HM Revenue & Customs

Electronic SDLT5 Design Guidelines

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1. Introduction

From 01 November 2006 the HMRC online 'Submission Receipt' will be an acceptable electronic SDLT 5 Certificate. Software developers will be able to produce substitute Electronic SDLT5 Certificates in place of the official SDLT 5 Certificate. This can be produced as either a 'replica' of the paper version or a simplified version in a table format subject to the conditions outlined in this document

This document outlines the Electronic SDLT5 design guidelines and approvals process. Once you have gained HM Revenue & Customs approval, this will allow you to produce an Electronic SDLT 5 Certificate utilising information populated in the SDLT return and information returned in the 'success_response' message following submission. The certificate can then be printed off and posted to HM Land Registry / Registers of Scotland / Land Registry of Northern Ireland.

2. Minimum Requirements

The SDLT5 fields that are mandatory fields in the SDLT Return submission must be populated in to the Electronic SDLT5 Certificate as a minimum.

The minimum data required is:

1) Property (1)
2) Purchaser (1)
3) Vendor (1)
4) Description of transaction
5) Effective Date
6) UTRN
7) IR MARK
8) Gateway Timestamp
9) 'Section 79 F.A.2003' text must read: '*This certificate is issued under section 79 of Finance Act 2003 and evidences that a Land Transaction Return has been delivered in respect of the above notified transaction.*'

2.2 Additional Requirements

The following data must appear if given:

1) Title Number/folio number (NI)
2) NLPG UPRN

2.3 Optional Data

1) Agents Reference
2) Property (other)
3) Purchaser (other)
4) Vendor (other)

Although ''Purchaser 1', 'Vendor 1' & 'Property (1) are a minimum requirement; you may also want to include an additional Purchaser & Vendor (if applicable) plus 'multiple properties' to avoid confusion for the end users. A maximum of 2 Purchasers & 2 Vendors can be provided on the SDLT5.

3. SDLT 5 'Replica'

Any replica version produced by third party developers, must:

1. Resemble the HMRC SDLT 5 paper form but not be an exact copy.
2. Not include the 'crest' within the HMRC logo, but should use the wording 'HM Revenue & Customs'
3. Be black and white and not contain any colour
4. Not contain any watermark.
5. Remove any HMRC reference from the footer of the form and replace with the name of your software.

The information to populate the SDLT 5 is obtained from both the success_response message and from within the third party application.

The information required from the success_response message is:

- Associated IR Mark to populate 'Certificate number'.
- Gateway Timestamp to populate 'Date of issue'. Please note this should be set out as follows DD-MM-YYYY & HH:MM:SS
- UTRN to populate the form header on all pages.

The remaining items on the form are to be populated from the third party application.

4. Stamp Duty Land Tax substitute 'Electronic SDLT 5'

A Stamp Duty Land Tax substitute 'Electronic SDLT 5' or simplified version must:

- be readily recognisable as such, when received by HM Land Registry
- have successfully gained HMRC recognition before use

The continuation sheet for the simplified version only needs to contain the UTRN within the header the further address/es and the Title Folio (NI) Number.

5. SDLT 5 for test-in-live submissions

If your software allows a SDLT 5 to be created for test-in-live submissions, it must be clear to your users that this was created in test mode and should not be sent to HM Land Registry.

On the Test in Live SDLT5 it should clearly show 'SPECIMEN' in large font printed diagonally across the form.

6. Recognition of Electronic SDLT 5 / Submission Receipt

Recognition for the electronic SDLT5 is mandatory. Software suppliers must have their designs/forms recognised by HMRC before the Electronic SDLT 5 is brought into use.

When you're ready to apply for recognition, please email a copy of your design to the Software Developer Support team, and provide the following information:

• Company name
• Contact name
• E-mail address
• Contact number

6.1 Renewal of recognition when forms change

If the content of the SDLT 5 certificate changes, we will update the documentation as soon as possible and advise producers of existing recognised internet filing software. The amended Electronic SDLT 5 must then follow the above procedure to obtain renewed recognition.

7. Paper and Printing

Software suppliers are requested to make sure that users of their recognised substitutes/forms are aware of these standards:

7.1 Paper requirement

Substitute forms must be printed on quality WHITE A4-size paper of at least 80gsm weight. Coloured paper must not be used for these forms.

7.2 Print colour

All printing must be in BLACK. Coloured ink is not permitted. Each page should be printed single-sided, i.e. one sheet of paper for each page. 'Duplex' printing on the front and back of the paper is not permitted.

7.3 Print quality

To ensure good quality, the image should ideally be printed out at 300dpi (dots per inch). 200dpi is the minimum acceptable quality.

7.4 Print margins

We recognise that margin widths may vary according to the type of computer printer being used.

7.5 Identity of Form

The Electronic SDLT 5 must show the software house / company name in the footer of the substitute form so that its design source can readily be identified.

7.6 Logo

The HM Revenue & Customs crest (the roundel) incorporated within the logo should not be reproduced on substitute forms. But the words 'HM Revenue & Customs' should appear in bold type in the top left-hand corner of the front page of the form.

8. Page Content and Wording

The Electronic SDLT 5 must reproduce the wording as it appears on the sample illustration provided.

8.1 Typeface

For the main text and headings, use any sans serif typeface closely resembling that used in the illustrations.

8.2 Typesize

Text should be set in varying sizes to correspond with the prominence given to the particular items in the illustrations provided. Information entered on the replica version and simplified version should be displayed in the printed version for submission in not less than 9 point size in any sans serif text, preferably Arial.

8.3 Typestyle

The pattern of bold, medium and italic characters should be closely matched.

9. Sections and Boxes

Minor differences in the height and width of boxes are acceptable but care should be taken to achieve the same general layout appearance for each page of the substitute form as in the illustrations provided.

9.1 Grey shading

The use of grey shading is not permitted on this form.

9.2 Dates

Dates must appear in the format dd/mm/yyyy, for example 05/03/2004

9.3 Copyright

Crown Copyright applies to HM Revenue & Customs forms. Her Majesty's Stationery Office does not intend to seek payment from producers of substitute versions, but Crown Copyright should be acknowledged when these are released to end users.