

How can I fill in the Self-assessment and submit my Financial Statements?

Please follow the below instructions to complete the Self-assessment and the Financial Statement submission process:

Step 1.- Self-assessment Notification

The Agency's Financial Assessment Contact receives an email notification once the Self-assessment is available. The Self-assessment can be accessed via:

- 1) The link provided in the email;
- 2) the IFAP Service on the <u>IATA Customer Portal</u>; or
- 3) the Notification Bell on the <u>IATA Customer Portal</u>.

Step 2.- Login/Register

Login to the <u>IATA Customer Portal</u>.

Step 3.- Go to the Financial Review case

Under your Recent Cases section, select the 'Financial Review' case.

Recent Cases				ntact Us See All →		ekly Ca	lienua				All H
Case Number	Type Of Case	Subject	Country Concerned	Status	Nov	ember, 20)23				$\langle \rangle$
15014905	Financial Review	EACP - Belgium		In Progress	Mo	n Tue	Wed	Thu	Fri	Sat	Sun
	Financial Review	EACP - Belgium U		REQUEST WITHDRA			1	2	3	4	5
	Support	157 BRU 11162966	Belgium	RESOLVED							
	Support	(eAWB) FWB	Belgium	RESOLVED							

Step 4.- Open the Self-assessment.

1. In the case, click on 'Open Questionnaire' on the Questionnaire section to start the Financial Assessment and the Financial Statement Submission process.

Case Number - 15014905	
Case Information	
Status	In Progress
Subject	EACP - Belgium
Description	Annual Financial Review 2024
Financial Review Informa	tion
Financial Review Type	Annual
Agent Information	
Agency name	
IFAP Contact Name	
Email	
Account Code	
Agent Type	
Questionnaire	Open Questionnaire
EACP - Belgiu	Im Questionnaire status Click Open

2. Under the 'Financial Documents' section, select 'Upload File' to upload your financial documents.

Upload your documents in PDF format as usual. You may upload more than one file.

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	General Information	-	Missing Input	Go to S	Section
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Paid Up Capita Debt Ratio	al	Please Upload your Doc	cuments		
Profitability			Upload File or drop them here		
Current Ratio	ilts		Click		
			Save		Next

3. Fill in the self-assessment.

After uploading the Financial Documents, you will be able to fill out the selfassessment components by navigating the different sections on the left menu.

Filling out the self-assessment is mandatory but if there are non-mandatory questions, you may leave them incomplete or blank *(Any inaccurate input in this questionnaire will not impact the outcome of your financial review results.)*

Upon completing the input of all components within each section, first select the 'Save' option and then click on 'Next' to go to the next section.



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 Paid Up Capital Debt Ratio Profitability Current Ratio 		Agent Name Country		Belgium	
• Expected Result	ts	Review Type		Annual	
		Date Of Financial State	ments	12/31/2022	
		Start of Accounting Per	riod (MMM YYYY)	01/01/2022	
		End_Accounting_Period	ġ	12/31/2022	
		Currency_Financial_Sta	tements	EUR	~
		{!Date_Submission}		10/09/2023	
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4. Expected Financial Assessment Results.

Upon completing and submitting all the Self-assessment sections, you will see the preliminary Financial Assessment outcomes ('Expected Results').

Additionally, you can download a comprehensive PDF document including all completed sections along with the corresponding results for each section.

This feature will allow your agency to anticipate any potential Financial Security requests.

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Other Information	
Date of Submission	2023-10-09
Audited or Certified	Audited

Step 5.- Interaction with GFA and Final Results

After submitting the Self- assessment, our Global Financial Assessor will initiate the review process.

If any additional information is needed, you will be contacted directly by the GFA via the new chat box feature, enabling direct interactions with the validator (GFA), and expediting the Financial Assessment.

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-	-			100% Submit
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1. Finalizing the Financial Assessment.

Upon finalizing the Financial Assessment, you can review and download the final results in a PDF report, which includes both the customer and the GFA-provided data.

This provides transparency and helps your Agency to prepare for the Financial Assessment process.



Customer Se Portal	ervices 🗸 Support 🗸			Q SEARCH	¢	
e Number - 15014905						
Case Information						
Status	Financial Assessment Performed					
Subject	EACP - Belgium - Annual Financial Review 2024					
Description	Annual Financial Review 2024					
Financial Review Informa	tion					
Financial Review Type	Annual					
Agent Information						
Agency name						
IFAP Contact Name						
Email						
Account Code						
Agent Type						
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Comments		Download				
Add Comment		Liniodd				
Created Date	Comment		Created By			

Customer Portal		
EACP - Belgium		
Case Number Submission date 15014905 02 Nov 2023		
Summary		
Final Result	SATISFAC	
General Information	User Value	Validator Value
IATA Agent Code		
Agent Name		
Country	Belgium	Belgium
Review Type	Annual	Annual
Date of Financial Statements (Balance Sheet Date in the format of DD MMM YYYY)	2022-12-31	2022-12-31
Start of Accounting Period (MMM YYYY)	2022-01-01	2022-01-01
End of Accounting Period (MMM YYYY)	2022-12-31	2022-12-31
Currency of Financial Statements	EUR	EUR
	Satisfactory	Satisfactory

Step 6.- Financial Assessment Dispute

If you have reviewed the final results and have found a specific area that you believe has been misinterpreted, you can 'dispute' an outcome using the dispute button in the appropriate section.



	To dispute this section, add a comment		N.
How To General Information Other Information	I don't agree with this assesment	•	00 / 8
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• Working Capital • Liquidity Natio • Net Equity	Close Cogfirm	4	4
Dimterest Bearing Ratio	Amortisation	10	10
e Expected Heauts e Hong Kung PAX - Final Heauts	Total depreciation	10	10
	Amortisation/Depreciation of right-of-use assets	100	100
	Interest expense	10	10
	Interest income	10	10

1. When you click on 'Add Comment', the comment gets submitted.

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Section Temperature Controlled Rooms & Freezers Subsection Room 1	
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Add a comment	
400/450	
Close Add Comment	

2. Once all the actions are completed, you can submit the Dispute by clicking the 'Submit Dispute' button on the pop-up window.





3. Once you submit the dispute, you will get a confirmation pop-up.



You can initiate a dispute **within a 90-day window following the receipt of the Final Results** based on the rejected section(s). *You can only use the dispute action once per section.*

When the Dispute is submitted, the Self-Assessment status is displayed as **Dispute Open** and the Financial Assessment case status gets updated as **In Progress** on the IATA Customer Portal.