

TAX REPORTING SUITE

CRS

LUXEMBOURG

VERSION 1902



USERS'S MANUAL

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Content

- Revision History 4
- The Main Window..... 4
- CRS LUX: Module Overview 5
 - Reference..... 6
 - CRS Luxembourg..... 6
 - File Information 7
- Appendix..... 7
 - Export control information 7

Revision History

Product Version	Document Version	Revision Date	Description
1712	Rev 0	01.01.2018	Initial Release
1802	Rev 1	27.02.2018	No changes
1803	Rev 2	21.03.2018	No changes
1807	Rev 3	31.07.2018	Minor fixes (hardcoded reporting year)
1812	Rev 4	17.12.2018	Minor fixes and improvements (channel)
1902	Rev 5	12.02.2019	ID Extension added to Reporting Person tab

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

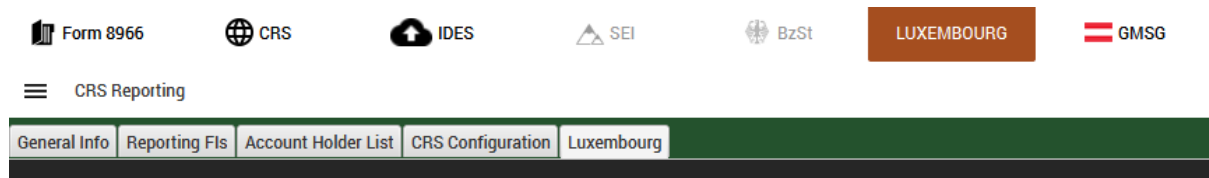
Menu options

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 LUX: Module Overview

This guide provides information about the Luxembourg specific extension of the CRS module of the TRSuite software package. It describes processes and procedures for importing and exporting CRS OECD XML 1.0 files compatible with the Luxembourg schema extensions.



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The CRS module includes the following:

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

The functions are described in the CRS User Guide.

The CRS Lux module covers the following extension

- Luxembourg Reporting Tab

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:

- 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>

Reference

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.

CRS Luxembourg

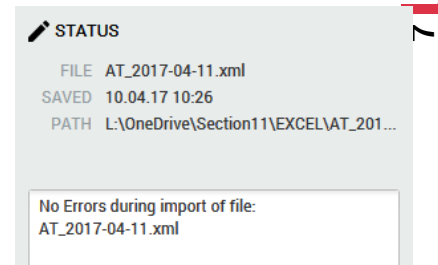
The Luxembourg Tax Authority defines additional header elements to allow the identification of the sender and the reporting financial institution. These data element can be entered in the CRS Lux tab as shown below.

The screenshot displays the 'CRS Reporting' interface for Luxembourg. At the top, there are navigation tabs: 'General Info', 'Reporting FIs', 'Account Holder List', 'CRS Configuration', and 'Luxembourg'. Below these, the 'OECD XML' section contains a large text input field (marked with a '4'), an 'Export AEOI XML ...' button (marked with a '2'), a 'Generate IDs during export' checkbox, and a 'Clear Form' button. The 'Contact' section includes fields for 'AEOI reference', 'RFI Identifier', 'Tax Year', and a 'Channel' dropdown menu. Below this, there are three tabs: 'Depositor', 'Declarer', and 'Reporting Person'. The 'Depositor' tab is active, showing fields for 'Depositor name', 'Personal ID', 'Name', 'Personal email', 'Direct phone number', 'First Name', 'Organisation email', 'Street / Number', 'Postal Code', 'City', and 'Country'. A 'load' button is visible in the top right corner of the form area.

- 1) Enter all required data for the three tabs "Depositor", "Declarer" and "Reporting Person". All fields are mandatory. Pressing the load button allows to import the data from an existing AEOI report.
- 2) Select you valid and prepared OECD XML 1.0 standard document by pressing button "..."
- 3) If the message reference and document reference IDs not yet generated you can check the "Generate IDs during export" checkbox, to generate (or replace) all message and document reference IDs during the export of the XML.
- 4) Finally export the file by pressing (4). Select the target folder. The filename will be generated according to Lux naming conventions.

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.



Appendix

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.