



Simplify & strengthen regulation systems



# **Bahamas Competent Authority: BS**

## **Trustee Documented Trust User Guide**

Version 1.0.0

Vizor Ltd.  
July 2021

#### Revision History

Version	Date	Author	Description
1.0.0	30/08/18	Ronan Cotter	Initial Draft
1.00	31/08/18	Michelle Kincaid	Review
2.0	30/06/2021	Alan Joyce	Upate

#### Document Review / Approval

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

#### Related Documents

Title	Author	Description

Copyright © 2021, Vizer. All rights reserved.



## Table of Contents

### Contents

<b>Introduction</b>	<b>3</b>
<b>1. Completing an Enrolment</b>	<b>3</b>
1.1 Completing an Enrolment as a Financial Institution	3
1.2 Enrolling as a Trustee Documented Trusts (TDT)	4
<b>2. Trustee Documented Trusts (TDT) Profile</b>	<b>6</b>
<b>3. Change of Reporting Obligations as a TDT</b>	<b>8</b>

## 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)' .

## 1. Completing an Enrolment

### 1.1 Completing an Enrolment as a Financial Institution

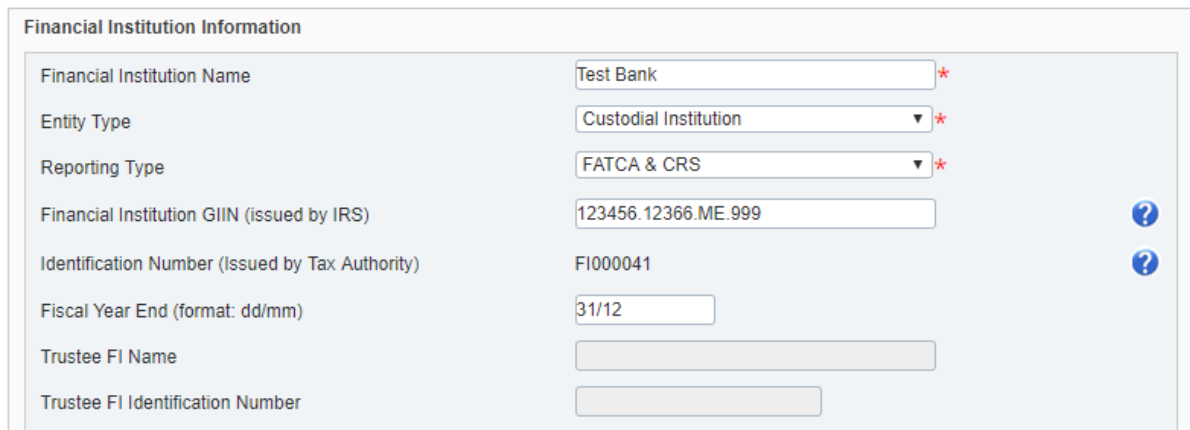
All Financial Institutions are required to complete an Enrolment form before accessing 'The Bahamas Competent Authority AEOI Portal'.

Links to the enrolment page will be accessible via the Bahamas Competent Authority 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

All Financial Institutions will have already obtained a GIIN (Global Intermediary Identification Number) which is issued by the IRS. **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.



The screenshot shows a form titled "Financial Institution Information". It contains several fields with labels and values:

Field Label	Value	Notes
Financial Institution Name	Test Bank	Mandatory (red asterisk)
Entity Type	Custodial Institution	Mandatory (red asterisk)
Reporting Type	FATCA & CRS	Mandatory (red asterisk)
Financial Institution GIIN (issued by IRS)	123456.12366.ME.999	Help icon
Identification Number (Issued by Tax Authority)	FI000041	Help icon
Fiscal Year End (format: dd/mm)	31/12	
Trustee FI Name	(disabled)	
Trustee FI Identification Number	(disabled)	

**Enrolment Requirements Include:** All fields with red asterixis 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)

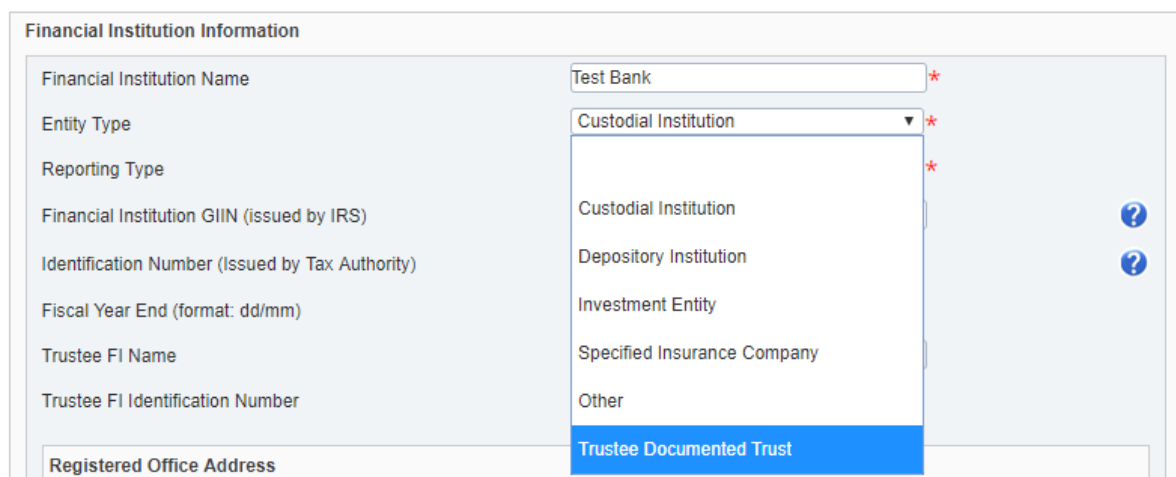
If a Financial Institution wishes to register with 'The Bahamas Competent Authority AEOI Portal as a 'Trustee Documented Trusts (TDT)', then the following pre-requisites are required:

- To enrol TDT, the Trustee must have already have been enrolled in the System as an FI.

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.

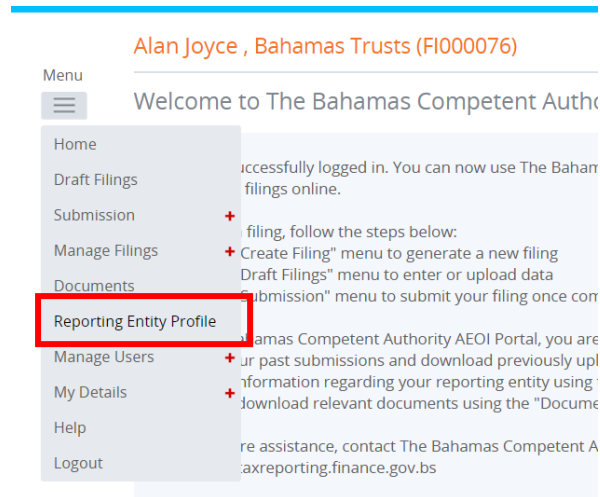


Once selected, complete the rest of the required fields as normal. The following fields should now be activated:

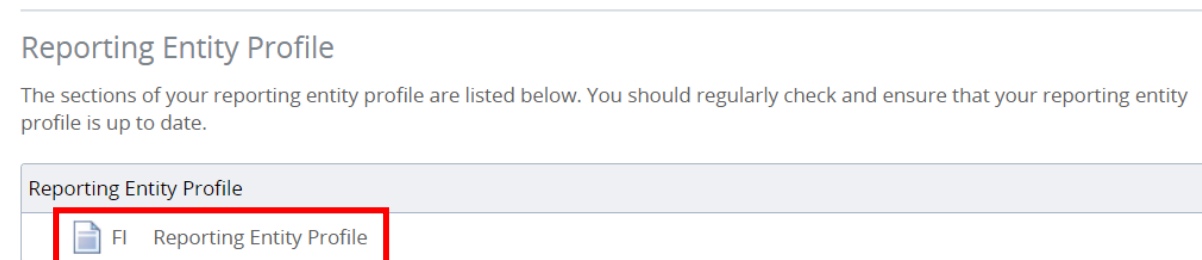
1. **Trustee FI Name**
2. **Trustee FI Identification Number (As the FI is already in the system, this information is available in the 'Financial profile section')**

To access this information. Log in to AEOI Portal.

Click **Menu > Reporting Entity Profile**



Click **FI Reporting Entity Profile**



Copy **Reporting Entity Name** and **Identification Number** from here and paste them into Enrolment form.

## Reporting Entity Profile

Reporting Entity Information	
Reporting Entity Code	FI000076
Reporting Entity Name	Bahamas Trusts
Entity Type	Trustee Documented Trust
Reporting Type	FATCA & CRS
Reporting Entity GIIN	123456.12366.ME.999
Identification Number	FI000076
Fiscal Year End (format: dd/mm)	31/12
Trustee FI Name	BASILUR
Trustee FI Identification Number	FI000010

Reporting Entity Information	
Reporting Entity Name	Tipp Global Shares Ltd *
Entity Type	Trustee Documented Trust *
Reporting Type	FATCA & CbC & CRS *
Reporting Entity GIIN (issued by IRS)	123456.88887.ME.999 ?
Identification Number (Issued by Tax Authority)	FI000659 ?
Fiscal Year End (format: dd/mm)	31/12
Trustee FI Name	Bahamas Trusts *
Trustee FI Identification Number	FI000076 *

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

If the Primary User is different to the Trustee Primary User you will need the correct Trustee FI Name and Trustee FI identification before completing enrolment.

## 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.

Submit

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.

**Note:** Each TDT complete TDT enrolment form and link TDT to Trustee FI (already enrolled) using Trustee FI Name and number. Each TDT should enrol individually.

### After TDT enrolment is complete how is reporting done for each TDT?

Ans: Each trust should report separately using their login. The primary user of the trust will receive the login credentials. If its an already existing primary user then they would have to select the trust from the drop-down list upon login.

## 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
- + obtain 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](mailto:information@taxreporting.finance.gov.bs) or [taxreporting.finance.gov.bs](http://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

<b>Financial Institution Information</b>	
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
<b>Entity Address</b>	
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 Entity** requires to update their reporting obligations, then the **completion of a 'Change of Reporting Obligations Form'** will need to be completed and submitted.

For FI's registered as a TDT, the **Trustee FI Name** and **Trustee FI Identification Number** should automatically be prepopulated.

Alan Joyce , Tipp Global Shares Ltd (FI000661) (Change)



#### 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 & CbC & CRS	
Entity Type	Trustee Documented Trust	
Identification Number (Issued by Tax Authority)	FI000661	?
Financial Institution GIIN (Issued by IRS)	123456.88887.ME.999	?
Fiscal Year End (format: dd/mm)	31/12	
Trustee FI Name	Bahamas Trusts	*
Trustee FI Identification Number	FI000076	*

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

Save As Draft

Validate & Save

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.



## FAQ

### **After TDT enrollment is complete how is reporting done for each TDT?**

Ans: Each trust should report separately using their login. The primary user of the trust will receive the login credentials. If its an already existing primary user then they would have to select the trust from the drop down list upon login.