Common Reporting Standard ("CRS") Return guide for Reporting Financial Institution in Brunei Darussalam

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Part A: Introduction

1.   As required under the Common Reporting Standards (CRS), financial institutions in Brunei Darussalam are required to collect and report to the Collector of Income Tax Act as the Competent Authority the reportable financial account information starting from 1 January 2017. Financial institutions are required to collect information from 1st January to 31st December every year and report it (CRS Return) including nil returns if applicable to the Competent Authority in the subsequent years no later than 30th June every year. The CRS Return submitted to the Competent Authority must be in accordance to the XML Schema provided by the Organisation for Economic Cooperation and Development (OECD). The current version of XML Schema to be used from 2021 onwards is the OECD's CRS XML Schema v2.0.

2.   This user guide is created to help all reporting financial institutions in Brunei Darussalam in adhering with the format set in the XML Schema. This user guide largely follows the OECD's Common Reporting Standard User Guide Version 3.0. Modifications have been made to provide more details on how the information on the data element "DocRefIds" should be presented to make the reporting process more efficient.

3.   This user guide should be read together with the CRS Regulations and the CRS guidance materials which are available on the Ministry of Finance and Economy's webpage at https://www.mofe.gov.bn/Divisions/Automatic-Exchange-of-Information.aspx.

Part B: XML File Preparation and Submission

1.   All CRS Returns, including nil returns, must be submitted electronically to Revenue Division, Ministry of Finance and Economy (MOFE) through a secure portal called Brunei Darussalam's Automatic Exchange of Information (AEOI) portal. In this portal, reporting financial institutions can submit the CRS return by uploading their reportable files in the form of XML Schema or by entering the account information manually. For submission of CRS Return by uploading the files in the form of XML Schema, the maximum reportable accounts uploaded per file should be 1000 reportable accounts and the maximum file size is up to 100mb. If the amount of the reportable account is more than 1000 accounts or more than 100mb, then the reportable account must be split into 2 or more files (1 file can accommodate to 1000 reportable accounts or less than 100mb in size) and submitted separately.

2.   In naming the CRS return XML file, reporting financial institutions are encouraged to name their CRS Return XML file in the following order:

- Initial name of the reporting financial institutions;
- Date of submission; and
- Part Number (if using split files).

For example, Nur Azim Bank Berhad wanted to report 1500 Reportable accounts to Brunei Darussalam's Tax Authority on 15 June 2023. Therefore as the reportable accounts are more than 1000, then the XML File should be split into two and named as NABB15062023Part1 and NABB15062023Part2 respectively (naming based on the company's name is also recommended, eg. NurAzimBank15062023Part1).

3.   Reporting financial institution that does not have any reportable accounts to be reported for the current reporting year are still required to submit CRS Return in the form of nil return manually through the AEOI Portal.

Part C: Schema Information

Section 1 – XML Schema Version 2.0

Brunei Darussalam follows the Organisation for Economic Cooperation and Development current XML Schema Version 2.0 which allows the reporting information under the CRS in an IT-based and standardized manner. Except for the section on DocRefID (explain in section 2), reporting financial institution can refer to the schema format which is available at https://www.mofe.gov.bn/Divisions/Automatic-Exchange-of-Information.aspx and https://www.oecd.org/tax/automatic-exchange/common-reporting-standard/schema-and-user-guide/.

Section 2 – Message Reference ID (MessageRefId)

Any file submitted by reporting financial institution should follow the following format for MessageRefId value:

[sending country code][reportingYear][receiving country code]_[company registration Number]_[timestamp: yyyy-MM-dd_HH-mm-ss]

Whereby –

- [sending country code] – This data element identifies the jurisdiction where the reported financial account is maintained. (For domestic reporting this element would be the domestic country code)
- [receiving country code] – This data element identifies the jurisdiction of the tax administration that is intended recipient of the message. (For domestic reporting this element would be the domestic country code)
- [reportingYear] – refers to the calendar year in which the account information relates and is provided in YYYY format.
- [company registration Number] - refers to registration number of the reporting BFI with the Prefix can be P or RC or RFC and ends with 8 numbers. For example: RC00000000.
- [timestamp: yyyy-MM-dd_HH-mm-ss] – is the time value when the record was created.

Example:

Yazri Investment PTE LTD (RC12345678) prepares and submits CRS Returns for Reporting Year 2020 on 14 June 2021. The Message Reference ID for the first CRS Return that it generates on that day at 2:00 PM will show as "BN2021BN_RC12345678_2021-06-14_14-00-00". If the financial institution prepares a second

CRS Return (for the same or different file) in the same day (for example at 4:31 PM), the Message Reference ID of this second CRS Return will be "BN2021BN_RC12345678_2021-06-14_16-31-00".

Section 3 – DocRefID

Under the Standard for Automatic Exchange of Financial Account Information in Tax Matters, the DocRefID can contain whatever information the sender uses to allow identification of the particular report but should start with the sending country code. DocRefID must be unique in space and time (i.e. there must be no other message or record in existence that has the same reference identifier).

For the purpose of reporting the CRS return in Brunei Darussalam, the DocRefID should follow the following format:

Element	Attribute	Size	Input Type	Requirement
DocRefID		1 to 200 characters	stf:StringMin1Max200_Type	Validation

The DocRefID data element is a free text field capturing a unique identifier for this document (i.e. one record and all its children data elements). It must be unique in space and time (i.e. there must be no other record with same reference identifier.

3.1   For the ReportingFI data element

This data element identifies the financial institution that maintains the reported financial account or makes the reported payment. The DocRefID format for reporting financial institution in Brunei Darussalam must be structured in the following format:

[Countrycode][Company Reg No].[GUID]

whereby –

- [Countrycode] - refers to where the company is registered for reporting to Brunei Darussalam's competent authority. In this case the code for Brunei Darussalam is BN.

- [Company Reg No] - refers to registration number of the reporting BFI with the Prefix can be P or RC or RFC and ends with 8 numbers. For example: RC12345678.

- [GUID] – Brunei Darussalam adopts the GUID (Global Unique Identifier also called as Universal Unique Identifier). It is a 128-bit (36 characters) long value, which provides ultimate uniqueness in space and time. The probability of duplication is near to zero to be negligible. In its canonical textual representation, the 16 octets of a UUID are represented as 32 hexadecimal (base-16) digits, displayed in five groups separated by hyphens, in the form 8-4-4-4-12 for a total of 36 characters (32 hexadecimal characters and 4 hyphens). GUID can be generated through online GUID generator.

Example:

Fauzi Insurance PTE LTD with Registration Number RC12345679, submits an initial CRS Return to Brunei Darussalam Tax Authority. The Document Reference ID of the reporting financial

institution data element in its CRS Return will be "BNRC12345679.22300A8A-10B3-4938-8D1F-BB4CCE4C86FE".

In this case, the first 2 letters are the [countrycode], followed by [company reg number] and lastly followed by the random GUID number.

3.2 For the Account Report data element

This data element is mandatory under CRS unless the reporting financial institution does not have any accounts to report to or make Nil-Reporting. This data element identifies the account that is reported by the reporting financial institution and deemed as reportable for the year.

The DocRefID format for account report in Brunei Darussalam has a similar structure as financial institution's DocRefID format, which is as follows:

[Countrycode][Company Reg No].[GUID]

Example:

In the previous example in 2.2, Fauzi Insurance PTE LTD has made a CRS Return to Brunei Darussalam Tax Authority. Inside the CRS Return, the reportable accounts will be formatted as BNRC12345679.4629812AP-2321-C1232-L29L-JK238471L23G5. Similar to DocRefID for ReportingFI, the first 2 letters are the [countrycode], followed by [company reg number] and lastly followed by the random GUID number.

3.3 CorrDocRefID

If there is a return that needs to be corrected, reporting financial institutions could send amendments through the AEOI Portal by using the NEW Data Correction Files.

Element	Attribute	Size	Input Type	Requirement
CorrDocRefID		1 to 200 characters	stf:StringMin 1Max200_Type	Optional (Mandatory)

- This data element is used for correction or deletion of data only. The CorrDocRefID references the DocRefID of the element to be corrected/deleted. It must always refer to the latest reference of the AccountReport (DocRefID) that was sent.

- In this way, a series of corrections or amendments can be handled as each correction completely replaces the previous version.

3.4 Multiple File Submission in AEOI Portal

For Reportable Financial Institutions that submits multiple files every year, all Reporting FIs have to designate different DocRefIds for each file submission (Each file has their own unique DocRefId). For example, the first file submission have "BNRC12345679.22300A8A-10B3-4938-8D1F-BB4CCE4C86FE" while the second file submission might have "BNRC12345679.22300A8A-10B3-42M8-SD1F-B23SSDE4C86FE". If the first file has 40 account reports with 40 different

unique DocRefIds, then in total the submission by the Reporting FI should have 41 unique DocRefIds in total including the file's DocRefId.

For example Hafiz Insurance Limited needs to submit 5000 reportable accounts to Revenue Division for the year 2024. As per paragraph 1 of Part B, the financial institution needs to submit 5 files as 1 file should not exceed 1000 reportable accounts. For each files, the DocRefId should be different from each other as per below:

File 1	**File 2**	**File 3**	**File 4**	**File 5**
DocRefID: BNRCXXXXX1	DocRefID: BNRCXXXXX2	DocRefID: BNRCXXXXX3	DocRefID: BNRCXXXXX4	DocRefID: BNRCXXXXX5

3.5   Controlling Person

3.5.1   There are 3 allowable entries for a data element:

    a.   CRS101 : Passive NFE with - one or more Controlling Person who is a Reportable Person

    b.   CRS102 : CRS Reportable Person

    c.   CRS103 : Passive NFE that is a CRS Reportable Person

3.5.2   For reporting purposes from reportable FI to Revenue Division:

    a.   If the passive NFE has more than one Controlling Person who is a Reportable Person, a separate Account Report, that includes information of the Passive NFE, should be created with respect to each Controlling Person;

How to report?

For example the Passive NFE is from United Kingdom, and the Reportable Person is from India, as per requirement in 3.5.1 shown below:

CRS101
Tax Resident - United Kingdom

Note: Passive NFE Tax Resident is UK thus reported as CRS101

CRS103
Controlling Person - India

Note: The Passive NFE has also Tax Resident to India thus reported as CRS103

    b.   Where an Entity Account Holder is a Reportable Person and is also a Passive NFE with one or more Controlling Persons that is a Reportable Person, and both the Entity and the Controlling Person are resident in the same Reportable Jurisdiction, the information with respect to the account has to be reported as an account of an Entity that is a Passive NFE with a Controlling Person that is a Reportable Person (i.e report the information in one Account Report).

CRS101	
a) Controlling Person – United Kingdom b) Tax Resident – United Kingdom	Note: The Controlling Person and the Passive NFE's Tax Resident are both United Kingdom thus they are reported as CRS101

c.   Where an Entity Account Holder is a Reportable Person and is also a Passive NFE with one or more Controlling Person who is a Reportable Person, and the Entity and any of such Controlling Person are resident in different Reportable Jurisdictions, the information with respect to the account must be reported (i) as an account of an Entity that is a Passive NFE with a Controlling Person who is a Reportable Person (AcctHolderType CRS101), and (ii) as an account of an Entity that is a Reportable Person (AcctHolderType CRS103)

CRS101	CRS103
a) Controlling Person – United Kingdom b) Tax Resident – United Kingdom	Tax Resident - India
Note: The Controlling Person and the Passive NFE's Tax Resident are both United Kingdom thus they are reported as CRS101.	Note: The Passive NFE has also Tax Resident to Luxembourg thus reported as CRS103