

Enrolment

It is required to be **enrolled** to upload documents into the system. If you are not enrolled, request enrolment by sending an email to **area.apa@sii.cl**, with the subject **"Enrolment Request"** and include the following information in the message:

• Name or business name and RUT (Tax Identification Number) of the taxpayer requesting enrolment.

 If the enrolment request is being made by a representative, the mandate or power that authorises them to make this submission must be attached, whether it is a public or private instrument. For natural persons, a copy of their identification card must be attached.

You will subsequently receive an email from the Servicio de Impuestos Internos informing you of the result of your request.

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This option allows you to **monitor the status** of the files you have submitted.

• The "Issuer" and "Recipient" fields will be displayed by default. Enter the unique code of the file you wish to review in the "Identifier" field, then press "Search". • A summary screen will display information about the submitted file, highlighting the following fields:

Status: Indicates whether it has been Accepted or Rejected.

Data: Allows downloading of the submitted file. **Resend:** Allows for re-uploading of the file.