



Convert Registration from Single GIIN user to Multiple GIIN user

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Introduction

User Registered initially as Single GIIN wants to opt for Multiple GIIN submission for report submission of multiple GIIN/FIs. Refer to steps mentioned in this document to perform this action.

Steps

1. First of all register on AEOI portal using any GIIN as single GIIN. <Ignore if already registered>
2. After successful registration, Please take approval from CBB Admin. <Ignore if already approved>
3. After approval from CBB Admin, login to the AEOI portal and Go to the **My Info** Page. This functionality is only available for FI Admin

The screenshot shows the 'My Info' page of the AEOI portal. The navigation bar at the top includes: HOME, MY INFO, SUBMIT REPORT, REPORT STATUS, ADMIN APPROVAL, ADMIN REPORT, AUDIT LOG, and NEED HELP. The main content area is titled 'FI Details' and contains the following information:

- GIIN:** 000000 00000 015 025
- Email:** filer@newgen.com
- Name:** The Bank of Bahrain
- Address:** Manama Bahrain
- Nationality:** US UNITED STATES
- File Category:** Participating Foreign Financial Institution

At the bottom of the form, there is a status message: "CURRENTLY YOU ARE REGISTERED AS SINGLE GIIN" and a button labeled "CHANGE TO MULTIPLE GIIN".

4. In My Info page you can see **"Change to Multiple GIIN"** button.
6. Click on the button and fill the asked details (You can use GIINs required to be added for Multiple GIIN reporting) for Single to multiple GIIN conversion.

Single to Multiple GIIN ×

GIIN* + Email* Name*

Address* Nationality*

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Filer Category*

#	GIIN/IN	Email	Name	Address	Nationality	Filer Category
1	000000.00000.DS.025	filer@newgen.com	The Bank of Bahrain	Manama Bahrain	US	FATCA601

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8. In order to add multiple GIIN details click on plus symbol(+) or Add button to add each GIIN details.
9. After adding all the GIIN details, Click on Save button otherwise data will not be saved.
10. Once the save button is clicked , System will take the user to the home page and also account will be locked until CBB Admin will not approve after single to multiple GIIN conversion.
11. After CBB Admin approval, you can login into the portal and can do the submission as multiple GIIN.