

"Information bubbles" appear in this column beside the corresponding field.

Economic Substance Return

For the purpose of this sample PDF, mandatory fields are marked with an * Whereas fields marked with (*) are only mandatory in certain cases. When the form is available on the DITC Portal mandatory fields will automatically display as the form is completed.

The International Tax Co-Operation (Economic Substance) Law ("ES Law") requires every relevant entity ("Entity") that is carrying on a relevant activity to satisfy the economic substance test in relation to that relevant activity ("ES Test").

Each such Entity must prepare and submit to the Tax Information Authority ("Authority") an economic substance report ("ES Return" or "this form") for the purpose of the Authority's determination as to whether the ES Test has been satisfied in relation to that relevant activity.

The ES Return must be submitted within twelve months after the last day of the end of each financial year ("Period") commencing on or after 1 January 2019. If an Entity conducts more than one relevant activity during a financial year then it must prepare and submit a separate ES Return in relation to each such relevant activity.

Please refer to the <u>'Economic Substance For Geographically Mobile Activities Guidance'</u> issued by the Authority for information about the economic substance requirements.

Please refer to DITC Portal User Guide for further information on this form.

All monetary amounts should be provided to the nearest whole number. Zero ("0") will be acceptable for all fields requiring a numerical response.

Overview

Pre-populated

Entity Name

Validate
Information

Relevant Entity ("Entity") Name *

Once the Entity name is selected from the drop down list and the 'Validate Information' button is pressed, the ES return will pre-populate with certain information for the Entity.

If change to Entity name is required, this will need to be done through the General Registry.

Is the Entity a Segregated Portfolio Company ("SPC") and conducts one or more relevant activities through a Segregated Portfolio? *

YES / NO

An SPC must specify the SP on whose behalf it is submitting the ES Return in the Segregated Portfolio name box. A separate ES Return must be submitted by the SPC for each SP that is required to file an ES Return. Likewise, an ES Return is required in respect of each relevant activity (i.e. one SP carrying on two relevant activities is required to submit two ES Returns). Alternatively, if an SP is tax resident outside the Islands then the SPC must complete and submit the Tax Resident Outside the Islands form in respect of that SP. Refer to point 19 on the Practice Point Document for more details.

Segregated Portfolio Name (*)		
INSERT NAME OF THE SP FOR WHICH THIS FORM RELATES TO		
Does the Entity (or Segregated Portfolio, as the case may be) have a foreign branch which is also carrying on a relevant activity and for which it wishes to submit the tax resident outside the Islands form? *		
YES / NO	1	An Entity which has a foreign branch that is
	<u></u>	carrying on a relevant activity outside the Islands
Name of Foreign Branch (*)		will not be required to satisfy the ES Test with
INSERT TEXT		respect to that foreign branch if the Entity satisfies the Authority that the foreign branch is
Relevant Activity carried on by Foreign Branch (*)		tax resident outside the Islands. The financial
List of Relevant Activities	1	performance of any such foreign branch should be excluded from this ES Return.
		The Entity must complete the remainder of this ES Return with respect to its relevant activity and
		should also complete a Tax Resident Outside the
		Islands Form with respect to the relevant activity
		carried on by its foreign branch outside the
		Islands.
Period End Date (i.e. end of financial year) specified on ESN		
Pre-populated from ESN with option to correct		
Period End Date (for purposes of this ES Return) *		
YYYY-MM-DD		The first Period will be the first financial year
		commencing after the operative date of the ES
Period Start Date (i.e. start of financial year) *		Laws. The Entity should refer to both the ES Law
YYYY-MM-DD		and The International Tax Co-Operation
		(Economic Substance)(Prescribed Dates)
Period Days		Regulations, 2018.
Pre-populated		
TTE-populated		
Reporting Period		
Pre-populated	7	
Responsible Person		
Pre-populated from ESN		The Responsible Person can only be changed by
		resubmitting the Economic Substance Notification
		via CAP. The Responsible Person may appoint
		secondary users on the DITC Portal.
IN: General Registry Number		
Pre-populated from ESN	7	If change to GR number is required, this will need
The populated from Edit		to be done through General Registry.
		,
TIN		This field is always pre-populated with "NOTIN" on
Pre-populated – NOTIN		the ES Return because the Islands do not issue Tax
	_	Identification Numbers.
Type Income: Relevant Activity *		The relevant activity is pre-populated to reflect
Intellectual Property Business	↓	the selection made on the ESN (or first one stated
		if more than one) but can be amended here. If the
		Entity has more than one relevant activity then it
		must select one relevant activity for the purpose
		of this ES Return and complete a separate ES
		Return for each one of its relevant activities.
Is the Entity carrying on high risk intellectual property (IP) business as defined by the ES Law (*)		
Yes - The IP business carried on by the entity, during the Period, is		High Risk IP is defined in the Schedule to the ES
solely related to high risk IP		Law. A relevant entity that is carrying on a high
Yes - The Entity carried on both high risk IP business and IP business		risk IP business will be subject to exchange as
that is not high risk during the Period		outlined in S.10(2) of the ES Law. If the Entity is

Period

Updated Sample ES Return: showing additional questions for HRIP If yes to carrying on both high risk IP business and IP business that is not high risk during the Period, which does this form relate to (*) High Risk IP Business IP Business that is not high risk The Entity will provide the required information to rebut the presumption in S.4(7) of the ES Law that it has failed the ES test? (*) YES / NO Relevant Income Currency used to complete this ES Return. *

The Entity must use one currency for all financial data in the ES Return.

business that is not high risk, the Entity must file a

separate ES return for each type.

The OECD NTJ schema uses the term "Annual Income". This element should contain the total annual gross income of the Entity (i.e. not limited to relevant income).

The OECD NTJ schema uses the term "Gross Income". The ES Law defines relevant income as follows; "relevant income", in relation to an Entity, means all of that Entity's gross income from its relevant activities and recorded in its books and records under applicable accounting standards. For the avoidance of doubt, relevant income for the purposes of the ES Law is gross income and not accounting income/profit. Gross income is equal to gross receipts/gross revenue, whether in the form of cash or property, which the Entity derived from its pure equity holding company business.

Related Parties should be interpreted as "Constituent Entities" as defined in the ES Law. Please note that the balance (i.e. Total Relevant Income less Relevant Income from Related Parties) will be assumed to be relevant income received from unrelated parties. "UNKNOWN" may lead to further enquiries.

Passive relevant income should be interpreted as income in respect of which, broadly speaking, the recipient does not participate in the business activity giving rise to the income, e.g. dividends, interest, rental income, royalties, etc. Please note that the balance will be assumed to be active relevant income (i.e. Total Relevant Income less Passive Relevant Income). "UNKNOWN" may lead to further enquiries.

Type of Income:

Total relevant income received from related parties for the Period *

Insert Monetary Amount or "UNKNOWN"

Annual Income: Total income for the Period. *

Gross Income: Total relevant income for the Period. *

Insert Monetary Amount

Insert Monetary Amount

Total passive income that is also relevant income received for the

Insert Monetary Amount or "UNKNOWN"

Additional types of income for High Risk IP (HRIP) business

HRIP Royalties: Gross royalty income *

Insert Monetary Amount

Updated Sample ES Return: showing additional questions for HRIP HRIP Gains from sale of IP assets * Insert Monetary Amount HRIP Other: Any other gross income from IP assets * Insert Monetary Amount **Entity Details:** Status Pre-populated from General Registry Date ceased to be active Pre-populated from General Registry Is the Entity a constituent entity of an MNE Group for the purposes of the Country-by-Country reporting (CbCR) framework * Yes / No Name Group: Name of MNE Group, if different from Entity name **Immediate Parent Details:** Immediate Parent is defined in the Schedule to the ES Law. All fields relating to an Immediate Parent must be completed for each one. How many Immediate Parents does the Entity have? * ADD Use the "ADD" button for each Immediate Parent. UNKNOWN This information is required under the ES Law. If "UNKNOWN" is selected please provide explanation in "Other" section below. Name of entity * NONE Entity does not have an Immediate Parent. May be a corporate or a non-corporate entity, for example a partnership. TIN or Similar * This data element provides the tax identification number (TIN) used by the tax administration of the jurisdiction of tax residence of the immediate parent. If the immediate parent does not have a TIN the value "NOTIN" should be entered. TIN issued by (*) This attribute describes the jurisdiction that issued the TIN. It should be always provided, unless NOTIN is entered in the TIN element. Jurisdiction of tax residence Identification Number other than TIN This data element can be provided (and repeated) if there are other identification numbers (INs) available, such as a company registration number or an Entity Identification Number (EIN). If that Entity does not have any other INs, the value "NONE" should be entered. Type of Identification Number (*) Jurisdiction that issued other Identification Number (*) Legal Address Type * Residential Or Business $\overline{\downarrow}$ Residential Business Registered office Unknown Country Code * Country code selected should be the country the address relates to. Street **Building Identifier**

Updated Sample ES Return: showing additional questions for HRIP Suite Identifier Floor Identifier **District Name** Post Office Box Post Code City * Country Subentity For example; province or state. Address Free Address Free allows input of address information in free text. It should only be used in exceptional circumstances when it is impossible to provide the address in the fixed format. Ultimate Parent is defined in the Schedule to the **Ultimate Parent Details:** ES Law. Does the Entity have an Ultimate Parent? * This information is required under the ES Law. If "UNKNOWN" is selected please provide NO UNKNOWN explanation in "Other" section below. Name of entity * May be a corporate or a non-corporate entity, for example a partnership. TIN or Similar * This data element provides the tax identification number (TIN) used by the tax administration of the jurisdiction of tax residence of the ultimate parent. If the ultimate parent does not have a TIN the value "NOTIN" should be entered. TIN issued by (*) This attribute describes the jurisdiction that issued the TIN. It should be always provided, unless NOTIN is entered in the TIN element. Jurisdiction of tax residence * Identification Number other than TIN * This data element can be provided (and repeated) if there are other identification numbers (INs) available, such as a company registration number or an Entity Identification Number (EIN). If the Entity does not have any other INs, the value "NONE" should be entered. Type of Identification Number (*) Jurisdiction that issued other identification number (*) Legal Address Type * \downarrow Residential Or Business Residential Business Registered office Unknown Country Code * Country code selected should be the country the address relates to. Street

Building Identifier

Suite Identifier

Floor Identifier
District Name
Post Office Box
Post Code
City *
Country Subentity
Address Free

For example; province or state.

Address Free allows input of address information in free text. It should only be used in exceptional circumstances when it is impossible to provide the address in the fixed format.

Ultimate Beneficial Owner (UBO) Details:

How many Ultimate Beneficial Owners (UBO) does the Entity have?*

Ultimate Beneficial Owner is defined in the Schedule to the ES Law.

ADD The provision of this information will be mandatory where the Entity is carrying on "High Risk IP Business".

UNKNOWN If "UNKNOWN" is selected please provide explanation in "Other" section below.

First Name of UBO *

TIN or Similar *

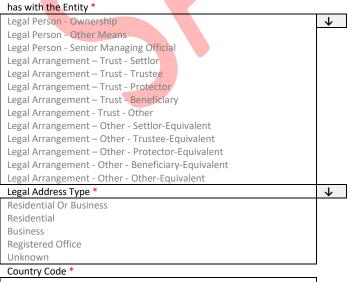
This data element provides the tax identification number (TIN) used by the tax administration of the jurisdiction of tax residence of the UBO. If the UBO does not have a TIN, the value "NOTIN" should be entered.

Jurisdiction of tax residence *

TIN issued by (*)

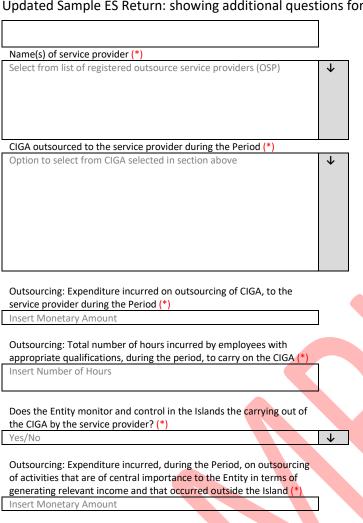
This attribute describes the jurisdiction that issued the TIN. It should be always provided, unless NOTIN is entered in the TIN element.

UBO Type: Type of ultimate beneficial ownership interest the UBO



Country code selected should be the country the address relates to.

Updated Sample ES Return: showing additional questions for HRIP **Building Identifier** Suite Identifier Floor Identifier **District Name** Post Office Box Post Code City * Country Subentity For example; province or state. Address Free Address Free allows input of address information in free text. It should only be used in exceptional circumstances when it is impossible to provide the address in the fixed format. **Core Income Generating Activities ("CIGA"):** Confirm which, if any, of the following CIGA were carried on in the Islands during the Period [Check Box] * Option to select from CIGA as outlined in the ES Law for the selected The selection here should include any CIGA Relevant Activity outsourced to a service provider in the Islands during the Period. Other None Provide a description of "Other" CIGA (*) **INSERT TEXT** Add separate box for each CIGA. Were any of the activities that are of central importance to the Entity in terms of generating relevant income carried on outside the Islands during the Period? * Yes / No If yes, please provide details (*) INSERT TEXT Provide overview of the activities that are of central importance to the Entity in terms of generating income, why they are required to be carried on outside the Islands and the location where they were carried on. If the Entity wishes to provide further detail, please add in the "Other" section below. **Outsourcing:** Were any of the CIGA outsourced to a service provider in the Islands The Entity provides information in this section on condition that the Authority may verify any or all during the Period? * Yes / No $\mathbf{\downarrow}$ such information with any service provider mentioned in this section via the contact provided by the service provider to the Authority. It is the How many service providers performed CIGA? (*) Entity's responsibility to ensure that the service provider (and the contact provided to the Authority) will be available to verify the Entity's outsourcing claim to the Authority. The Authority may treat any outsourcing claim in this section as invalid unless the service provider verifies and substantiates the outsourcing claim within 30 days of the Authority's request; i.e. in that situation the



Entity must satisfy the ES test without reliance on the unverified outsourcing.

In order to be available for selection the service provider must file the Form for Outsource Service Providers with the Authority. The Entity can select more than one service provider. Where more than one is selected, the subsequent questions must be answered per service provider.

The service provider selected will receive an automatic email to confirm the details provided here. As outlined in the ES Law, the service provider will have 30 days to confirm the information provided. Where verification is not received from the service provider, the outsourcing claim made will not be considered when assessing whether the Entity has satisfied the ES Test.

This field relates to hours incurred by service

Physical Presence, Assets and **Employees:**

Did the Entity have business premises/offices in the Islands during the Period?

Yes, the physical address is provided below	4
No physical address	
	i

Legal Address Type *

Residential or Business Residential Rusiness Registered Office Unknown

Country Code *

The Entity must select "no physical address" if it did not own, rent, or have use of any premises in the Islands during the Period. For the avoidance of doubt, the address of an outsource service provider would not be considered a physical address of the Entity.

The Authority recommends that an Entity with no physical address add a note in the Other section below explaining the nature of its physical presence and why that is considered to be adequate in relation to the Entity's activities.

Generally, if 'Yes' to Physical Address - select "business" If 'No' to Physical Address - select "Registered Office".

Updated Sample ES Return: showing additional questions for HRIP **Building Identifier** Suite Identifier Floor Identifier **District Name** Post Office Box Post Code City * **Country Subentity** For example; province or state. Address Free Address Free allows input of address information in free text. It should only be used in exceptional circumstances when it is impossible to provide the address in the fixed format. Specify the location of the tangible assets used for the relevant activity and held by the Entity, if any, at the end of the Period * **4** Cayman Islands Drop down list of countries (may select more than one) No Tangible Assets State the Net Book Value of such tangible assets used for the relevant activity and held by the Entity, if any, at the end of the Period (*) Insert Monetary Amount Employees (Total): Confirm the number of full-time equivalent, qualified (FTE) employees, if any, who worked in the Islands for the Entity during the Period * Insert Number of Employees The employee count will be based on the number of FTEs i.e. the number of persons who worked full time within the Entity, or on its behalf during the reporting period. For example, the work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of an FTE. For this purpose, a standard working week will be considered as 37.5 hours and it is assumed that there are 47 working weeks in the year. In cases where directors are performing functions or part thereof which would have been performed by employees such directors should be counted as a fraction of an FTE commensurate with the time commitment of the function undertaken. Employees (CIGA): Confirm the number of full-time equivalent, qualified (FTE) employees, if any, who worked in the Islands on the Entity's CIGA for the relevant activity during the Period * Insert Number of Employees

This information is pre-populated using the information provided in number of hours incurred by the service provider in Outsourcing section above. If you require an edit to this field please update above.

Employees (Outsource):

Pre-populated using hours provided in outsource section

Confirm that the FTE employees have the appropriate qualifications to carry on the relevant activity * Yes / No If not, provide further details (*) Insert Text **Expenditure** Expenses: Total operating expenditure for the Period * Insert Monetary Amount Direct: Operating expenditure incurred, during the Period * Insert Monetary Amount Breakout of operating expenditure to show: Salary and Wages * **Insert Monetary Amount** Rent * Insert Monetary Amount Directors Fees * Insert Monetary Amount **Directed and Managed in the Islands** Please confirm if the following statements are true in relation to the relevant activity carried on during the Period The board of directors, as a whole, have the appropriate knowledge and expertise to discharge its duties as a board of directors? * Yes / No \downarrow For the Period, were the meetings of the board of directors held, in the Islands, at adequate frequencies given the level of decision making required? Yes / No For the board of directors meetings in the question above, confirm that there was a quorum of directors present in the Islands * For the board of directors meetings described above, confirm that the minutes of the meetings record the making of strategic decisions of the Entity * Yes / No

Qualifications could include academic qualifications, vocational qualifications, relevant industry technical qualifications and also qualification by relevant experience.

Operating Expenditure will generally be the entity's operating expenditure from the financial statements, excluding capital. It is assumed that expenditure incurred on outsourcing of CIGA, to the service provider, during the reporting period is included in this total.

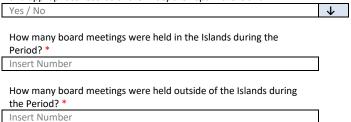
Direct operating expenses relates to all operating expenses incurred, by the Entity with respect to the selected activity except expenditure incurred on outsourcing of CIGA.

This should reflect the salary / wages paid to FTE employees of the Entity during the period e.g. salaries/wages paid to full time employees, persons who have not worked the full year, those who have worked part-time, regardless of duration, and the work of seasonal workers. For the avoidance of doubt, directors fees or fees paid to outsource service provides should not be included here.

These confirmations are required by section 4(3) of the FS Law.

When answering this section for a corporate director, these questions apply to the individuals actually performing the duties.

Confirm that the minutes of all meetings of the board of directors and appropriate records of the Entity are kept in the Island *



Other

Yes / No

Please provide any other information that the Entity considers material in determining that it has adequate substance in the Islands for the Period.

Choose File and Free Text Option

Financial Statements / Books of Account

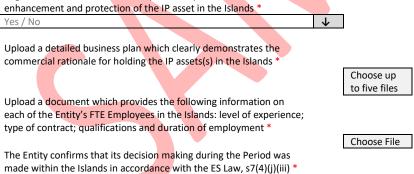
Upload a copy of the Entity's financial statements or books of account for the relevant entity's financial year. *

Choose File The Entity should provide appropriate documents (i.e. financial statements or books of account) that give a true and fair view of the state of the Entity's affairs and to explain its transactions. For the avoidance of doubt, the Authority does not expect underlying documents such as contracts and invoices. Furthermore for an Entity where only consolidated accounts are prepared, the documentation used to prepare the consolidated accounts and showing the Entity's affairs, would

be sufficient.

Additional requirements for high risk IP business

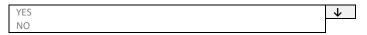
The Entity confirms that there is and historically has been a high degree of control over the development, exploitation, maintenance, enhancement and protection of the IP asset in the Islands *



 \downarrow

Declarations

Based on the details provided in this ES Return, the Entity confirms that it has satisfied the ES Test for the Period in accordance with the ES Law. *



These declarations are made by the Entity. The Entity should ensure that the person who submits this ES Return has appropriate authority or permission to do so.

By submitting this ES Return, the Entity:

- (a) Confirms that all information in this ES Return is accurate; and
- (b) Acknowledges that there are sanctions for knowingly or wilfully supplying false or misleading information under section 13(2) of the ES Law.
- (c) Acknowledges that the Authority will verify the details of any outsourcing with the service provider(s) specified

