

CIS REFORM VERIFICATION REQUEST VALIDATION RULES

Contents

Validation rules	2
Character set	2
Field status	2
Unincorporated Bodies	2
Section 1 - Verification Request	3

Validation rules for electronic CIS submissions by internet

The following rules apply to all submissions made by internet

Character set

For the full Designated Character Set, please refer to the XML Schema for the exact details.

However in general :

- Alpha (a) is defined as A-Z upper and lower case
- Numeric (n) is defined as 0-9

Field Status

Mandatory indicates that the information must be supplied to comply with statutory requirements. If mandatory fields are omitted or provided in an incorrect format, the message will be rejected.

Optional indicates that information should be supplied depending on the case.

When Optional fields are provided, they must appear in the correct format or the message will be rejected.

In certain conditions an Optional field may become Mandatory. These will be defined in the schema and/or the Business rules. An example of this is shown below

For instance BVR number 7 - Subcontractor surname

"Must be completed if Trading Name is not completed"

Unincorporated Bodies

The business rules for 'trusts' should also be applied to 'unincorporated' bodies'.

Verification Request**Contractor Designatory Details**

1. Contractor UTR		
Mandatory or Optional	M	
1. Designated Character Set 2. Check character (the first character) must be correct	Field length	Format
	10	Numeric

2. Accounts Office Reference Number (AORef)		
Mandatory or Optional	M	
1. Designated Character Set. 2. The AORef must be in the format - characters 1 -3 must be numeric - character 4 must be 'P' - characters 5 must be alpha - characters 6-13 must be numeric <i>note: leading zero's should be used to pad out fields 1-3 and 6-13 if necessary</i>	Field length	Format
	13	Alpha Numeric

Subcontractor Details

This section is repeated once for each subcontractor. (3 - 18)

The maximum number of subcontractors is 100 per submission.

3. Action Indicator		
Mandatory or Optional	M	
1. Must be completed in the appropriate format	Field length	Format
	enumerated list	"match" "verify"

4. Business Type		
Mandatory or Optional	M	
1. Must be completed in the appropriate format	Field length	Format
	enumerated list	"soletrader" "partnership" "trust" "company"

5. Subcontractor First Name or Initial		
Mandatory or Optional	O	
1. If present, first character must be alpha and not a space 2. Must be completed if 'Trading Name' not completed 3. Remaining characters must conform to the designated Character Set	Field length	Format
	max 35	

6. Subcontractor Second Name		
Mandatory or Optional	O	
1. If present, first character must be alpha and not a space 2. If 'Trading name' is completed an entry is not allowed 3. Remaining characters must conform to the designated Character Set	Field length	Format
	max 35	

7. Subcontractor Surname		
Mandatory or Optional	O	
1. Must be completed if 'Trading Name' not completed 2. First character must be alpha not a space 3. Remaining characters must conform to the Designated Character Set	Field length	Format
	max 35	

8. Subcontractor Trading Name		
Mandatory or Optional	O	
1. If present, designated Character Set 2. Must be completed if 'First Name' and 'Surname' are not completed 3. First character must not be a space	Field length	Format
	max 56	

9. Subcontractor Works Reference Number		
Mandatory or Optional	O	
1. If present, designated Character Set <i>NB: Optional reference number - this will be returned as part of the reply message with each subcontractor record. It is not stored or used by HMRC and is purely for use by the contractor.</i>	Field length	Format
	max 20	Alpha Numeric

10. Subcontractor UTR		
Mandatory or Optional	O	
1. Designated character set 2. If Action Indicator = 'match' then the check character (the first character) must be correct 3. Must be completed if 'Business Type' is equal to 'sole trader' , 'company' or 'trust' AND 'action indicator' is equal to 'match'	Field length	Format
	10	Numeric

11. Subcontractor Company Registration Number		
Mandatory or Optional	O	
1. Must be completed if - 'Business Type' is equal to 'partnership' - NINO or Subcontractor UTR (partner UTR) is not completed AND - 'action indicator' is equal to 'match' 2. Must be in one of the following formats (a) AANNNNNN where - characters 1-2 must be alpha - characters 3-8 must be numeric - the numeric field must have a least 1 digit and not more than 6 or (b) NNNNNNNN where - characters 1-8 must be numeric - the numeric field must have a least 1 digit and not more than 8	Field length	Format
	for (a) 3..8 for (b) 1..8	Alpha Numeric

12. NINO (National Insurance Number)		
Mandatory or Optional	O	
1. Must be completed if - 'Business Type' is equal to 'partnership' - CRN or Subcontractor UTR (partner UTR) is not completed AND - 'action Indicator' is equal to 'match' 2. The NINO should be in the format AANNNNNNA, - the first character must be alpha excluding D, F, I, Q, U, V - the second character must be alpha excluding D, F, I, O, Q, U, V - the last character must be A-D or a space	Field length	Format
	9	Alpha Numeric

- Partnership details

13. Partnership UTR		
Mandatory or Optional	O	
1. Designated character set 2. If Action Indicator = 'match' then the check character (the first character) must be correct 3. Must only be completed if 'business type' is equal to 'partnership' 4. Must be completed if - 'action indicator' is equal to 'match' AND - 'business type' is equal to 'partnership'	Field length	Format
	10	numeric

14. Partnership Name		
Mandatory or Optional	O	
1. If present, designated character set 2. Must only be completed if 'business type' is equal to 'partnership' 3. Must be completed if - 'action indicator' is equal to 'match' AND - 'business type' is equal to 'partnership' 4. First character must not be a space	Field length	Format
	max 56	

Other Subcontractor Details

15. Subcontractor Address			
Mandatory or Optional	O		
1. If present, first line is mandatory. 2. Designated Character Set	Field length		Format
	max 4 x 35		

16. Subcontractor Postcode			
Mandatory or Optional	O		
1. If present, designated Character Set.	Field length		Format
	max 8		

17. Subcontractor Country			
Mandatory or Optional	O		
1. If present, designated character set.	Field length		Format
	max 35		Alpha Numeric

18. Subcontractor Contact Number			
Mandatory or Optional	O		
1. If present, designated Character Set	Field length		Format
	max 14		Numeric

- Declaration

19. Declaration of Subcontractor Engagement			
Mandatory or Optional	M		
"Can you confirm that a tender is accepted/contract agreed order placed for all of the Subcontractors to be verified"	Field length		Format
	3		Alpha "yes"
1. Must be answered "yes" in the appropriate format.			

