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Bahamas Competent Authority: BS

Trustee Documented Trust User Guide

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Vizor Ltd.
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Document Review / Approval

Name	Role	Date	Approval / Comment
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Related Documents

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Introduction

This guide is intended to act as a supplementary user guide for the Financial Institutions (FIs) who wish to enrol on 'The Bahamas Competent Authority AEOI Portal' as a 'Trustee Documented Trusts (TDT)'.
Note: Step 1.1 is only required if the Trustee of the TDT is not already enrolled in the portal.

1. Completing an Enrolment

1.1 Completing an Enrolment as a Financial Institution

All Financial Institutions are required to complete an Enrolment form before accessing 'The Bahamas Competent Authority AEOI Portal'.

Links to the enrolment page will be accessible via The Bahamas Competent Authority's website.

After accessing the enrolment form the FI must complete all mandatory fields on the enrolment form, which includes **two** sections:

1. Financial Institution Information
2. Primary User Information

Note: The Fields 'Trustee FI Name' and 'Trustee FI Identification Number' will remain disabled, unless the Registering user selects 'Trustee Documented Trust' option, this will be covered in section 1.2 of this user guide. These fields are not required when enrolling as a standard FI.

Financial Institution Information	
Financial Institution Name	<input type="text" value="Test Bank"/> *
Entity Type	<input type="text" value="Custodial Institution"/> *
Reporting Type	<input type="text" value="FATCA & CRS"/> *
Financial Institution GIIN (issued by IRS)	<input type="text" value="123456.12366.ME.999"/> ?
Identification Number (Issued by Tax Authority)	<input type="text" value="FI000041"/> ?
Fiscal Year End (format: dd/mm)	<input type="text" value="31/12"/>
Trustee FI Name	<input type="text"/>
Trustee FI Identification Number	<input type="text"/>

Enrolment Requirements Include: All fields with red asterisks are **Mandatory**.

Primary User Information

- First name
- Surname
- Email Address
- Telephone number
- Letter from Director of FI

1.2 Enrolling as a Trustee Documented Trusts (TDT)

If a Financial Institution wishes to register with 'The Bahamas Competent Authority AEOI Portal as a 'Trustee Documented Trusts (TDT)', then the following pre-requisites are required:

- To enrol as a Trustee, the Entity must **have already have been enrolled in the System as an FI**. See 1.1 Completing an Enrolment as a Financial Institution above.

For Financial Institutions to enrol as a Trustee Documented Trusts (TDTs) the following steps need to be taken (Provided the pre-requisite outlined above has been met) when completing the Enrolment form:

When completing the 'Financial Institution Information', when the user reaches the 'Entity Type' section, click on the drop-down section and select the 'Trustee Documented Trust' option.

The screenshot shows a form titled "Financial Institution Information". The "Entity Type" dropdown menu is open, displaying several options: "Custodial Institution", "Depository Institution", "Investment Entity", "Specified Insurance Company", "Other", and "Trustee Documented Trust". The "Trustee Documented Trust" option is highlighted in blue. The form also includes fields for "Financial Institution Name" (Test Bank), "Reporting Type", "Financial Institution GIIN (issued by IRS)", "Identification Number (Issued by Tax Authority)", "Fiscal Year End (format: dd/mm)", "Trustee FI Name", "Trustee FI Identification Number", and "Registered Office Address".

Once selected, complete the rest of the required fields as normal. The following fields should now be activated:

1. **Trustee FI Name**
2. **Trustee FI Identification Number (As the FI is already in the system, this information is available in the 'Financial Institution section')**

Fill out the required information, then complete the rest of the Enrolment Form as normal.

Financial Institution Information	
Financial Institution Name	<input type="text" value="TestBank"/> *
Entity Type	<input type="text" value="Trustee Documented Trust"/> *
Reporting Type	<input type="text" value="FATCA & CRS"/> *
Financial Institution GIIN (issued by IRS)	<input type="text" value="123456.12366.ME.999"/> ?
Identification Number (Issued by Tax Authority)	<input type="text" value="FI000042"/> ?
Fiscal Year End (format: dd/mm)	<input type="text" value="31/12"/>
Trustee FI Name	<input type="text" value="Investment Bank"/> *
Trustee FI Identification Number	<input type="text" value="FI123456"/> *

1.2 Submitting a Completed Enrolment Form

Your enrolment will be submitted for approval by the The Bahamas Competent Authority. You will receive notification by email once your enrolment information has been reviewed.

Once all required information has been accurately completed, users can use the submission button to submit their completed enrolment form for approval with the Tax Authority.

2. Trustee Documented Trusts (TDT) Profile

Once a Financial Institution has been successfully enrolled on the 'The Bahamas Competent Authority AEOI Portal' as Trustee Documented Trusts (TDT) Profile, the assigned portal users will be able to view their Financial Institution profile information by selecting the 'Financial Institution Profile' tab from the task bar menu.

Menu

- Home
- Draft Filings
- Submission
- Manage Filings
- Documents
- Financial Institution Profile
- Manage Users
- My Details
- Help
- Logout

Welcome to The Bahamas Competent Authority AEOI Portal

Successfully logged in. You can now use The Bahamas Competent Authority AEOI Portal to complete and submit all filings online.

For filing, follow the steps below:

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

At The Bahamas Competent Authority AEOI Portal, you are also able to:

- + view your past submissions and download previously uploaded filings using the "Submission History" menu
- + view information regarding your financial institution using the "Financial Institution Profile" menu
- + download relevant documents using the "Documents" menu

For assistance, contact The Bahamas Competent Authority at information@taxreporting.finance.gov.bs or taxreporting.finance.gov.bs

The Financial Institution Profile page has been updated allowing the Entity Type of Trustee Documented Trust.

If an FI has been enrolled as a Trustee Documented Trust, then the Trustee FI Name and Trustee FI information will be detailed along with the rest of the FI details.

Financial Institution Profile

Financial Institution Information	
Financial Institution Code	FI000005
Financial Institution Name	Hugh's Bank
Entity Type	Trustee Documented Trust
Reporting Type	CRS
Financial Institution GIIN	
Identification Number	FI000005
Fiscal Year End (format: dd/mm)	31/12
Trustee FI Name	Trustee
Trustee FI Identification Number	FI000004

Entity Address	
Street Address	Street_ap
City/Town	City_ap
State/Province/Region	State_ap
Country	Bangladesh
Post Code	123456.1B345.ME.999
Entity Email	

Note: the fields 'Trustee FI Name' and 'Trustee FI Identification Number' are **hidden** if the entity Type is not TDT. This is to avoid confusion for **non- TDT FIs**.

3. Change of Reporting Obligations as a TDT

In the event of **Trustee Documented Trusts having to update their reporting obligations because they had registered previously without indicating their status as TDTs** , then a 'Change of Reporting Obligations Form' will need to be completed and submitted.

For FI's registered as a TDT, two steps are required to be completed when filling out a 'Change of Reporting obligations' form.

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Form View

Change of Reporting Obligations

This form should be used to indicate to the The Bahamas Competent Authority that you are changing your reporting obligations. The selections made below will replace your current obligations.

Reporting Type	FATCA & CRS
Entity Type	Trustee Documented Trust
Identification Number (Issued by Tax Authority)	F1000013
Financial Institution GIIN (Issued by IRS)	F11215.00000.LE.999
Fiscal Year End (format: dd/mm)	18/12
Trustee FI Name	<input type="text" value=""/>
Trustee FI Identification Number	<input type="text" value=""/>

By submitting this form, you commit to fulfil these reporting obligations.

TDT's will be required to fill out both their Trustee FI Name and Trustee FI Identification number.

Once the Information is completed, the user will be able to save and submit the form as normal.

In the event of incorrect information in either the Trustee FI Name and/or the Trustee FI Identification number. The following validation error will trigger upon attempted submission:

Submission Validation Issues

Our checks have found some issues that need to be reviewed before you can submit. Please see below for details.

Rule name	Type	Problem	Additional information
Trustee FI Check	Error	1. The Trustee FI name and Trustee FI reference number provide do not match to an active FI in the system.	Review your Change of Reporting Obligations form to ensure the provided Trustee FI Name and Reference match an Active FI in the system.

[Printer Friendly Format](#) | [Show errors in new window](#)

In this event, the user will need re-enter the correct information and attempt submission again.

Once the form has been successfully submitted, the FI's Reporting obligations will automatically update.