



# FATCA / CRS Risk Assessment Questionnaire – User Guide

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Ministry of Finance – FATCA / CRS System

This document contains 9 pages

– STRICTLY CONFIDENTIAL –

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## DOCUMENT CONTROL

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## 1 Scenario: How do I complete the FATCA/CRS Risk Assessment Questionnaire?

### 1.1 Who is required to complete the FATCA/CRS Risk Assessment Questionnaire?

All UAE Reporting Financial Institutions (“UAE RFIs”) registered on the FATCA/CRS System for that Reporting Year are required to complete a Risk Assessment Questionnaire by the stipulated deadline for each Compliance Type (i.e., FATCA and/or CRS).

If a UAE RFI reports to more than one UAE Regulatory Authority (“RA”), it will be required to complete and submit a separate Risk Assessment Questionnaire (within the respective ‘Groups’) for FATCA and/or CRS, as applicable to the UAE RFI.

UAE RFIs that do not have FATCA and/or CRS reporting obligations for that Reporting Year (e.g. CY2022) do not need to complete the FATCA and CRS Risk Assessment Questionnaires, as applicable.

### 1.2 Who can complete the FATCA/CRS Risk Assessment Questionnaire?

The FATCA and CRS Risk Assessment Questionnaires should be completed by an Administrator, Maker or Maker+Checker user in each Group. This is the ‘Maker’ Action.

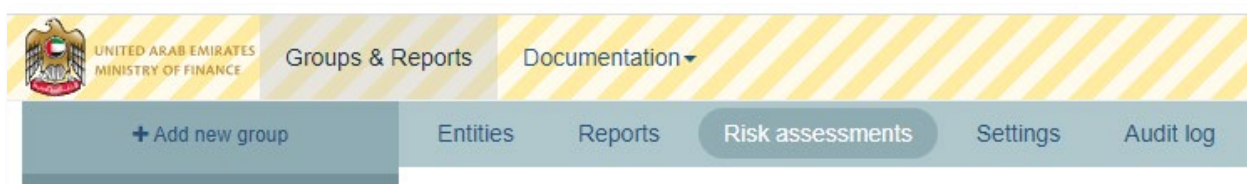
Subsequently, a different Administrator, Checker or Maker+Checker user must ‘check’ the questionnaire and ‘Accept’ or ‘Reject’ the questionnaire. This is the ‘Checker’ action.

Please note that a user cannot perform the ‘Maker’ and ‘Checker’ action. i.e., different users are required to perform the different actions.

### 1.3 Completing the FATCA/CRS Risk Assessment Questionnaire

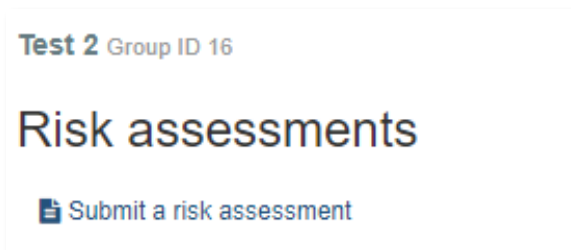
Select the Group from the left-hand bar.

The following menu will be displayed.





Select “Risk Assessments” > “Submit a risk assessment”



The Submit risk assessment page will be displayed.

A screenshot of the "Submit risk assessment" form. It contains three fields: "Report type" with a dropdown menu showing "Common Reporting Standard (CRS)", "Reporting period" with a dropdown menu showing "31/12/2022", and "Financial Institutions" with a radio button and an empty text input field.

Select the relevant “Report type”: CRS or FATCA

Select the relevant “Reporting period”.

You may then begin completion of the questionnaire.

Please note that the questionnaire may be partially completed if required, as it will automatically be saved after a few seconds of entering the data. Please check the status at the bottom of the form.

The instructions to complete the questionnaire are provided at the top, once the questionnaire loads on the page. Please ensure to read all the instructions and follow them carefully.

Once you have started filling in your risk assessment, the contents of the form will be saved automatically. You can then come back to complete the risk assessment at a later time.

\*All sections are mandatory unless otherwise mentioned. There are thirteen (13) questions and each question contains multiple answers. UAE RFIs must complete all questions (unless otherwise mentioned) and for each question (1-13) UAE RFIs must select the most appropriate answer. Only select one multiple answer.

Failure to do or failure to only provide one answer will indicate non-compliance with this questionnaire. Responses must be submitted back within the timeframe communicated upon reception of this questionnaire. Failure to complete this risk based assessment questionnaire may result in appropriate enforcement action taken, including sanctions and penalties. If you are unsure of any terminology used in this risk based assessment questionnaire, please review the CRS legislation. If you have any questions that are not covered by these instructions, please contact your authority who will be able to assist you further.\*



When completing the questionnaire, carefully read the questions and the responses available, selecting the most appropriate answer for each question. Please note that only one response may be selected for each question.

Once completed, the questionnaire must be submitted for 'Checking' by selecting "Submit risk assessment for checking". Please read the disclaimer and ensure the most appropriate response has been selected for each question.

**DISCLAIMER**

*By completing and returning this risk based assessment questionnaire, you confirm you understand all questions being raised, you have truthfully and completely responded to each question and that you understand providing false information, withholding relevant information or responding in a misleading way may result in appropriate enforcement action taken, including sanctions and penalties applicable under the law. Furthermore, we may request further information from you regarding the answers you provided in this risk based assessment questionnaire, including further documentation to evidence your answers or management confirmations, where applicable.*

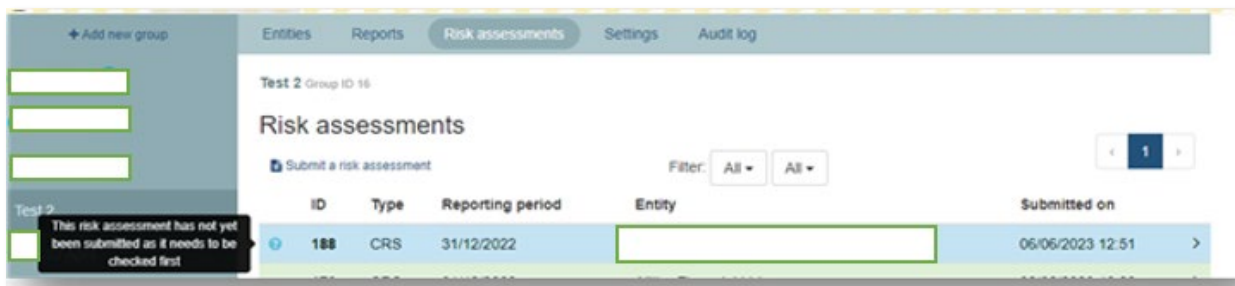
Submit risk assessment for checking

✔ Saved automatically

### 1.3.1 Checking

Once a FATCA/CRS Risk Assessment Questionnaire has been completed and submitted by the Maker (or Admin user) for 'checking', all Checker users in the Group will be notified via mail notification.

The following screen will appear after the Checker logs in and navigates to the 'Risk assessments' tab.



Each FATCA/CRS Risk Assessment questionnaire submitted by a UAE RFI for 'checking' will appear in the Checker user's list, highlighted in blue.

Hovering over the row will also display the status of the questionnaire (e.g., 'The risk assessment has not yet been submitted as it needs to be checked first.')

Please note that the FATCA and CRS risk assessment questionnaires will appear as separate line items in the Checker's view. This may be reviewed in the column 'Type'.



Clicking on each UAE RFI's submitted questionnaire (for FATCA or CRS), displays the questionnaire submitted by the Maker. The selected answers are highlighted in blue (as shown below).

Entities Reports Risk assessments Settings Audit log

Group ID 16

### Risk assessment ID 188

CRS Reporting period 31/12/2022

Submitted by on 06/06/2023 12:51 for entity

\*All sections are mandatory unless otherwise mentioned. There are thirteen (13) questions and each question contains multiple answers. UAE RFIs must complete all questions (unless otherwise mentioned) and for each question (1-13) UAE RFIs must select the most appropriate answer. Only select one multiple answer.

Failure to do or failure to only provide one answer will indicate non-compliance with this questionnaire. Responses must be submitted back within the timeframe communicated upon reception of this questionnaire. Failure to complete this risk based assessment questionnaire may result in appropriate enforcement action taken, including sanctions and penalties. If you are unsure of any terminology used in this risk based assessment questionnaire, please review the CRS legislation. If you have any questions that are not covered by these instructions, please contact your authority who will be able to assist you further.\*

#### 1) New Account Onboarding [Individuals and/or Entities]

Has the RFI obtained a valid and reasonable CRS self-certification form for all new accounts during the reporting period, in line with CRS onboarding requirements?

*This may be part of the account opening documentation that allows the RFI to determine whether the Account Holder is reportable under the CRS for all new accounts (or relied upon publicly available information for certain New Entity accounts).*

**1.1. The RFI did not obtain CRS self-certification form(s) for applicable new accounts opened during the reporting period.**

The Checker user is required to review the responses provided and either accept the submission by clicking "Complete Checking" or reject the submission by clicking on "Send back to maker". Where a Checker user rejects the questionnaire, a reason must be provided to the Maker user, as shown below.

**DISCLAIMER**  
By completing and returning truthfully and completely re responding in a misleading Furthermore, we may requ including further document

Reason for sending back

OK

Complete checking Send back to maker ▲

stand inform sanction in thi re app



### 1.3.2 Complete Checking

Clicking the “Complete checking” button will forward the FATCA/CRS Risk Assessment Questionnaire to the respective RA.

Once the Risk Assessment questionnaire is submitted to the RA for review, the UAE RFI name with the ‘Type’ (FATCA or CRS) will appear in Green to indicate that it was successfully submitted.

A Group Name Group ID 339

#### Risk assessments

Submit a risk assessment Filter: All All

ID	Type	Reporting period	Entity	Submitted on
2790	CRS	31/12/2022		06/06/2023 11:12

### 1.3.3 Send Bank to Maker

A Checker User may send the FATCA/CRS risk assessment questionnaire back to the Maker user, in case a question has been incorrectly answered by indicating the ‘Reason for Sending Back’ as shown in the example below:

**DISCLAIMER**  
By completing and returning this questionnaire, you are certifying that you have read and understood all questions being raised, you have provided the information truthfully and completely responding in a misleading manner, withholding relevant information or providing false information, which may result in sanctions and penalties applicable under the law. Furthermore, we may use the information provided in this risk based assessment for regulatory purposes, where applicable.

Question 11 is incorrectly completed

OK

Understand all questions being raised, you have provided the information truthfully and completely responding in a misleading manner, withholding relevant information or providing false information, which may result in sanctions and penalties applicable under the law. Furthermore, we may use the information provided in this risk based assessment for regulatory purposes, where applicable.

Complete checking
Send back to maker

On the maker screen, the Risk Assessment will be classified as “Rejected by checker” in the Risk Assessment page.

#### Risk assessments

Submit a risk assessment Filter: All All

ID	Type	Reporting period	Entity	Submitted on
2802	CRS	31/12/2022		07/06/2023 10:25
2803	US_FATCA	31/12/2022		Rejected by checker





When the Maker user opens the questionnaire,

the submitted questionnaire is displayed with the comments shown at the top of the screen (as below):

Risk assessment ID 2803  
US\_FATCA Reporting period 31/12/2022  
For entity

**⊘ This risk assessment was rejected during checking (Reason: Question 11 is incorrectly completed)**

**ℹ** Once you have started filling in your risk assessment, the contents of the form will be saved automatically. You can then come back to complete the risk assessment at a later time.

At this stage, the Maker user is required to incorporate the required changes to the questionnaire and re-submit it to the Checker user for review.

It is important to note that a FATCA/CRS risk assessment questionnaire submission is not considered complete until the Checker user has clicked 'Complete checking', upon which the questionnaire is submitted to the RA for review.

The FATCA/CRS system does not accept late filings of the Risk Assessment questionnaires. If the risk assessment questionnaire for each Reporting type (FATCA and/or CRS) is not submitted by the stipulated deadline, the UAE RFI may be subject to penalties and sanctions by the RA.