

CIS Reform Online Service
2006/2007

Error Messages (Verifications)

Issue Status: 2.1

Date: 19/12/05

Error messages rules for electronic CIS submissions by internet

Generic Data Schema Validation Errors

5012	The data used is not within the set standards of the schema.	Format: Datatype error: In element '<element name>': Value '<the element content>' <reason> Example: Datatype error: In element 'UTR' : cvc-pattern-valid: Value '00000A0000' is not facet-valid with respect to pattern '[0-9]{10}' for type 'UTRtype'. cvc-type.3.1.3: The value '00000A0000' of element 'UTR' is not valid. (Refer to Validation of Business rules for CIS Online Services – CIS Monthly Return Business Rules (latest version))
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IRMark Validation Messages

Code	Condition	Message Text
2021	IRMark calculated by the IR does not match the one supplied by the vendor	The supplied IRMark is incorrect
2022	IRMark not found	IRMark not found

Success Messages

Code	Condition	Message Text
9006	Successful submission of Verification Request	The CIS Verification Request has been processed and passed full validation

Verification Request Scheme validation

Element	Validation	Error Locator	Code	Message Text
Scheme reference	Scheme invalid; scheme inactive; scheme not authorised for sender		7912	Error 7912 - There has been a problem with your verification request, please contact the CIS helpline on 0845 366 7899.

Contractor Designatory Details

Element	Validation	Error Locator	Code	Message Text
1. Contractor UTR	1. Designated Character Set	Contractor UTR	5012	Generic
	2. Check character (the first character) must be correct	Contractor UTR	5012	Generic
	3. Invalid Contractor UTR or AO Reference	Contractor UTR	5012	Generic
2. AORef	1. Designated Character Set	AO Reference	5012	Generic
	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	AO Reference	5012	Generic
	3. Invalid Contractor UTR or AO Reference	AO Reference	5012	Generic

Subcontractor Details

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

Element	Validation	Error Locator	Code	Message Text
3. Action Indicator	1. Must be completed 'Match' or 'Verify' in the appropriate format	Action Indicator	5012	Generic
4. Business Type	1. Must be either 'soletrader', 'partnership', 'trust' or 'company'	Business Type	5012	Generic
5. Subcontractor First Name or Initial	1. If present, first character must be alpha and not a space	Subcontractor Forename	5012	Generic
	2. Must be completed if 'Trading Name' not completed	Subcontractor Forename	7900	Entry required as no Trading Name completed
	3. Remaining characters must conform to the designated Character Set	Subcontractor Forename	5012	Generic
6. Subcontractor Second Name	1. If present, first character must be alpha and not a space	Subcontractor Second Name	5012	Generic
	2. If 'Trading Name' is completed an entry is not allowed	Subcontractor Second Name	7901	Entry not allowed because Trading Name is completed
	3. Remaining characters must conform to the designated Character Set	Subcontractor Second Name	5012	Generic
7. Subcontractor Surname	1. Must be completed if 'Trading Name' not completed	Subcontractor Surname	7900	Entry required as no Trading Name completed
	2. First character must be alpha not a space	Subcontractor Surname	5012	Generic
	3. Remaining characters must conform to the Designated Character Set	Subcontractor Surname	5012	Generic
8. Subcontractor Trading Name	1. If present, designated Character Set	Subcontractor Trading Name	5012	Generic
	2. Must be completed if 'First Name' and 'Surname' are not completed	Subcontractor Trading Name	7902	Entry required as Subcontractor First Name and Surname not completed
	3. First character must not be a space	Subcontractor Trading Name	5012	Generic
9. Subcontractor Works Reference Number	1. If present, designated Character Set.	Subcontractor Reference	5012	Generic
10. Subcontractor UTR	1. Designated Character Set	Subcontractor UTR	5012	Generic
	2. If Action Indicator = 'match' then the check character (the first character) must be correct	Subcontractor UTR	5012	Generic
	3. Must be completed if Business Type is 'soletrader', 'company' or 'trust' AND Action Indicator = 'match'	Subcontractor UTR: <Surname> <TradingName>	7903	Entry required as Business Type is one of 'soletrader', 'company' or 'trust' AND Action Indicator = 'match'

11. Subcontractor Company Registration Number	1. Must be completed if -Business Type is equal to 'partnership' -NINO or Subcontractor UTR (partner UTR) is not completed AND - Action Indicator = 'Match'	Subcontractor CRN: <Surname> <TradingName>	7904	Entry required as Business Type = 'partnership' and Action Indicator = 'match' and neither NINO or Subcontractor UTR (Partner UTR) supplied
	2) Must be in one of the following formats a) ANNNNNNN where - characters 1-2 must be alpha - characters 3-8 must be numeric - the numeric field must have at least 1 digit and not more than 6 b) NNNNNNNN where - characters 1-8 must be numeric - the numeric field must have at least 1 digit and not more than 8	Subcontractor CRN	5012	Generic
12. NINO (National Insurance Number)	1. Must be completed if -'Business Type' is equal to 'partnership' - CRN or Subcontractor UTR (partner UTR) is not completed AND Action Indicator = 'match'	NINO: <Surname> <TradingName>	7905	Entry required as Business Type = 'partnership' and Action Indicator = 'match' and neither CRN or Subcontractor UTR (Partner UTR) supplied
	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 space	NINO	5012	Generic

- **Partnership Details**

Element	Validation	Error Locator	Code	Message Text
13. Partnership UTR	1. If present, designated Character Set	Partnership UTR	5012	Generic
	2 If Action Indicator = 'match' then the check character (the first character) must be correct	Partnership UTR	5012	Generic
	3. Must only be completed if 'business type' equals 'partnership'	Partnership UTR: <Surname> <TradingName>	7910	Entry not allowed as Business Type not equal to 'partnership'
	4. Must be completed if the - 'Business Type' is equal to 'Partnership' and - 'Action Indicator' = 'Match'	Partnership UTR: <Surname> <TradingName>	7911	Entry required as Business Type = 'partnership' and Action Indicator = 'match'

14. Partnership Name	1. If present, designated character set	Partnership Name	5012	Generic
	2. Must only be completed if 'business type' equals 'partnership'	Partnership Name: <Surname> <TradingName>	7910	Entry not allowed as Business Type not equal to 'partnership'
	3. Must be completed if the - 'Business Type' is equal to 'Partnership' and - 'Action Indicator' ='Match'	Partnership Name: <Surname> <TradingName>	7911	Entry required as Business Type = 'partnership' and Action Indicator = 'match'
	4. First character must not be a space	Partnership Name	5012	Generic

- Other Subcontractor Details

Element	Validation	Error Locator	Code	Message Text
15. Subcontractor Address	1. If present, first line is mandatory.	Address	5016	Generic
	2. Designated Character Set	Address	5012	Generic
16. Subcontractor Postcode	1. If present, designated Character Set.	Postcode	5012	Generic
17. Subcontractor Country	1. If present, designated Character Set.	Subcontractor Country	5012	Generic
18. Subcontractor Contact Number	1. If present, designated Character Set	Telephone	5012	Generic

Declaration

Element	Validation	Error Locator	Code	Message Text
19. Declaration of Subcontractor Engagement	1. Must be answered "yes" in the appropriate format.	Declaration	5012	Generic

General

Element	Validation	Error Locator	Code	Message Text
20. N/a	1. Number of Subcontractors submitted must be <= 100	Declaration	5012	Generic

Change History

Version 1.0	Issued for baselining
Version 1.1	Added field 9 "Subcontractor Works Reference Number" Move Action Indicator to Subcontractor Repeating Group Error codes added based on CR125.
Version 1.2	Revised for generic error message 5012