

TAX REPORTING SUITE

CRS

Malaysia

VERSION 1812



USERS'S MANUAL

Published: Dec 2018

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Revision History

Product Version	Document Version	Revision Date	Description
1803	Rev 0	10.04.2018	GA Release MY
1807	Rev 1	31.07.2018	Minor fixes, adaptions to data preparation guide
1812	Rev 2	17.12.2018	Minor fixes

The Main Window

The Main window is the launch point for the entire application. You can select the licensed module in the modules button bar and perform the module specific tasks within main area of the module.

Each module comes with its own module menu and detail area.

Modules Button Bar – shows all available modules of the software.

Module Menu – module specific menu options

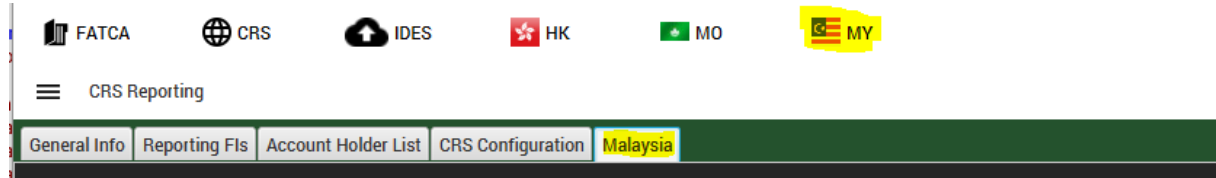
Menu options

Module Main Area – the main working area of a module, where all module specific tasks can be executed

Module Details Area – includes general information and details for the selected module

CRS MY: Module Overview

This guide provides information about the MY specific extension of the CRS module of the TRSuite software package. It describes processes and procedures for generating transmission files to MY gateway.



This document may describe features and capabilities that requires a separate license and are not covered by the standard license. For information about licensing please contact support@section11.ch

The CRS module includes the following:

- General Info Tab
- Reporting Fls Tab
- Account Holder List
- XML- / Excel-Import
- XML-Export
- Configuration

The functions are described in the CRS User Guide.

The CRS MY module covers the following extension

- Malaysia Tab

The screenshots throughout the USER'S MANUAL are produced on Windows 10 using the Windows Look and Feel.

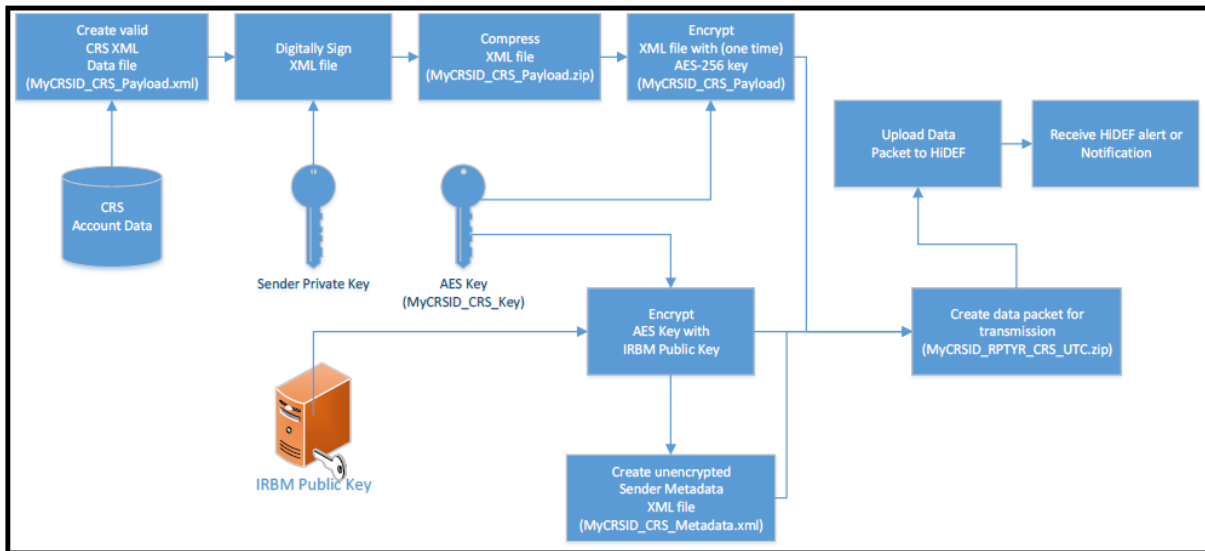
Reference

In addition to this Users Guide, the following online resources may be useful:

- LHDN Data Preparation Guideline:
http://www.hasil.gov.my/bt_goindex.php?bt_kump=6&bt_skum=2&bt_posi=1&bt_unit=2&bt_sequ=4
- OECD AEOI portal
<http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/>
- The Common Reporting Standard
<http://www.oecd.org/ctp/exchange-of-tax-information/standard-for-automatic-exchange-of-financial-account-information-for-tax-matters-9789264216525-en.htm>
- The CRS XML Schema User Guide
<http://www.oecd.org/tax/automatic-exchange/common-reporting-standard/schema-and-user-guide/#d.en.345315>

The following information is used to generate a CRS OECD 1.0 XML compliant document. Before filing a OECD CRS Report, please ensure that you are familiar with your country specific Guidance Notes.

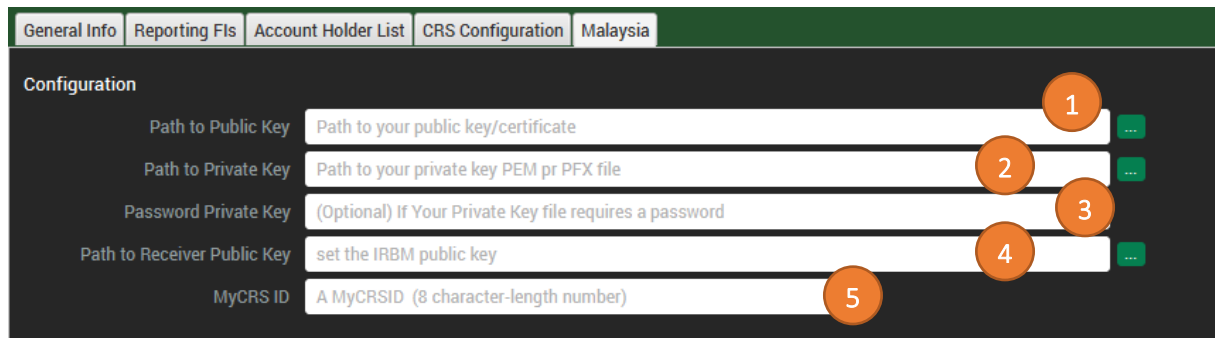
The Inland Revenue Board Of Malaysia (IRBM) defines a guideline for data preparation of CRS files similar to the FATCA IDES process.



Before you begin, you must have a valid certificate from an IRBM approved certificate authority.

Configuration

The configuration section allows the user to enter all required information needed to generate a valid transmission archive.



- 1) Your public key certificate uploaded to HiDEF
- 2) The path to your private key PEM or PFX/P12 file (NEVER share this file!) used to generate the CSR/certificate.
- 3) Optional: Password for your PEM/PFX/P12 file. Typically, SSL-Server private keys do not use passwords, still it is supported
- 4) Path to the IRBM public key certificate can be downloaded from IRBM website.
- 5) Your MyCRSID: The ID is a unique 8 character-length number that identifies the transmission. This ID will be included in both HiDEF system alerts and notifications generated by the IRBM.

TRSuites creates a sender metadata file to ensure that IRBM accurately process CRS XML files and notifications. Notifications are sent by the IRBM to an FI and state whether the file is processed correctly or contained errors.

In the Sender Meta Data section provide the required data elements:

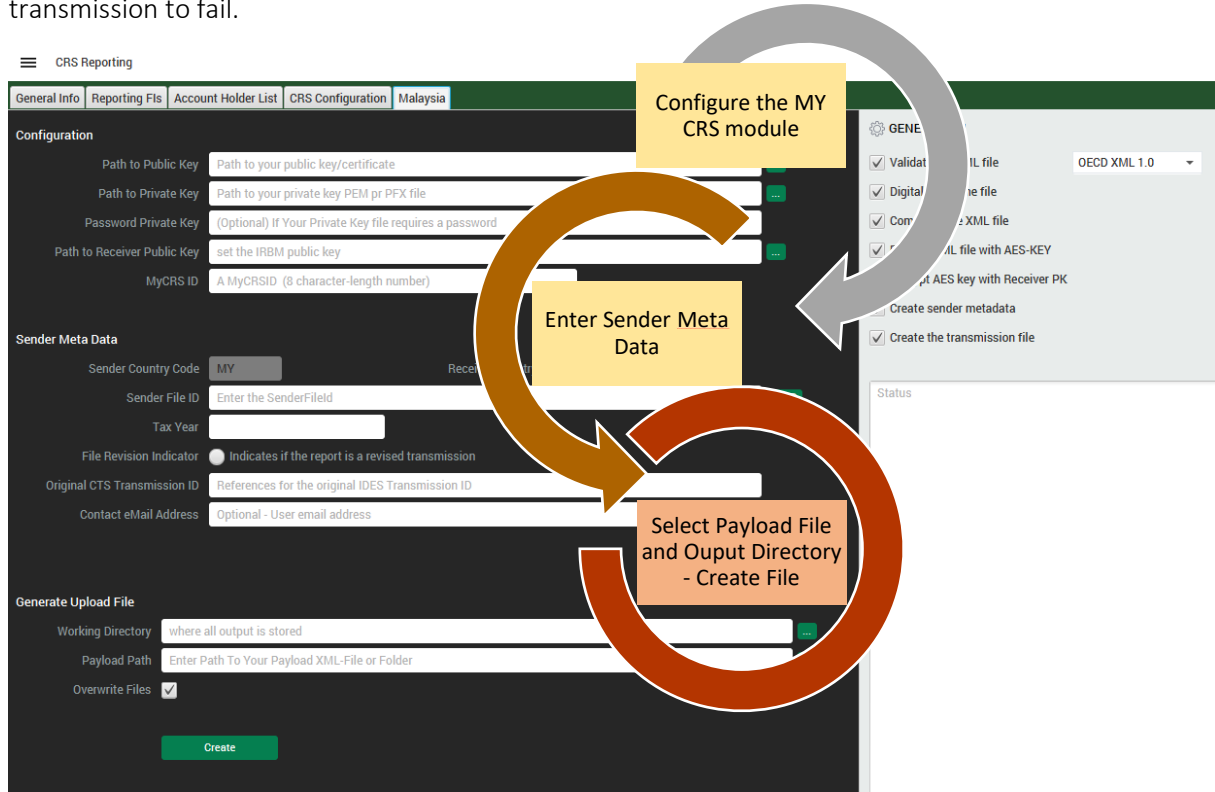
The screenshot shows a form titled "Sender Meta Data" with the following fields and options:

- Sender Country Code: MY
- Receiver Country Code: MY
- Sender File ID: Enter the SenderFileId (with an ADD button)
- Tax Year: [Empty field]
- File Revision Indicator: Indicates if the report is a revised transmission
- Original CTS Transmission ID: References for the original IDES Transmission ID
- Contact eMail Address: Optional - User email address

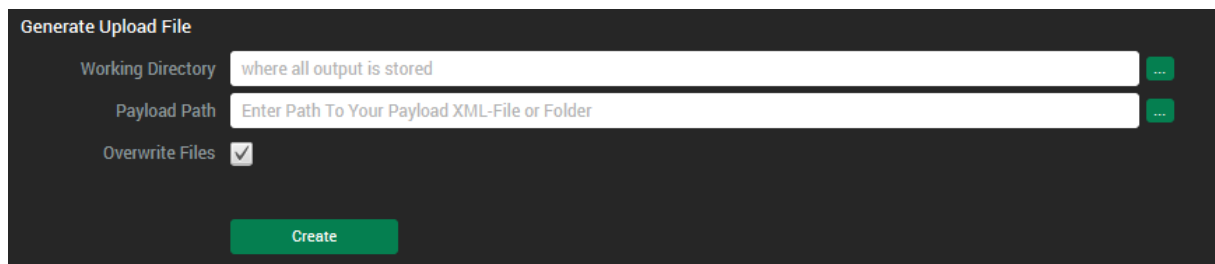
- 1) The Sender Country Code element identifies the jurisdiction of the Sending Competent Authority. Only a value MY is currently allowed.
- 2) The Receiver Country Code element indicates the jurisdiction of the Receiving Competent Authority. Only a value MY is currently allowed.
- 3) The Sender File ID element is a free text field to capture the file name or ID created by the Sending Financial Institution. The element helps both the Sending FI’s and Receiving IRBM Authority to track and monitor a specific message.
The agreed format is: CRS_ MY+MyCRSID +Date +SEQNO
 - a. MyCRSID – will be given upon registration of MYFI with HiDEF
 - b. Date format – YYYYMMDD
 - c. SEQNO – 4 digits character (0000 – 9999)
- 4) The Tax Year element specifying the tax year to which the file relates.
- 5) The File Revision Indicator element is a Boolean field to indicate if the file is a revised message.
- 6) The Original CTS Transmission ID element is a free text field to reference the unique original HiDEF transmission ID. The identifier helps both the FI’s and IRBM to track and monitor messages. HiDEF Transmission ID referencing an update to an earlier transmission
Optional – Use only after IRBM request
- 7) The Sender Contact eMail Address element is a free text field to identify the email address of the Financial Institution.

Create a CRS Data Packet

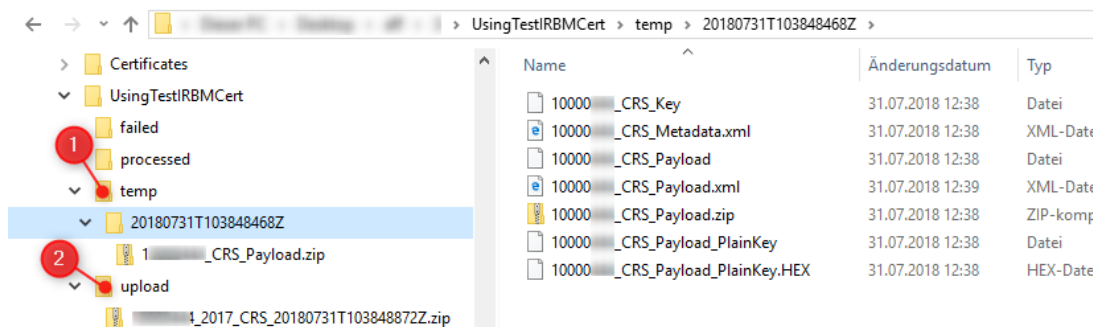
A file that is transmitted through HiDEF is known as a CRS data packet or data packet. The data packet is an archive in .ZIP file format. HiDEF only supports data packets in a .ZIP file format with a .zip file extension. The files are case sensitive and any variation in the file name or format will cause the transmission to fail.



The Generate Upload File section let the user select the XML file (Payload Path) to be processed



All generated files will be written to the following folder structure within the selected output directory.



The processed XML file is either copied to the processed folder, if the transmission archive was successfully generated or to the failed folder if the file could not be processed properly.

The generated transmission archive is moved to the upload folder (2). The temp folder (1) contains all artifacts generated during the processing. All temporary output is stored in a new folder created within the working directory temp folder. The naming schema for the new folder is simply the UTC-timestamp as used for naming the transmission archive.

Files contained in a transmission archive or data packet:

- MyCRSID_CRS_Metadata.xml
- MyCRSID_CRS_Key
- MyCRSID_CRS_Payload

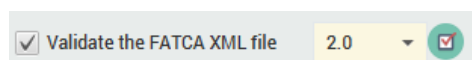
The file naming convention of data packet is composed of a Coordinated Universal Time (UTC) timestamp and the MyCRSID of the sender as:

MyCRSID_RPTYR_CRS_UTC.zip

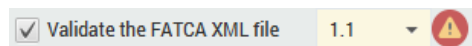
Following steps are executed during the creation process:

- 1) Validation of the payload xml file against the OECD CRS schema. Can be selected with the drop-down menu.
- 2) Signing the payload xml with the FI's private key
- 3) Compressing the signed payload xml
- 4) Encrypting the compressed payload file with a one-time AES-256 key
- 5) Encrypting the AES key with the IRAS public key
- 6) (Optional) Encrypting the AES key with the HCTA public key
- 7) Creating the sender metadata file with a current timestamp
- 8) Creating the transmission archive and write all output to the working directory

If the process step executes without errors a success symbol is displayed next to the step label.



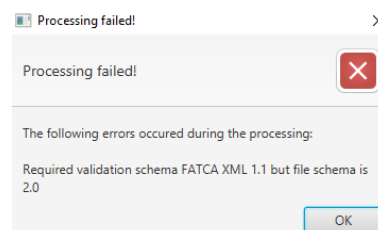
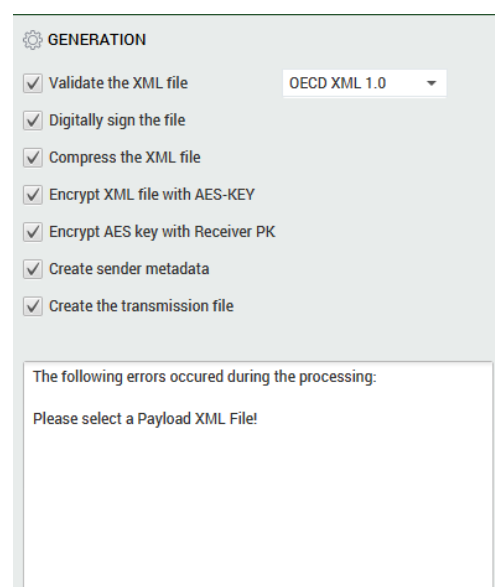
If the step fails, a warning symbol is shown.



More information about the result is displayed in the status area below the process steps.

In case of an error, a localized error message is displayed within a notification dialog. The language of the message depends on your OS settings. For instance, if you use a German version of Windows the message is display in German.

A more detailed (but technical) error message is written to the log file.



Export control information

This distribution includes cryptographic software. The country in which you currently reside may have restrictions on the import, possession, use, and/or re-export to another country, of encryption software. BEFORE using any encryption software, please check your country's laws, regulations and policies concerning the import, possession, or use, and re-export of encryption software, to see if this is permitted. See <http://www.wassenaar.org/> for more information.

TRSuite uses the Java Cryptography Architecture (JCA) and the Bouncy Castle libraries for handling de-encryption.