

Digital submission of regulation 22/22A returns for Venture Capital Trusts (VCTs)

User Guide

Purpose: this User Guide explains how to fill in and submit the VCT return spreadsheet for the following versions:

- Version 1.0 of 28 March 2018
- Version 1.0.4 of March 2019.

Please see the guidance in [VCM58000](#) for general information about returns of information.

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1 How to create a return

You must use the VCT template spreadsheet in [VCM58100](#) to complete your return. The template has been created in an Open Document Source format which you can open in your preferred spreadsheet programme. This user guide explains how to complete the spreadsheet.

Please do not change the format of the template, for example by moving columns or changing headings. The data from the template will be exported to a central database which has been built to accept the data in the template format. If changes are made to the template format, or certain information is not included, we will not be able to export the data and we will ask you to submit a fresh return.

2 How to submit a return

Once you have prepared your return spreadsheet, you must save it in Open Document Spreadsheet (ods) file format. You then need to send it to us using the Secure Data Exchange Services (SDES) system.

SDES is a free, online, secure file transfer service. You will find more information about enrolling for and accessing SDES, and uploading your returns file, on the following webpage: <https://www.gov.uk/guidance/hmrc-secure-data-exchange-service-sdes>

If you experience any technical difficulties when using SDES, please contact the SDES support team on MDTSSETCustomerManagement@hmrc.gsi.gov.uk or let us know at venturecapitalschemes.policy@hmrc.gsi.gov.uk.

3 File naming

All returns you submit must have a file name in accordance with the following format:

hmrc_vct_r22_ccccccc_vv_yyyymmdd.ods

- cccccc is the Company Registration Number of the VCT; if the company is registered overseas and doesn't have a CRN, enter overseas
- vv is the version number of the submission for the given year, i.e. 01 for your first submission and incremented for any subsequent/replacement submission for the same accounting period
- yyyymmdd is the last date of the accounting period to which the data applies (and not the date the file is produced).

Please ensure that the filename is entirely lowercase. Files that are not named in accordance with the above format will be rejected and you will be asked to resubmit your return.

4 Completing the returns: frequently asked questions

What currency should amounts be in?

All currency amounts must be in GBP. Transactions in foreign currencies should be converted to GBP using the exchange rate on the day the transaction took place.

How do I know how many decimal places/characters to use?

The 'Format' column of the table provided below sets out the format in which data should be entered into the spreadsheet, including character limits and decimal places.

How exact do the amounts I enter need to be?

Amounts of investments made, and disposal proceeds, should be rounded to the nearest pound. Transactions in foreign currencies should be converted to GBP at the rate that applied on the date of the transaction.

We have provided banding for some figures required. Where banding applies, and you do not know the exact figure, you should choose the band for your highest estimate of the value in question.

Must we give details of additions made using derived money?

From 6 April 2018, VCTs are no longer permitted to make investments under old rules using derived money. For accounting periods that begin on or after 6 April 2018 we will not collect information about derived money held and additions made using derived money.

However, VCT returns covering accounting periods that began before 6 April 2018 must include information about derived money held and additions made using derived money, where the VCT relied upon those records to make qualifying investments under the old rules.

What file type should I use for my return?

All returns must be submitted in Open Document Spreadsheet (ods) format.

Can an agent submit my VCT's return on my behalf?

An agent can submit the return on behalf of your VCT.

To do this, the agent will need to submit your VCT's returns using their own SDES enrolment. Instructions for registering for SDES can be found here: <https://www.gov.uk/guidance/hmrc-secure-data-exchange-service-sdes>

Can an agent use SDES for other purposes?

No. SDES is available only by invitation for specific purposes such as submitting Regulation 22/22A VCT returns. Any other information you send through SDES will be disregarded unless we have agreed that you may submit that information through SDES.

How do I record assets acquired from a merger with another VCT?

Show assets transferred from the old VCT on the 'Investment b/f' tab as if they were b/f investments of the VCT at the start of the period. Each asset should be reported on a separate row and the following entries should be made:

- 'Investment date' should be the original acquisition date by the old VCT, not the merger date
- 'Investment value b/f' should be the value of the holding acquired at the date of merger
- 'Investment c/f' should be the value of the holding acquired at the date of merger plus any revaluation or minus any disposal value
- 'Investment type' should state 'Other'

- 'Other investment type description' should state the holding is: a merged investment, date of merger, asset type, loan or share type
- 'Number of shares' should state the number of shares of holding acquired at the merger date
- Include the merged assets on the 'Inv Comp' tab as part of the total 'value of holding closing position'. Do not include them in the 'value of holding starting position'
- Any disposals of merged VCT shares should be reported in the usual way on the 'Disposals' tab
- The disposal of any merged VCT shares to be treated in the same way as a normal disposal
- **Do not** include merged assets under 'Additions'

Who do I contact for help with the new process?

Please direct all questions and feedback on the process to: Venture Capital Reliefs Team, [VCM2030](#)

For technical problems relating to SDES, email MDTSSETCustomerManagement@hmrc.gsi.gov.uk.

What happens if I don't send a complete return?

If you send an incomplete return then, depending on what information is absent, we will ask you to submit a new return. You will need to change the filename of the revised return

For example, if you submit a return for the accounting period ended 31 March 2019, and the VCT company registration number is 123456, the original filename will be: hmrc_vct_r22_123456_01_20190331.ods

- If we ask you to submit a fresh return for the accounting period, the filename for the new return should be changed to:
hmrc_vct_r22_123456_02_20190331.ods

What will you do with the information in the return?

We will upload the template information to our central database. If it is not possible to upload the information because, for example, the format of the template has been changed or certain information is missing, we will ask you to submit a fresh return. Where possible we will tell you the errors that appear to have been made so that you know what needs to be corrected.

We will use the information for reporting and compliance purposes. The information will enable us to publish more accurate annual statistics about VCTs, and comply with State aid transparency obligations by reporting details of companies (and VCTs) receiving investments over €500,000 in any 12 month period.

We will not check the information immediately it is uploaded to the central database and so we may contact you at a later date to confirm certain information.

How does the template work?

The template consists of a workbook with eight separate worksheets or tabs. The worksheets are as follows:

- Submission overview: introduction (not for completion)
- VCT Header: for details of the VCT
- VCT Fund Managers: for details of the VCT fund managers during the accounting period
- Reg 22A Derived Money: for details of any protected monies held; completion is required only for accounting periods beginning before 6 April 2018, where the VCT depends upon protected monies provisions to meet VCT conditions
- Inv Comp: details of all companies in which investments were held at any time during the accounting period
- Investments BF: details of investments in companies held at the beginning of the accounting period
- Additions: details of investments made during the accounting period
- Disposals: details of investments disposed of during the accounting period

What's the difference between the templates numbered Version 1.0 of 28 March 2018 and Version 1.0.4 of March 2019?

We have updated the submission overview: introduction tab. There are no differences between the templates in terms of the information to be entered, or the format.

5 Completing the returns: common errors

We have identified the following common errors in returns submitted, and in some cases we have asked for forms to be resubmitted:

General problems

- Date formatting wrong: should be entered as yyyy-mm-dd
- Numbers include commas: should be entered as, for example, 2000000, not 2,000,000
- Misalignments of information, such that some information for one row is recorded in the row below; pushing information for later entries out of order

VCT Header tab

- Missing signature and/or date

Inv Comp tab

- Investee company registration number (CRN) is blank
- Investee company name is blank

Additions tab

- IsQualifying investment (yes/no) is blank
- Qualifying activities blank
- Age limit start date is blank or a future date

6 Detailed guidance for filling in the template worksheets

General rules
All monetary amounts must be in GBP
No values may be negative
No commas should be inserted into numbers
Date format should be yyyy-mm-dd
No dates may be in the future (that is, after the end of the accounting period)
If the status box entry for a field is 'mandatory' you must complete the field. If the status box specifies 'mandatory if' you need only complete the field if the condition applies.

VCT-HEADER			
<i>Note: As each VCT must fill in a separate return, you should only enter details for one VCT in this tab, in the yellow row only.</i>			
Field name	Format	Status	Explanation
CreatedByOrganisation	Text - Char(255)	Optional	Complete this field with the name of the organisation compiling the return, if this is not the VCT itself.
VCTUTR	Text - Char(10)	Optional	The VCT's unique taxpayer reference (UTR) number.
VCTCurrentName	Text - Char(250)	Mandatory	The VCT's name as registered with Companies House (or legal trading name if overseas).
VCTCompanyRegistrationNumber	Text - Char(8)	Mandatory	The VCT's company registration number (CRN) as stated on Companies House. This must be 8 characters long, and should include any initial zero (0). If the company is registered overseas and doesn't have a CRN, enter OVERSEAS.
VCTAccountsPeriodStarted	Date – yyyy-mm-dd	Mandatory	The start date of the VCT accounting period to which the return relates.
VCTAccountsPeriodEnded	Date – yyyy-mm-dd	Mandatory	The end date of the VCT accounting period to which the return relates.
VCTNameChanged	Text – Yes/No	Mandatory	Specify whether or not the VCT's name has changed during the accounting period.
VctNameChangedDate	Date – yyyy-mm-dd	Mandatory if VCTNameChanged set to 'Yes'	The date on which the VCT's name was legally changed.

Field name	Format	Status	Explanation
VCTPreviousName	Text - Char(250)	Mandatory if VCTNameChanged set to 'Yes'	The VCT's previous name, as registered with Companies House.
VCTMergedOrAcquired	Text – Yes/No	Mandatory	Specifies whether or not the VCT has merged with, or been acquired by, another VCT during the accounting period to which the return relates.
VctDateMergedOrAcquired	Date – yyyy-mm-dd	Mandatory if VCTMergedOrAcquired set to 'Yes'	The date that the merger or acquisition was legally finalised.
VCTDiscontinuedCompanyRegistrationNumber	Text - Char(8)	Mandatory if VCTMergedOrAcquired set to 'Yes'	The CRN of the VCT that has been discontinued as a result of an acquisition or merger. This must be 8 characters long, and should include any initial zero (0). If the company is registered overseas and doesn't have a CRN, enter OVERSEAS.
VCTValueOfNonQualifyingInvestments	Number - Decimal(15,2)	Mandatory	The total value, in GBP, of the non-qualifying investments held by the VCT at the end of the accounting period to which the return relates.
VCTAmountOfFundsRaised	Number - Decimal(15,2)	Mandatory	The total amount in GBP of the funds raised by the VCT during the accounting period to which the return relates.
VCTValueOfDividendsPaid	Number - Decimal(15,2)	Mandatory	The total value in GBP of dividends paid out by the VCT during the accounting period to which the return relates.
VCTValueOfSharesRepurchased	Number - Decimal(15,2)	Mandatory	The total value in GBP of shares repurchased by the VCT during the accounting period to which the return relates.
VCTStatusCertificateOption	Number - Integer(1)	Mandatory	Select one of the following four options from the drop-down list: <ol style="list-style-type: none"> 1 The VCT was given full approval, or provisional approval more than three years before the beginning of the accounting period, and throughout the accounting period it met the conditions of section 274(2) 2 The VCT was given provisional approval less than three years before the beginning of the accounting period, and throughout the accounting period it met i) any conditions attached to the provisional approval and ii) the conditions in section 275(2) 3 The VCT has ceased to be approved for the purposes of section 274 4 None of the above apply
VCTOption4Reason	Text - Char(255)	Mandatory if VCTStatusCertificateOption set to '4'	If option 4 was selected from the drop-down list for the above field, VCTStatusCertificateOption, briefly explain why none of options 1-3 applied.

Field name	Format	Status	Explanation
VCTHasReg22AInvestmentStatement	Text – Yes/No	Mandatory	Specifies whether the VCT holds investments to which condition 1 of regulation 22A(1) and (2) applies.
VCTHasDerivedMoneyStatement	Text – Yes/No	Mandatory	Specifies whether the VCT holds derived monies to which condition 2 of regulation 22A(1) and (3) applies.
VCTRegisteredOfficeAddress1	Text - Char(60)	Mandatory	The first line of the VCT's registered office address, as registered with Companies House.
VCTRegisteredOfficeAddress2	Text - Char(60)	Optional	The second line of the VCT's registered office address, as registered with Companies House (where applicable).
VCTRegisteredOfficeAddress3	Text - Char(60)	Optional	The third line of the VCT's registered office address, as registered with Companies House (where applicable).
VCTRegisteredOfficeAddress4	Text - Char(60)	Optional	The fourth line of the VCT's registered office address, as registered with Companies House (where applicable).
VCTRegisteredOfficePostCode	Text - Char(8)	Mandatory if VCT is based in the UK	The postcode of the VCT's registered office address, as registered with Companies House. If the VCT is not registered in the UK, leave blank.
VCTRegisteredOfficeCountryName	Text - Char(100)	Mandatory	The name of the country in which the VCT is based. Choose the appropriate country code from the drop-down.
VCTSignatoryName	Text - Char(255)	Mandatory	The name of the VCT secretary or director who has certified the return.
VctSignedDate	Date – yyyy-mm-dd	Mandatory	The date on which the return is certified by the signatory; the VCT should keep a copy of the certification/ sign off for its own records.

VCT-FUND-MANAGERS

Notes: You may enter details for more than one fund manager if the VCT had more than one fund manager during the accounting period. Use one row per individual fund manager. Do not leave blank rows at the start of the worksheet or between entries for more than one fund managers.

Field name	Format	Status	Explanation
FundManagerRegisteredName	Text - Char(100)	Mandatory	The full name of the fund manager of the VCT, as registered with the Financial Services Register. Enter in format Firstname, [Middlename or Initial,] Surname.
FinancialServicesRegisterReferenceNumber	Text - Char(50)	Mandatory	The fund manager's reference number as recorded in the Financial Services Register.
FundManagerStartDate	Date – yyyy-mm-dd	Mandatory	The date the individual became a fund manager for the VCT.
FundManagerEndDate	Date – yyyy-mm-dd	Optional	The date the individual stopped being a fund manager for the VCT, where this happened during the accounting period to which the return relates.

Field name	Format	Status	Explanation
FundManagerRegisteredOfficeAddr1	Text - Char(60)	Mandatory	The first line of the fund manager's principal office address as it appears on the Financial Services Register.
FundManagerRegisteredOfficeAddr2	Text - Char(60)	Optional	The second line of the fund manager's principal office address as it appears on the Financial Services Register (where applicable).
FundManagerRegisteredOfficeAddr3	Text - Char(60)	Optional	The third line of the fund manager's principal office address as it appears on the Financial Services Register (where applicable).
FundManagerRegisteredOfficeAddr4	Text - Char(60)	Optional	The fourth line of the fund manager's principal office address as it appears on the Financial Services Register (where applicable).
FundManagerRegisteredOfficePostcode	Text - Char(10)	Mandatory	The postcode of the fund manager's principal office address as it appears on the Financial Services Register.
FundManagerRegisteredOfficeCountryName	Text - Char(100)	Mandatory	The country in which the fund manager's principal office is based. Choose the appropriate country code from the drop-down.

REG22A-DERIVED-MONEY

Notes: You only need to complete this tab if the VCT held derived money to which regulation 22A applies.

In this tab you need to enter details of each 'pot' of derived money that the VCT held.

Use one row per 'pot' of derived money.

Do not leave blank rows at the start of the worksheet or between entries for each 'pot' of derived money.

Do not complete this tab if the accounting period for the VCT began on or after 6 April 2018.

Field name	Format	Status	Explanation
SequenceNumber	Number - Integer(4)	Mandatory if derived money held	You will need to assign a number to each 'pot' of derived money held by the VCT. These numbers should be sequential and chronological, starting with the earliest date, so that the first pot you enter is assigned the number '1', the second pot '2' etc.
DerivedMoneyDate	Date – yyyy-mm-dd	Mandatory if derived money held	The date on which the money was raised from which the pot of derived money arose. Where money was raised on more than one occasion before the relevant rule was changed, use the latest date or the end of the accounting period in which the funds were raised.
DerivedMoneyValue	Number - Decimal(15,2)	Mandatory if derived money held	The total value of the pot of derived money, in GBP at the end of the accounting period.
DerivedMoneyCashAmount	Number - Decimal(15,2)	Mandatory if derived money held	The amount of money in each 'pot' of derived money that is held as cash at the end of the accounting period.

INV-COMP

Notes: Enter details of the companies in which the VCT had holdings at any time during the accounting period to which the return relates. You can enter company details in any order you choose, for example, alphabetically by name, or by reference to the date of first investment etc.

Use one row for each investee company. Do not include more than one row per company.

Do not leave blank rows at the start of the worksheet or between investments.

Details of holdings in each company listed will need to be entered into one or more of the next three tabs (Investments-BF, Additions and Disposals)

If the VCT merged with one or more VCTs in the accounting period, and the VCT making the return (the 'reporting VCT') is the successor company as defined by section 323 ITA 2007, enter the investments which were transferred by the other VCTs to the reporting VCT; do not include these investments in the Investments-BF or the Additions tab.

Field name	Format	Status	Explanation
InvesteeCompanyRegistrationNumber	Text - Char(8)	Mandatory	The CRN of the investee company, as registered with Companies House. This must be 8 characters long, and should include any initial zero (0). If the company is not UK-based, enter OVERSEAS.
InvesteeCompanyName	Text - Char(250)	Mandatory	The company's name, as registered with Companies House or foreign regulator.
InvesteeCompanyCountry	Text - Char(100)	Mandatory	The name of the country in which the company is based. Choose the appropriate country code from the drop-down.
ValueOfHoldingOpeningPosition	Number - Decimal(15,2)	Mandatory	The value of the VCT's total holdings in the investee company at the start of the accounting period to which the return relates.
ValueOfHoldingClosingPosition	Number - Decimal(15,2)	Mandatory	The value of the VCT's total holdings in the investee company at the end of the accounting period to which the return relates.
InvesteeCompanyRegisteredOfficeAddr1	Text - Char(60)	Mandatory	The first line of the investee company's registered office address, as registered with Companies House.
InvesteeCompanyRegisteredOfficeAddr2	Text - Char(60)	Optional	The second line of the investee company's registered office address, as registered with Companies House (where applicable).
InvesteeCompanyRegisteredOfficeAddr3	Text - Char(60)	Optional	The third line of the investee company's registered office address, as registered with Companies House (where applicable).
InvesteeCompanyRegisteredOfficeAddr4	Text - Char(60)	Optional	The fourth line of the investee company's registered office address, as registered with Companies House (where applicable).
InvesteeCompanyRegisteredOfficePostCode	Text - Char(10)	Mandatory if company is based in the UK	The postcode of the investee company's registered office address, as registered with Companies House. If the company is not registered in the UK, you may either enter the local equivalent of a post code, or leave this field blank.

INVESTMENTS-BF

Notes: Enter details of each investment in every company that was held by the VCT at the start of the accounting period to which the return relates.

You can enter company details in any order you choose, for example, alphabetically by name, or by reference to the date of first investment etc.

Use one row per investment and copy the name of the investee company in each row in which an investment had been made.

Investments in the same company should be in adjacent rows.

Investments include money in the VCT's possession and cash on deposit.

There is no need to segregate qualifying and non-qualifying investments.

Do not leave blank rows at the start of the worksheet or between investments.

Field name	Format	Status	Explanation
InvesteeCompanyName	Text - Char(250)	Mandatory	The company's name, as registered with Companies House or foreign regulator. You must complete this information for every row, do not leave it blank.
InvesteeCompanyCountry	Text - Char(100)	Mandatory	The name of the country in which the company is based. Choose the appropriate country code from the drop-down.
InvestmentSequenceNumber	Number - Integer(4)	Mandatory	You will need to assign a number to each investment already held by the VCT at the start of the accounting period so that it can be uniquely identified. You can aggregate investments of the same type in the same company in one row, for example £1 A ord. The sequence numbers should be consecutive, so that the first investment you enter in the first row is assigned the number '1', the second is '2' etc. Carry on with that sequence for all following rows. Do not restart the numbering for investments in different investee companies; each row must have a unique, sequential number.
InvestmentDate	Date – yyyy-mm-dd	Mandatory	The date on which the investment was made, or, where investments of the same type have been aggregated, the date of the most recent investment.
InvestmentValueBF	Decimal(15,2)	Mandatory	The value in GBP of the investment at the start of the accounting period to which the return relates.
RevaluationDifference	Number - Decimal(15,2)	Mandatory if investment has had to be revalued during the accounting period	The amount in GBP by which the investment had to be revalued after an addition during the accounting period to which the return relates.
InvestmentValueCF	Number - Decimal(15,2)	Mandatory	The value in GBP of the investment at the end of the accounting period to which the return relates.

Field name	Format	Status	Explanation
InvestmentType	Text - Char(20)	Mandatory	Select applicable value from the drop-down: <ul style="list-style-type: none"> - Ordinary shares - Loan - Other (for example, preference shares)
OtherInvestmentTypeDescription	Text - Char(255)	Mandatory if InvestmentType set to 'Other'	If InvestmentType has been set to 'Other', a short description of the investment type. For example, use this field to say if the investment consists of money in the company's possession or money on deposit.
NumberOfShares	Number - Integer(20)	Mandatory if investment is in shares	The number of shares in the investment (enter number for all types of shares, not just ordinary shares).
isQualifying	Text – Yes/No	Mandatory	Indicates whether the investment is a qualifying holding.
Reg22AInvestment	Text – Char(30)	Mandatory	Indicates whether the investment is reportable under regulation 22A and, if so, whether it was made using raised or derived money. Choose from the drop-down: <ul style="list-style-type: none"> - No - Yes - using raised money - Yes - using derived money
RaisedDerivedDate	Date – yyyy-mm-dd	Mandatory if Reg22AInvestment set to 'Yes – using raised money' or 'Yes – using derived money'	If the investment was made under regulation 22A, the date on which the money used was raised, or the date on which the money was raised from which the money used was derived.

ADDITIONS

Notes: Enter details about any new investments (additions) made by the VCT during the accounting period to which the return relates. You can enter company details in any order you choose, for example, alphabetically by name, or by reference to the date of first investment etc.

Use one row per addition.

Additions relating to the same company should be in adjacent rows.

There is no need to segregate qualifying and non-qualifying investments.

Do not leave blank rows at the start of the worksheet or between additions.

Do not fill in this tab if the VCT has not made any new investments in the accounting period.

Do not include as an addition any investment that was transferred to the VCT as a result of a merger.

Field name	Format	Status	Explanation
InvesteeCompanyName	Text - Char(250)	Mandatory	The company's name, as registered with Companies House or foreign regulator. You must complete this information for every row, do not leave it blank.
InvesteeCompanyCountry	Text - Char(100)	Mandatory	The name of the country in which the company is based. Choose the appropriate country code from the drop-down.
AdditionSequenceNumber	Number - Integer(4)	Mandatory	You will need to assign a number to each addition made by the VCT during the accounting period so that it can be uniquely identified. The numbers should be consecutive, so that the first addition you enter in the first row is assigned the number '1', the second is '2' etc. Carry on with that sequence for all following rows. Do not restart the numbering for investments in different investee companies; each row must have a unique number.
AdditionDate	Date – yyyy-mm-dd	Mandatory	The date on which the new investment was made.
AdditionAmount	Number - Decimal(15,2)	Mandatory	The amount in GBP of the new investment.
RevaluationDifference	Number – Decimal(15,2)	Mandatory if revaluation has occurred	Where a new investment has had to be revalued due to a later addition within the accounting period to which the return relates, the amount in GBP by which the investment has been revalued; if there have been several new additions, provide the total (net) difference in revaluation at the end of the accounting period.
AdditionValueCF	Number – Decimal(15,2)	Mandatory	The value in GBP of the investment at the end of the accounting period to which the return relates.
InvestmentType	Text - Char(100)	Mandatory	Select applicable value from the drop-down: <ul style="list-style-type: none"> - Ordinary shares - Loan - Other

Field name	Format	Status	Explanation
OtherInvestmentTypeDescription	Char(100)	Mandatory	If InvestmentType has been set to 'Other', a short description of the investment type.
NumberOfNewShares	Number – Integer(7)	Mandatory if addition is in shares	The number of shares acquired.
isQualifying	Text – Yes/No	Mandatory	Indicates whether the new investment is a qualifying investment.
isLoanWithinSafeHarbour	Text – Yes/No	Mandatory if InvestmentType is 'Loan' and AdditionDate is on or after 15 March 2018	Field in use for loans made on or after 6 April 2018. Specifies whether the loan terms bring it within the 'safe harbour' terms specified in section 285(2B) ITA.
Reg22AInvestment	Text – Char(30)	Mandatory if AdditionDate is before 6 April 2018	Specifies whether the investment is reportable under regulation 22A and, if so, whether it was made using raised or derived money. Choose from the drop-down: <ul style="list-style-type: none"> - No - Yes - using raised money - Yes - using derived money
RaisedDerivedDate	Date – yyyy-mm-dd	Mandatory if Reg22AInvestment set to 'Yes – using raised money' or 'Yes – using derived money'	If the investment is reportable under regulation 22A, the date on which the money used was raised, or the date on which the money was raised from which the money used was derived.
TotalRelevantInvestments	Number - Decimal(15,2)	Mandatory	The total value of relevant risk finance investments in the company as defined by section 280B(4) ITA, immediately before the investment was made.
CompanyGrossAssetValue	Text - Char(20)	Mandatory	The value of the company's gross assets immediately before the investment was made; or, if a parent company, the value of the group assets immediately before the addition was made. Choose from the drop-down: <ul style="list-style-type: none"> - £0m-£1m - £1m-£5m - £5m-£10m - £10m-£15m - Over £15m

QualifyingActivity	Char(100) -	Mandatory	A description of the company's or group's qualifying business activity, for the purpose of which the money was raised.
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Field name	Format	Status	Explanation
NumberOfFTEEmployees	Char(20) - Conditional	Mandatory	The number of full-time equivalent (FTE) employees that the investee company (or group) had at the time the investment was made. Choose from the drop-down: <ul style="list-style-type: none"> - 1-9 - 10-24 - 25-99 - 100-249 - 250-499 - 500+
NonStatutoryOpinionDate	Date – yyyy-mm-dd	Mandatory if investee company received a non-statutory opinion from HMRC	The date, if applicable, the investee company made an advance assurance application and received a non-statutory opinion from HMRC on the eligibility of the investment being a qualifying holding.
isLikelyToBeEligible	Text – Yes/No	Mandatory if investee company received a non-statutory opinion from HMRC	Indicates whether or not the non-statutory opinion from HMRC indicated that the investment was likely to be eligible as a qualifying holding. If HMRC refused to give an opinion enter 'No'.
AgeLimitStartDate	Date – yyyy-mm-dd	Mandatory	Enter the date of the company's first relevant commercial sale. This indicates whether the investment is being made before the end of the initial investing period. Do not leave this cell blank. If the company does not know the exact date of the first relevant commercial sale: <ul style="list-style-type: none"> • but knows the year and the month, enter the day dd as 01 • but knows the year only, enter the month mm as 01 and the day dd as 01 • but doesn't know the date at all, enter the earliest date of commencement of trade of the investee company or any subsidiaries or any previous businesses owned or carried out by group members. A rough estimate is acceptable if the company is more than seven years old (10 years for a knowledge-intensive company) and the investment was made under condition B or condition C of section 280C ITA 2007. <i>(contd)</i>

Field name	Format	Status	Explanation
AgeLimitStartDate (contd)	Date – yyyy-mm-dd	Mandatory	<p>(contd) If the company is knowledge-intensive and the investment was made on or after 6 April 2018, it may use the date at which the company's annual turnover exceeded £200,000 or the date of the first relevant commercial sale, depending on which date the company wishes to use to determine its age; you will also need to specify in the AgeLimitFlexibility column which option the company has chosen.</p> <p>If the company has not yet made a commercial sale (or a knowledge-intensive company has not exceeded annual turnover of £200,000) enter the date of the last day of the accounting period to which the return relates.</p>
280CCondition	Text - Char(1)	Mandatory if investment made after the initial investment period of the investee company	<p>Where the investment was made after the end of the initial investing period of the investee company (7 years after the date of first commercial sale, or 10 years after the date of first commercial sale, if the investee company is a knowledge-intensive company), specify which of conditions A-C under section 280C ITA 2007 was met. Choose from the drop-down:</p> <ul style="list-style-type: none"> - A (denotes follow on funding from risk finance investment received before end of initial investing period) - B (denotes investment made after end of initial investing period, where investment is made to fund company entering new geographic or product market) - C (denotes follow on funding from previous condition B investment).
isKnowledgeIntensive	Text – Yes/No	Mandatory	Specifies whether the investee company in which the investment was made is a knowledge-intensive company as defined in section 331A ITA 2007 or whether basic investment/age/employee limits apply to company.
HasExceededAnnualInvestmentLimit	Text – Yes/No	Mandatory if isKnowledgeIntensive set to 'Yes' and investment is made on or after 6 April 2018	<p>For investments made on or after 6 April 2018, where the investee company is knowledge-intensive, set to yes if the total investment in the company in the previous 12 months, including the new investment recorded here, exceeds the basic annual investment limit of £5 million. This indicates whether the investment depends upon the increased annual investment limit of £10 million.</p> <p>If company is not knowledge-intensive, leave blank.</p>

Field name	Format	Status	Explanation
HasPassedInitialInvestmentPeriod	Text – Yes/No	Mandatory if isKnowledgeIntensive set to 'Yes'	Where the investee company is knowledge-intensive, enter 'Yes' if the investment was made after the general age limit of seven years after the first commercial sale; this indicates that, to be a qualifying investment, the investment depends upon the extended initial investing period available to knowledge-intensive companies. If company is not knowledge-intensive, leave blank.
hasExceededFTE	Text – Yes/No	Mandatory if isKnowledgeIntensive set to 'Yes'	Where the investee company is knowledge-intensive, enter 'Yes' if the number of full-time equivalent employees in the company exceeded the limit for most companies of 250 FTEs. If company is not knowledge-intensive, leave blank.
AgeLimitFlexibility	Text – Char(100)	Mandatory if isKnowledgeIntensive set to 'Yes' and investment made on or after 6 April 2018	For investments made on or after 6 April 2018 only. Where the investee company is knowledge-intensive, specifies whether the company has chosen to use the date of first commercial sale or the date on which its annual turnover exceeded £200,000. Choose from the drop-down: <ul style="list-style-type: none"> - First Commercial Sale - Turnover £200,000

DISPOSALS

Notes: Information about disposals made by the VCT during the accounting period of existing or new investments.

You can enter company details in any order you choose, for example, alphabetically by name, or by reference to the date of first investment etc.

Use one row per disposal.

Disposals relating to the same investment should be in adjacent rows.

There is no need to segregate qualifying and non-qualifying investments.

Do not leave blank rows at the start of the worksheet or between disposals.

Do not fill in this tab if the VCT has not disposed of any investments in the accounting period.

If the VCT merged with one or more VCTs in the accounting period and the VCT making the return (the 'reporting VCT') is not the successor company as defined by section 323 ITA 2007, do not include as a disposal any investment that was transferred to the successor VCT

Field name	Format	Status	Explanation
InvesteeCompanyName	Text - Char(250)	Mandatory	The company's name, as registered with Companies House or foreign regulator.
InvestmentSequenceNumber	Number - Integer(4)	Mandatory	The sequence number for the investment or addition, as entered in the INVESTMENTS-BF or ADDITIONS tab, that has been (wholly or partially) disposed of.
InvestmentDate	Date – yyyy-mm-dd	Mandatory	The date on which the disposal was made.

Field name	Format	Status	Explanation
DisposalSequenceNo	Number - Integer (4)	Mandatory	You will need to assign a number to each disposal made by the VCT during the accounting period. These numbers should be consecutive, so that the first disposal you enter is assigned the number '1', the second is '2' etc. Carry on with that sequence for all following rows. Do not restart the numbering for disposals of investments in different investee companies; each row must have a unique number, starting from the number '1'.
ValueOfDisposal	Number - Decimal(15,2)	Mandatory	The value in GBP of the disposal made; this should normally be the amount received. Include the full amount received, such as any redemption premium.
NumberOfSharesDispos edOf	Number - Integer(20)	Mandatory if the disposal was of shares	The number of shares disposed of.
DateOfDisposal	Date – yyyy-mm-dd	Mandatory	The date on which the disposal was made.
ReasonForDisposal	Text - Char(30)	Mandatory	The reason the disposal was made. Choose from the drop-down: <ul style="list-style-type: none"> - Mergers or Acquisitions - Sold - Dissolved - Other
OtherDisposalReason	Text - Char(255)	Mandatory where ReasonForDisposal set to 'Other'	Where ReasonForDisposal is set to 'Other', a short explanation of the reason for disposal.
ValueOfInvestmentCF	Number - Decimal(15,2)	Mandatory	Where only part of an investment was disposed of, the value in GBP of the remaining investment/addition immediately after the disposal was made, taking into account any revaluation that has been necessary.