Tax Information Authority

CAYMAN ISLANDS

CAYMAN ISLANDS
Country-by-Country Reporting
AMENDMENT TO GUIDANCE

Date of Issue: 17 December 2020

Amendment to Version 1.1

This Amendment to Guidance amends CbCR Guidance v1.1 dated 4 May 2018 and also replaces the Department for International Tax Cooperation's (DITC) CbC XML Schema – User Guide dated 4 May 2018.

Please refer to the following webpage on the DITC website for confirmation of the accessibility date for the Cayman Islands CbCR Portal and any other updates regarding CbCR:

https://www.ditc.ky/cbcr/

I.   Amendment to Guidance

This Amendment amends the Cayman Islands Country-by-Country Reporting Guidance v1.1 dated 4 May 2018 in the limited respects specified below.

II.   Cayman Islands CbCR Portal

This is the web address for the Cayman Islands CbCR Portal:

• Notification Part 1:	https://caymanaeoiportal.gov.ky:8443/notify.php
• Notification Part 2: • Reporting:	https://caymanaeoiportal.gov.ky:8443/signin.php

If you have difficulty accessing the CbCR Portal, please check with the information technology team of your Reporting Entity / MNE Group to ensure that your system allows access to the above address on TCP Port 8443.

The Primary Contact of the Reporting Entity of an MNE Group which has Constituent Entities resident in the Islands must obtain signin credentials for the CbCR Portal by completing the notification procedure described in this Guidance, which is available here:

- https://www.ditc.ky/cbcr/

Please also check that source to ensure that you have the latest version of this Guidance along with this Amendment.

III.   Update to key dates under CbCR in the Cayman Islands

As the CbCR Portal has been offline since 25 March 2020, it has not been possible for MNE Groups to submit notifications and reports to the DITC. The Portal will be reopened on **5 January 2021**, and the new deadline for submitting notifications and reports for all entities defined below is **28 February 2021**.

Key dates and obligations

5 January 2021	• Cayman Islands CbCR Portal is reopened to permit Reporting Entities to make a CbCR Notification in respect of their Constituent Entities and to permit Reporting Entities resident in the Islands to make a CbC Report
28 February 2021	• Deadline for Constituent Entities, where their Reporting Entities are resident in the Islands, to make the CbCR Notification for all Constituent Entities resident in the Islands for those MNE Groups with a Fiscal Year which ends on or before 28 February 2020. • Deadline for Reporting Entities resident in the Islands to make the CbC Report for their MNE Groups for any Fiscal Year that ended on or before 28 February 2020 (otherwise, the deadline for reporting in respect of any subsequent Fiscal Year is within 12 months of the end of that relevant Fiscal Year).

IV.   Reporting to the Authority

A.   CbCR Schema Update – (Version 2.0)

The CbCR schema prescribed by the OECD has been updated and the DITC will now only accept the version 2.0 format.

The CbCR XML Schema v2.0 and user guide are available here:

- Schema XSD   http://www.oecd.org/ctp/exchange-of-tax-information/CbC-Schema-v2.0.zip
- User Guide   http://www.oecd.org/tax/beps/country-by-country-reporting-xml-schema-user-guide-for- tax-administrations-june-2019.pdf

B. Key Changes

1. Empty Elements

Empty elements are no longer allowable for CbCR exchanges and the 2.0 schema treats these as invalid.

Where an element is optional, rather than mandatory and there is no data to provide (for example, the 'FloorIdentifier' element of an address, where there is no floor identifier) then the element should be excluded from the schema file altogether rather than being left empty.

This is relevant throughout the CbCR XML file. As described in Fig1 and correctly shown in Fig2 below.

Fig1 – Version 1.0

```
<cbc:AddressFix>
        <cbc:Street>Test</cbc:Street>
        <cbc:BuildingIdentifier>A</cbc:BuildingIdentifier>
        <cbc:FloorIdentifier/>
        <cbc:City>Example</cbc:City>
</cbc:AddressFix>
```

Fig2 – Version 2.0

```
<cbc:AddressFix>
        <cbc:Street>Test</cbc:Street>
        <cbc:BuildingIdentifier>A</cbc:BuildingIdentifier>
        <cbc:City>Example</cbc:City>
</cbc:AddressFix>
```

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2. Updated Namespaces

All Cayman Islands Reporting Entities must ensure that their files contain the updated v2.0 XML Schema Instance Namespace at the start of their report in order for it to validate as shown in the comparisons in Fig 3 and Fig4 below.

Fig3 – Version 1.0

```
<cbc:CBC_OECD xmlns:cbc="urn:oecd:ties:cbc:v1" xmlns:stf="urn:oecd:ties:stf:v4">
```

Fig4 – Version 2.0

```
<cbc:CBC_OECD xmlns:cbc="urn:oecd:ties:cbc:v2" xmlns:stf="urn:oecd:ties:cbcstf:v5">
```

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3.   Reporting Period

The XML Schema v2.0 has a mandatory section which requires inclusion of the start and end dates of the period as shown in Fig5 below.

The DITC requires that the end date noted here is consistent with the ReportingPeriod date within the MessageSpec.

Fig5 – Version 2.0

```
<cbc:ReportingEntity>
        <cbc:ReportingPeriod>
                <cbc:StartDate>2019-01-01</cbc:StartDate>
                <cbc:EndDate>2019-12-31</cbc:EndDate>
        </cbc:ReportingPeriod>
</cbc:ReportingEntity>
```

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4.   BizActivities

The BizActivities element is used to describe the main business activity(ies) carried out by a Constituent Entity. The code CbC513 – 'Other' should only be used in the BizActivities element where the business activities cannot be accurately reflected through the selection of one or more of the other codes.

Where CbC513 is selected the file must also include the OtherEntityInfo element. This element should include any further relevant information relating to a specific Constituent Entity and is entered in a free text format as shown in Fig6 below.

Fig6 – Version 2.0

```
<cbc:CbcReports>
        <cbc:ConstEntities>
                <cbc:ConstEntity>Entity Name</cbc:ConstEntity>
                <cbc:BizActivities>CBC513</cbc:BizActivities>
                <cbc:OtherEntityInfo>Further Relevant Information</cbc:OtherEntityInfo>
        </cbc:ConstEntities>
</cbc:CbcReports>
```

C. Cayman Islands-specific rules for the CbC XML Schema v2.0

Please observe the Cayman Islands rules in the following table when submitting CbC XML Schema v2.0 to the DITC. These rules entirely replace the rules included in the CbC XML Schema – User Guide published by the DITC on 4 May 2018, which should be disregarded for the purpose of submitting CbC XML Schema v2.0.

OECD CbC XML Schema						Cayman Islands Rule
Section	Element	Attribute	Size	Input Type	Requirement	
Message Header	SendingEntityIN		50-character	xsd:string	Validation	Use the six digit CbCR ID issued to the Reporting Entity of the MNE Group when it registered on the CbCR Portal to perform its notification obligation.
	TransmittingCountry		2-character	iso:CountryCode_Type	Validation	Must Equal "KY", the 2-character alphabetic country code for the Cayman Islands based on the ISO 3166-1 Alpha 2 standard.
	ReceivingCountry		2-character	iso:CountryCode_Type	Validation	Must Equal "KY", the 2-character alphabetic country code for the Cayman Islands based on the ISO 3166-1 Alpha 2 standard.
	MessageRefID		1 to 170 characters	stf:StringMin1Max170_Type	Validation	Please compose as follows (must be unique in time and space): • Sending Country: "KY" [2] • ReportingPeriod: YYYY [4] • CbCR ID [6] • Unique element [<=158] e.g. KY2019444441a8c836f7b40e for MessageRefId in CbC report for 2019 by MNE Group with CbCR ID 444441

OECD CbC XML Schema						Cayman Islands Rule
Section	**Element**	**Attribute**	**Size**	**Input Type**	**Requirement**	
Organisation Party_Type	TIN		Min 1 char	cbc:TIN_Type	Validation	For entities resident in the Cayman Islands, use: • The six-digit CbCR ID for the Cayman Islands Reporting Entity; and • "NOTIN" for other Cayman Islands Constituent Entities.
	TIN	issued By	2-character	iso:CountryCode_Type	Optional (Mandatory)	Use "KY" for Constituent Entities resident in the Cayman Islands
Additional Info	DocRefID		1 to 200 characters	stf:StringMin1Max200_Type	Validation	Please compose as follows (must be unique in time and space): • Sending Country: "KY" [2] • ReportingPeriod: YYYY [4] • CbCR ID [6] • Unique element [<=188] e.g. KY20194444415496877fa220, for DocRefId in CbC report for 2019 by MNE Group with CbCR ID 444441

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