



REPUBLIC OF CYPRUS
MINISTRY OF FINANCE



ΤΜΗΜΑ
ΦΟΡΟΛΟΓΙΑΣ
TAX DEPARTMENT

HEADQUARTERS
1471 NICOSIA

CbCR / DAC4 2017 – Registration & Data Submission User Guide

Contents

1. Introduction	3
2. Register to Ariadni	3
3. Access the e-Services catalogue	3
4. Financial Institution Registration.....	5
5. Representative Registration	7
6. Submit Notification.....	8
7. Submitting XML Files	9

1. Introduction

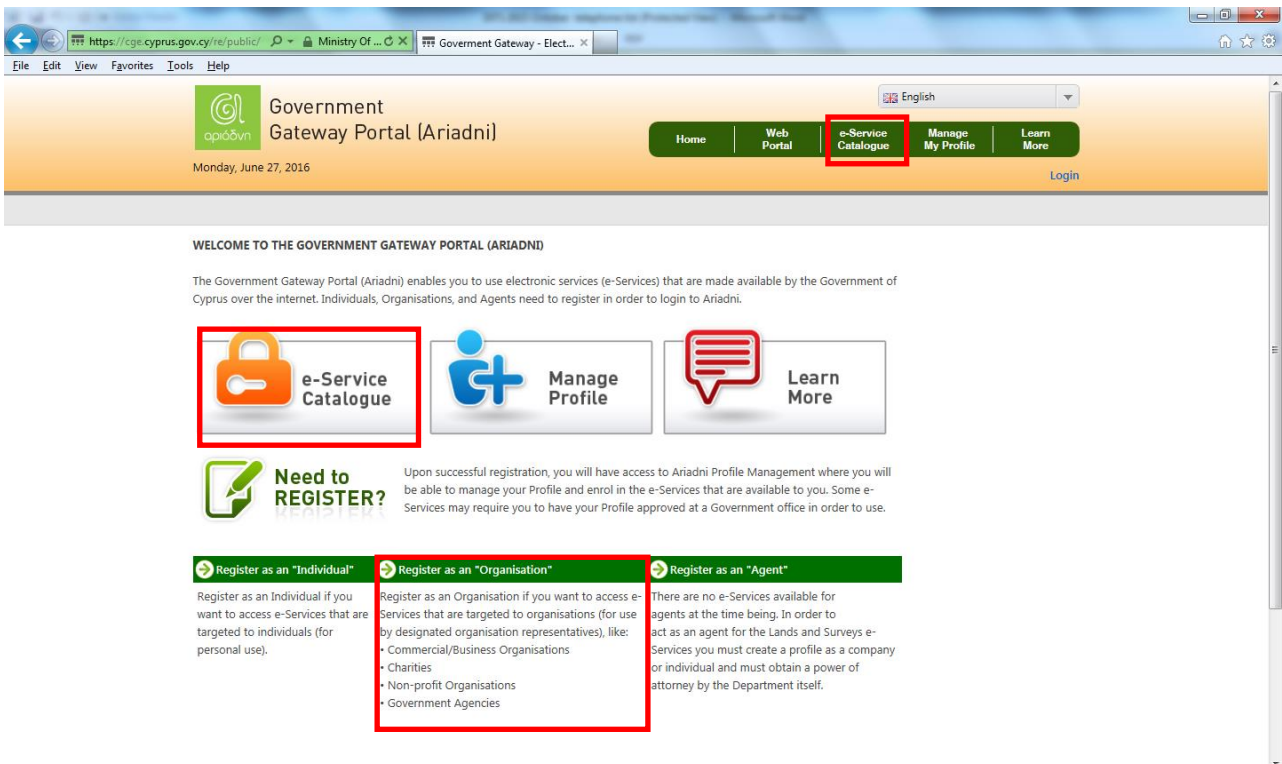
The purpose of this document is to provide the required guidelines for registering and submitting the Notification document as part of the obligations deriving from the CbCR/DAC4 Intergovernmental Agreements.

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.*

The screenshot shows the Government Gateway Portal (Ariadni) interface. At the top, there is a navigation bar with the logo and text 'Government Gateway Portal (Ariadni)', a language selector for 'Ελληνικά | English', and a menu with options: Home, Web Portal, e-Service Catalogue, Manage My Profile, and Learn More. The date 'Friday, 06 October 2017' and a 'Login' link are also visible.

The main content area is titled 'e-Service Catalogue' and features a list of categories. The 'DAC4/CbCR' category is highlighted with a red border. Below this category, there is a table with three rows of services:

DAC4/CbCR - Registration	DAC4/CbCR - Registration		
DAC4/CbCR - Representative Registration	DAC4/CbCR - Representative Registration		
DAC4/CbCR - Notification Report	DAC4/CbCR - Notification Report		

Other categories listed include: Motoring/Ships, Employment, Retirement, Taxation, Customs and Duties, Agriculture/Rural Development/Environment, Civil Registry and Migration, Fuel Prices, FATCA/CRS, Document's Verification Mechanism, and Cyprus Police. On the right side, there is a 'LATEST NEWS' section with links to 'Browsers' Instructions', 'Nanas Announcements', and 'Announcement for testing...'. Below the news, there are buttons for 'Register' and 'Government Procedures Guidelines'.

At the bottom of the page, there is a footer with 'Contact Us' and several logos, including the Ministry of Finance, the European Union, and various accreditation logos like W3C CSS and W3C WAI-AA WCAG 2.0.

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.

The screenshot displays the Government Gateway Portal (Ariadni) interface. At the top, there is a logo and the text "Government Gateway Portal (Ariadni)". Below the logo, there are "Back" and "Home" buttons. The main content area shows a registration form with the following fields: "Registration No:", "Company Name:", and a table. The table has the following columns: "Tax Identification Number (TIN)", "Status", "Email Address", "Contact Person Full Name", "Contact Person Telephone Number", and "Representative". A red box highlights the "+" icon in the bottom right corner of the table, indicating the registration button. The footer contains the text: "©2016 Government of Cyprus. Ministry of Finance. Department of IT Services. [Terms and Conditions](#)".

- 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.

Welcome

Registration No:
Company Name:

Tax Identification Number (TIN) *

Email Address *

Contact Person Full Name *

Contact Person Telephone Number *

Contact Person Fax Number

Representative

Register

5. Representative Registration

- Fill all the necessary fields.
 - '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.
- 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.

The screenshot shows a web form for representative registration. At the top, there is a header with the Government Gateway Portal logo and the text "Government Gateway Portal (Αιλιadri)". Navigation buttons for "Back" and "Home" are located in the top left and right corners, respectively. The form itself is set against a light orange background. It includes a "Welcome" message in the top right. The registration details section contains fields for "Registration No:" and "Company Name:". Below this are four required fields, each with a red asterisk: "Email Address *", "Contact Person Full Name *", "Contact Person Telephone Number *", and "Contact Person Fax Number". A large green "Register" button is positioned at the bottom of the form. The footer of the page contains the copyright information: "©2016 Government of Cyprus. Ministry of Finance. Department of IT Services. [Terms and Conditions](#)".

6. Submit Notification

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

Government Gateway Portal (Ariadni)

Back Home

Civil Id: Full Name: Welcome

Columns

Tax Identification Number (TIN)	Business Name	Start Date	End Date
+			

- 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.

Government Gateway Portal (Ariadni)

Back Home

Civil Id: Full Name: Welcome

Tax Identification Number (TIN) *
-- Select --

Business Name *

Start Date *

End Date *

MNE Group Name *

Mailing Address

Street *

Number *

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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.