CbCR / DAC4 2017 – Registration & Data Submission User Guide

Contents

1. Introduction

The purpose of this document is to provide the required guidelines for registering and submitting the Notification document as part of the obligations deriving from the CbCR/DAC4 Intergovernmental Agreements.

2. Register to Ariadni

- In order for an organization or a representative to submit any information for the purposes of the CbCR/DAC4 Intergovernmental Agreements, first it has to register with the Government Gateway Portal (Ariadni) at https://cge.cyprus.gov.cy/re/public/. The registration to Ariadni 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 Organization (NOT as an Agent) by following the steps described in the portal followed by the profile **verification process**. Guidelines regarding this matter are available at Ariadni's portal and part of the email received upon registration.

3. Access the e-Services catalogue

- Select the e-Service catalogue either from the home screen or from the top right menu.
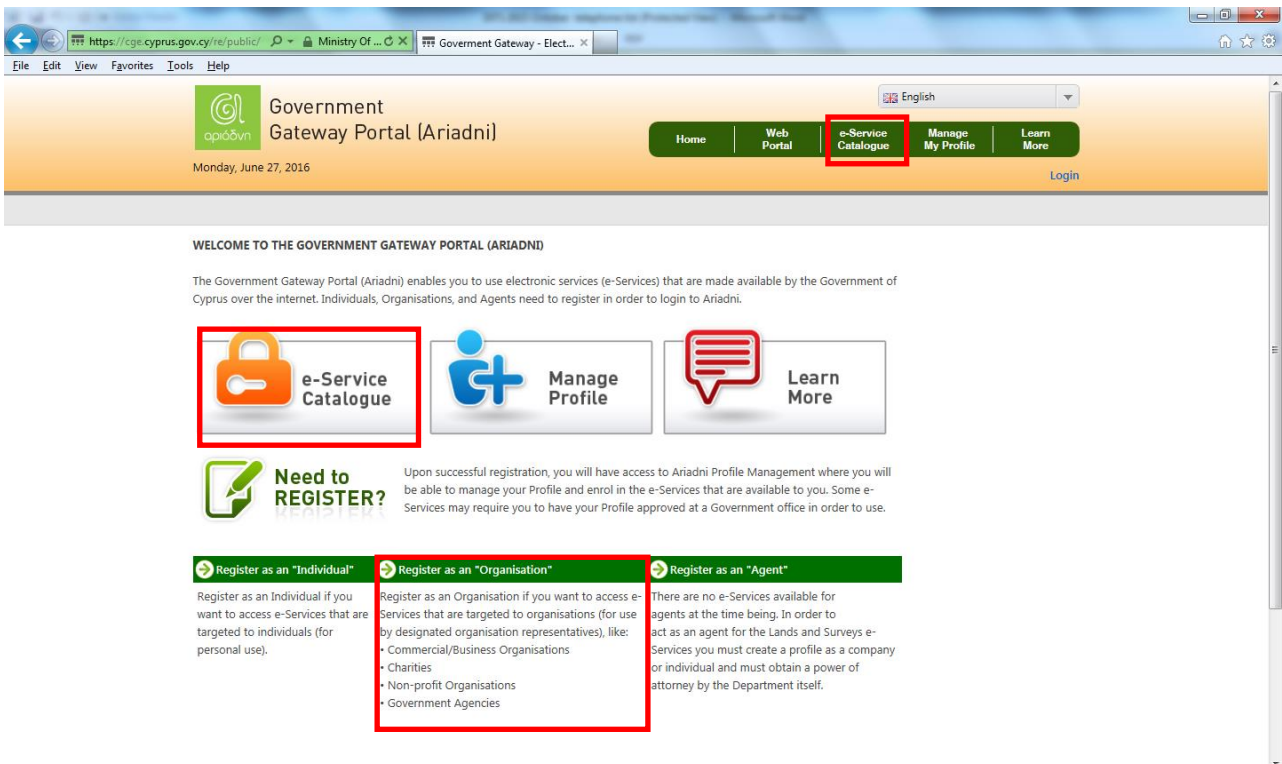
- Select the DAC4/CbCR category from the listed e-Services and then one of the following options:
  - Select 'DAC4/CbCR - Registration' to register or edit your registration information as a reporting company.
  - Select 'DAC4/CbCR - Representative Registration' to register or edit your registration information as a representative.
  - Select 'DAC4/CbCR - Notification Report' to submit a new or view/edit an existing notification either as a reporting company or as a representative.
  - *Additional selection will be added to allow submission of XML files where this is required.*

4. Financial Institution Registration

- Select the '+' on the right side of the screen to register. After registration the '+' is replaced by a *pencil* icon, indicating editing and 'X' icon, indicating account deactivation.

- Fill all the necessary fields correctly and accurately.
  - ○ Tax Identification Number (TIN) is the registration number issued by Cypriot Tax Department.
  - ○ 'Email address' will be used by the system to inform you regarding statuses or submission information.
  - ○ '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 as one to the CbCR/DAC4 e-Service. A representative can be selected at a later stage by editing your registration details.
- Click 'Register'
- 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 your registration is approved.

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Welcome

Registration No:
Company Name:

Tax Identification Number (TIN) *

Email Address *

Contact Person Full Name *

Contact Person Telephone Number *

Contact Person Fax Number

Representative

--- Select ---

Register

5. Representative Registration

- Fill all the necessary fields.
  - o 'Email address' will be used by the system to inform you regarding statuses or submission information.
  - o 'Contact Person Full Name', 'Contact Person Telephone Number' and 'Contact Person Fax Number' will be used for contact purposes.
- Click 'Register'
- 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.

6. Submit Notification

- Select the '+' icon to create a new notification
- After a notification has been created can be edited/altered using the current screen and by selecting the respective notification.
- Under certain conditions a notification can be edited but **cannot be deleted**.

- Carefully fill all the fields.
- Give extra attention when selecting the 'Reporting Entity Type' as it might reveal additional sections to be completed.
- Select 'Submit'.
- If any error messages appear, please read carefully and correct accordingly.
- You will receive an email confirming the submission.

7. Submitting XML Files

At a later stage a new e-service will be available allowing the submission of XML files as required either by the reporting company itself or a representative.