BTSD NEWS & NOTICES

CRS Manual Filing

To perform a **manual CRS Filing** reporting **New Data**, kindly follow the steps below:

1. Select ***Filings*** from the main ***Menu*** to access the ***Manage Filings*** page.
2. Click the ***Create Filing*** button. Enter **Filing Name** of your choice. Select **CRS Manual Entry** filing type. Enter applicable Period End Date (31 December of relevant filing year). Click the **Create** button.
3. Select f**iling name** created at the screen that pops up. Your filing will also be available in the **draft filings** section of the **Filings** menu.
4. Complete the ***General Information*** form by clicking the *General Information* or *Edit* button. Select relevant **Receiving Country.** Select **Validate & Save** button. A green checkmark should appear next to General Information to indicate if process was done correctly.
5. Click the ***Add Section*** button. Click ***Reporting FI Information.*** Enter relevant information for your branch office where accounts reported are held (if applicable). Select **Validate & Save** button.
6. Click the **Add Section** button (in row with **Account Information**). Your financial account information is reported here. If reportable person is a natural person, proceed to enter relevant information. Note TIN (where applicable) and date of birth are mandatory fields.

   For entities, kindly select applicable **Account Holder Type** to enable the relevant fields. Select **Validate & Save** button once all relevant account information is captured.
7. When all information is correctly entered, select **Validate & Save** button that will appear on the **View Filing** screen.

Visit our offices from:
Monday to Thursday: 8:00am – 5:00pm
Friday 8:00am – 4:30pm

Ph: 222-4776 or 222-4780 Email: info@bts.gov.bz Website: https://bts.gov.bz