

## Notes on CRS Compliance Form – Bulk Upload

It is intended that these notes are read in conjunction with Section 5.F of the [CRS Guidelines](#) which provides high level guidance on the CRS Compliance Form.

### Purpose of the form:

The CRS (Amendment) Regulations entered into force on 16 April 2020 and amend Reg.9 to require that FIs provide additional information annually to the Authority to ensure the effective implementation of, and compliance with, the reporting and due diligence procedures in accordance with the CRS. The CRS Compliance Form is the mechanism by which the Authority will collect this information via the DITC Portal.

### Purpose of these notes:

The purpose of these Notes are to provide guidance on how to prepare and complete the bulk upload template in advance of the availability to submit it via the DITC Portal. The Authority is aware that this template is new and wanted to communicate the requirements with as much advance notice as possible.

It is expected that the functionality to submit the form on the Portal will be available in July, at that point the User Guide will be updated with the instructions on how to upload the file to the Portal.

### How to use the template:

The bulk upload template is suited to Users who have access to a large number of FIs. Users with fewer FIs may find it easier to use the smartform which is already available on the Portal.

The template is available from the [DITC website](#), it can be prepared in Excel – **however it must be submitted on the Portal as a CSV file.**

The questions are identical to the smartform version (some questions may have been shortened to make the template easier to read) and are listed within the [CRS Guidelines](#). Users may find it useful to have these documents open when completing the template for reference.

There are however, differences in the way some of the questions are answered:

- The use of codes instead of inserting long answers
- The use of n/a to denote where the question is not relevant to the FI
- The use of country and currency codes in relevant fields

To avoid validation issues:

- Keep the columns in the same order as the template and no additional columns should be added
- Only enter the data as listed on the template – additional comments will cause validation errors
- Ensure FI names and numbers are an exact match to the data listed on the DITC Portal
- Do not leave any blank cells, columns or rows

The deadline for the submission of 2019 and 2020 CRS Compliance Forms on the DITC Portal is 15 September 2021.

The DITC has recently updated the [CRS Compliance Form FAQs](#) on our website and would encourage FIs to read these before contacting the DITC Portal Team as their query may have been answered.

If not, please email any questions to [CaymanAEOIPortal@gov.ky](mailto:CaymanAEOIPortal@gov.ky).