

# European Cross-Border Payments Reporting (CESOP): Registration and Filing Guidelines

Document updated March 2024.

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## Executive Summary

The purpose of this manual is to provide a detailed overview of the procedures and criteria for the registration of entities which have EU cross-border payments reporting (hereafter CESOP) obligations in Ireland. This document further outlines the Revenue technical specifications and procedures for the filing of CESOP reports in Ireland.

The registration processes to be used will vary depending on whether the PSP or filing entity is resident in Ireland or non-resident. Non-resident entities will be required to provide further details for verification as outlined in [section 2.2](#).

All non-resident registrations are subject to a two-stage verification process which incorporates a manual review. To ensure timely completion of the registration process, it is recommended that all Non-Resident PSPs commence registration for CESOP in Ireland at least one month in advance of their first filing deadline.

Once registered, all filing for CESOP will be conducted through our Revenue Online Services ([ROS](#)).

All information for PSPs who have a reporting obligation for CESOP is available through our dedicated [webpage](#) on revenue.ie.

## 1 Registration Process for CESOP

There are potentially three types of entities who may register to file for [CESOP](#):

1. Payment Service Providers (PSPs)
2. Agents (Tax Agents/Advisors) with a valid National Tax Advisor Identification Number ([TAIN](#)) authorised to file on behalf of a PSP; and
3. Other third-party reporting intermediaries including technical service providers who have been authorised to file on behalf of a PSP.

These entities can either be residents of Ireland or non-resident. For the purpose of these guidelines, a resident entity is defined as one with a fixed place of business and a current tax registration or TAIN in Ireland. The registration process and criteria to be provided by each entity during registration will differ according to their residency.

1. **PSP Registration** - The following registration channels must be used by PSPs depending on their residency status:
  - a) **Resident/established in Ireland** - A PSP with a reporting obligation for CESOP, may register to file on their own behalf. The PSP will use their existing Revenue Online Service ([ROS](#)) cert to register. This process is outlined in [section 2.1](#).
  - b) **Non-resident/non-established in Ireland** - Non-Irish Resident PSPs must register for CESOP using the Revenue Non-Resident Registration ([NRR](#)) app. Once they have been registered using the NRR app, they will then be able to register for the Revenue Online Service ([ROS](#)) to

fulfil their filing obligations for CESOP. This process is outlined in [section 2.2](#).

2. **Tax Agents/Advisors** – The correct registration process to be used in order to file on behalf of a Client will depend on the residency of the Tax Agent/Advisor:

- a) **Tax Agents/Advisors who are Residents of Ireland with a valid TAIN**  
A tax Agent or Advisor with a valid [TAIN](#) may use their existing agent cert to register a new or existing Client to meet their CESOP reporting obligation, or to register on behalf of their Client through their existing ROS account.

This process will require upload of an Agent link Notification or an Agent Consent Form (which must be completed and signed by both parties) through ROS at the time of registration. If either the Agent link Notification or Agent Consent Form is not complete, the registration application cannot be completed. The customer will need to download either the Agent Link Notification or Agent Consent Form and complete offline. Once the Form has been completed offline, the customer may log into Revenue Online Service and proceed with registration.

- I. [Section 2.5](#) outlines the process for the Agent or Advisor to register an existing Client (PSP) for a CESOP Reporting Obligation.
- II. [Section 2.6](#) outlines the process for the Agent or Advisor to register a new Client (PSP) for a CESOP Reporting Obligation where the Client has an existing Revenue Tax Registration Number or Customer Number.

- b) **Non-Resident Tax Agents/Advisors who do not have a valid TAIN** – Such Agents or Advisors will not be able to use ROS to register as a filer acting on behalf of a Client for CESOP. For this process the PSP (Client) must register for CESOP first using either the [ROS](#) or Non-Resident Registration process above. Once registered, the PSP can grant a [subcert](#) to the Agent or Advisor through the [ROS](#) facility. This process is outlined in [section 2.7](#).

3. **Third-Party Reporting Intermediary** - Revenue has an established [ROS](#) functionality which enables PSPs to authorise a third-party intermediary to report for CESOP on their behalf. This intermediary may be, for example, a separate entity within the organisation which provides a centralised CESOP reporting function, or an outsourced service provider who is providing CESOP technical support to the PSP. This facility has been provided to support PSPs in meeting their filing obligations for CESOP, and is outlined in [section 2.8](#).

The process for registering third-party reporting intermediaries for CESOP is similar to that of Section 2b above for “non-resident Agent”. In this circumstance, the PSP (Client with reporting obligation for CESOP in Ireland) must firstly register for CESOP using either the [ROS](#) facility or the Revenue Non-Resident Registration ([NRR](#)) Application. Once this is complete and access has been granted, the PSP will be able to authorise and issue a [subcert](#) to the reporting intermediary who may then use the ROS facility to file on behalf of the PSP.

All information relating to the authorising of [subcerts](#) through ROS is available on the Revenue website.

Any PSP with a CESOP reporting obligation is legally responsible for ensuring that their CESOP filing obligations have been met. Any PSP who has outsourced their reporting to a third-party entity, an intermediary or an Agent (including those who have been granted a ROS [subcert](#)) is responsible for ensuring that the reporting has been carried out correctly on their behalf. These verifications may include:

- ensuring that all submissions made on their behalf by the intermediary are accurate and complete;
- verifying that all submissions made on their behalf by the intermediary have passed validation at National and EU level;
- ensuring that the reporting intermediary has reported all corrections and resubmissions as requested by Revenue or the EU CESOP System.

In the event of any non-compliance, the PSP with the reporting obligation for CESOP is the responsible party.

## 2 Payment Service Provider (PSP) Registration for CESOP

### 2.1 Registration of a Resident PSP for CESOP Reporting

This step can only be completed once the Customer is already registered for [ROS](#). If the Customer is not registered for ROS, refer to [section 2.3](#).

Otherwise, the following steps (2.1.1 to 2.1.10) set out the process for an Irish-resident PSP to register a [CESOP](#) Reporting Obligation.

2.1.1 Log into [ROS](#).

2.1.2 Under the “My Services” tab, select “Manage Reporting Obligations” from the list of services on the left-hand side of the screen

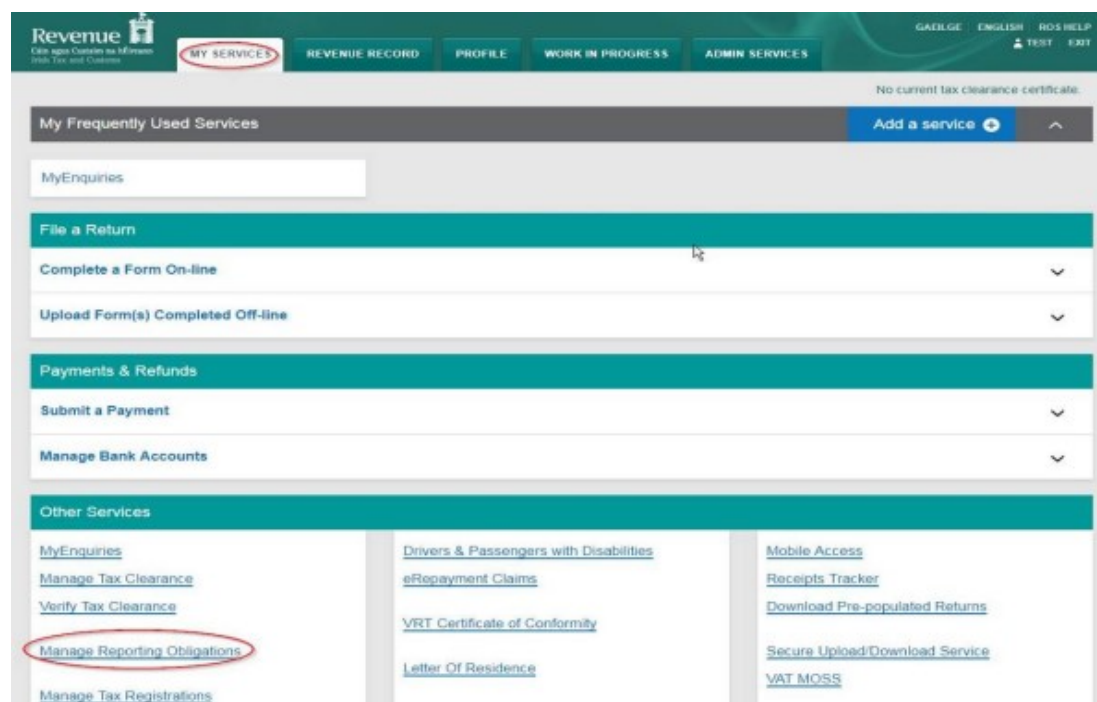


Figure 1: Customer My Services screen

2.1.3 Go to “CESOP” in the listing under “Registration Options”.

Select “Register” on the right-hand list corresponding to the registration option “CESOP”

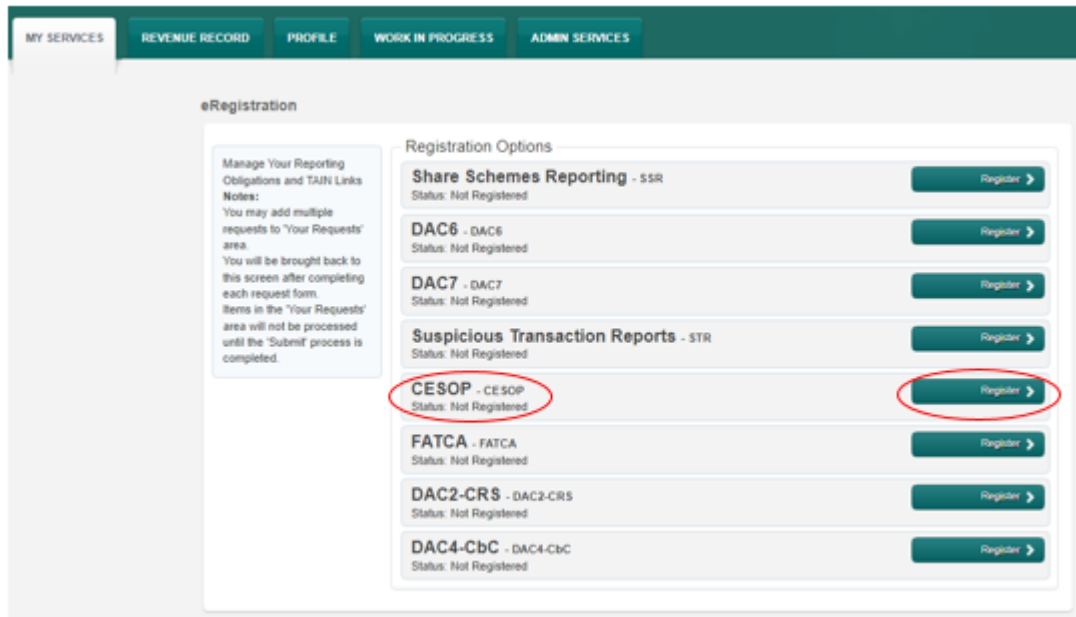


Figure 2: Customer CESOP registration screen

- 2.1.4 Enter the registration date in the format DD/MM/YYYY (i.e. the start date of the reporting obligation) and click “Add To Your Requests”.

Note: The date entered must not be later than current date.

The PSP must enter their Central Bank/Euro Banking National ID. This is issued by either the Central Bank of Ireland or the European Banking Authority

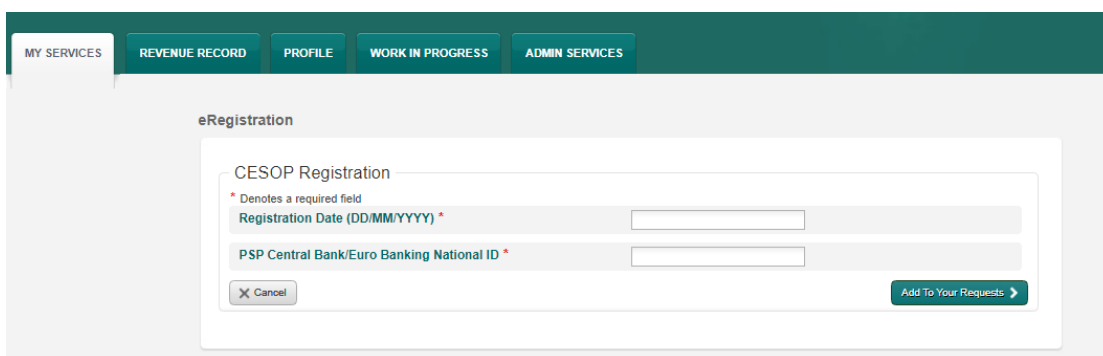


Figure 3: Customer CESOP registration screen



- 2.1.5 The registration request will be added to “Your Requests” on the right-hand side of the screen.

Click “Submit”.

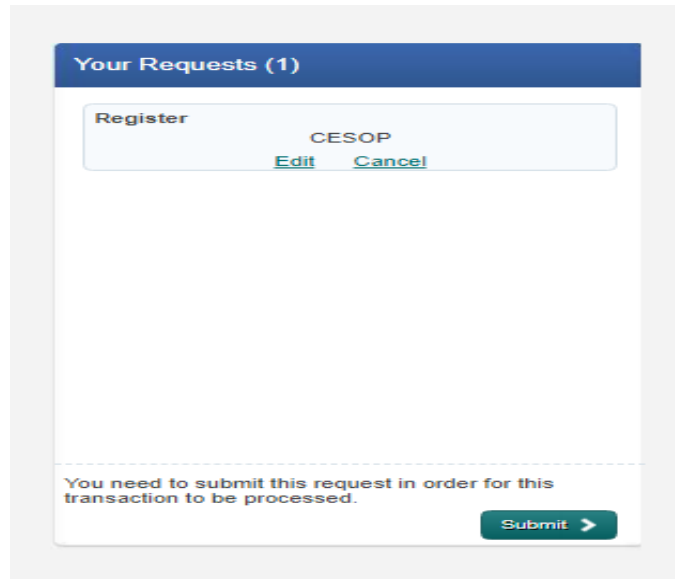


Figure 4: Customer submit registration screen

- 2.1.6 On the next screen, click “Sign and Submit” to enter the final screen.

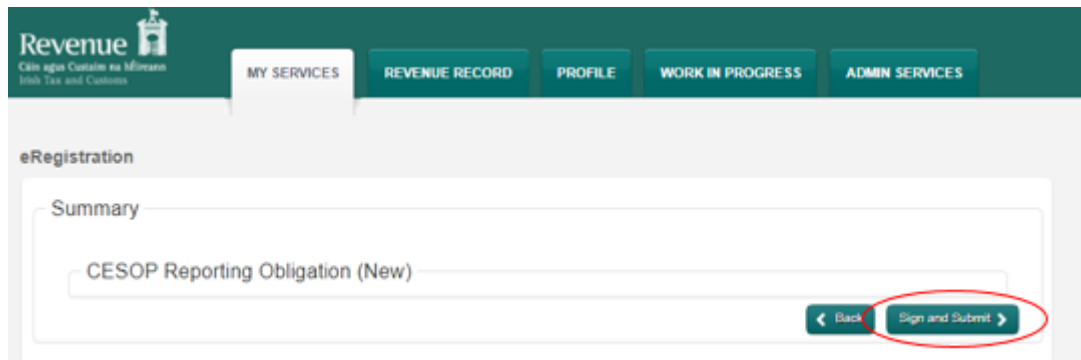



Figure 5: Customer sign and submit registration screen

- 2.1.7 The Customer will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

**Return**

**Information**  If your **transaction** is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

**Sign & Submit**

Certificate  [Help](#)

Enter Password

0%

Figure 6: Customer sign and submit password screen

- 2.1.8 The Customer will receive a ROS Acknowledgement and a Notice Number, which the Customer may wish to print for their records. Click “OK” to return to the My Services page.

**ROS Acknowledgement**

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.

Notice Number **4132660221G**

eRegistration summary:

Action	Status	Comments
Register CESOP	Success	

To return to My Services page click the OK button

Figure 7: Customer registration confirmation screen

- 2.1.9 The Customer will receive a new notification under their ROS “Revenue Record” to confirm that the Customer has been registered for a CESOP Reporting Obligation.

The customer may click on the notice number for confirmation and details of the registration.

Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
4171297811L				Reporting Entity Registr	N/A	03/08/2023
5179993577S				Reporting Entity Registr	N/A	03/08/2023

Figure 8: Customer Revenue Record screen

2.1.10 When the notice number is selected, the following Notice will appear, which the Customer may wish to print for their records.

Notice Number: 4132660221G

This is a notice of the Registration Submitted to Revenue Commissioners on 30/11/2023

Date Submitted: 30/11/2023

**eRegistration**

CESOP Reporting Obligation (New)

Status Success

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction

Print >

Figure 9: Customer registration confirmation screen

**NOTE: After completion of this process, the Customer should allow up to three working days for the CESOP reporting obligation to be registered. It will not be possible to upload a CESOP file for this Client in ROS until the obligation has been registered.**

## 2.2 Registration of a Non-Resident Payment Service Provider (PSP) for CESOP Reporting

Non-Resident PSP registration is a three-step process:

1. The Non-resident PSP must Register for their CESOP Reporting Obligation via the Revenue [NRR](#) app;
2. Once Step 1 is approved, the PSP will receive a system password in order to obtain their Tax Registration Number (TRN);
3. The PSP must then register for [ROS](#) using TRN provided.

Each step must be completed before progressing to the next step.

- 2.2.1 In order to commence the registration process, Non- Resident Payment Service Providers who wish to register in order to meet their reporting obligations in Ireland should proceed to the Registration and Confirmation portal.

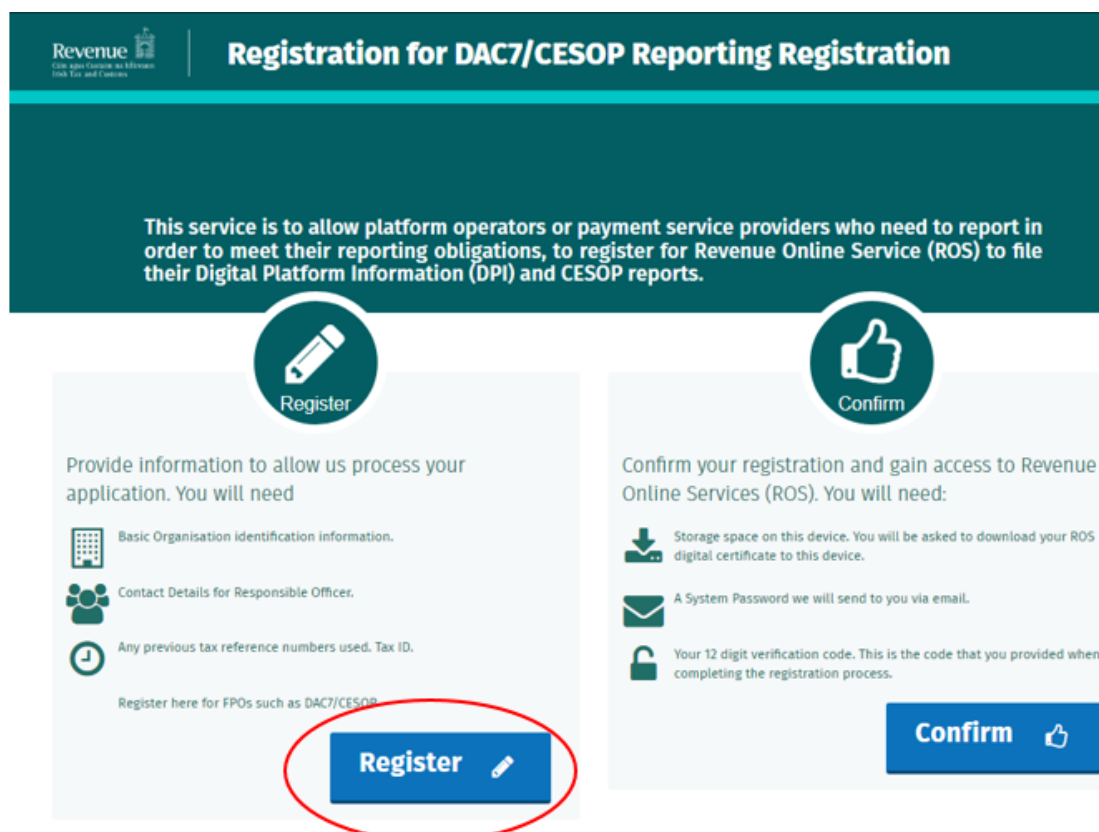


Figure 10: CESOP Registration Introduction Screen

2.2.2 Select the CESOP option

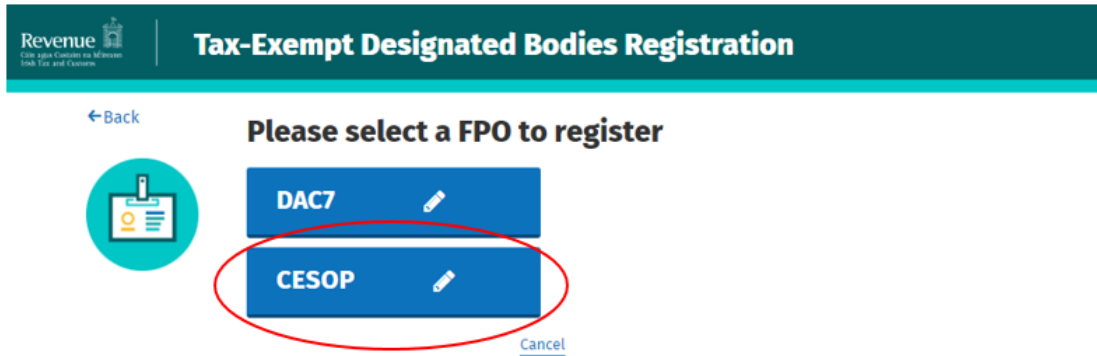


Figure 11: Non-Resident Payment Service Provider selection screen


### 2.2.3 Provide the required PSP-specific information in the appropriate fields.

Revenue  
Corporation Tax  
Web, Tax and Customs

## Payment Service Providers (CESOP) Registration

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### Reporting Entity Details


 Reporting Entity Details

Payment Service Provider Name

Trading As (if different)

PSP Entity Type

Incorporation No


Responsible Person 

Responsible Person Position Held

Previously registered in Ireland

---

### Address Details

 Address Details

Address Line 1

Address Line 2

Address Line 3

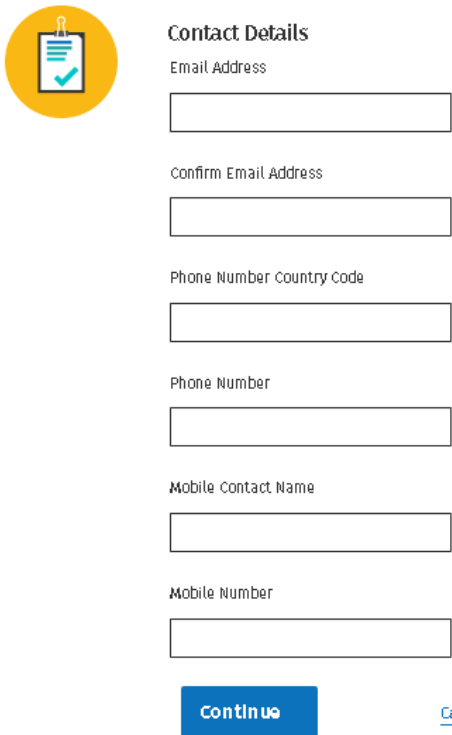
Country

Post Code

Figure 12: Reporting Entity Detail Screen

## 2.2.4 Complete the email address and contact details screens.

**Note: The email address must be a unique address i.e. not previously or currently used for an existing ROS registration.**



**Contact Details**

Email Address

Confirm Email Address

Phone Number Country Code

Phone Number

Mobile Contact Name

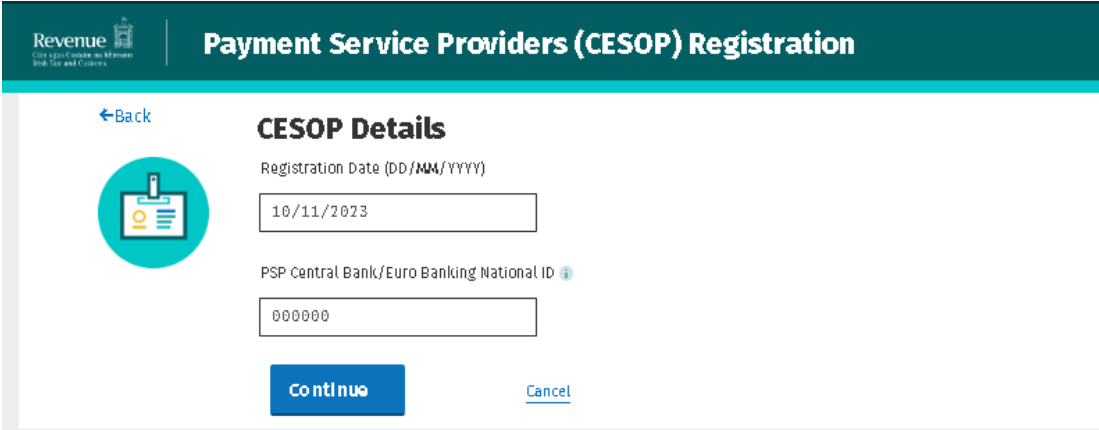
Mobile Number

[Continue](#) [Cancel](#)

Figure 13: Email Address and contact details screen

## 2.2.5 Complete the Payment Service Provider CESOP Registration Details screen. Please note that:

- The Registration Date cannot be a date in the future.
- The PSP must enter their Central Bank/Euro Banking National ID. This is issued by either the Central Bank of Ireland or the European Banking Authority
- Select “Continue”.



Revenue  
 The State's Central Revenue Authority  
 for Tax and Customs

**Payment Service Providers (CESOP) Registration**

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**CESOP Details**

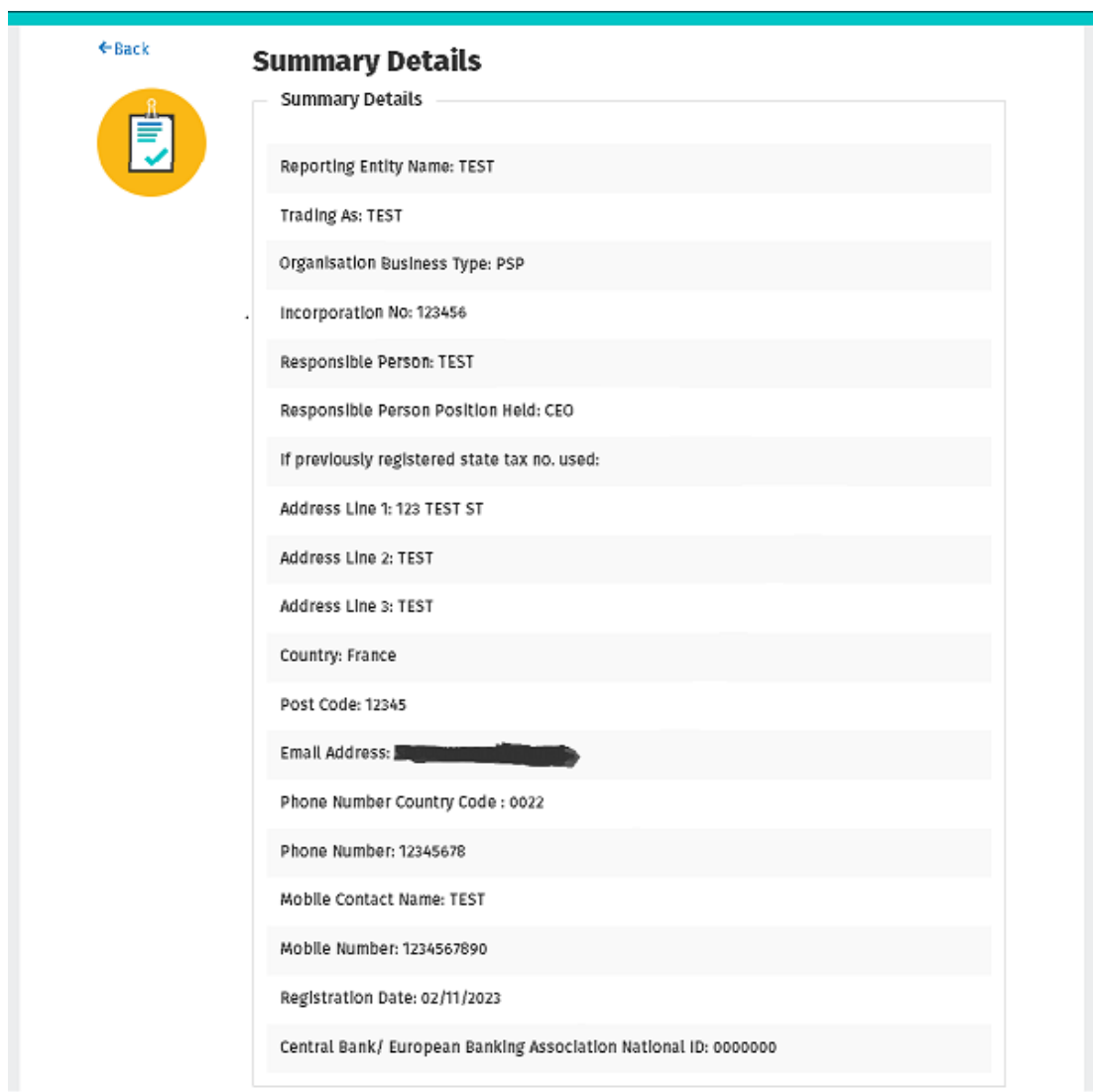
Registration Date (DD/MM/YYYY)

PSP Central Bank/Euro Banking National ID ⓘ

[Continue](#) [Cancel](#)

Figure 14: Payment Service Provider CESOP Registration Date screen

- 2.2.6 Following completion of the CESOP details screen, the customer will be presented with a summary screen. On this summary screen, the customer is requested to check the details and confirm that the information entered is accurate.



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### Summary Details

Summary Details

Reporting Entity Name: TEST

Trading As: TEST

Organisation Business Type: PSP

Incorporation No: 123456

Responsible Person: TEST

Responsible Person Position Held: CEO

If previously registered state tax no. used:

Address Line 1: 123 TEST ST

Address Line 2: TEST

Address Line 3: TEST

Country: France

Post Code: 12345

Email Address: [REDACTED]

Phone Number Country Code : 0022

Phone Number: 12345678

Mobile Contact Name: TEST

Mobile Number: 1234567890

Registration Date: 02/11/2023

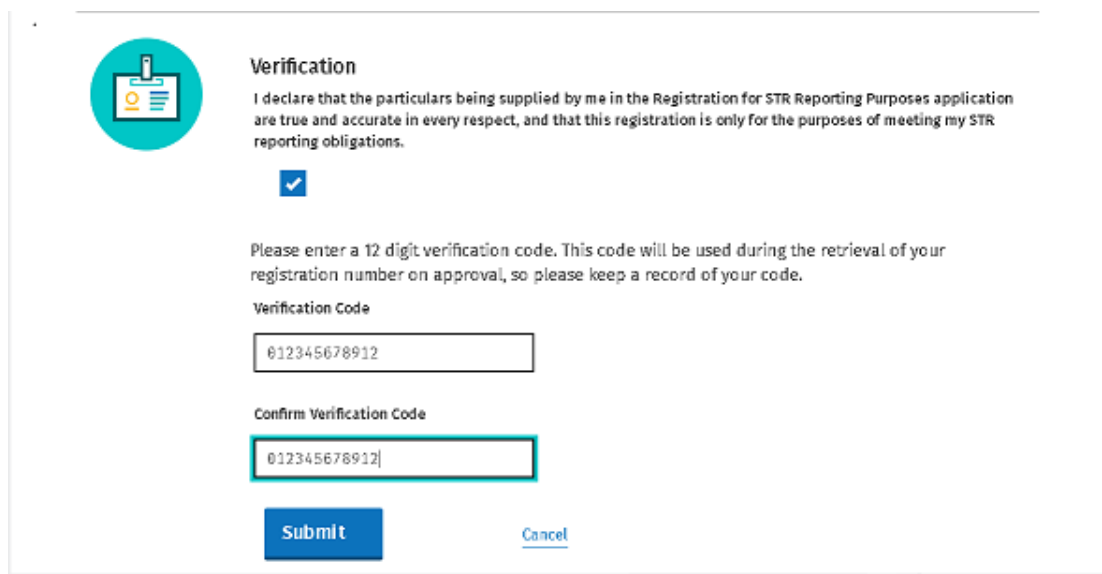
Central Bank/ European Banking Association National ID: 0000000

Figure 15: Summary Screen

- 2.2.7 After verifying the details screen, the customer will be asked to input a unique 12-digit Verification code.

**NOTE: The customer must keep a record of this code as it will be required later at the confirmation stage of the registration process.**





**Verification**

I declare that the particulars being supplied by me in the Registration for STR Reporting Purposes application are true and accurate in every respect, and that this registration is only for the purposes of meeting my STR reporting obligations.

Please enter a 12 digit verification code. This code will be used during the retrieval of your registration number on approval, so please keep a record of your code.

Verification Code

012345678912

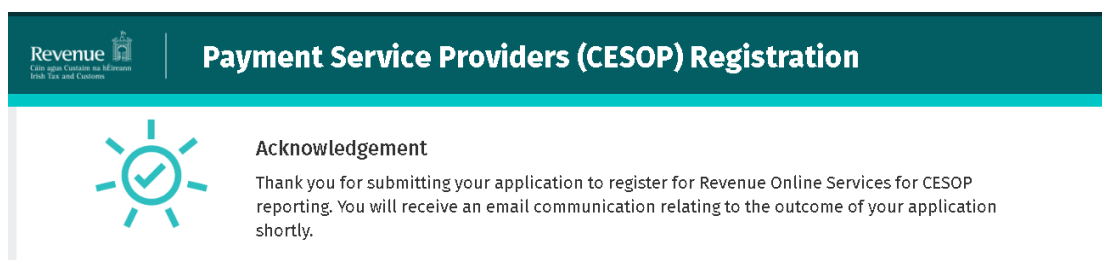
Confirm Verification Code

012345678912

**Submit** [Cancel](#)

Figure 16: Verification Check screen

- 2.2.8 Click the “submit” button to trigger the approval process. This action should generate an Acknowledgement Screen.



**Revenue**  
Cuidim again, Cuidim na hÉireann  
Irish Tax and Customs

**Payment Service Providers (CESOP) Registration**

**Acknowledgement**

Thank you for submitting your application to register for Revenue Online Services for CESOP reporting. You will receive an email communication relating to the outcome of your application shortly.

Figure 17: Acknowledgement Screen

- 2.2.9 If successfully approved after checking by the Revenue CESOP team, an e-mail will issue with the system password. The customer will then need to return to the registration screen in order to complete the registration process. Click “Confirm”. Having input the system password, please click “Confirm”.
- 2.2.10 If the application is disapproved, an email will be sent to the provided email address outlining the next steps. It should be noted that the approval process will be worked strictly in date order and may take up to seven working days for the CESOP Team to complete. It will not be possible to upload a CESOP file for this Client in ROS until the registration has been completed.

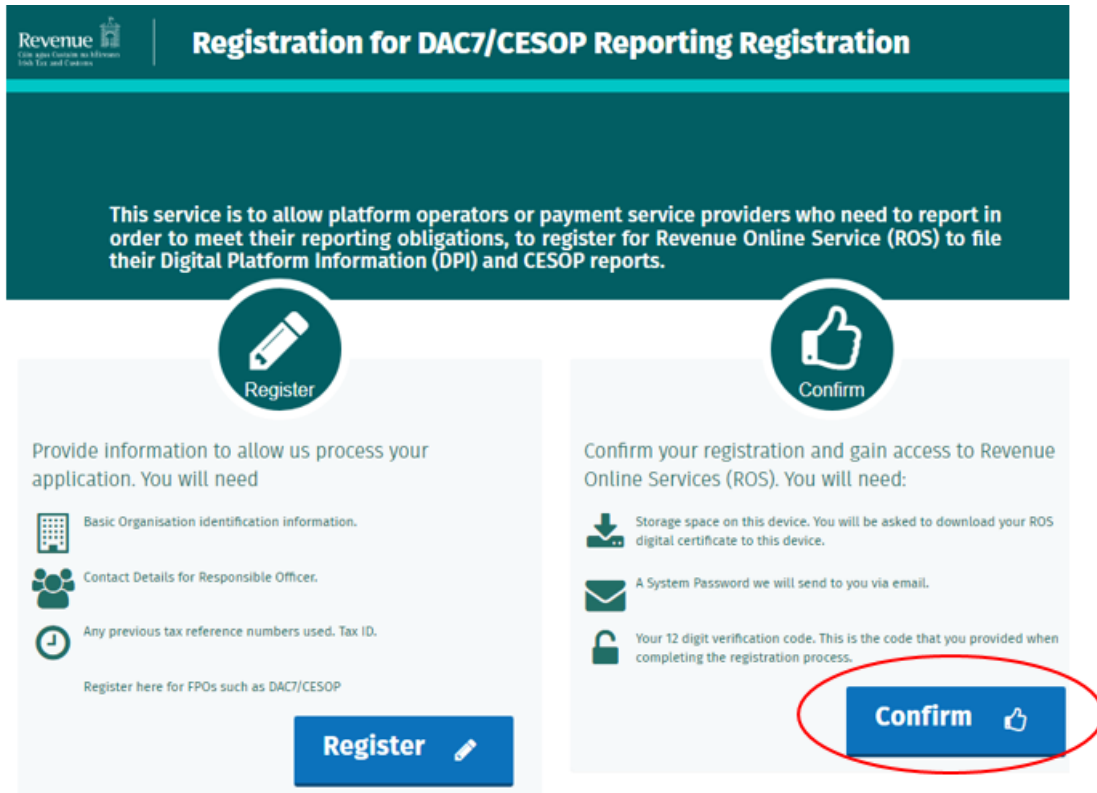


Figure 18: Confirmation Screen

2.2.11 Enter the email address (**NOTE: the email must be a unique address not previously or currently used for an existing ROS registration**), the 12-digit verification code and the system password. Then, click “Submit”.

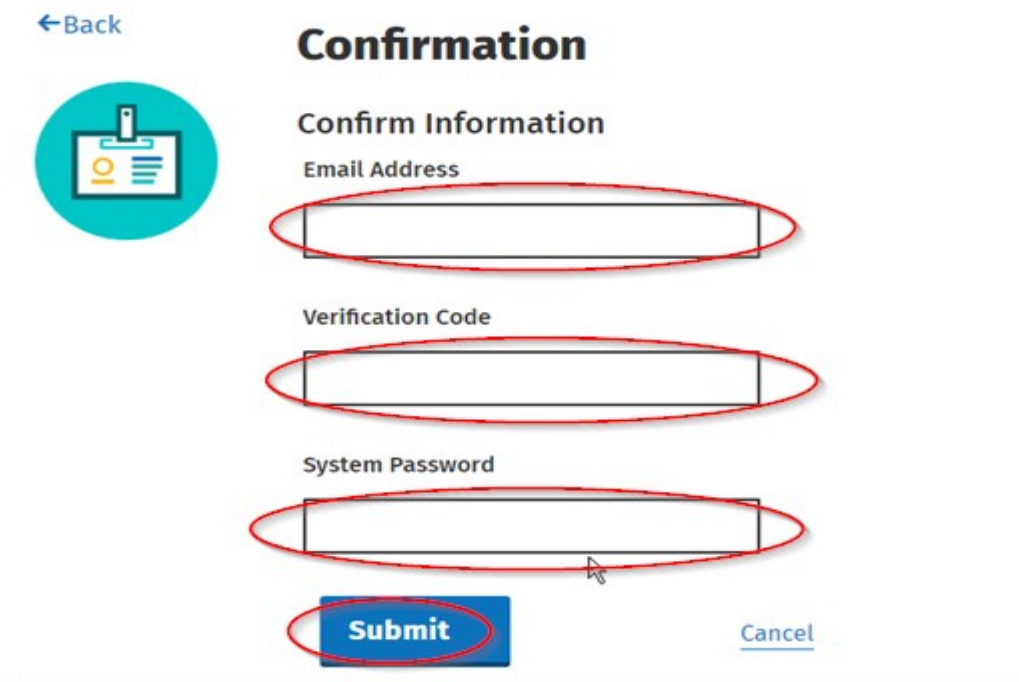


Figure 19: Confirmation Screen

- 2.2.12 After submission of the confirmation screen, the Customer will be issued with a Tax Reference Number, which will be in the format of 7 digits followed by 2 letters (e.g. 1234567AA). The Customer may then use this number to obtain a [ROS](#) Certificate. **N.B. It is imperative that the PSP retains a copy of this TRN for future reference.**

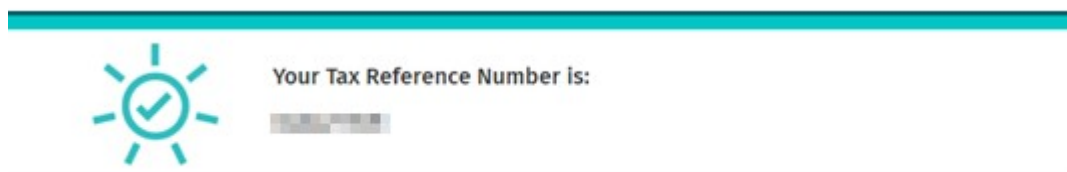


Figure 20: Tax Reference Number screen

### 2.3 Revenue Online Service ([ROS](#)) Registration

As highlighted, all filing for CESOP will be completed using the Revenue Online Service ([ROS](#)). Once the Non-Resident customer has obtained a Tax Registration Number (TRN) using the [NRR](#) application, the customer must then proceed to register this TRN for ROS in order to access the online filing service.

Details on how to register for [ROS](#) are available on the Revenue website. Contact details for the ROS support team are provided at Section 6 of this document.

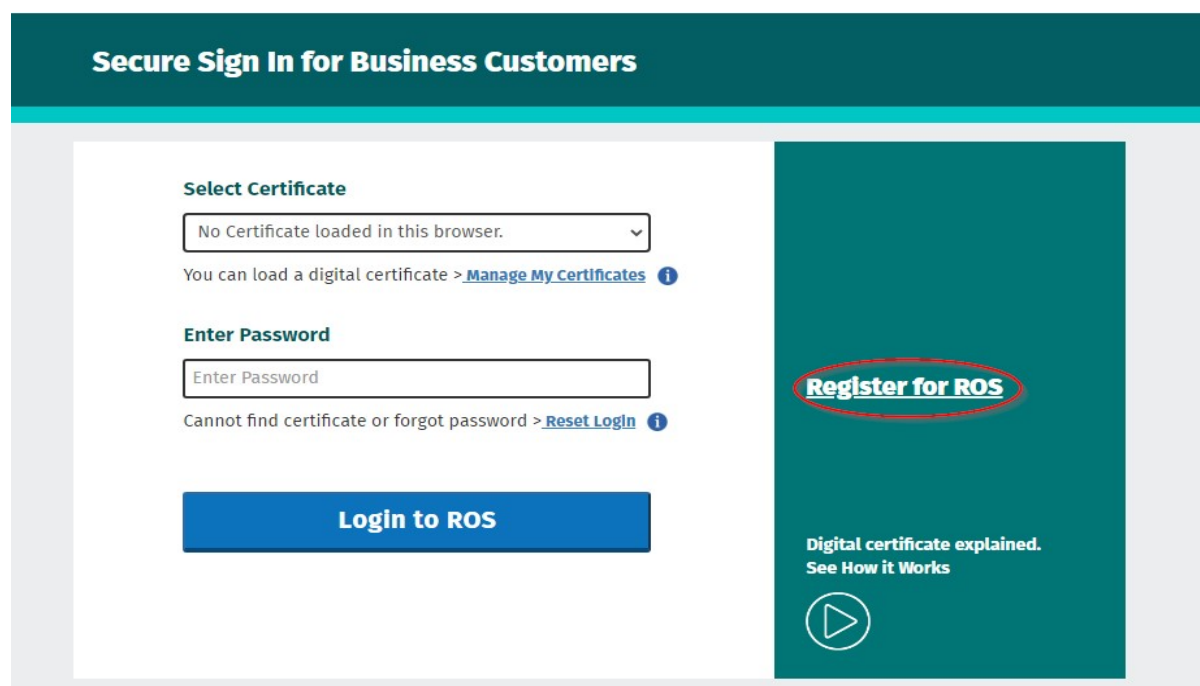


Figure 21: ROS registration screen

## 2.4 Agents authorised to act on behalf of Clients for CESOP

This section covers the registration process for Agents or Advisors who are acting on behalf of a PSP for CESOP filing purposes, specifically:

1. Tax [Agents](#) or Advisors who are Residents of Ireland with a valid National Tax Identification Number (TAIN):
  - I. [Section 2.5](#) outlines the process for this Agent or Advisor to register an existing Client (PSP) for a CESOP Reporting Obligation.
  - II. [Section 2.6](#) outlines the process for this Agent or Advisor to register a new Client (PSP) for a CESOP Reporting Obligation, where that Client has an existing Tax Registration Number or Customer Number registered with Revenue.
2. Non-Resident Tax Agents or Advisors who do not have a TAIN:

Such Agents or Advisors will **not** be able to register directly to file on behalf of a Client for CESOP. The process for registration and authorisation by a PSP to act on their behalf is outlined in [section 2.7](#).

## 2.5 Tax Agent or Advisor with valid TAIN, registering an existing Client (PSP) for a CESOP Reporting Obligation

Section 2.5 outlines the [Agent](#) registration process for tax Agents and Advisors who are resident in Ireland and possess a valid TAIN. This Agent must use their existing

ROS Agent cert to register an existing Client with a reporting obligation for CESOP, or to register to act on behalf of their Client for CESOP through their [ROS](#) account.

This process will require upload of an [Agent link Notification](#) or an Agent Consent Form which must be completed and signed by both parties at the time of registration through ROS.

Please follow steps 2.5.1 to 2.5.16 to register an existing Client (PSP) for a CESOP Reporting Obligation.

- 2.5.1 Log into [ROS](#).
- 2.5.2 Under the “TAIN Services” tab, locate the Customer using the “Client Search” or “Client List” options. The Agent will be redirected to the “Client Services” tab for the relevant Customer.

The screenshot shows the Revenue ROS interface. At the top, the 'TAIN SERVICES' tab is selected and circled in red. Below the navigation bar, the 'Find Clients' section is visible. It contains a 'Client Search' area with radio buttons for 'Tax Registrations' and 'Reporting Obligations', a dropdown for 'Select a tax type...', and input fields for 'Enter registration no.' and 'Enter surname', each with a 'Search' button. To the right is a 'Your Client List' section with a 'View Client List' button circled in red, and an 'Export Client List' button. Below this is a 'Last 10 Clients Accessed' section. The 'Manage Tax Registrations' section includes a 'Manage Client Registrations' area with similar search options and a 'Manage' button, and a 'Register New Revenue Customer' area with buttons for 'Register New Revenue Customer', 'Register New Reporting Entity', and 'Register for Import Scheme'.

Figure 22: TAIN Services screen

### 2.5.3 Select “Manage Reporting Obligations” from the “Other Services” options.

The screenshot displays the 'CLIENT SERVICES' interface. At the top, a navigation bar includes 'TAIN SERVICES', 'CLIENT SERVICES' (circled in red), 'CLIENT REVENUE RECORD', 'CLIENT PROFILE', and 'WORK IN PROGRESS'. A notification states 'No current tax clearance certificate.' The main content is organized into several sections:

- Employer Services:** Includes 'Revenue Payroll Notifications (RPNs)' with a 'Request RPNs' link, 'Payroll' with 'Submit payroll' and 'View payroll' links, and 'Additional Services' with a 'PPS Number Checker' link.
- File a Return:** Includes 'Complete a Form Online' and 'Upload Form(s) Completed Offline', both with dropdown arrows.
- Payments & Refunds:** Includes 'Submit a Payment' and 'Manage Bank Accounts', both with dropdown arrows.
- Gifts & Inheritance:** Includes a link to 'Statement of Affairs (Probate) Form SA 2'.
- Other Services:** A grid of links including 'Manage Tax Clearance', 'Verify Tax Clearance', 'Manage Reporting Obligations' (circled in red), 'Manage Tax Registrations', 'Charities and Sports Bodies eApplication', 'Drivers & Passengers with Disabilities', 'Manage Professional Services Withholding Tax', 'Manage Non-resident Landlord Withholding Tax', 'eRepayment Claims', 'VRT Certificate of Conformity', 'VRT EU Leased Vehicle - Leasee', 'Download Pre-populated Returns', 'Secure Upload/Download Service', 'Large File Upload Service', 'VAT MOSS', 'VAT OSS', and 'Registration Status Letter'.

Figure 23: Agent Manage Reporting Obligations screen

### 2.5.4 Under the “Registration Options” list, click the “Select Action” button in the “CESOP” registration option.

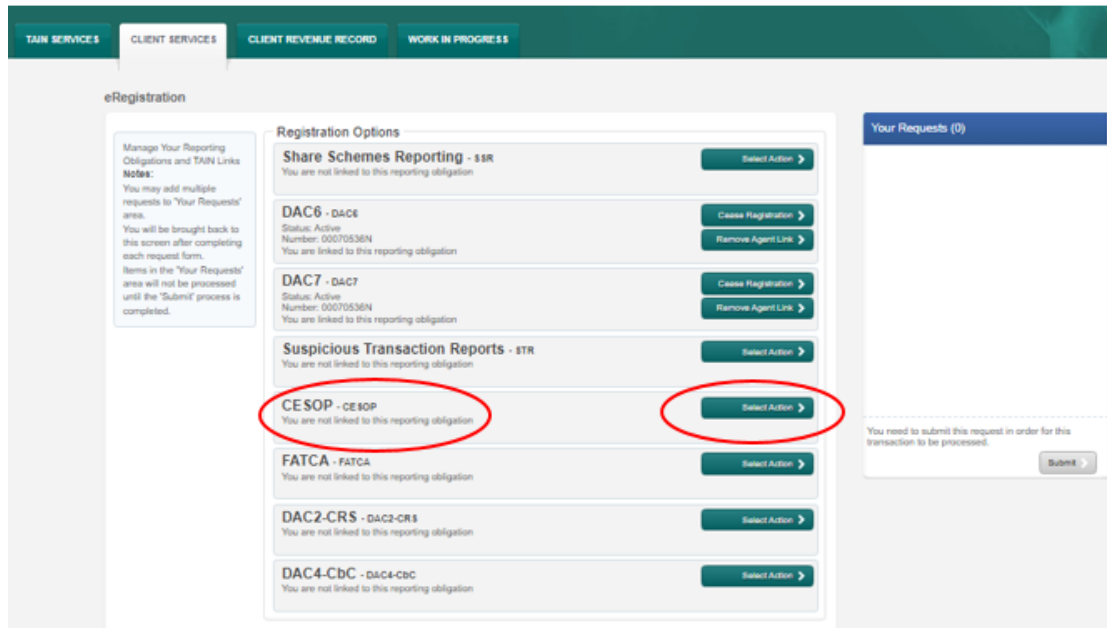


Figure 24: Agent CESOP registration screen

2.5.5 A list of options will appear. Please select the “Add and link to a new registration” option.

This option is applicable to an Agent who wishes to link to a current Customer/Client in order to manage their CESOP Reporting Obligation.

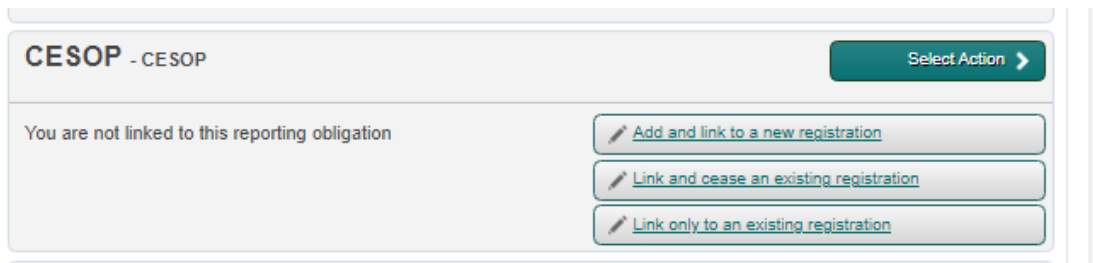


Figure 25: Agent CESOP registration screen

2.5.6 The following screen will appear. Select “Confirm”.

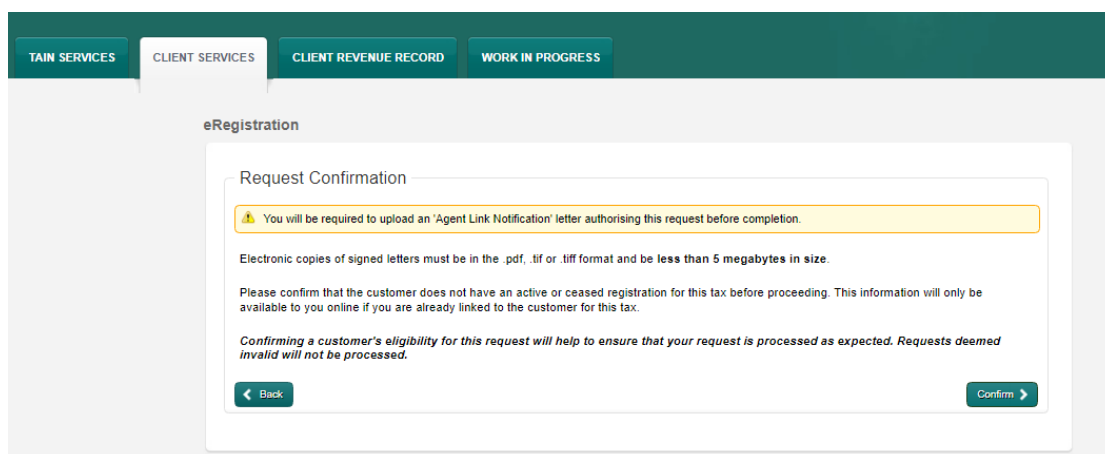


Figure 26: Agent CESOP confirmation screen

2.5.7 Enter the registration date in the format DD/MM/YYYY (i.e. the start date of reporting obligation) and click “Add to Your Requests”

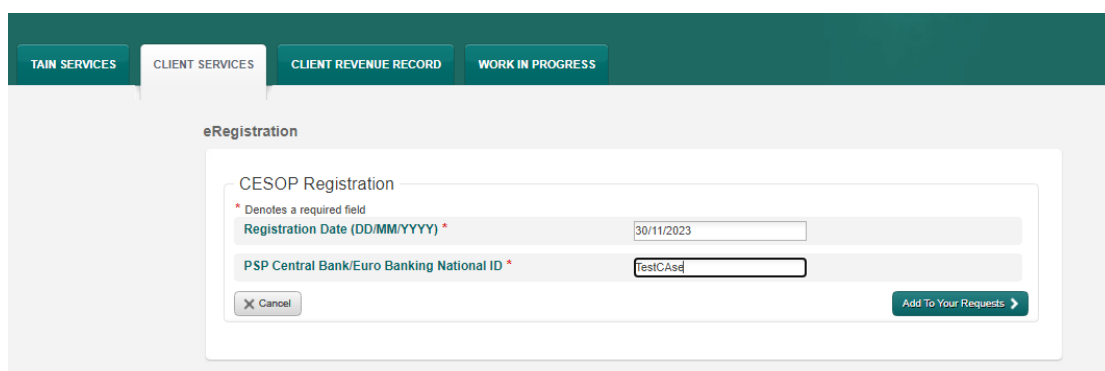


Figure 27: Agent CESOP confirmation screen

**Notes:**

- **The date entered must not be later than current date.**
- **Enter the National ID of the PSP which has been issued by the Central Bank of Ireland, or if non-resident in Ireland please enter the relevant ID as listed on the European Banking Authority (EBA) register as having been issued by your relevant National Licencing Authority.**



- 2.5.8 The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

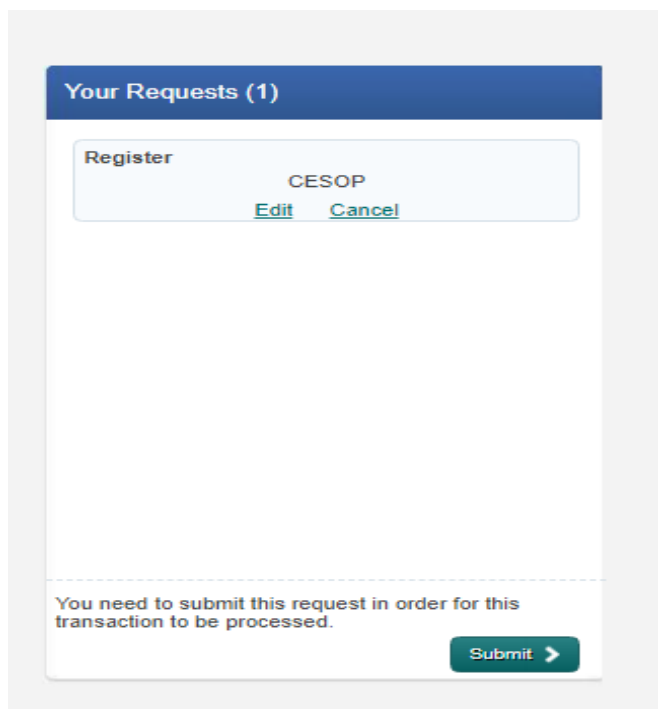


Figure 28: Agent CESOP submit screen

- 2.5.9 Selecting “Generate Client Consent Letter” (Fig. 29) will generate a Consent letter in respect of the Client registration. This will be generated in PDF format. (Note: this option is not mandatory; alternatively, a standard Agent Link Notification Form (Fig. 30) may be uploaded at the next stage).

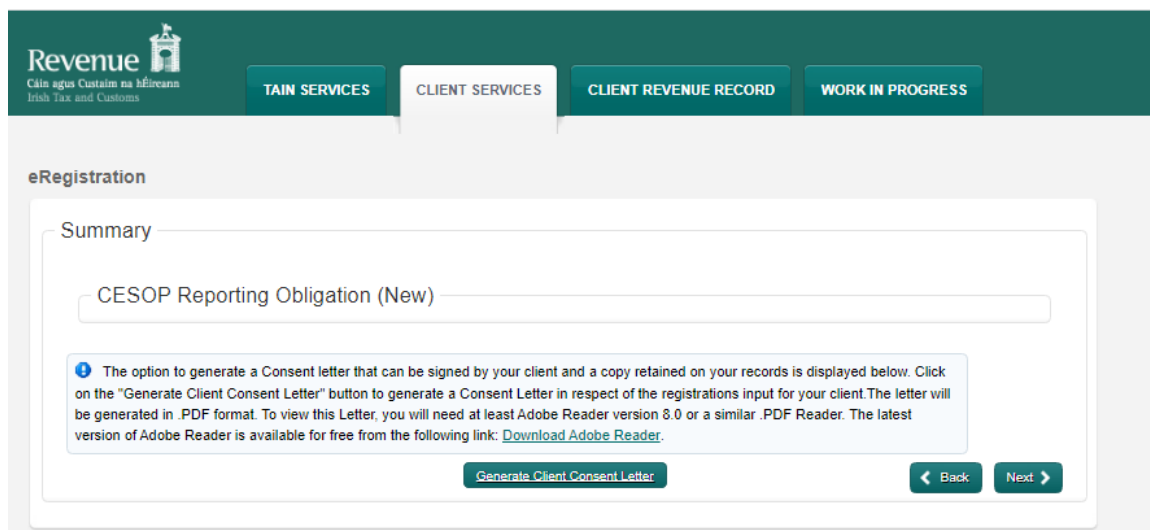


Figure 29: Client consent letter generation screen

**TEST NAME TEST NAME** confirms that **TEST (87776F)** is to act as the agent in respect of the following taxes.

<b>CESOP Reporting Obligation (New)</b>	
<b>Registration Commencement Date</b>	03/07/2023

**TEST NAME TEST NAME** understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed \_\_\_\_\_ (Agent) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Client) Date \_\_\_\_\_

Figure 30: Agent consent letter

2.5.10 This document opens in a separate browser for editing and saving to the Agent network/drive.

2.5.11 Once the Client Consent Letter has been completed by the client, click “Next” on the Client Consent letter generation screen:

**Revenue**  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

Summary

CESOP Reporting Obligation (New)

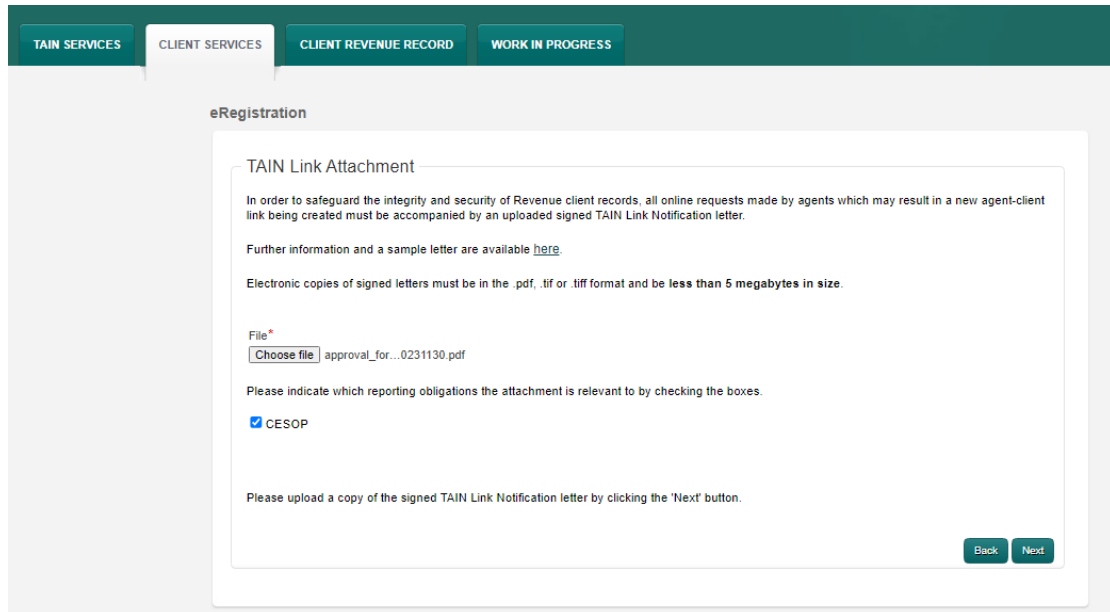
**i** The option to generate a Consent letter that can be signed by your client and a copy retained on your records is displayed below. Click on the "Generate Client Consent Letter" button to generate a Consent Letter in respect of the registrations input for your client. The letter will be generated in .PDF format. To view this Letter, you will need at least Adobe Reader version 8.0 or a similar .PDF Reader. The latest version of Adobe Reader is available for free from the following link: [Download Adobe Reader](#).

Generate Client Consent Letter Back Next

Figure 31: Agent consent letter screen

2.5.12 To upload the completed Client Consent Letter for CESOP on ROS, click “Choose File” and locate the completed Client Consent Letter in the Agent network/drive. Tick the box “CESOP” and click “Next” (Fig. 32).

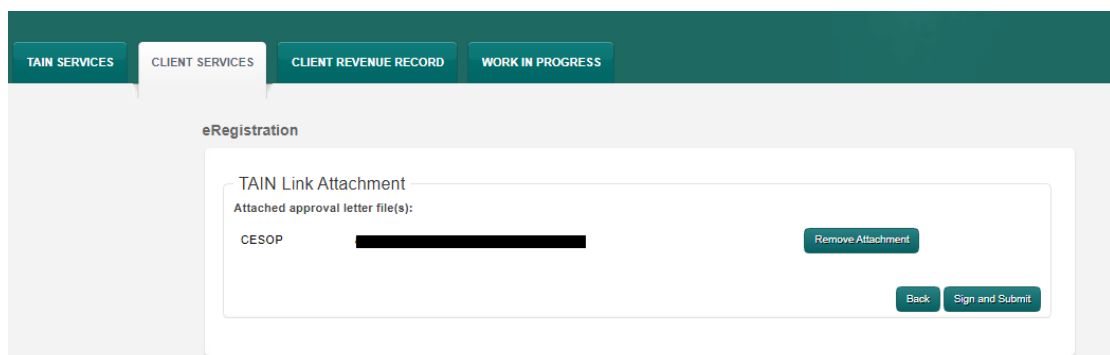
NOTE: A standard Agent link notification may be uploaded instead of a Client Consent letter at this stage, if preferred.



The screenshot shows the 'eRegistration' interface with a navigation bar at the top containing 'TAIN SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The main content area is titled 'TAIN Link Attachment' and contains the following text: 'In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter. Further information and a sample letter are available [here](#). Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.' Below this is a 'File\*' field with a 'Choose file' button and the filename 'approval\_for...0231130.pdf'. A section titled 'Please indicate which reporting obligations the attachment is relevant to by checking the boxes.' contains a checked checkbox for 'CESOP'. At the bottom, it says 'Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.' and features 'Back' and 'Next' buttons.

Figure 32: Agent upload Agent link screen

2.5.13 After upload is complete, click “Sign and Submit”.



The screenshot shows the 'eRegistration' interface with the same navigation bar. The main content area is titled 'TAIN Link Attachment' and displays 'Attached approval letter file(s):' followed by 'CESOP' and a redacted filename. A 'Remove Attachment.' button is visible to the right. At the bottom, there are 'Back' and 'Sign and Submit' buttons.

Figure 33: Agent sign and submit screen

- 2.5.14 The Agent will then be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

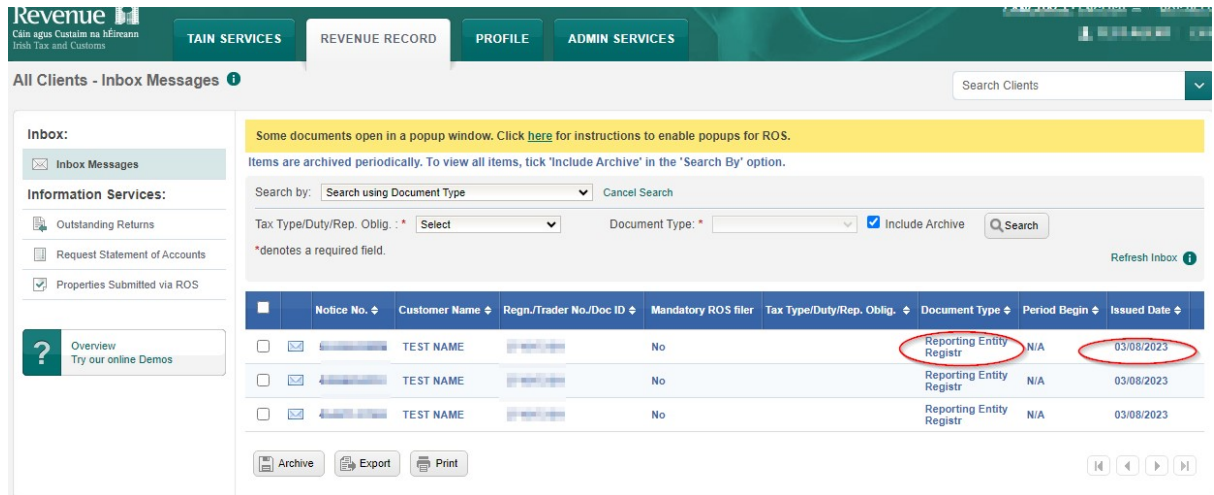
Figure 34: Agent sign and submit password screen

- 2.5.15 The Agent will receive a ROS Acknowledgement and a Notice Number which the Agent may wish to print for their records. Click “OK” to return to TAIN Services tab (after printing if required).

Action	Status	Comments
Register and Link CESOP	Success	

Figure 35: Agent CESOP confirmation screen

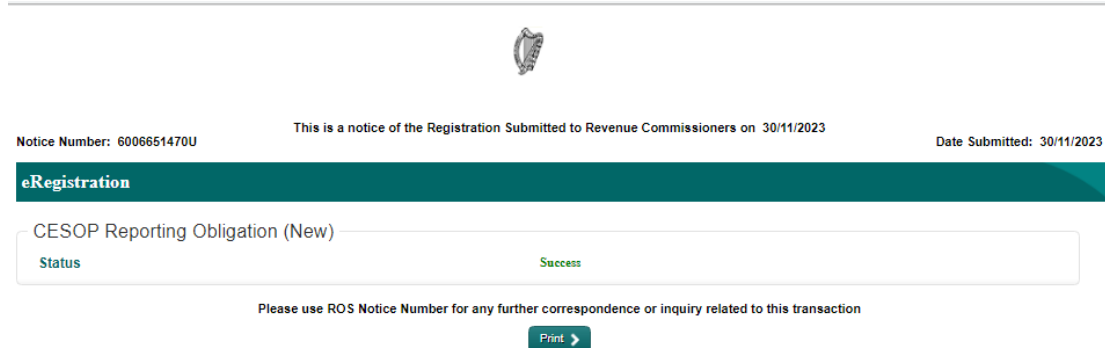
2.5.16 The Agent will receive a new notification in the Client Revenue Record to confirm the Customer has been registered for a CESOP Reporting Obligation. Click on the Notice Number for confirmation of the registration.



The screenshot shows the 'All Clients - Inbox Messages' page. A yellow banner at the top states: 'Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.' Below this is a search bar with 'Search using Document Type' selected. A table of notices is displayed with the following columns: Notice No., Customer Name, Regn./Trader No./Doc ID, Mandatory ROS filer, Tax Type/Duty/Rep. Oblig., Document Type, Period Begin, and Issued Date. Three rows of data are shown, all with 'TEST NAME' as the customer name and 'Reporting Entity Registr' as the document type. The 'Issued Date' for all three is '03/08/2023'. The 'Document Type' and 'Issued Date' columns for the first row are circled in red. At the bottom of the table are buttons for 'Archive', 'Export', and 'Print', and navigation icons.

Figure 36: Agent Revenue Record screen

2.5.17 Once selected, the following notice will appear which the Agent may wish to print for their records.



The screenshot shows the 'eRegistration' confirmation screen. At the top, there is a harp icon and the text: 'This is a notice of the Registration Submitted to Revenue Commissioners on 30/11/2023'. Below this, the 'Notice Number: 6006651470U' is displayed on the left and 'Date Submitted: 30/11/2023' on the right. A green banner with the text 'eRegistration' is visible. Below the banner, a message box shows 'CESOP Reporting Obligation (New)' with a 'Status' field containing the word 'Success'. Below the message box, there is a line of text: 'Please use ROS Notice Number for any further correspondence or inquiry related to this transaction'. At the bottom, there is a 'Print' button with a right-pointing arrow.

Figure 37: Agent CESOP registration confirmation screen

After completion of this process, the Agent should allow up to 3 working days for the CESOP reporting obligation to be registered in ROS. It will not be possible to upload a CESOP file for this Client until the obligation has been registered.

## 2.6 Tax Agent or Advisor with valid TAIN, registering a New Client (PSP) for CESOP who is already registered with Revenue for tax purposes and has a valid tax registration number

Follow steps 2.6.1 to 2.6.15 to register a new Client (PSP) for a CESOP Reporting Obligation who has a valid tax registration or customer number registered with Revenue.

2.6.1 Log into [ROS](#).

2.6.2 Under the “TAIN Services” tab, locate the “Manage Client Registrations” section. An agent can add a new client by searching that clients name and registration along with any tax head that client is already registered for. Then Select “Manage”.

The screenshot shows the TAIN Services interface. At the top, the navigation bar includes 'TAIN SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The 'TAIN SERVICES' tab is selected and circled in red. Below the navigation bar, the 'Find Clients' section is visible, with a sub-section for 'Client Search' containing radio buttons for 'Tax Registrations' and 'Reporting Obligations', a dropdown for 'Select a tax type...', and input fields for 'Enter registration no.' and 'Enter surname', each with a 'Search' button. To the right, the 'Your Client List' section has buttons for 'View Client List' and 'Export Client List', and a 'Display' button next to an 'Enter date' field. Below this, the 'Manage Tax Registrations' section is highlighted. It contains a sub-section for 'Manage Client Registrations' with radio buttons for 'Tax Registrations' and 'Reporting Obligations', a dropdown for 'Select a tax type...', and input fields for 'Enter registration no.', 'Enter name', and 'Select tax type...'. A 'Manage' button is circled in red. To the right of this section, the 'Register New Revenue Customer' section has a 'Register New Revenue Customer' button, and below it, a 'Register New Reporting Entity' button. At the bottom of this section, there is a 'Register for Import Scheme' button.

Figure 38: TAIN Services screen

- 2.6.3 Under the “Registration Options” list, click the “Select Action” button in the “CESOP” registration option.

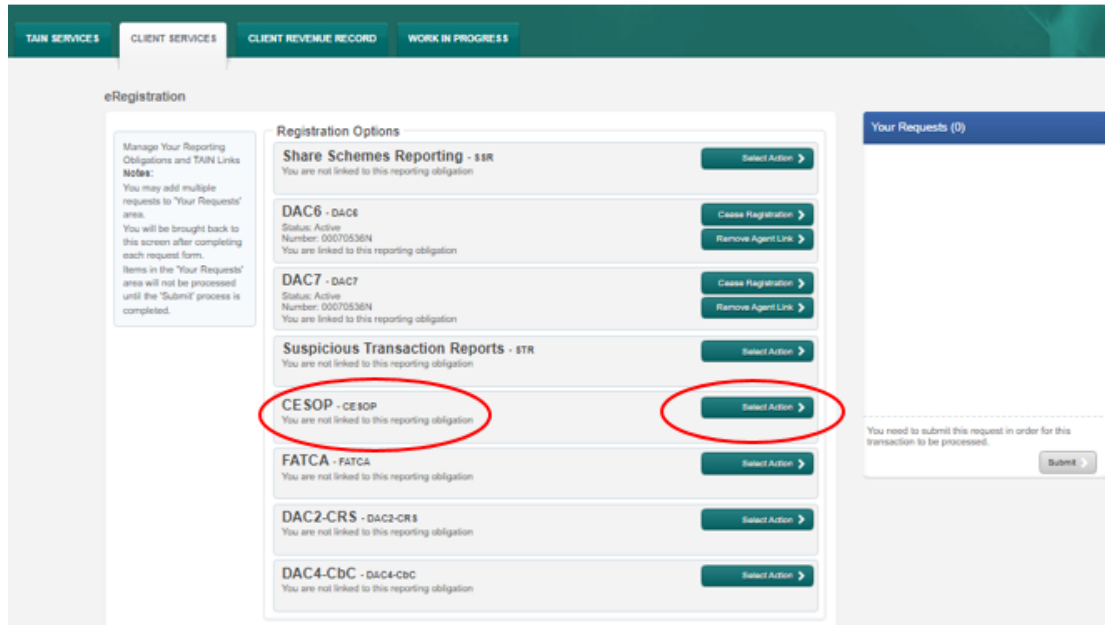


Figure 39: Agent CESOP registration screen

- 2.6.4 A list of options will appear. Please select the “Add and link to a new registration” option.

This option is applicable to an Agent who wishes to link to a Customer/Client in order to manage their CESOP Reporting Obligation.

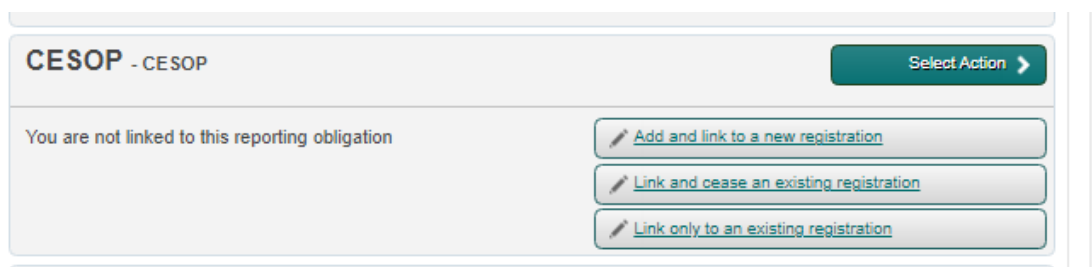


Figure 40: Agent CESOP registration screen

2.6.5 The following screen will appear. Select “Confirm”.

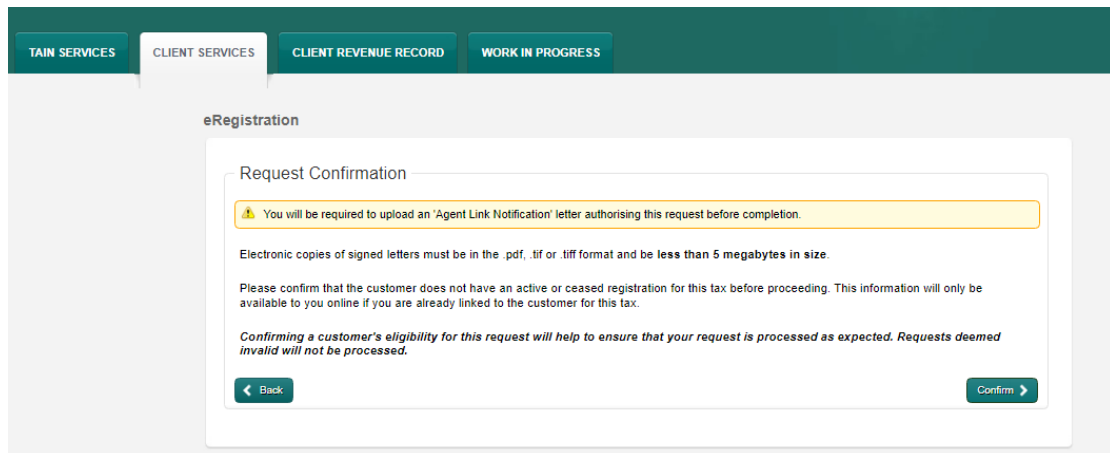


Figure 41: Agent CESOP confirmation screen

2.6.6 Enter the registration date in the format DD/MM/YYYY (i.e. the start date of reporting obligation) and click “Add to Your Requests”

**Notes:**

- The date entered must not be later than current date.
- Enter the National ID of the PSP which has been issued by the Central Bank of Ireland, or if non-resident in Ireland please enter the relevant ID as listed on the European Banking Authority (EBA) register as having been issued by your relevant National Licencing Authority.

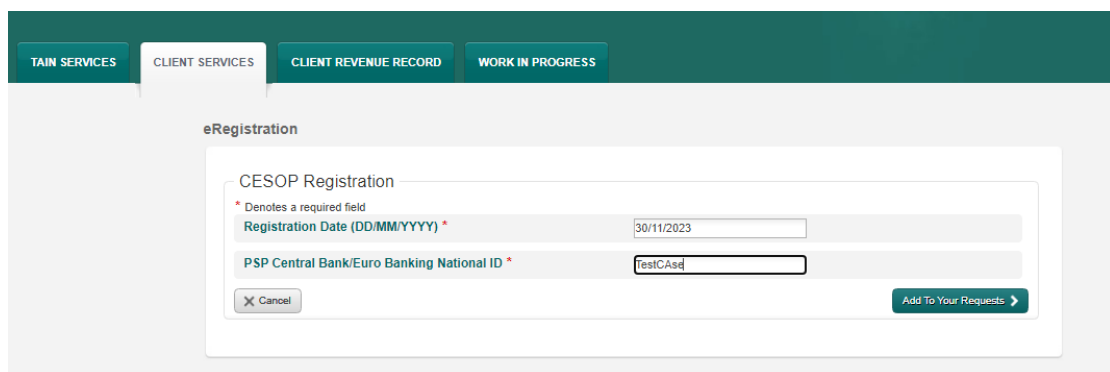


Figure 42: Agent CESOP confirmation screen



- 2.6.7 The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

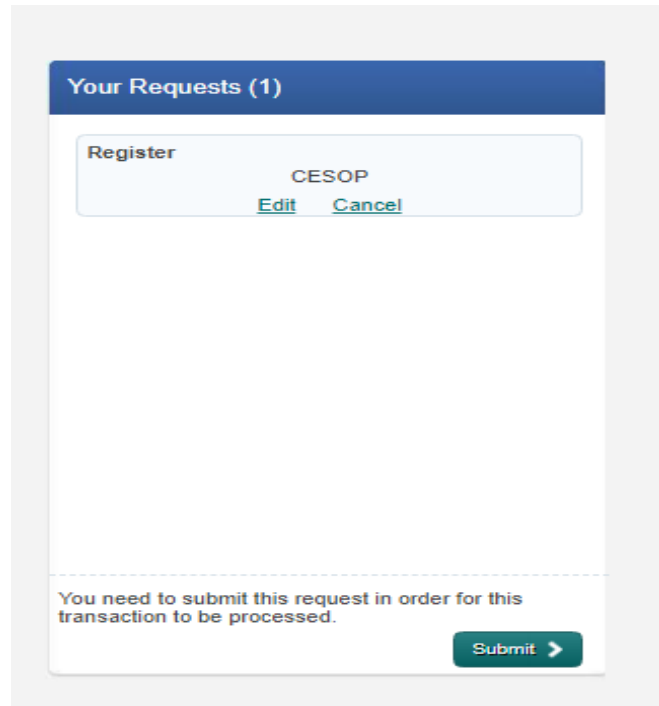


Figure 43: Agent CESOP submit screen

- 2.6.8 Selecting “Generate Client Consent Letter” (Fig. 44) will generate a Consent letter in respect of the Client registration. This will be generated in PDF format. (Note: this option is not mandatory; alternatively, a standard Agent Link Notification Form (Fig. 45) may be uploaded at the next stage).

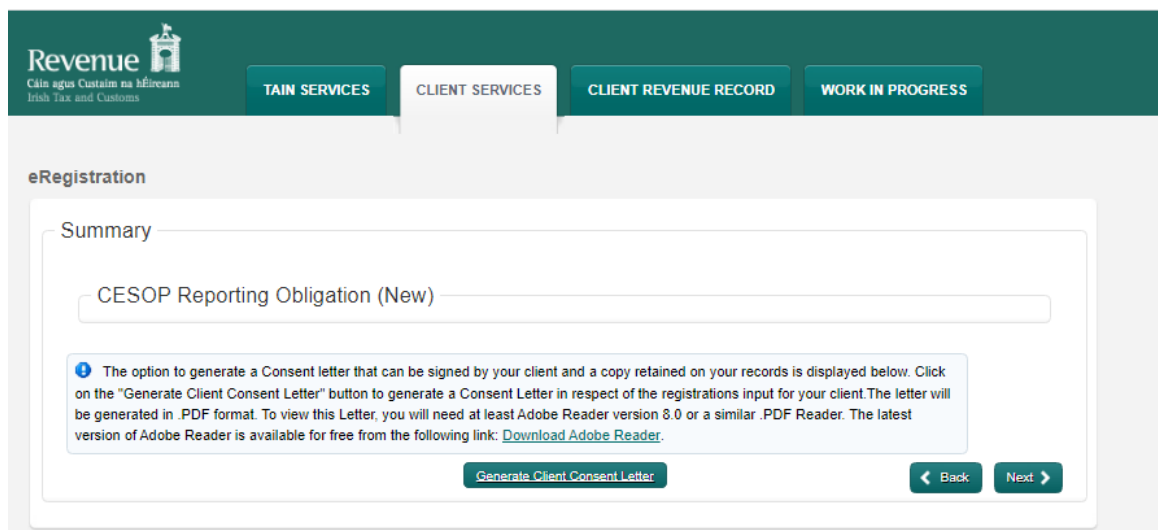


Figure 44: Client consent letter generation screen

**TEST NAME TEST NAME** confirms that **TEST (87776F)** is to act as the agent in respect of the following taxes.

<b>CESOP Reporting Obligation (New)</b>	
<b>Registration Commencement Date</b>	03/07/2023

**TEST NAME TEST NAME** understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed \_\_\_\_\_ (Agent) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Client) Date \_\_\_\_\_

Figure 45: Agent consent letter

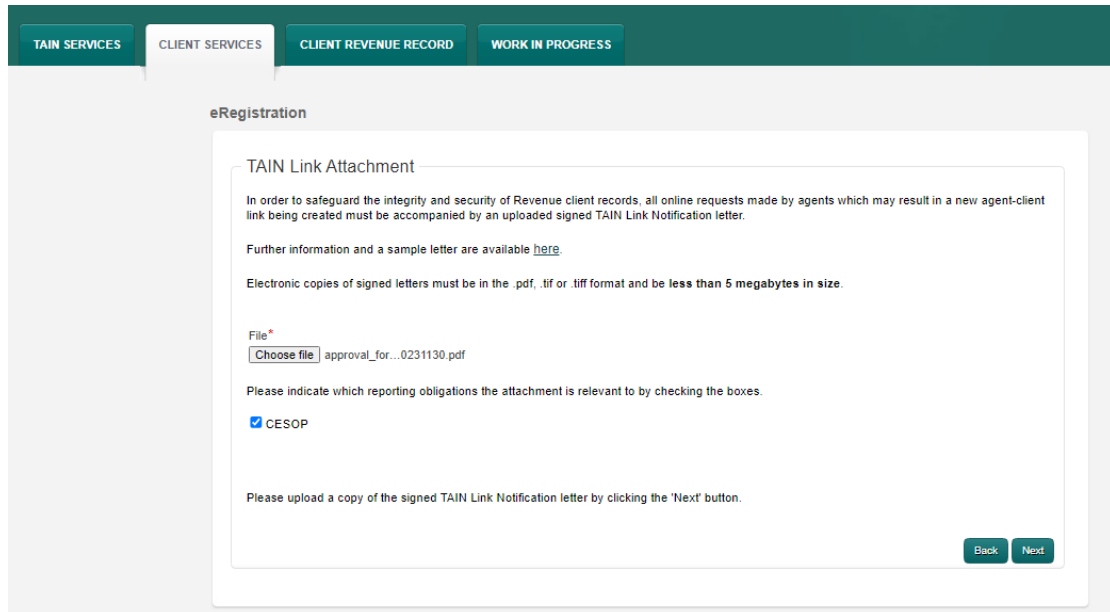
2.6.9 This document opens in a separate browser for editing and saving to the Agent network/drive.

2.6.10 Once the Client Consent Letter has been completed by the client, click “Next” on the Client Consent letter generation screen:

Figure 46: Agent consent letter screen

2.6.11 To upload the completed Client Consent Letter for CESOP on ROS, click “Choose File” and locate the completed Client Consent Letter in the Agent network/drive. Tick the box “CESOP” and click “Next” (Fig. 47).

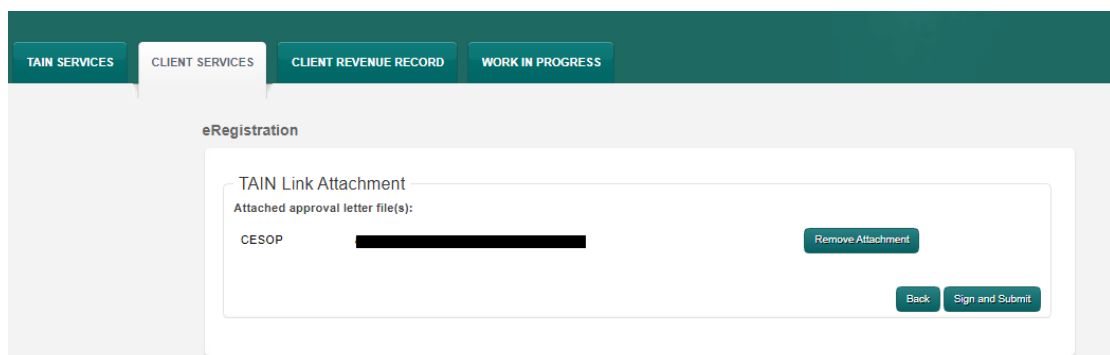
NOTE: A standard Agent link notification may be uploaded instead of a Client Consent letter at this stage, if preferred.



The screenshot shows the 'eRegistration' interface with a navigation bar at the top containing 'TAIN SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The main content area is titled 'TAIN Link Attachment' and contains the following text: 'In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter. Further information and a sample letter are available [here](#). Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.' Below this is a 'File\*' field with a 'Choose file' button and the filename 'approval\_for...0231130.pdf'. There are checkboxes for reporting obligations, with 'CESOP' checked. At the bottom, there is a 'Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.' instruction and 'Back' and 'Next' buttons.

Figure 47: Agent upload Agent link screen

2.6.12 After upload is complete, please click “Sign and Submit”.



The screenshot shows the 'eRegistration' interface with the same navigation bar. The main content area is titled 'TAIN Link Attachment' and contains the text: 'Attached approval letter file(s): CESOP [redacted]'. There is a 'Remove Attachment.' button next to the redacted filename. At the bottom, there are 'Back' and 'Sign and Submit' buttons.

Figure 48: Agent sign and submit screen

- 2.6.13 The Agent will then be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

Figure 49: Agent sign and submit password screen

- 2.6.14 The Agent will receive a ROS Acknowledgement and a Notice Number which the Agent may wish to print for their records. Click “OK” to return to TAIN Services tab (after printing if required).

Action	Status	Comments
Register and Link CESOP	Success	

Figure 50: Agent CESOP confirmation screen

2.6.15 The Agent will receive a new notification in the Client Revenue Record to confirm the Customer has been registered for a CESOP Reporting Obligation. Click on the Notice Number for confirmation of the registration.

The screenshot shows the Revenue Record interface with a table of notices. The table has columns for Notice No., Customer Name, Regn./Trader No./Doc ID, Mandatory ROS filer, Tax Type/Duty/Rep. Oblig., Document Type, Period Begin, and Issued Date. Three rows are visible, all with 'Reporting Entity Registr' as the document type and '03/08/2023' as the issued date. The 'Reporting Entity Registr' text and the date '03/08/2023' in the first row are circled in red.

Notice No.	Customer Name	Regn./Trader No./Doc ID	Mandatory ROS filer	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
[Redacted]	TEST NAME	[Redacted]	No	[Redacted]	Reporting Entity Registr	N/A	03/08/2023
[Redacted]	TEST NAME	[Redacted]	No	[Redacted]	Reporting Entity Registr	N/A	03/08/2023
[Redacted]	TEST NAME	[Redacted]	No	[Redacted]	Reporting Entity Registr	N/A	03/08/2023

Figure 51: Agent Revenue Record screen

2.6.16 Once selected, the following notice will appear which the Agent may wish to print for their records.

The screenshot shows the eRegistration confirmation screen. At the top, it says 'This is a notice of the Registration Submitted to Revenue Commissioners on 30/11/2023'. Below this, there is a green bar with 'eRegistration' and a message: 'CESOP Reporting Obligation (New) Status Success'. A green 'Success' message is displayed. Below the message, it says 'Please use ROS Notice Number for any further correspondence or inquiry related to this transaction'. At the bottom, there is a 'Print' button with a right-pointing arrow.

Figure 52: Agent CESOP registration confirmation screen

2.6.17 After completion of this process, the Agent should allow up to 3 working days for the CESOP reporting obligation to be registered in ROS. It will not be possible to upload a CESOP file for this Client until the obligation has been registered.

## 2.7 Agents or Advisors who do not have a TAIN Number

In these circumstances, the PSP must first register for CESOP first using either the [ROS](#) or Non-Resident Registration (NRR) process above.

Once registered, the PSP can then authorise and issue a [subcert](#) to the Agent or Advisor through the [ROS](#) facility. This process is outlined in [section 2.3](#).

## 2.8 Third-Party Reporting Intermediary

The process for registration of a non-Agent third-party reporting intermediary follows the same process as section 2.7 above.

The PSP must first register for CESOP using either the [ROS](#) or Non-Residents Registration (NRR) process above.

Once registered, the PSP can then authorise and issue a [subcert](#) to the third-party reporting intermediary through the [ROS](#) facility. This process is outlined in [section 2.3](#).

### 3 Transaction Report-Filing Process for CESOP

There are potentially three types of entities who may file for [CESOP](#):

1. Payment Service Providers (PSPs) using their ROS administrator cert. This filing process is outlined in [section 3.1](#).
2. Agents (Tax Agents/Advisors) with a valid National Tax Advisor Identification Number ([TAIN](#)) authorised to file on behalf of a PSP, using a ROS Agent cert. This filing process is outlined in [section 3.2](#).
3. Other third-party reporting intermediaries including technical service providers who have been authorised to file on behalf of a PSP, using a ROS subcert. This filing process is outlined in [section 3.3](#).

All CESOP files uploaded to ROS will go through a pre-validation, national validation and EU validation process. Further details on each step of the file validation process are contained in [Annex 1](#).

After uploading, the filer will receive a notification to their ROS inbox containing the validation results. A sample message for each validation status outcome is contained in [Annex 2](#).

#### 3.1 PSP submitting a CESOP Return

- 3.1.1 Log into [ROS](#).
- 3.1.2 Under the “My Services” tab, select “Complete a Form Online” under the “File a Return” options list.

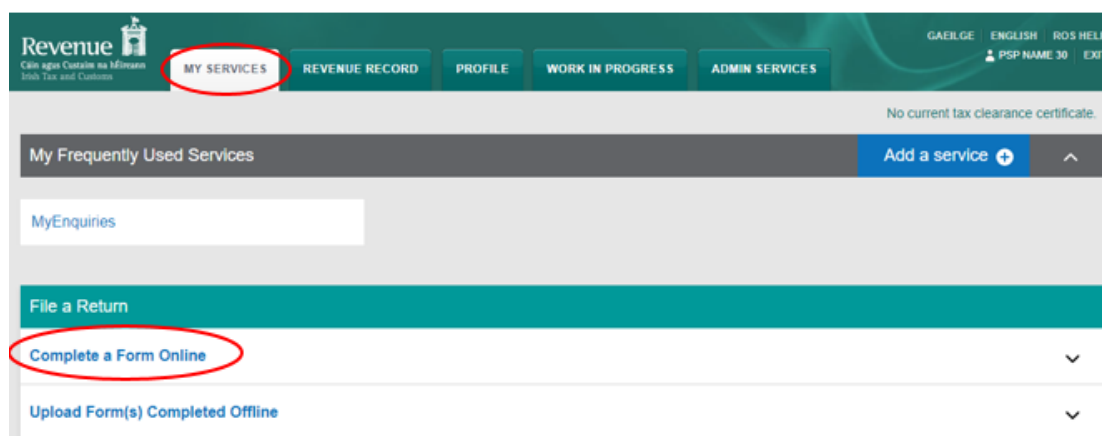
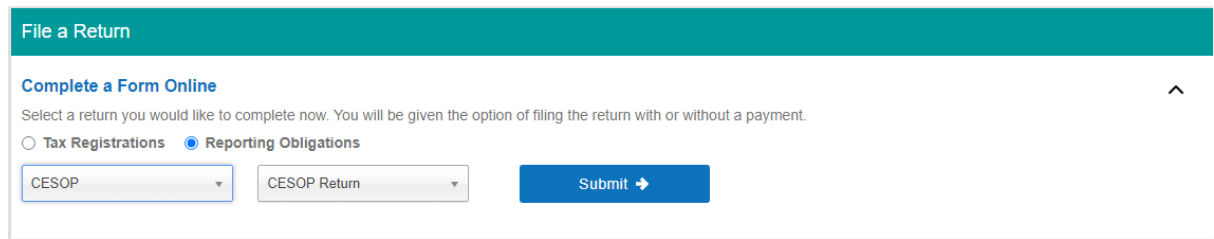


Figure 53: “Complete a Form Online” screen in ROS

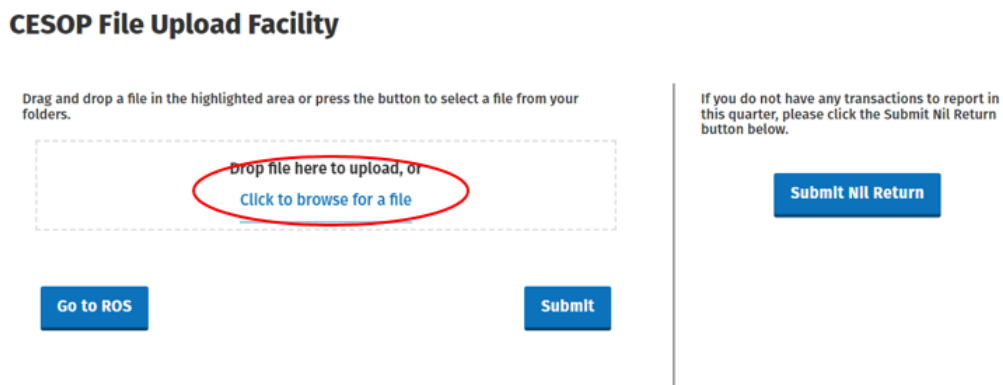
- 3.1.3 Select the “Reporting Obligation” option. Then, choose “CESOP” as described below. Click Submit.



The screenshot shows a web interface titled "File a Return". Under the heading "Complete a Form Online", there is a sub-heading "Select a return you would like to complete now. You will be given the option of filing the return with or without a payment." Below this, there are two radio buttons: "Tax Registrations" (unselected) and "Reporting Obligations" (selected). Under "Reporting Obligations", there are two dropdown menus: the first is set to "CESOP" and the second is set to "CESOP Return". To the right of these dropdowns is a blue "Submit" button with a right-pointing arrow.

Figure 54: Select Reporting Obligation screen

- 3.1.4 Select “Click to browse for a file”



The screenshot shows a web interface titled "CESOP File Upload Facility". It contains two main sections. The left section has the text "Drag and drop a file in the highlighted area or press the button to select a file from your folders." Below this is a dashed rectangular area containing the text "Drop file here to upload, or" and a blue link "Click to browse for a file" which is circled in red. Below this area are two blue buttons: "Go to ROS" and "Submit". The right section has the text "If you do not have any transactions to report in this quarter, please click the Submit Nil Return button below." and a blue button labeled "Submit Nil Return".

Figure 55: Browse for a file

- 3.1.5 Select file from saved computer location. Then click “Open”.



## CESOP File Upload Facility

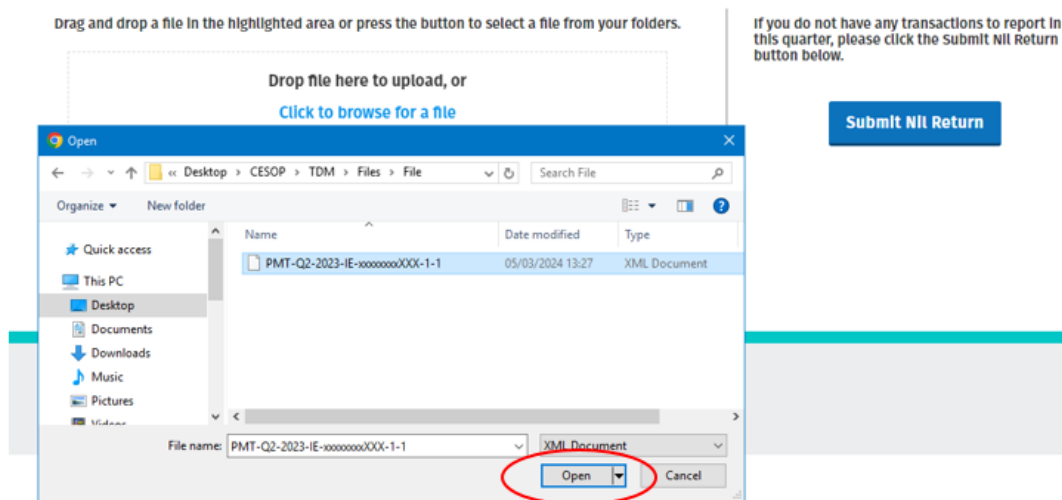


Figure 56: Select file

- 3.1.6 The name of the file you wish to upload will then appear in the Upload Facility window. Click "Submit".

## CESOP File Upload Facility

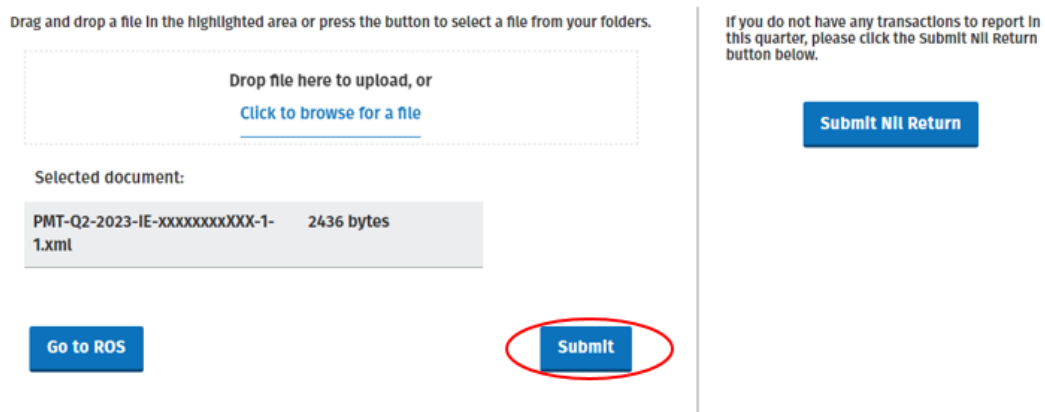
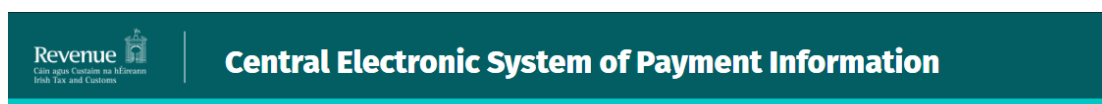


Figure 57: Submit file

- 3.1.7 The file will go through an initial [pre-validation](#) process. A message will appear if the file has not passed pre-validation.



✘ The file has failed initial validation

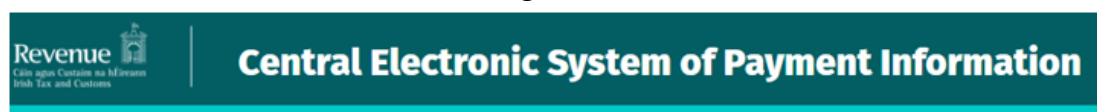
Please review validation errors, amend file offline and upload again once errors have been corrected:

The Payment Data file failed validation against the CESOP XML Schema. The following error has been raised on line 12 and column 4: The element type "cesop:TransmittingCountry" must be terminated by the matching end-tag "".

Back

Figure 58: Failed pre-validation

- 3.1.8 If the file is rejected, the notification will contain details of the error(s) which triggered the failure. The PSP should review and correct the errors, and then resubmit the file using the process described above.
- 3.1.9 A message will appear if the file has successfully passed pre validation. Click "Sign and Submit".



✔ The file has passed initial validation

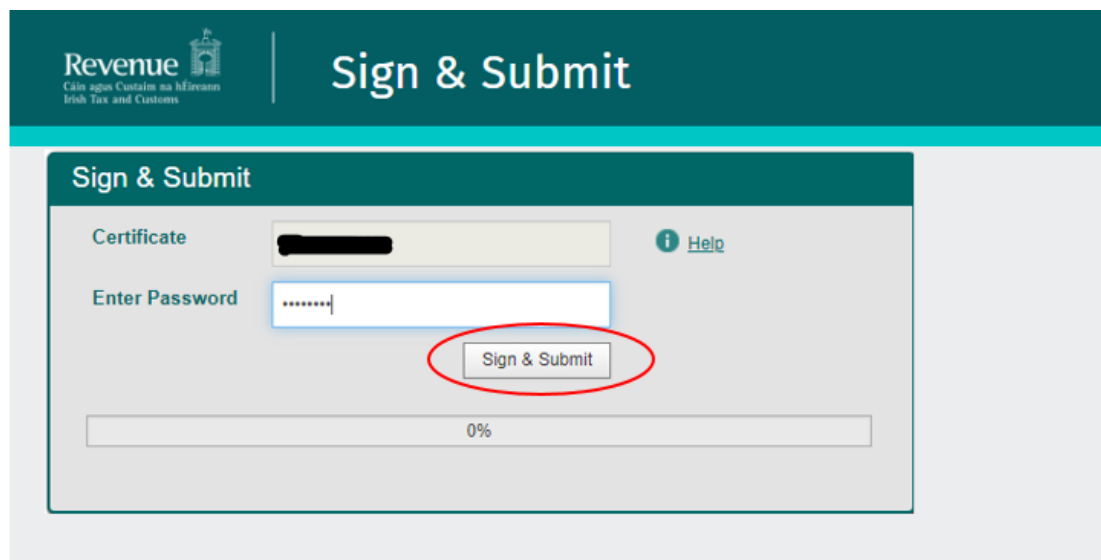
Please select the Sign and Submit option to submit the file.

Back

Sign and Submit

Figure 59: Pre-Validation Sign and Submit

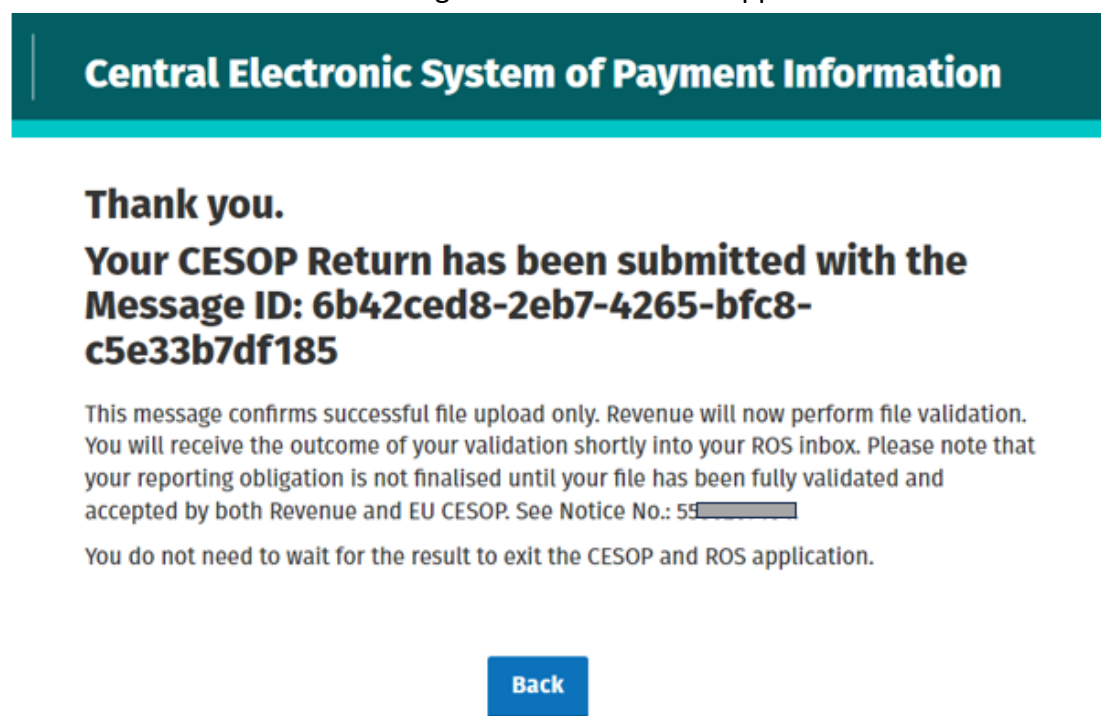
### 3.1.10 Enter ROS password and click “Sign and Submit”.



The screenshot shows the 'Sign & Submit' interface. At the top left is the Revenue logo with the text 'Cain agus Custaim na hÉireann Irish Tax and Customs'. The main heading is 'Sign & Submit'. Below this, there is a 'Certificate' field with a masked value and a 'Help' link. The 'Enter Password' field is also masked. A red circle highlights the 'Sign & Submit' button. At the bottom, a progress bar shows 0%.

Figure 60: Sign and Submit screen

### 3.1.11 The following confirmation screen appears.



The confirmation screen has a dark teal header with the text 'Central Electronic System of Payment Information'. Below the header, it says 'Thank you.' followed by 'Your CESOP Return has been submitted with the Message ID: 6b42ced8-2eb7-4265-bfc8-c5e33b7df185'. A paragraph of text explains that the message confirms successful file upload and that Revenue will perform file validation. It also notes that the reporting obligation is not finalised until the file is fully validated and accepted by both Revenue and EU CESOP. A 'Back' button is located at the bottom.

Figure 61: Confirmation screen

### 3.1.12 After submission, the file then goes through the [national validation](#) process. The PSP will receive a new notification in their Revenue Record with the result of the national validation process: accepted or rejected.

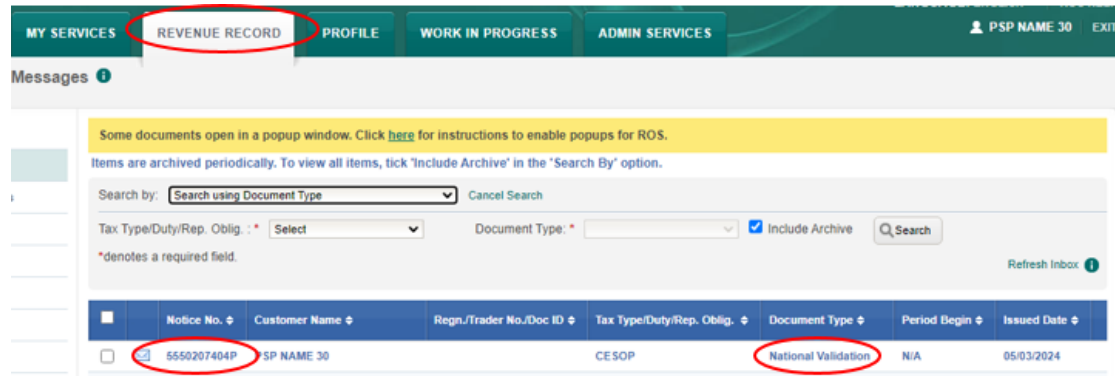


Figure 62: Revenue Record New Notification

3.1.13 Click on the Notice Number for the file validation result. If the file is rejected, the notification will contain a validation file which the PSP can download to review the errors.

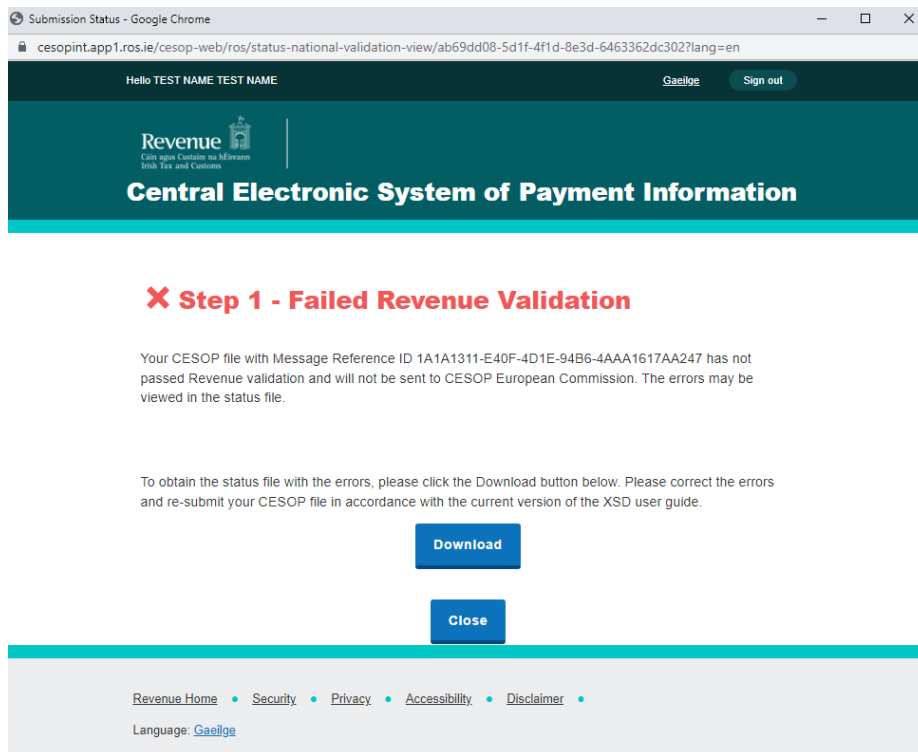
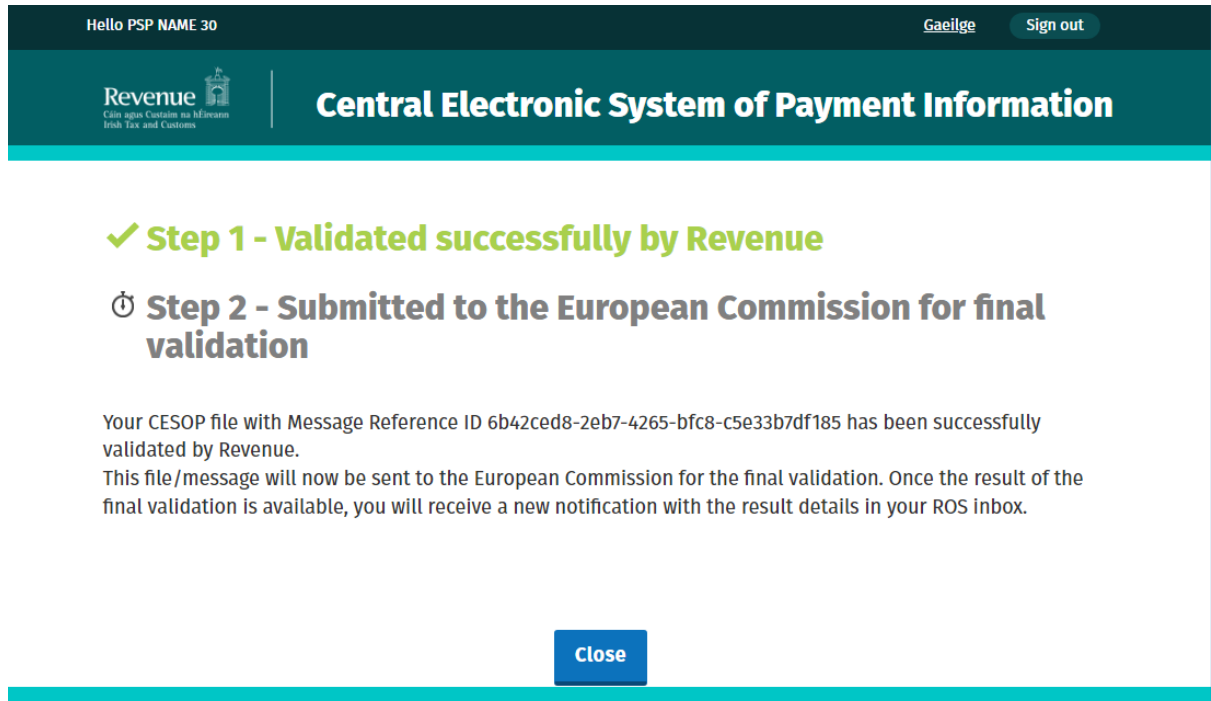


Figure 63: Failed Revenue Validation

- 3.1.14 If the file has passed national validation and has been successfully transmitted to the EU CESOP database, the notification message to the Revenue Record of the PSP in the ROS inbox will outline same.



Hello PSP NAME 30 Gaeilge [Sign out](#)

**Revenue**  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

## Central Electronic System of Payment Information

✓ **Step 1 - Validated successfully by Revenue**

🕒 **Step 2 - Submitted to the European Commission for final validation**

Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df185 has been successfully validated by Revenue.

This file/message will now be sent to the European Commission for the final validation. Once the result of the final validation is available, you will receive a new notification with the result details in your ROS inbox.

[Close](#)

Figure 64: Successful National Business Validation

- 3.1.15 Once the file has successfully passed the national validation process, it is then transmitted through to the EU CESOP database.
- 3.1.16 The file will then go through a further [EU validation](#) process before acceptance by CESOP. The file will either be successfully validated, partially rejected, or fully rejected by CESOP. The PSP will receive notification of the result into the Revenue Record in their ROS inbox.
- 3.1.17 If the file has been fully rejected, the PSP must amend the entire file offline and resubmit.
- 3.1.18 The list of errors in the file can be downloaded. A sample of the error messages which can be downloaded are contained in [Section 9](#).
- 3.1.19 To correct the errors, the PSP must submit a new payment data message in which the reported errors are corrected in accordance with the XSD User Guide. Once the errors have been corrected offline, the filing process in ROS must be recommenced.
- 3.1.20 The resubmitted file should use a new Message ID which is not the same as the previous Message ID. If the old Message Ref ID is used again, this file will not pass national validation.

Hello TEST NAME TEST NAME Gaeilge Sign out

**Revenue**  
Cúin again Cúin again Míreanna  
Irish Tax and Customs

## Central Electronic System of Payment Information

✓ **Step 1 - Validated successfully by Revenue**

✗ **Step 2 - Fully Rejected by European Commission**

Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df975 has been **fully rejected** by CESOP European Commission. The errors may be viewed in the status file.

To obtain the status file with the errors, please click the Download button below. Please correct the errors and re-submit your CESOP file in accordance with the current version of the XSD user guide.

[Download](#)

[Close](#)

[Revenue Home](#) • [Security](#) • [Privacy](#) • [Accessibility](#) • [Disclaimer](#)

Figure 65: Fully Rejected by European Commission

- 3.1.21 If the file has been partially rejected, the PSP will receive a message to their ROS inbox outlining the errors. The PSP must only correct the errors on the file and resubmit same.
- 3.1.22 A corrective Payment Data message must be submitted through ROS in which the payee(s) and associated transactions in which errors have been reported are corrected and re-transmitted, considering the rules defined in XSD.
- 3.1.23 The corrective payment message should use a new Message ID. The message should also contain a correlation to the file being corrected by inserting the original Message Ref ID of the file which is to be corrected in the CorrMessageRefID Field.
- If the correlated CorrMessageReFID field is not completed, the corrected file will not pass national validation.

The screenshot displays the CESOP user interface. At the top, it says "Hello TEST NAME TEST NAME" and "Gaeilge Sign out". Below this is the Revenue logo and the title "Central Electronic System of Payment Information".

The main content area shows two steps:

- ✓ **Step 1 - Validated successfully by Revenue**
- ✗ **Step 2 - Partially Rejected by European Commission**

Below the steps, a message states: "Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df975 has been **partially rejected** by CESOP European Commission. The errors may be viewed in the status file."

Instructions follow: "To obtain the status file with the errors, please click the Download button below. Please correct the errors and submit a correction message in line with the current version XSD user guide."

Two buttons are visible: "Download" and "Close".

At the bottom, there are links for "Revenue Home", "Security", "Privacy", "Accessibility", and "Disclaimer". The language is set to "Gaeilge".

Figure 66:Partially Rejected by European Commission

3.1.24 If the file has been successfully validated, the PSP will receive a notification to their ROS inbox.

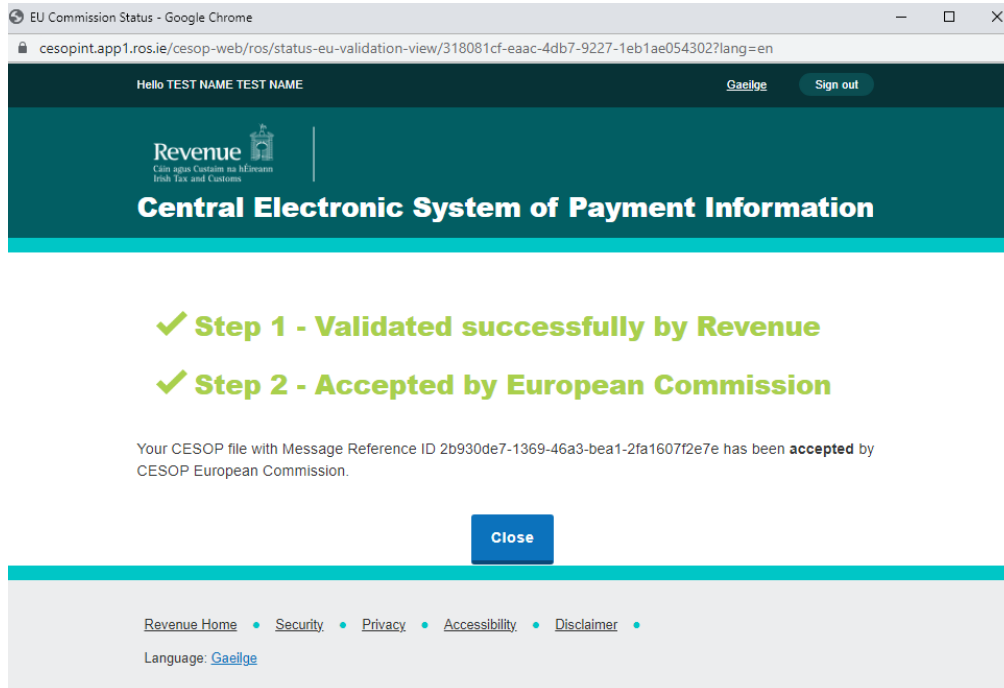


Figure 67: Successful Validation

3.2 Agents (Tax Agents/Advisors) with a valid National Tax Advisor Identification Number (TAIN) authorised to file on behalf of a PSP

3.2.1 Log into [ROS](#).

3.2.2 On the “TAIN Services” tab, tick “Reporting Obligations” and select “CESOP”. Search for client using Registration number or Name.

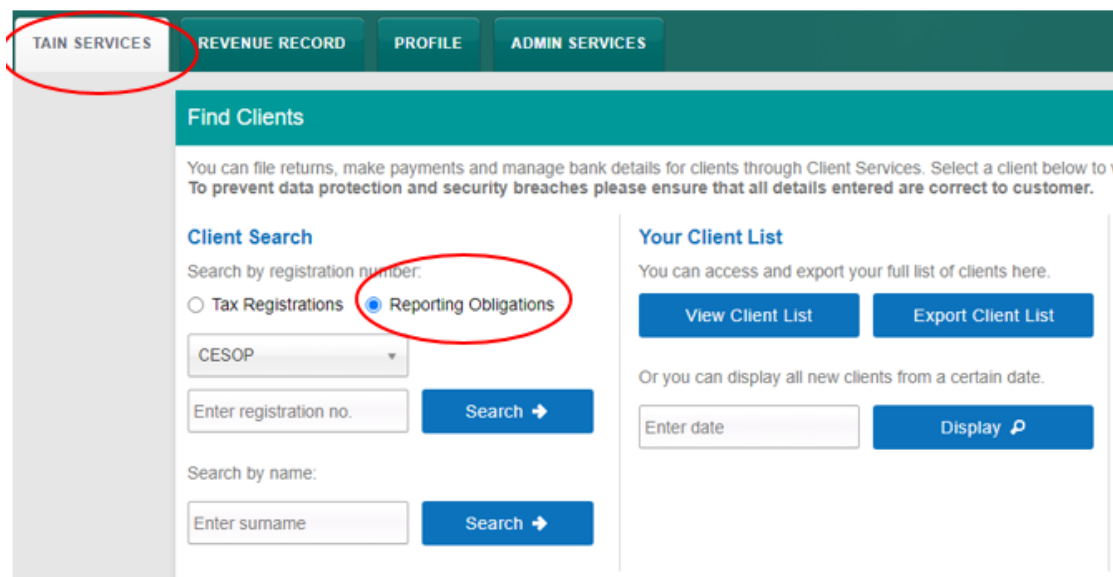


Figure 68: TAIN Services



- 3.2.3 On the “Client Services” tab, select “Complete a Form Online” under the “File a Return” list.

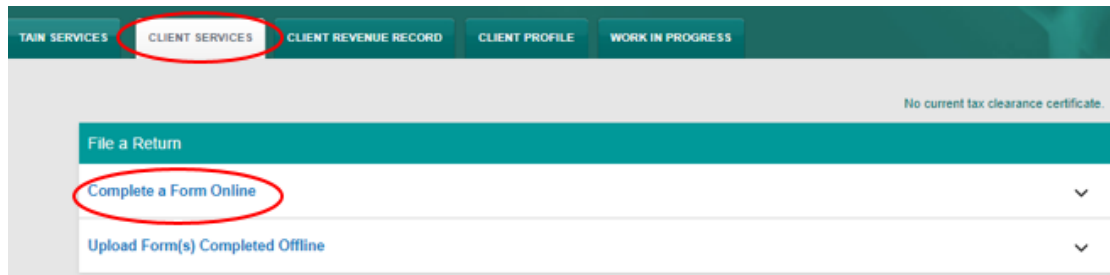


Figure 69: PSP “Complete a Form Online” option

- 3.2.4 Select the “Reporting Obligation” option. Choose “CESOP” as described below. Click Submit.

 A screenshot of the 'Complete a Form Online' form. The form has a teal header 'File a Return' and a sub-header 'Complete a Form Online'. Below the sub-header, there is a message: 'Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.' There are two radio buttons: 'Tax Registrations' (unselected) and 'Reporting Obligations' (selected). Below the radio buttons, there are two dropdown menus. The first dropdown menu is set to 'CESOP' and the second is set to 'CESOP Return'. To the right of the dropdown menus is a blue 'Submit' button with a right-pointing arrow.

Figure 70: Select Reporting Obligation

- 3.2.5 Select “Click to browse for a file”

### CESOP File Upload Facility

 A screenshot of the 'CESOP File Upload Facility' page. On the left, there is a dashed box representing a file upload area. Inside the box, the text reads 'Drop file here to upload, or Click to browse for a file'. The 'Click to browse for a file' text is circled in red. Below the upload area, there are two blue buttons: 'Go to ROS' and 'Submit'. On the right side of the page, there is a message: 'If you do not have any transactions to report in this quarter, please click the Submit Nil Return button below.' Below this message is a blue 'Submit Nil Return' button.

Figure 71: Browse for a file

- 3.2.6 Select file from saved computer location. Then click “Open”.

## CESOP File Upload Facility

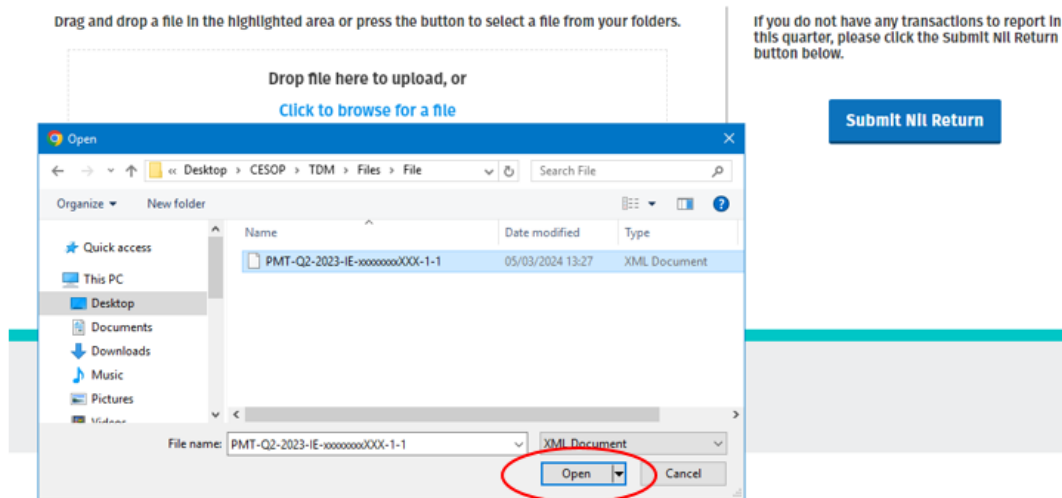


Figure 72: Select file

- 3.2.7 The name of the file you wish to upload will appear in the “File Upload” window. Click “Submit”.

## CESOP File Upload Facility

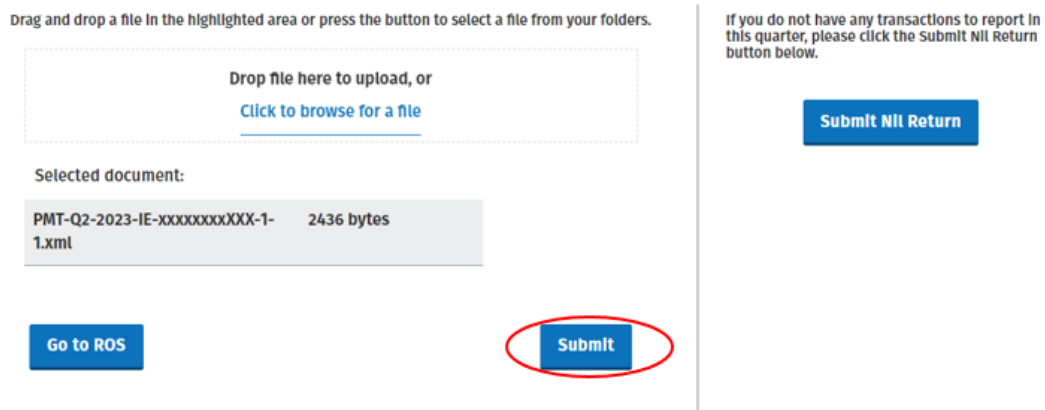
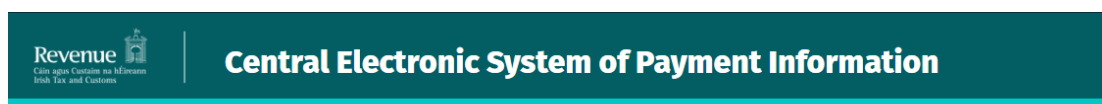


Figure 73: Submit file

- 3.2.8 The file will be subject to an initial [pre-validation](#) process. A message will appear if the file has not passed pre-validation.



✘ The file has failed initial validation

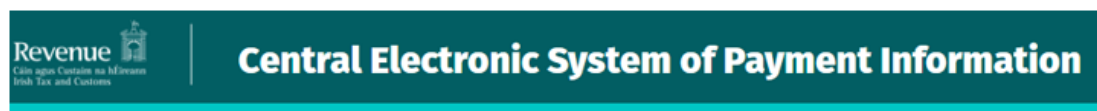
Please review validation errors, amend file offline and upload again once errors have been corrected:

The Payment Data file failed validation against the CESOP XML Schema. The following error has been raised on line 12 and column 4: The element type "cesop:TransmittingCountry" must be terminated by the matching end-tag "".

Back

Figure 74: Failed pre-validation

- 3.2.9 If the file is rejected, the notification will contain details of the error(s) which triggered the failure. The PSP should review and correct the errors, and then resubmit the file using the process described above.
- 3.2.10 A message will appear if the file has successfully passed pre-validation. Click "Sign and Submit".



✔ The file has passed initial validation

Please select the Sign and Submit option to submit the file.

Back Sign and Submit

Figure 75: Pre-Validation Sign and Submit

- 3.2.11 Enter ROS password and then click "Sign and Submit".

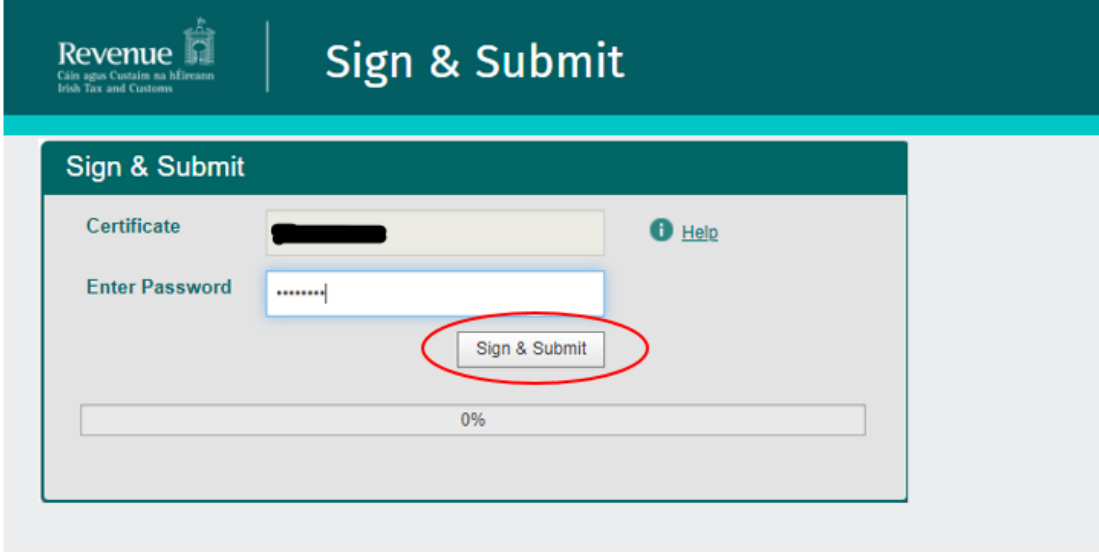


Figure 76: Sign and Submit screen

3.2.12 The following confirmation screen appears.

## Central Electronic System of Payment Information

**Thank you.**

**Your CESOP Return has been submitted with the  
Message ID: 6b42ced8-2eb7-4265-bfc8-  
c5e33b7df185**

This message confirms successful file upload only. Revenue will now perform file validation. You will receive the outcome of your validation shortly into your ROS inbox. Please note that your reporting obligation is not finalised until your file has been fully validated and accepted by both Revenue and EU CESOP. See Notice No.: 5550207404.

You do not need to wait for the result to exit the CESOP and ROS application.

**Back**

Figure 77: Confirmation screen

3.2.13 The file then goes through the [national validation](#) process. The Agent will receive a new notification in their Client Revenue Record with the result of the national validation process: accepted or rejected.

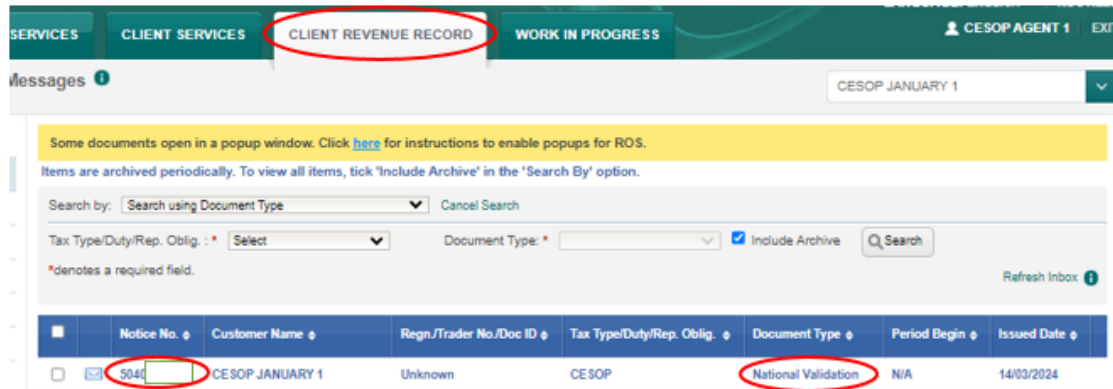


Figure 78: Revenue Record New Notification

3.2.14 Click on the Notice Number for the file validation result. If the file is rejected, the notification will contain a validation file which the Agent can download to review the errors.

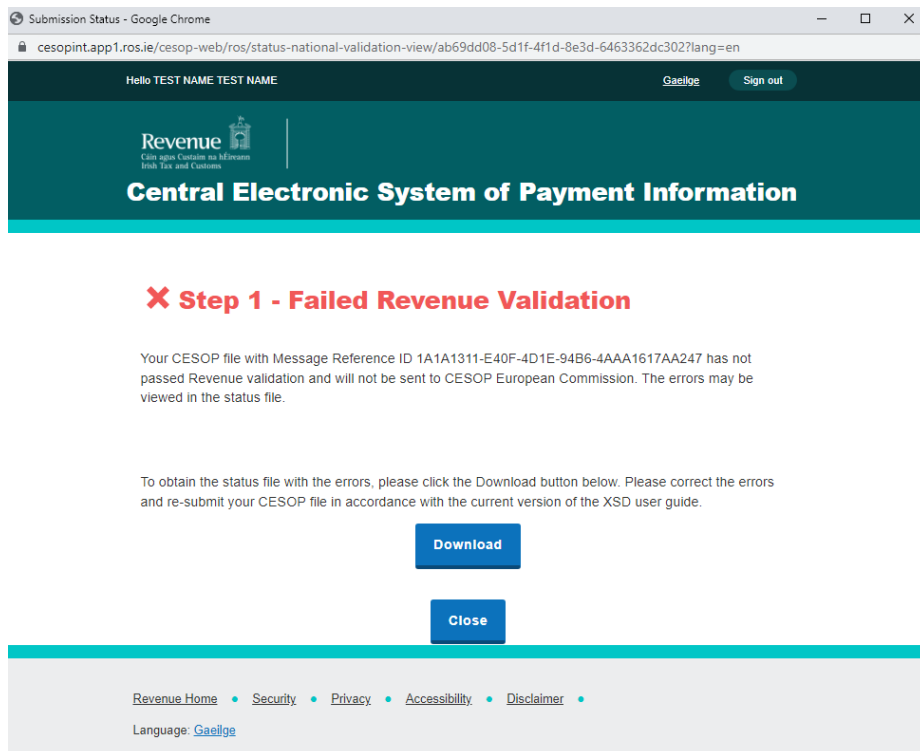


Figure 79: Failed Revenue Validation

- 3.2.15 If the file has passed national validation and has been successfully transmitted to the EU CESOP database, the notification message to the Agent's ROS inbox will outline same.

The screenshot shows a notification interface with a dark teal header. The header contains the text "Hello PSP NAME 30" on the left, "Gaeilge" and "Sign out" on the right, and the Revenue logo with the text "Revenue" and "Cúirt agus Custóirín na hÉireann Irish Tax and Customs" on the left. The main title of the interface is "Central Electronic System of Payment Information".

The notification content is as follows:

- ✓ Step 1 - Validated successfully by Revenue**
- 🕒 Step 2 - Submitted to the European Commission for final validation**

Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df185 has been successfully validated by Revenue.  
This file/message will now be sent to the European Commission for the final validation. Once the result of the final validation is available, you will receive a new notification with the result details in your ROS inbox.

A blue "Close" button is located at the bottom center of the notification area.

Figure 80: Successful National Business Validation

- 3.2.16 Once the file has successfully passed the national validation process, it is then transmitted through to the EU database known as CESOP.
- 3.2.17 The file will then go through a further [EU validation](#) process before acceptance to CESOP. The file will either be successfully validated, partially rejected, or fully rejected by CESOP. The Agent will receive notification of the result into their ROS inbox.
- 3.2.18 If the file has been fully rejected, the filer for the PSP must amend the entire file offline and resubmit.
- 3.2.19 The list of errors should be downloaded. A sample of the error messages that you can download are contained in Section 9.
- 3.2.20 To correct the errors, a new payment data message in which the reported errors are corrected in accordance with the XSD User Guide must be submitted. Once the errors have been corrected offline, the filing process in ROS must be recommenced.
- 3.2.21 This file should use a new Message ID which is not the same as the previous Message ID. If the old Message Ref ID is used again, this file will not pass national validation.

The screenshot displays the CESOP interface. At the top, it says 'Hello TEST NAME TEST NAME' and has 'Gaeilge' and 'Sign out' buttons. Below this is the Revenue logo and the text 'Central Electronic System of Payment Information'. The main content area shows a green checkmark next to 'Step 1 - Validated successfully by Revenue' and a red X next to 'Step 2 - Fully Rejected by European Commission'. Below this, a message states: 'Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df975 has been fully rejected by CESOP European Commission. The errors may be viewed in the status file.' There is a paragraph of instructions: 'To obtain the status file with the errors, please click the Download button below. Please correct the errors and re-submit your CESOP file in accordance with the current version of the XSD user guide.' Below this are two buttons: 'Download' and 'Close'. At the bottom, there is a footer with links: 'Revenue Home', 'Security', 'Privacy', 'Accessibility', and 'Disclaimer'.

Figure 81: Fully Rejected by European Commission

3.2.22 If the file has been partially rejected, the Agent will receive a message to their Client Revenue Record in their ROS inbox outlining the errors. The PSP must only correct the errors on the file and resubmit same.

3.2.23 A corrective Payment Data message must be submitted through ROS in which the payee(s) and associated transactions on which errors have been reported are corrected and re-transmitted, considering the rules defined in XSD.

3.2.24 This correction payment message should contain a New Message ID.

The message should also contain a correlation to the file being corrected by inserting the original Message Ref ID of the file which you wish to correct in the CorrMessageRefID Field.

If a correlated CorrMessageRefID is not inserted to this field, the file will not pass national validation.

The screenshot displays the CESOP interface with the following elements:

- Header: "Hello TEST NAME TEST NAME" and "Gaeilge Sign out".
- Logo: Revenue (Clár agus Cúistín na Míreann Irish Tax and Customs).
- Section Title: "Central Electronic System of Payment Information".
- Status Summary:
  - ✓ Step 1 - Validated successfully by Revenue
  - ✗ Step 2 - Partially Rejected by European Commission
- Message: "Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df975 has been **partially rejected** by CESOP European Commission. The errors may be viewed in the status file."
- Action: "To obtain the status file with the errors, please click the Download button below. Please correct the errors and submit a correction message in line with the current version XSD user guide."
- Buttons: "Download" and "Close".
- Footer: "Revenue Home • Security • Privacy • Accessibility • Disclaimer •" and "Language: Gaeilge".

Figure 82: Partially Rejected by European Commission

3.2.25 If the file has been successfully validated, the Agent will receive a notification to their Client Revenue Record in their ROS inbox.



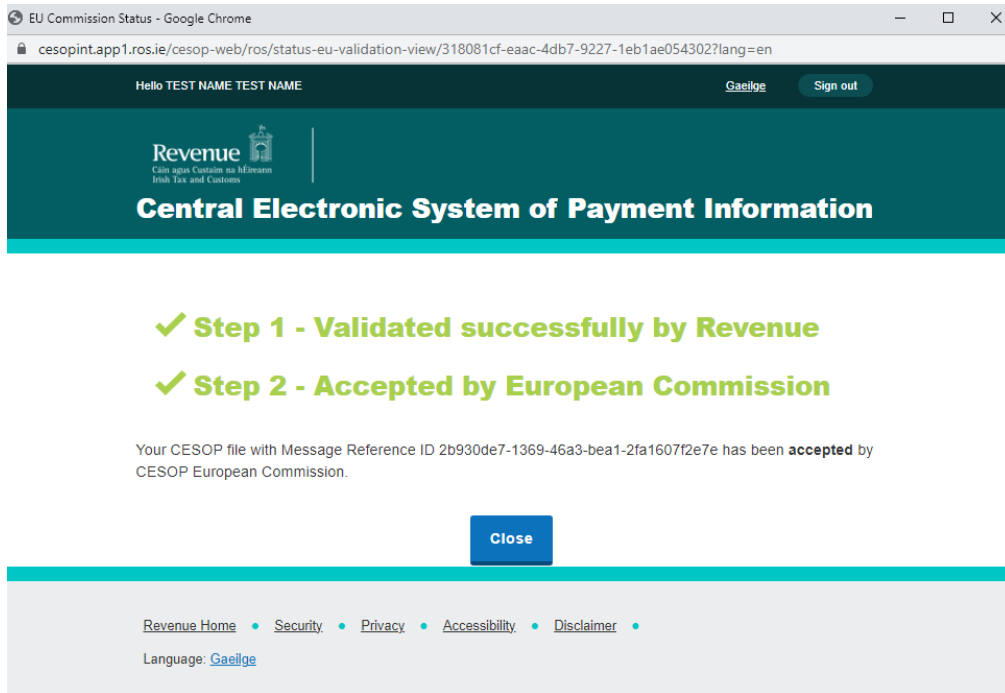


Figure 83: Successful Validation

### 3.3 Filing process for other third-party reporting intermediaries, including technical service providers, who have been authorised to file on behalf of a PSP

3.3.1 Log into [ROS](#).

3.3.2 Under the “My Services” tab, select “Complete a Form Online” under the “File a Return” listing.

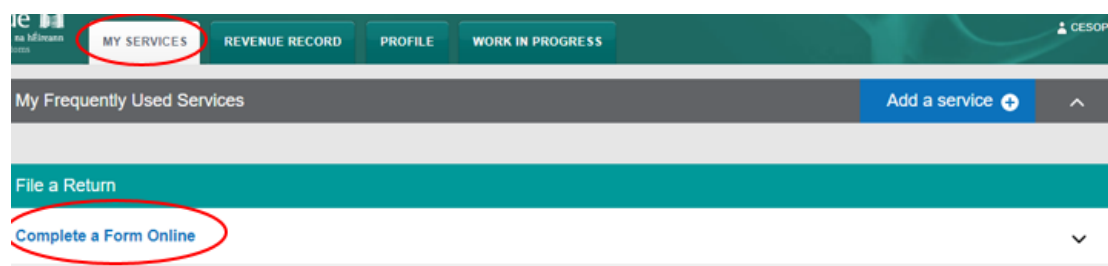


Figure 84: “Complete a Form Online” screen

3.3.3 Select the Reporting Obligation option. Choose “CESOP”. Click Submit.

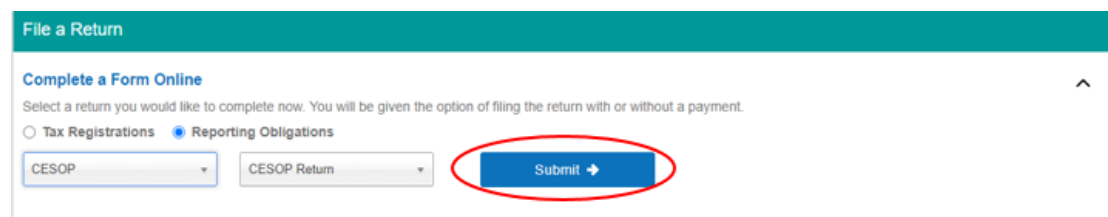
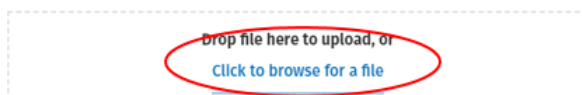


Figure 85: Select Reporting Obligation

3.3.4 Select the “Click to browse for a file” option.

#### CESOP File Upload Facility

Drag and drop a file in the highlighted area or press the button to select a file from your folders.



If you do not have any transactions to report in this quarter, please click the Submit Nil Return button below.

Submit Nil Return

Figure 86: Browse for a file

3.3.5 Select file from saved computer location. Then click “Open”.

### CESOP File Upload Facility

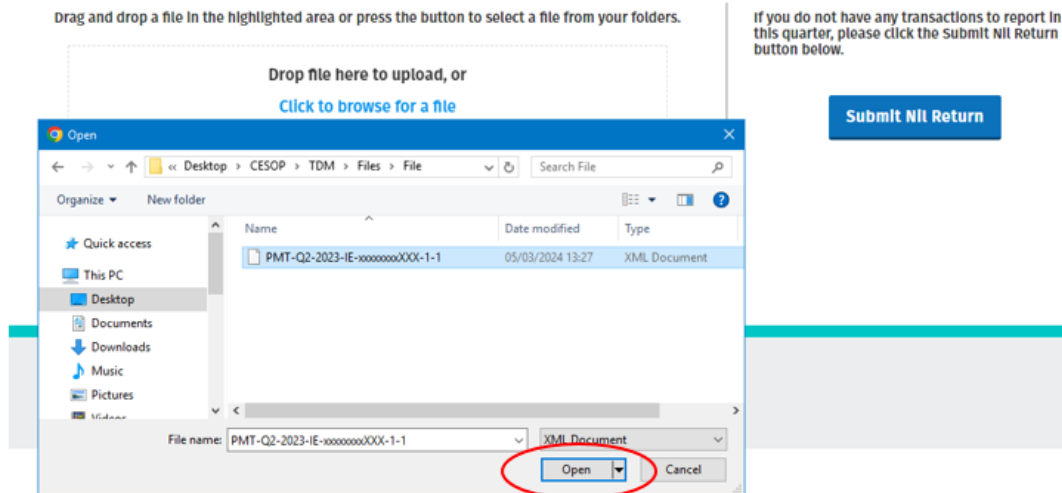


Figure 87: Select file

3.3.6 The name of the file you wish to upload will appear in the File Upload Facility window. Click “Submit”.

### CESOP File Upload Facility

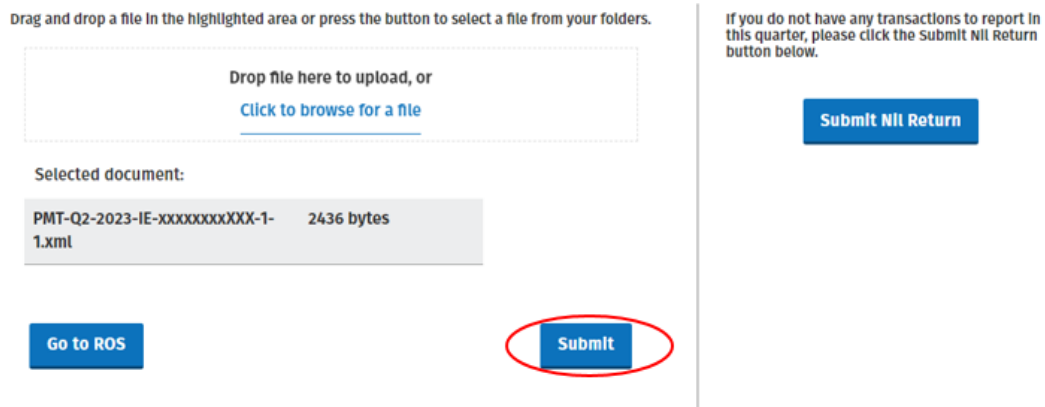



Figure 88: Submit file

3.3.7 The file will be subject to a [pre-validation](#) process. A message will appear if the file has not passed pre-validation.



## Central Electronic System of Payment Information

✘ The file has failed initial validation

Please review validation errors, amend file offline and upload again once errors have been corrected:

The Payment Data file failed validation against the CESOP XML Schema. The following error has been raised on line 12 and column 4: The element type "cesop:TransmittingCountry" must be terminated by the matching end-tag "".

Back

Figure 89: Failed pre validation

- 3.3.8 If the file is rejected, the notification will contain details of the error(s) which triggered the failure. The PSP should review and correct the errors, and then resubmit the file using the process described above.
- 3.3.9 A message will appear if the file has successfully passed pre validation. Click "Sign and Submit".



## Central Electronic System of Payment Information

✔ The file has passed initial validation

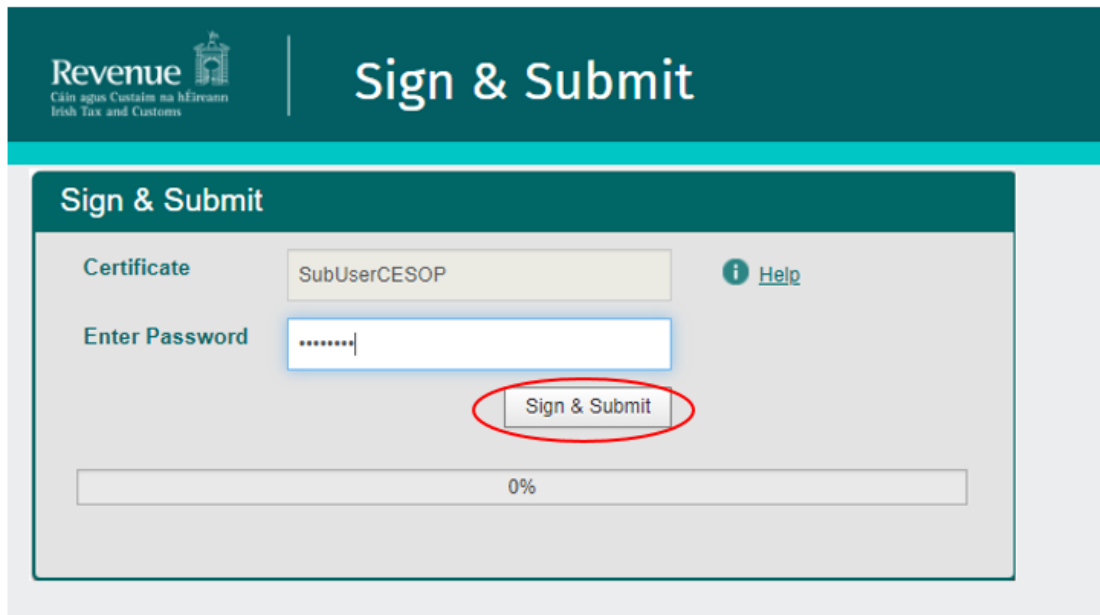
Please select the Sign and Submit option to submit the file.

Back

Sign and Submit

Figure 90: Pre-Validation Sign and Submit

### 3.3.10 Enter ROS password and click “Sign and Submit”.



Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

## Sign & Submit

Certificate  [Help](#)

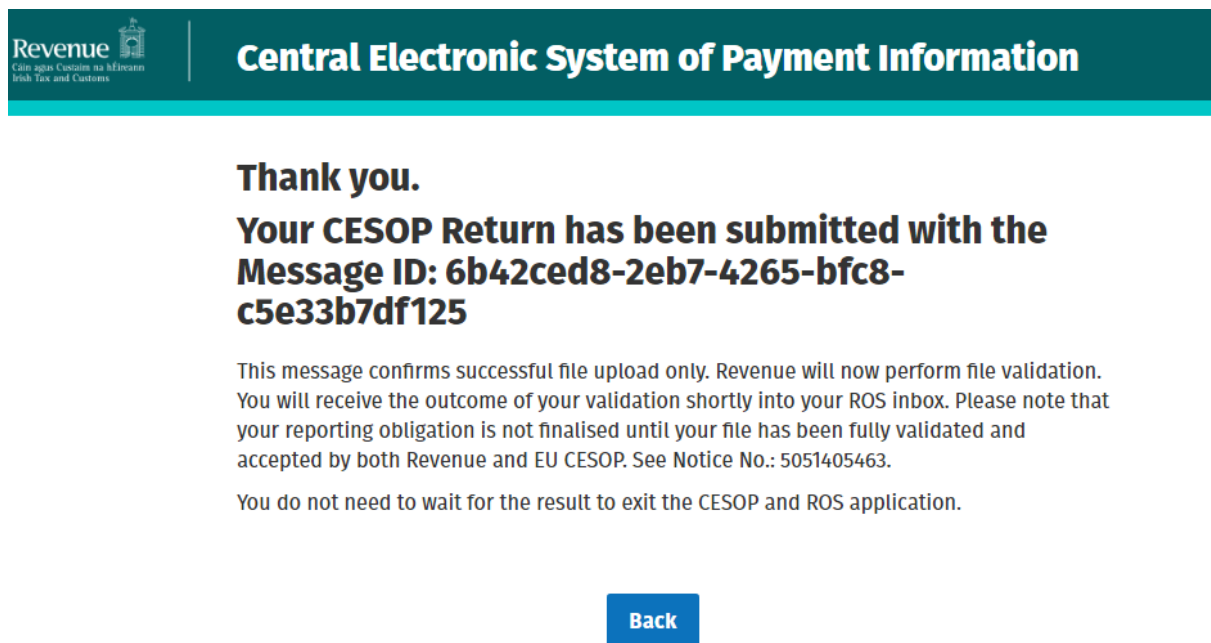
Enter Password

**Sign & Submit**

0%

Figure 91: Sign and Submit

### 3.3.11 The following confirmation screen appears.



Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

## Central Electronic System of Payment Information

**Thank you.**

**Your CESOP Return has been submitted with the Message ID: 6b42ced8-2eb7-4265-bfc8-c5e33b7df125**

This message confirms successful file upload only. Revenue will now perform file validation. You will receive the outcome of your validation shortly into your ROS inbox. Please note that your reporting obligation is not finalised until your file has been fully validated and accepted by both Revenue and EU CESOP. See Notice No.: 5051405463.

You do not need to wait for the result to exit the CESOP and ROS application.

**Back**

Figure 92: Confirmation screen

### 3.3.12 The file is then subject to the [national validation](#) process. The PSP will receive a new notification in their Revenue Record in

their ROS inbox with the result of the Revenue validation process: accepted or rejected.

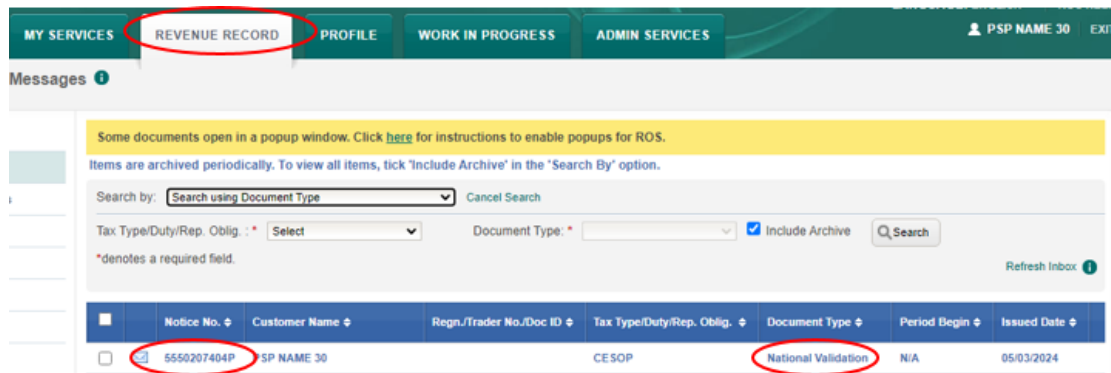


Figure 93: Revenue Record - New Notification

3.3.13 Click on the Notice Number for the file validation result. If the file is rejected, the notification will contain a validation file which the PSP can download to review the errors.

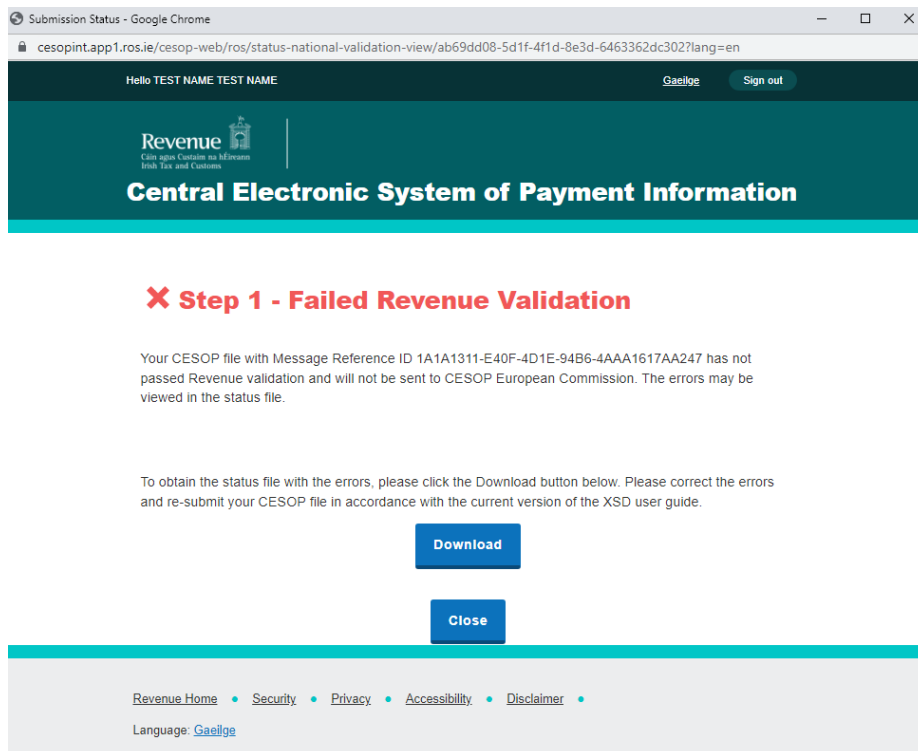


Figure 94: Failed Revenue Validation

3.3.14 If the file has passed national validation and has been successfully transmitted to the EU CESOP database, the notification message to the PSP's ROS inbox will outline same.

The screenshot shows a notification interface with a dark teal header. On the left, it says "Hello PSP NAME 30" and "Gaeilge" with a "Sign out" button. The Revenue logo is on the left, and the title "Central Electronic System of Payment Information" is in the center. The main content area has a green checkmark icon followed by "Step 1 - Validated successfully by Revenue". Below that is a clock icon followed by "Step 2 - Submitted to the European Commission for final validation". The text explains that the file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df185 has been validated by Revenue and will be sent to the European Commission. A blue "Close" button is at the bottom.

Hello PSP NAME 30 Gaeilge [Sign out](#)

**Revenue**  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

## Central Electronic System of Payment Information

✓ **Step 1 - Validated successfully by Revenue**

🕒 **Step 2 - Submitted to the European Commission for final validation**

Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df185 has been successfully validated by Revenue.

This file/message will now be sent to the European Commission for the final validation. Once the result of the final validation is available, you will receive a new notification with the result details in your ROS inbox.

[Close](#)

Figure 95: Successful National Business Validation

- 3.3.15 Once the file has successfully passed the national validation process, it is then transmitted through to the EU database known as CESOP.
- 3.3.16 The file will then go through a further [EU validation](#) process before acceptance to CESOP. The file will either be successfully validated, partially rejected, or fully rejected by CESOP. The PSP will receive notification of the result into their ROS inbox.
- 3.3.17 If the file has been fully rejected, the PSP must amend the entire file offline and resubmit.
- 3.3.18 The list of errors will be made available for download. Samples of the error messages are contained in Section 9.
- 3.3.19 To correct the errors, a new payment data message must be submitted in which the reported errors are corrected in accordance with the XSD User Guide.
- 3.3.20 Once the errors have been corrected offline, the filing process in ROS must be recommenced.
- 3.3.21 The corrected file should use a new Message ID which is not the same as the previous Message ID. If the old Message Ref ID is used, this file will not pass national validation.

The screenshot displays a user interface for the Central Electronic System of Payment Information (CESOP). At the top, it shows a user greeting 'Hello TEST NAME TEST NAME' and navigation links for 'Gaeilge' and 'Sign out'. Below this is the Revenue logo with the tagline 'Gain your Customs as if Revenue Irish Tax and Customs'. The main heading is 'Central Electronic System of Payment Information'. The status is indicated by a green checkmark and the text 'Step 1 - Validated successfully by Revenue', followed by a red 'X' and 'Step 2 - Fully Rejected by European Commission'. A message states: 'Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df975 has been fully rejected by CESOP European Commission. The errors may be viewed in the status file.' Below this, instructions read: 'To obtain the status file with the errors, please click the Download button below. Please correct the errors and re-submit your CESOP file in accordance with the current version of the XSD user guide.' Two buttons, 'Download' and 'Close', are provided. At the bottom, there is a footer with links for 'Revenue Home', 'Security', 'Privacy', 'Accessibility', and 'Disclaimer'.

Figure 96: Fully-Rejected by European Commission



- 3.3.22 If the file has been partially rejected, the PSP will receive a message to their ROS inbox outlining the errors. The PSP must only correct the errors on the file and resubmit same.
- 3.3.23 A corrective Payment Data message must be submitted through ROS in which the payee(s) and associated transactions in which errors have been reported are corrected and re-transmitted, considering the rules defined in XSD.
- 3.3.24 This correction payment message should use a New Message ID. The message should also contain a correlation to the file being corrected by inserting the original Message Ref ID of the file which is to be corrected in the CorrMessageRefID Field.
- If a correlated CorrMessageReFID is not inserted in this field, the file will not pass national validation.

The screenshot displays the CESOP interface. At the top, it says "Hello TEST NAME TEST NAME" and "Gaeilge Sign out". Below this is the Revenue logo and the text "Central Electronic System of Payment Information".

The main content area shows two steps:

- ✓ **Step 1 - Validated successfully by Revenue**
- ✗ **Step 2 - Partially Rejected by European Commission**

Below the steps, a message states: "Your CESOP file with Message Reference ID 6b42ced8-2eb7-4265-bfc8-c5e33b7df975 has been **partially rejected** by CESOP European Commission. The errors may be viewed in the status file."

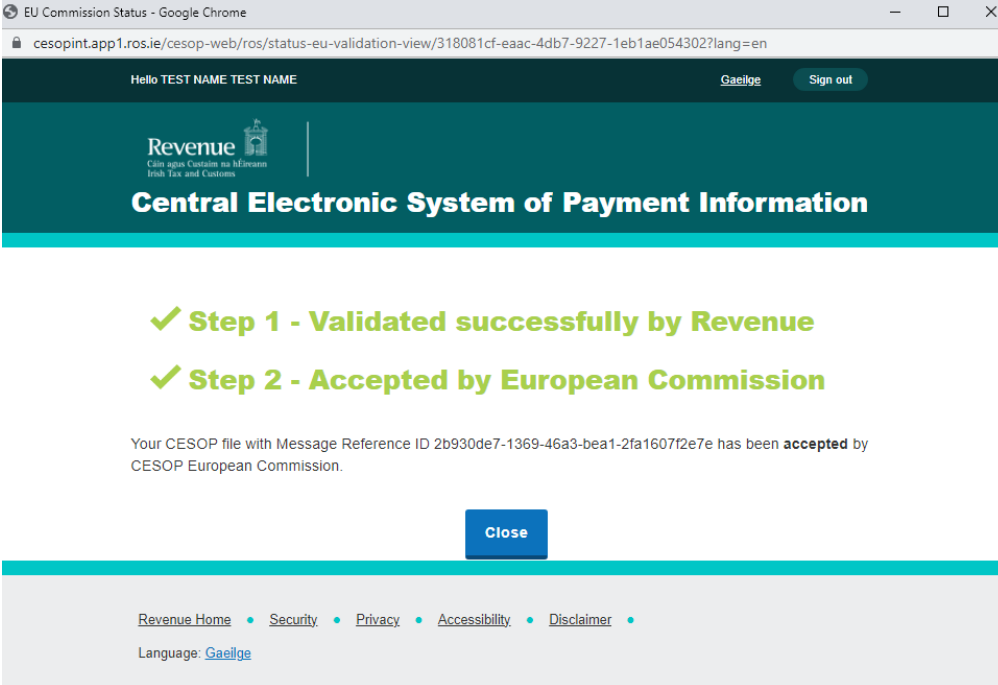
Further down, it says: "To obtain the status file with the errors, please click the Download button below. Please correct the errors and submit a correction message in line with the current version XSD user guide."

There are two buttons: "Download" and "Close".

At the bottom, there is a footer with links: "Revenue Home", "Security", "Privacy", "Accessibility", "Disclaimer". Below that, it says "Language: Gaeilge".

Figure 97: Partially-Rejected by EU Validation

3.3.25 If the file has been successfully validated, the PSP will receive a notification to their ROS inbox.



The screenshot shows a web browser window titled "EU Commission Status - Google Chrome". The address bar displays the URL: `cesopint.app1.ros.ie/cesop-web/ros/status-eu-validation-view/318081cf-aaac-4db7-9227-1eb1ae054302?lang=en`. The page header includes "Hello TEST NAME TEST NAME" and a "Sign out" button. The main content area features the Revenue logo and the text "Central Electronic System of Payment Information". Below this, two green checkmarks indicate the validation steps: "Step 1 - Validated successfully by Revenue" and "Step 2 - Accepted by European Commission". A message states: "Your CESOP file with Message Reference ID 2b930de7-1369-46a3-bea1-2fa1607f2e7e has been **accepted** by CESOP European Commission." A blue "Close" button is positioned below the message. The footer contains links for "Revenue Home", "Security", "Privacy", "Accessibility", and "Disclaimer", along with a language selector set to "Gaeilge".

Figure 98: Successful Validation

## 4 Submitting a Nil Return

If a filer does not have any relevant data/transactions to report in the reporting quarter, they may submit a Nil Return in order to confirm that they have met their reporting requirement for the period and do not have relevant transactions to report.

- 4.1.1 In the “File a Return” screen in ROS, select the “Reporting Obligations” option. Choose “CESOP” in the dropdown menus. Click Submit.

Figure 99: Select Reporting Obligation

- 4.1.2 Select “Submit Nil Return” to the right side of the CESOP “File Upload Facility” screen.

Figure 100: Submit Nil Return

- 4.1.3 Select “Submit”.

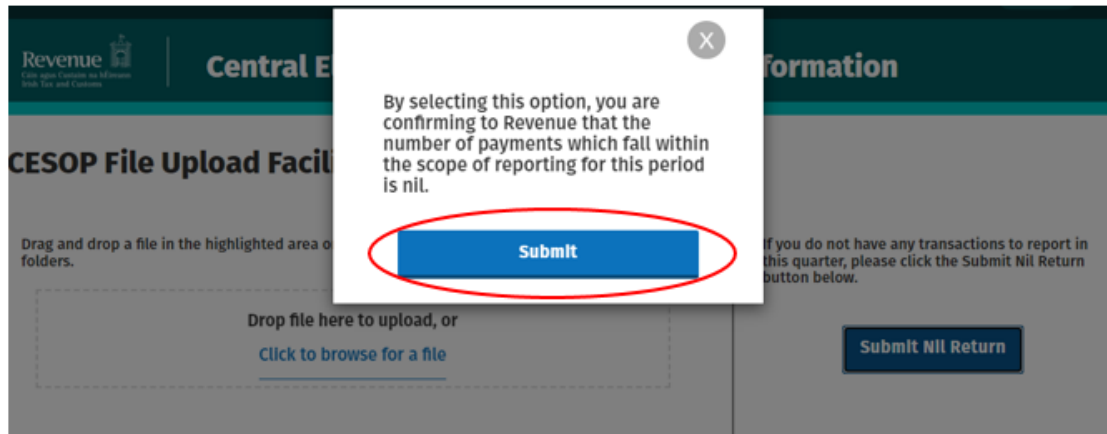


Figure 101: Submit

4.1.4 The following confirmation screen appears.

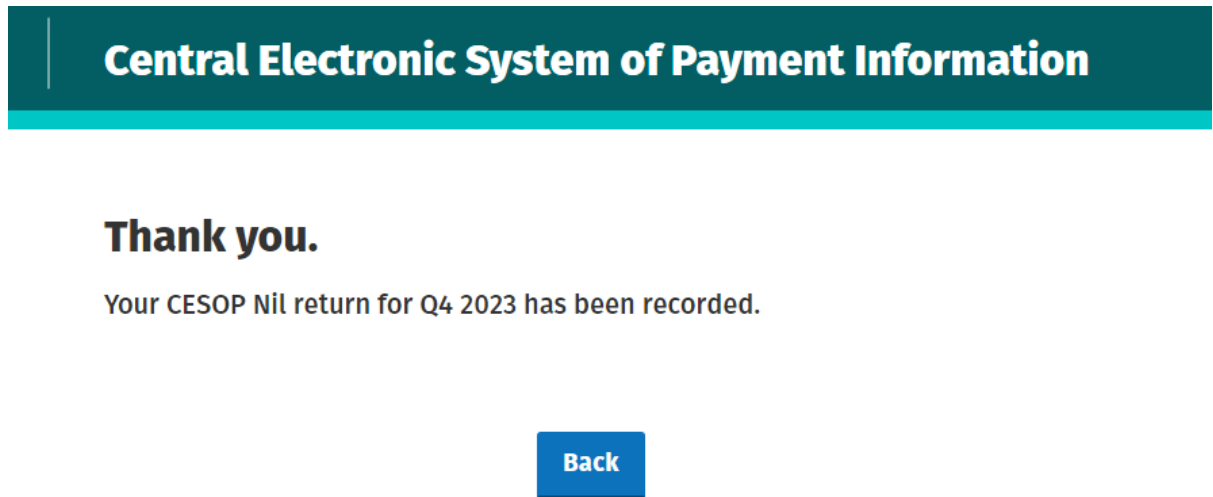


Figure 102: Nil Return Confirmation

4.1.5 Please note that a nil return will not be saved if the filer has previously submitted payment data for the reporting quarter. The message below will appear.



## Nil return not saved

You cannot submit a CESOP Nil return for Q4 2023 because payment data for this period has been submitted previously. Please contact the CESOP Helpdesk if you require more information.

[Back](#)

Figure 103: “Nil Return Not Saved” notification

**NOTE: If a filer wishes to submit data after they have submitted a nil return, it is possible for them to submit a file as per the normal process.**

**Any data file submitted after a nil return will overwrite the nil return data.**

## 5 Errors when inputting alpha numeric characters, diacritics or special characters whilst registering for CESOP

Should the PSP name or address contain non-Latin alphabetic characters (i.e. Cyrillic, Arabic, Hangul, Hanzi, etc.), diacritics, accents or special characters, this will prevent registration via our Non-Resident Registration App or our Revenue Online Service Facility.

Inputting of such characters will generate an error message, and will prevent the registration application from proceeding. In such circumstances, please contact the CESOP Registrations Team at [CESOPRegistration@revenue.ie](mailto:CESOPRegistration@revenue.ie)

## 6 CESOP and ROS Contact Details

### 6.1 Revenue CESOP and ROS Team Contact Details

For queries relating to registering a [CESOP](#) Reporting Obligation, please contact our dedicated Revenue CESOP Team through the following channels:

To contact Via [MyEnquiries](#),

- select category “other than the above”
- select subcategory “Central Electronic System of Payment (CESOP) query”.

The CESOP Team can also be contacted by email:

- For CESOP general and filing queries please contact [CESOPEnquiries@revenue.ie](mailto:CESOPEnquiries@revenue.ie)
- For CESOP Registration Queries, please contact [CESOPRegistration@revenue.ie](mailto:CESOPRegistration@revenue.ie)

For queries relating to ROS please contact the Revenue [ROS](#) Technical Helpdesk:

- Email at [roshelp@revenue.ie](mailto:roshelp@revenue.ie)
- Telephone at 01 738 3699, International customers may contact via the email address above or call +353 1 738 3699

All information relating to CESOP is updated on an ongoing basis and available at our dedicated [webpage](#) at revenue.ie.

## 7 CESOP – Summary Guides and Further Useful Information for CESOP Filing in Ireland

### 7.1 General Overview of File Upload Process for CESOP filing in Ireland

Section 7.1 provides a summary of the file upload process for [CESOP](#) using the Revenue Online Service ([ROS](#)). This summary should be read in conjunction with the relevant detailed filing process contained in [Section 3](#).

- 7.1.1 The PSP must log into ROS and go to the “My Services” tab and select “CESOP” from the “File a Return – Complete Online Form” option.
- 7.1.2 The PSP can upload a maximum file size of 1GB uncompressed. Only a manual upload of individual XML files up to 1GB through ROS is currently provided for the go live of 1 January 2024. A batch upload will not be possible.
- 7.1.3 The file will go through a pre-validation process. If the file has successfully passed pre validation and the PSP has proceeded to upload the file, it then goes through the business validation process. **All PSPs must retain a record of files submitted to Revenue to facilitate future amendment/corrections required by the PSPs.**
- 7.1.4 The PSP will receive a notification with the result of the Revenue validation process: accepted or rejected.

If the file is rejected, the notification will contain a validation file which the PSP can download to review the errors.

- 7.1.5 Once a file has been successfully uploaded to ROS.ie and has successfully passed the Business Validation Process, Revenue then transmits this file to the centralised EU Database known as “CESOP”.
- 7.1.6 After the validation process has been completed, the file will either be successfully uploaded to CESOP, partially rejected, or fully rejected by CESOP. The PSP will receive notification of the result into their ROS inbox.
- 7.1.7 If the file has been fully rejected, the PSP must amend the entire file offline and resubmit. If the file is partially rejected, the PSP must only correct the errors on the file and resubmit same. All resubmissions are through the ROS facility.
- 7.1.8 If the file has successfully been uploaded to CESOP, the message to the PSPs Inbox will outline same.

## 7.2 Deviations in Ireland from the EU-published XSD Schema:

### 7.2.1 File Submission Type:

We do not require a meta file. Only the .XML file is required.

### 7.2.2 Nil Returns:

Should a PSP have no reporting obligation in a specific period (i.e. no payments within the scope of reporting for that reporting period), in order to minimise the potential for a subsequent filing compliance check by Revenue, the filer may submit a “Nil Return”.

To do this, the filer must log into [ROS](#) and go to the “My services” tab and select “CESOP” from the “File a Return – Complete Online Form” option. Once they are on the CESOP submission page, the filer can click on “submit a Nil Return”. This will inform Revenue that the filer has no reportable information for the current reporting period.

It is not necessary for a filer to submit a message of type CESOP102. Such a message will fail pre-validation. If the filer subsequently wishes to confirm that they do have information to submit for a period which was previously reported as “Nil”, they should submit a message of type CESOP100. This will automatically overwrite the previous Nil Return submitted.



Please refer to [Section 4](#) which outlines how you may notify Revenue that you have nil activity to report for a particular quarter.

#### 7.2.3 Rules not validated by Revenue:

Rules 20020 and 45050 are not validated by Revenue. Therefore, if a file breaks these rules, it will pass Revenue business validation, but it will fail EU Commission validation.

#### 7.2.4 Additional Rule validated by Revenue:

Rule 99999 – Original message not processed yet by CESOP System: The CorrMessageRefId refers to a message that has not been processed by the EU CESOP System. The filer must wait until the original message is processed to submit a correction. Please also note that the reporting period cannot be in the future i.e. later than the current date.

#### 7.2.5 Pre-Validation of a File:

The pre-validation will verify some technical aspects of the file:

- File size: must be under 1GB.
- Type of file: only XML type files are accepted.
- Blank file not allowed.
- Any schema errors such as missing tags, missing mandatory fields, fields in wrong format...
- Type of message (CESOP102): Nil Return files will not be accepted.
- MessageRefId uniqueness (error code 10010).

If the file fails this validation, the errors will be shown, and it will not be possible to submit the file. The user should fix the file and try to submit again.

#### 7.2.6 Browser and systematic compatibility:

Tests have been performed on Chrome, Edge and Firefox browsers in Windows 10 and we can confirm normal/expected behaviour on these browsers.

Please note that file submission should be completed using Microsoft operating systems as compatibility issues may arise using MAC.

#### 7.2.7 Messaging processes and timelines:

The expected time to receive the notification with the result of the revenue business validation is 12 minutes or less. The result of the CESOP validation by the EU Commission is dependent on their systems. We cannot guarantee any timeline for the CESOP/EU notification.

### 7.2.8 Incorrect behaviour when using 1 or 0 as Boolean:

An issue was found on the EU Validation Module when 1 is used as a Boolean. Example:

```
<cesop:ReportedTransaction IsRefund="1">
```

The issue has been communicated to the CESOP Commission and an improvement will be made.

In the meantime, we recommend using "True" instead of 1 to avoid any incorrect behaviour. For example:

```
<cesop:ReportedTransaction IsRefund="True">
```

### 7.2.9 Navigating the CESOP pages:

The back button of your browser should not be used when navigating the CESOP submission process.

### 7.2.10 How to Raise Technical Queries or Issues:

Queries can be raised by contacting [CESOPEnquiries@revenue.ie](mailto:CESOPEnquiries@revenue.ie) directly or through [MyEnquiries](#) on Revenue Online Service ([ROS](#)). If using [MyEnquiries](#) you must select the Category CESOP Query to ensure that your query is properly assigned.

### 7.2.11 Technical Documents and Schemas:

The European Commission has a dedicated [webpage](#) which outlines the key documents for CESOP reporting and filing.

The [schema](#) which should be used in the XML files is the latest version provided by the EU Commission.

Registration and filing procedures vary in each jurisdiction. Should you have a reporting obligation in multiple jurisdictions, you must confirm the individual filing specifications and any additional reporting requirements for each Member State. The European Commission has provided a link to the [National Portals](#) for CESOP reporting in each Member State.

## 8 Annex 1 – File Validation

### 8.1 File Validation Process

There will be a three-stage validation process for PSPs with a reporting obligation in Ireland:

- Pre-validation;
- National Validation;
- EU CESOP Validation.

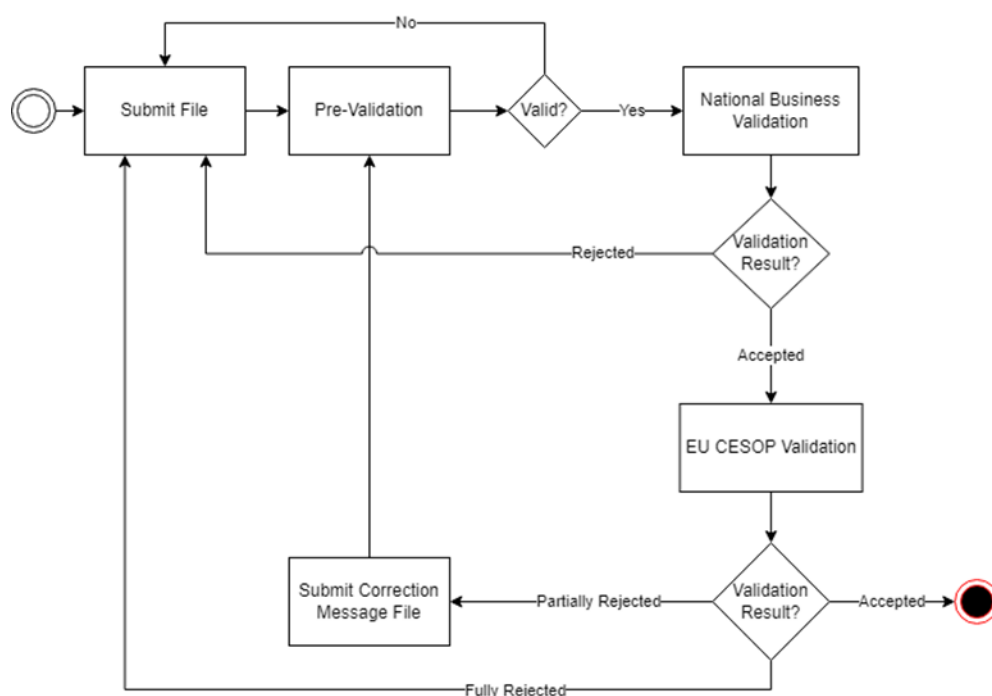


Figure 104: File Validation Process in IE

#### 8.1.1 Pre-Validation:

All files will be subject to a pre-validation process on initial file upload. Only files that successfully pass pre-validation can proceed to the “sign and submit” stage in ROS.

The pre-validation process will verify some high-level technical aspects of the file:

- File size: must be under 1GB.
- Type of file: only XML type files are accepted.
- Blank file not allowed.
- Header mandatory elements: TransmittingCountry, MessageType, MessageRefId, ReportingQuarter, PSPId and ReportingYear.
- Missing tags.

- Type of message (CESOP102): Nil Return files will not be accepted.
- MessageRefId uniqueness (error code 10010).

**NB:** *There is also an XML schema validation at this stage. The XML schema validation is not a custom implementation, therefore Revenue cannot provide a list of all possible outcomes.*

*If the XML is not according to the XSD/schema, the PSP may receive an error at this stage. This error would indicate there is something fundamentally wrong with the document as it is not in line with XML Schema. This is not a matter within control of Revenue or the EU Commission. The file will not be accepted by Revenue and the PSP will be required to evaluate the file, fix any issues identified offline and resubmit once rectified.*

### 8.1.2 National Validation:

When a file has passed pre-validation and is submitted by a filer, the National Business Validation will verify whether a file complies with both business and technical rules.

The business validation checks whether the content of the message is correct and complies with all applicable business rules. The technical validation checks if the file is technically correct. Both the business and technical rules are validated by both Revenue and subsequently the EU CESOP Systems.

Due to the file size, this validation might take some time, so is performed in the background. The PSP filer does not need to wait for the result to exit the CESOP and ROS application. Once the validation has concluded, the PSP filer will receive a ROS notification and/or an email with the result: accepted or rejected.

All National Validation and EU Validation errors will be confirmed to the PSP through a message that will be triggered to the ROS Inbox (Revenue Record) of the PSP specifying the MessageRefID of the error file. The list of errors will be outlined and must be reviewed in line with the error codes associated with the CESOP XSD Schema Document as issued by the EU Commission.

If the file is rejected, the filer will be required to review the file and fix the errors offline, and must submit a corrected file. In this case, the message type should be the same as the first message, i.e., if the file ID CESOP100 now contains new data, the second message should also be CESOP100.

### 8.1.3 EU Validation

All files that successfully pass Pre-validation and National Validation will be transmitted to the EU CESOP Database. The files will be validated further at EU CESOP Level. The EU Validation process will confirm the status of the file in line with the three potential status outcomes of EU CESOP Validation:

- Fully Accepted File Status
- Fully Rejected File Status

- Partially Rejected File Status

The PSP will receive the EU status update of the file to their ROS Inbox (Revenue Record). This message will identify the list of errors. It should be noted that a conclusive list of errors cannot be provided for files which have significant volumes of errors in line with Error Code Type 50080.

The PSPs must resubmit or correct files that are fully rejected or partially rejected at EU CESOP Level in line with the EU Published XSD Schema document.

All resubmissions or corrections are subject to pre validation and national validation on upload of new (CESOP 100) or corrected file (CESOP101)

#### 8.1.4 Fully-Accepted File Status:

Fully accepted files will receive a message to confirm same. This notification confirms that the file has been fully accepted and no further action is required. If the PSP only has one file to upload and this has been fully accepted, this notice confirms that they have no further actions outstanding for CESOP reporting for the quarter in question.

If the PSP is required to submit multiple files due to the size of data they are obliged to report, they should note that all files submitted must be fully accepted at EU CESOP level before they can be satisfied that they have met their reporting obligation for the quarter in question.

#### 8.1.5 Fully-Rejected File Status:

If the file is fully rejected at EU CESOP validation a message will route to the ROS inbox to notify the PSP of same. The PSP can view a list of errors up to a maximum of 5k lines. All errors should be reviewed in line with the XSD Schema Document. Fully Rejected files should be worked offline and resubmitted.

#### 8.1.6 Partially-Rejected File Status:

If the file is partially rejected, a message will issue to the PSP ROS inbox confirming the status that the file is partially rejected only. The message will outline the corrections that are required and will list the line items and associated error codes. The errors must be corrected offline, and a correction message must be resubmitted with the required corrected data. The XSD schema document outlines the process for correction messages for partially rejected files.

## 9 Annex 2 – Sample Error Code Messages

All status messages for validation will be issued to the Revenue Record in the ROS Inbox. The status message can be viewed by selecting the notice number.

If the file has not passed validation either at national validation or at EU validation, the message will provide an option to download the error lists. Once downloaded, the error list will be in XML format.

Sample error messages for fully rejected files at national level and fully and partially rejected files at EU level are provided for in this section.

### 9.1 National Validation Rejection: Sample Error Message

```

<cesop:MessageSpec>
  <cesop:TransmittingCountry>IE</cesop:TransmittingCountry>
  <cesop:MessageType>VLD</cesop:MessageType>
  <cesop:MessageTypeIndic>CESOP100</cesop:MessageTypeIndic>
  <cesop:MessageRefid>05184F82-700F-4304-8C49-
  FBF500283091</cesop:MessageRefid>
  <cesop:CorrMessageRef>1d642ced8-2eb7-4265-bfce-
  c5e33b7df174</cesop:CorrMessageRef>
  <cesop:ReportingPeriod>
    <cesop:Quarter>4</cesop:Quarter>
    <cesop:Year>2023</cesop:Year>
  </cesop:ReportingPeriod>
  <cesop:Timestamp>2024-03-05T11:50:00.4592</cesop:Timestamp>
</cesop:MessageSpec>
  <cesop:ValidationResult>
  <cesop:ValidationResult>REJECTED</cesop:ValidationResult>
  <cesop:ValidationErrors>
    <cesop:ErrorCode>45000</cesop:ErrorCode>
    <cesop:ErrorCounter>1</cesop:ErrorCounter>
    <cesop:ErrorShortDesc> The "DateTime" element refers to a wrong value.
  </cesop:ErrorShortDesc>
    <cesop:ErrorDescription>The "DateTime" element in the
    "ReportedTransaction" element must refer to a date within the period and
    year declared</cesop:ErrorDescription>
    <cesop:TransactionIdentifier> IE-01-0101</cesop:TransactionIdentifier>
    <cesop:Dockefid>afb602-951-431-899-bc3a9eeebe</cesop:Dockefid>
  </cesop:ValidationErrors>
</cesop:ValidationResult>
</cesop:CESOP>

```

Figure 105: Example National Validation Rejection

## 9.2 Partial EU Rejection: Sample Error Message

```
<cesop:MessageSpec>
  <cesop:TransmittingCountry></cesop:TransmittingCountry>
  <cesop:MessageType>VLD</cesop:MessageType>
  <cesop:MessageTypeIndic>CESOP100</cesop:MessageTypeIndic>
  <cesop:MessageRefId162488-0101-485
8212772268133051</cesop:MessageRefId>
  <cesop:CorrMessageRef>b42ced®-2eb7-6265-
fcc5e3367df176</cesop:CorrMessageRef>
  <cesop:ReportingPeriod>
    <cesop:Quarter>2</cesop:Quarter>
    <cesop:Year>2023</cesop:Year>
  </cesop:ReportingPeriod>
  <cesop:Timestamp>2024-05-13T19:09:32,485+000</cesop:timestamp>
</cesop:Messagespec>
  <cesop:ValidationResult>
  <cesop:ValidationResult>PARTIALLY REJECTED</cesop:validationresult>
  <cesop:ValidationErrors>
    <cesop:ErrorCode>55</cesop:ErrorCode>
    <cesop:ErrorCounter>1</cesop:ErrorCounter>
    <cesop:ErrorShortDesc>The "TransactionIdentifier" element is not
unique within the system. </cesop:ErrorShortDesc>
    <cesop:ErrorDescription>A Transaction already exists within the
system for the related PSP and reporting
period.</cesop:ErrorDescription>
    <cesop:DockrefId>b682-953-4631-8899-bc3eebe</cesop:DockrefId>
  </cesop:ValidationErrors>
</cesop:ValidationResult>
</cesop:CESOP>
```

Figure 106: Partial EU Rejection

### 9.3 Full EU Rejection: Sample Error Message

```
<cesop:MessageSpec>
  <cesop:TransmittingCountry>IE</cesop:TransmittingCountry>
  <cesop:MessageType>VLD</cesop:MessageType>
  <cesop:MessageTypeIndic>CESOP100</cesop:MessageTypeIndic>
  <cesop:MessageRefId>3F3CCF38-6417-453-520-
81700051586</cesop:MessageRefId>
  <cesop:CorrMessageId>Ref1b42c82eb7-4265-bfc8-
c5e33670f285</cesop:CorMessageId>
  <cesop:ReportingPeriod>
    <cesop:Quarter>2</cesop:Quarter>
    <cesop:Year>2023</cesop:Year>
  </cesop:ReportingPeriod>
  <cesop:Timestamp>2004-03-13T19:07:42.627+05:00</cesop:Timestamp>
</cesop:MessageSpec>
<cesop:ValidationResult>
  <cesop:ValidationResult>FULLY REJECTED</cesop:validationResult>
  <cesop:ValidationError>
    <cesop:ErrorCode>101</cesop:ErrorCode>
    <cesop:ErrorCounter>1</cesop:ErrorCounter>
    <cesop:ErrorShortDesc>MessageRefID is not
unique.</cesop:ErrorShortDesc>
    <cesop:ErrorDescription>The value of the Unique Message
Reference was already used in some of the previous
files.</cesop:ErrorDescription>
  </cesop:ValidationError>
</cesop:ValidationResult>
</cesop:CESOP>
```

Figure 107: Full EU Rejection