



# CRS - Correction and Deletion manual



## Correction/deletion of accounts for prior reporting years

### What is correction of data?

Correction of data refers to the process of amending or updating previously reported information to ensure its accuracy and compliance with regulations. This can involve rectifying errors, such as fixing mistakes in reported data, updating information to reflect new or revised details that were not available at the time of the original reporting, or addressing inaccuracies due to misunderstandings or misapplications of the CRS rules. Financial institutions must have processes in place to identify and correct such data to maintain compliance with CRS requirements and avoid potential penalties.

Corrections can occur at the request of tax authorities when a financial institution receives a directive to amend submitted information, or they can be made spontaneously when the institution identifies inaccuracies in its records and wishes to rectify them.

### What is deletion of data?

Deletion of data refers to the process of removing previously reported information that is no longer accurate, relevant, or compliant with regulations. This can include the removal of duplicate entries submitted in error, which helps maintain the integrity of the reported data. Additionally, deletion may be necessary to correct misclassifications, where data was inaccurately classified or reported under the wrong category, ensuring that only accurate classifications remain. Furthermore, it addresses non-compliance by removing data reported in violation of CRS rules, particularly concerning accounts or entities that do not meet the reporting criteria. Financial institutions must ensure that any deletion of data is conducted in accordance with CRS guidelines and that they maintain proper documentation of such actions to demonstrate compliance during audits or reviews.



## Section I. Manual Filing Process

Where information was initially submitted using Manual Filing functionality, Manual Filing Entry must be used for correction or deletion.

To correct or delete an account that was previously submitted via the Manual Filing functionality of the portal, you will need to indicate the DocRefId of the original file. Follow the steps below to locate the original DocRefId and proceed with the correction or deletion.

### 1. Log into Your User Account

- Open your web browser and navigate to the login page of the platform.
- Enter your username and password, then click the "Login" button.

هيئة الإزكاة والضريبة والجمارك  
Zakat, Tax and Customs Authority

Beta Version

Home Draft Filing Submission Reporting Entity Profiles Manage Filing

Home

Welcome to The ZATCA AEOI Portal System

You have successfully logged in. You can now use the ZATCA AEOI Portal to complete and submit all required filings online.

To submit a filing, follow the steps below:

- Use the "Create Filing" menu to generate a new filing.
- Use the "Draft Filings" menu to enter or upload data.
- Use "Submission" menu to submit your filing once completed (for manual filings).

With the ZATCA AEOI Portal, you are also able to:

- Review your past submissions and download previously uploaded filings using the "Submission History" menu.
- View key information regarding your Reporting Entity using the "Reporting Entity Profile" menu.
- View and download relevant documents using the "Documents" menu.

If you require assistance, please contact the General Authority zakat of FATCA\_Q@zatca.gov.sa



## 2. Search for the Original Submission

- Once logged in, locate and click on the **“Submission”** tab in the main navigation menu.
- In the dropdown options, select **“Submission History”**.

Home > Draft Filing > **Submission** > Reporting Entity Profiles > Manage Filing

Home > **Submit Filing**

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Submission

Submit Filing **Submission History**

Filing Type(s)

CRS NI/ Filing Summary CRS Manual Entry Filing CRS XML Upload Filing US FATCA Manual Entry Filing

US FATCA XML Upload Filing FATCA NI/ Filing Summary CIC XML Upload

Filing Name:

Filing Reference:

Revision:

Receiving Country:

Submitted Date:  (e.g. yyyy-mm-dd)

Filing Status:

**Search** Clear

- On the Submission History page, find the **“CRS Manual Entry Filing”** section.
- Click the **“Search”** button to display a list of previously submitted reports.

Home > Draft Filing > **Submission** > Reporting Entity Profiles > Manage Filing

Home > **Submit Filing**

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Submission

Submit Filing **Submission History**

Filing Type(s)

CRS NI/ Filing Summary **CRS Manual Entry Filing** CRS XML Upload Filing US FATCA Manual Entry Filing

US FATCA XML Upload Filing FATCA NI/ Filing Summary CIC XML Upload

Filing Name:

Filing Reference:

Revision:

Receiving Country:

Submitted Date:  (e.g. yyyy-mm-dd)

Filing Status:

**Search** Clear



- A table with your submission history will appear.
- Review the list and locate the file that you wish to correct or delete.
- Click on the name of the file in the "Filing Name" column to open its details.

The screenshot shows a web interface for filing submissions. At the top, there are several buttons for different filing types: "CRS NII Filing Summary", "CRS Manual Entry Filing" (highlighted in blue), "CRS XML Upload Filing", "US FATCA Manual Entry Filing", "US FATCA XML Upload Filing", "FATCA NII Filing Summary", and "CRS XML Upload". Below these are search filters for "Filing name", "Filing Reference", "Revision", "Receiving Country", "Submitted Date", and "Filing Status". There are "Search" and "Clear" buttons. Below the filters is a table with the following columns: Filing Name, Filing Type, Reference, Revision, Transmission Progress, Receiving Country, Submitted Date, Status, and Actions. The table contains several rows of data, with the first row highlighted in blue and the second row highlighted in red.

Filing Name	Filing Type	Reference	Revision	Transmission Progress	Receiving Country	Submitted Date	Status	Actions
CRS Manual entry - rcsubmission	CRS Manual Entry Filing	CRS0825	1.0	Waiting	Germany	2025-07-30	Accepted	
CRS manual entry	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
CRS manual filing - deletion	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
CRS manual listing filing	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	

### 3. Retrieve the Document Reference ID

- After opening the file details, navigate to the "Reporting FI Information" tab
- Copy the content from the "Document Reference ID" section. This "RFI Document Reference ID" is essential for the correction or deletion process.

The screenshot shows the "Crs Manual Entry" details page. The "Reporting FI Information" tab is selected and highlighted in red. Below the tabs, there is a "Document Type" dropdown menu set to "New data". Below that, there is a "Document Reference ID" field with the value "5A6897b46b-f4da-4ab7-a1d9-202434961d58" highlighted in red. To the right of this field is a "Corresponding Document Reference ID" field.



- Navigate to the **"Accounts"** tab.
- In the Accounts section, find the **"Actions"** column.
- Click on the button corresponding to the account you wish to correct or delete.

The screenshot shows the 'Crs Manual Entry' page with the 'Accounts' tab selected. A table lists three accounts with columns for 'Account Number', 'Account Name', and 'Actions'. The 'Actions' column contains three icons, each highlighted with a red box.

Account Number	Account Name	Actions
xxxxxxxx	FirstName1.LastName1	[Icons]
xxxxxxxx	FirstName2.LastName2	[Icons]
xxxxxxxx	FirstName3.LastName3	[Icons]

- Copy the content from the **"Document Reference ID"** section. This **"Account Holder Document Reference ID"** is essential for the correction or deletion process. Please repeat this step to copy as many **"Account Holder Document Reference IDs"**, as required (for which account that should be corrected or deleted).

The screenshot shows the 'Crs Account' page. The 'Document Reference ID' field is highlighted with a red box. Below it, there are buttons for 'Individual' and 'Entity', and a 'First Name' field.

Document Reference ID:

Individual Entity

First Name \*



You have now successfully located the DocRefId(s) needed for correcting or deleting the account(s). Follow the appropriate procedures described in the following section to complete the correction or deletion as required.

#### 4. Create the Report

- Navigate to the **“Manage Filing”** tab located at the top left of the portal.

- Click on **“CRS Manual Entry Filing”** to initiate the deletion report process.
- Provide a new name for the file you are creating in the **“File Name”** section and click **“Create”**



- You will be redirected to the **"Draft filing"** section, with all your draft filings created.
- Click on the name of the new report in the File Name column.

Home > Draft Filings

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**Draft Filings**

**Info**  
Please select the name of the filing you wish to complete. To create new filings, please use the "Create Filing" functionality.

File Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
CRS Manual Submission - test	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
CRS manual filing - Correction	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Manual test - initial	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
CRS resub - correction	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
test CRS resubmission - correction	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
ABC	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Test ABC	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
BN Corp	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Test 007	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Test 007	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	

## 5. Fill in General Information

- You will be redirected to the CRS Manual Entry section
- In the **"General Information"** section, locate the **"Message Type"** dropdown.
- Select the option: **"The message contains corrections for previously sent information"**.
- Complete the remaining required fields in this section.
- Once all information is filled out, click **"Save"** and then **"Next"**.



Home > Draft Filing > Submission > Reporting Entity Profiles > Manage Filing

Home > Draft Filings > crs-manual-entry

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### Crs Manual Entry

**info**  
Please Complete the filing below by selecting a section or uploading a file using the upload XML button, as appropriate. Once your filing has been completed, it can be validated and submitted on ZATCA by selecting validate and Submit Filing from the Submission menu above. You may view Your draft filing by selecting View for one of the sections below

General Information | Reporting FI Information | Accounts

Reporting Institution \*  
xxxxxxxx

Period End Date \*  
xxxxxxxx

Receiving Country \*  
xxxxxxxx

Message Type \*  
The message contains corrections for previously sent information

Message Reference \*  
xxxxxxxxxxxxxxxxxxxxxxxx

Save Next

## 6. Review Reporting FI Information

- You will be redirected to the **Reporting FI Information** tab.
- If no corrections or deletions are needed for the Reporting FI Information, select **“Resent Data”** in the **Document Type** section.
- Enter the **“RFI Document Reference ID”** of the original message in the **“Corresponding Document Reference ID”** field.
- Complete the rest of the information as required, then click **“Save”** and **“Next”**.

Home > Draft Filing > Submission > Reporting Entity Profiles > Manage Filing

Home > Draft Filings > crs-manual-entry

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### Crs Manual Entry

**info**  
Please Complete the filing below by selecting a section or uploading a file using the upload XML button, as appropriate. Once your filing has been completed, it can be validated and submitted on ZATCA by selecting validate and Submit Filing from the Submission menu above. You may view Your draft filing by selecting View for one of the sections below

General Information | Reporting FI Information | Accounts

Document Type \*  
Resent Data

Document Reference ID \*  
xxxxxxxxxxxxxxxxxxxxxxxx

Corresponding Document Reference ID \*  
xxxxxxxxxxxxxxxxxxxxxxxx



## 7. Update the Accounts information

- You will now be redirected to the **Accounts** tab.
- Click on the **“Create New Account”** button to add the details of the account that you want to correct/delete.

Home > Draft Filing > Submission > Reporting Entity Profiles > Manage Filing

Home > Draft Filings > crs-manual-entry > **CRS Account**

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Crs Manual Entry

**Info**  
Please Complete the filing below by selecting a section or uploading a file using the upload XML button, as appropriate. Once your filing has been completed, it can be validated and submitted on ZATCA by selecting validate and Submit Filing from the Submission menu above. You may view Your draft filing by selecting View for one of the sections below

General Information Reporting FI Information **Accounts**

Create New Account

Account Number	Account Name	Actions
No records found		

Submit

- In the **“Document Type”** section, select either **“Correction of Data”** or **“Deletion of Data”**, depending on the action required.
- Enter the **“Account Holder Document Reference ID”** of the corresponding original message.
- Fill out all remaining fields as necessary, then click **“Save.”**
- Repeat this process for each account that needs to be corrected or deleted.

Home > Draft Filing > Submission > Reporting Entity Profiles > Manage Filing

Home > Draft Filings > crs-manual-entry > **CRS Account**

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Crs Manual Entry

**Info**  
Reporting Institution: EY F1 test  
Period End Date: 2024-12-31

**Part II: Account Holder or Payee Information**

Document Type \*  
Deletion of Data

Document Reference ID \*  
Corresponding Document Reference ID \*

Individual Entity

Title \* First Name \*



- In case of "Deletion of data", please complete the rest of the fields as they were in the original report.

Home > Draft Filing > Submission > Reporting Entity Profiles > Manage Filing

Home > Draft Filings > crs-manual-entry > Crs Account

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### Crs Manual Entry

**Info**

Reporting Institution: EY F1 test  
Period End Date: 2024-12-31

**Part II: Account Holder or Payee Information**

Document Type\*  
Corrected data

Document Reference ID\*  
Corresponding Document Reference ID\* XXXXXXXXXXXXXXXXXXXX

Individual Entity

Title\* First Name\*

- In case of "Corrected data", please complete the rest of the fields as they were in the original report and make the changes to the field you want to amend.

## 8. Submit the Report

- Once you have finished correcting or deleting all necessary accounts, click "Submit" at the end of the process to finalize your correction or deletion report.

Home > Draft Filing > Submission > Reporting Entity Profiles > Manage Filing

Home > Draft Filings > crs-manual-entry

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### Crs Manual Entry

**Info**

Please Complete the filing below by selecting a section or uploading a file using the upload XML button, as appropriate. Once your filing has been completed, it can be validated and submitted on ZATCA by selecting validate and Submit Filing from the Submission menu above. You may view Your draft filing by selecting View for one of the sections below

General Information Reporting FI Information **Accounts**

Create New Account

Account Number	Account Name	Actions
000000000	First Name   Last Name	

Submit



- The final step is to submit the filling where the user is required to press “**Validate**” button by following the below steps.
- Select the submission tab as shown in the following screen:

Home > Draft Filing > **Submission** > Reporting Entity Profiles > Manage Filing

Home > Submit Filing > Back

**Submission**

Submit Filing | Submission History

**Info**  
The Filings that are ready for final validation and submissions are listed below. Please validate and submit by clicking "Validate" link next to the appropriate filings name.

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
<a href="#">FATCA NI/ Filing Summary Test</a>	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	✓
<a href="#">CRS NI/ Filing Summary</a>	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	✓
<a href="#">FATCA Test</a>	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	✓

1 10

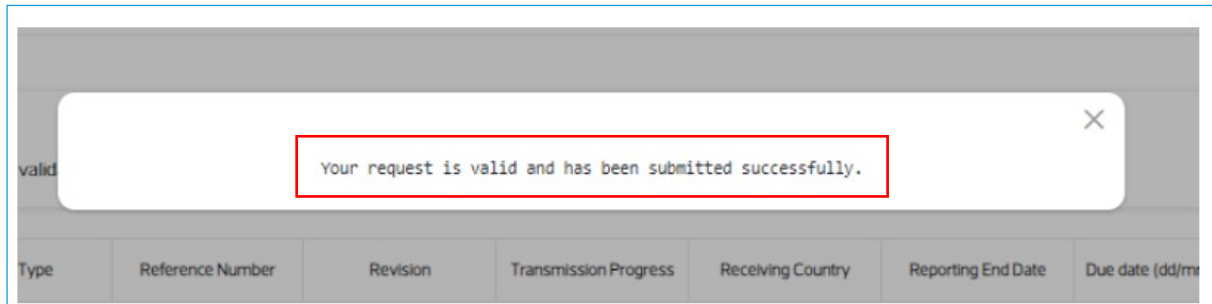
- Select one of the Filings with Transmission progress status "Waiting".
- Press the Validate button located in each filing row as shown on the following screen:

Filing Name	Filing Type	Reference Number	Revision	Transmission Progress	Receiving Country	Reporting End Date	Due date (dd/mm/yyyy)	Validate
<a href="#">FATCA NI/ Filing Summary Test</a>	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	✓
<a href="#">CRS NI/ Filing Summary</a>	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	✓
<a href="#">FATCA Test</a>	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	✓

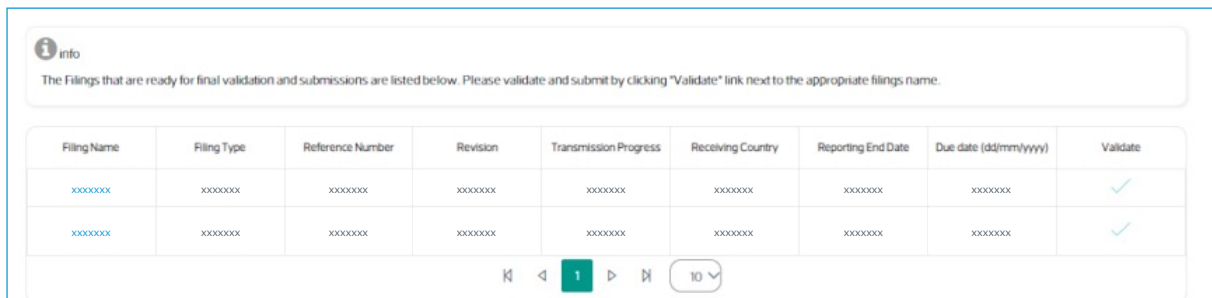
1 10



- The following message will be displayed "your request is valid and has been submitted successfully":



- The filing record will disappear from the Submission Table meaning the filing has been successfully submitted.



You have successfully created a correction or deletion report and made the necessary corrections or deletions. Ensure that all information is accurate before submission.



## Section II. Correction of deletion using XML upload

Where initial information was submitted using XML Upload functionality, XML Upload functionality must be used for correction or deletion.

### 1. Log into Your User Account

- Open your web browser and navigate to the login page of the platform.
- Enter your username and password, then click the "Login" button.

Home Draft Filing Submission Reporting Entity Profiles Manage Filing

Home

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- View key information regarding your Reporting Entity using the "Reporting Entity Profile" menu.
- View and download relevant documents using the "Documents" menu.

If you require assistance, please contact the General Authority zakat of FATCA\_Q@zatca.gov.sa



## 2. Search for the Original Submission

- Once logged in, locate and click on the **“Submission”** tab in the main navigation menu.
- In the dropdown options, select **“Submission History”**.

Home > Draft Filing > **Submission** > Reporting Entity Profiles > Manage Filing

Home > **Submit Filing**

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Submission

Submit Filing **Submission History**

Filing Type(s)

CRS NII Filing Summary    CRS Manual Entry Filing    CRS XML Upload Filing    US FATCA Manual Entry Filing

US FATCA XML Upload Filing    FATCA NII Filing Summary    CBC XML Upload

Filing Name:     Filing Reference:

Revision:     Receiving Country:

Submitted Date:  (e.g. yyyy-mm-dd)    Filing Status:

Search    Clear

- On the Submission History page, find the **“CRS XML Upload”** section.
- Click the **“Search”** button to display a list of previously submitted reports.

Home > Draft Filing > **Submission** > Reporting Entity Profiles > Manage Filing

Home > **Submit Filing**

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Submission

Submit Filing **Submission History**

Filing Type(s)

CRS NII Filing Summary    CRS Manual Entry Filing    **CRS XML Upload Filing**    US FATCA Manual Entry Filing

US FATCA XML Upload Filing    FATCA NII Filing Summary    CBC XML Upload

Filing Name:     Filing Reference:

Revision:     Receiving Country:

Submitted Date:  (e.g. yyyy-mm-dd)    Filing Status:

**Search**    Clear



- A table with your submission history will appear.
- Review the list and locate the file that you wish to correct or delete.
- Click on the name of the file in the "Filing Name" column to open its details.

Home | Draft Filing | **Submission** | Reporting Entity Profiles | Manage Filing

Home > **Submit Filing**

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Submission

[Submit Filing](#) | [Submission History](#)

Filing Types

- CIS NII Filing Summary
- CIS Manual Entry Filing
- CIS XML Upload Filing**
- US FATCA Manual Entry Filing
- US FATCA XML Upload Filing
- FATCA NII Filing Summary
- CBIC XML Upload

Filing name:

Filing Reference:

Revision:

Receiving Country:

Submitted Date:

Filing Status:

[Search](#) [Clear](#)

Filing Name	Filing Type	Reference	Revision	Transmission Progress	Receiving Country	Submitted Date	Status	Actions
<a href="#">CIS XML Filing</a>	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
<a href="#">CIS XML Submission</a>	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
<a href="#">CIS XML Submission</a>	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	





## 4. How to generate a correction/deletion XML

### 1. Message Spec of the XML return

- Ensure that the MessageTypeId is set to "CRS702". This indicates that the message contains corrections/deletions for the previously sent information.
- Assign a unique MessageRefID for the correction message.

```
<crs:MessageSpec>  
  <crs:TransmittingCountry>SA</crs:TransmittingCountry>  
  <crs:ReceivingCountry>DE</crs:ReceivingCountry>  
  <crs:MessageType>CRS</crs:MessageType>  
  <crs:Warning>Warning</crs:Warning>  
  <crs>Contact>Contact</crs>Contact>  
  <crs:MessageRefId>SA2024DE12345679-20250506T1316291000414655</crs:MessageRefId>  
  <crs:MessageTypeIndic>CRS702</crs:MessageTypeIndic>  
  <crs:ReportingPeriod>2024-12-31</crs:ReportingPeriod>  
  <crs:Timestamp>2025-05-06T13:16:24</crs:Timestamp>  
</crs:MessageSpec>
```

### 2. Identify Correctable Elements

- The two correctable elements in the CRS XML Schema are:
  - Reporting FI
  - Account Report

Each correctable element must be treated separately.

### 3. Doc Spec of the XML

To correct/ delete of an account, ensure the following combinations of DocTypeId are used:

- Reporting FI section
  - Use value "OECD0" Resend Data for the Reporting FI element (assuming no updates are required for Reporting FI section)



- In the DocRefId section, reference the DocRefID that was indicated in the original message (or latest XML message submitted, if corrective XML files have been already submitted to amend the initial XML). This DocRefId contains the letters "FI" which stands for "Financial Institution" meaning this is for the Reporting FI information.

```
<crs:DocSpec>  
  <stf:DocTypeIndic>OECD0</stf:DocTypeIndic>  
  <stf:DocRefId>SA12345679.FI-20250506T13162501004146083</stf:DocRefId>  
</crs:DocSpec>
```

- For the Account Report section
  - Please note that the accounts that are not being deleted or corrected should not be included in the correction message.
  - For each account report that should be corrected/ deleted for the DocTypeIndic element of the DocSpec use value "OECD2" for accounts that are being corrected or "OECD3" for accounts that are being deleted.
  - In the CorrDocRefId section, reference the corresponding original DocRefID of the account you are correcting/ deleting (or latest DocRefID or the relevant account report, if corrective XML has been already submitted to amend this account report). This DocRefId contains the letters "AR" which stands for "Account Report" meaning that this is for Account Holder information
  - Ensure that the new DocRefID for the correcting records is unique in time and space.

All other information and data elements about the accounts that are being corrected or deleted, which was part of the original report, must also be included in the correction or deletion report.



```
<crs:DocSpec>  
  <stf:DocTypeIndic>OECD2</stf:DocTypeIndic>  
  <stf:DocRefId>SA12345679.AR-20250506T13163400004146077</stf:DocRefId>  
  <stf:CorrDocRefId>SA12345679.AR-20250506T13163400004146099</stf:CorrDocRefId>  
</crs:DocSpec>
```

```
<crs:DocSpec>  
  <stf:DocTypeIndic>OECD3</stf:DocTypeIndic>  
  <stf:DocRefId>SA12345679.AR-20250506T13162400004197088</stf:DocRefId>  
  <stf:CorrDocRefId>SA12345679.AR-20250506T13162400004197062</stf:CorrDocRefId>  
</crs:DocSpec>
```

You have now prepared a resubmission XML that adheres to the requirements for uniqueness and structure as outlined in the guidelines. Ensure to review the XML for accuracy before submission.

#### 4. How to submit a correction/deletion XML

Once you have generated the correction/deletion XML, you will need to follow these steps to submit it:

- Open your web browser and navigate to the ZATCA login page.
- Enter your credentials (username and password) and click the **“Login”** button.

The screenshot shows the ZATCA AEOI Portal System home page. The header includes the ZATCA logo, the text 'Beta Version', and a user greeting 'Welcome Shoab Khan'. The main content area contains the following text:

Home  
Welcome to The ZATCA AEOI Portal System

You have successfully logged in You can now use the ZATCA AEOI Portal to complete and submit all required filings online.

To submit a filing, follow the steps below:

- Use the "Create Filings" menu to generate a new filing.
- Use the "Draft Filings" menu to enter or upload data.
- Use "Submission" menu to submit your filing once completed (for manual filings).

With the ZATCA AEOI Portal, you are also able to:

- Review your past submissions and download previously uploaded filings using the "Submission History" menu.
- View key information regarding your Reporting Entity using the "Reporting Entity Profile" menu.
- View and download relevant documents using the "Documents" menu.

If you require assistance, please contact the General Authority zakat of FATCA..Q@zatca.gov.sa



## 5. Create the Report

- Once logged in, locate the **"Manage Filing"** tab at the top of the portal.
- In the Manage Filing section, select **"CRS XML Upload Filing"**.
- Provide a new name for the file you are creating in the **"File Name"** section and click **"Create"**

Home > Draft Filing > Submission > Reporting Entity Profiles > Manage Filing

Home > Create Filing

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Create Filing

**Info**  
The period end date identifies the reporting period for filing.

Filing Type \*

CRS Nil Filing Summary	CRS Manual Entry Filing	<b>CRS XML Upload Filing</b>	US FATCA Manual Entry Filing
US FATCA XML Upload Filing	FATCA Nil Filing Summary	ChC XML Upload	

File Name \*  
CRS XML filing test

Reporting End Date \*  
31-12-2024

Related Filings  
▼

Create



## 6. Upload the XML File

- Go to the “Draft filing” section, where all your draft reports will be located
- Click on the name of the new report in the File Name column

Home > Draft Filings

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**Draft Filings**

**Info**  
Please select the name of the filing you wish to complete. To create new filings, please use the "Create Filing" functionality.

File Name	Reference Number	Filing Type	Revision	Categories	Receiving Country	Filing End Date	Due date	Status	Action
CRS Manual Submission test	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	No Data	
CRS manual filing - correction	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	In Draft	
Manual test1 - initial	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	In Draft	
CRS resub - correction	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	No Data	
test CRS resubmission - correction	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	No Data	
abc	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	No Data	
test ABC	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	In Draft	
BH Corp	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	In Draft	
Test 007	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	In Draft	
test 007	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	In Draft	

- You will be redirected to the XML upload section
- Click on the “**Choose File**” button to open your file explorer.
- Select the generated resubmission XML file from your computer and click “**Open**”.

Home > Draft Filings > XML Upload

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**CRS XML Upload**

**CRS XML Upload**

Reporting Institution: EY FI test      Period End Date: 2024-12-31

**General Info**

Message Reference:      Receiving Country:

Click Browse to select the XML file. It will be validated, and the results will be displayed below.

**Choose File** No file chosen



- Once the file is selected, it will be ready for upload.

Home > Draft Filing > XML Upload

CRS XML Upload

Reporting Institution: EY FI test Period End Date: 2024-12-31

General Info

Message Reference: Receiving Country:

Click Browse to select the XML file. It will be validated, and the results will be displayed below.  
Click file name to download.

TEST FF11-12345679-CRS2024-12-31 (Org) - Copy.xml

Choose File TEST FF11-12345... (Org) - Copy.xml

## 7. Checking for submission of the XML File

- After the file is uploaded, navigate to the “**Submission**” section at the top of the portal.
- Click on “**Submission History**”
- In the Submission History section, locate the “**CRS XML Entry Filing**” option.
- Click on it, then press the “**Search**” button to view your submission history.

Home > Draft Filing > Submission > Submission History

Submission

Submit Filing Submission History

Filing Types

CRS Nil Filing Summary CRS Manual Entry Filing CRS XML Upload Filing US FATCA Manual Entry Filing

US FATCA XML Upload Filing FATCA Nil Filing Summary CbC XML Upload

Filing Name: Filing Reference:

Revision: Receiving Country:

Submitted Date: e.g. YYYY-mm-dd Filing Status:

Search Clear



- Locate the file you submitted and check the **"Status"** column to see if this was accepted or rejected.

The screenshot shows a web application interface for filing submissions. The navigation bar includes links for Home, Draft Filing, Submission, Reporting Entity Profiles, and Manage Filing. The main content area is titled 'Submission' and has two tabs: 'Submit Filing' and 'Submission History'. Below the tabs is a grid of filing type buttons: 'CRS/NI Filing Summary', 'CRS Manual Entry Filing', 'CRS XML Upload Filing', 'US FATCA Manual Entry Filing', 'US FATCA XML Upload Filing', 'FATCA/NI Filing Summary', and 'CBC XML Upload'. Below the grid is a search form with fields for Filing Name, Filing Reference, Revision, Receiving Country, Submitted Date, and Filing Status. Below the search form are 'Search' and 'Clear' buttons. Below the buttons is a table of submission records.

Filing Name	Filing Type	Reference	Revision	Transmission Progress	Receiving Country	Submitted Date	Status	Actions
<a href="#">CRS XML Filing 1</a>	XXXXXXXX XXXX	XXXXXXXXXXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	XXXXXXXX XXXX		Rejected <a href="#">Click here to show rejection reasons</a>	
<a href="#">CRS XML resubmission</a>	XXXXXXXX XXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	Accepted	
<a href="#">CRS XML submission 2</a>	XXXXXXXX XXXX	XXXXXXXXXXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	XXXXXXXX XXXX	Accepted	

You have successfully completed the XML filing process by uploading your resubmission XML file. Ensure to check the submission history for confirmation of your upload.



Scan this code to view the last  
version and all published documents  
Or visit the website [zatca.gov.sa](https://zatca.gov.sa)