

# **Saint Kitts and Nevis**

## **AEOI Portal Deregistration Guide**



**VISIT ONLINE**  
**WWW.SKNIRD.COM**

ISSUED BY: The International Taxation Unit

DATE: February 20, 2025

## Overview:

This document outlines the step-by-step procedure for deregistering an entity and deactivating its access to the Automatic Exchange of Information (AEOI) Portal. Entities seeking deregistration must ensure that all reporting obligations have been fulfilled before proceeding.

Please follow the steps below:

#### Create Filing

We need details about your filing so you will be able to identify it in the future. Please enter the details requested below.

The period end date identifies the reporting period for the filing. This should always be December 31st in the case of FATCA and CRS filings.

Filing name:

FI Deactivation \*

Filing type:

- CRS Manual Entry Filing
- CRS XML Upload Filing
- Financial Institution Deactivation
- Primary User Change Notice
- US FATCA Manual Entry Filing
- US FATCA XML Upload Filing

Period end date:

31/12/2024  \*

Create

#### Step 1:

**Click Filings > Manage Filings > Create Filings**

**Enter:**

Filing name – FI Deactivation

Filing type – Financial Institution Deactivation

Period end date – dd/mm/yyyy

**Click Create**

### Filings - *Manage Filings*

The Manage Returns section allows you to initiate and track regulatory returns.

#### New Filing Created Successfully

Your filing, named "[Universal Ltd Deactivation](#)", has successfully been created with the reference "*FID51100*".

You can now access the filing in the Draft Filings area.

[Return to Manage Filings](#)

## Step 2:

### Click 'Return to Manage Filings'

#### Filings - Manage Filings

The Manage Returns section allows you to initiate and track regulatory returns.

##### Draft Filings

This page allows you to perform all activities related to managing filings.

[Create Filing](#) [View Submissions](#)

##### Draft Filings

Name	Reference	Revision	Categories	Receiving Country	Status	End date	Due date	Actions
<a href="#">Universal Ltd Deactivation</a>	FID51100	<a href="#">0.1</a>		n/a	No Data	31/12/2024		

### Click Filing name

### Click Edit

##### View Filing

Filing name: Universal Ltd Deactivation      Filing reference: FID51100  
Filing end date: 31/12/2024      Filing due date:  
Filing status: No Data      Categories:

Please select a form to view

Universal Ltd Deactivation	Status: No Data
<a href="#">Financial Institution Deactivation</a>	
<a href="#">FID Financial Institution Deactivation</a>	<a href="#">Edit</a>   <a href="#">View</a>

## Step 3:

### Select the appropriate Reason for Termination.

**Enter appropriate date.** Use the final termination date of dissolution. If no such date exists, enter the current date.

The Financial Institution **must** enter the following details for the Contact Information section as indicated by the \*:

- Agent (Business Name)
- First Name
- Surname
- Position
- Email address
- Telephone Number
- Office Address
  - Number, Street and Room/Suite no
  - City or Town
  - State/Province/Region

- Country
- Post Code

**Reason for Financial Institution Termination**

Reason for Termination	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #0056b3; color: white; padding: 2px;">Reason for Termination</div> <ul style="list-style-type: none"> <li>Dissolution of Company or Partnership</li> <li>Strike off of Company or Partnership</li> <li>Termination of Trust</li> <li>Transfer by Continuation</li> <li>Other</li> </ul> </div>
If other, please provide explanation	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
Financial Institution Termination Date	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

Please use the final termination date e.g. date of dissolution. If none such exists, enter today's date.

**Contact Information**

Please provide the contact details for the Primary User and the Financial Institution Address

Agent (Business name)	<input style="border: 1px solid #ccc;" type="text"/>
First Name	<input style="border: 1px solid #ccc;" type="text"/>
Surname	<input style="border: 1px solid #ccc;" type="text"/>
Position	<input style="border: 1px solid #ccc;" type="text"/>
Email address	<input style="border: 1px solid #ccc;" type="text"/>
Telephone number	<input style="width: 25%; border: 1px solid #ccc;" type="text"/> <input style="width: 25%; border: 1px solid #ccc;" type="text"/> <input style="width: 50%; border: 1px solid #ccc;" type="text"/>

**Office Address**

Number, Street, and Room/Suite no	<input style="border: 1px solid #ccc;" type="text"/>
City or Town	<input style="border: 1px solid #ccc;" type="text"/>
State/Province/Region	<input style="border: 1px solid #ccc;" type="text"/>
Country	<input style="border: 1px solid #ccc;" type="text"/>
Post Code	<input style="border: 1px solid #ccc;" type="text"/>

*Step 4:*

**Select appropriate document in drop-down menu**

**Upload supporting documents**

**NB:** Only PDF documents can be uploaded with a maximum size of 20MB.

**Tick the 3 checkboxes and click Validate & Save**

**Evidence**

Please select the evidence to be uploaded in support of the Financial Institution Deactivation Request.

\*  
Other - letter of explanation from PPoC with relevant supporting documents

By submitting this "Financial Institution Termination Request" to the Competent Authority, the Primary User confirms that:

1. The information and supporting documentation submitted in this application is true and correct and that Primary User mentioned is authorized on behalf of the above named Financial Institution to make this request for deactivation of its account on the AEOI Portal.  \*
2. This Financial Institution has completed all its reporting obligations including responding to any record level errors received from a relevant partner jurisdiction in accordance with the relevant AEOI obligations, requirements of the Competent Authority and the laws of the land.  \*
3. The Primary User also acknowledges that provision of inaccurate information in this application results in the Financial Institution committing an offence and as such the Financial Institution may be liable to a penalty under the relevant laws of the land.  \*

Upon submission, your request will be reviewed within 30 business days. You will receive confirmation once your request has been processed

*Step 5:*

**Submit filing**

The ITU Team will review the application for approval of the FI deactivation.