

How to submit a country-by-country report

The CbC report must be submitted electronically in the Estonian Tax and Customs Board's e-services environment e-MTA either by uploading the report as an XML file or by entering the report data in the application.

To submit a country-by-country report:

1. sign in to the **e-services environment e-MTA**;
2. from the menu, select **Reports – Exchange of information reports – Country-by-Country Report**;
3. on the page of reports, select whether you want to submit a new report by uploading a file or by entering data manually.

SUBMITTING A REPORT

Upon entering the data to submit the full version of a report, click on "Submit".

Upon selecting "More" – "Discard and delete", the report will be deleted.

Upon selecting "More" – "Save and continue later", the report will appear as "Incomplete" in the list of reports. "Incomplete" reports can be deleted or submitted by clicking on the corresponding icon.

After clicking on the "Submit" button, the data will be verified (file validation). In case of errors, information about the errors will be displayed to the user and the report must be corrected. If no errors are found, the report with status "Submitted" will appear in the list of reports.

EDITING REPORT DATA

To amend the data, the file must be reloaded or the data re-entered.

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