

Notes on the Trial Run

(A) Scope and Timeframe of the Trial Run

The trial run consists of two phases:

- Phase 1 - Account registration, submission of notifications, and sending and receiving e-messages;
- Phase 2 - Return filing.

(B) Pre-requisite Documents

Application for e-Cert (Organisational) with AEOI Functions

To register and operate an AEOI Account, the authorized person(s) of the financial institution must possess an e-Cert (Organisational) with AEOI Functions for authentication purposes. More information about application for e-Cert (Organisational) with AEOI Functions can be found in the [IRD's webpage on AEOI Portal](#).

Notification of details of Service Provider or Person Maintaining Financial Accounts

If the financial institution intends to authorize a service provider ("SP") or, in case of non-corporate financial institution, the person maintaining financial accounts ("PMFA") to register and/or operate the AEOI account on its behalf, it should notify the Department of the details of the SP or PMFA. Please download the ["Notification of Details of Person Authorized to Register/Operate an AEOI Account"](#) (Form IR1459) and submit the completed form 2 weeks before participating in the trial run:

- (a) by hand to 36/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong; or
- (b) by post to GPO Box 10851, Hong Kong.

Please note that authorized persons of the SP or PMFA must also possess their own e-Cert (Organisational) with AEOI Functions for authentication purposes.

(C) Online Enrolment for the Trial Run

The financial institution has to complete [an online form](#) to provide the details of the financial institution, service providers and person maintaining financial accounts for the Department to conduct pre-processing before the trial run.

(D) Account Registration

The Department will send an email to the financial institution providing a link for accessing the testing site. Please note that each financial institution can only register one testing AEOI Account. After completion of the account registration, an AEOI ID Number will be generated. This AEOI ID Number is valid for the trial run only.

(E) Submission of Testing Results, Feedback and Comments

The financial institution should save a copy of the simulated Account Registration Form before signing the form and send the copy by email to aeoi_trialrun@ird.gov.hk under the subject "AEOI Portal Trial Run - Account Registration Form of (name of the reporting financial institution)". It may also send to this email account feedback or comments on the screen design and instructions, if any.

Important Points to Note

- (i) ALL information provided or created during the trial run, including the AEOI ID Number, profile details of the AEOI Account, notification given, is FOR TESTING ONLY and would be DELETED upon completion of the trial run.
- (ii) A financial institution maintaining reportable accounts before 3 July 2017 has to register an account under the AEOI Portal not later than 3 October 2017. The completed Form IR1458/IR1459/IR1460 submitted (if any) will be accepted as formal application or notification and need NOT be filed again.