

## eNIRS knowledge library

### Pre 1975 tables

#### 1. Dates of Entry into Insurance

If the applicant is aged 16 on or after 6 April 1975 their date of entry into national insurance is their 16<sup>th</sup> birthday.

For all other applicants, use the appropriate table below to determine their date of entry.

If the applicant is:

- born up to and including 31/08/57 = use 15<sup>th</sup> birthday year and chart below.
- born from 01/09/57 and later = use 16<sup>th</sup> birthday year and chart below.
- Aged 15 before 5 July 1948, the date of entry = 5 July 1948

#### 2. If applicant is aged 15 between 5 July 1948 and 1 September 1963

<b>15 Between</b>	<b>Date of entry</b>
12 January and 31 March	1 April in 15 <sup>th</sup> birthday year
1 April and 21 April	15 <sup>th</sup> birthday
22 April and 31 July	1 August in 15 <sup>th</sup> birthday year
1 August and 11 September	15 birthday
12 September and 19 December	20 December in 15 <sup>th</sup> birthday year
20 December and 11 January	15 <sup>th</sup> birthday

#### 3. If applicant is aged 15 between 2 September 1963 and 31 December 1969

<b>Between</b>	<b>Date of entry</b>
2 September and 1 February	1 April in 15 <sup>th</sup> birthday year
2 February and 1 August	1 August in 15 <sup>th</sup> birthday year
2 August and 1 September	15 <sup>th</sup> birthday

#### 4. If applicant is aged 15 between 1 January 1970 and 31 August 1972

<b>15 between</b>	<b>Date of entry</b>
1 September and 31 January	1 April in 15 <sup>th</sup> birthday year
1 February and 31 July	1 August in 15 <sup>th</sup> birthday year
1 August and 31 August	15 <sup>th</sup> birthday

#### 5. If applicant is aged 16 between 1 September 1972 and 5 April 1975

<b>16 between</b>	<b>Date of entry</b>
1 September and 31 January	1 April in 16 <sup>th</sup> birthday year
1 February and 31 July	1 August in 16 <sup>th</sup>
1 August and 31 August	16 <sup>th</sup> birthday

### Country codes

6. See Country Codes – full list for details of all country codes.

## **England, Scotland, Wales and Northern Ireland**

7. To accommodate HMRC Mainframe systems within the National Insurance pay as you earn System (NPS), you must identify addresses in England, Scotland, Wales and Northern Ireland using their specific Country Codes.
8. When registering cases on NPS, if the applicant's residential or correspondence address is in:
  - England, use Country Code 114
  - Scotland, use Country Code 115
  - Wales, use Country Code 116
  - One of the six counties of Northern Ireland: Fermanagh, Armagh, Tyrone, Londonderry, Antrim and Down, use country code 008
9. For British Forces Post Office (BFPO) addresses, you must use country code for England, 114, regardless of where the applicant is based.
10. For No Fixed Abode (NFA) addresses, you must use country code 0 (not available).
11. For any other countries, including the Channel Islands and Isle of Man, they must be recorded with their own respective country code.

## **Countries not on the list**

12. There are still some instances of applicants claiming a Nationality which is not on the NPS list, for example Kurdistan.
13. In these cases you must refer to the applicant's documentary evidence – for example Kurdish people can come from Iran, Iraq or Turkey (and others) so the applicant may present an Iraqi passport but claim Kurdish nationality. You must record the nationality shown on the passport.
14. Where no such evidence can be found, and the country is not on the NPS list, then "249 Not Yet Recorded" must be used. This data is used to determine how many applicants arrive from individual countries and this determines immigration figures used by DWP statisticians. This code must only be used in exceptional circumstances where there is no other evidence to determine the correct country code.
15. Applicants from Palestine are to be recorded on NPS as '250'.

## **Date of birth errors**

16. If an error is identified on CIS or NIRS during the registration process decision makers must complete a CIS500 and refer to CIS Frontline Services. When the date of birth (DOB) is amended on CIS this will broadcast to NIRS, as long as the account is NIRS maintained and the verification levels for the DOB are the same on both systems. A DOB error not noticed at the registration stage requires a CA5401B to be emailed to the central inbox.

## **Gurkha cases**

17. A Gurkha case will be marked on the front of the CA5400 to show the form is a Gurkha application. A capital letter 'G' must be written in red at the top of the page.
18. For liability purposes, service as a Gurkha cannot be recorded for dates before 01/07/1997. An applicant who arrived in the UK before July 1997 is only recorded as having arrived on 01/07/1997 for liability purposes. Arrival after this date is recorded as the actual date of arrival.

Date arrived in UK	Date left UK
08/09/1974	08/09/1975
08/08/1986	08/09/2002
08/09/2003	

19. On this example, as service for Gurkhas cannot be recorded prior to 01/07/1997, the date of entry should be input as 01/07/1997 and the liabilities must be recorded as:

In UK	Out UK
End Date is 01/07/1997	Start Date is 08/09/2002
End Date is 08/09/2003	

### Her Majesty's Forces

20. Applications from serving members of Her Majesty's Forces (HMF) must be identified by 'HMF' annotated on the front of the CA5400.
21. In all cases where the applicant has a British Forces Post Office (BFPO) postal address you must record the country code on the address details page as England 114.
22. If the applicant has not provided any date of entry or liabilities the CIS creation date must be used as the applicant's date of entry and the liabilities page left blank.
23. If the applicant has provided liabilities these must be recorded as stated.

### International caseworker

24. These cases are for applicants who are living abroad and have applied for a NINo via International Caseworker – usually for pension or benefit purposes.
25. These forms are usually marked clearly on the front page with 'CNR' (Centre for non residents).
26. You must register these cases as normal, but take care to make sure the correct overseas country code is recorded on the address tab. In the absence of any dates of entry on the scanned CA5400, use the CIS creation date for the date of entry (but don't record this as a liability).
27. It is normal for the liability boxes to be left blank as these applicants have never been to the UK before. In this case, do not record any liability dates on NPS.
28. If the applicant has provided liability dates then these can be recorded on NPS as normal.

### Mariners cases

29. Mariners are liable for NI if they are an EU national and their boat is travelling through UK waters. The date of entry on these cases must be either:
  - the date employment commenced in UK waters (if already an EU national) or
  - the date the applicant became an EU national (if already in UK waters).
30. If this information is not given use the dates provided on form. If there are no dates on form then the CIS Creation Date must be used.

## Multiple marriages where no dates known for first marriage

31. There are occasions where an applicant has two or more marriages to record on NPS, but no end date is known for the first of these marriage/civil partnership.
32. The following procedure must be followed so that both marriage/civil partnership can be shown on NPS.
33. To enter any information you must have the partners NINo:

Step	Action
1	Input what information is available for the first marriage/civil partnership; however record the marriage status as 'Married'. Select Save.
2	Select Add and record the information for the second marriage/civil partnership exactly as it is supplied on the scanned CA5400.
3	The status of the first marriage/civil partnership will update to 'Term N/K'.
4	Go back into the previous marriage/civil partnership and change the 'Term N/K' to the reason for the marriage/civil partnership terminating as supplied on the scanned CA5400.

34. If a marriage has ended and the applicant has only stated the year for both the marriage/civil partnership start date and end dates and they are in the same year for example:

- Married: x/x/2010
- Divorce date: x/x/2010

35. The marriage/civil partnership should be recorded as 01/01/2010 and with an end date to the marriage/civil partnership as 31/12/2010

36. If the applicant has declared two divorces but has not provided an end date for the first divorce, for example:

- Previous marriage/civil partnership 1
  - Start date: 01/01/2005
  - End date: Not Known/Blank
  - Reason: Divorce
- Previous marriage/civil partnership 2
  - Start date: 01/01/2007
  - End date: 01/01/2009
  - Reason: Divorce

37. As the applicant has not recorded an end date for their previous marriage/civil partnership we cannot record these details in the usual way as NPS will reject the second previous marriage details with an error message.

38. In order to complete the marriage/civil partnership details you must follow these instructions.

Step	Action
1	Add the first previous marriage details, but record the marriage/civil partnership status as Married and then Save. <ul style="list-style-type: none"> <li>• Start date: 01/01/2005</li> <li>• End date: Blank</li> <li>• Reason: Married</li> </ul>

2	Record the second previous marriage/civil partnership details <b>without</b> the end date and then Save. <ul style="list-style-type: none"> <li>• Start date: 01/01/2007</li> <li>• End date: Blank</li> <li>• Reason: Divorced</li> </ul>
3	Go back into the first previous marriage/civil partnership details and change the Status from Married to Divorced, and then Save.
4	Then go back into the second previous marriage/civil partnership details and add in the End date and then Save

### **Names - recording information**

39. The reason for use of the other names at part 1 is written underneath the name, for example, passport name, maiden name.

40. For registration purposes, Official Identity Documents are:

- Passport (including UK visa in passport)
- Home Office Documents
- ID card
- Name Deed

41. The following names must not be recorded:

- Short versions of forenames or initials of forenames from the evidence name
- Short versions of surnames, unless the reason for use is maiden name, or genuine former name for example birth name
- Mis-spelling, but see Special circumstances.
- Job/employment letters appearing after a person's name
- Names listed on boarding card/plane ticket/student card, etc
- Forename and surname the other way to the evidence
- Cases with more than one forename and the forenames mixed up
- Same name with a different title
- Nicknames
- Bio data strip showing a shorter version of the name on the same document, for example; a middle name not included, in this case the shorter data strip name should be ignored
- False names used to avoid arrest - usually Home Office cases
- Names shown on false passports - usually Home Office cases
- Hyphenated names or names with apostrophes, for example; Smith-Jones and Smith Jones, or D'Agostino and D Agostino, use the name at Part One.
- Where an applicant's name is shown on one line but has been split up by CIS, we must accept the split up version.

42. The following must be recorded in second day action

- Married names including previous marriages, and where applicant states "Married name not used"
- Maiden names even if the maiden name is a short version of double barrelled married name.
- Genuine former names

## **Special circumstances and use of name two**

- Where applicant states spelling on evidence is incorrect you must accept their version and disregard the spelling error.
- Where an applicant states 'name used in UK/English name' you can record this as a name 2 on the first day of registration.
- Where an applicant states 'name I wish to use for HMRC purposes' or 'name I wish to use for NINO/ National Insurance purposes' this can also be added as a name 2 on the first day of registration.

Note: When you record a name as Name Type 2 on NPS, this name takes preference over Name Type 1. All correspondence to the applicant will be issued in the Name 2 listed on the system. It is important that you only use Name 2 in the circumstances listed above. See name type for further information.

43. To avoid excessive investigations into the applicant's name history, where the scanned CA5400 does not make it clear what names are current or historic, treat the name(s) at Q4 as historic and Q1/2 as the current name.

## **Northern Ireland or Republic of Ireland**

44. It is important to check that addresses clearly show whether an applicant is in Northern Ireland or the Republic of Ireland.

45. Addresses with a BT postcode are in Northern Ireland. Addresses in the following Irish counties are in Northern Ireland:

- Fermanagh
- Antrim
- Tyrone
- Londonderry
- Armagh
- Down

46. Northern Ireland addresses must use the Country Code 8 (Northern Ireland) in all circumstances.

47. Addresses which show any other Irish county must be regarded as Republic of Ireland, Country Code 117.

48. It is likely that most cross-border workers will live in the following Irish counties, which are on the border with Northern Ireland:

- Donegal
- Leitrim
- Cavan
- Monaghan
- Louth

## **Definition of UK**

- England
- Scotland
- Wales
- Northern Ireland, and
- adjacent islands.

Note: the Isle of Man (IOM) and the Channel Islands are not part of the UK. For CIS purposes the UK includes territorial waters up to the 12 mile limit.

## Definition of GB

- England
  - Scotland
  - Wales and
  - adjacent islands.
49. This does not include Northern Ireland, the IOM or the Channel Islands.
50. The six counties of Northern Ireland are:
- Fermanagh
  - Antrim
  - Tyrone
  - Londonderry (Derry)
  - Armagh
  - Down
51. All others are in the Republic of Ireland and are therefore 'Abroad'.
52. Complete the Start Date field with either:
- the date the applicant said they moved, if available or
  - the date shown on the correspondence, or
  - the date of the DWP receipt stamp if the applicant did not date the correspondence, or
  - today's date if the applicant did not date the correspondence and no DWP receipt stamp is evident
53. Complete the Date Last Confirmed field only if the applicant is confirming their address, but not if they are notifying us of a new address. Determine the date to use by referring to the Start Date criteria as shown above, and then Save.
54. If further action is required, then continue with the case as appropriate.
55. If no further action is required the case must be closed.

## Country codes – full list

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	XYZ

### A

Afghanistan	161
Albania	148
Alderney	010
Algeria	162
American Samoa	093
Andorra	121
Angola	163
Anguilla	041
Antarctica	285
Antarctic Territories (British)	058
Antigua	011
Antilles (Netherlands)	198

Argentina	164
Armenia, Republic of	098
Aruba	251
Ascension Islands	048
Australia	012
Austria	122
Azerbaijan, Republic of	106
Back to top	

## **B**

Bahamas	013
Bahrain	049
Bangladesh	084
Barbados	014
Barbuda	094
Belarus, Republic of	099
Belgium	123
Belize	183
Benin	232
Bermuda	015
Bhutan	054
Bissau (Guinea)	086
Bolivia	165
Bosnia-Herzegovina, Republic of	155
Botswana	050
Bouvet Island	252
Brazil	166
British Indian Ocean Territories	262
British Indian Ocean Territory	016
British Virgin Islands	039
Brunei	051
Bulgaria	124
Burkina Faso (Upper Volta)	246
Burma	052
Burundi	229
Back to top	

## **C**

Cambodia (Kampuchea)	281
Cameroon	168
Canada	046
Cape Verde Islands	090
Cayman Islands	017
Central African of Republic	226
Chad	234
Channel Islands	120
Chile	169



China, Peoples Republic of	170
Christmas Island	254
Cocos (Keeling) Island	253
Colombia	171
Comoro Islands	091
Congo	233
Congo, The Democratic Republic	280
Cook Islands	018
Costa Rica	173
Cote d'Ivoire (Ivory Coast)	188
Croatia, Republic of	156
Cuba	174
Cyprus	149
Czech Republic	242
Back to top	

## D

Democratic Yemen	070
Denmark	126
Djibouti	227
Dominica, The Commonwealth of	019
Dominican Republic	175
Back to top	

## E

East Timor	276
Ecuador	176
Egypt	177
El Salvador	178
England	114
Equatorial Guinea	092
Eritrea	256
Estonia, Republic of	107
Ethiopia	179
Back to top	

## F

Falkland Islands and Dependencies	020
Faroe Islands	152
Federal Republic of Yugoslavia	159
Fiji	021
Finland	127
France	128
French Guiana	258
French Overseas Department	222
French Polynesia	268
French Southern Territories	274

<a href="#">Back to top</a>
-----------------------------

## G

Gabon	223
Gambia	055
Georgia, Republic of	108
Germany	130
Ghana	056
Gibraltar	002
Great Britain	001
Greece	131
Greenland	045
Grenada	042
Guadeloupe	259
Guam	047
Guatemala	181
Guernsey	003
Guinea	231
Guyana	057
<a href="#">Back to top</a>	

## H

Haiti	182
Heard Island & McDonald Island	261
Holland (Netherlands)	135
Honduras	230
Hong Kong	024
Hungary	132
<a href="#">Back to top</a>	

## I

Iceland	150
India	059
Indian Ocean Territories (British)	262
Indian Ocean Territory (British)	016
Indonesia	184
Iran	185
Iraq	186
Irish Republic	117
Isle of Man	007
Israel	187
Italy	133
Ivory Coast (Cote D'Ivoire)	188
<a href="#">Back to top</a>	

**J**

Jamaica	023
Japan	189
Jersey	004
Jordan	060
Back to top	

**K**

Kampuchea (Cambodia)	167
Kazakhstan	100
Kenya	061
Kiribati	022
Kuwait	062
Kyrgyzstan, Republic of	101
Back to top	

**L**

Laos	224
Latvia, Republic of	109
Lebanon	190
Lesotho	063
Liberia	191
Libya	064
Liechtenstein	151
Lithuania, Republic of	110
Luxembourg	134
Back to top	

**M**

Macau	192
Macedonia, Former Yugoslavian Republic	157
Madagascar (Malagasy Republic)	193
Malagasy Republic	193
Malawi	065
Malaysia	066
Maldives Islands	016
Mali	239
Malta	005
Marshall Islands	263
Martinique	266
Mauritania	240
Mauritius	025
Mayotte	279
Mexico	194
Micronesia, Federation of	257

Moldova, Republic of	102
Monaco	147
Mongolia	087
Monserrat	026
Montenegro	283
Morocco	195
Mozambique	196
Myanmar (Burma)	264
Back to top	

## N

Namibia	083
Nauru	044
Nepal	197
Netherlands	135
New Caledonia	199
New Zealand	028
Nicaragua	200
Niger	241
Nigeria	068
Niue	267
Norfolk Island	029
North Korea	088
North Yemen	220
Northern Ireland	008
Northern Mariana Islands	265
Norway	136
Not Known	248
Back to top	

## O

Oman	067
------	-----

## P

Pakistan	069
Palau	271
Palestine	250
Panama	201
Papua New Guinea	030
Paraguay	202
Peru	203
Philippines	204
Pitcairn	270
Poland	137
Portugal	138
Principe & Sao Tome	089

Puerto Rico	205
Back to top	

## Q

Qatar	071
-------	-----

## R

Republic of Ireland	117
Republic of Montenegro	283
Republic of Serbia	284
Reunion	272
Rumania	139
Russia	282
Russian Federation	097
Rwanda	225
Back to top	

## S

Sabah	073
Saint Pierre & Miquelon	269
Samoa (American)	093
San Marino	153
Sarawak	074
Sark	006
Saudi Arabia	207
Scotland	115
Senegal	208
Serbia	284
Seychelles	034
Sharjah	075
Sierra Leone	076
Singapore	077
Slovak Republic	243
Slovenia, Republic	158
Solomon Islands	035
Somalia	209
South Africa	072
South Georgia & South Sandwich Islands	260
South Korea	210
South Yemen	070
Spain (including Balearic & Canary Islands)	140
Sri Lanka	053
St Helena & Dependencies	031
St Kitts-Nevis	032
St Lucia	043

St Martins	096
St Vincent	033
Stateless	250
Sudan	212
Surinam	228
Svalbard & Jan Mayern	273
Swaziland	078
Sweden	141
Switzerland	142
Syria	213
Back to top	

## T

Tahiti	244
Taiwan (Formosa)	180
Tadjikistan, Republic of	103
Tanzania	079
Thailand	214
Togo	215
Tokelau	275
Tonga	085
Tours	009
Trinidad & Tobago	037
Tristan da Cunha	245
Tunisia	216
Turkey	143
Turkmenistan, Republic of	104
Turks & Caicos Islands	038
Tuvalu	036
Back to top	

## U

Uganda	081
Ukraine	111
United States Minor Outlying Islands	277
United Arab Emirates	080
Upper Volta (Burkina Faso)	246
Uruguay	217
USA	218
USA Virgin Islands	095
Uzbekistan, Republic of	105
Back to top	

## V

Vanuatu	027
Vatican City	154
Venezuela	219

Vietnam	211
Virgin Islands (British)	039
Virgin Islands (USA)	095
Back to top	

## W

Wales	116
Wallis & Futuna Islands	278
Western Sahara	255
Western Samoa	040
Back to top	

## Y

Yemen Arab Republic	220
Yemen Democratic	070
Yemen, Peoples Democratic Republic of (South Yemen)	070
Yugoslavia, Federal Republic	159
Back to top	

## Z

Zaire (Congo, Democratic Republic)	280
Zambia	082
Zimbabwe	206
Back to top	