Declaration of Compliance file upload template guide

The information you need to provide

The information that you need to provide for the declaration of compliance file upload facility is in the table below, including the format of the data and whether this information is mandatory.

Please note all fields **must only contain** these characters;
A to Z, a to z, 0 to 9 [space], [comma], [full stop], !,#,$,%,&,(,),*,;,+,-,/,:,,=,?,@,[,],\ ,`,'._

Column letter	Data item	Explanation	Mandatory	Format
A	Employer Name	The person or organisation by whom the member of staff is employed	Yes	Free format
B	Letter Code	A unique, 10-digit number that appears on each automatic enrolment letter the employer receives from The Pensions Regulator	Yes	Must be a 10 digit number starting with 1

C	Companies House Number	A reference allocated by Companies House	Yes (if registered with Companies House)	One of the following: • 2 Alpha followed by 6 Numeric (AANNNNNN) • 8 Numeric (NNNNNNNN) Examples: GB012345 , 01234567
D	Industrial and Provident Society Number	A number given to an organisation working as a co-operative for the benefit of the community	Yes (if applicable and C does not apply)	"IP" followed by 5 Numeric followed by 1 Alpha ("IP"NNNNNA) Example: IP01234F
E	Registered Charity Number	A number allocated to a registered charity	Yes (if applicable and C and D do not apply)	One of the following: • "SC" followed by 6 Numeric ("SC"NNNNNN) • 6 Numeric (NNNNNN) • 7 Numeric (NNNNNNN) Examples: SC012345 , 012345, 0123456

F	VAT Registration Number	Employer's VAT number	Yes (if applicable and C, D and E do not apply)	One of the following: • "GB" followed by 9 Numeric ("GB"NNNNNNNNN) • 12 Numeric (NNNNNNNNNNNN) • "GB" followed by 2 Alpha followed by 3 Numeric ("GB"AANNN) Examples: GB012345678 , 012345678901 , GBGD123 , GBHA012
G	Employer senior contact title	Employer senior contact title, eg Mr, Mrs, Ms	Yes	Free format
H	Employer senior contact first name	Employer senior contact first name	Yes	Free format
I	Employer senior contact last name	Employer senior contact last name	Yes	Free format
J	Employer senior contact job title	Employer senior contact job title. This will be the chief executive, managing director, business owner or equivalent	Yes	Free format

K	Employer senior contact email preferred	Indicate whether email is the preferred channel for official communications including legal service. This channel will be used by The Pensions Regulator to send all communications (including, for example, statutory notices) to the employer	Yes	Preference for email channel indicated by Y or N
L	Employer senior contact email address	Employer senior contact email address	Yes	Free format
M	Employer Address Line 1	Employer's address line 1	Yes	Free format
N	Employer Address Line 2	Employer's address line 2	No	Free format
O	Employer Address Line 3	Employer's address line 3	No	Free format

P	Employer City	Employer's city	No	Free format
Q	Employer County	Employer's county	No	Free format
R	Employer Country	Employer's country	Yes	Free format
S	Employer Postcode	Employer's postcode	Yes (only if UK)	Free format
T	PAYE Scheme Reference 1	Please enter the reference of each PAYE scheme used, excluding any that are used solely to pay pension benefits to retired members of staff	Yes or if a PAYE scheme reference does not exist for the employer enter 'NONE' (case sensitive)	This is a three digit tax district number followed by the reference eg 123/A246. This is the reference allocated by HM Revenue & Customs (HMRC)
U	PAYE Scheme Reference 2	Please enter the reference of each PAYE scheme used, excluding any that are used solely to pay pension benefits to retired members of staff	No	This is a three digit tax district number followed by the reference eg 123/A246. This is the reference allocated by HMRC

Column letter	Data item	Explanation	Mandatory	Scheme type	Format
V	PAYE Scheme Reference 3	Please enter the reference of each PAYE scheme used, excluding any that are used solely to pay pension benefits to retired members of staff	No		This is a three digit tax district number followed by the reference eg 123/A246. This is the reference allocated by HMRC
W	PAYE Scheme Reference4	Please enter the reference of each PAYE scheme used, excluding any that are used solely to pay pension benefits to retired members of staff	No		This is a three digit tax district number followed by the reference eg 123/A246. This is the reference allocated by HMRC
Provide details of all pension scheme(s) used for automatic enrolment. If the employer does **not** have any eligible jobholders to automatically enrol go to column AJ					
Column letter	Data item	Explanation	Mandatory	Scheme type	Format
X	Pension Scheme 1 Type	Type of pension scheme (personal, occupational or NEST	Yes	All	Must be 'personal' or 'occupational 'or 'NEST'
Y	EPSR or Unique Employer NEST ID scheme (1)	This is the employer pension scheme reference. This is allocated to the employer by the trustees or managers of the scheme	Yes	Personal pension, multi employer occupational pension scheme or NEST	Format for Unique Employer NEST ID is EMP followed by 9 numeric digits

Z	Name of Pension Scheme Provider 1	Name of the pension scheme provider	Yes	Personal	Free format
AA	Postcode of Scheme Provider 1	Postcode of the pension scheme provider	Yes	Personal	Free format
AB	Pension Scheme1 Address Line 1	First line of the address for the pension scheme provider	Yes	Personal	Free format
AC	Pension Scheme 1 Address Line 2	Second line of the address for the pension scheme provider	No	Personal	Free format
AD	Pension Scheme 1 Address Line 3	Third line of the address for the pension scheme provider	No	Personal	Free format
AE	Pension Scheme 1 City	City of the pension scheme provider	No	Personal	Free format
AF	Pension Scheme 1 County	County of the pension scheme provider	No	Personal	Free format
AG	Pension Scheme 1 Country	Country of the pension scheme provider	Yes	Personal	Free format

AH	Pension Scheme 1 Name	Name of the pension scheme	Yes	Occupational (excluding NEST)	Free format
AI	Pension Scheme 1 PSR	Pension scheme registry number	Yes	Occupational (excluding NEST)	"1" followed by 7 numeric digits ("1"NNNNNNN) Example: 10123456
AJ	Number of eligible jobholders enrolled into Pension Scheme 1	Number of eligible jobholders who were automatically enrolled into the first pension scheme	Yes	All	Number(enter zero if the employer has no eligible jobholders to automatically enrol)
AK	Pension Scheme 2 Type	Type of pension scheme (personal, occupational or NEST)	Yes	All	Must be 'personal' or 'occupational' or 'NEST'
AL	EPSR or Unique Employer NEST ID scheme (2)	This is the employer pension scheme reference. This is allocated to the employer by the trustees or managers of the scheme	Yes	Personal pension, multi employer occupational pension scheme or NEST	Format for Unique Employer NEST ID is EMP followed by 9 numeric digits
AM	Name of Pension Scheme Provider 2	Name of the pension scheme provider	Yes	Personal	Free format
AN	Postcode of Scheme Provider 2	Postcode for the second pension scheme provider	Yes (only if UK)	Personal	Free format

AO	Pension Scheme 2 Address Line 1	First line of the address for the second pension scheme provider	Yes	Personal	Free format
AP	Pension Scheme 2 Address Line 2	Second line of address for the second pension scheme provider	No	Personal	Free format
AQ	Pension Scheme 2 Address Line 3	Third line of address for the second pension scheme provider	No	Personal	Free format
AR	Pension Scheme 2 City	City of the second pension scheme provider	No	Personal	Free format
AS	Pension Scheme 2 County	County of the second pension scheme provider	No	Personal	Free format
AT	Pension Scheme 2 Country	Country of the second pension scheme provider	Yes	Personal	Free format
AU	Pension Scheme 2 Name	Name of the second pension scheme	Yes	Occupational (excluding NEST)	Free format
AV	Pension Scheme 2 PSR	Pension scheme registry number	Yes	Occupational (excluding NEST)	"1" followed by 7 numeric digits ("1"NNNNNNN) Example: 10123456

AW	Number of eligible jobholders enrolled into Pension Scheme 2	Number of eligible jobholders who were automatically enrolled into the second pension scheme	Yes	All	Number (enter zero if the employer has no eligible jobholders to automatically enrol)
AX	Pension Scheme 3 Type	Type of pension scheme (NEST, personal or occupational)	Yes	All	Must be 'personal' or 'occupational' or 'NEST'
AY	EPSR or Unique Employer NEST ID scheme (3)	This is the employer pension scheme reference. This is allocated to the employer by the trustees or managers of the scheme	Yes	Personal pension, multi employer occupational pension scheme or NEST	Format for the Employer NEST ID is EMP followed by 9 numeric digits
AZ	Name of Pension Scheme Provider 3	Name of the third pension scheme provider	Yes	Personal	Free format
BA	Postcode of Scheme Provider 3	Postcode of the third pension scheme provider	Yes (only if UK)	Personal	Free format
BB	Pension Scheme 3 Address Line 1	First line of the address for the third pension scheme provider	Yes	Personal	Free format
BC	Pension Scheme 3 Address Line 2	Second line of the address for the third pension scheme provider	No	Personal	Free format

BD	Pension Scheme 3 Address Line3	Third line of the address for the third pension scheme provider	No	Personal	Free format
BE	Pension Scheme 3 City	City of the third pension scheme provider	No	Personal	Free format
BF	Pension Scheme 3 County	County of the third pension scheme provider	No	Personal	Free format
BG	Pension Scheme 3 Country	Country of the third pension scheme provider	Yes	Personal	Free format
BH	Pension Scheme 3 Name	Name of the third pension scheme	Yes	Occupational (excluding NEST)	Free format
BI	Pension Scheme 3 PSR	Pension scheme registry number	Yes	Occupational (excluding NEST)	"1" followed by 7 numeric digits ("1"NNNNNNN) Example: 10123456
BJ	Number of eligible jobholders enrolled into Pension Scheme 3	Number of eligible jobholders who were automatically enrolled into the third pension scheme	Yes	All	Number (enter zero if the employer has no eligible jobholders to automatically enrol)

Item number	Template data item name	Explanation	Mandatory	Format
BK	Total workers in employment	Total number of workers in employment on the duties start date or staging date	Yes	Number (must be the sum of columns AJ, AW, BJ, BL, BM, BN)
BL	Workers already in a qualifying scheme	Number of workers who were already active members of a qualifying scheme on the duties start date or staging date. This includes all workers who were contractually enrolled	Yes	Number, (enter zero if the employer has no workers already in a qualifying scheme)
BM	Eligible jobholders subject to transitional period	Number of eligible jobholders subject to transitional arrangements (only applicable if the employer is using a defined benefit or hybrid pension scheme)	Yes	Number (enter zero if the employer has no eligible jobholders who are subject to transitional arrangement)
BN	Other workers	This is everybody else in employment on the duties start date or staging date, including those who have opted in during their postponement period, and anyone who has since left employment	Yes	Number, (enter zero if this does not apply to the employer)
BO	Deferral date	The last day of the postponement period(s) (if applicable)	Yes if postponement has been used	DD/MM/YYYY