How to use the service?

3 simple steps to submit annual reports

1. **Activate PKI**
   - The CR authorised person and the delegated person must activate their ID cards with PKI technology.
   - Read PKI Activation user manual or visit the page on portal: www.investeasy.gov.om
   - Home >> Contact Us >> PKI Activation Locations

2. **Delegate the person**
   - The CR authorised person has to login to the system then use the service “My CR Delegation Rights” to delegate the person he wants to submit the annual report.
   - Read instructions in page “2”

3. **Submit the annual report**
   - The delegated person has to login to the system then use the service “My CR Annual Reports” to submit the reports.
   - Read instructions in page “3”

Definition
Annual Report is a business practice of publication which commercial corporations must provide to the business registry (Invest Easy) to describe their operations and financial conditions.
Delegate the person who will submit the annual report

To delegate the person who is desired to submit the annual report please follow the following instructions:

1. Login

- Open www.investeasy.gov.om
- In the header press (login).
- Choose one of the login options.

2. Access Service

- From main menu go to >> Services >> Manage a Business >> My CR Delegation Rights.

3. Delegate Person

- Select the desired CR.
- You will see list of all delegated persons of the selected CR.
- To delegate new person press (New Delegation).

- Enter delegate ID number & Validate.
- Enter the desired period of delegation.

- Select My CR Annual Report from Delegated Services section then select the desired privilege.
Delegated person can use My CR Annual Reports service to submit the annual report

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- Choose one of the login options.

2. Access Service

- From main menu go to >> Services >> Manage a Business >> My CR Annual Reports.

3. Submit Report

- Select the desired CR.
- You will see two lists. First list will have all incomplete reports (Drafts) and the second list will have all submitted reports.
- To start new report press (Start New Report)