

TAX REPORTING SUITE

MODULE SEI

VERSION 1812



USERS'S MANUAL

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Revision History

Product Version	Document Version	Revision Date	Description
1801	Rev 0	21.01.2018	Initial Revision
1802	Rev 1	27.02.2018	Minor improvements
1803	Rev 2	21.03.2018	No changes
1807	Rev 3	31.03.2018	TRSuite Work Item
1812	Rev 4	17.12.2018	No changes

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.

Menu options

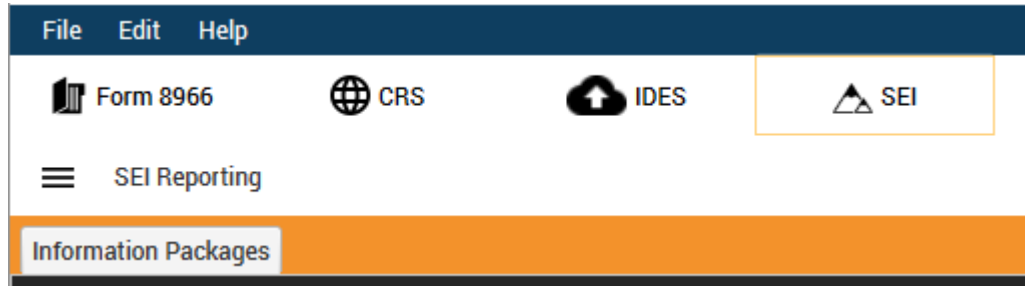
Module Menu – module specific menu options

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

SEI: Module Overview

This guide provides information about the Administrative assistance and judicial assistance (SEI) module of the TRSuite software package. It describes processes and procedures for generating a FATCA Information Delivery Package.



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

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

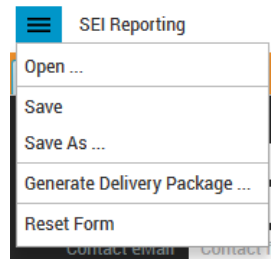
- ESTV portal: <https://www.estv.admin.ch/estv/de/home/internationales-steuerrecht/fachinformationen/amts-und-rechtshilfe/amtshilfe-nach-fatca.html>
- XML schema definition: <https://www.estv.admin.ch/dam/estv/de/dokumente/intsteuerrecht/themen/fatca/sei-xml.zip.download.zip/sei-xml.zip>
- Technical Specification and User Guide for Financial Institutions according to FATCA IGA 2: <https://www.estv.admin.ch/dam/estv/de/dokumente/intsteuerrecht/themen/fatca/sei-fatca-userguide-v1-0.pdf.download.pdf/sei-fatca-userguide-v1-0.pdf>

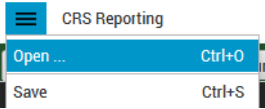
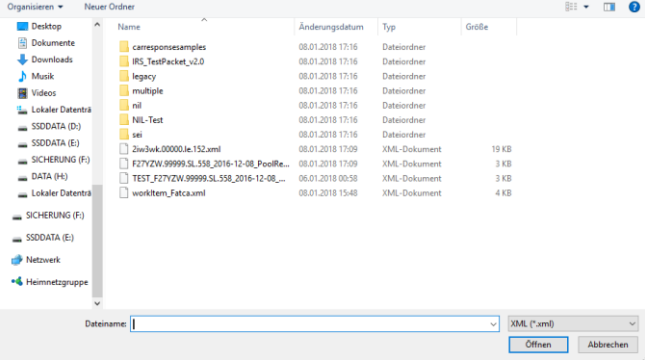
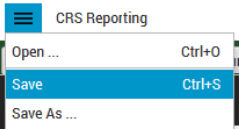
Reference

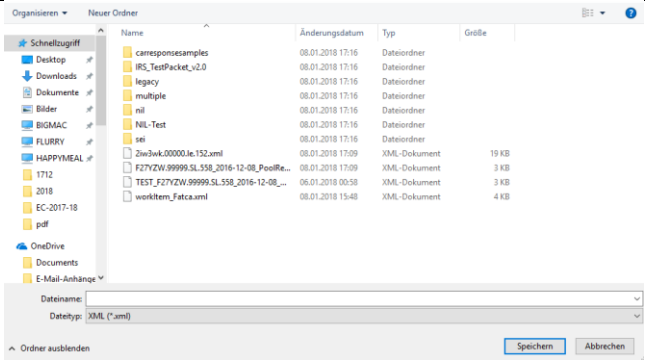
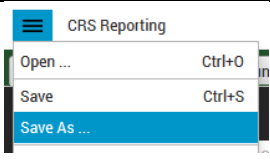
Before filing a SEI Report, please ensure that you are familiar with your country specific Guidance Notes.

SEI Menu Items

The SEI menu includes the following elements



Menu Options	Description
<p>Open ...</p>	<p>Once you've saved a document, you may want to access it again to make changes or correct it out. From the menu, choose "Open ..."</p>  <p>An 'Open' dialogue box will pop up. From this, find your way to the folder in which your document is saved. Folders are shown down the left-hand side of the dialogue box. Once you've located your document and clicked on it to select it, its name will be shown in the 'File name' box at the bottom of the dialogue box.</p>  <p>Click Open, the document will then be opened.</p>
<p>Save</p>	<p>From the menu, choose "Save" to save the current work.</p>  <p>A 'Save' dialogue box will come up, if pressed the first time. At the top and at the left-hand side in the list of folder options, it will show the folder where you'll be saving the document. If you wish to change this folder, navigate through the folders on the left-hand side of the dialogue box to choose the one where you want to save your document.</p>

	 <p>Type a name for your document in the 'File name' box. Come up with a name that is concise but will allow you to find the document easily again.</p> <p>Once you have typed in the name of your document, click Save</p> <p>Your document will now have a name, which will be shown at the right file info screen. If you make changes to your document and then save them after it has been saved originally, the dialogue box will not come up again. It will just save your changes without any visual notification being shown.</p>
Save As ...	 <p>The 'Save As' menu is used to save an existing document under another name. This is helpful if you've made changes to your document and then want to save the changes, but also keep the original document in its original format and under its original name.</p>
Generate Delivery Package ...	<p>The 'Generate Delivery Package ...' menu is used to generate a delivery package from the entered data.</p>
Reset Form	<p>The Reset Form menu resets the values of all elements in the CRS main area.</p>

Common UI Objects

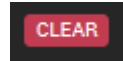
Invalid Fields

Some text fields expect specific values or formatted text, e.g. GIIN- or date-fields. If an invalid value/format is entered the text fields is marked red:



CLEAR Buttons

A CLEAR-button resets the values of all elements in the according logical region.



POP-OVER Buttons

If a button is colored with a blue background, more data is available. The black background indicates an empty data set.



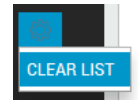
Update Document or Message References IDs

As the document reference ID is depending on the Country-Specific rules, there is the possibility to update the document reference IDs if required, for instance after changing the IN. Either update each single ID by pressing the ADD button for the specific field or updating all IDs by choosing the Form8966 menu item „Reset All Document Reference IDs”.



CLEAR Lists

Table views like the Pool or Account Holder List have a separate menu to clear their content. By pressing the CLEAR LIST menu item all elements from the table are removed.



Data Validation

Entered data is continuously validated. If the data is not complete (all mandatory fields filled) or in a wrong format the warning symbol is displayed next to the affected section label.

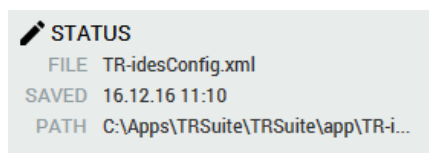


If the section is complete and correct, the green checkbox symbol is shown next to the label.



File Information

After a file is loaded or saved, the information about the file (name, last modified, absolute path) is displayed in the status pane of the detail area. The full path can be seen in the tooltip.



Default Values

Whenever an empty Country Code or Currency Code field is selected by the user, the default value as defined within the configuration tab is entered.

Address

The Address_Type allows free text input of the address for any individual or organization Included in the report (e.g., reporting FI, account holder, substantial owner). There are two available options, AddressFree or AddressFix with supplemental optional AddressFree. AddressFix should be used for all OECD reporting; however, you may select AddressFree to enter the data in a less structured format.



This data element allows free text input of the address for the individual or organization. AddressFree should only be used if the data cannot be presented in the AddressFix format and the sender cannot define the various parts of the address.

- The address shall be presented as one string of bytes, blank, slash (/) or carriage return line feed used as a delimiter between parts of the address.
- AddressFree can be used as a supplemental element after the AddressFix element and when the AddressFix format is selected for address.

The Fix Address element allows input in fixed format for the address for the individual or organization.

- Enter the address and if additional information is needed, use the supplemental AddressFree element. In this case, the city, sub entity, and postal code information should be entered in the appropriate data elements.
- All elements are optional, except the City element which is required for schema validation.

IN/TIN-List

This data element identifies the receiving tax administration Identification Number (T/IN) for the individual account holder or substantial owner and the attribute identifies the jurisdiction that issued the TIN. For FATCA reporting a blank issuedBy attribute field will be assumed to indicate the issuing jurisdiction is the United States(US). In this case, only the text field needs to be entered.

In case of different issuedBy jurisdiction or multiple IN/TINs the IN/TIN List allows input of those.

TIN Format

- Country-Specific (see configuration)

Information Packages

A delivery from an FI to the FTA always consists of a single encrypted delivery file (ZIP format encrypted with AES256-Bit, Deflate compression method) containing at least one unencrypted information package (ZIP format, Deflate compression method) with the actual content.

An information package represents a dossier that contains only new or updated information that needs to be delivered to the FTA.

An initial information package can only be sent once per enquiry and dossier, all following information packages concerning the same dossier must be delivered as an update information package. update information package represents updated information for a dossier that has already been delivered to the FTA in a previous delivery. It always contains an updated SEI-XML, optionally an updated PDF documentation and/or updated FATCA-XML

Within the Information Packages Tab all relevant information can be entered to generate a delivery package.

SEI Reporting

Information Packages

General Form Information

FI Number Transmission Number

Request Number Year

Contact eMail Password Show password

Working Directory

Information Packages

Dossier Serial Number	Update Serial Number
Kein Content in Tabelle	

Dossier 631.3-YYYY-US-AAAA-BBBB-NNNNNN

Dossier Serial Number Update Package

Comment

Path to FATCA XML

Path to PDF Doc

▸ SEI

▸ PERSONS

General Information

The General Form Info contains common information to identify the financial institution (FI), information about the Request and relevant data about the transmission.

If leading zeros are required, the tool enters the missing digits after hitting enter/tab when editing the according text field.

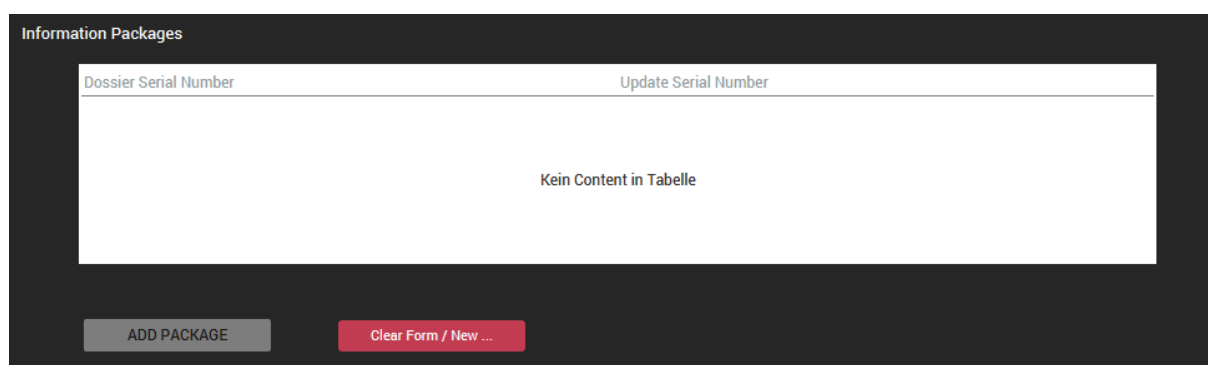
- **FI Number:** Contains the unique number of the financial institution (FI).
- **Transmission Number:** Sequential transmission number (to be provided by the FI, starting with 0001 for every delivery, incremented by 1 per delivery, with leading zeros)
- **Request Number:** Number of the request (4 numbers, defined by the FTA)
- **Year:** Year of the request’s reception (4 numbers, defined by the FTA)
- **Contact eMail:** Used as information, when generating the FATCA Credential Form (https://www.estv.admin.ch/dam/estv/de/dokumente/intsteuerrecht/themen/fatca/sei-fatca-credentialform_v1-0.pdf.download.pdf/SEISYS_FATCAInformationDelivery_CredentialForm_v1.0.pdf)
- **Password:** Password used to encrypt the information delivery. A password can be entered manually or generated by the application. All passwords used in an information delivery must meet the following conditions:
 - at least 12 and at most 24 characters long
 - at least one upper case character is used (A, B, C, ...)
 - at least one lower case character is used (a, b, c, ...)
 - at least one digit is used (1, 2, 3, ...)
 - at least one special character is used (?, !, \$, ...)
 - must not contain look-alike characters (O/0, l/I, ...)
 - must not have been used in another information delivery before.
- **Working Directory:** Where all output is stored. The following directory structure is generated within the folder:
 - **sei_temp:** all artifacts generated during the process are stored here
 - **sei_upload:** the generated delivery files and credential forms are stored here

Information Packages

A delivery from an FI to the FTA always consists of a single encrypted delivery file (ZIP format encrypted with AES256-Bit, Deflate compression method) containing at least one unencrypted information package. The single information package information can be collected under the information package area.

Overview

The “Information Packages” table show all current gathered information packages (dossiers). Selecting a single entry from the list, shows the details in the dossier, SEI-XML and Persons area. New data can be added by using the “ADD PACKAGE” functionality after adding all mandatory elements.



Dossier

An information package represents a dossier that contains information that needs to be delivered to the FTA. You can generate initial and update information packages.

An initial information package can only be sent once per enquiry and dossier, all following information packages concerning the same dossier must be delivered as an update information package.

An initial package contains the following elements:

- 1 (one) SEI-XML file
 - Content: dossier meta data for one FATCA account report
 - File name: 631.3-YYYY-US-AAAA-BBBB-NNNNNN.xml
- 1 (one) Documentation PDF file
 - Content: documentation copies (1-n pages) for one FATCA account report
 - File name: 631.3-YYYY-US-AAAA-BBBB-NNNNNN.pdf
- 1 (one) FATCA-XML file
 - Content: Account report corresponding to SEI-XML dossier
 - File name: 631.3-YYYY-US-AAAA-BBBB-NNNNNN-FATCA.xml

The correct names are set by the tool during the generation of the delivery file.

An update package contains the following elements:

- 1 (one) SEI-XML file
 - Content: dossier meta data for one FATCA account report
 - File name: 631.3-YYYY-US-AAAA-BBBB-NNNNNN-MM.xml
- 0-1 (zero to one) Documentation PDF file
 - Content: documentation copies (1-n pages) for one FATCA account report\$

- File name: 631.3-YYYY-US-AAAA-BBBB-NNNNNN-MM.pdf
- 0-1 (zero to one) FATCA-XML file
 - Content: Account report corresponding to SEI-XML dossier
 - Content: 631.3-YYYY-US-AAAA-BBBB-NNNNNN-FATCA-MM.xml

Depending on the type, different information is required. Following is always required:

- **Dossier Serial Number:** This is the dossier serial number. It is a consecutive serial number assigned by the FI that begins again at 000001 for each FATCA group request. The FI may not use the numbers 900000-999999 (for SEI internal use).
- **Comment:** Any (optional) comments the FI would like to make can be entered here.
- **Path to FATCA XML:** Path to the FATCA XML 2.0 compliant data file
- **Path to PDF Doc:** Path to the PDF documentation

Initial Package

Opens the selected FATCA XML 2.0 in the TRSuite FATCA module

Opens the system default PDF viewer and displays the selected PDF file

Update package

An update information package represents updated information for a dossier that has already been delivered to the FTA in a previous delivery. It always contains an updated SEI-XML, optionally an updated PDF documentation and/or updated FATCA-XML.

- **Update Number:** A consecutive serial number assigned by the FI that begins again at 01 for each dossier number assigned.
- **SEI XML Update:** It is mandatory for an update information package to contain an SEI-XML.
- **FATCA XML Update:** For each update information package, it must be stated if it contains a FATCA-XML update.
- **Path to FATCA XML:** Path to the updated XML file
- **PDF Update:** For each update information package, it must be stated if it contains a PDF update

- **PDF Update Details:** If an update information package contains a PDF update, explanations on this can be entered under the element if necessary.
- **Path to PDF Doc:** Path to the updated PDF document

SEI-XML (Information Owner and Account data)

Information about the reporting FI (owner) and the reported account can be entered in the SEI panel as described below:

The screenshot displays the SEI-XML form interface, which is organized into three main sections: Reporting Financial Institution, Contact Person, and Account.

- Reporting Financial Institution:**
 - GIIN:** A text input field with the placeholder "GIIN of the reporting Swiss FI".
 - Name:** A text input field with the placeholder "The name of the reporting Swiss FI where the account is held".
 - Reporting Swiss FI:** A dropdown menu.
 - Local Client Base:** A dropdown menu.
 - Address:** A vertical stack of five text input fields with placeholders: "first line of the full postal address", "second line of the full postal address", "third line of the full postal address", "filled out if it is required", and "filled out if it is required".
- Contact Person:**
 - Name:** A text input field.
 - Phone:** A text input field.
 - eMail:** A text input field.
- Account:**
 - Account Number:** A text input field with the placeholder "corresponds to the AccountNumber as defined in the FATCA-XML Schema".
 - Doc Ref ID:** A text input field with the placeholder "corresponds to the DocRefID as defined in the FATCA-XML Schema".
 - Category:** A dropdown menu with "INDIVIDUAL" selected.
 - Pool Report Type:** A dropdown menu.
 - FATCA Financial Account:** A dropdown menu.
 - Consent Received:** A dropdown menu.
 - US Account:** A dropdown menu.
 - Account Relationships:** A text input field.
 - Aggregated Accounts:** A dropdown menu.
 - Previously Reported:** A dropdown menu.
 - Multiple Specified US Persons:** A dropdown menu.
 - TIN Available:** A dropdown menu.
 - Due Dilligence Regulations Elected:** A text input field.
 - Definition Regulations Elected:** A text input field.
 - US Indicia:** A dropdown menu with options: "SEI201: Identification as US citizen", "SEI202: Identification as US resident (including green card holders)", "SEI203: Indication of a US place of birth", and "SEI204: Current US mailing or residence address".
 - US Indicia Comment:** A text input field.

- **GIIN:** The GIIN of the reporting Swiss FI. If this is a sponsored entity that does not have a GIIN, the GIIN of the sponsoring entity must be given. Otherwise, the sponsoring entity appears only as a contact person (in addition to the sponsored entity).
- **Name:** the name of the reporting Swiss FI where the account is held.
- **Address:** The full postal address of the reporting Swiss FI where the account is held
 - Line 1: This element is the first line of the full postal address and generally contains the name of the addressee.
 - Line 2: This element is the second line of the full postal address.
 - Line 3: This element is the third line of the full postal address
 - Line 4-6: optional
- **Reporting Swiss FI:** It must be declared under the element that the information holder is a reporting Swiss financial institution which is not identified as a non-reporting Swiss financial institution in Annex II of the FATCA Agreement and that does not otherwise qualify as a deemed-compliant FFI, an exempt beneficial owner, or an excepted FFI under relevant US Treasury Regulations (Art. 2 para. 1 (15) and (16) of the FATCA Agreement [Reason: condition for administrative assistance eligibility]).

- **Local Client Base:** It must be specified under the element if the reporting Swiss FI is a financial institution with a local client base in accordance with Annex II section II part A 1. of the FATCA Agreement. This information is particularly important for the SEI because the individual accounts of a financial institution with a local client base must only be reported if the specified US person is not a resident of Switzerland (see also Annex II section II part A 1. f. of the FATCA Agreement and section 6 of the PDF documentation described in chapter 4.5.2.2).
- **Contact Person:** Contact persons of the reporting Swiss FI (or the sponsoring entity) can be entered.
 - **Name:** The full name of the FI's contact person must be entered.
 - **Phone:** The telephone number of the FI's contact person must be entered.
 - **eMail:** The e-mail address of the FI's contact person must be entered.
- **Account Number:** The Account Number used in the FATCA-XML that is to be sent to the SEI must be entered.
- **Doc Ref ID:** The Document Reference ID used in the FATCA-XML that is to be sent to the SEI must be entered so that a connection with the corresponding Account Report in the FATCA-XML can be established.
- **Category:** It must be indicated if the account is an individual account or an entity account
- **Type:** It is mandatory to fill in the element Account Type if the value "Organisation" was entered in the element Category.
- **Pool Report Type:** The value under which the account was reported in aggregate form to the IRS (FATCA-XML) must be entered.
- **Aggregated Accounts:** The aggregation of the balance of the account with the balances of other accounts
- **FATCA Financial Account:** It must be declared under the element FATCAFinancialAccount that the account is a financial account as established in relevant US Treasury Regulations and is not an account, product or arrangement identified as excluded from the definition of financial account in Annex II of the FATCA Agreement (Art. 2 para. 1 (22) of the FATCA Agreement [Reason: condition for administrative assistance eligibility]).
- **Previously Reported:** The previous reporting of the account to the SEI on the basis of a FATCA group request made by the IRS in the past.
- **Consent Received:** It must be stated under the element ConsentReceived whether or not consent has been received for reporting the banking information to the IRS (
- **Multiple Specified US Persons:** Indicates, if in the case of a passive NFFE, multiple controlling specified US persons are named in the same AccountReport. This information is important for the SEI because it must black out information in the case of a diverging result regarding eligibility for administrative assistance
- **US Account:** For a US account with or without US indicia, the value "Yes" must be entered under the element USAccount. For a nonparticipating foreign financial institution's account, the value "No" must be entered (irrespective of whether or not a US indicium is available in accordance with the FATCA Agreement or (if the voting right is exercised) relevant US Treasury Regulations)
- **TIN Available:** It must be stated whether or not the US TIN of the specified US person(s) is available
- **Account Relationships:** A link to other accounts/persons reported to the SEI based on the same disclosure order under the FATCA Agreement.
- **Due Diligence Reg. Elected:** {Yes, No, Partial: <Explanation>} - whether or not the financial institution relies on the procedures described in relevant US Treasury Regulations to establish whether an account is a US account or an account held by a nonparticipating foreign financial institution

- **Definition Regulations Elected:** whether or not the FI uses definitions from relevant US Treasury Regulations instead of those given in the FATCA Agreement
- **US Indicia:**
- **US Indicia Comment:** Comment on select US Indicia
- **Comment NPFFI/PNFFE:** Comment required based on selected Type

Persons

This is the information section on the persons concerned by the administrative assistance procedure and on the persons (additionally) entitled to appeal (see the Federal Act on International Administrative Assistance in Tax Matters [TAAA; SR 672.5]).

The persons concerned are considered to be the specified US person and the nonparticipating foreign financial institution. Persons (additionally) entitled to appeal are considered to be any of the FI's contracting parties (e.g. account holders, policyholders) who are not specified US persons or nonparticipating financial institutions.

▼ PERSONS

ID	Last Name	First Name
(Empty table content)		

Person Details

Person ID:

Category:

Person Type:

Relation to Account:

- SEI501: Contracting party
- SEI502: Beneficial owner/beneficiary
- SEI503: Controlling person
- SEI504: Account holder as named in the FATCA-XML

First Name:

Middle Name:

Last Name:

Gender:

Birth Date: YYYY-MM-DD

Confirmed US Person:

Deceased:

Address:

- **PersonID:** The FI must assign an FI-specific personal ID to every person entitled to appeal. This is composed of the SEI Dossier FI Number assigned by the SEI and a Person Sequence Number assigned by the FI. This PersonID may be assigned to one person only (it cannot be assigned again to a different person for a subsequent transfer of data to the SEI under the FATCA Agreement). This person may be assigned the same PersonID or a new one for a subsequent transfer of data to the SEI under the FATCA Agreement. The Person Sequence Number can consist of an existing internal number.

- **Category:** The personal details of the specified US person or the nonparticipating foreign financial institution must always be entered.
- **Person Type:** It must be entered under the element PersonType if the person is a natural person or an entity.
- **Relation to Account:** All of the relationships the person has to the account must be entered
- **First Name:** It is mandatory to fill in the element FirstName if the value "Individual" was entered in the element Person Type.
- **Middle Name:** It is mandatory to fill in the element Middle Name if the value "Individual" was entered in the element Person Type and the middle name is known.
- **Last Name:** It is mandatory to fill in the element Last Name if the value "Individual" was entered in the element Person Type
- **Gender:** It is mandatory to fill in the element Gender if the value "Individual" was entered in the element Person Type and the gender is known
- **Birth Date:** It is mandatory to fill in the element Birthdate if the value "Individual" was entered in the element Person Type and the date of birth is known.
- **Confirmed US Person:** It must be confirmed that the US person did not pose as an unspecified US person to the FI.
- **Deceased:** It is mandatory to fill in the element Deceased if the value "Individual" was entered in the element Person Type and it is known if the person is deceased or still living.
- **Address:** The element refers to the full postal address (domiciliary address) of the stated person.
 - Line 1: This element is the first line of the full postal address and generally contains the name of the addressee.
 - Line 2: This element is the second line of the full postal address.
 - Line 3: This element is the third line of the full postal address
 - Line 4-6: optional
- **Organisation Name:**

Generating the Delivery File

Once all data is entered and validated, the delivery file can be generated using the “Generate Delivery Package ...” menu item.

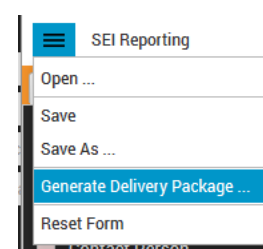
A delivery file is an AES256-Bit encrypted ZIP file with the following file name:

631.3-YYYY-US-AAAA-BBBB-TTTT.zip



Example: 631.3-2015-US-0001-0343-0001.zip (meaning: delivery no. 0001 of FI no. 0343 for the first request in 2015)

It contains the following elements:

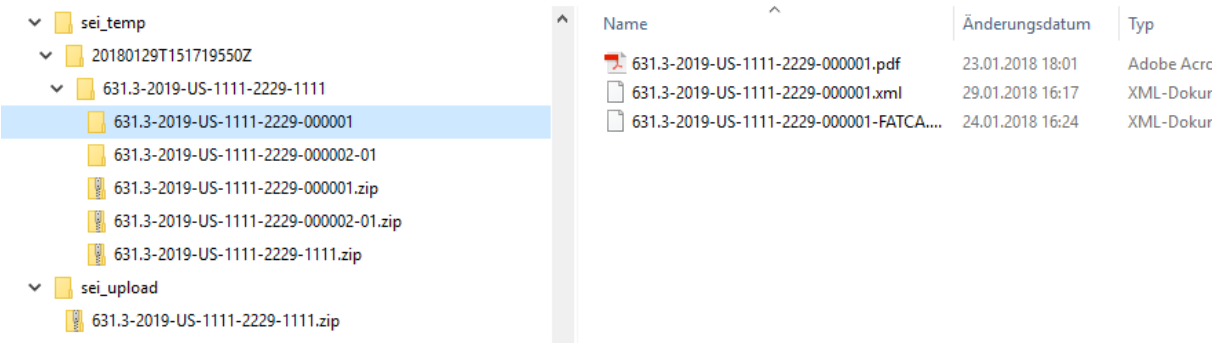
- 1-n (one to many) information packages
 - Content: initial or update dossier information for one FATCA account report
 - File name: 631.3-YYYY-US-AAAA-BBBB-NNNNNN.zip or 631.3-YYYY-US-AAA-BBBB-NNNNNN-MM.zip



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


-  sei_temp 26.01.2018 18: The generated delivery file and credential
 -  sei_upload 26.01.2018 18: PDF is moved to the sei_upload folder. The
- temp folder 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 and subfolder following the naming of the transmission package.




After the successful generation, the file and the credential information (with the calculated SHA-1 Hash Value) are available in the sei_upload folder.

Sample Credential Exchange Information



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra



Federal Department of Finance FDF
Federal Tax Administration FTA
Main Division for Federal Direct Tax,
Anticipatory Tax and Stamp Duty

Credentials Exchange Information Delivery

This form can be used to send the needed decryption information as described in the Information Delivery Guide. The decryption information must include the SHA-1 hash value of the encrypted delivery ZIP file as well as the passwords needed to decrypt delivery ZIP file and data medium (if applicable).

Exchange Conditions

The decryption information can be sent

- by postal mail (for all delivery channels)
- by fax to the number +41 58 462 35 99 (for all delivery channels)
- by email to the address sei@estv.admin.ch (only for USB data medium deliveries)

Please note: the credentials exchange must always be executed before the information delivery and always using a different channel.

Password Conditions

All used encryption passwords must meet the following conditions:

- at least 12 and at most 24 chars long
- at least one upper case character
- at least one lower case character
- at least one digit is used
- at least one special character (? , ! \$ % ...)
- must not contain look-alike characters (O/O, l/I, ...)
- must not have been used in another information delivery before.


Credentials

Delivery ZIP File Name
 .zip

SHA-1 Hash Value of Delivery ZIP File

Encryption Password for Delivery ZIP File

Encryption Password for USB Data Medium (only if applicable)



068701

Federal Tax Administration FTA
Service for Exchange of Information in Tax Matters SEI
Eigenstrasse 85
3003 Bern
sei@estv.admin.ch
www.estv.admin.ch

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.