



EXCHANGE OF
INFORMATION
UNIT

TCIG EOI FATCA PORTAL

Manual

V: 1.1



<http://gov.tc/eoi>

Portal: <https://eoi.gov.tc>

* Users who do not have a pre-generated XML file to upload, and need to create a file, must start on page 7 of this reference guide, titled “Create a FATCA XML for Submission.”

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User Registration:

GIIN Users:

1. You are a Global Intermediary Identification Number (GIIN) user if you have registered for and received your GIIN from the Internal Revenue Service (IRS). Please note that the IRS only updates their public GIIN system at the beginning of every month, due to this fact if your GIIN is missing from our system it may take a month to update in the IRS public GIIN system before updating in the EOI Portal.

NON GIIN Users:

1. You are a Non-GIIN user if, you do not have an IDES GIIN, and do not plan on registering for one. Start by going to the EOI Portal page to register for a Non-GIIN login at <https://eoi.gov.tc>.
2. You will be taken to the page seen below: Click Register at the top right portion of the page to begin.

The screenshot shows the top of the EOI Portal website. On the left is the logo for the Exchange of Information Unit. On the right, there is a green arrow pointing to a 'Register' button. Below this is a 'Login' form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. Below the login form is a 'Register' form with fields for 'FI Name', 'Password', and 'Confirm Password', and a 'Register' button.

3. Fill in your organizations' name in the FI Name field. Fill out the Password field and Confirm Password field. Once you click register you will be taken to the Encrypt Portal page and a message at the top will display your username. IMPORTANT: Note this username as you will need it to sign-in to the EOI portal page. It will be displayed in the below yellow message:

User Created Successfully. Please save your username: NP8GEK.00000.796

*** If you forget your username you will have to contact the portal administrator to supply you with your username.

Encrypt XML File for submission:

1. Go to the EOI Portal Site <https://eoi.gov.tc> and login:

Login

Registration: Welcome to the Automatic Exchange of Information portal, please contact the Competent Authority by email to receive your account information to register.
Contact email: aeoi@gov.tc

Username

Password

Remember Me



2. After logging in you will be taken to the Encrypt Form where you can encrypt your pre-generated XML file to create an IDES Data Packet. Follow the instructions below:

XML File:
 No file selected.

Signing Certificate (Sender Private Key):
 No file selected.

Signing Certificate Password

Encryption Key Certificate (Receiver Public Key):
 No file selected.

Encryption Key Certificate Password (Optional)

Tax Year

Country The Xml Is For:

Please ensure that you are using the correct Signing Certificate and Receiver Public Key. If you are transmitting to the United States (US) please follow the below instructions to obtain the US IDES Public Key.

<https://ides.desk.com/customer/portal/articles/1791128-downloading-irs-public-key>

If you are transmitting this file for UK/ Turks and Caicos please download the public key certificate from the EOI Portal: <http://gov.tc/eoi> (see image below for reference) Click Download Security Certificate.

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The EOI Unit will operate under the direction of the Permanent Secretary for Finance - MOF with day to day management and administration supervised by the Director of the EOI unit. The Permanent Secretary for Finance is the Competent Authority and is located at the N. J. S. Francis Building, Pond Street, Grand Turk, Turks and Caicos Islands.

The EOI Unit will facilitate the exchange of information with Treaty Partners internationally and domestically, also improving co-operation with internal stakeholders. Presently, TCIG has to-date signed several TIEA's with negotiations ongoing with a few more jurisdictions. TCI has also signed onto the Multilateral Convention on Mutual Administrative Assistance in Tax Matters adding to the list of some 60 plus jurisdictions that have already signed on to date.

The globalization of tax transparency and information exchange means Turks and Caicos Islands must ensure its equal participation in the fight against illicit financial transactions and the prevention of terrorist financing by implementing and complying with the agreed international standards.

Turks and Caicos Islands have joined several international bodies and associations including the Global Forum to effectively exchange tax information in line with the transparency rules and measures required of the OECD, FATF, CFATF, EU Directives, etc.

By signing these agreements and directives, TCI have agreed and committed to exchange tax information under the various regimes and treaty agreements listed below;

- OECD Automatic Exchange of Information - AEOI Platform
- AEOI - CRS Common Reporting Standard
- TIEA's - Tax Information Exchange Agreements
- FATCA - United States of America & United Kingdom IGA's

G20 Leaders at their meeting in September 2013 fully endorsed the OECD proposal for a truly global automatic exchange of information and invited the OECD, working with G20 countries, to develop such a standard for automatic exchange of information, including the technical modalities, to better fight tax evasion and ensure tax compliance.

TCIG Automatic EOI Portal



Documents

- TCI FATCA Guidance Notes
- EOI Presentations
- Maintenance of Legal and Beneficial Ownership Information
- TCI Compliance Association - Compliance in Practice
- International Tax Compliance Regulations
- Tax Information Exchange Order
- [Download Security Certificate](#)

Download Certificate

3. Then click Sign and Encrypt XML. The file will then be checked for Schema errors encrypted and submitted to the portal. You will receive a File Uploaded Successfully message on the Encrypt Form site. Once you receive the below green message, your submission has been successfully received by the EOI Portal.

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[Encrypt Form](#) [Decrypt Form](#) [Create FATCA](#)

- File Uploaded Successfully.

XML File:

No file selected.

Decrypt an Encrypted Packet:

1. Go to the EOI Portal Site <https://eoi.gov.tc> and login:
2. Once logged into the EOI Portal click on the Decrypt Form tab in the menu bar below. It will automatically route you to the following page. Please follow the directions below before proceeding to step 3.

Zip File:
Browse... No file selected. Select the encrypted packet to decrypt.

Receiver Certificate (Receiver Private Key):
Browse... No file selected. Select your private key. This would have been the recipients public key from the encryption step.

Certificate Password (Optional)
Input the password of the selected Receiver private key.

Decrypt

NOTE: You can only decrypt packets that are sent to you, which were encrypted using your public certificate. To decrypt the file use the corresponding private key for that public certificate to decrypt a packet that was sent to you. If you do not have the corresponding private key the sender would have to re-encrypt the packet using your public key for you to decrypt it.

3. Once you have selected everything click decrypt. You will see the below green message stating the File Decrypted Successfully. After the message you will be prompted to download the zip file containing the decrypted packet.

File Decrypted Successfully.

Zip File:
Browse... No file selected.

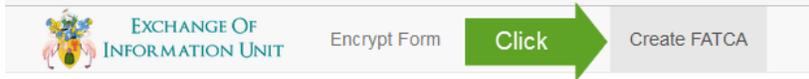
Receiver Certificate (Receiver Private Key):
Browse... No file selected.

Certificate Password (Optional)

Decrypt

Create a FATCA XML For Submission:

1. Once logged into the portal select Create FATCA from the menu.



2. *** Please create your profile on your first visit to this page. You will be prompted by the red message below if your profile has not been created. To complete your profile click the blue hyperlink "Profile" in the red alert message and follow step 3 and 4. (If you do not see a red alert message, as below, please skip to step 5).

Create Fatca Submission

Please update your profile. This process requires all information in the profile to be filled. TIN is optional. Follow this link to update your profile: [Profile](#)

3. Click on the blue Profile link to create your profile. You will see this page:

Street
 Building Identifier
 Suite Identifier
 Floor Identifier
 District Name
 POB
 Post Code
 City
 Country
 Select Country
 TIN if Different From GIIN

Save

4. Fill out all the information. Only Street, and Country are required fields. Click save and you will be taken back to the Create FATCA page.
5. Once here you will be presented with this page. Follow the steps in the image:

Create FATCA Submission

Select the sending country | Select the receiving country | Select the reporting period | Create your own reference id to reference this transmission

Sending Country: Select Country | Receiving Country: Select Country | Reporting Period: Select Year | Message Reference ID: [Text Field]

Enter Accounts: Add new row | Add a new account row. | Select for NIL Report. | Deletes the last row from the accounts section. | Delete last row

Check here for NIL Reporting

Record Type	Reference ID	First Name	Middle Name	Last Name	Street	Post Code	City	Country Code	TIN	Account Number	Currency Code	Balance	DOB
Please Select								Please Select			Please Select		

Select the type of record Definitions at the bottom of the page. | Create your own reference ID for this record. | TIN is used by the receiving tax administration to identify the individual account holder. | Optional if TIN is filled out.

Enter Pool Report Here: Add new row | Add a new pool report row. | Select the type of record Definitions at the bottom of the page. | Deletes the last row from the Pool Reports section. | Delete last row

Record Type	Reference ID	Currency Code	Account Pool Ref	No Of Accounts	Total Amount
Please Select		Please Select	Please Select		

Select the type of record Definitions at the bottom of the page. | Create your own reference ID for this record. | Click here to submit this data to the portal for encryption. | Process Submission

FATCA Definitions:

- FATCA1 - New Data.
- FATCA2 - Connected Data.
- FATCA3 - Void Data.
- FATCA4 - Amended Data.
- FATCA11 - New Test Data.
- FATCA12 - Connected Test Data.
- FATCA13 - Void Test Data.
- FATCA14 - Amended Test Data.
- FATCA201 - Recalcitrant account holders with US Indicia.
- FATCA202 - Recalcitrant account holders without US Indicia.
- FATCA203 - Dormant accounts.
- FATCA204 - Non-participating foreign financial institutions.
- FATCA205 - Recalcitrant account holders that are US persons.
- FATCA206 - Recalcitrant account holders that are passive NFFEs.

Process Submission:

1. Once you are done filling out all the account information in the form you can directly submit this data to the portal by clicking on Process Submission. This will take the information generated and take you to the encryption page.
2. Once the submission is complete you will be redirected back to the Create FATCA page with the following message:

Create Fatca Submission

• File Uploaded Successfully.

Sending Country	Receiving Country	Reporting Period	Message Reference ID
Select Country <input type="text"/>	Select Country <input type="text"/>	Select Year <input type="text"/>	<input type="text"/>

Enter Accounts Here

[Add new row](#)

Check here for Nil Reporting

3. You have now successfully completed an upload.

FAQ:

Certificates:

Digital certificates

Digital certificates bind digital information to physical identities and provide non-repudiation and data integrity. Before you begin using the portal, each entity should obtain one valid digital certificate issued by an approved certificate authority (CA).

Certificate File Format

Supported formats for the digital certificate are:

- Distinguished Encoding Rules (DER) binary X.509
- Privacy Enhanced eMail (PEM) ASCII (Base-64) encoded X.509

Certificate Authority	Type of Certificate
DigiCert	SSL Plus (Single Name)
Entrust	Standard SSL
GlobalSign	Organization SSL
IdenTrust	TrustID Server (SSL)
IdenTrust	Organization non-SSL
StartCom	StartSSL EV
Symantec/Verisign	Secure Site SSL
Thawte	SSL Web Server

Any of the above providers can issue a valid certificate for encryption. If you do not have your own certificate you will not be able to utilize the portal. You need to use your own private key from the certificate file. To encrypt the packet. The public certificate is the key that you would receive from the receiving country. If US it would be the IDES certificate. If Turks and Caicos it would be the certificate on the EOI portal.