size of 10Mb)
- Select the Platform Operator for which the submission will be made (fill this ONLY in the case you are a representative and want to select the represented Platform Operator)
- Select 'Submit'

