

## Instruction Document - CIS Verification Request

**Please Note:** Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

**M1 Subcontractor Type:** From the drop down list, select whether the subcontractor's business type is a. Soletrader, partner, trust or a company. This field is mandatory.

**M2 Title:** Enter here the title of the subcontractor. Eg: Mr,Mrs,Miss, Ms.

Please note that the 'Space' is not allowed in between the characters and the length should not exceed more than 4 characters.

**M3 First Forename:** Enter here the subcontractor's first name. Please note that this field must be completed, if 'Trading Name' is not completed.

Please note that the 'Space' is not allowed in between the characters and the length should not exceed more than 35 characters.

You should use only characters defined in schema i.e, A-Z upper or lower case, hyphen or apostrophe.

Please note, the below mentioned special characters **must not be used** when you enter the Forename.

1. ` This is not an apostrophe, it is a grave accent. Please do not use this special character instead of apostrophe.
2. . full stop
3. , comma
4. \_ underscore
5. ( ) opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. \* asterisk
10. ? question mark

**M4 Second Forename:** Enter here the subcontractor's second forename. Please note that if the 'Trading Name' is completed, then an entry will not be allowed in this field.

You should use only characters defined in schema i.e, A-Z upper or lower case, hyphen or apostrophe.

Please note that the 'Space' is not allowed in between the characters and the length should not exceed more than 35 characters.

Please note, the below mentioned special characters **must not be used** when you enter the Forenames.

1. ` This is not an apostrophe, it is a grave accent. Please do not use this special character instead of apostrophe.
2. . full stop
3. , comma
4. \_ underscore
5. ( ) opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. \* asterisk

10. ? question mark.

**M5 Surname:** Enter here the subcontractor's surname. Please note that this field must be completed if 'Trading Name' is not completed and it must be completed if 'First Name' is completed.

You should use only the characters defined in the schema should be used i.e. A-Z upper or lower case, digits 0-9, comma, period, forward slash, ampersand, hyphen, space, apostrophe and brackets.

Please note that the length should not exceed more than 35 characters.

Please note that the below mentioned special characters **must not be used** when you enter the Surname

1. Please stop inclusion of leading or trailing spaces when you enter the Surname. For example if the Surname is O'Connor, do not include space before O'Connor or after O'Connor
2. ` This is not an apostrophe, it is a grave accent. Please do not use this special character instead of apostrophe. For example in the surname the apostrophe must be entered as O'Connor, not as O`Connor
3. leading space.
4. \* asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

**M6 Trading Name:** Enter here the trading name of the subcontractor. Please note that, if this field must be completed only if subcontractor's name is not completed.

Please note that the length should not exceed more than 56 characters.

**M7 UTR (Unique Taxpayer Reference):** Enter here the subcontractor's UTR (Unique Taxpayer Reference) if the subcontractor's business type is soletrader, company or trust.

Please note that the length should not exceed more than 10 digits and the UTR format should only be numeric.

**M8 NINO if Sole Trader:** Enter here the subcontractor's NINO if the subcontractor's business type is soletrader or partnership.

Please note that the length should not exceed more than 9 characters.

Please note that the NINO must be in the following format:

- 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

**M9 Company Reg. No if Company:** Enter here the Company registration number if the subcontractor's business type is Company or Partnership.

Please note that the company registration number must be in one of the following formats

- (a) 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) Characters 1-8 must be numeric

The numeric field must have a least 1 digit and not more than 8

M10 **Partnership Name:** Enter here the partnership name if the subcontractor's business type is partnership only. Please note that the length should not exceed more than 56 characters.

**M11 Address Line 1:** Enter here the subcontractor's address. This field is mandatory.

Please note the following when you enter the address

1. Address should be maximum of 4 lines including the Post Code
2. A single address line can contain maximum of 35 characters including spaces.
3. Please do not enter any invalid characters as mentioned for Surname and forename.
4. Please do not leave any line empty.

M12 **Address Line 2:** Enter here the subcontractor's address.

M13 **Address Line 3:** Enter here the subcontractor's address.

M14 **Address Line 4:** Enter here the subcontractor's address.

M15 **Postcode:** Enter here the Postcode of subcontractor's address. Eg. EP1 3SO

Please note that the Postcode should not exceed more than 8 characters.

M16 **Country:** Enter here the Country of subcontractor's address.

M17 **Telephone Number:** Enter here the subcontractor's telephone number.

Please note that the telephone number should not exceed more than 14 digits.