



# BTSD NEWS & NOTICES

## CRS XML Upload Filing

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

**Note:** Our CRS portal will accept files which are **CRS XML Schema 2.0** compliant only. For CRS XML Schema 2.0 and CRS User Guide visit <https://www.oecd.org/tax/automatic-exchange/common-reporting-standard/schema-and-user-guide/>. Also, ensure your XML files are under 30MB in size.

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 XML Upload Filing** filing type. Enter applicable Period End Date (31 December of relevant filing year). Click the **Create** button.
3. Select **filing name** created at the screen that pops up. Your filing will also be available in the **draft filings** section of the **Filings** menu.
4. Select **Upload Data** from the **View Filing** screen. Select **Choose File** and browse for your XML file. The system uploads file to the portal, then proceeds to perform virus scan then XML validation before processing.
5. Once your XML file passes virus scan and XML validation, the portal will extract data from your file and populate data into our CRS data model.
6. XML files which pass virus scan and validation are automatically submitted to the supervision center. User will be emailed notification of successful upload. Successful filings are available at the **View Submissions** button on the Manage Filings screen.
7. If XML fails virus scan or validation, user will be notified that XML file has validation issues by email. Access XML filing from the **Manage Filings** menu. Click the *status* for further explanation of validation issues.
8. All validation issues must be corrected for the portal to accept XML filing.

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



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