



Bahamas Competent Authority: BS

Trustee Documented Trust User Guide

Version 1.0.0

Vizor Ltd. August 2018



Revision History

Version	Date	Author	Description
1.0.0	30/08/18	Ronan Cotter	Initial Draft
1.00	31/08/18	Michelle Kincaid	Review

Document Review / Approval

Name	Role	Date	Approval / Comment
Hugh Purcell	Team Lead	31/08/18	

Related Documents

Title	Author	Description

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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

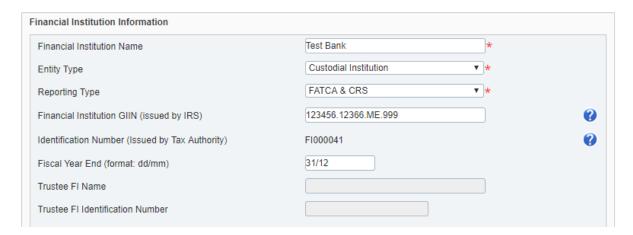
All Financial Institutions are required to complete an Enrolment form before accessing 'The Bahamas Competent Authority AEOI Portal'.

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.



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



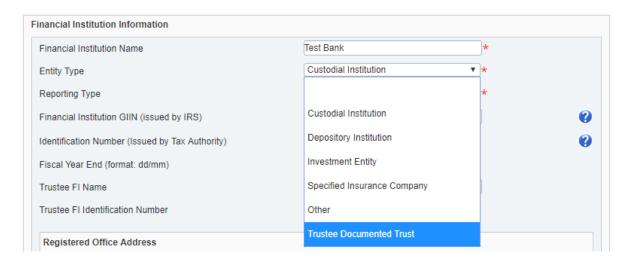
1.2 Enrolling as a Trustee Documented Trusts (TDT)

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 <u>have already have been enrolled in the System as an FI.</u> 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.

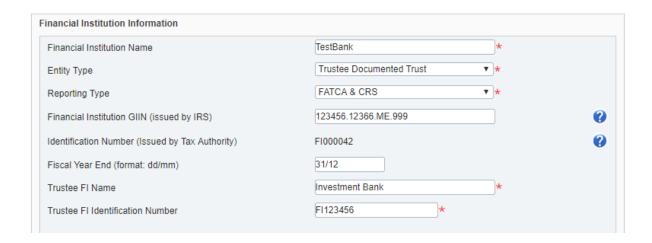


Once selected, complete the rest of the required fields as normal. The following fields should now be activated:

- 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.





1.2 Submitting a Completed Enrolment Form

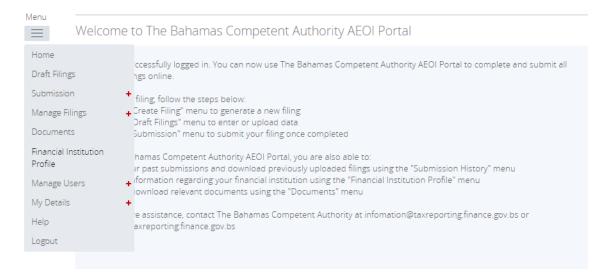
Your enrolment will be submitted for approval by the The Bahamas Competent Authority. You will receive notification by email once your enrolment information has been reviewed.



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.





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 FI000005 Financial Institution Code Financial Institution Name Hugh's Bank Entity Type Trustee Documented Trust CRS Reporting Type Financial Institution GIIN Identification Number FI000005 Fiscal Year End (format: dd/mm) Trustee FI Name Trustee Trustee FI Identification Number FI000004 Entity Address Street_ap City/Town City_sp State/Province/Region State ap Bangladesh Post Code 123456.1B345.ME.999 Entity Email

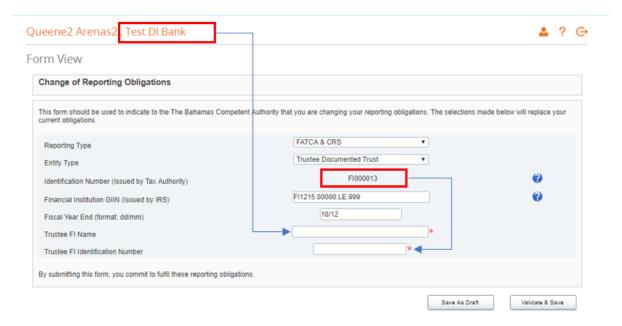
Note: the fields 'Trustee FI Name' and 'Trustee FI Identification Number' are hidden if the entity Type is not TDT. This is to avoid confusion for non- TDT FIs.

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.

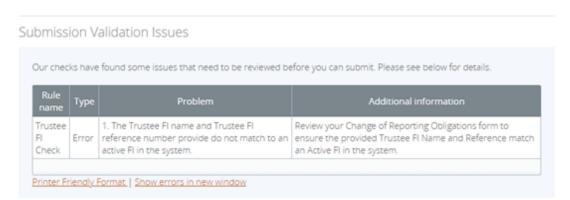




TDT's will be required to fill out both their Trustee FI Name and Trustee FI Identification number.

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:



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.