

# FATCA & AEOI

## Enrolment User Guide

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الهيئة العامة للزكاة والدخل  
General Authority of Zakat & Tax

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PORTAL

Zakat & Income Tax  
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## **Introduction**

**This document describes the functionality provided by DZIT for FATCA & AEOI, DZIT FATCA & AEOI Portal is used by Reporting Institutions to enroll.**

# Reporting Institution Enrolment

## Reporting Institution Enrolment

The following steps are executed in the portal to enrol new reporting institution:

Step	Screen	Function	Result
1.	<b>RI Primary User : Reporting Institution Enrolment</b>		
1.1	www.DZIT.Gov.sa	<p>Go to : <a href="https://www.dzit.gov.sa">https://www.dzit.gov.sa</a></p> <p>Click on FATCA link</p> <p>↪ <b>FATCA</b></p> 	

1.2	Reporting Institution Enrolment	<ul style="list-style-type: none"><li>•  Click on sign up</li></ul>	You will be presented with a security image  Enter the characters shown in the image and select "Next"
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<p>1.3</p>		<p>1) Complete the following fields:</p> <ul style="list-style-type: none"> <li>• Financial Institution Name (as provided when registering with the IRS)</li> <li>• Institution Type</li> <li>• Financial Institution GIIN (issued by IRS)</li> <li>• <b>Entity Address</b></li> <li>• <b>Primary User Information</b></li> <li>• attach a scan of primary user ID</li> <li>• Attach an Arabic letter, signed by a director of the company, which specifies you as the responsible person for US FATCA compliance.</li> </ul> <p>2) Press 'Submit' button</p>	<p>“The form must be filled, with all mandatory fields being completed, and any validation rules passing, before it can be submitted.”</p> <p>Validation rules include validation that the GIIN is well-formed (i.e. in the correct format), along with other validation rules that may be required.</p> <p>Once submitted, a ‘success’ screen is displayed. Note that the person is notified that their enrolment form will be processed and responded to in due course.</p> <p><b>Thank You</b> Thank you. Once we have reviewed your enrolment, we will email you with your confirmation details, or the reason your enrolment was declined.</p>
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2. RI Primary User: Primary User Activation & Login			
2.1	RI Primary User email	<p>On approval of the Enrolment Form, the Primary User for the RI is created and they are sent an 'account activation' email.</p> <p>The RI Primary User clicks on the link in the email that takes them to the login screen for the DZIT FATCA &amp; AEOI Portal application.</p>	<p>The purpose of the 'account activation' email is to:</p> <ol style="list-style-type: none"> <li>1. Inform the new user that they have been created on the system</li> <li>2. Provide them with a link to the login screen</li> <li>3. Let them know that they should use their email address to login</li> <li>4. Provide them with a temporary password.</li> </ol> <p>The new user clicks on the link in the email that takes them to the login screen for the DZIT FATCA &amp; AEOI Portal application.</p>
2.2	The login screen for the DZIT FATCA & AEOI Portal application.	<p>On entering their email address and their temporary password, they are directed to a 'Change Password' screen, where they are forced to create a password of their own choosing.</p> <p>Following successfully setting their password, the user arrives at the 'Home' screen. In future when logging in, the user will use their new password, and skip the 'change password' screen.</p>	<p>Password strength rules are enforced that ensure that the new password:</p> <ol style="list-style-type: none"> <li>1) Has at least one lower case letter</li> <li>2) Has at least one upper case letter</li> <li>3) Has at least one numerical character</li> <li>4) Has at least one special character (e.g. !"£\$%^&amp;*)</li> </ol>