

Filing Guidelines for DAC6

(EU Mandatory Disclosure of Reportable Cross-Border Arrangements)

Part 33-03-04

Document last updated July 2021



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Executive Summary

These guidelines are designed to provide technical assistance when filing returns of information in relation to reportable cross-border arrangements under the EU mandatory disclosure regime DAC6. For general guidance on the operation of the EU mandatory disclosure regime in Ireland, please refer to Revenue Tax and Duty Manual (TDM) [Part 33-03-03](#).

A more recent version of this manual is available.

1 Section 1: Customer Registering for DAC6

1.1 Register a DAC6 Reporting Obligation

This step can only be completed once the Customer (i.e. the intermediary or relevant taxpayer) is already registered for ROS. If the Customer is not registered for ROS, refer to [Section 5.1](#).

If the Customer is only being registered with Revenue in order to file a DAC6 report to fulfil their DAC6 Reporting Obligations i.e. they do not have a tax obligation in Ireland, please refer to [Section 5.2](#) in order to obtain a Reporting Entity Number.

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- Via MyEnquiries, selecting **AEOI** (Automatic Exchange of Information) and **DAC6**
- Or by Telephone at **+353 42 9353337**

Follow steps 1.1.1 to 1.1.10 to register a DAC6 Reporting Obligation.

1.1.1 Log into ROS.

1.1.2 Under the "My Services" tab, select "Manage Reporting Obligations" from the list of services on the left-hand side of the screen.

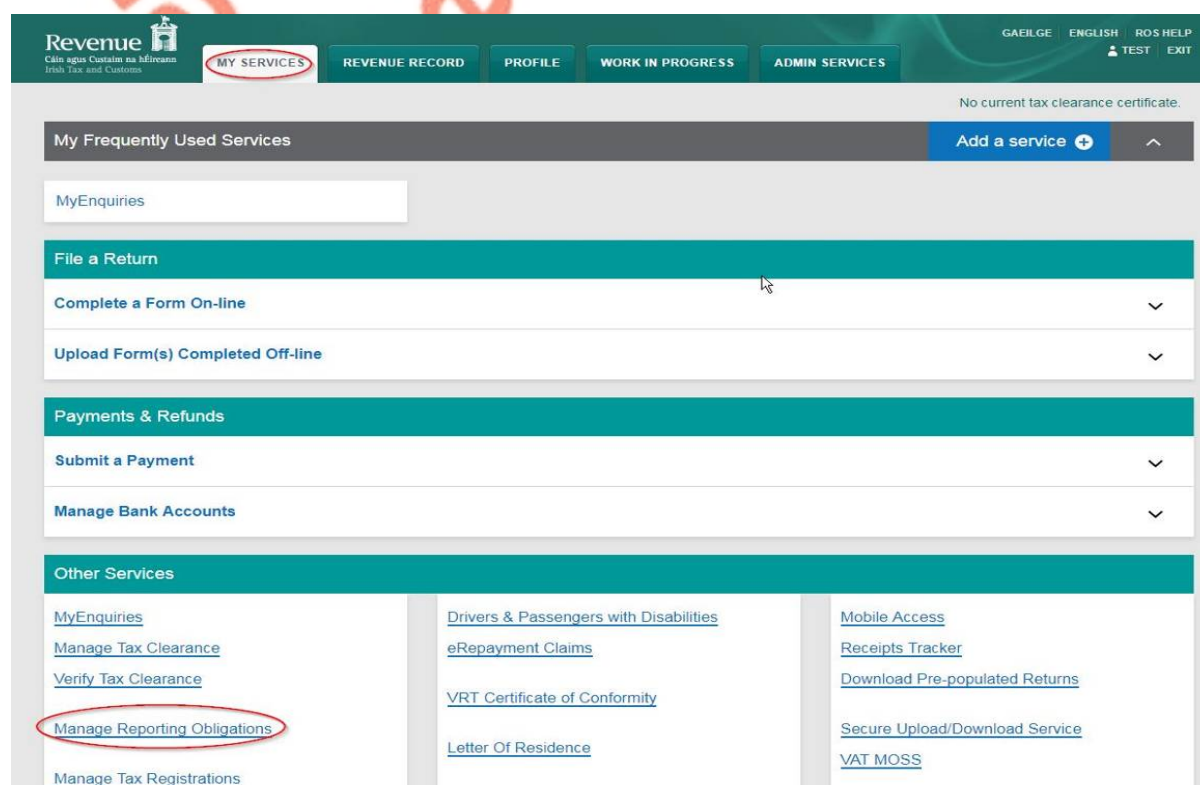


Figure 1 Customer My Services screen

1.1.3 Select “Register” opposite “DAC6”.

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Irish Tax and Customs

MY SERVICES | REVENUE RECORD | PROFILE | WORK IN PROGRESS | ADMIN SERVICES

eRegistration

Manage Your Reporting Obligations and Agent Links
Notes:
You may add multiple requests to 'Your Requests' area.
You will be brought back to this screen after completing each request form.
Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Registration Options

Share Schemes Reporting - SSR Status: Not Registered	Register >
DAC6 - DAC6 Status: Not Registered	Register >
Suspicious Transaction Reports - STR Status: Not Registered	Register >
FATCA - FATCA Status: Not Registered	Register >
DAC2-CRS - DAC2-CRS Status: Active Number: Agent: n/a	Cease Registration >
DAC4-CbC - DAC4-CbC Status: Not Registered	Register >

Figure 2: Customer DAC6 registration screen

1.1.4 Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation) and click “Add To Your Requests”.

Note: The date entered must not be later than current date.

MY SERVICES | REVENUE RECORD | PROFILE | WORK IN PROGRESS | ADMIN SERVICES

eRegistration

DAC6 Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) *

X Cancel

Add To Your Requests >

Figure 3: Customer DAC6 registration screen

- 1.1.5 The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

The screenshot shows the 'eRegistration' section of a web application. On the left, there is a sidebar with 'MY SERVICES' and a note about managing reporting obligations. The main area is titled 'Registration Options' and lists several services with their status and a 'Register' button: 'Share Schemes Reporting - SSR' (Status: Not Registered), 'DAC6 - DAC6' (Status: In Requests, circled in red), 'Suspicious Transaction Reports - STR' (Status: Not Registered), 'FATCA - FATCA' (Status: Not Registered), 'DAC2-CRS - DAC2-CRS' (Status: Active, Number: [redacted], Agent: n/a), and 'DAC4-CbC - DAC4-CbC' (Status: Not Registered). On the right, there is a 'Your Requests (1)' section showing a single request for 'DAC6' with 'Edit' and 'Cancel' buttons. At the bottom right, a 'Submit' button is circled in red, with a note above it stating 'You need to submit this request in order for this transaction to be processed.'

Figure 4: Customer submit registration screen

- 1.1.6 Click “Sign and Submit”.

The screenshot shows the 'eRegistration' section with a 'Summary' tab selected. It displays 'DAC6 Reporting Obligation (New)' with a 'Registration Date' of '29/04/2020'. At the bottom right, there are two buttons: 'Back' and 'Sign and Submit', with the 'Sign and Submit' button circled in red.

Figure 5: Customer sign and submit registration screen

- 1.1.7 The Customer will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Return

Information
If your **transaction** is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

Certificate Test61200805 [Help](#)

Enter Password Password

Sign & Submit Back

0%

Figure 6: Customer sign and submit password screen

- 1.1.8 The Customer will receive a ROS Acknowledgement and a Notice Number, which the Customer may wish to print for their records. Click “OK” to return to the My Services page.

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

ROS Acknowledgement

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number 4121207726N

eRegistration summary:

Action	Status	Comments
Register DAC6	Success	

To return to My Services page click the OK button

OK

Figure 7: Customer registration confirmation screen

- 1.1.9 The Customer will receive a new notification in the Revenue Record to confirm the Customer has been registered for a DAC6 Reporting Obligation. Click on the notice number for confirmation of the registration.

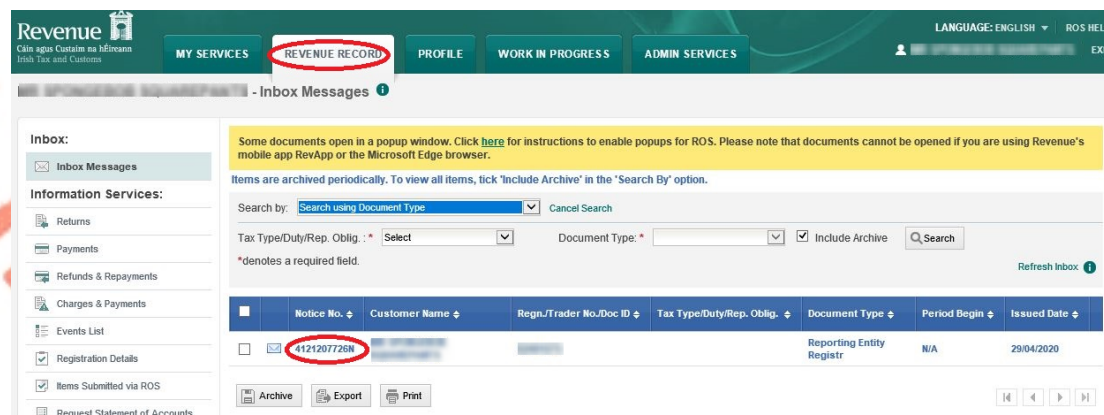


Figure 8: Customer Revenue Record screen

- 1.1.10 The following notice will appear which the Customer may wish to print for their records.

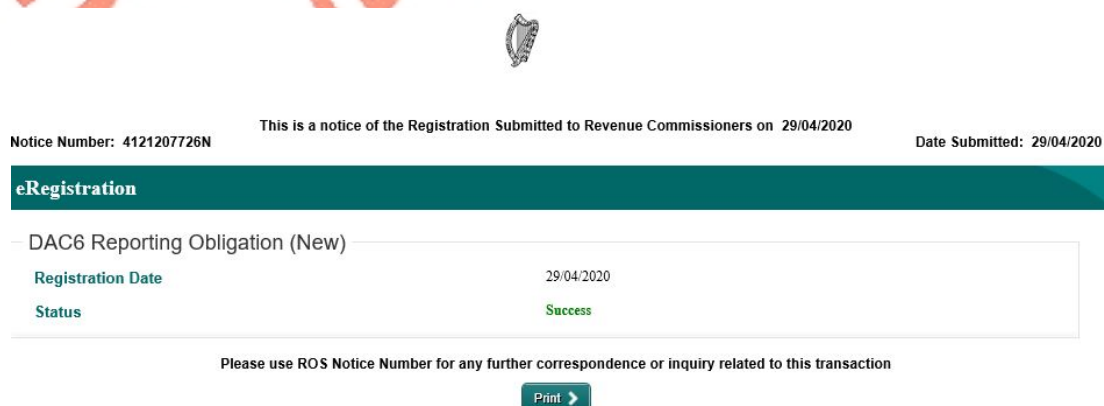


Figure 9: Customer registration confirmation screen

- ❖ After completion of this process, the customer should allow up to 3 working days for the DAC6 reporting obligation to be registered.

2 Section 2: Agents Registering Clients for DAC6

This section is only relevant where the user of the system is an Agent (i.e. filing on behalf of an intermediary or relevant taxpayer). If the user of the system is a Customer (i.e. an intermediary or a relevant taxpayer), please refer to Section 1 above.

2.1 Registering an existing Client for a DAC6 Reporting Obligation

To link to an existing Tax Registration or Reporting Entity for which you are not the current Agent, please refer to Section Agent linking to new Customers/Clients for Reporting Obligations.

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- Via MyEnquiries, selecting **AEOI** (Automatic Exchange of Information) and DAC6
- Or by Telephone at **+353 42 9353337**

Follow steps 2.1.1 to 2.1.16 to register a DAC6 Reporting Obligation.

2.1.1 Log into ROS.

2.1.2 Under the "Tain Services" tab, locate the Customer using Client Search or Client List. Agent will be redirected to the "Client Services" tab for the relevant Customer.

Figure 10: Tain Services screen

2.1.3 Select “Manage Reporting Obligations” from the Other Services section.

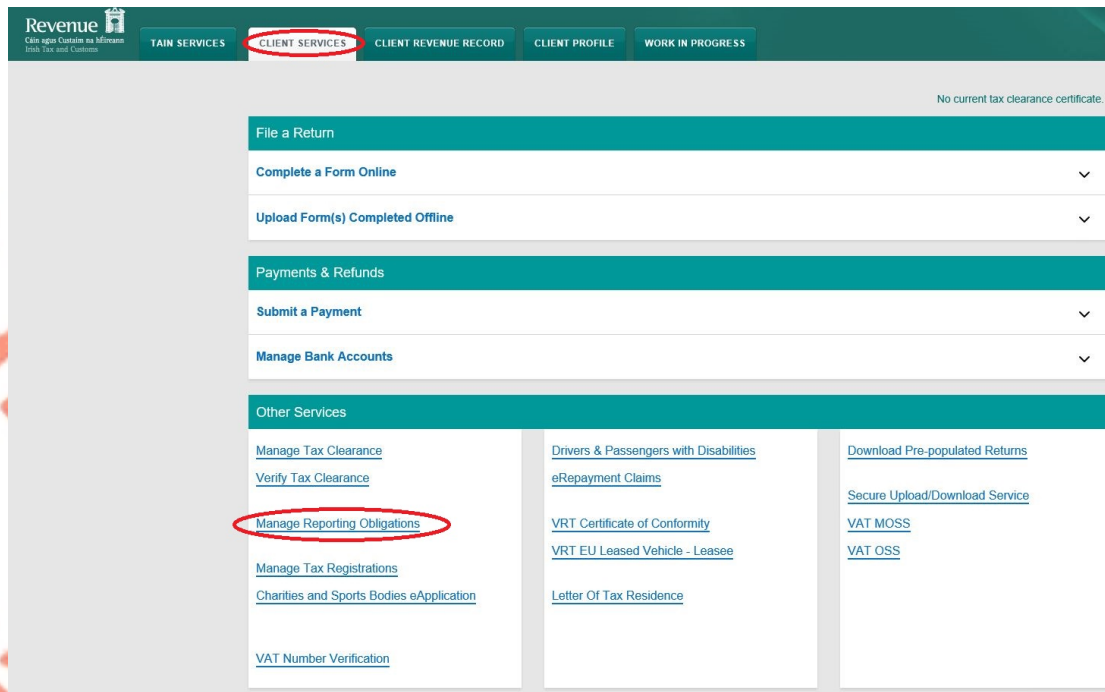


Figure 11: Agent Manage Reporting Obligations screen

2.1.4 Click “Select Action” opposite “DAC6”.

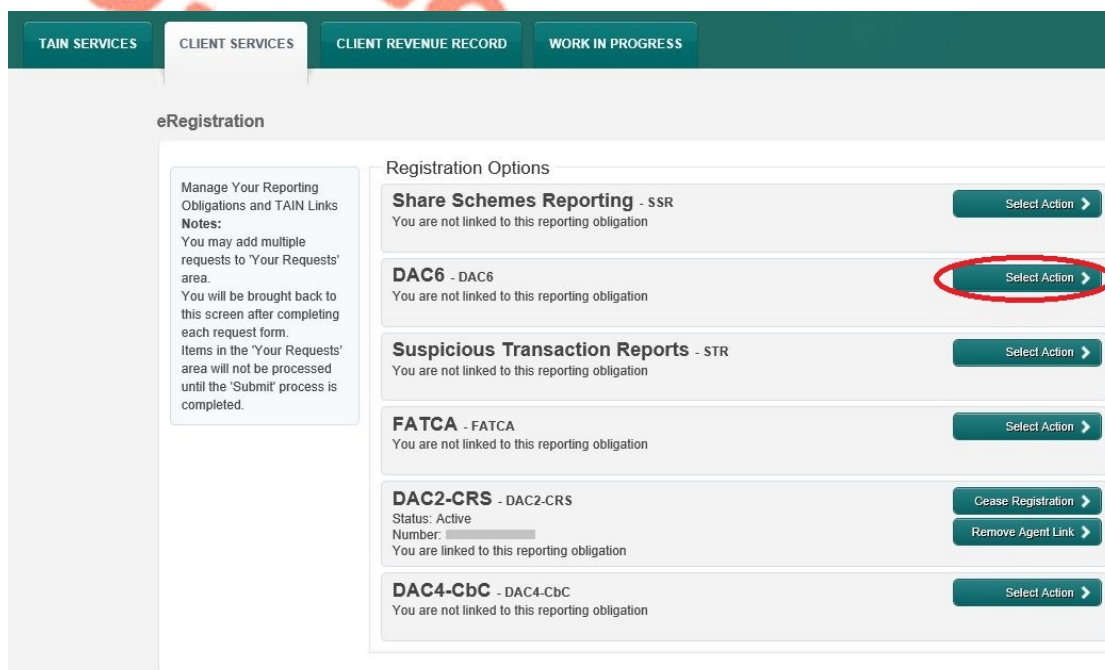


Figure 12: Agent DAC6 registration screen

2.1.5 Select “Add and link to a new registration”.

This option is applicable to an Agent wishing to link to a current Customer/Client to manage a DAC6 Reporting Obligation.

The screenshot shows the 'eRegistration' page with a sidebar on the left containing 'Manage Your Reporting Obligations and TAIN Links' and 'Notes'. The main area is titled 'Registration Options' and lists several reporting obligations: 'Share Schemes Reporting - SSR', 'DAC6 - DAC6', 'Suspicious Transaction Reports - STR', 'FATCA - FATCA', 'DAC2-CRS', and 'DAC4-CbC'. For 'DAC6 - DAC6', the status is 'You are not linked to this reporting obligation'. A red circle highlights the 'Add and link to a new registration' button, which is also underlined. Other buttons include 'Link and cease an existing registration' and 'Link only to an existing registration'.

Figure 13: Agent DAC6 registration screen

2.1.6 The following screen will appear. Select “Confirm”.

The screenshot shows the 'Request Confirmation' screen. It includes a warning message: 'You will be required to upload an "Agent Link Notification" letter authorising this request before completion.' Below this, it states: 'Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.' It also asks the user to confirm that the customer does not have an active or ceased registration for this tax before proceeding. At the bottom, there is a 'Confirm' button highlighted with a red circle, and a 'Back' button.

Figure 14: Agent DAC6 confirmation screen

- 2.1.7 Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation) and click “Add to Your Requests”.

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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

DAC6 Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) * 01/01/2020

Cancel Add To Your Requests

Figure 15: Agent DAC6 registration date screen

- 2.1.8 The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

Manage Your Reporting Obligations and TAIN Links
Notes:
You may add multiple requests to 'Your Requests' area.
You will be brought back to this screen after completing each request form.
Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Registration Options

Share Schemes Reporting - SSR
You are not linked to this reporting obligation
Select Action

DAC6 - DAC6
Status: In Requests
Select Action

Suspicious Transaction Reports - STR
You are not linked to this reporting obligation
Select Action

FATCA - FATCA
You are not linked to this reporting obligation
Select Action

DAC2-CRS - DAC2-CRS
Status: Active
Number:
You are linked to this reporting obligation
Deactivate Registration
Remove Agent Link

DAC4-CbC - DAC4-CbC
You are not linked to this reporting obligation
Select Action

Your Requests (1)

Register DAC6
Edit Cancel

You need to submit this request in order for this transaction to be processed.
Submit

Figure 16: Agent DAC6 submit screen

- 2.1.9 Selecting “Generate Client Consent Letter” will generate a Consent letter in respect of the registrations input for your client. This will be generated in PDF format. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage).

The screenshot shows the Revenue eRegistration portal. The top navigation bar includes 'TAIN SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The 'CLIENT SERVICES' tab is active. Below the navigation bar, the 'eRegistration' section is visible. Under the 'Summary' heading, there is a form for 'DAC6 Reporting Obligation (New)'. The 'Registration Date' is set to '01/01/2020'. A blue information box contains text about generating a consent letter. At the bottom of the form, the 'Generate Client Consent Letter' button is highlighted with a red circle. To the right of this button are 'Back' and 'Next' buttons.

Figure 17: Agent generate consent letter

The screenshot shows the Revenue eRegistration portal. The top navigation bar includes 'TAIN SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The 'CLIENT SERVICES' tab is active. Below the navigation bar, the 'eRegistration' section is visible. Under the 'Summary' heading, there is a form for 'DAC6 Reporting Obligation (New)'. The 'Registration Date' is set to '01/01/2020'. A blue information box contains text about generating a consent letter. At the bottom of the form, the 'Generate Client Consent Letter' button is highlighted with a red circle. To the right of this button are 'Back' and 'Next' buttons.

Figure 18: Agent consent letter

This document opens in a separate browser for editing and saving to the Agent network/drive.

2.1.10 Once completed, click “Next”.

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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

Summary

DAC6 Reporting Obligation (New)

Registration Date 01/01/2020

4 The option to generate a Consent letter that can be signed by your client and a copy retained on your records is displayed below. Click on the "Generate Client Consent Letter" button to generate a Consent Letter in respect of the registrations input for your client. The letter will be generated in .PDF format. To view this Letter, you will need at least Adobe Reader version 8.0 or a similar .PDF Reader. The latest version of Adobe Reader is available for free from the following link: [Download Adobe Reader](#).

Generate Client Consent Letter

Back Next

Figure 19: Agent consent letter screen

2.1.11 To upload the completed Agent Link Notification Form on ROS, click “Browse” and locate the completed Agent Link Notification Form in the Agent network/drive. Tick the box “DAC6” and click “Next”.

**** Standard Agent link notification can also be uploaded ****

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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

TAIN Link Attachment

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.

File*

Downloads\agent-link-notification-form.pdf Browse...

Please indicate which reporting obligations the attachment is relevant to by checking the boxes.

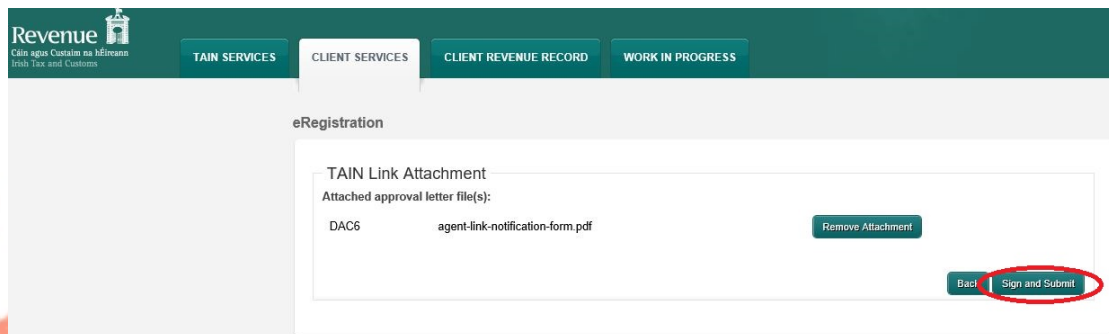
☒ DAC6

Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.

Back Next

Figure 20: Agent upload agent link screen

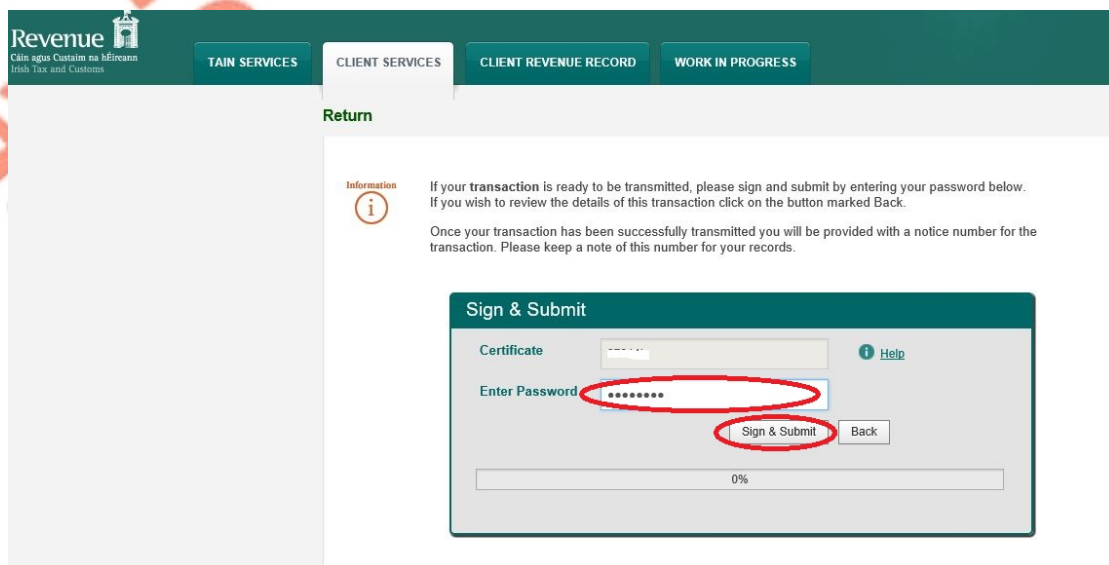
2.1.12 Click “Sign and Submit”.



The screenshot shows the Revenue eRegistration interface. At the top, there are tabs for TAIN SERVICES, CLIENT SERVICES, CLIENT REVENUE RECORD, and WORK IN PROGRESS. The CLIENT SERVICES tab is active. Below the tabs, the page is titled 'eRegistration'. A section titled 'TAIN Link Attachment' displays 'Attached approval letter file(s):' with a table showing 'DAC6' and 'agent-link-notification-form.pdf'. A 'Remove Attachment' button is next to the file. At the bottom right, there are two buttons: 'Back' and 'Sign and Submit'. The 'Sign and Submit' button is circled in red.

Figure 21: Agent sign and submit screen

2.1.13 The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.



The screenshot shows the Revenue Sign & Submit screen. At the top, there are tabs for TAIN SERVICES, CLIENT SERVICES, CLIENT REVENUE RECORD, and WORK IN PROGRESS. The CLIENT SERVICES tab is active. Below the tabs, the page is titled 'Return'. An 'Information' icon is followed by text: 'If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back. Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.' Below this text is a 'Sign & Submit' form. The form has a 'Certificate' field, an 'Enter Password' field (which is circled in red), and a 'Sign & Submit' button (also circled in red). There is a 'Back' button next to the 'Sign & Submit' button. A progress bar at the bottom shows '0%'.

Figure 22: Agent sign and submit password screen

- 2.1.14 The Agent will receive a ROS Acknowledgement and a Notice Number which the Agent may wish to print for their records. Click “OK” to return to Tain Services tab (after printing if required).

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Irish Tax and Customs

TAIN SERVICES | **REVENUE RECORD** | **PROFILE** | **ADMIN SERVICES**

ROS Acknowledgement

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on Client Services tab. To return to TAIN Services click on TAIN Services tab.

Please use the Notice Number below in any future correspondence with Revenue relating to this transaction.

Notice Number: **4012095629L**

eRegistration summary:

Action	Status	Comments
Register and Link DAC6	Success	

To return to TAIN Services click on TAIN Services tab. **OK**

Figure 23: Agent DAC6 confirmation screen

- 2.1.15 The Agent will receive a new notification in the Client Revenue Record to confirm the Customer has been registered for a DAC6 Reporting Obligation. Click on the Notice Number for confirmation of the registration.

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TAIN SERVICE | **REVENUE RECORD** | **PROFILE** | **ADMIN SERVICES**

LANGUAGE: ENGLISH | ROS HELP | TEST | EXIT

All Clients - Inbox Messages

Search Clients

Inbox:

Information Services:

- Outstanding Returns
- Request Statement of Accounts
- Properties Submitted via ROS

Overview
Try our online Demos

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type | Cancel Search

Tax Type/Duty/Rep. Oblig.: * Select | Document Type: * | Include Archive | Search

*denotes a required field.

Refresh Inbox

Notice No.	Customer Name	Regn./Trader No./Doc ID	Mandatory ROS filer	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
4012095629L					Reporting Entity Registr	N/A	08/10/2020

Archive | Export | Print

Figure 24: Agent Revenue Record screen

2.1.16 The following notice will appear which the Agent may wish to print for their records.

Notice Number: 4012095629L This is a notice of the Registration Submitted to Revenue Commissioners on 08/10/2020 Date Submitted: 08/10/2020

eRegistration

DAC6 Reporting Obligation (New)	
Registration Date	01/01/2020
Status	Success

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction

Print ➔

Figure 25: Agent DAC6 registration confirmation screen

- ❖ After completion of this process, the Agent should allow up to 3 working days for the DAC6 reporting obligation to be registered.

2.2 Agent linking to new Customers/Clients for Reporting Obligations

This section is to be used by Agents who wish to link to a Customer/Client to whom they are **not** already linked on ROS to carry out DAC6 Reporting Obligations. Please note that in the example below, the Customer/Client is already registered on ROS for the DAC6 Reporting Obligation.

If an Agent wishes to link to a Customer/Client and the Customer/Client is not already registered for the DAC6 Reporting Obligation, please refer to [Section 2.1](#).

2.2.1 Agent logs onto ROS and accesses “Tain Services”.

2.2.2 Go to section “Manage Tax Registrations”.

The screenshot shows the Revenue Malta ROS interface. The top navigation bar includes 'TAIN SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The 'TAIN SERVICES' menu item is circled in red. Below the navigation bar, the 'Find Clients' section is visible, followed by the 'Manage Tax Registrations' section, which is highlighted with a red border. The 'Manage Tax Registrations' section contains two main areas: 'Manage Client Registrations' and 'Register New Revenue Customer'. The 'Manage Client Registrations' area has radio buttons for 'Tax Registrations' (selected) and 'Reporting Obligations', a dropdown for 'Select a tax type...', and input fields for 'Enter registration no.' and 'Enter name'. The 'Register New Revenue Customer' area has buttons for 'Register New Revenue Customer', 'Register New Reporting Entity', and 'Register for Import Scheme'.

Figure 26: Agent Manage Tax Registration screen

- 2.2.3 If the Agent wishes to register an existing Tax Registration for a Reporting Obligation, select “Tax Registrations” radio button, followed by “Tax Type” (choose existing tax type for Company), enter the “Tax Registration Number”, along with the “Name” and select “Manage Reporting Obligations” from the drop-down menu. To complete this step, click “Manage”.

The screenshot shows the Revenue Agent Manage Client Registrations screen. The interface is divided into several sections. At the top, there is a navigation bar with tabs for 'TAIN SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. Below this, the 'Find Clients' section is visible, which includes a 'Client Search' form. In the 'Client Search' form, the 'Tax Registrations' radio button is selected, and the 'Manage Reporting Obligations' dropdown menu is highlighted. The 'Manage' button at the bottom of the 'Manage Client Registrations' form is also highlighted. To the right of the 'Manage Client Registrations' form, there is a 'Register New Revenue Customer' section with buttons for 'Register New Revenue Customer', 'Register New Reporting Entity', and 'Register for Import Scheme'.

Figure 27: Agent Manage Client Registrations screen

- 2.2.4 Alternatively, if the Agent wishes to register an existing Reporting Entity for a Reporting Obligation, select the “Reporting Obligations” radio button, followed by the “Reporting Obligation Type”, enter the “Registration Number”, followed by the “Name”, and then select “Manage Reporting Obligations” from the drop-down menu. To complete this step, click “Manage”.

The screenshot shows the Revenue.ie website interface. The top navigation bar includes 'TAIN SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The main content area is titled 'Find Clients' and includes a 'Client Search' section with radio buttons for 'Tax Registrations' and 'Reporting Obligations'. The 'Reporting Obligations' option is selected. Below this, there are fields for 'Select a tax type...', 'Enter registration no.', and 'Search'. There is also a 'Search by name' section with 'Enter surname' and 'Search'. To the right, there is a 'Your Client List' section with 'View Client List' and 'Export Client List' buttons. Below this, there is a 'Last 10 Clients Accessed' section. The 'Manage Tax Registrations' section is highlighted in blue. It contains a 'Manage Client Registrations' sub-section with a 'Select a reporting obligation' dropdown, 'Enter registration no.', and 'Enter name' fields. A dropdown menu is open, showing 'Manage Reporting Obl...' as the selected option. At the bottom of this section, a 'Manage' button is highlighted with a red circle. To the right, there is a 'Register New Revenue Customer' section with a 'Register New Revenue Customer' button. Below this, there is a 'Register New Reporting Entity' button. At the bottom, there is a 'Register for Import Scheme' button.

Figure 28: Agent Manage Reporting Obligations screen

2.2.5 Under Registration Options, click “Select Action” and “Link only to an existing registration”.

This option is applicable to an Agent wishing to link to a Customer/Client they are **not** currently linked to on ROS in order to manage a DAC6 Reporting Obligation.

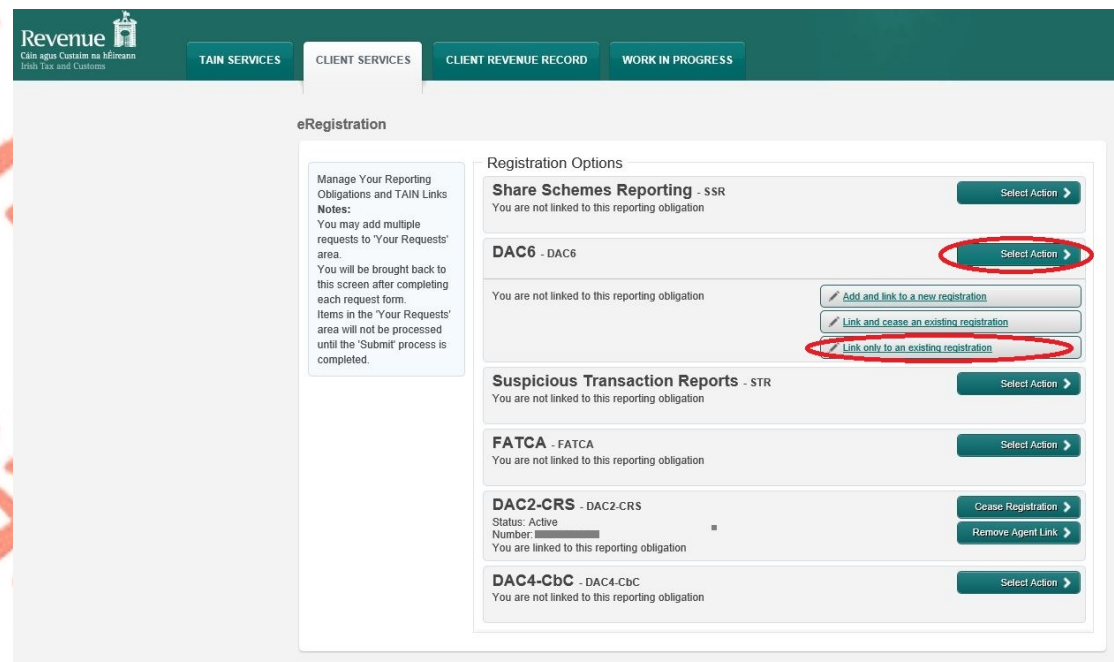


Figure 29: Agent DAC6 registration screen

2.2.6 Click “Confirm”.

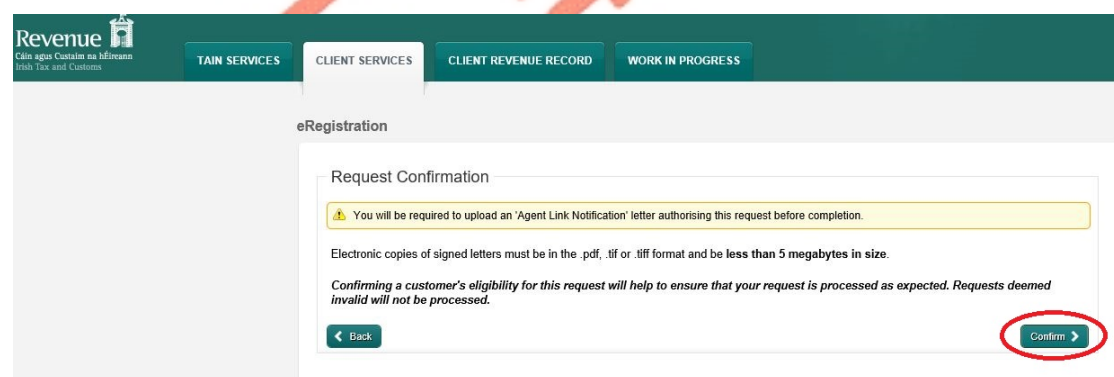


Figure 30: Agent DAC6 registration confirm screen

2.2.7 Click “Submit”.

The screenshot shows the 'eRegistration' interface. On the left, a sidebar contains a 'Manage Your Reporting Obligations and TAIN Links' section with a 'Notes' box. The main area is titled 'Registration Options' and lists several reporting obligations: 'Share Schemes Reporting - SSR', 'DAC6 - DAC6' (highlighted with a red circle), 'Suspicious Transaction Reports - STR', 'FATCA - FATCA', 'DAC2-CRS - DAC2-CRS', and 'DAC4-CbC - DAC4-CbC'. Each obligation has a 'Select Action' button. On the right, a 'Your Requests (1)' section shows a 'Create Agent Link' button with 'DAC6' and 'Cancel' options (the 'Create Agent Link' button is highlighted with a red circle). At the bottom right, a 'Submit' button is highlighted with a red circle, with a note above it stating 'You need to submit this request in order for this transaction to be processed.'

Figure 31: Agent DAC6 registration submit screen

- 2.2.8 Click “Generate Client Consent Letter”, this action generates a letter for signing. Download and save for editing. (This option is not mandatory; a standard Agent link notification form can be uploaded at the next stage). Once completed click “Next”.

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Irish Tax and Customs

TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

Summary

DAC6 Reporting Obligation

Updated Agent Request Details

Tax Agent Agent Link Authorisation Requested

Generate Client Consent Letter **Back** **Next**

4 The option to generate a Consent letter that can be signed by your client and a copy retained on your records is displayed below. Click on the “Generate Client Consent Letter” button to generate a Consent Letter in respect of the registrations input for your client. The letter will be generated in .PDF format. To view this Letter, you will need at least Adobe Reader version 8.0 or a similar .PDF Reader. The latest version of Adobe Reader is available for free from the following link: [Download Adobe Reader](#).

Figure 32: Agent generate client consent letter screen

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confirms that **TEST** () is to act as the agent in respect of the following taxes.

DAC6 Reporting Obligation

Agent Link Authorisation Requested

understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed _____ (Agent) Date _____

Signed _____ (Client) Date _____

Figure 33: Agent client consent letter screen

- 2.2.9 Select “Browse” and upload the letter generated (or standard Agent Link Notification Form). Tick DAC6 and click “Next”.

Revenue
Cúla agus Cúistair na hÉireann
Irish Tax and Customs

TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

TAIN Link Attachment

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.

File*

Downloads\agent-link-notification-form.pdf **Browse...**

Please indicate which reporting obligations the attachment is relevant to by checking the boxes.

☒ **DAC6**

Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.

Back Next

Figure 34: Agent upload Link Attachment screen

- 2.2.10 Click “Sign and Submit”.

Revenue
Cúla agus Cúistair na hÉireann
Irish Tax and Customs

TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

TAIN Link Attachment

Attached approval letter file(s):

DAC6 agent-link-notification-form.pdf **Remove Attachment**

Back Sign and Submit

Figure 35: Agent sign and submit screen

2.2.11 The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

Figure 36: Agent sign and submit password screen

2.2.12 Allow up to 3 working days to update on ROS.

Action	Status	Comments
Add Agent Link to DAC6	Success	

Figure 37: Agent DAC6 registration acknowledgement screen

2.2.13 The Agent will receive a new notification in the Client Revenue Record to confirm the Agent link. Click on the Notice Number for confirmation of the registration.

Figure 38: Agent Revenue Record screen

2.2.14 The following notice will appear which the Agent may wish to print for their records.

Figure 39: Agent DAC6 registration confirmation screen

- ❖ After completion of this process, the Agent should allow up to 3 working days for the DAC6 reporting obligation to be registered.

3 Section 3 – Customer Submitting DAC6 Returns

The following section details how Customers (i.e. intermediaries and relevant taxpayers) upload DAC6 returns on ROS.

Please refer to Section 3 of TDM [Part 33-03-03](#) for an overview of the information that needs to be included in the DAC6 return.

Customers have the option of filing DAC6 returns by uploading XML files or using an online form. The following sections detail how to upload XML files and how to file a DAC6 online form.

3.1 Customer Submitting DAC6 XML File

For efficient processing, it is recommended that individual DAC6 XML files should not exceed 10MB in size. The absolute maximum file size is 20MB and any file that is greater in size will be rejected by ROS.

- 3.1.1 Customer logs on to ROS, under My Services, select “Complete a Form Online”, then under select a reporting obligation choose “DAC6” from the drop-down list.

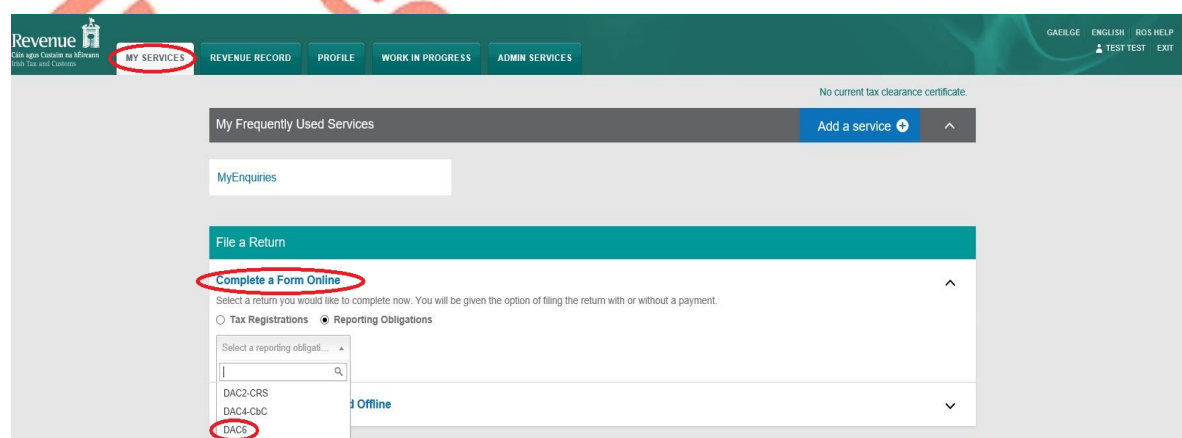


Figure 40: Customer file a DAC6 return screen

3.1.2 Click "Submit".

Revenue
Cúis agus Cúis na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

No current tax clearance certificate.

My Frequently Used Services Add a service +

MyEnquiries

File a Return

Complete a Form Online

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

☐ Tax Registrations ☒ Reporting Obligations

DAC6 DAC6 Submit

Upload Form(s) Completed Offline

Figure 41: Customer submit DAC6 screen

3.1.3 Complete all required questions then click "Next". You can click "Back" or "Save" at any time.

Mandatory fields are marked with a red *

Revenue
Cúis agus Cúis na hÉireann
Irish Tax and Customs

DAC6 Return

DAC6 Online Return Facility

"Optional Information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

☐ Online Form ☒ XML File Upload

* Is this a marketable arrangement?

Please Select

Back Save Next

Figure 42: Customer DAC6 xml file upload screen

- 3.1.4 Select “Add File”, upload file from computer storage and then click “Submit”.

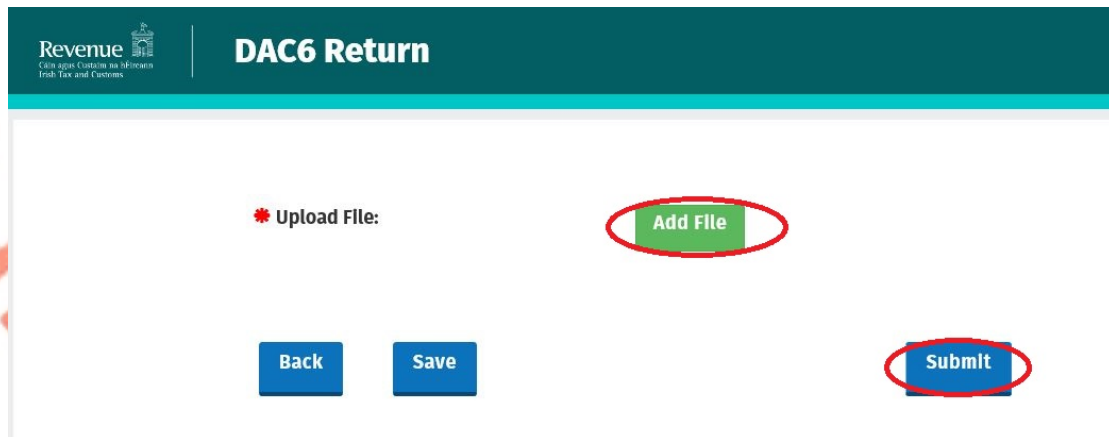


Figure 43: Customer add XML file & submit screen

- 3.1.5 Enter ROS password and click “Sign & Submit”.

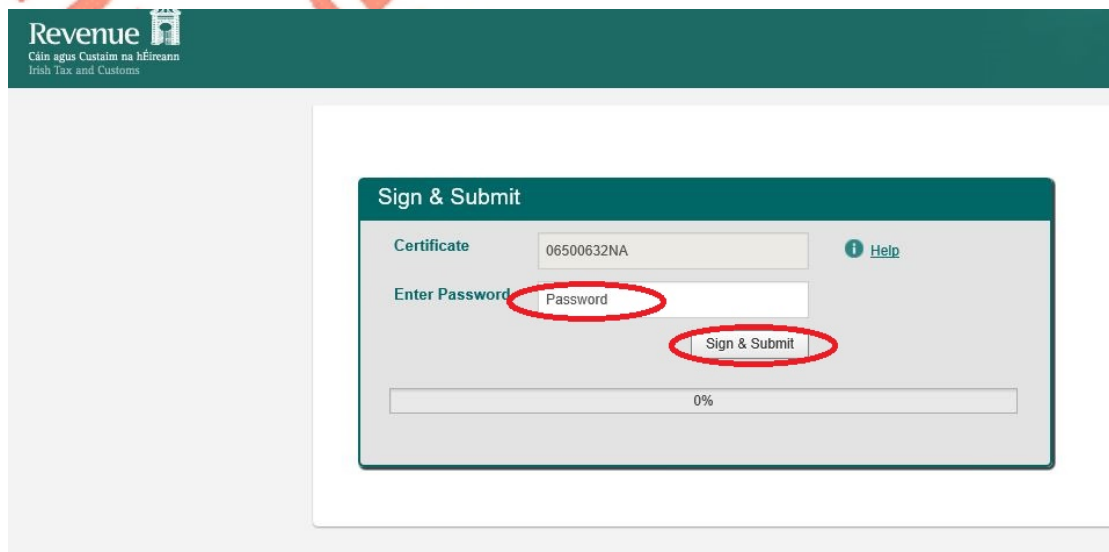


Figure 44: Customer sign and submit password screen

- 3.1.6 The following confirmation screen appears. The Customer is directed back to My Services page.

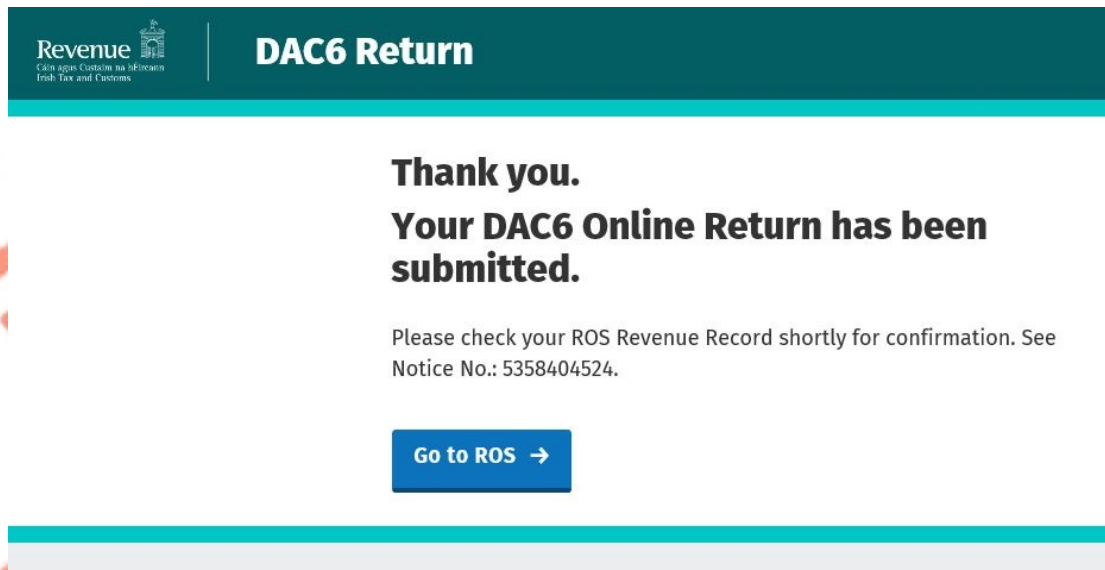


Figure 45: Customer DAC6 return confirmation screen

- 3.1.7 The Customer will receive a new notification in their Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.

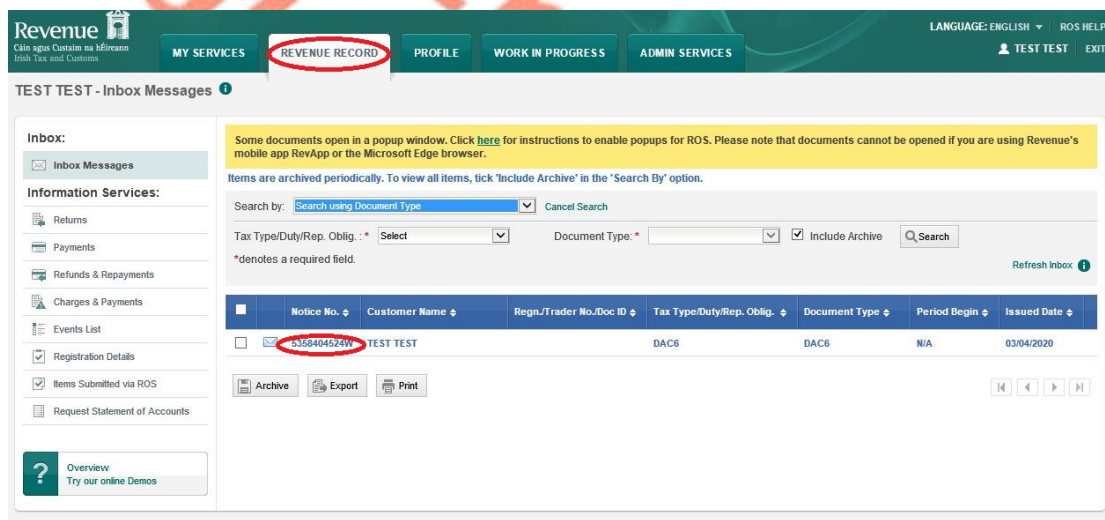


Figure 46: Customer Revenue Record screen

3.1.8 Click “Close” to return to My Services page.

Revenue
Cúlaí agus Cúlaí na hÉireann
Irish Tax and Customs

DAC6 Acknowledgement

✓ **Step 1 - Received by Revenue**

🕒 **Step 2 - Submitted to the Central Directory**

Your DAC6 file with Message Reference ID IEM20201105000055569991 has been received by Revenue and will be submitted to the European Commission Central Directory. Refer to the [Council Directive \(EU\) 2018/822 \(DAC6\)](#) and [Tax and Duty Manual Part 33-03-03](#) for further information regarding exchange dates.

The Arrangement ID of your return is IEA20201124000052.

The Disclosure IDs of your return are:

- 1 IED20201124000051

Close

Figure 47: Customer DAC6 status screen

- 3.1.9 Where a DAC6 file submission fails, the screen below will be presented. As ROS uses real time validation, files are checked during upload and errors encountered are reflected in the Revenue Record. When this message appears on screen click “Close” to return to My Services screen in order to rectify the issues outlined and re-submit the xml file following correction.

The screenshot shows a web interface for the Revenue. At the top, there is a teal header with the Revenue logo on the left and the text "DAC6 Acknowledgement" on the right. Below the header, the main content area has a white background. It features two red "X" icons followed by the text "Step 1 - Failed Revenue Validation" and "Step 2 - Submitted to the Central Directory". Below this, a message states: "Your DAC6 file with Message Reference ID Unreadable1597831990723 has not passed Revenue validation. Please correct the errors listed below and re-submit your return. The Arrangement ID of your return is {0}." Underneath, it says "Reason(s) for failure:" followed by a yellow circle with a "1" and the text: "BR_AC_003 : The Disclosing party can be part of the Arrangement Chart if and only if its related Liability is set to 'Relevant Taxpayer': IED20200819000267". At the bottom center, there is a blue button labeled "Close".

Revenue
Cain agus Customs na hÉireann
Irish Tax and Customs

DAC6 Acknowledgement

✗ Step 1 - Failed Revenue Validation

✗ Step 2 - Submitted to the Central Directory

Your DAC6 file with Message Reference ID
Unreadable1597831990723 has not passed Revenue validation.
Please correct the errors listed below and re-submit your return.
The Arrangement ID of your return is {0}.

Reason(s) for failure:

1 BR_AC_003 : The Disclosing party can be part of the
Arrangement Chart if and only if its related Liability is set to
'Relevant Taxpayer': IED20200819000267

Close

Figure 48: Customer DAC6 rejected status screen

- 3.1.10 Following exchange of the DAC6 file with the European Commission Central Directory a notification is displayed detailing acceptance of the file at Step 2. Click “Close” to return to the My Services screen.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.

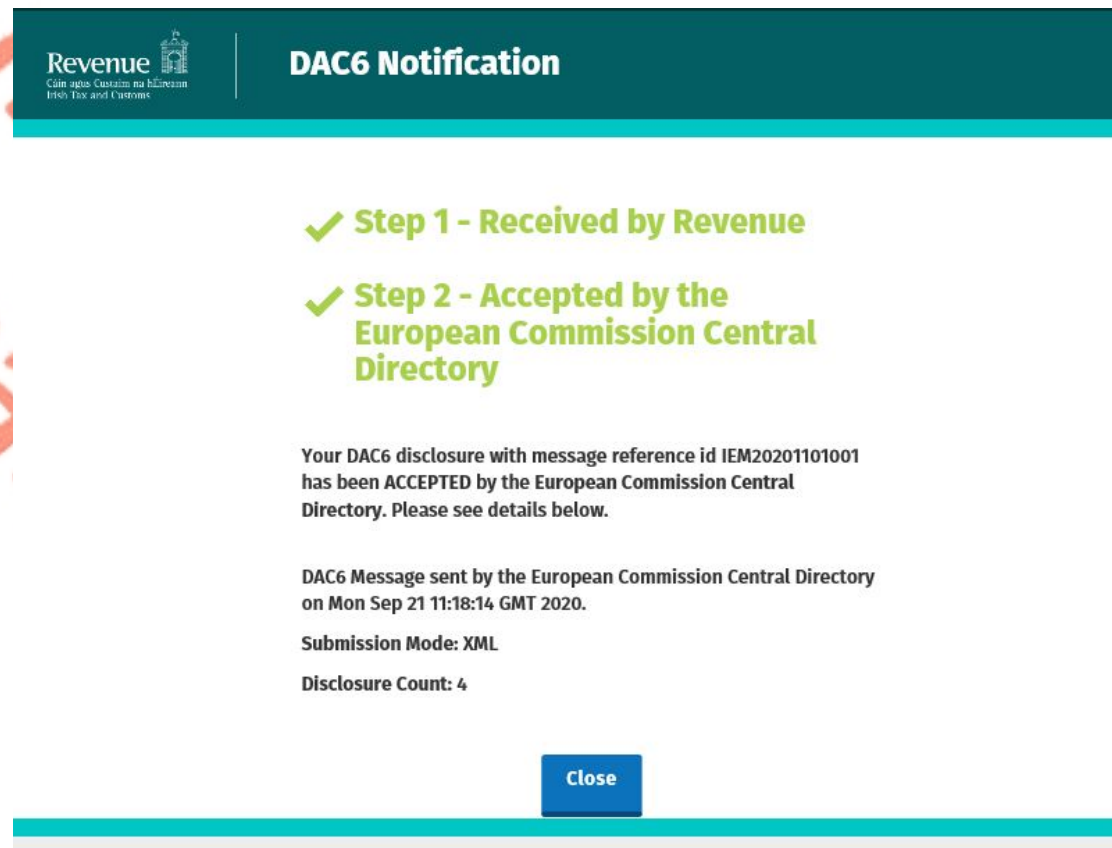
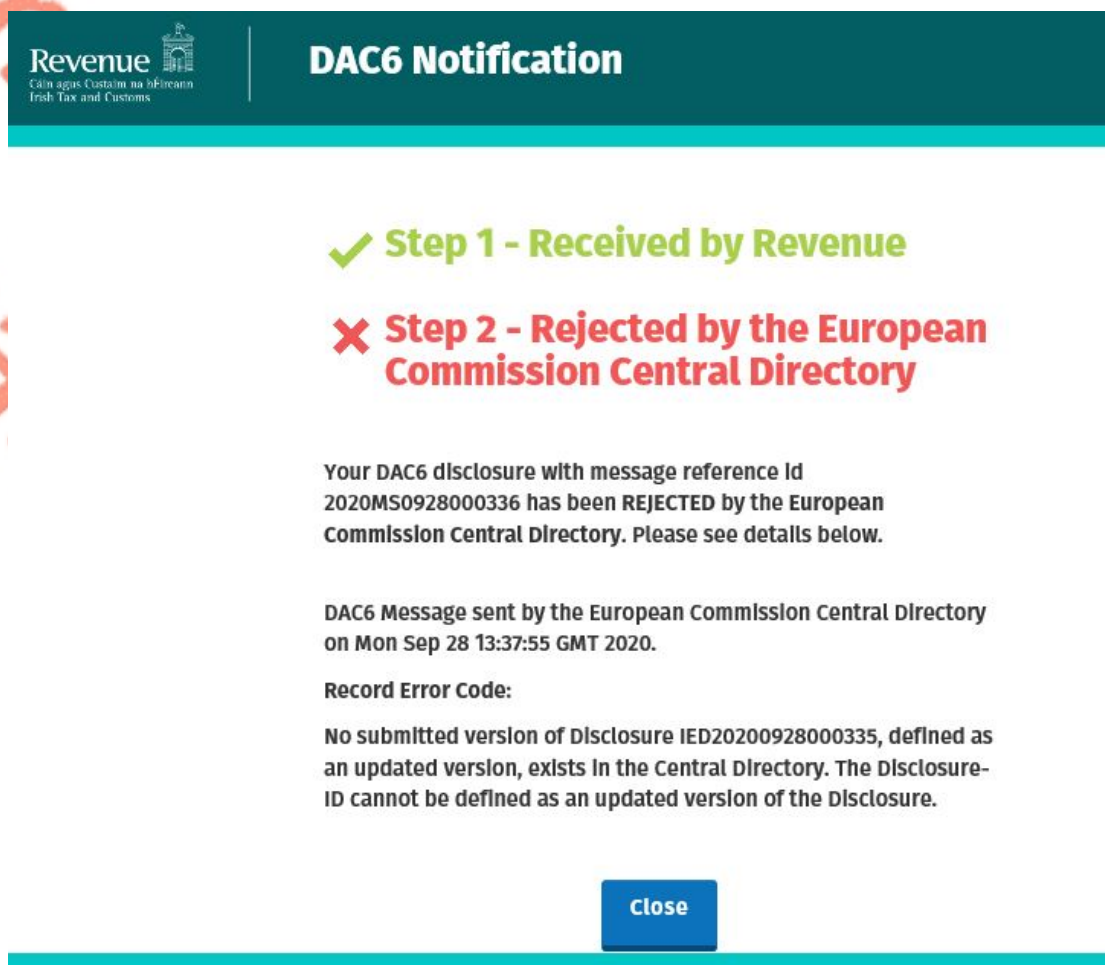


Figure 49: Customer DAC6 accepted status screen

- 3.1.11 Following exchange of the DAC6 file with the European Commission Central Directory, if a notification is displayed detailing rejection of the file at Step 2 (figure 50), click “Close” to return to My Services, rectify the issues outlined and subsequently re-submit the XML file.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.



The screenshot shows a notification from the Revenue (Cónaigias Coistaim na hÉireanna / Irish Tax and Customs). The title is "DAC6 Notification". It indicates that Step 1 was successful ("Received by Revenue") but Step 2 was rejected ("Rejected by the European Commission Central Directory"). The notification text states: "Your DAC6 disclosure with message reference Id 2020MS0928000336 has been REJECTED by the European Commission Central Directory. Please see details below." It further specifies: "DAC6 Message sent by the European Commission Central Directory on Mon Sep 28 13:37:55 GMT 2020." The "Record Error Code" is provided, along with a detailed explanation: "No submitted version of Disclosure IED20200928000335, defined as an updated version, exists in the Central Directory. The Disclosure-ID cannot be defined as an updated version of the Disclosure." A "Close" button is located at the bottom right of the notification area.

Revenue
Cónaigias Coistaim na hÉireanna
Irish Tax and Customs

DAC6 Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the European Commission Central Directory**

Your DAC6 disclosure with message reference Id 2020MS0928000336 has been **REJECTED** by the European Commission Central Directory. Please see details below.

DAC6 Message sent by the European Commission Central Directory on Mon Sep 28 13:37:55 GMT 2020.

Record Error Code:

No submitted version of Disclosure IED20200928000335, defined as an updated version, exists in the Central Directory. The Disclosure-ID cannot be defined as an updated version of the Disclosure.

Close

Figure 50: Customer DAC6 rejected status screen

3.2 Customer Submitting Online DAC6 Form.


The DAC6 online form provides for one disclosure per form. Multiple submissions of the DAC6 online form are acceptable. The form can be saved and edited at a later stage. Mandatory fields are marked with a red asterisk (*).

- 3.2.1 Customer logs on to ROS, under “Complete a Form On-Line” select “DAC6” from the dropdown list. Click “Submit”.

The screenshot shows the Revenue ROS interface. At the top, there's a navigation bar with 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below this, a 'My Frequently Used Services' section includes a search bar and an 'Add a service' button. The main content area is titled 'File a Return' and contains a 'Complete a Form Online' section. Under this section, the 'Reporting Obligations' radio button is selected, and 'DAC6' is chosen in the dropdown menu. The 'Submit' button is highlighted with a red circle. A large diagonal watermark reading 'Draft is available version of this' is overlaid on the image.

Figure 51: Customer File a DAC6 return submit screen

- 3.2.2 Complete all relevant sections and click “Next”.
You can click “Back” or “Save” at any stage.

**DAC6 Return**

DAC6 Online Return Facility

"Optional Information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

☒ Online Form
☐ XML File Upload

* Is this a marketable arrangement? Please Select

* InitialDisclosureMA Please Select

* Does this Disclosure relate to an Arrangement registered in Ireland or another EU Member state? Please Select

* Is this a new disclosure or an amendment to a registered Disclosure? Please Select

* Are you a relevant Taxpayer or an Intermediary? Please Select

* Language: EN

Back Save Next

Figure 52: Customer DAC6 online return screen

3.2.3 Complete all relevant sections and click “Next”.

You can click “Back” or “Save” at any stage.

Revenue
Cúla agat Cúla agat na hEilinn
Fíorúil Tax and Customs

DAC6 Return

DisclosureInformation

* **ImplementingDate**

Reason

* **Disclosure_Name**

* **Disclosure_Description**

Language:

* **National Provision**

Language:

* **Amount**

currCode

* **MainBenefitTest1**

* **Hallmark**

* **ConcernedMSs**

Figure 53: Customer DAC6 online form screen

3.2.4 Complete the relevant sections and click “Next”.

You can click “Back” or “Save” at any stage.

Please note that when the TIN of an intermediary or taxpayer is not known to the person making the return, the address of such intermediary or taxpayer is required. In all other cases the TIN must be provided.

Revenue
Tábhóirí Cúiteáir na hÉireann
Irish Tax and Customs

DAC6 Return

DISCLOSING:

* ID
☒ Individual
☐ Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Figure 54: Customer DAC6 online form screen

Suffix	<input type="text"/>	
General Suffix	<input type="text"/>	
* BirthDate	<input type="text"/>	
* BirthPlace	<input type="text"/>	
① TIN	<input type="text"/>	
IssuedBy	<input type="text" value="Please Select"/>	<input type="button" value="-"/> <input type="button" value="+"/>
Email	<input type="text"/>	
<u>Address</u>		
Street	<input type="text"/>	
Building Identifier	<input type="text"/>	
Suite Identifier	<input type="text"/>	
Floor Identifier	<input type="text"/>	
District Name	<input type="text"/>	
POB	<input type="text"/>	
City	<input type="text"/>	
PostCode	<input type="text"/>	
Country	<input type="text" value="IE"/>	
Rescountrycode	<input type="text" value="IE"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<u>Liability</u>		
Intermediary Nexus	<input type="text" value="Please Select"/>	
Capacity	<input type="text" value="Please Select"/>	
<input type="button" value="Back"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>

Figure 55: Customer DAC6 online form screen

- 3.2.5 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” at any stage.

Revenue 
Clarify. Connect. Comply.
Irish Tax and Customs

DAC6 Return

RelevantTaxpayers 

RelevantTaxpayer (#1) 

ID
☒ Individual
☐ Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

 TIN

IssuedBy   

Email

Address

Street

Figure 56: Customer DAC6 online form screen

Building Identifier

Suite Identifier


Floor Identifier




District Name

POB

City

PostCode

Country 

Rescountrycode   

Taxpayer's Implementing Date

* Implementing Date

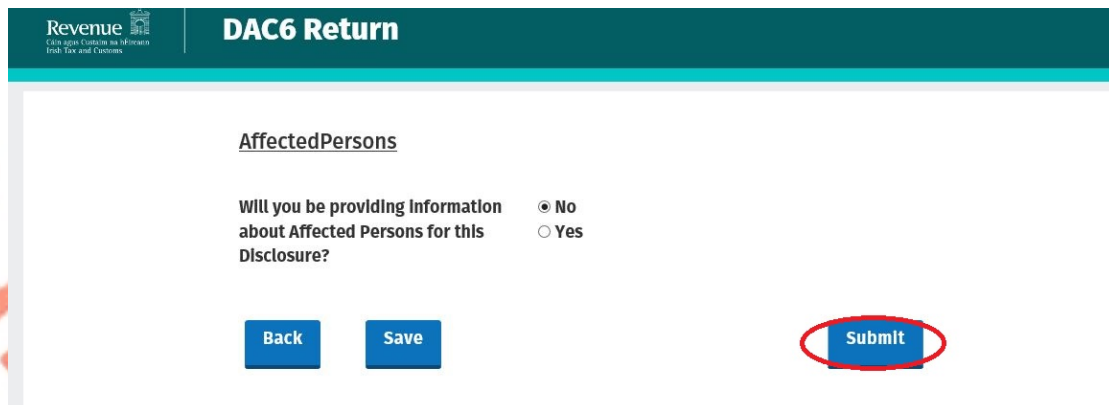
AssociatedEnterprise

Will you be providing information
about Associated Enterprises for
this Relevant Taxpayer?

☒ No
☐ Yes

Figure 57: Customer DAC6 online form screen

3.2.6 Enter information for Affected Persons and click “Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

DAC6 Return

AffectedPersons

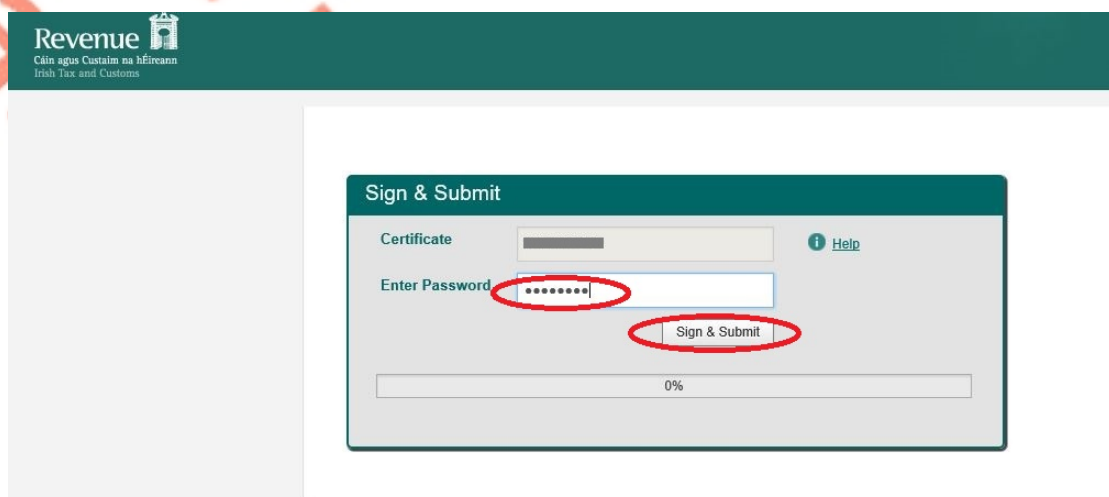
Will you be providing information about Affected Persons for this Disclosure?

☒ No
☐ Yes

[Back](#) [Save](#) [Submit](#)

Figure 58: Customer DAC6 submit form screen

3.2.7 Enter Password and click “Sign and Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign & Submit

Certificate [Help](#)

Enter Password [Sign & Submit](#)

0%

Figure 59: Customer sign and submit password screen

3.2.8 Click “Go to ROS” to return to My Services page.

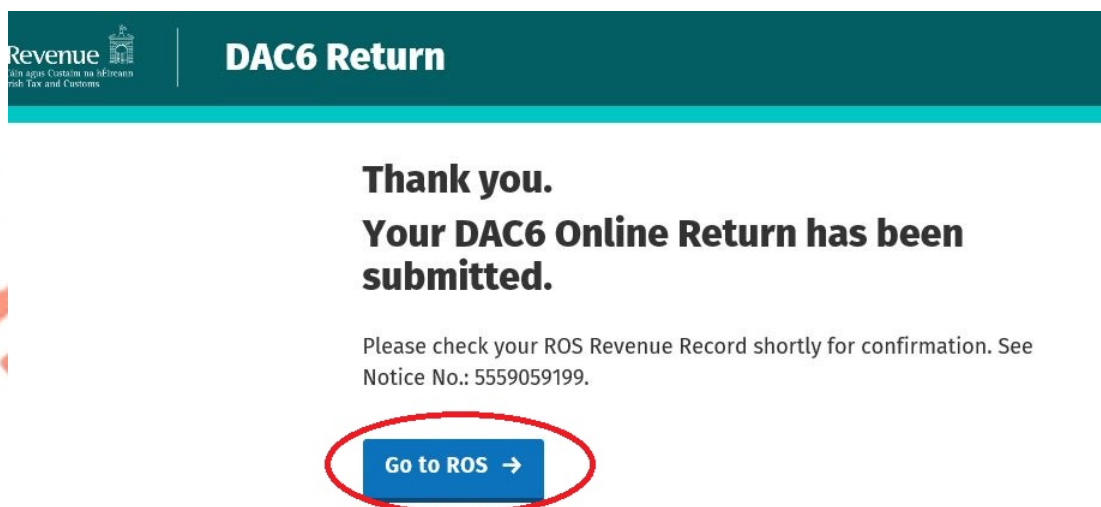


Figure 60: Customer DAC6 confirmation screen

3.2.9 The Customer will receive a new notification in their Revenue Record to confirm the successful return submission. Click on the Notice Number for confirmation of the return submission.

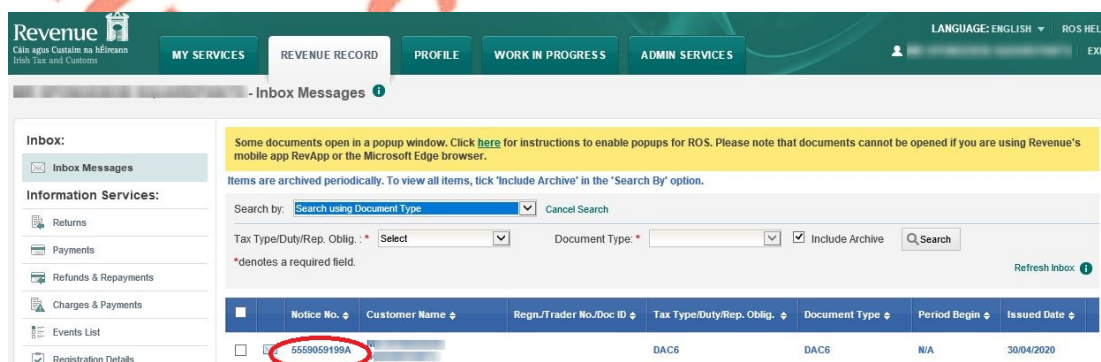
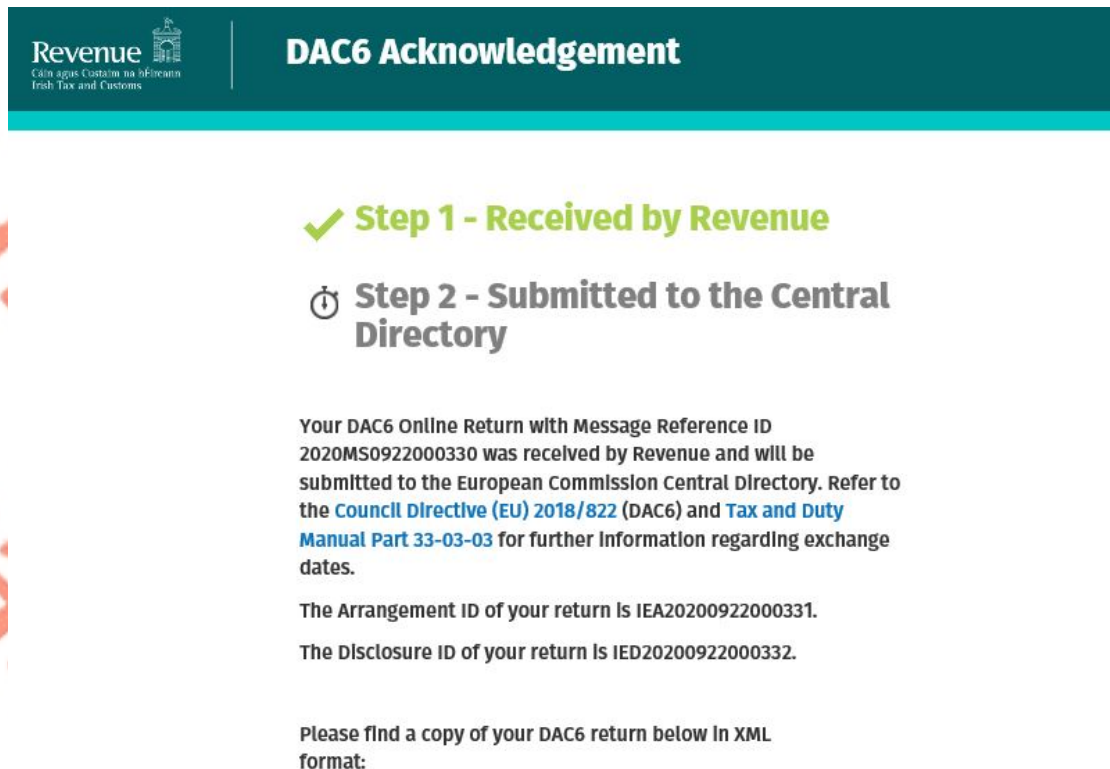


Figure 61: Customer Revenue Record screen

- 3.2.10 Customer will receive confirmation that the online return has been submitted successfully and will receive a copy of their DAC6 return in XML format.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

DAC6 Acknowledgement

✓ **Step 1 - Received by Revenue**

🕒 **Step 2 - Submitted to the Central Directory**

Your DAC6 Online Return with Message Reference ID 2020MS0922000330 was received by Revenue and will be submitted to the European Commission Central Directory. Refer to the [Council Directive \(EU\) 2018/822 \(DAC6\)](#) and [Tax and Duty Manual Part 33-03-03](#) for further information regarding exchange dates.

The Arrangement ID of your return is IEA20200922000331.

The Disclosure ID of your return is IED20200922000332.

Please find a copy of your DAC6 return below in XML format:

Figure 62: Customer DAC6 acknowledgement status screen


```

<?xml version="1.0" encoding="UTF-8"?><DAC6_Arrangement xmlns="urn:eu:taxud:dac6:v1">
  <Header>
    <TransmittingCountry>IE</TransmittingCountry>
    <MessageRefId>2020MS0922000330</MessageRefId>
    <Timestamp>2020-09-22T11:43:29Z</Timestamp>
  </Header>
  <ArrangementID>IEA20200922000331</ArrangementID>
  <DAC6Disclosures>
    <DisclosureID>IED20200922000332</DisclosureID>
    <DisclosureImportInstruction>DAC6INI</DisclosureImportInstruction>
    <Language>EN</Language>
    <Disclosing>
      <ID>
        <Individual>
          <IndividualName>
            <FirstName>test</FirstName>
            <LastName>test</LastName>
          </IndividualName>
          <BirthDate>1980-09-01</BirthDate>
          <BirthPlace>test</BirthPlace>
          <Address>
            <City>test</City>
            <Country>IE</Country>
          </Address>
          <ResCountryCode>IE</ResCountryCode>
        </Individual>
      </ID>
    </Disclosing>
    <InitialDisclosureMA>true</InitialDisclosureMA>
    <RelevantTaxPayers>
      <RelevantTaxpayer>
        <ID>
          <Individual>
            <IndividualName>
              <FirstName>test</FirstName>
              <LastName>test</LastName>
            </IndividualName>
            <BirthDate>1970-09-01</BirthDate>
            <BirthPlace>test</BirthPlace>
            <Address>
              <City>test</City>
              <Country>IE</Country>
            </Address>
            <ResCountryCode>IE</ResCountryCode>
          </Individual>
        </ID>
        <TaxpayerImplementingDate>2020-09-01</TaxpayerImplementingDate>
      </RelevantTaxpayer>
    </RelevantTaxPayers>
    <DisclosureInformation>
      <ImplementingDate>2020-09-22</ImplementingDate>
      <Summary>
        <Disclosure_Name>test</Disclosure_Name>
        <Disclosure_Description language="EN">test</Disclosure_Description>
      </Summary>
      <NationalProvision language="EN">test</NationalProvision>
      <Amount currCode="EUR">2000</Amount>
      <ConcernedMSs>
        <ConcernedMS>IE</ConcernedMS>
      </ConcernedMSs>
      <MainBenefitTest1>true</MainBenefitTest1>
      <Hallmarks>
        <ListHallmarks>
          <Hallmark>DAC6A1</Hallmark>
        </ListHallmarks>
      </Hallmarks>
    </DisclosureInformation>
  </DAC6Disclosures>
</DAC6_Arrangement>

```

Close

Figure 63: Customer DAC6 xml screen

Click “Close” to exit and return to Revenue Record screen.

- 3.2.11 Where a DAC6 online submission fails, the screen below will be presented. As ROS uses real time validation, files are checked during upload and errors encountered are reflected in the Revenue Record. When this message appears on screen click “Close” to return to My Services screen in order to rectify the issues outlined and re-submit the online form with corrected information.

The screenshot shows a web interface for 'Revenue' with the tagline 'Cain agus Cúistiam na hÉireann Irish Tax and Customs'. The main heading is 'DAC6 Acknowledgement'. Below this, there are two red 'X' icons indicating failed steps: 'Step 1 - Failed Revenue Validation' and 'Step 2 - Submitted to the Central Directory'. The text states: 'Your DAC6 file with Message Reference ID Unreadable1597831990723 has not passed Revenue validation. Please correct the errors listed below and re-submit your return. The Arrangement ID of your return is {0}.' Under 'Reason(s) for failure:', there is a yellow circle with the number '1' followed by the text: 'BR_AC_003 : The Disclosing party can be part of the Arrangement Chart if and only if its related Liability is set to 'Relevant Taxpayer': IED20200819000267'. At the bottom right, there is a blue button labeled 'Close'.

Figure 64: Customer DAC6 failed Revenue validation screen

- 3.2.12 Following exchange of the DAC6 file with the European Commission Central Directory a notification is displayed detailing acceptance of the file at Step 2 below. Click “Close” to return to the My Services screen.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.

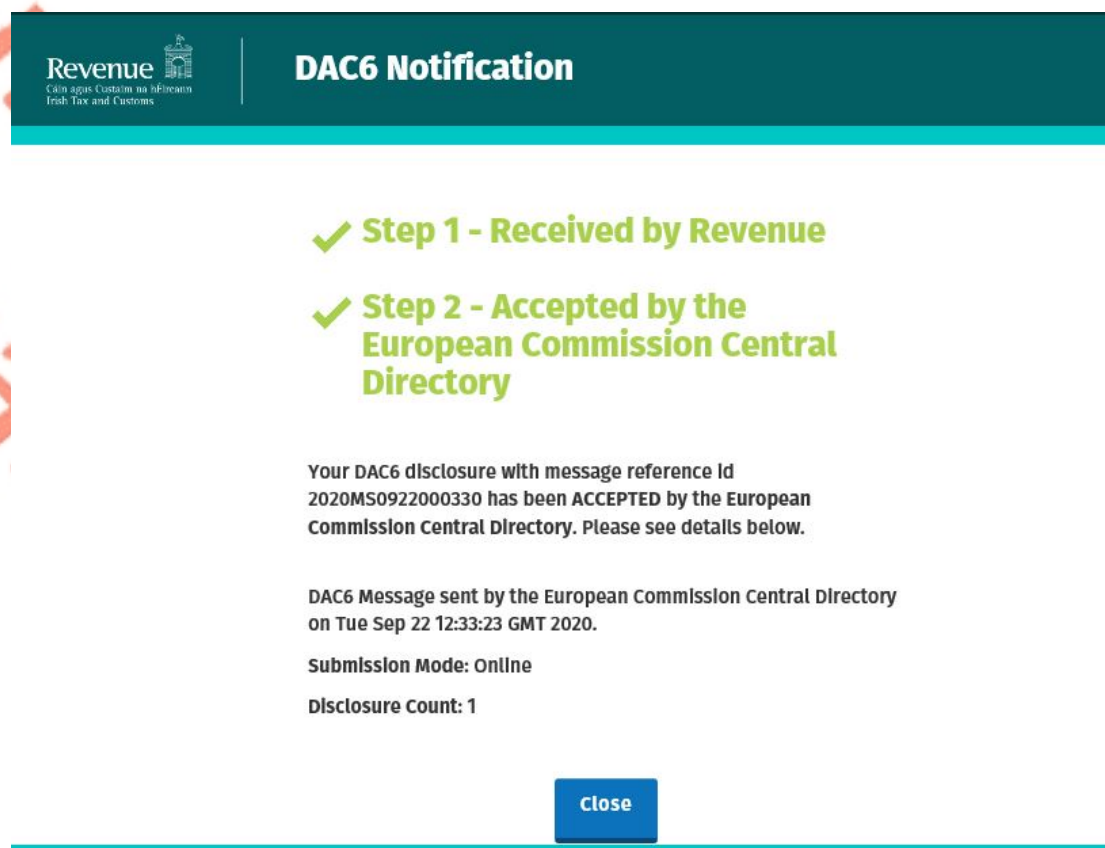



Figure 65: Customer DAC6 Notification of Acceptance screen

- 3.2.13 Following exchange of the DAC6 file with the European Commission Central Directory, if a notification is displayed detailing rejection of the file (See below), click “Close” to return to My Services, rectify the issues outlined and subsequently re-submit the online form with corrected information.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.

**Revenue**
Cáin agus Custaim na hÉireann
Irish Tax and Customs

DAC6 Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the European Commission Central Directory**

Your DAC6 disclosure with message reference Id 2020MS0928000336 has been **REJECTED** by the European Commission Central Directory. Please see details below.

DAC6 Message sent by the European Commission Central Directory on Mon Sep 28 13:37:55 GMT 2020.

Record Error Code:

No submitted version of Disclosure IED20200928000335, defined as an updated version, exists in the Central Directory. The Disclosure-ID cannot be defined as an updated version of the Disclosure.

Close

Figure 66: Customer DAC6 Notification Rejected screen

3.3 Customer Amending DAC6 XML file

To correct/amend a registered disclosure, the Customer will need to have the Arrangement ID and the Disclosure ID of the original submission to hand. These can be found in the Customer's Revenue record.

- 3.3.1 Customer logs on to ROS, under My Services, select "Complete a Form Online", then under select a reporting obligation choose "DAC6" from the drop-down list.

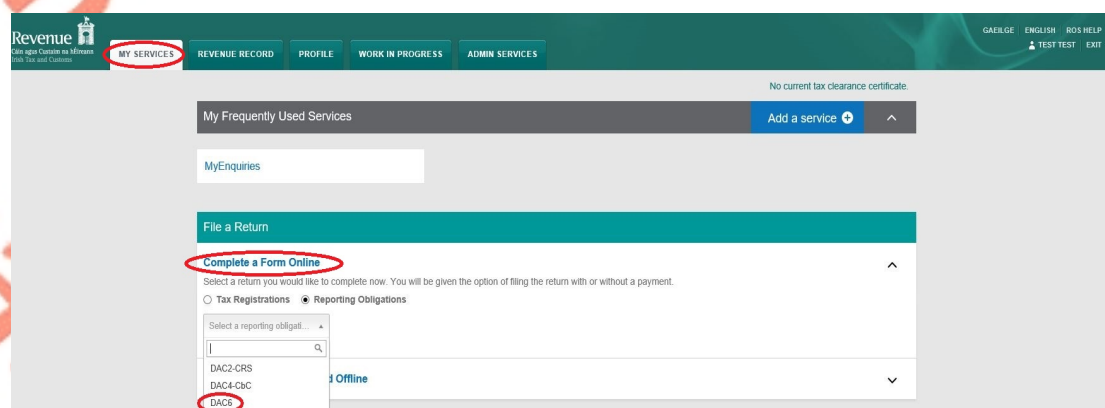


Figure 67: Customer File a DAC6 return screen

- 3.3.2 Click "Submit".

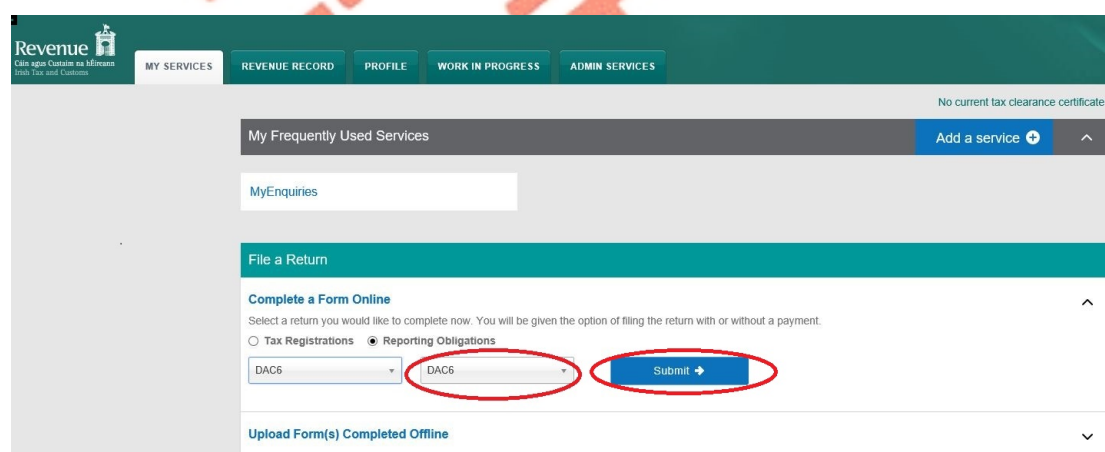
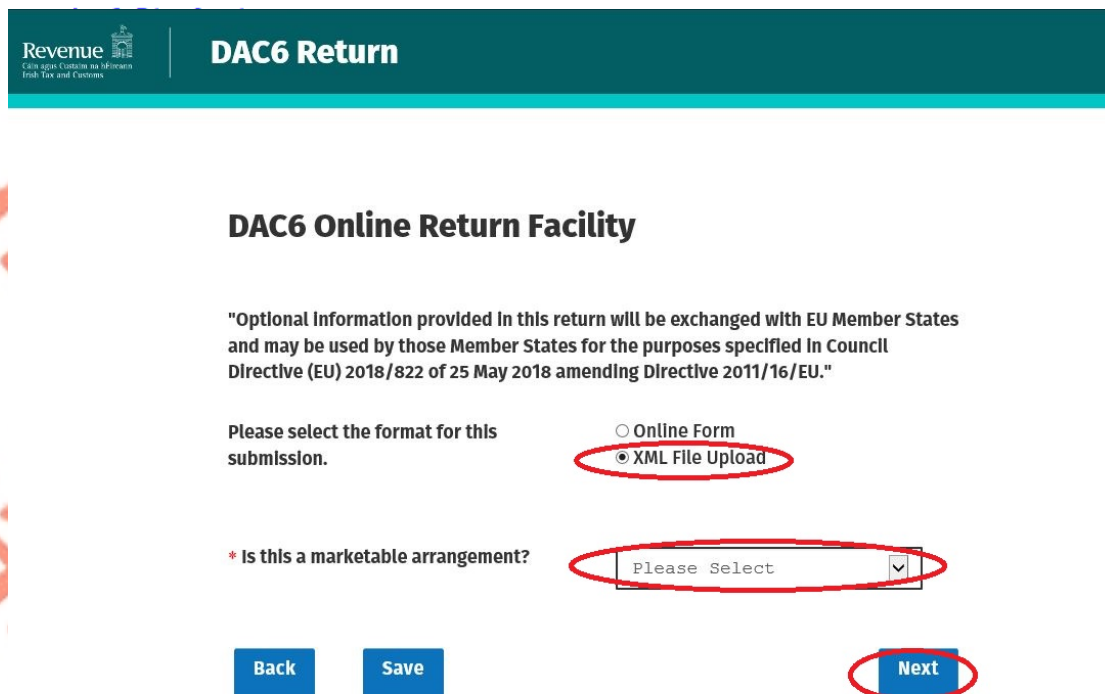


Figure 68: Customer Submit a DAC6 screen

- 3.3.3 To correct an xml submission, choose XML File upload radio button and proceed to upload the corrected XML file. To correct an online form, go to [Section 3.4](#).

Please note that the DisclosureImportInstruction should contain DAC6UPD for a correction and both the Arrangement Id and the Disclosure Id should be present in the xml file.

```
<dac6:DAC6Disclosures>  
<dac6:DisclosureImportInstruction>DAC6UPD</dac6:DisclosureImportInstruction>  
<dac6:Language>AA</dac6:Language>
```



Revenue
Let's get started on Ireland's
Irish Tax and Customs

DAC6 Return

DAC6 Online Return Facility

"Optional Information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

☐ Online Form
☒ XML File Upload

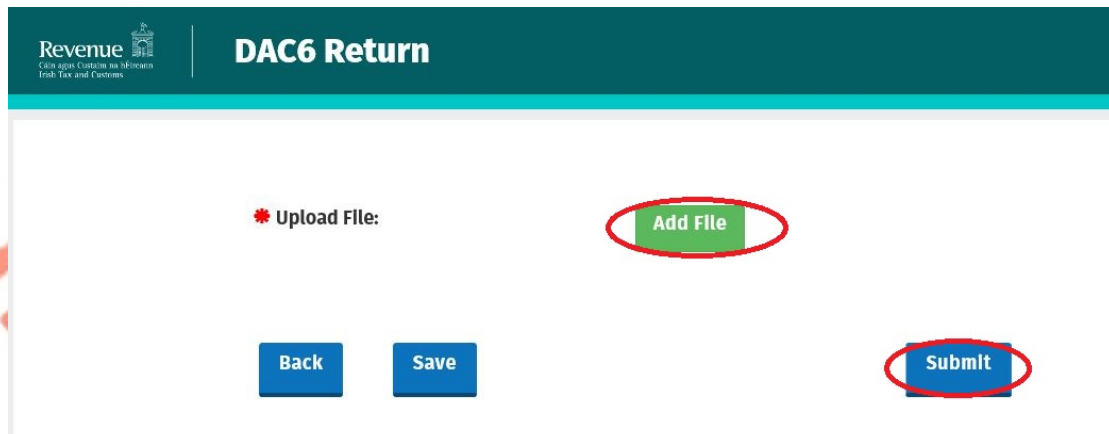
* Is this a marketable arrangement?

Please Select

Back Save Next

Figure 69: Customer DAC6 XML File Upload screen

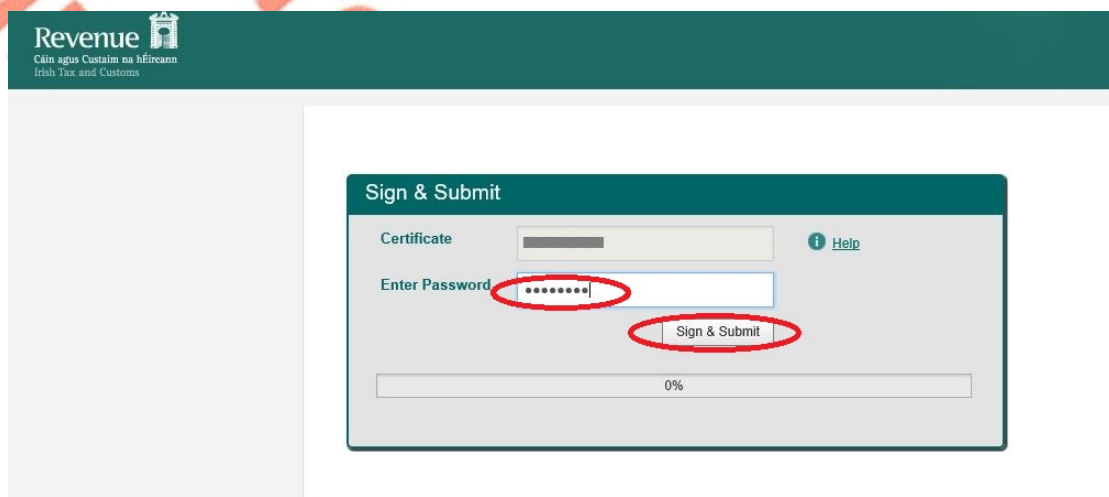
- 3.3.4 Select “Add File”, upload file from computer storage and then click “Submit”.



The screenshot shows the 'DAC6 Return' page on the Revenue website. At the top, there is a header with the Revenue logo and the text 'DAC6 Return'. Below the header, there is a section titled 'Upload File:' with a red asterisk icon. To the right of this section is a green button labeled 'Add File'. Below the 'Upload File:' section, there are three buttons: 'Back', 'Save', and 'Submit'. The 'Submit' button is circled in red.

Figure 70: Customer add a DAC6 xml file and submit screen

- 3.3.5 Enter ROS password and click “Sign & Submit”.



The screenshot shows the 'Sign & Submit' screen on the Revenue website. The screen has a title bar 'Sign & Submit' and a 'Help' link. Below the title bar, there are two input fields: 'Certificate' and 'Enter Password'. The 'Enter Password' field is circled in red. Below the input fields, there is a 'Sign & Submit' button, which is also circled in red. At the bottom of the screen, there is a progress bar showing '0%'.

Figure 71: Customer sign and submit password screen

- 3.3.6 The following confirmation screen appears. The Customer is directed back to My Services page.

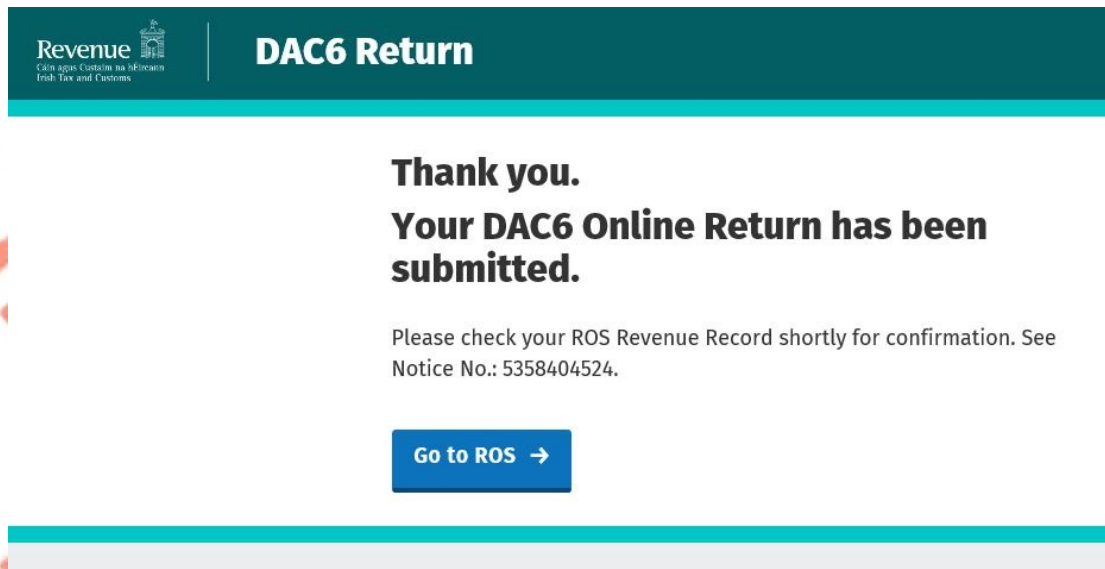


Figure 72: Customer DAC6 submission screen

- 3.3.7 The Customer will receive a new notification in their Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.

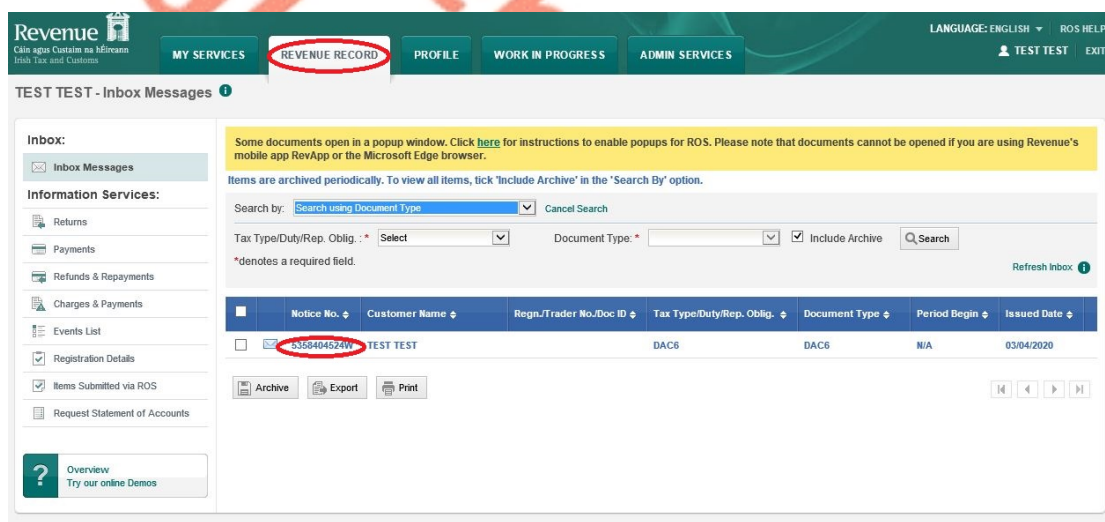
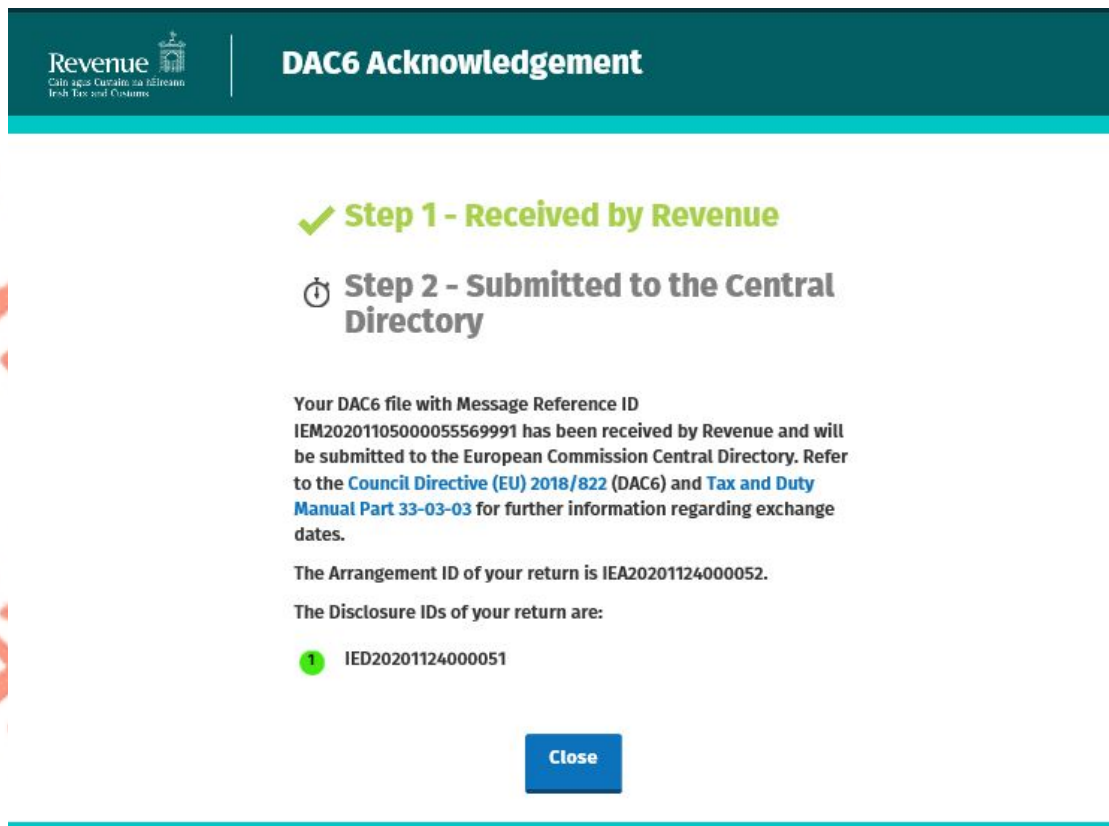


Figure 73: Customer Revenue Record screen

3.3.8 Click “Close” to return to My Services page.



Revenue
Cúlaí agus Cúlaí na hÉireann
Irish Tax and Customs

DAC6 Acknowledgement

✓ **Step 1 - Received by Revenue**

⌚ **Step 2 - Submitted to the Central Directory**

Your DAC6 file with Message Reference ID IEM20201105000055569991 has been received by Revenue and will be submitted to the European Commission Central Directory. Refer to the [Council Directive \(EU\) 2018/822 \(DAC6\)](#) and [Tax and Duty Manual Part 33-03-03](#) for further information regarding exchange dates.

The Arrangement ID of your return is IEA20201124000052.

The Disclosure IDs of your return are:

- 1 IED20201124000051

Close

Figure 74: Customer DAC6 acknowledgement screen

3.4 Customer Amending DAC6 online form

To correct/amend a registered disclosure, the Customer will need to have the Arrangement ID and the Disclosure ID of the original submission to hand. These can be found in the Customer's Revenue record.

- 3.4.1 To amend an online submission, select the "Online Form" radio button. Choose the Amendment option, then enter the Arrangement Id and DisclosureID to be corrected.

The screenshot shows the 'DAC6 Return' header with the Revenue logo. Below is the 'DAC6 Online Return Facility' section. A disclaimer states: "Optional information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU." The form asks to select the submission format, with 'Online Form' selected. It then asks several questions with dropdown menus: 'Is this a marketable arrangement?' (Yes), 'InitialDisclosureMA' (No), 'Does this Disclosure relate to an Arrangement registered in Ireland or another EU Member state?' (Yes), 'Please enter Arrangement Id:' (IEA20200928000334), 'Is this a new disclosure or an amendment to a registered Disclosure?' (Amendment), 'DisclosureID:' (IED20200928000335), 'Are you a relevant Taxpayer or an Intermediary?' (Relevant Taxpayer), and 'Language:' (EN). At the bottom are 'Back', 'Save', and 'Next' buttons.

DAC6 Return

DAC6 Online Return Facility

"Optional information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

☒ Online Form
☐ XML File Upload

* Is this a marketable arrangement? Yes

* InitialDisclosureMA No

* Does this Disclosure relate to an Arrangement registered in Ireland or another EU Member state? Yes

* Please enter Arrangement Id: IEA20200928000334

* Is this a new disclosure or an amendment to a registered Disclosure? Amendment

* DisclosureID: IED20200928000335

* Are you a relevant Taxpayer or an Intermediary? Relevant Taxpayer

* Language: EN

Back Save Next

Figure 75: Customer online Amendment screen

3.4.2 Complete the relevant sections and click “Next”. You can click “Back” or “Save” any stage.

Revenue

Cuide agairt Cúntóir na hAirísear
Irish Tax and Customs

DAC6 Return

Disclosures

Disclosure Information

* ImplementingDate

22/09/2020

Reason

Please Select ▾

* Disclosure_Name

* Disclosure_Description

Language:

EN ▾

- +

* National Provision

Language:

EN ▾

- +

* Amount

currCode

EUR ▾

* MainBenefitTest1

No ▾

* Hallmark

Please Select ▾

- +

* ConcernedMSs

IE ▾

- +

Back

Save

Next

Figure 76: Customer online Amendment screen

- 3.4.3 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” any stage.

Revenue

Can you customise your return with Tax and Customs

DAC6 Return

DISCLOSING:

* ID

☒ Individual

☐ Entity

IndividualName

Preceding Title

Title

* FirstName

TEST

MiddleName

Name Prefix

* LastName

TEST

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

TIN

IssuedBy

Please Select

-

+

Email

Address

Street

Building Identifier

Suite Identifier

Figure 77: Customer online Amendment screen

Floor Identifier	<input type="text"/>	
District Name	<input type="text"/>	
POB	<input type="text"/>	
City	<input type="text"/>	
PostCode	<input type="text"/>	
Country	<input type="text" value="IE"/>	
Rescountrycode	<input type="text" value="IE"/> <input type="button" value="-"/> <input type="button" value="+"/>	
Liability		
Intermediary Nexus	<input type="text" value="Please Select"/>	
Capacity	<input type="text" value="Please Select"/>	
<input type="button" value="Back"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>

Figure 78: Customer online Amendment screen

- 3.4.4 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” any stage.

Revenue
Your Right to Know the Minimum
High Tax and Country

DAC6 Return

RelevantTaxpayers +

RelevantTaxpayer (#1) -

ID
☒ Individual
☐ Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

? TIN

IssuedBy - +

Email

Address

Street

Figure 79: Customer online Amendment screen

Building Identifier

Suite Identifier


Floor Identifier




District Name

POB

City

PostCode

Country 

Rescountrycode   

Taxpayer's Implementing Date

* Implementing Date

AssociatedEnterprise

Will you be providing information
about Associated Enterprises for
this Relevant Taxpayer?

☒ No
☐ Yes

Figure 80: Customer online Amendment screen

3.4.5 Enter information for Affected Persons and click “Submit”.

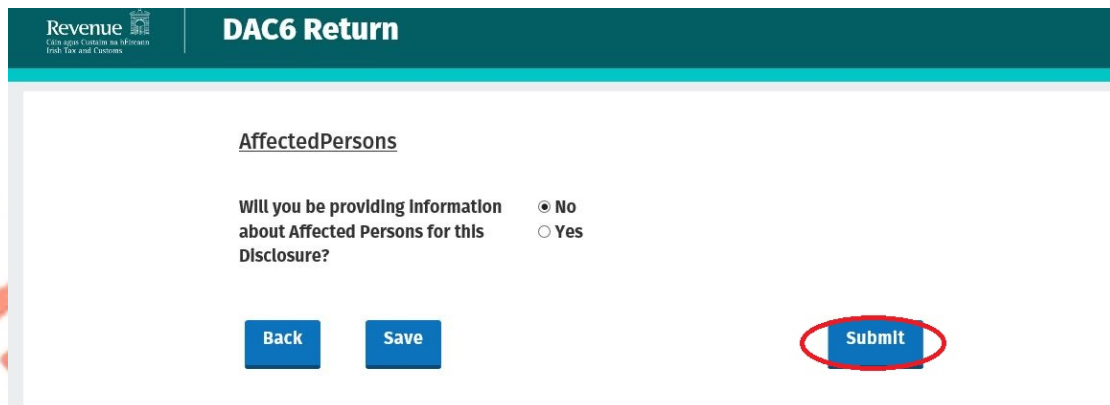


Figure 81: Customer submit Amendment screen

3.4.6 Enter Password and click “Sign and Submit”.

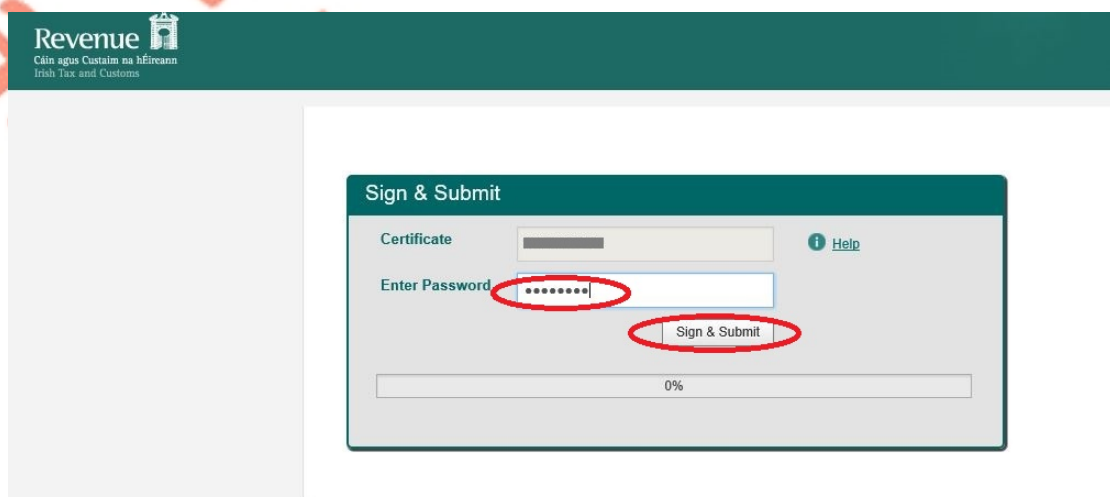


Figure 82: Customer sign and submit password screen

3.4.7 Click “Go to ROS” to return to My Services page.

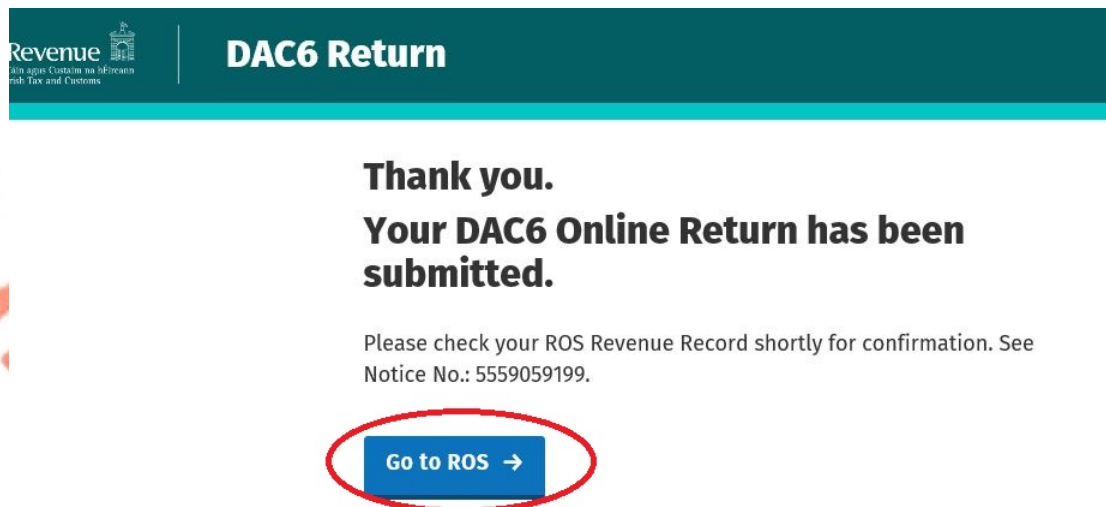


Figure 83: Customer DAC6 confirmation screen

3.4.8 The Customer will receive a new notification in their Revenue Record to confirm the successful return submission. Click on the Notice Number for confirmation of the return submission.

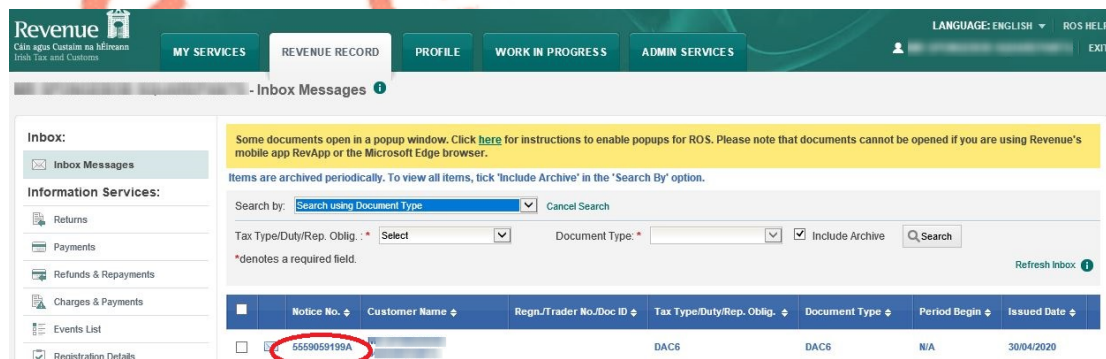
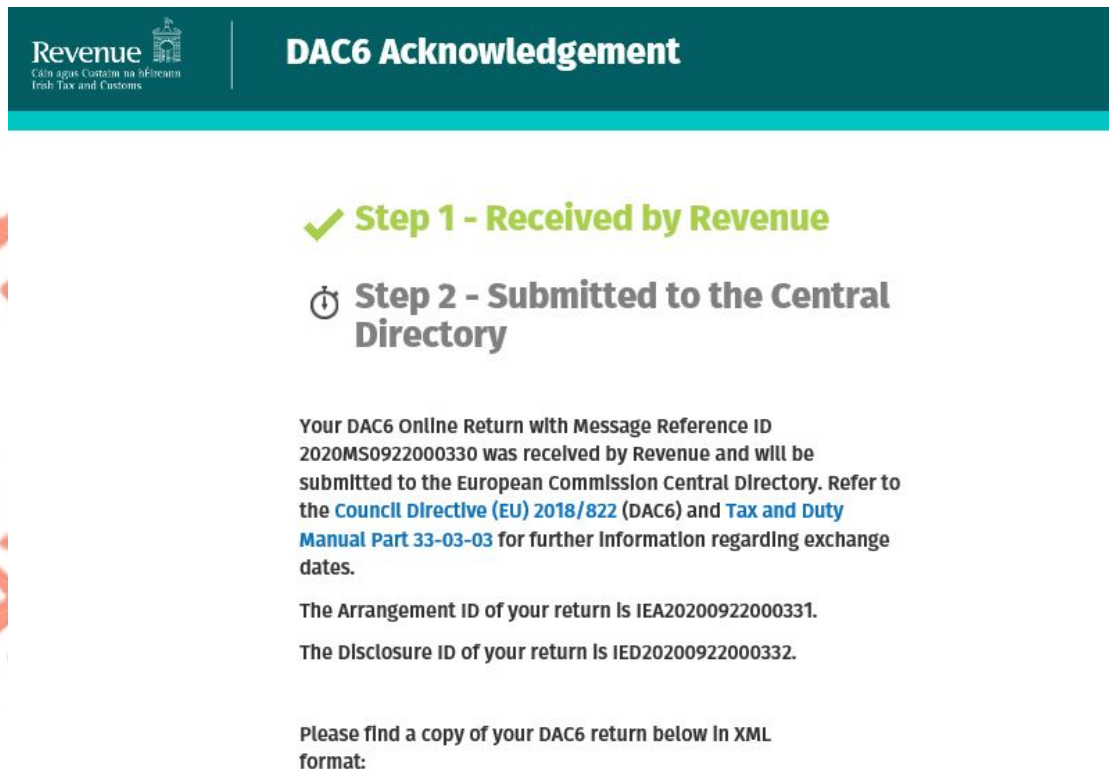


Figure 84: Customer Revenue Record screen

- 3.4.9 The Customer will receive confirmation that the online return has been submitted successfully and will receive a copy of their DAC6 return in XML format.



The screenshot shows a web page titled "DAC6 Acknowledgement" with the Revenue Ireland logo. It displays a two-step progress indicator: "Step 1 - Received by Revenue" (completed with a green checkmark) and "Step 2 - Submitted to the Central Directory" (in progress with a clock icon). The text states that the DAC6 Online Return with Message Reference ID 2020MS0922000330 was received by Revenue and will be submitted to the European Commission Central Directory. It refers to the Council Directive (EU) 2018/822 (DAC6) and the Tax and Duty Manual Part 33-03-03 for further information. It also provides the Arrangement ID (IEA20200922000331) and the Disclosure ID (IED20200922000332). At the bottom, it says "Please find a copy of your DAC6 return below in XML format:".

Revenue
Cúla agus Cústa na hÉireann
Irish Tax and Customs

DAC6 Acknowledgement

✓ **Step 1 - Received by Revenue**

🕒 **Step 2 - Submitted to the Central Directory**

Your DAC6 Online Return with Message Reference ID 2020MS0922000330 was received by Revenue and will be submitted to the European Commission Central Directory. Refer to the [Council Directive \(EU\) 2018/822 \(DAC6\)](#) and [Tax and Duty Manual Part 33-03-03](#) for further Information regarding exchange dates.

The Arrangement ID of your return is IEA20200922000331.

The Disclosure ID of your return is IED20200922000332.

Please find a copy of your DAC6 return below in XML format:

Figure 85: Customer DAC6 acknowledgement status screen

```

<?xml version="1.0" encoding="UTF-8"?><DAC6_Arrangement xmlns="urn:eu:taxud:dac6:v1">
  <Header>
    <TransmittingCountry>IE</TransmittingCountry>
    <MessageRefId>2020MS0922000330</MessageRefId>
    <Timestamp>2020-09-22T11:43:29Z</Timestamp>
  </Header>
  <ArrangementID>IEA20200922000331</ArrangementID>
  <DAC6Disclosures>
    <DisclosureID>IED20200922000332</DisclosureID>
    <DisclosureImportInstruction>DAC6INI</DisclosureImportInstruction>
    <Language>EN</Language>
    <Disclosing>
      <ID>
        <Individual>
          <IndividualName>
            <FirstName>test</FirstName>
            <LastName>test</LastName>
          </IndividualName>
          <BirthDate>1980-09-01</BirthDate>
          <BirthPlace>test</BirthPlace>
          <Address>
            <City>test</City>
            <Country>IE</Country>
          </Address>
          <ResCountryCode>IE</ResCountryCode>
        </Individual>
      </ID>
    </Disclosing>
    <InitialDisclosureMA>true</InitialDisclosureMA>
    <RelevantTaxPayers>
      <RelevantTaxpayer>
        <ID>
          <Individual>
            <IndividualName>
              <FirstName>test</FirstName>
              <LastName>test</LastName>
            </IndividualName>
            <BirthDate>1970-09-01</BirthDate>
            <BirthPlace>test</BirthPlace>
            <Address>
              <City>test</City>
              <Country>IE</Country>
            </Address>
            <ResCountryCode>IE</ResCountryCode>
          </Individual>
        </ID>
        <TaxpayerImplementingDate>2020-09-01</TaxpayerImplementingDate>
      </RelevantTaxpayer>
    </RelevantTaxPayers>
    <DisclosureInformation>
      <ImplementingDate>2020-09-22</ImplementingDate>
      <Summary>
        <Disclosure_Name>test</Disclosure_Name>
        <Disclosure_Description language="EN">test</Disclosure_Description>
      </Summary>
      <NationalProvision language="EN">test</NationalProvision>
      <Amount currCode="EUR">2000</Amount>
      <ConcernedMSs>
        <ConcernedMS>IE</ConcernedMS>
      </ConcernedMSs>
      <MainBenefitTest1>true</MainBenefitTest1>
      <Hallmarks>
        <ListHallmarks>
          <Hallmark>DAC6A1</Hallmark>
        </ListHallmarks>
      </Hallmarks>
    </DisclosureInformation>
  </DAC6Disclosures>
</DAC6_Arrangement>

```

Close

Figure 86: Customer DAC6 XML screen

Click “Close” to exit and return to Revenue Record screen

4 Section 4 – Agent Submitting DAC6 Returns

The following section details how Agents (filing on behalf of an intermediary or relevant taxpayer) upload DAC6 returns on ROS.

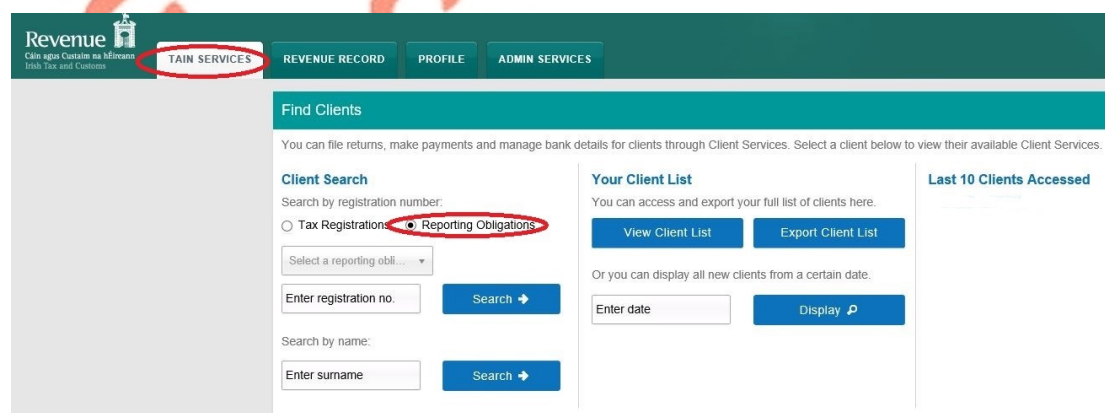
Please refer to Section 3 of TDM [Part 33-03-03](#) for an overview of the information that needs to be included in the DAC6 return.

Agents have the option of filing DAC6 returns by uploading XML files or using an online form. The following sections detail how to upload XML files and to file a DAC6 online form.

4.1 Agent Submitting DAC6 XML File

For efficient processing, it is recommended that individual DAC6 XML files should not exceed 10MB in size. The absolute maximum file size is 20MB and any file greater in size than that will be rejected by ROS.

- 4.1.1 Agent logs onto ROS under Tain Services to search for Client using Client Search or Client List. “Reporting Obligations” should be ticked.



The screenshot shows the Revenue Ireland ROS interface. The top navigation bar includes 'TAIN SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The 'TAIN SERVICES' tab is active. Below the navigation bar, the 'Find Clients' section is displayed. It includes a 'Client Search' section with a 'Search by registration number' section and a 'Search by name' section. The 'Reporting Obligations' radio button is selected. The 'Your Client List' section shows buttons for 'View Client List' and 'Export Client List'. The 'Last 10 Clients Accessed' section is also visible.

Figure 87: Agent find DAC6 client screen

- 4.1.2 In the section marked “Complete a Form Online”, select DAC6 from the dropdown list and click “Submit”.

Figure 88: Agent complete a DAC6 return screen

- 4.1.3 Complete all sections marked with a red asterisk (*).

Figure 89: Agent select DAC6 XML File Upload screen

- 4.1.4 Click on “Add File” and select a file from computer storage. Click “Submit”.

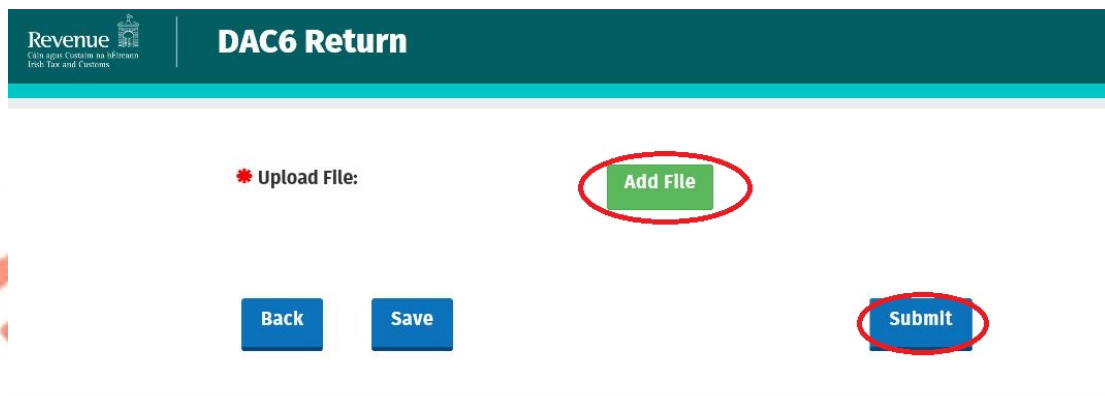


Figure 90: Agent add DAC6 XML file and submit screen

- 4.1.5 Enter ROS password and click on “Sign & Submit”.

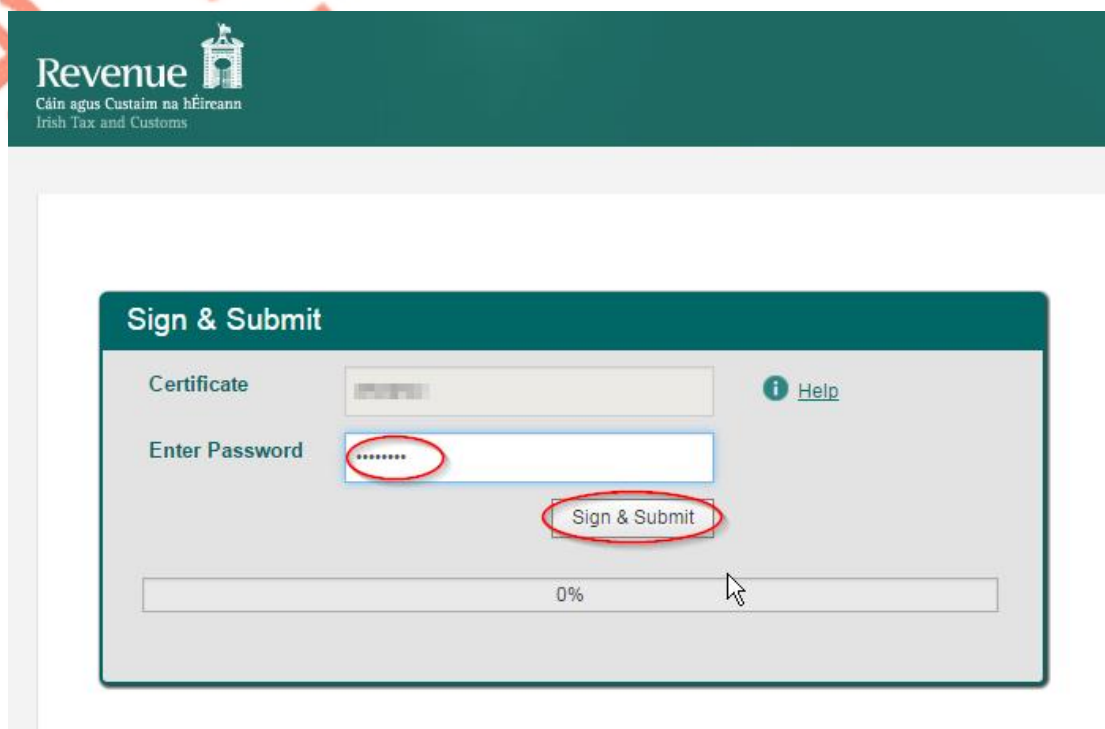


Figure 91: Agent sign and submit password screen

- 4.1.6 The following confirmation screen appears. The Agent is directed back to Client Services page.

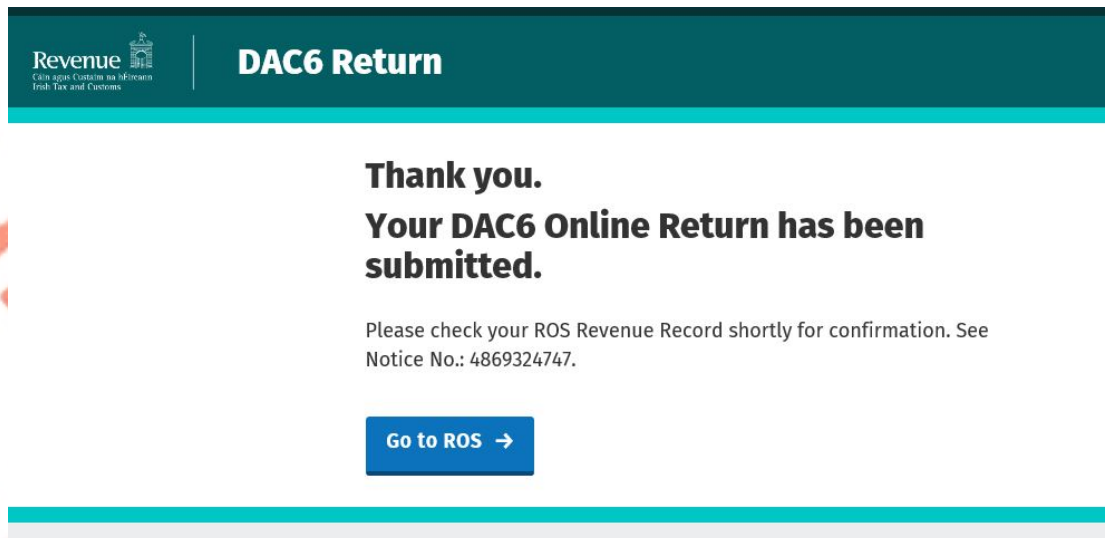


Figure 92: Agent DAC6 return status screen

- 4.1.7 The Agent will receive a new notification in the Client Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.

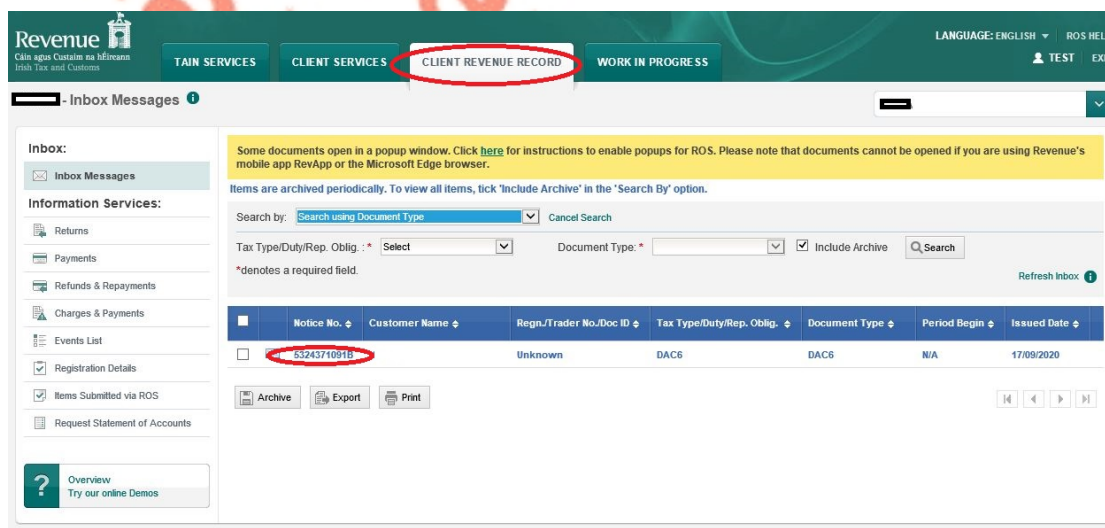


Figure 93: Agent Revenue Record screen

4.1.8 Click “Close” to exit and return to Revenue Record screen.

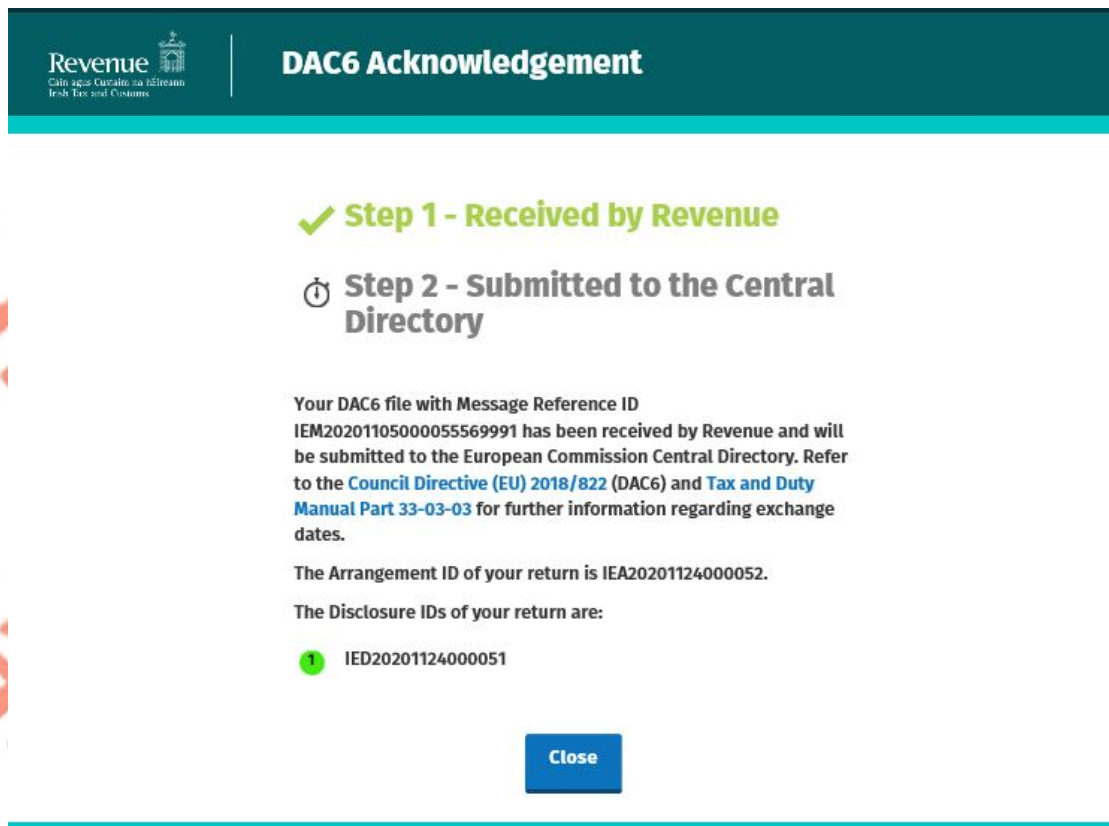
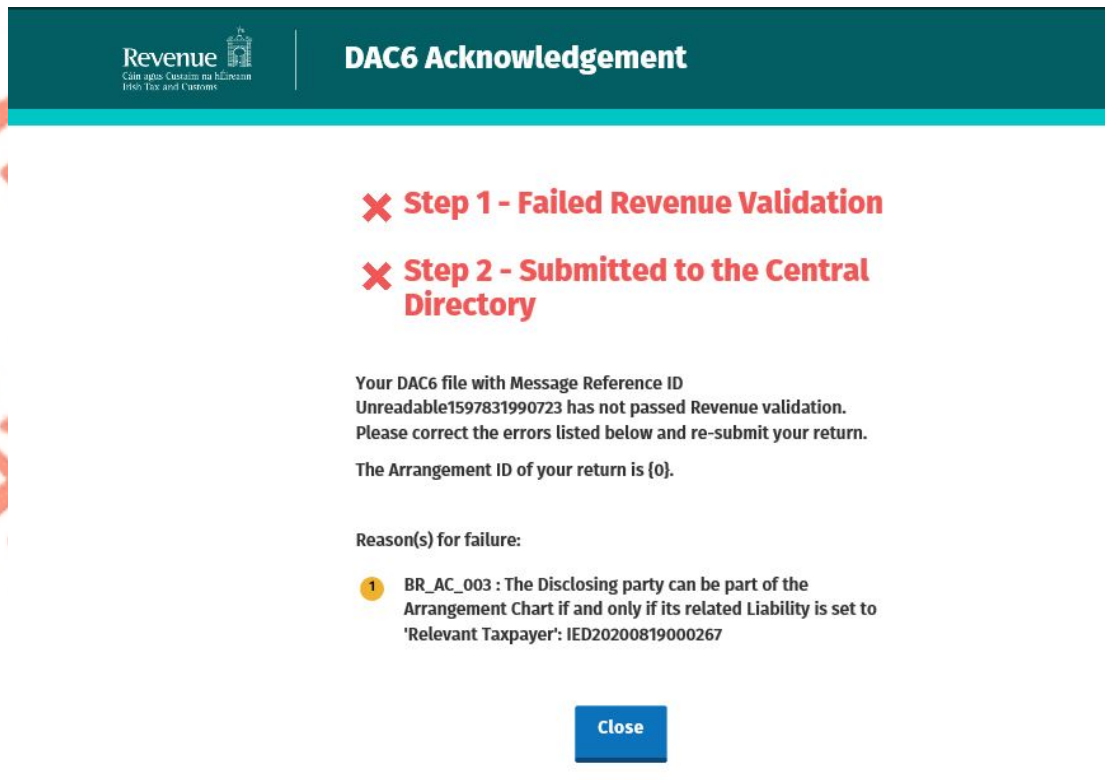


Figure 94: Agent DAC6 acknowledgement screen

- 4.1.9 Where a DAC6 file submission fails, the screen below will be presented. As ROS uses real time validation, files are validated at upload and errors encountered are reflected in the Revenue Record. Click “Close” to return to Client Services screen in order to rectify the issues outlined and re-submit the xml file.

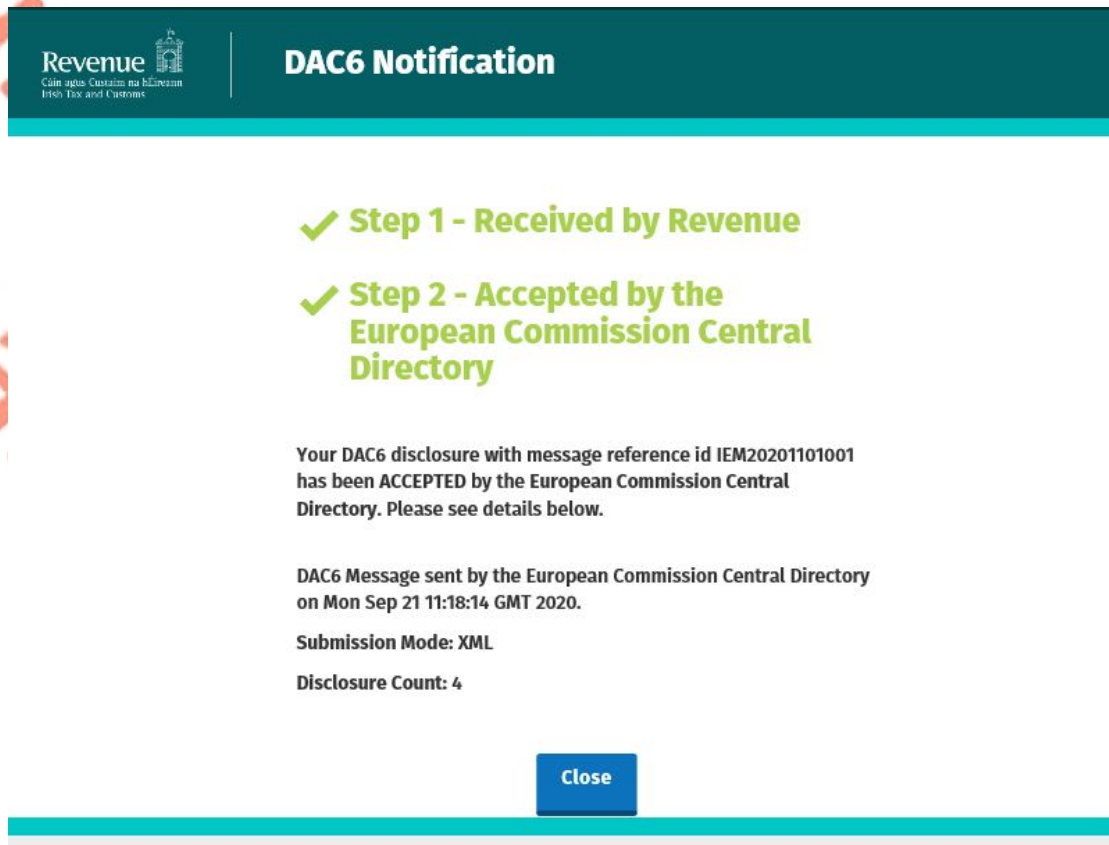


The screenshot shows a web interface for 'Revenue' with the tagline 'Cain agus Customs na hÉireann Irish Tax and Customs'. The main heading is 'DAC6 Acknowledgement'. Below this, there are two red 'X' icons indicating failed steps: 'Step 1 - Failed Revenue Validation' and 'Step 2 - Submitted to the Central Directory'. The text states: 'Your DAC6 file with Message Reference ID Unreadable1597831990723 has not passed Revenue validation. Please correct the errors listed below and re-submit your return. The Arrangement ID of your return is {0}.' Under 'Reason(s) for failure:', there is a yellow circle with the number '1' followed by the text: 'BR_AC_003 : The Disclosing party can be part of the Arrangement Chart if and only if its related Liability is set to 'Relevant Taxpayer': IED20200819000267'. At the bottom right, there is a blue button labeled 'Close'.

Figure 95: Agent DAC6 failed validation screen

- 4.1.10 Following exchange of the DAC6 file with the European Commission Central Directory a notification is displayed detailing acceptance of the file Step 2. Click “Close” to return to the Tain Services screen.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.



Revenue
Cáin agus Cústaim na hÉireann
H&V Tax and Customs

DAC6 Notification

✓ **Step 1 - Received by Revenue**

✓ **Step 2 - Accepted by the European Commission Central Directory**

Your DAC6 disclosure with message reference id IEM20201101001 has been **ACCEPTED** by the European Commission Central Directory. Please see details below.

DAC6 Message sent by the European Commission Central Directory on Mon Sep 21 11:18:14 GMT 2020.

Submission Mode: XML

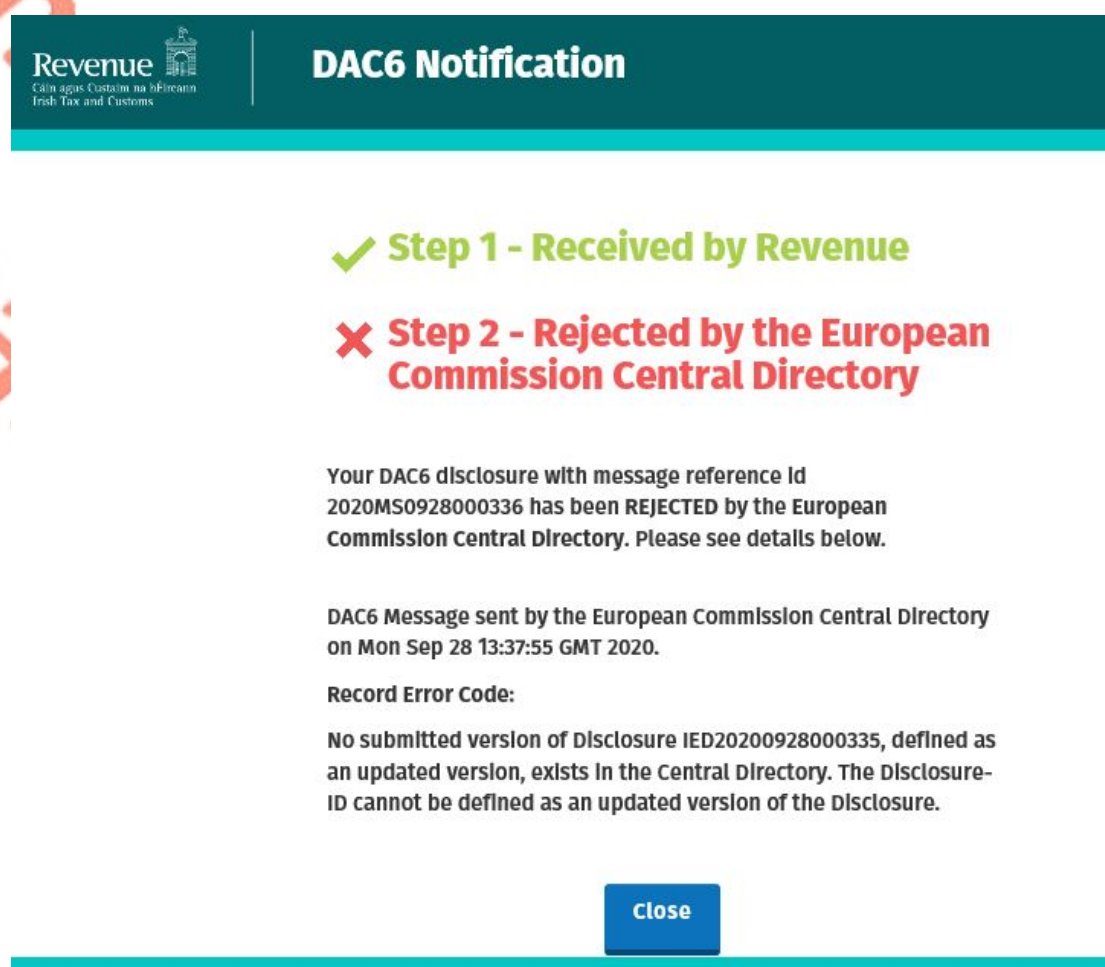
Disclosure Count: 4

Close

Figure 96: Agent DAC6 notification Accepted screen

- 4.1.11 Following exchange of the DAC6 file with the European Commission Central Directory, if a notification is displayed at Step 2 detailing rejection of the file the Agent should return to the Tain Services screen, rectify the issues outlined and subsequently re-submit the xml file.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.



Revenue
Cúla agus Custaim na hÉireann
Irish Tax and Customs

DAC6 Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the European Commission Central Directory**

Your DAC6 disclosure with message reference Id 2020MS0928000336 has been **REJECTED** by the European Commission Central Directory. Please see details below.

DAC6 Message sent by the European Commission Central Directory on Mon Sep 28 13:37:55 GMT 2020.

Record Error Code:

No submitted version of Disclosure IED20200928000335, defined as an updated version, exists in the Central Directory. The Disclosure-ID cannot be defined as an updated version of the Disclosure.

Close

Figure 97: Agent DAC6 notification Rejected screen

4.2 Agent submitting online DAC6 Form

The DAC6 online form provides for **one** disclosure per online form. Multiple submissions of DAC6 online form are acceptable. The form can be saved and edited at a later stage. Mandatory fields are marked with a red asterisk (*).

4.2.1 Agent logs on to ROS, search for Client using Client Search or Client List.

The screenshot shows the Revenue Client Services interface. The top navigation bar includes 'TAIN SERVICES' (circled in red), 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The main heading is 'Find Clients'. Below this, a message states: 'You can file returns, make payments and manage bank details for clients through Client Services. Select a client below to view their available Client Services.' The interface is divided into three sections: 'Client Search', 'Your Client List', and 'Last 10 Clients Accessed'. The 'Client Search' section has two search methods: 'Search by registration number' and 'Search by name'. Under 'Search by registration number', there are radio buttons for 'Tax Registrations' and 'Reporting Obligations' (the latter is circled in red). Below these are input fields for 'Enter registration no.' and 'Enter surname', each with a 'Search' button. The 'Your Client List' section has buttons for 'View Client List' and 'Export Client List', and a date input field with a 'Display' button. The 'Last 10 Clients Accessed' section is partially visible on the right.


Figure 98: Agent search for DAC6 client list screen

4.2.2 Under “Complete a Form On-Line” Agent selects “DAC6” from the dropdown list. Click “Submit”.

The screenshot shows the Revenue 'File a Return' interface. The top navigation bar includes 'TAIN SERVICES', 'CLIENT SERVICES' (circled in red), 'CLIENT REVENUE RECORD', 'CLIENT PROFILE', and 'WORK IN PROGRESS'. The main heading is 'File a Return'. Below this, a message states: 'Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.' The interface has two radio buttons: 'Tax Registrations' and 'Reporting Obligations' (the latter is circled in red). Below these is a dropdown menu showing 'DAC6' (circled in red). To the right of the dropdown is a 'Submit' button (circled in red). Below the dropdown, there is a link for 'Upload Form(s) Completed Offline'.

Figure 99: Agent complete a DAC6 form online screen

- 4.2.3 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” at any stage.

**DAC6 Return**

DAC6 Online Return Facility

"Optional Information provided In this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

☒ Online Form
☐ XML File Upload

* Is this a marketable arrangement? Please Select

* InitialDisclosureMA Please Select

* Does this Disclosure relate to an Arrangement registered in Ireland or another EU Member state? Please Select

* Is this a new disclosure or an amendment to a registered Disclosure? New

* Are you a relevant Taxpayer or an Intermediary? Please Select

* Language: EN

Back Save Next

Figure 100: Agent DAC6 online form screen

4.2.4 Complete the relevant sections and click “Next”. You can click “Back” or “Save” at any stage.

Revenue

Create your Customs and Excise
 Irish Tax and Customs

DAC6 Return

Disclosure Information

ImplementingDate

23/09/2020

Reason

Please Select

Disclosure_Name

TEST

Disclosure_Description

TEST

Language:

EN

-

+

National Provision

TEST

Language:

EN

-

+

Amount

1000

currCode

EUR

MainBenefitTest1

Yes

Hallmark

DAC6A1

ConcernedMSS

IE

Back

Save

Next

Figure 101: Agent DAC6 online return information screen

4.2.5 Complete the relevant sections and click “Next”.

You can click “Back” or “Save” at any stage.

Please note that when the TIN of an intermediary or taxpayer is not known to the person making the return, the address of such intermediary or taxpayer is required. In all other cases the TIN must be provided.

Revenue
Lithuania Customs and Excise
Ind. Tax and Customs

DAC6 Return

DISCLOSING:

* ID
☒ Individual
☐ Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Figure 102: Agent DAC6 online return information screen

Suffix	<input type="text"/>	
General Suffix	<input type="text"/>	
* BirthDate	<input type="text" value="28/09/2000"/>	
* BirthPlace	<input type="text" value="TEST"/>	
TIN	<input type="text"/>	
IssuedBy	<input type="text" value="Please Select"/>	<input type="button" value="-"/> <input type="button" value="+"/>
Email	<input type="text"/>	
<u>Address</u>		
Street	<input type="text"/>	
Building Identifier	<input type="text"/>	
Suite Identifier	<input type="text"/>	
Floor Identifier	<input type="text"/>	
District Name	<input type="text"/>	
POB	<input type="text"/>	
City	<input type="text" value="DUBLIN"/>	
PostCode	<input type="text"/>	
Country	<input type="text" value="IE"/>	<input type="button" value="-"/> <input type="button" value="+"/>
Rescountrycode	<input type="text" value="IE"/>	<input type="button" value="-"/> <input type="button" value="+"/>
<u>Liability</u>		
Relevant Taxpayer Nexus	<input type="text" value="Please Select"/>	
Capacity	<input type="text" value="Please Select"/>	
<input type="button" value="Back"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>

Figure 103: Agent DAC6 online return information screen

- 4.2.6 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” at any stage.

Revenue
Calculates and collects the following
Irish Tax and Customs

DAC6 Return

RelevantTaxpayers +

RelevantTaxpayer (#1) -

ID
☒ Individual
☐ Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

i TIN

IssuedBy - +

Email

Address

Street

Figure 104: Agent DAC6 online return information screen

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode

Taxpayer's Implementing Date

* Implementing Date

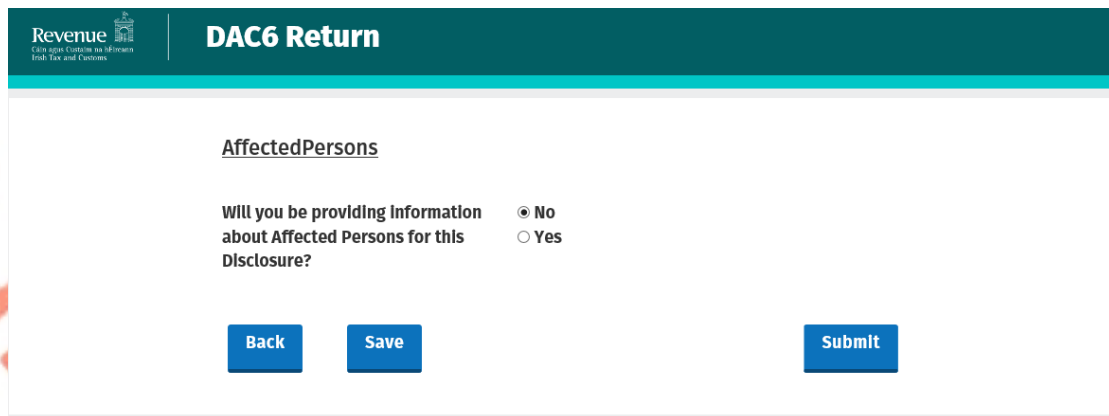
AssociatedEnterprise

Will you be providing Information about Associated Enterprises for this Relevant Taxpayer?

☒ No
☐ Yes

Figure 105: Agent DAC6 online return information screen

4.2.7 Affected Persons information. Click “Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

DAC6 Return

AffectedPersons

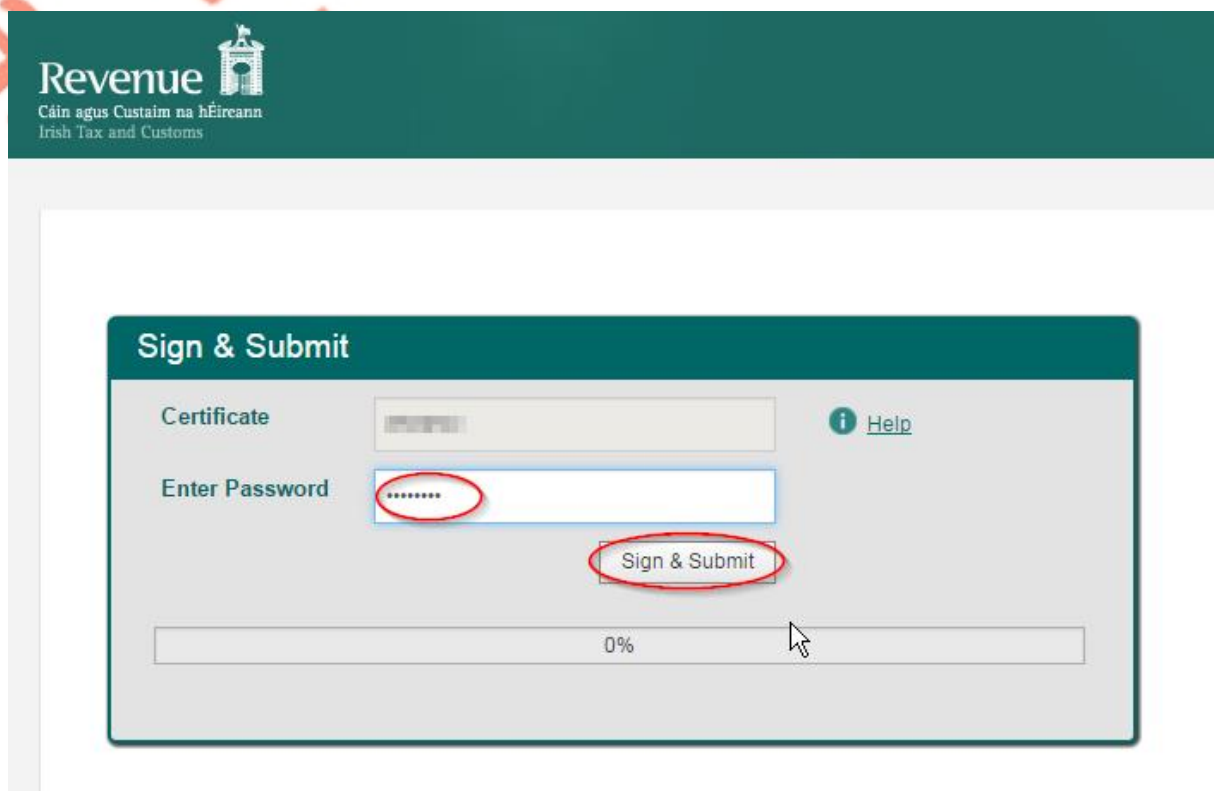
Will you be providing Information about Affected Persons for this Disclosure?

☒ No
☐ Yes

Back Save Submit

Figure 106: Agent DAC6 online submission screen

4.2.8 Agent enters Password and clicks “Sign & Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign & Submit

Certificate [Help](#)

Enter Password

Sign & Submit

0%

Figure 107: Agent sign and submit password screen

4.2.9 Click “Go to ROS” to return to Client Services page.

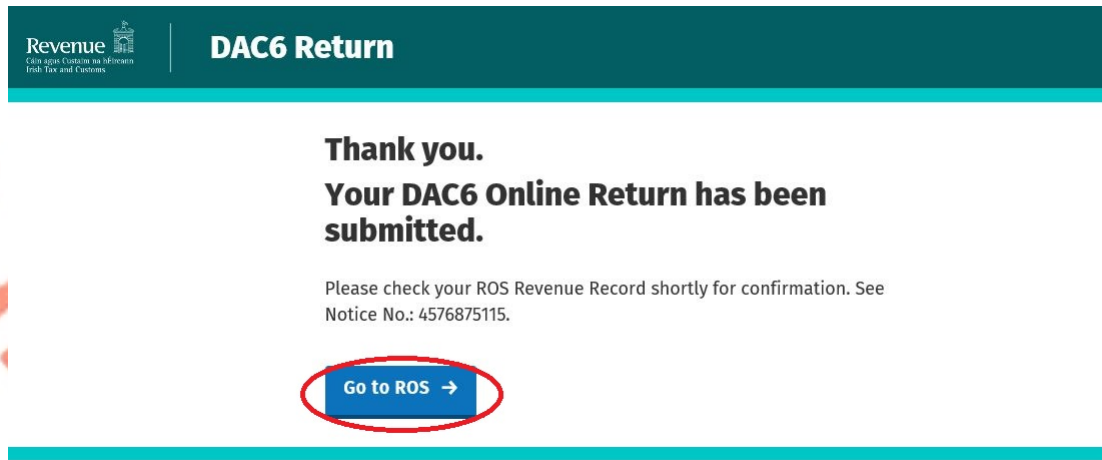


Figure 108: Agent DAC6 status screen

4.2.10 The Agent will receive a new notification in the Client Revenue Record to confirm the successful return submission. Click on the Notice Number for confirmation of the return submission.

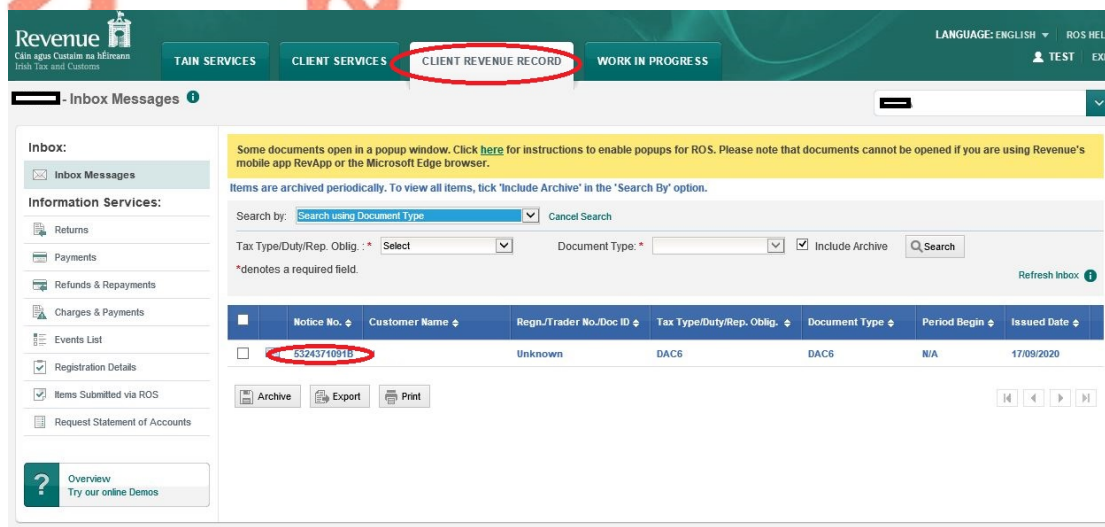



Figure 109: Agent Revenue Record screen

- 4.2.11 The following notice appears which the Agent may wish to print for their records. Click “Close” to return to Revenue Record.

**DAC6 Acknowledgement**

✓ **Step 1 - Received by Revenue**

🕒 **Step 2 - Submitted to the Central Directory**

Your DAC6 Online Return with Message Reference ID 2020MS0928000336 was received by Revenue and will be submitted to the European Commission Central Directory. Refer to the [Council Directive \(EU\) 2018/822 \(DAC6\)](#) and [Tax and Duty Manual Part 33-03-03](#) for further information regarding exchange dates.

The Arrangement ID of your return is IEA20200928000334.

The Disclosure ID of your return is IED20200928000335.

Please find a copy of your DAC6 return below in XML format:

```
<?xml version="1.0" encoding="UTF-8"?><DAC6_Arrangement xmlns="urn:eu:taxud:dac6:v1">
  <Header>
    <TransmittingCountry>IE</TransmittingCountry>
    <MessageRefId>2020MS0928000336</MessageRefId>
    <Timestamp>2020-09-23T10:56:02Z</Timestamp>
  </Header>
  <ArrangementID>IEA20200928000334</ArrangementID>
</DAC6_Arrangement>
```

Figure 110: Agent DAC6 acknowledgement screen

```

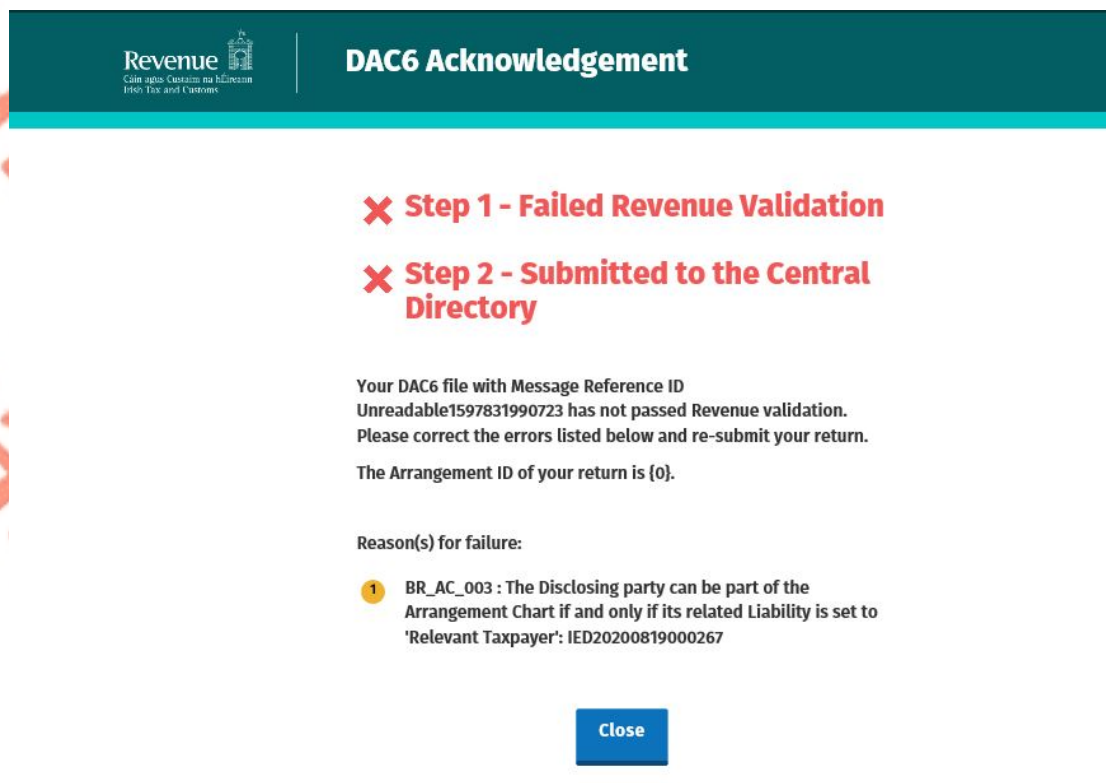
<ArrangementID>IEA20200928000334</ArrangementID>
<DAC6Disclosures>
  <DisclosureID>IED20200928000335</DisclosureID>
  <DisclosureImportInstruction>DAC6UPD</DisclosureImportInstruction>
  <Language>EN</Language>
  <Disclosing>
    <ID>
      <Individual>
        <IndividualName>
          <FirstName>TEST</FirstName>
          <LastName>TEST</LastName>
        </IndividualName>
        <BirthDate>2000-09-28</BirthDate>
        <BirthPlace>TEST</BirthPlace>
        <Address>
          <City>DUBLIN</City>
          <Country>IE</Country>
        </Address>
        <ResCountryCode>IE</ResCountryCode>
      </Individual>
    </ID>
  </Disclosing>
  <InitialDisclosureMA>true</InitialDisclosureMA>
  <RelevantTaxPayers>
    <RelevantTaxpayer>
      <ID>
        <Individual>
          <IndividualName>
            <FirstName>TEST</FirstName>
            <LastName>TEST</LastName>
          </IndividualName>
          <BirthDate>1980-09-28</BirthDate>
          <BirthPlace>IRELAND</BirthPlace>
          <Address>
            <City>CORK</City>
            <Country>IE</Country>
          </Address>
          <ResCountryCode>IE</ResCountryCode>
          <ResCountryCode>IE</ResCountryCode>
        </Individual>
      </ID>
      <TaxpayerImplementingDate>2020-09-28</TaxpayerImplementingDate>
    </RelevantTaxpayer>
  </RelevantTaxPayers>
  <DisclosureInformation>
    <ImplementingDate>2020-09-22</ImplementingDate>
    <Summary>
      <Disclosure_Name>TEST</Disclosure_Name>
      <Disclosure_Description language="EN">TEST</Disclosure_Description>
    </Summary>
    <NationalProvision language="EN">TEST</NationalProvision>
    <Amount currCode="EUR">1000</Amount>
    <ConcernedMSs>
      <ConcernedMS>IE</ConcernedMS>
    </ConcernedMSs>
    <MainBenefitTest1>true</MainBenefitTest1>
    <Hallmarks>
      <ListHallmarks>
        <Hallmark>DAC6A1</Hallmark>
      </ListHallmarks>
    </Hallmarks>
  </DisclosureInformation>
</DAC6Disclosures>
</DAC6_Arrangement>

```

Close

Figure 111: Agent DAC6 acknowledgement xml screen

- 4.2.12 Where a DAC6 submission fails, the screen below will be presented. As ROS uses real time validation, files are checked during upload and errors encountered are reflected in the Revenue Record. When this message appears on screen click “Close” to return to My Services screen in order to rectify the issues outlined and re-submit the online form with corrected information.

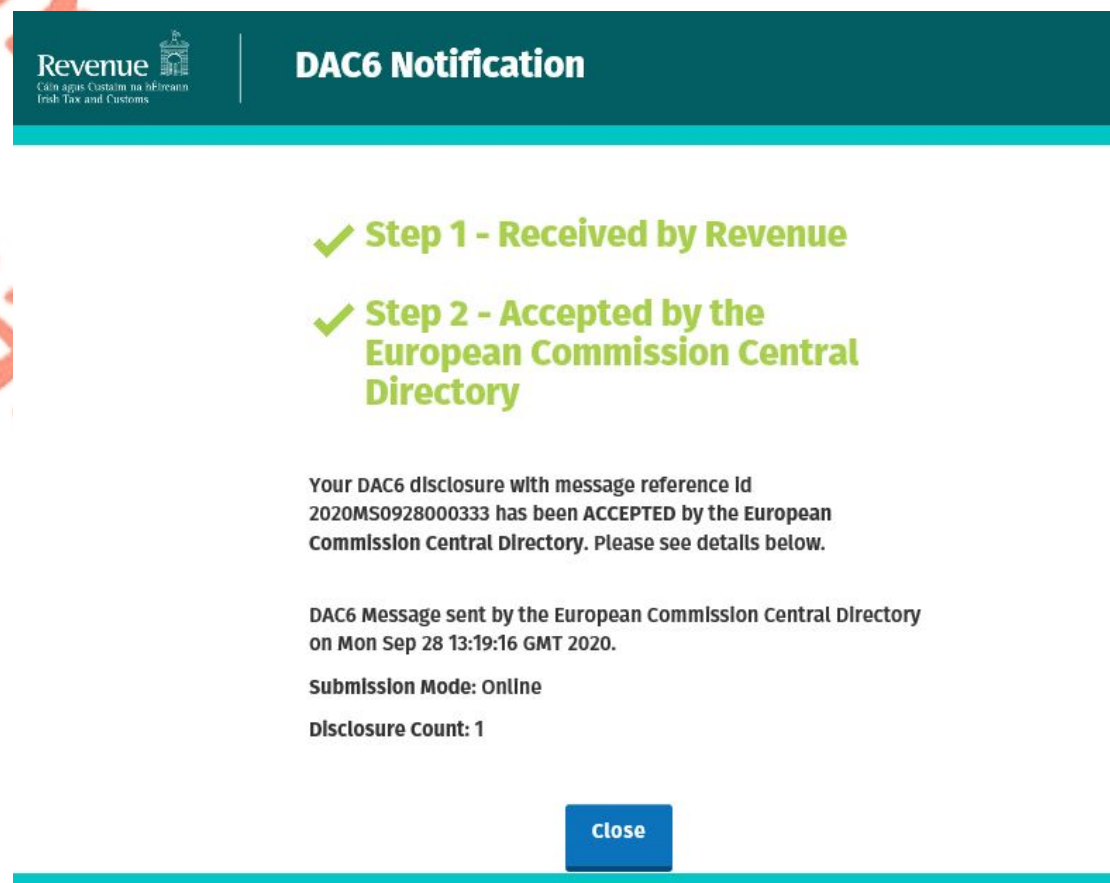


The screenshot shows a web interface for the Revenue. At the top, there is a dark teal header with the Revenue logo on the left and the text "DAC6 Acknowledgement" on the right. Below the header, the main content area is white. It features two red "X" icons followed by the text "Step 1 - Failed Revenue Validation" and "Step 2 - Submitted to the Central Directory". Below this, a message states: "Your DAC6 file with Message Reference ID Unreadable1597831990723 has not passed Revenue validation. Please correct the errors listed below and re-submit your return. The Arrangement ID of your return is {0}." Underneath, it says "Reason(s) for failure:" followed by a yellow circle with the number "1" and the text "BR_AC_003 : The Disclosing party can be part of the Arrangement Chart if and only if its related Liability is set to 'Relevant Taxpayer': IED20200819000267". At the bottom center, there is a blue button labeled "Close".

Figure 112: Agent DAC6 online Failed Validation screen

- 4.2.13 Following exchange of the DAC6 file with the European Commission Central Directory a notification is displayed detailing acceptance of the file Step 2. Click “Close” to return to the Tain Services screen.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.



Revenue
Cúlaí agus Cúistíom na hÉireann
Irish Tax and Customs

DAC6 Notification

- ✓ **Step 1 - Received by Revenue**
- ✓ **Step 2 - Accepted by the European Commission Central Directory**

Your DAC6 disclosure with message reference Id 2020MS0928000333 has been **ACCEPTED** by the European Commission Central Directory. Please see details below.

DAC6 Message sent by the European Commission Central Directory on Mon Sep 28 13:19:16 GMT 2020.

Submission Mode: Online

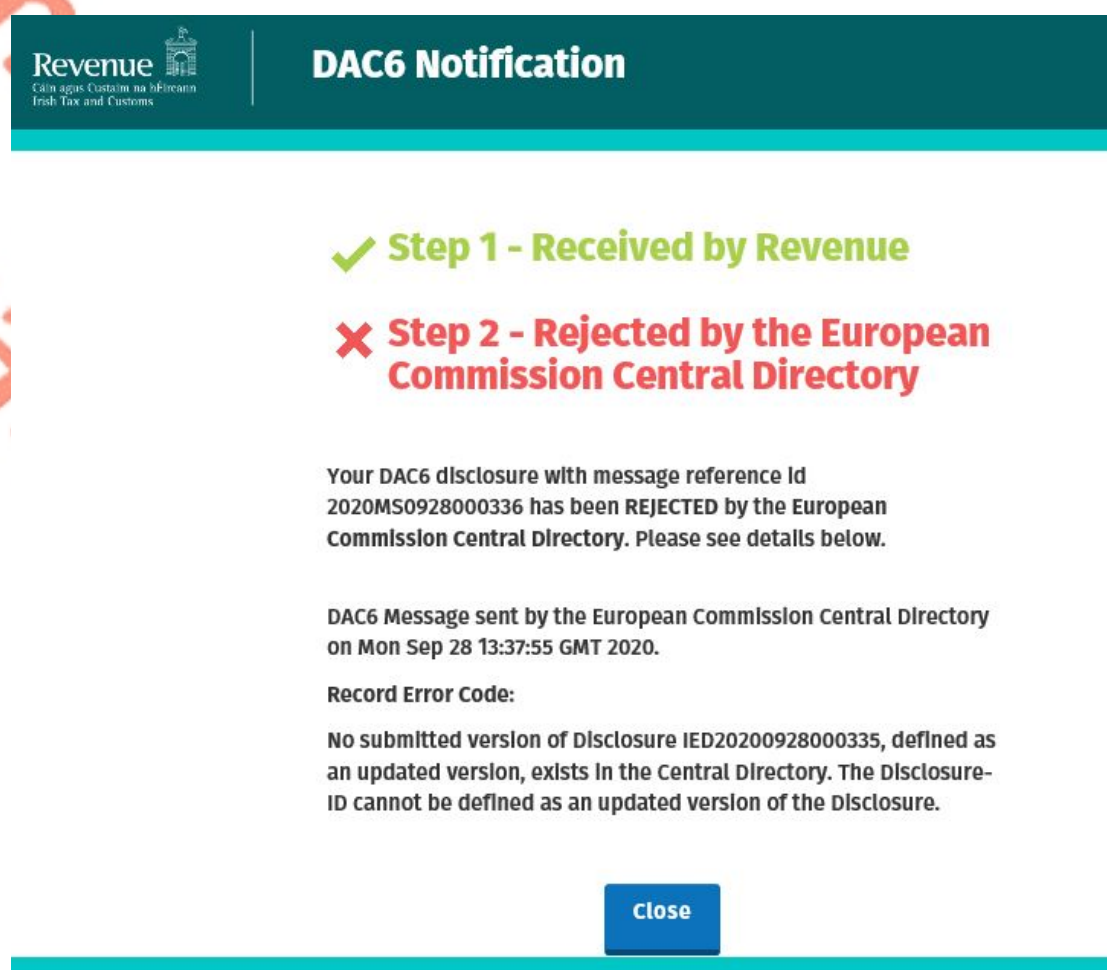
Disclosure Count: 1

[Close](#)

Figure 113: Agent DAC6 online Accepted screen

- 4.2.14 Following exchange of the DAC6 file with the European Commission Central Directory, if a notification is displayed detailing rejection of the file at Step 2 the Agent should return to the Tain Services screen, rectify the issues outlined and subsequently re-submit the online form.

Please note the acceptance/rejection message from the European Commission Central Directory may take up to a few months to issue into your Revenue Record. We appreciate your patience in this regard.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

DAC6 Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the European Commission Central Directory**

Your DAC6 disclosure with message reference Id 2020MS0928000336 has been **REJECTED** by the European Commission Central Directory. Please see details below.

DAC6 Message sent by the European Commission Central Directory on Mon Sep 28 13:37:55 GMT 2020.

Record Error Code:

No submitted version of Disclosure IED20200928000335, defined as an updated version, exists in the Central Directory. The Disclosure-ID cannot be defined as an updated version of the Disclosure.

Close

Figure 114: Agent DAC6 online Rejected screen

4.3 Agent correcting/amending a DAC6 XML file

To correct/amend a registered disclosure, the Agent will need to have the Arrangement ID and the Disclosure ID of the original submission to hand. These can be found in the Customer's Revenue record.

4.3.1 Agent logs on to ROS, search for Client using Client Search or Client List.

The screenshot shows the Revenue Client Services interface. The 'TAIN SERVICES' tab is selected. The 'Find Clients' section is active, showing options to search by registration number or name. The 'Reporting Obligations' radio button is selected under 'Client Search'. The 'Your Client List' section shows options to view or export the client list.

Figure 115: Agent search for DAC6 client list screen

4.3.2 Under "Complete a Form On-Line" Agent selects "DAC6" from the dropdown list. Click "Submit".


The screenshot shows the Revenue Client Services interface. The 'CLIENT SERVICES' tab is selected. The 'File a Return' section is active, showing the 'Complete a Form Online' option. The 'Reporting Obligations' radio button is selected. The 'DAC6' dropdown menu is open, showing 'DAC6' as the selected option. The 'Submit' button is highlighted.

Figure 116: Agent DAC6 online return selection screen

- 4.3.3 To correct an xml submission, chose XML File Upload radio button and proceed to upload the corrected XML file. To correct an online form, please go to Section 4.4.

Please note that the DisclosureImportInstruction should contain DAC6UPD for a correction and both the Arrangement Id and the Disclosure Id should be present in the xml file.

```
<dac6:DAC6Disclosures>
<dac6:DisclosureImportInstruction>DAC6UPD</dac6:DisclosureImportInstruction>
<dac6:Language>AA</dac6:Language>
```



DAC6 Online Return Facility

"Optional Information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

- ☐ Online Form
☒ XML File Upload

* Is this a marketable arrangement?

Please Select

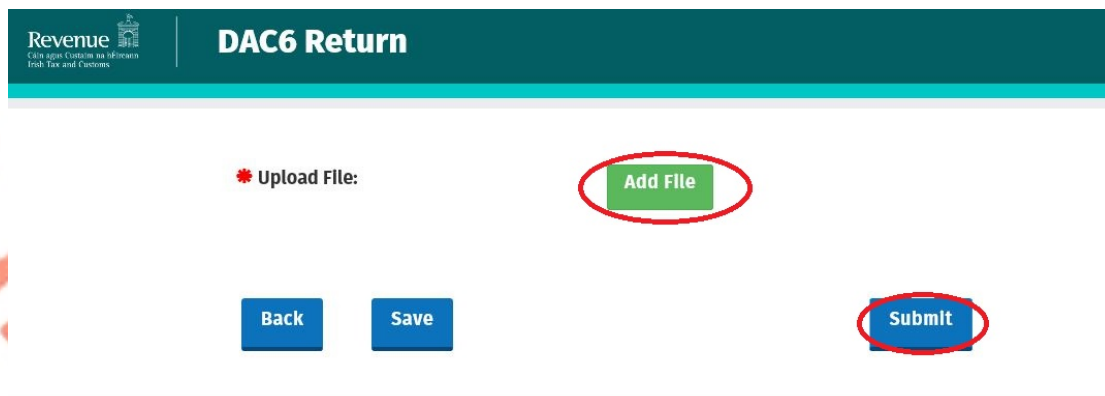
Back

Save

Next

Figure 117: Agent DAC6 XML file upload correction screen

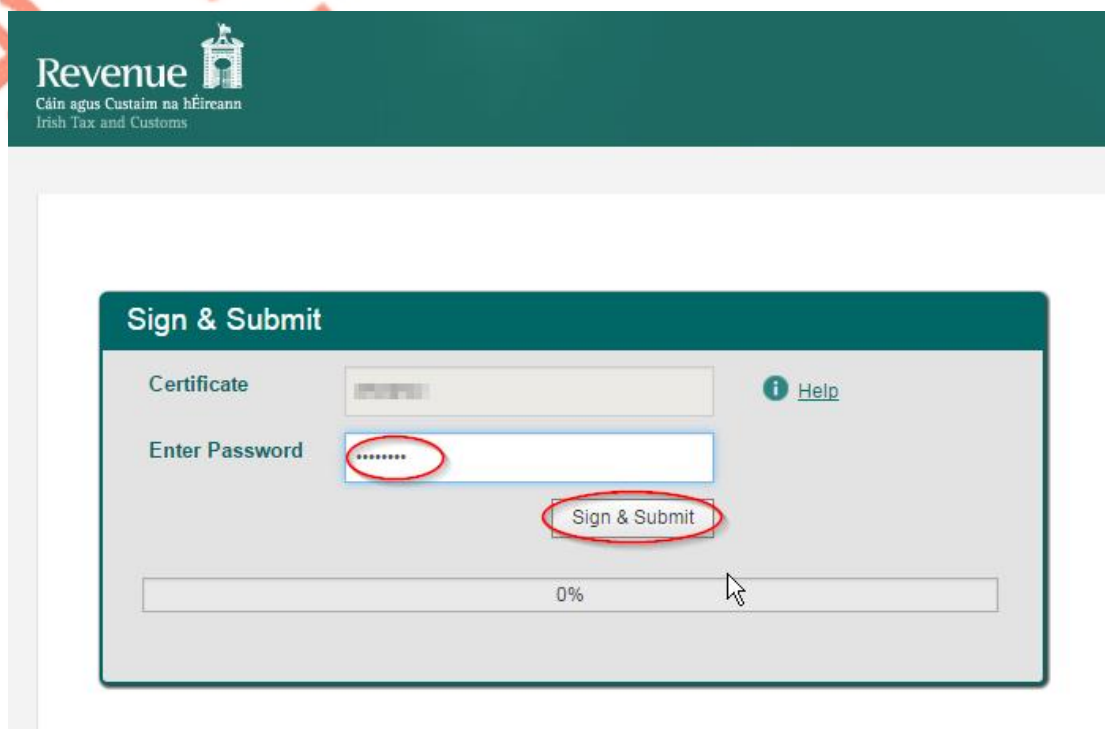
- 4.3.4 Click on “Add File” and select a file from computer storage. Click “Submit”



The screenshot shows the 'DAC6 Return' screen. At the top, there is a header with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the header, there is a section titled 'Upload File:' with a red asterisk. To the right of this section is a green button labeled 'Add File'. Below the 'Upload File:' section, there are three buttons: 'Back', 'Save', and 'Submit'. The 'Submit' button is circled in red.

Figure 118: Agent DAC6 add XML file and submit screen

- 4.3.5 Enter ROS password and click on “Sign & Submit”



The screenshot shows the 'Sign & Submit' screen. At the top, there is a header with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the header, there is a section titled 'Sign & Submit'. Inside this section, there is a 'Certificate' field with a dropdown menu. To the right of the 'Certificate' field is a link labeled 'Help'. Below the 'Certificate' field is an 'Enter Password' field with a red circle around it. Below the 'Enter Password' field is a button labeled 'Sign & Submit' with a red circle around it. At the bottom of the section, there is a progress bar showing 0%.

Figure 119: Agent sign and submit screen

- 4.3.6 The following confirmation screen appears. The Agent is directed back to Client Revenue Record screen.

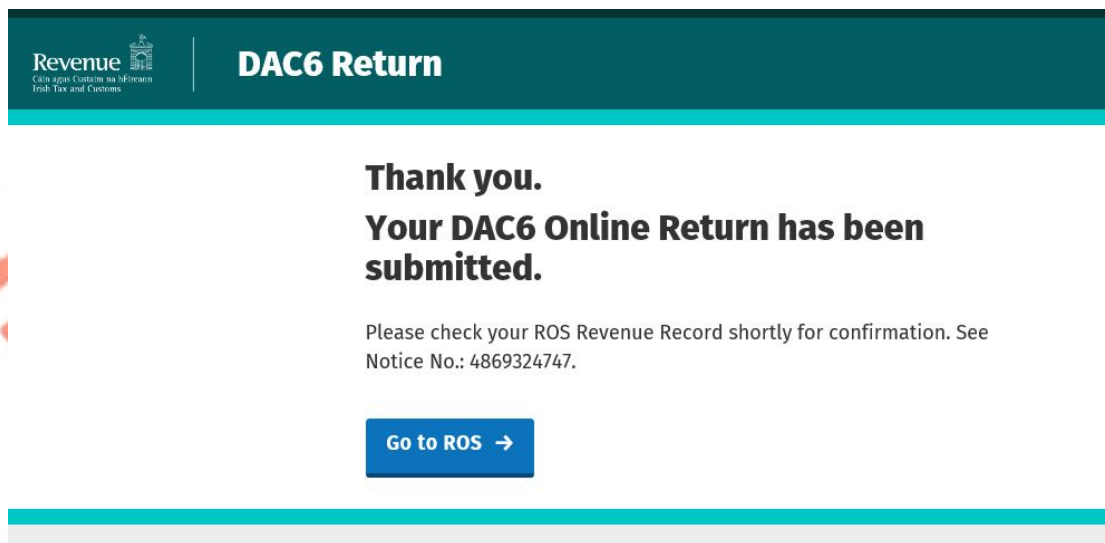


Figure 120: Agent DAC6 return status screen

- 4.3.7 The Agent will receive a new notification in the Client Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.

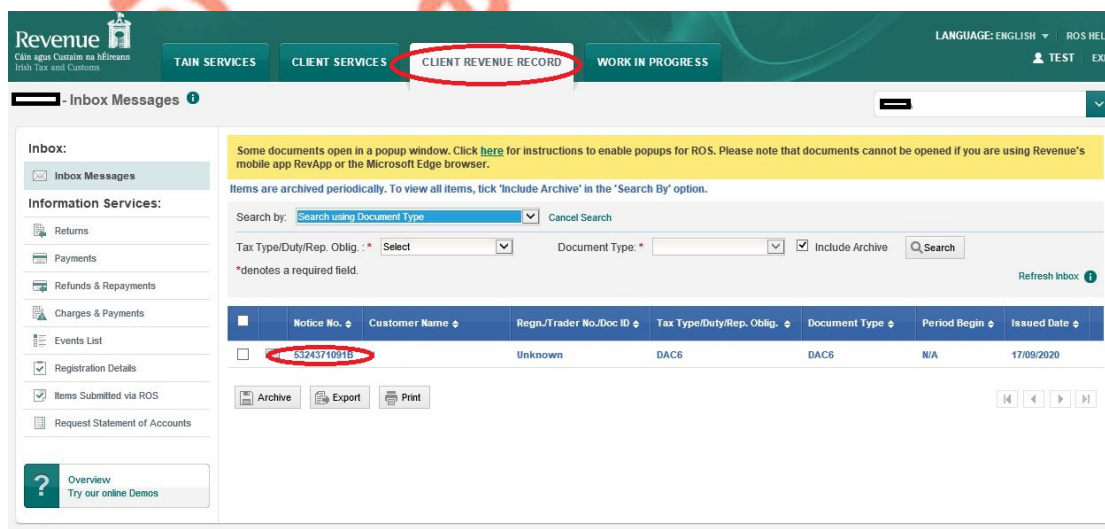


Figure 121: Agent Revenue Record screen

4.3.8 Click “Close” to exit and return to Revenue Record screen

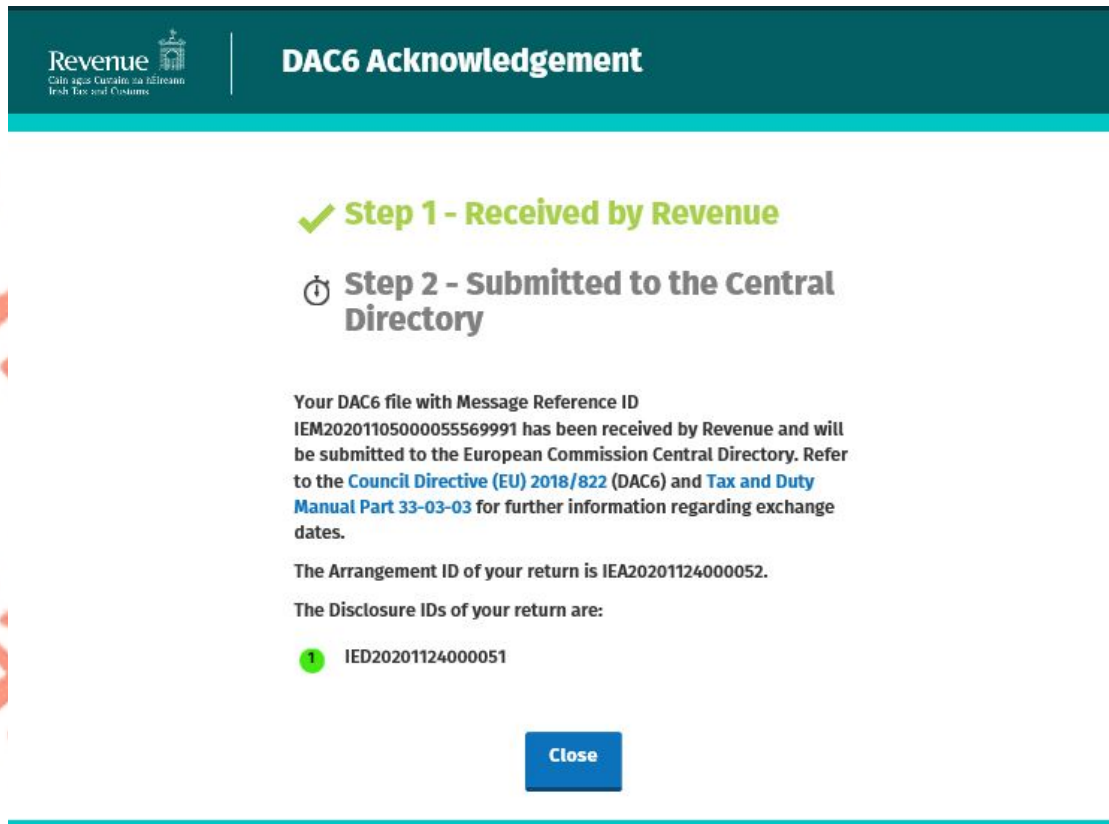


Figure 122: Agent DAC6 Acknowledgement screen

4.4 Agent correcting/amending a DAC6 Online form

To correct/amend a registered disclosure, the Agent will need to have the Arrangement ID and the Disclosure ID of the original submission to hand. These can be found in the Customer's Revenue record.

- 4.4.1 To correct an online submission, select the Online Form radio button. Choose the Amendment option, then enter the Arrangement Id and Disclosure ID to be corrected.

The screenshot shows the 'DAC6 Return' header with the Revenue logo. Below it is the 'DAC6 Online Return Facility' section. A disclaimer states: "Optional information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU." The form asks to select the submission format, with 'Online Form' selected. It then asks several questions with dropdown menus: 'Is this a marketable arrangement?' (Yes), 'InitialDisclosureMA' (No), 'Does this Disclosure relate to an Arrangement registered in Ireland or another EU Member state?' (Yes), 'Please enter Arrangement Id:' (IEA20200928000334), 'Is this a new disclosure or an amendment to a registered Disclosure?' (Amendment), 'DisclosureID:' (IED20200928000335), 'Are you a relevant Taxpayer or an Intermediary?' (Relevant Taxpayer), and 'Language:' (EN). At the bottom are 'Back', 'Save', and 'Next' buttons.

Revenue
Click open Customs to Informant
Irish Tax and Customs

DAC6 Return

DAC6 Online Return Facility

"Optional information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

☒ Online Form
☐ XML File Upload

* Is this a marketable arrangement? Yes

* InitialDisclosureMA No

* Does this Disclosure relate to an Arrangement registered in Ireland or another EU Member state? Yes

* Please enter Arrangement Id: IEA20200928000334

* Is this a new disclosure or an amendment to a registered Disclosure? Amendment

* DisclosureID: IED20200928000335

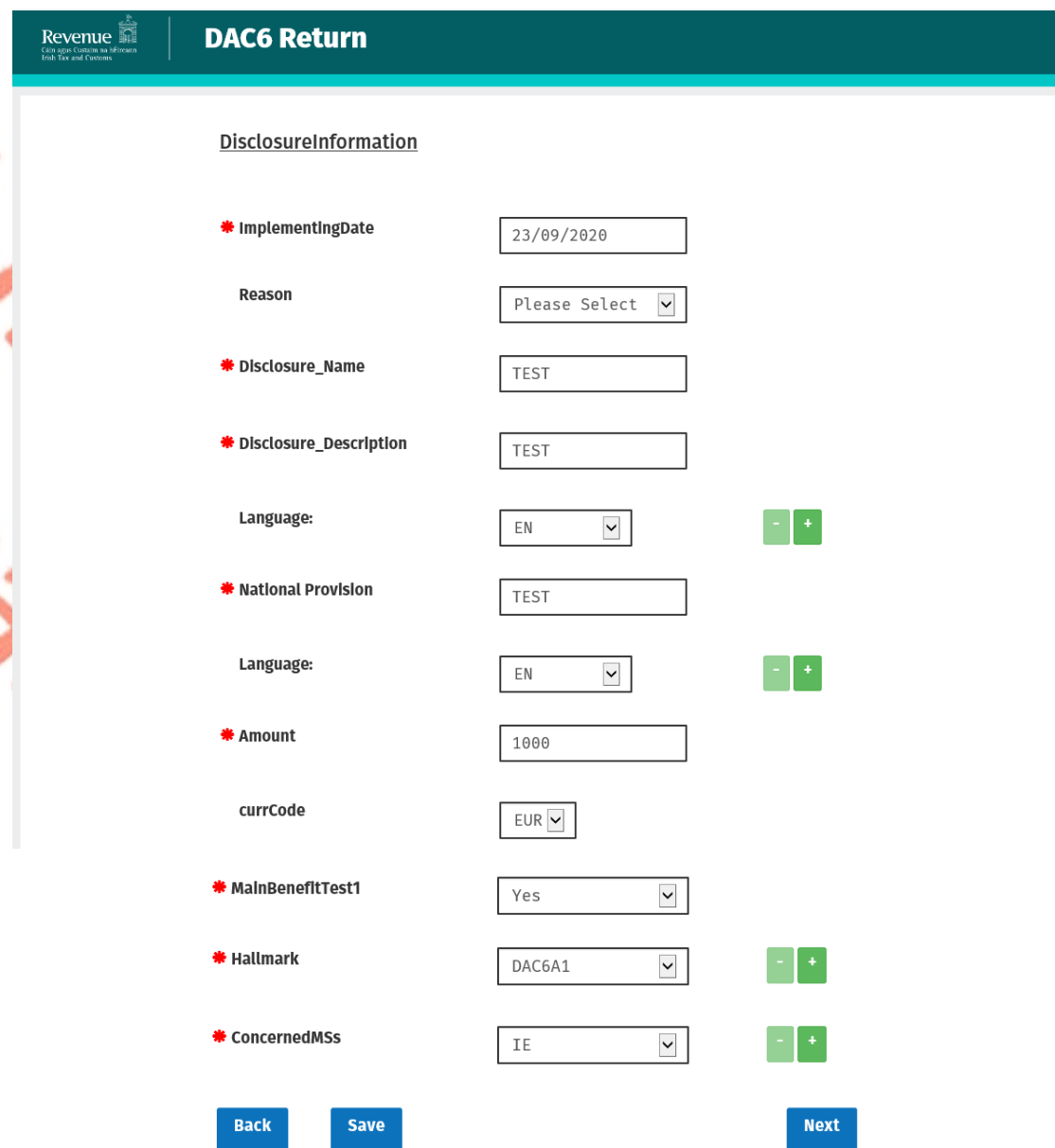
* Are you a relevant Taxpayer or an Intermediary? Relevant Taxpayer

* Language: EN

Back Save Next

Figure 123: Agent DAC6 online Amendment screen

- 4.4.2 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” at any stage.



Revenue
Cúla agas Cúla agas na hÉireann
Irish Tax and Customs

DAC6 Return

DisclosureInformation

* **ImplementingDate** 23/09/2020

Reason Please Select

* **Disclosure_Name** TEST

* **Disclosure_Description** TEST

Language: EN - +

* **National Provision** TEST

Language: EN - +

* **Amount** 1000

currCode EUR

* **MainBenefitTest1** Yes

* **Hallmark** DAC6A1 - +

* **ConcernedMSs** IE - +

Back **Save** **Next**

Figure 124: Agent DAC6 online return information screen

- 4.4.3 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” at any stage.

Revenue

Can open Customs on Microsoft
both Tax and Systems

DAC6 Return

DISCLOSING:

* ID

☒ Individual

☐ Entity

IndividualName

Preceding Title

Title

* FirstName

TEST

MiddleName

Name Prefix

* LastName

TEST

Generation Identifier

Suffix

General Suffix

* BirthDate

28/09/2000

* BirthPlace

TEST

TIN

IssuedBy

Please Select

-

+

Email

Address

Street

Building Identifier

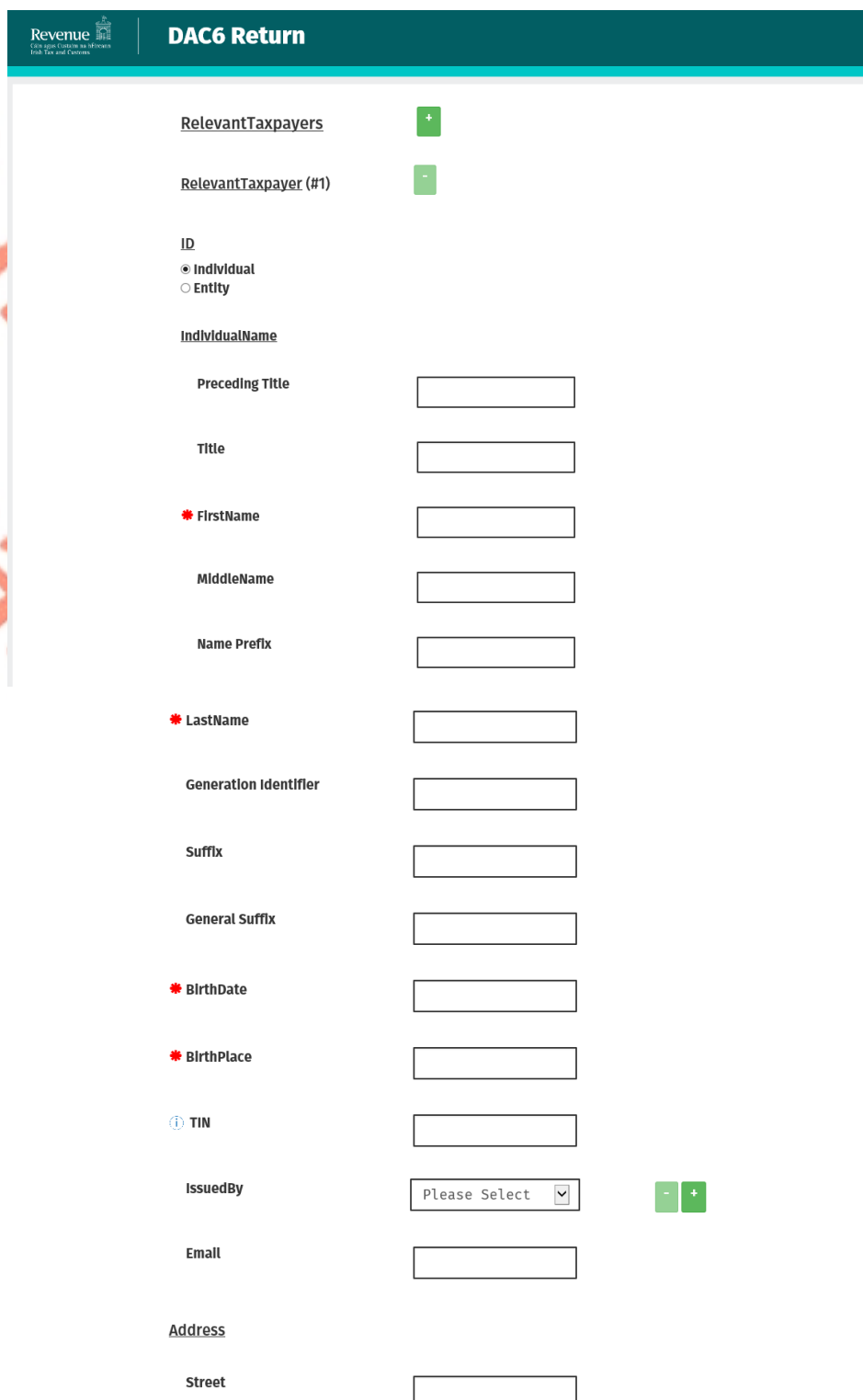
Suite Identifier

Figure 125: Agent DAC6 online return information screen

Floor Identifier	<input type="text"/>
District Name	<input type="text"/>
POB	<input type="text"/>
City	<input type="text" value="DUBLIN"/>
PostCode	<input type="text"/>
Country	<input type="text" value="IE"/>
Rescountrycode	<input type="text" value="IE"/>
Liability	
Relevant Taxpayer Nexus	<input type="text" value="Please Select"/>
Capacity	<input type="text" value="Please Select"/>
<div><div>Back</div><div>Save</div><div>Next</div></div>	

Figure 126: Agent DAC6 online return information screen

- 4.4.4 Complete the relevant sections and click “Next”.
You can click “Back” or “Save” at any stage.



Revenue
Corporation Tax
Individual Tax

DAC6 Return

RelevantTaxpayers +

RelevantTaxpayer (#1) -

ID
☒ Individual
☐ Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

i TIN

IssuedBy - +

Email

Address

Street

Figure 127: Agent DAC6 online return information screen

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode

Taxpayer's Implementing Date

* Implementing Date

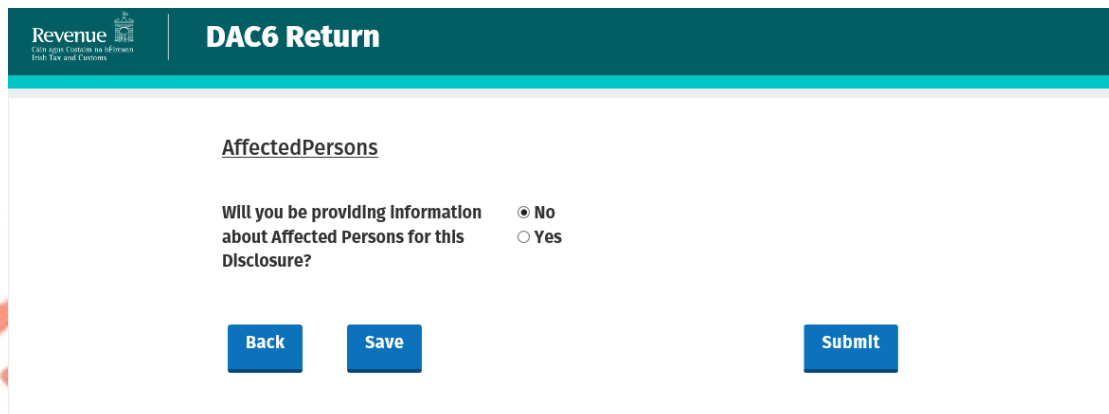
AssociatedEnterprise

Will you be providing Information about Associated Enterprises for this Relevant Taxpayer?

☒ No
☐ Yes

Figure 128: Agent DAC6 online return information screen

4.4.5 Enter Affected Persons information. Click “Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

DAC6 Return

AffectedPersons

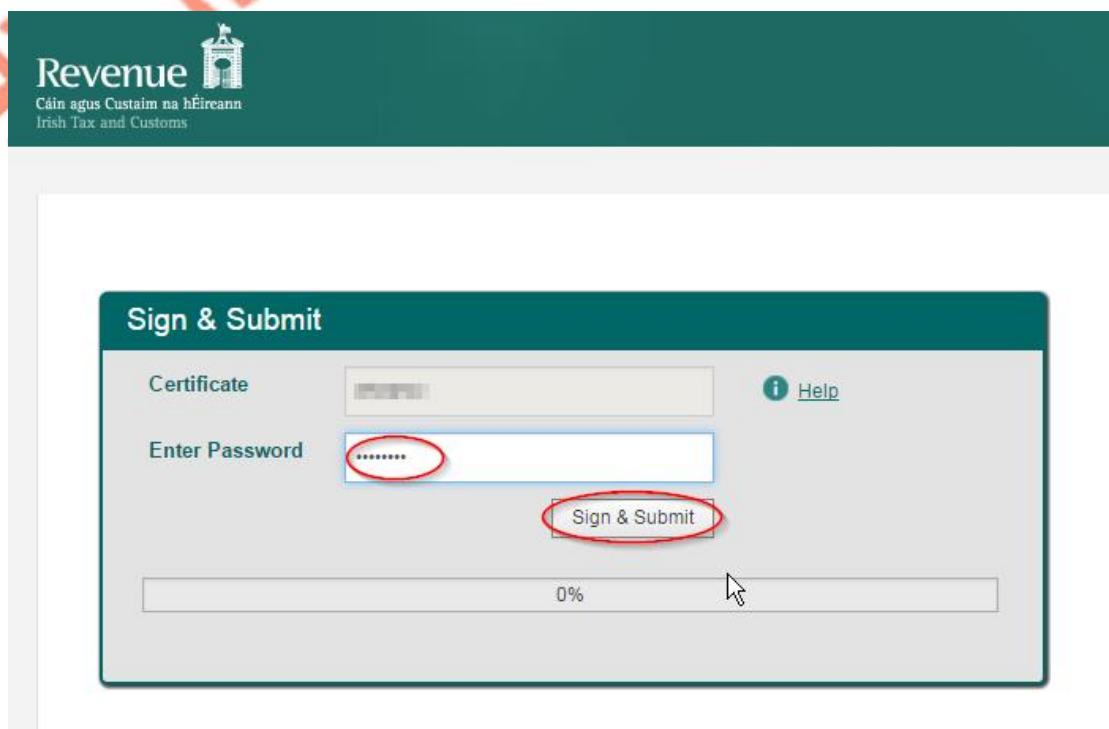
Will you be providing Information about Affected Persons for this Disclosure?

☒ No
☐ Yes

Back Save Submit

Figure 129: Agent DAC6 online return submission screen

4.4.6 Agent enters Password and clicks “Sign & Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign & Submit

Certificate [Help](#)

Enter Password

Sign & Submit

0%

Figure 130: Agent sign and submit screen

4.4.7 Click “Go to ROS” to return to Client Services page

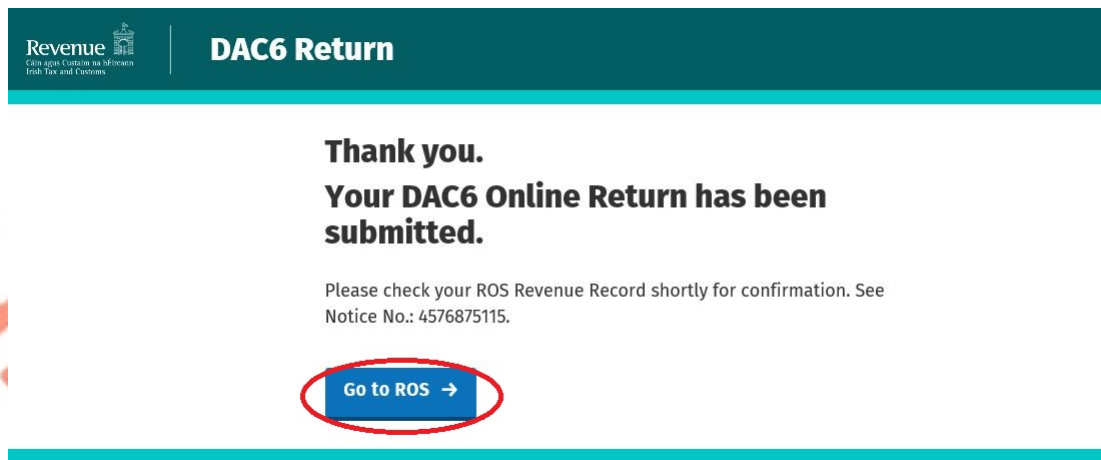


Figure 131: Agent DAC6 status screen

4.4.8 The Agent will receive a new notification in the Client Revenue Record to confirm the successful return submission. Click on the Notice Number for confirmation of the return submission.

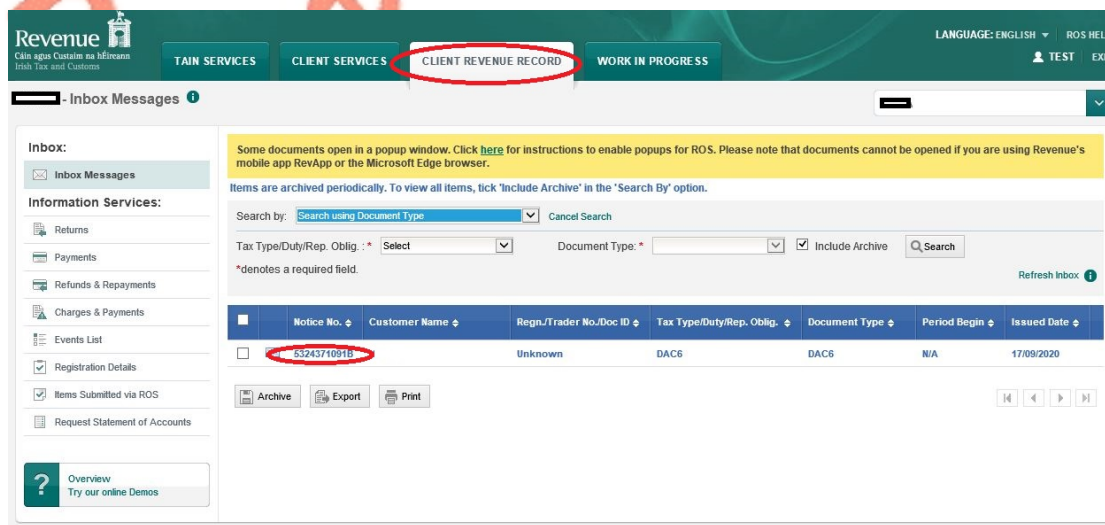



Figure 132: Agent Revenue Record screen

- 4.4.9 The following notice appears which the Agent may wish to print for their records. Click “Close” to return to Revenue Record.

**DAC6 Acknowledgement**

✓ **Step 1 - Received by Revenue**

🕒 **Step 2 - Submitted to the Central Directory**

Your DAC6 Online Return with Message Reference ID 2020MS0928000336 was received by Revenue and will be submitted to the European Commission Central Directory. Refer to the [Council Directive \(EU\) 2018/822 \(DAC6\)](#) and [Tax and Duty Manual Part 33-03-03](#) for further information regarding exchange dates.

The Arrangement ID of your return is IEA20200928000334.

The Disclosure ID of your return is IED20200928000335.

Please find a copy of your DAC6 return below in XML format:

```
<?xml version="1.0" encoding="UTF-8"?><DAC6_Arrangement xmlns="urn:eu:taxud:dac6:v1">
  <Header>
    <TransmittingCountry>IE</TransmittingCountry>
    <MessageRefId>2020MS0928000336</MessageRefId>
    <Timestamp>2020-09-23T10:56:02Z</Timestamp>
  </Header>
  <ArrangementID>IEA20200928000334</ArrangementID>
```

Figure 133: Agent DAC6 Acknowledgement screen

```
<ResCountryCode>IE</ResCountryCode>
</Individual>
</ID>
<TaxpayerImplementingDate>2020-09-28</TaxpayerImplementingDate>
</RelevantTaxpayer>
</RelevantTaxPayers>
<DisclosureInformation>
  <ImplementingDate>2020-09-22</ImplementingDate>
  <Summary>
    <Disclosure_Name>TEST</Disclosure_Name>
    <Disclosure_Description language="EN">TEST</Disclosure_Description>
  </Summary>
  <NationalProvision language="EN">TEST</NationalProvision>
  <Amount currCode="EUR">1000</Amount>
  <ConcernedMSs>
    <ConcernedMS>IE</ConcernedMS>
  </ConcernedMSs>
  <MainBenefitTest1>true</MainBenefitTest1>
  <Hallmarks>
    <ListHallmarks>
      <Hallmark>DAC6A1</Hallmark>
    </ListHallmarks>
  </Hallmarks>
</DisclosureInformation>
</DAC6Disclosures>
</DAC6_Arrangement>
```

[Close](#)

Figure 134: Agent DAC6 XML screen

5 Appendix I – ROS Registration & Reporting Entity Registration

5.1 Register for ROS

This step is only relevant if the Customer is not already registered for ROS.

The Customer must register for ROS using the Tax Registration Number provided by Revenue. If the Customer does not have a Tax Registration Number but has a DAC6 Reporting Obligation in Ireland, please see [Section 5.2](#) in order to obtain a Reporting Entity Number.

Details on how to register for ROS are available on the [Revenue website](#).

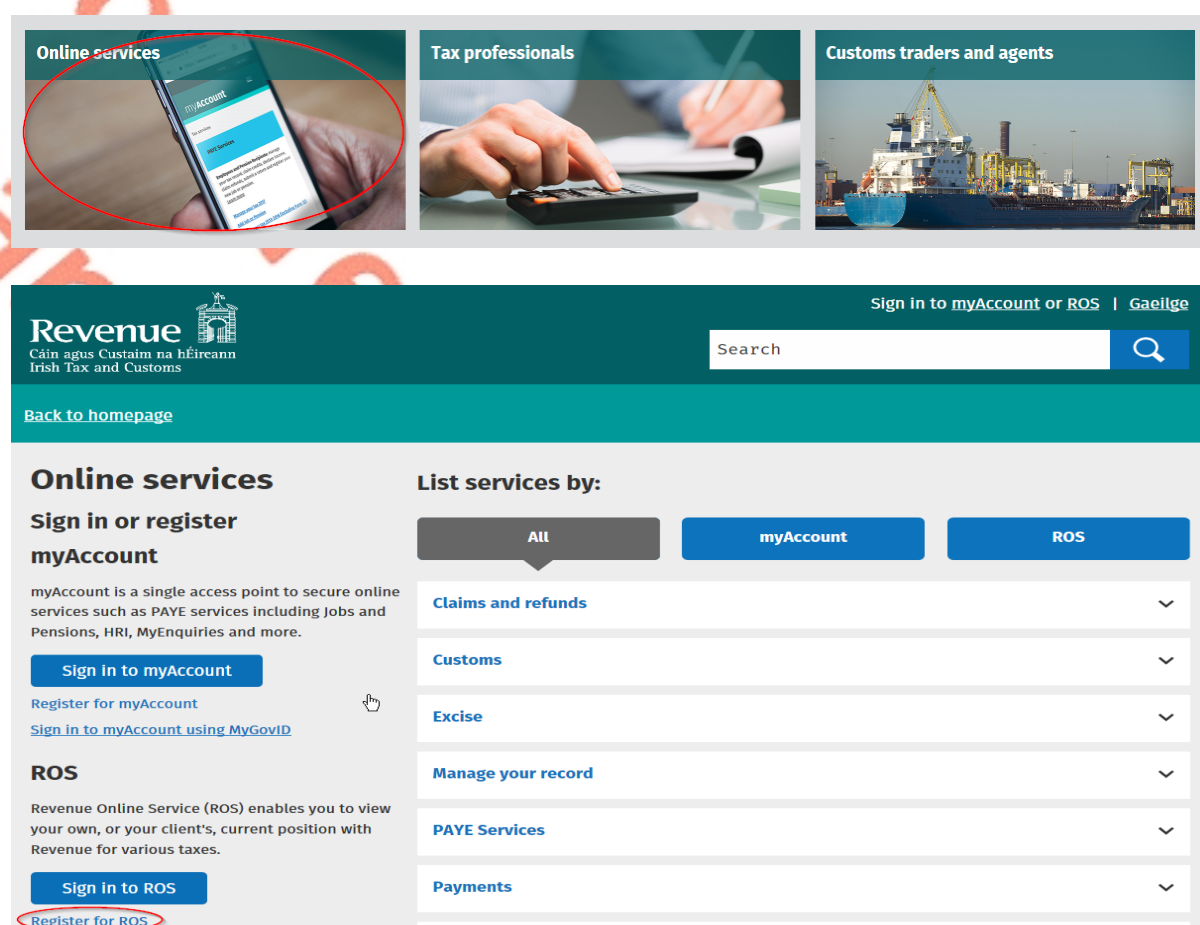


Figure 135: Revenue website screen

For queries relating to ROS please contact the Revenue ROS Technical Helpdesk:

- Email at roshelp@revenue.ie
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

5.2 Register as a Reporting Entity

This is a Customer that is only being registered with Revenue in order to file reporting obligations (i.e. they have no tax obligations in Ireland).

If the Customer does not have a Tax Reference number and is not registered for ROS but is obliged to fulfil a DAC6 Reporting Obligation, the Customer must register with Revenue as a **'Reporting Entity'**. This process should not be confused with a Tax Registration. Where a Customer registers as a Reporting Entity, it will only be able to fulfil its DAC6 Reporting obligations, that is, it is not required to file tax returns e.g. Corporate Tax returns.

In order to register as a reporting Entity, the Customer must contact VIMA on +353 42 9353337. The Customer will be issued with a Reporting Entity Registration Number, which will be in the format of 7 digits followed by 2 letters (e.g. 1234567AA).

6 Appendix II – Agent Creating Reporting Entity Number

6.1 Creating a Reporting Entity as an Agent

A Reporting Entity is created only in cases where the Customer has no tax obligations in Ireland but needs to register with Revenue in order to fulfil their reporting obligations.

If the Customer does not have a Tax Reference Number and is not registered on ROS but is obliged to register on ROS to fulfil a DAC6 Reporting Obligation, the Agent must register the Customer with Revenue as a **'Reporting Entity'**. This process should not be confused with a Tax Registration. Where a Customer is registered as a Reporting Entity, the Customer will only be able to fulfil its DAC6 Reporting obligations, that is, the Customer is not required to file tax returns e.g. Corporate Tax returns. Where a Client already has an Irish Tax Registration Number or Reporting Entity Number, this option should not be used as it will create duplicate filing obligations.

When an Agent is registering a Customer as a Reporting Entity for DAC6 Reporting purposes, it is possible for an Agent to register a DAC6 Reporting Obligation at the same time. The process is set out in steps 6.1.1 to 6.1.12 below.

For queries relating to ROS please contact the ROS Technical Helpdesk:

- Email at roshelp@revenue.ie
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- Via MyEnquiries, selecting **AEOI** (Automatic Exchange of Information) and **DAC6**
- Telephone at **+353 42 9353337**

6.1.1 Log into ROS.

- 6.1.2 On the “Tain Services” tab, select “Register New Reporting Entity” on the bottom right-hand corner of the screen.

The screenshot shows the Revenue Tain Services web application. The top navigation bar includes 'TAIN SERVICES' (highlighted with a red circle), 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The main content area is divided into two sections: 'Find Clients' and 'Manage Tax Registrations'. In the 'Manage Tax Registrations' section, the 'Register New Revenue Customer' sub-section contains a button labeled 'Register New Reporting Entity' which is circled in red. Other buttons visible include 'View Client List', 'Export Client List', 'Display', 'Manage', and 'Register for Import Scheme'.

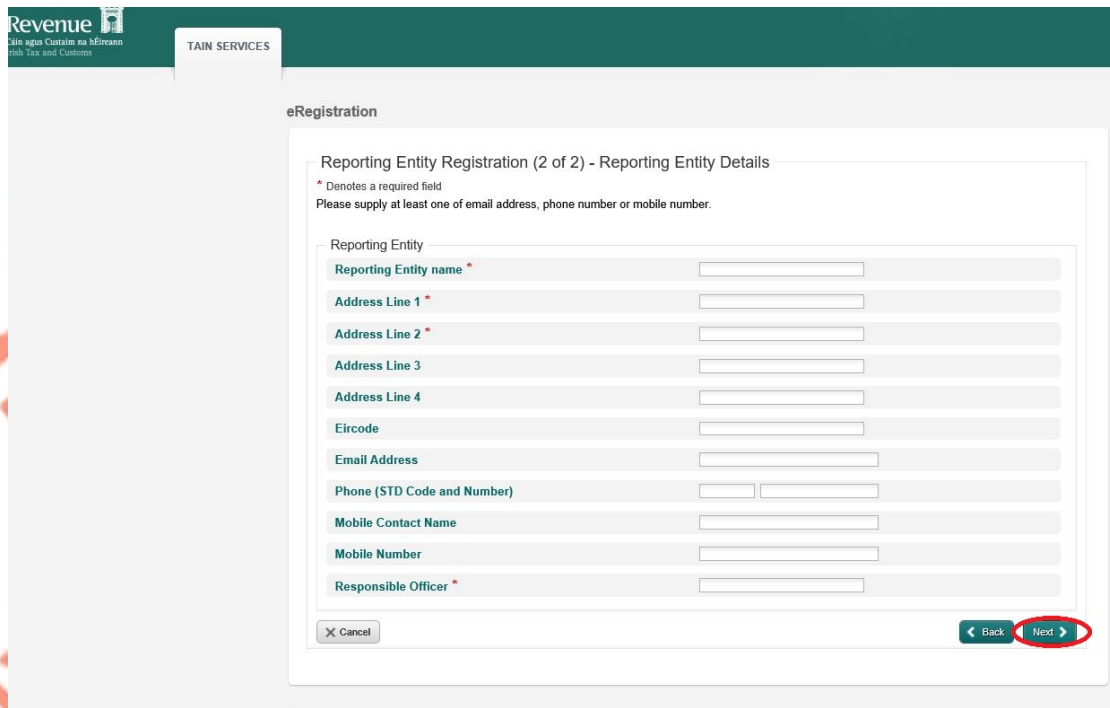
Figure 136: Agent register New Reporting Entity screen

- 6.1.3 Select “DAC6 Reporting Obligation” and click “Next”.

The screenshot shows the 'eRegistration' screen for 'Reporting Entity Registration (1 of 2)'. A yellow warning box states: 'You will be required to upload an 'Agent Link Notification' letter authorising this request before completion.' Below this, a note specifies: 'Electronic copies of signed letters must be in the tif, tiff or pdf format and be less than 5 megabytes in size.' A 'Please note' section contains a bullet point: 'If the customer should be registered for additional reporting obligation, please select the additional reporting obligation. You will be identified as the linked agent for these additional registrations selected.' Under this, there are five checkboxes: 'DAC2-CRS Reporting Obligation', 'DAC4-CbC Reporting Obligation', 'FATCA Reporting Obligation', 'DAC6 Reporting Obligation' (which is checked and circled in red), and 'STR Reporting Obligation'. A 'Next' button with a right arrow is circled in red at the bottom right of the form.

Figure 137: Agent DAC6 registration screen

6.1.4 Enter the required details for the Customer. Click “Next”.



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eRegistration

Reporting Entity Registration (2 of 2) - Reporting Entity Details

* Denotes a required field
Please supply at least one of email address, phone number or mobile number.

Reporting Entity

Reporting Entity name *

Address Line 1 *

Address Line 2 *

Address Line 3

Address Line 4

Eircode

Email Address

Phone (STD Code and Number)

Mobile Contact Name

Mobile Number

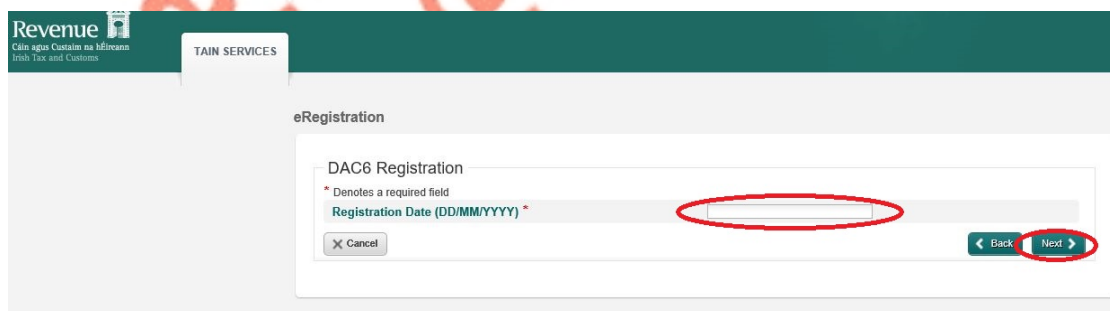
Responsible Officer *

X Cancel

Back Next

Figure 138: Agent Reporting Entity registration detail screen

6.1.5 Enter the registration date (i.e. start date of reporting obligation) in the format DD/MM/YYYY and click “Next”.



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eRegistration

DAC6 Registration

* Denotes a required field
Registration Date (DD/MM/YYYY) *

X Cancel

Back Next

Figure 139: Agent DAC6 registration screen

6.1.6 Select “Generate Client Consent Letter”, once completed click “Next”.

When the Generate Client Consent Letter button is selected, a pdf document is downloaded for completion. **A Standard Agent Link form may also be used.**

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eRegistration

Summary

Customer Registration Request (Reporting Entity)

Registered Contact Details

Reporting Entity name	test
Address Line 1	test
Address Line 2	test
Responsible Officer	test

DAC6 Reporting Obligation Details

Registration Date	01/01/2020
-------------------	------------

The option to generate a Consent letter that can be signed by your client and a copy retained on your records is displayed below. Click on the "Generate Client Consent Letter" button to generate a Consent Letter in respect of the registrations input for your client. The letter will be generated in .PDF format. To view this Letter, you will need at least Adobe Reader version 8.0 or a similar .PDF Reader. The latest version of Adobe Reader is available for free from the following link: [Download Adobe Reader](#).

Figure 140: Agent generate Client consent letter screen

- 6.1.7 To upload the completed Agent Link Notification Form on ROS, click “Browse” and locate the completed Agent Link Notification Form in the Agent network/drive. Select the box “DAC6”, click “Next”.

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TAIN SERVICES

eRegistration

TAIN Link Attachment

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.

File*

Browse...

Please indicate which reporting obligations the attachment is relevant to by checking the boxes.

☒ DAC6

Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.

Back Next

Figure 141: Agent Link Notification letter screen

- 6.1.8 Click “Sign and Submit”.

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TAIN SERVICES

eRegistration

TAIN Link Attachment

Attached approval letter file(s):

DAC6 approval_for__20200917.pdf Remove Attachment

Back Sign and Submit

Figure 142: Agent add attachment screen, sign and submit

- 6.1.9 The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

Return

Information

If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

Certificate [Help](#)

Enter Password Password

0%

Figure 143: Agent sign and submit password screen

- 6.1.10 The Agent will receive a ROS Acknowledgement and a Notice Number, which the Agent may wish to print for their records. Click “OK”.

ROS Acknowledgement

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on Client Services tab. To return to TAIN Services click on TAIN Services tab.

Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.

Notice Number

eRegistration summary:

Action	Status	Comments
Register and Link DAC6	Success	

To return to TAIN Services click on TAIN Services tab

Figure 144: Agent acknowledgement screen

6.1.11 The Agent will receive a new notification in the Client Revenue Record to confirm a DAC6 Reporting Entity registration. Click on the Notice Number for confirmation of the registration.

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LANGUAGE: ENGLISH ROS HELP
TEST EXIT

TAIN SERVICES **REVENUE RECORD** PROFILE ADMIN SERVICES

All Clients - Inbox Messages Search Clients

Inbox:
Inbox Messages
Information Services:
Outstanding Returns
Request Statement of Accounts
Properties Submitted via ROS
Overview
Try our online Demos

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search
Tax Type/Duty/Rep. Oblig.: Select Document Type: Include Archive Search
*denotes a required field. Refresh Inbox

Notice No.	Customer Name	Regn./Trader No./Doc ID	Mandatory ROS filer	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
5949261657P	TEST	87535G	No		Reporting Entity Registr	N/A	17/09/2020
5396498474M	Unknown		No	DAC6	DAC6	N/A	17/09/2020
5225215891I	Unknown		No	DAC6	DAC6	N/A	17/09/2020
5324371091B	Unknown		No	DAC6	DAC6	N/A	17/09/2020
5920859665A	Unknown		No	DAC6	DAC6	N/A	17/09/2020

Archive Export Print

Figure 145: Agent Revenue Record screen

6.1.12 The following notice will appear which the Agent may wish to print for their records.

Notice Number: 5949261657P This is a notice of the Registration Submitted to Revenue Commissioners on 17/09/2020 Date Submitted: 17/09/2020

eRegistration

Customer Registration Request (Reporting Entity)

Registered Company Name test

Registered Contact Details

Reporting Entity name test

Address Line 1 test

Address Line 2 test

Responsible Officer test

DAC6 Reporting Obligation Details

Registration Date 01/01/2020

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction

Print

Figure 146: Agent registration confirmation screen

- ❖ After completion of this process, the Agent should allow up to 3 working days for the DAC6 reporting entity to be registered.

7 Appendix III – DAC6 Additional Schema Guidance

7.1 DAC6 MessageRefId Format

Please refer [here](#) to the XSD User Guide DAC6 for information regarding the MessageRefId element.

7.2 XML forbidden and restricted characters

If a DAC6 XML file contains one or more of the following characters, their presence will cause the file to be rejected. These characters should be replaced by the following predefined entity references to conform to XML schema best practices.

Character	Description	Entity Reference
&	Ampersand	&
<	Less Than	<

If a DAC6 XML file contains one or more of the following characters, their presence will not cause a file error. We recommend that the characters are replaced by the following predefined entity references to conform to XML schema best practices.

Character	Description	Entity Reference
>	Greater Than	>
'	Apostrophe	'
"	Quotation Mark	"

If a DAC6 XML file contains one of the following combinations of characters, the file will be rejected. These combinations of characters are not allowed. To prevent file errors, please do not include any of these combinations of characters.

Character	Description	Entity Reference
--	Double Dash	N/A
/*	Slash Asterisk	N/A
&#	Ampersand Hash	N/A

7.3 ROS Valid Characters

Only the following characters are permitted:

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789
áéíóúÁÉÍÓÚ
£\$€%&* - + = () < > : ; , . " ' @ ~ # ? ! / \ `

A more recent version of this manual is available.

7.4 XML Schema Version 1.2 update

The DAC6 Schema Version 1.1 is applicable for all exchanges until 31 July 2021.

The DAC6 Schema Version 1.2 will apply for all DAC6 reports from 1 August 2021 onwards.

Schema information can be found [here](#).

To facilitate the migration to Schema Version 1.2, the Revenue electronic filing system on ROS for DAC6 will be unavailable from 00:01 on 1 August 2021 and will re-open on 10 August 2021.

8 Appendix IV - Setting Sub-User Permissions on ROS

This section details how to allow registration permissions on a ROS user sub certificate for DAC6 Reporting Obligations.

Instructions for creating new sub-users are available [here](#).

Please contact the ROS Technical Helpdesk if further assistance is required:

- Email at roshelp@revenue.ie
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

8.1 ROS Administrator logs onto ROS.

8.2 Click on “Admin Services”.

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS **ADMIN SERVICES**

Administration Services

To select an individual, click on the **Select** item radio button to the left of the name
To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button
You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.
Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Status
<input type="radio"/>	DAC6	TEST1	TEST2	🔒	REGISTERED

Add New
View
Revise
MyEnquiries Permissions
Amend ROS Email Addresses
Revoke
Promote
Suspend
Restore

Figure 147: ROS Admin Services screen

8.3 Select the individual's name and click "Revise".

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Administration Services

To select an individual, click on the **Select** item radio button to the left of the name.
To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button.
You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.
Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Status
<input checked="" type="radio"/>	DAC6	TEST1	TEST2		REGISTERED

- Add New
- View
- Revise
- MyEnquires Permissions
- Amend ROS Email Addresses
- Revoke
- Promote
- Suspend
- Restore

Figure 148: Revise ROS permissions screen

8.4 Select the DAC6 Reporting Obligation and tick File.

Ensure reporting obligation is selected to enable filing.

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Revise Permissions

You have selected : **TEST1 DAC6** ID Ref: **TEST2** [Back](#)

- To revise permissions on Tax/Procedures Services click on the relevant check boxes under the "Permissions on Tax/Procedures Services" heading.
- To revise permissions on Administration Services click on the relevant check boxes under the "Administration Services" heading.
- Once you have completed your changes please click on the **Confirm** button
- Click the **Back** arrow above to return to Administration Services

Permissions on Tax/Procedures Services

- View:** lookup information, **Prepare:** enter details on a form, **File:** sign and submit form to Revenue
- View for CAT and Stamp Duty:** lookup information and view inbox documents

Taxes/Procedures	No Permissions	View	Prepare	File
VRT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid Fuel Carb. Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas Carb. Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domicile Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encashment Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Film WithHolding Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty - Fin. Se	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty - Ins. Le	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light Dues Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGO Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherished Numbers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSS (Fair Deal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RTSO Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAC2-CRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FATCA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAC4-CbC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAC6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

All Taxes/Procedures [Remove All](#) [View All](#) [Prepare All](#) [File All](#)

Figure 149: Revise ROS permissions screen

8.5 Select Yes under “Submit Registration”. Click “Confirm”.

Permissions on Administration Services

• No: Permission not available, Yes: Permission available

Service	No	Yes
Add New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amend Email Addresses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Set Signature Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inbox Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submit Registration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amend Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Direct Debit Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Electronic Funds Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Secure Upload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Manage Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Verify Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access DPD System	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Phased Payment Arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All Administration Services

Figure 150: Revise ROS permissions screen

The following screen confirms permissions.

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MY SERVICES | REVENUE RECORD | PROFILE | WORK IN PROGRESS | ADMIN SERVICES

The permissions changes that you have specified for **TEST1 DAC6** are now in place.

To return to Administration Services page now click the **OK** button

[ROS Help](#) | [Exit](#) | [Accessibility](#)
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#)

Figure 151: ROS permissions confirmation screen

- ❖ **After completion of this process, the certificate should update immediately.**

9 Appendix V – ISO Country Codes

The following is a table of ISO country codes to be used for the dependant territories of EU Member States.

		ResCountryCode / Address CountryCode
FR	Guadeloupe	FR
	French Guiana	FR
	Martinique	FR
	Réunion	FR
	Saint-Martin	FR
	Mayotte	FR
	Saint-Barthélemy	BL
NL	Bonaire	BQ
	Sint Eustatius	BQ
	Saba	BQ
	Aruba	AW
	Curacao	CW
	Sint-Maarten	SX
ES	Canary Islands	ES
PT	Azores	PT
	Madeira	PT
FI	Åland Islands	FI