



HM Revenue  
& Customs

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Employment Related Securities:  
Registration, Self-certification and online filing  
of employee share schemes and arrangements

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**Information Note for Employers**

**10 December 2013**

## Employment Related Securities: Registration, Self-certification and online filing of employee share schemes and arrangements

HMRC is changing the way **both new and existing** employee share schemes and arrangements are administered. The changes affect:

- Enterprise Management Incentives (EMI)
- Company Share Option Plans (CSOP)
- Save As You Earn option schemes (SAYE)
- Share Incentive Plans (SIP)
- Any non-tax advantaged arrangements

If you are an employer operating this type of scheme or arrangement, read on to find out what you need to do.

### **Getting ready now**

The Employment Related Securities (ERS) service will be part of PAYE Online for employers' service. To use the new ERS service you will need access to HMRC online service, so make sure you are registered for HMRC taxes and signed up as an organisation for online services.

You don't have to wait to sign up if you are not already registered you can do this now.

### **Register for HMRC taxes and sign up for online services**

<http://www.hmrc.gov.uk/online/new.htm>

If your organisation is already signed up for online services it is easy to add other people within your organisation so they can access all or some services.

### **About Government Gateway**

[https://myaccount.gateway.gov.uk/Pages/Common/Help.aspx?content=Whitelabel\\_RegisterOrLogon\\_AboutGateway](https://myaccount.gateway.gov.uk/Pages/Common/Help.aspx?content=Whitelabel_RegisterOrLogon_AboutGateway)

If there are valid reasons which mean you are unable to file online please contact [shareschemes@hmrc.gsi.gov.uk](mailto:shareschemes@hmrc.gsi.gov.uk) to discuss alternative arrangements.

### **Not operating PAYE?**

If you are already registered with HMRC as a business but you need to add PAYE only so you can use the ERS service (you don't operate PAYE on employees now) we will provide further details on how to register before April 2014.

### **Changes being introduced from 6 April 2014**

You must register all existing and new employee share schemes and arrangements online. You must also self-certify that any tax advantaged schemes meet certain requirements.

You must register:

- Unexercised EMI options
- New grants of EMI options
- Non-tax advantaged arrangements currently recorded on Form 42
- CSOP schemes, SAYE option schemes and SIPs

HMRC will no longer provide approval for any new tax advantaged schemes

You must self-certify:

- CSOP, SAYE and SIP to confirm that they meet legislative requirements. If this is not done any tax advantages will be lost.

### **Changes being introduced from April 2015**

- Filing of all information returns must be done online
- Automatic penalties will apply for late filing
- We will no longer issue notices to file or reminders

### **What happens if you don't register?**

If you don't register your schemes and arrangements by 6 July 2015:

- you won't be able to file online
- late filing penalties will apply
- previously approved schemes will lose the tax advantages

### **More information**

You can read more about the changes by following the links below.

Employment Related Securities Bulletin

<http://www.hmrc.gov.uk/shareschemes/erss-bulletin.htm>

Employer Bulletin – Issue 45

<http://www.hmrc.gov.uk/payerti/forms-updates/employer-bulletin/eb45.rtf>

Further information will be available before the online service goes live on 6 April 2014.