



e-Service Portal: FATCA & CRS

Online Registration and Uploading of Your XML Dataset

1. Introduction

This guide provides step-by-step instructions on how to register for Foreign Account Tax Compliance Act (FATCA) and/or Common Reporting Standards (CRS) XML data submission to the Seychelles Revenue Commission.

In order to access either link you must already be registered as a user of the government e-Service portal. If you are not, then:

1. Read the document available at <http://www.src.gov.sc/resources/Guides/eFilingGuide.pdf>
2. Follow the instructions on Page 3, Step 1 and Page 4, Step 2.
3. Upon completion and having received your e-Service login credentials then continue the steps for **FATCA/CRS Online Registration** below.

Note that for any help or correspondences, kindly email fatca@gov.sc or crs@gov.sc .

2. FATCA/CRS Online Registration

Step 1: Select Automatic Exchange of Information E-service from your eservice subscriptions menu.



The screenshot shows the 'e-Service Gateway' interface for the Government of Seychelles. It features navigation tabs for 'My Citizen', 'Non-Residents', and 'Businesses'. A welcome message is displayed, along with login details: 'The last time you have login to the E-Service Gateway was on 06-04-2016 at 08:33. IP Address: 10.128.2.15'. Below this, a section titled 'My E-Services' contains a table of subscribed services.

E-Service	Security Level	Subscription Status
Social Welfare Services	Level 1	A Unsubscribe
Automatic Exchange Of Information	Level 1	A Unsubscribe
My First Job Claim Service	Level 1	A Unsubscribe

Step 2: If your financial institution has not yet registered its details with the Eservice, select the **Manage Institution Details** option to your left.

The screenshot shows a web interface for the Automatic Exchange Of Information e-Service. At the top, there are three navigation tabs: "My Citizen" (blue), "Non-Residents" (green), and "Businesses" (red). Below the tabs is a "My Account" section with a "Do it Online" sub-section containing links for "Manage Institution Details" and "FATA/CRS XML Upload". The main content area is titled "Automatic Exchange Of Information e-Service" and includes a description: "This e-Service is a suite of web-based products that will allow Financial Institutions to upload FATCA and CRS files to the Government electronically." Below this, there is a small image of hands typing on a keyboard. At the bottom, there is a grey bar with account information: "Account No: 206581004" and "Business Name: Test Live web App Ltd" on the left, and "SBN: 74140499042" on the right.

Step 3: Follow the instructions to fill in your Institution Details in the form provided and Select the required PDF document to be uploaded to show that you are the authorized Principal point of contact.

A template of the required letter is also on the SRC website named [FATCA + CRS - Letter Template.docx]. It is a word document which you can download and tailor for your details.

Once you have submitted your information, it will be sent to the SRC to be approved.

Submitted Applications (By Date of Submission) :

7/27/2015 10:44:57 AM ▼

Add/Update Information

Previous

Next

Pending

Financial Institution Information

Financial Institution Name
(as provided when registering with the IRS) :
Financial Institution GIIN (Issued By IRS) :

GL Plumbing

Categorisation Of Financial Institution
(Check all that apply)

Custodial Institution :

Custodial Institution

Depository Institution :

Depository Institution

Investment Entity :

Investment Entity

Specified Insurance Company :

Specified Insurance Company

Institution Email Address :

Principal Point Of Contact Information

First Name :

Surname :

Email Address :

Telephone Number :

Office Address Of The Principal Point Of Contact

Number, Street, and Room Suite Number :

City or Town :

Post Code :

Country :

SEZ ▼

Please attach a PDF document showing that you are authorised by the Financial Institution to be the Principal Point of Contact

Choose File No file chosen

Your notification will be submitted for approval by the Seychelles Revenue Commission.
You will receive confirmation by email once your notification has been processed.

Submit

Cancel

Step 4: Once your Financial Institutions Details have been approved, proceed to the **FATCA/CRS XML Upload** option to the left of the screen.

Step 5: You will be presented with a list of all uploaded XML's for your Financial Institution. To upload a new XML to the E-Service, proceed to the **UPLOAD** button to the middle right.

The screenshot shows the 'Automatic Exchange Of Information e-Service' interface. At the top, there is a header with the service name and a brief description: 'This e-Services is a suite of web-based products that will allow Financial Institutions to upload FATCA and CRS files to the Government electronically'. Below this, account details are displayed: Account No: 206581004, Business Name: Test Live web App Ltd, and SBN: 74140499042. A section titled 'XML Documents' contains an 'UPLOAD' button. Below the button is a key for document statuses: NOT ALLOCATED (grey), ALLOCATED (blue), APPROVED (green), and a fourth status (dark green). At the bottom, there is a pagination and filter section with 'Show 10 per page | 1 - 0', navigation buttons for 'First', 'Prev', 'Page: 1 of 0', 'Next', and 'Last', and a 'Filter Showing ALL' dropdown.

Step 6: Choose your XML to be uploaded, choose the kind of upload (CRS Upload or FATCA Upload) and then click **Submit** to upload. Your GIIN provided in your Financial Institution details will be displayed on the top left of the screen. Your XML will be validated and if no errors are found, it will be uploaded.

Note: If your financial details have not been filled and approved, you will not be able to upload your XML files.

The screenshot shows the 'XML Upload' form. At the top left, it displays 'GIIN : Test00001'. The main area contains a 'Choose File' button with the text 'No file chosen' next to it. Below this is a dropdown menu currently set to 'CRS Upload'. At the bottom of the form are 'Submit' and 'Cancel' buttons. On the right side, there is a 'User Guide' box with the following instructions: '1. Click on the "Browse" to browse and select the document you wish to upload' and '2. click on Submit Button'.