

Pension Schemes Online
Relief at Source
Business Validation Rules

Relief	at Source	Pension Schemes Online
	cument Change History	4
2. Abo	out This Document	5
3. Ge	neral Validation Rules	6 7
	ta Items	7
1.	Scheme Name	7
2.	Pension Scheme Tax Reference	7
	IRS Number	8
3.	Is this an amendment?	8
4.	Withdrawn	9
5.	Withdrawn	9
	or building society details held by HMRC - Use Data items 6	•
	when submitting a new application to operate Relief at Sou	
6.	Name of bank or building society	9
7.	Address of bank or building society	9
8.	Postcode	10
9.	Country	10
Accou	nt details held by HMRC	10
10.	Bank Sort Code	10
10.1	Account Name	11
11.	Account Number	11
	ank or building society details- only use Data items 12 - 17 v	when submitting an
amend	dment.	11
12.	New name of bank or building society	11
13.	New Address	12
14.	Postcode	12
15.	Country	12
New a	ccount details	13
16.	New Bank Sort Code	13
16.1	New Account Name	13
17.	New Account Number	13
	rised Signatories held by HMRC (Current)	14
Use D	ata items 18-20 to report all current authorised signatories w	hen submitting a new
applica	ation to operate Relief at Source.	14
	Title	14
19.	Forenames	14
20.	Surname	15
New a	uthorised signatories	15
	submitting an amendment, use Data items 21 - 23 and inclu-	
signate	ories	15
21.	Title	15
22.	Forenames	15
23.	Surname	16
	ct Details held by HMRC	16
	ata items 24 - 28 to report all current contact details when si	ubmitting a new application
to ope	rate Relief at Source.	16
24.	Title	16
25.	Forenames	16
26.	Surname	17
27.	Telephone number	17
28.	e-mail	17
New c	ontact details	18
	submitting an amendment, use Data items 29 - 33	18
	tems 30 - 33 must have 2 occurrences if this section is comp	
29.	Title	18
30.	Forenames	18
31.	Surname	18
32.	Telephone number	19
33.	e-mail	19
34.	Withdrawn	19
	tter Details - Only one of Scheme Administrator ID or Practi	
	hey cannot be sent together	19
35.	Scheme Administrator ID	19
36.	Practitioner ID	20

# HM Revenue & Customs

Reli	ef at Source	Pension Schemes Online
Only	Individual Details or Organisation Name can be sent at a	time, they cannot be sent
toge	ther	20
37.	Title	20
38.	Forenames	20
39.	Surname	21
40.	Organisation Name	21
41.	Address	21
42.	Postcode	22
43	Country	22

# Relief at Source 1. Document Change History

<b>Document (</b>	Document Change History		
Previous published version	Current Version	Date	Changes since previous published version
0.18	0.18	23/10/06	Document changed to include change history Changed version number and version date to follow Configuration Management approach

#### 2. About This Document

- 1. This document contains both the validation and business rules, which will form part of the Validation, checks that will need to be undertaken by both the HMRC 'e' portal or that developed by third party software suppliers.
- 2. Section 3 of the document outlines the general validation rules that should be applied to data or groups of data (for example it defines alpha/numeric fields) across all input forms.
- 3. Section 4 describes in tabular form the data requirements for each field.
- 4. This form may be submitted in conjunction with the relevant Pension Scheme Registration form for this scheme or may be submitted at a later date.
- A single registration submission consists of Pensions Envelope containing Register a
  Pension Scheme for Tax Relief and one or both of Election to Contract-Out for an
  Industry-wide money purchase and money purchase stakeholder scheme and Relief at
  Source.
- 6. Details of a minimum of 2 and a maximum of 5 authorised signatories have to be provided. Specimen signatures from the authorised signatories are to be sent to HMRC, SPSS, Yorke House, Castle Meadow Road, PO Box 62, Nottingham NG2 1BG together with a copy of the Board's Resolution and a bank paying in slip.
- 7. Two contact named signatories are required for queries relating to repayment claims.

#### 3. General Validation Rules

## The following rules apply globally:

- 1. Alpha characters are defined as A-Z upper and lower case.
- 2. Numeric is defined as 0-9.
- 3. Alphanumeric is defined as the combination of alpha and numeric characters.
- 4. Date fields are in the format CCYY-MM-DD.
- 5. All currency fields should use IrnonNegativeWholeUnitsMonetaryType. Zero is an acceptable value for Currency fields unless specified in the validation section of the relevant field.
- 6. The Yes/No code is a user defined data type that reflects the variables in the fields requiring the return of a yes or no value. This should be represented as 'yes' or 'no'.

## 4. Data Items

What is the name and reference number of the scheme?

## Scheme Details

1. Scheme Name			
X-path	ReliefAtSource/SchemeDet	tails/SchemeName	
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:SchemeNameType	
	Length	Min 1 character - Max 255 characters	
Validation / Processin	g	Pre-condition	Post-condition

2. Pension Scheme Ta	x Reference		
X-path	ReliefAtSource/SchemeDetails/TaxReference		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:TaxReferenceType	
	Length	10 characters	
Validation / Processing		Pre-condition	Post-condition
The reference must be in the format NNNNNNNNRC  Characters 1 - 8 must be numeric  Character 9 must be 'R'  Character 10 is an alpha character and must not be I, O or U		Mandatory if not received as part of a single registration submission (as defined in item 4 of the About this Document Section)	

26/07/06 Version 0.18 Page 7 of 22

2.1 IRS Number				
X-path	ReliefAtSource/SchemeDe	ReliefAtSource/SchemeDetails/IRSNumber		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	xsd:string		
	Length	5 characters		
Validation / Processing	g	Pre-condition	Post-condition	
Character 1 must be	e alpha	Mandatory if (data item 3) 'Is this an amendment?' is 'yes'		
Characters 2 - 5 mu	st be numeric			

3. Is this an amendme	nt?		
X-path	ReliefAtSource/Amendment		
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	core:YesNoType	
	Length	Min 2 characters - Max 3 characters	
Validation / Processing		Pre-condition Pre-condition	Post-condition
Must be 'yes' or 'no'			

If this is not an amendment, the following data items must be completed:

- 1, 2 and 3
- 6 11 [Bank or Building Society details held by HMRC]
- 18 20 [Authorised signatories held by HMRC]
- 24 28 [Contact details held by HMRC]
- 35 43 [Submitter Details]

If this is an amendment to bank or building society details and/or authorised signatories who can sign the tax repayment claims and/or contact details, then at least one or more of the following groups of data items must be completed:

New bank or building society details:

- 1 3
- 6 17 [Bank or Building Society details held by HMRC] and [New Bank or Building Society Details]
- 35 43 [Submitter Details]

New authorised signatories who can sign the tax repayment claims:

• 1 - 3

26/07/06 Version 0.18 Page 8 of 22

- 18 23 [Authorised signatories held by HMRC] and [New Authorised Signatories]
- 35 43 [Submitter Details]

#### New contact details:

- 1 3
- 24 33 [Contact details held by HMRC] and [New Contact Details]
- 35 43 [Submitter Details]

## 4. Withdrawn

## 5. Withdrawn

Bank or building society details held by HMRC - Use Data items 6 - 11 to report current bank details when submitting a new application to operate Relief at Source.

6. Name of bank or b	uilding society		
X-path	ReliefAtSource/Details/Ban	kDetails/Current/BankName	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character - Max 255 characters	
Validation / Processing		Pre-condition Pre-condition	Post-condition

7. Address of bank or	building society			
X-path	ReliefAtSource/Details/Bankl	Details/Current/BankAddress/Line	etails/Current/BankAddress/Line	
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:AddressType		
	Length	Min 2 lines - Max 4 lines		
		Min 1 character - Max 35 characters		
Validation / Processing		Pre-condition	Post-condition	
		<ol> <li>Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present</li> <li>Mandatory if (data item 3) 'Is this an amendment?' is 'no'</li> </ol>		

26/07/06 Version 0.18 Page 9 of 22

8. Postcode			
X-path	ReliefAtSource/Details/Ban	kDetails/Current/BankAddress/Postcode	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character - Max 8 characters	
Validation / Processin	g	Pre-condition	Post-condition

9. Country			
X-path	ReliefAtSource/Details/BankD	Details/Current/BankAddress/Country	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character - Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		<ol> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present</li> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'no'</li> </ol>	

# Account details held by HMRC

10. Bank Sort Code	DaliatAtCarraa /Dataila /Dar	ALD at alla (Commant (Control of Control	
X-path	ReliefAtSource/Details/Bar	nkDetails/Current/SortCode	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:SortCodeType	
	Length	6 characters	
Validation / Processin	g	Pre-condition	Post-condition
		<ol> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present</li> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'no'</li> </ol>	

26/07/06 Version 0.18 Page 10 of 22

10.1 Account Name			
X-path	ReliefAtSource/Details/BankDet	ails/Current/AccountName	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:AccountNameType	
	Length	Min 1 character - Max 28 characters	
Validation / Processing		Pre-condition	Post-condition
		<ol> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present</li> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'no'</li> </ol>	

11. Account Number				
X-path	ReliefAtSource/Details/BankD	etails/Current/AccountNumber		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	core:AccountNumberType		
	Length	8 characters		
Validation / Processing		Pre-condition	Post-condition	
		<ol> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present</li> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'no'</li> </ol>		

New bank or building society details- only use Data items 12 - 17 when submitting an amendment.

12. New name of bank or building society					
X-path	ReliefAtSource/Details/BankDetails/New/BankName				
Structure and format		XML			
	Mandatory / Optional	Optional	Optional		
	Data Type	PensionCore:PSOstringType			
	Length	Min 1 character - Max 255 characters			
Validation / Processing		Pre-condition	Post-condition		
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present			

26/07/06 Version 0.18 Page 11 of 22

# Pension Schemes Online

13. New Address					
X-path	ReliefAtSource/Details/Banl	ReliefAtSource/Details/BankDetails/New/BankAddress/Line			
Structure and format		XML	XML		
	Mandatory / Optional	Optional			
	Data Type	PensionCore:AddressType			
	Length	Min 2 lines - Max 4 lines			
		Min 1 character - Max 35 characters			
Validation / Processing		Pre-condition	Post-condition		
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present			

14. Postcode				
X-path	ReliefAtSource/Details/Banl	kDetails/New/BankAddress/Postcode		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:AddressType		
	Length	Min 1 character - Max 8 characters		
Validation / Processing		Pre-condition	Post-condition	

15. Country				
X-path	ReliefAtSource/Details/BankDetails/New/BankAddress/Country			
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:AddressType		
	Length	Min 1 character - Max 35 characters		
Validation / Processing		Pre-condition	Post-condition	
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present		

26/07/06 Version 0.18 Page 12 of 22

## New account details

16. New Bank Sort Code				
X-path	ReliefAtSource/Details/BankDetails/New/SortCode			
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	core:SortCodeType		
	Length	6 characters		
Validation / Processing		Pre-condition	Post-condition	
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present		

16.1 New Account Name					
X-path	ReliefAtSource/Details/BankDet	ReliefAtSource/Details/BankDetails/New/AccountName			
Structure and format		XML			
	Mandatory / Optional	Optional			
	Data Type	core:AccountNameType			
	Length	Min 1 character - Max 28 characters			
Validation / Processing		Pre-condition	Post-condition		
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present			

17. New Account Num	oer			
X-path	ReliefAtSource/Details/BankDetails/New/AccountNumber			
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	core:AccountNumberType		
	Length	8 characters		
Validation / Processing		Pre-condition Pre-condition	Post-condition	
		Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present		

26/07/06 Version 0.18 Page 13 of 22

**Authorised Signatories held by HMRC (Current)** 

Use Data items 18-20 to report all current authorised signatories when submitting a new application to operate Relief at Source.

Authorised signatories to sign the tax repayment claims. Please provide details of current authorised signatories held by HMRC. A minimum of 2 and a maximum of 5 authorised signatories must be provided.

Data Items 19- 20 must have a minimum of 2 and a maximum of 5 occurrences if this section is completed

18. Title				
X-path	ReliefAtSource/Details/Auth	ReliefAtSource/Details/AuthorisedSignatory/Current/Signatory/Ttl		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	TitleType		
	Length	Min 1 character - Max 4 characters		
Validation / Processing		Pre-condition	Post-condition	

19. Forenames			
X-path	ReliefAtSource/Details/Auth	orisedSignatory/Current/Signatory/Fore	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 forename - Max 2 forenames	
		Min 1 character - Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		<ol> <li>Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 22 to 23) 'new authorised signatories' are also present</li> <li>Mandatory if (data item 3) 'Is this an amendment?' is 'no'</li> </ol>	

26/07/06 Version 0.18 Page 14 of 22

20. Surname				
X-path	ReliefAtSource/Details/Auth	ReliefAtSource/Details/AuthorisedSignatory/Current/Signatory/Sur		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:NameStructure		
	Length	Min 1 character - Max 35 characters		
Validation / Processing	3	Pre-condition	Post-condition	
		<ol> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 22 to 23) 'new authorised signatories' are also present</li> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'no'</li> </ol>		

## New authorised signatories

## When submitting an amendment, use Data items 21 - 23 and include all authorised signatories

New and continuing authorised signatories to sign the tax repayment claims? – A minimum of 2 and a maximum of 5 authorised signatories must be provided.

Data Items 22 - 23 must have a minimum of 2 and a maximum of 5 occurrences if this section is completed

21. Title				
X-path	ReliefAtSource/Details/Authorise	ReliefAtSource/Details/AuthorisedSignatory/New/Signatory/Ttl		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	TitleType		
	Length	Min 1 character - Max 4 characters		
Validation / Processing		Pre-condition	Post-condition	

22. Forenames					
X-path	ReliefAtSource/Details/Auth	ReliefAtSource/Details/AuthorisedSignatory/New/Signatory/Fore			
Structure and format		XML			
	Mandatory / Optional	Optional			
	Data Type	PensionCore:NameStructure			
	Length	Min 1forename - Max 2 forenames	Min 1forename - Max 2 forenames		
		Min 1 character - Max 35 characters			
Validation / Processing		Pre-condition	Post-condition		

23. Surname				
X-path	ReliefAtSource/Details/AuthorisedSignatory/New/Signatory/Sur			
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:NameStructure		
	Length	Min 1 character - Max 35 characters		
Validation / Processing		Pre-condition	Post-condition	
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 19 to 20) 'Authorised signatories held by HMRC' are also present		

## **Contact Details held by HMRC**

Use Data items 24 - 28 to report all current contact details when submitting a new application to operate Relief at Source.

Provide details currently held by HMRC, of the two people who can be contacted about day-to-day matters relating to tax relief at source repayment claims.

Data Items 25 - 27 must have 2 occurrences if this section is completed

24. Title				
X-path	ReliefAtSource/Details/Contact	Details/Current/Contact/Ttl		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	TitleType		
	Length	Min 1 character - Max 4 characters		
Validation / Processing		Pre-condition	Post-condition	

25. Forenames			
X-path	ReliefAtSource/Details/Con	tactDetails/Current/Contact/Fore	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 forename - Max 2 forenames	
		Min 1 character - Max 35 characters	
Validation / Processing	g	Pre-condition	Post-condition
		<ol> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 30 to 31) 'New Contact Details' are also present</li> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'no'</li> </ol>	

# Pension Schemes Online

26. Surname				
X-path	ReliefAtSource/Details/Con	tactDetails/Current/Contact/Sur		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:NameStructure		
	Length	Min 1 character - Max 35 characters		
Validation / Processing		Pre-condition	Post-condition	
		<ol> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'yes' and (data items 30 to 31) 'New Contact Details' are also present</li> <li>Mandatory if (data item 3) 'ls this an amendment?' is 'no'</li> </ol>		

27. Telephone number	•			
X-path	ReliefAtSource/Details/Contact	etDetails/Current/Contact/Telephone		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	core:TelephoneNumberType		
	Length	Min 1 character - Max 35 characters		
Validation / Processing		Pre-condition	Post-condition	

28. e-mail				
X-path	ReliefAtSource/Details/Con	tactDetails/Current/Contact/Email		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	core:EmailType		
	Length	Min 3 characters - Max 254 characters		
Validation / Processing	9	Pre-condition	Post-condition	

26/07/06 Version 0.18 Page 17 of 22

## New contact details

## When submitting an amendment, use Data items 29 - 33

New and continuing contact details. Two sets of contact details must be provided.

Data Items 30 - 33 must have 2 occurrences if this section is completed

29. Title				
X-path	ReliefAtSource/Details/Con	tactDetails/New/Contact/Ttl		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	TitleType		
	Length	Min 1 character - Max 4 characters		
Validation / Processing		Pre-condition	Post-condition	

30. Forenames				
X-path	ReliefAtSource/Details/Conta	ReliefAtSource/Details/ContactDetails/New/Contact/Fore		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:NameStructure		
	Length	Min 1 forename - Max 2 forenames		
		Min 1 character - Max 35 characters		
Validation / Processing		Pre-condition Pre-condition	Post-condition	
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 25 to 26) 'Contact details held by HMRC' are also present		

31. Surname					
X-path	ReliefAtSource/Details/Con	AtSource/Details/ContactDetails/New/Contact/Sur			
Structure and format		XML	XML		
	Mandatory / Optional	Optional			
	Data Type	PensionCore:NameStructure			
	Length	Min 1 character - Max 35 characters			
Validation / Processing	g	Pre-condition	Post-condition		
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 25 to 26) 'Contact details held by HMRC' are also present			

26/07/06 Version 0.18 Page 18 of 22

32. Telephone number			
X-path	ReliefAtSource/Details/Con	tactDetails/New/Contact/Telephone	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:TelephoneNumberType	
	Length	Min 1 character - Max 35 characters	
Validation / Processing		Pre-condition	Post-condition

33. e-mail				
X-path	ReliefAtSource/Details/ContactDetails/New/Contact/Email			
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	core:EmailType		
	Length	Min 3 characters - Max 254 characters		
Validation / Processing		Pre-condition	Post-condition	
Must contain the character @ with at least one other character either side e.g. a@b				

# 34. Withdrawn

Submitter Details - Only one of Scheme Administrator ID or Practitioner ID can be sent at a time, they cannot be sent together

35. Scheme Administrator ID				
X-path	ReliefAtSource/SchemeDetails	ReliefAtSource/SchemeDetails/AdministratorID		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:AdministratorIDType		
	Length	8 characters		
Validation / Processing		Pre-condition	Post-condition	
Must be 'A' followed by 7 number		<ol> <li>Mandatory if (data item 36) 'Practitioner ID' is not present</li> <li>Must not be completed otherwise</li> </ol>		

26/07/06 Version 0.18 Page 19 of 22

36. Practitioner ID					
X-path	ReliefAtSource/SchemeDet	ails/PractitionerID			
Structure and format		XML			
	Mandatory / Optional	Optional			
	Data Type	PensionCore:PractitonerIDType			
	Length	8 characters			
Validation / Processing	]	Pre-condition	Post-condition		
Must be 8 numbers		<ol> <li>Mandatory if (data item 35) 'Scheme Administrator ID' is not present</li> <li>Must not be completed otherwise</li> </ol>			

## Only Individual Details or Organisation Name can be sent at a time, they cannot be sent together

37. Title			
X-path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Individual/Ttl		
Structure and format	XML		
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character - Max 4 characters	
Validation / Processing		Pre-condition	Post-condition

38. Forenames					
X-path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Individual/Fore				
Structure and format		XML			
	Mandatory / Optional	Optional			
	Data Type	PensionCore:NameStructure			
	Length	Min 1forename - Max 2 forenames			
		Min 1 character - Max 35 characters			
Validation / Processing		Pre-condition	Post-condition		
		<ol> <li>Mandatory if (data item 40) 'Organisation Name' is not completed</li> <li>Must not be completed if (data item 40) 'Organisation Name' is completed</li> </ol>			

26/07/06 Version 0.18 Page 20 of 22

# Pension Schemes Online

39. Surname					
X-path	ReliefAtSource/SchemeDet	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Individual/Sur			
Structure and format		XML			
	Mandatory / Optional	Optional			
	Data Type	PensionCore:NameStructure	PensionCore:NameStructure		
	Length	Min 1 character - Max 35 characters			
Validation / Processing		Pre-condition	Post-condition		
		<ol> <li>Mandatory if (data item 40) 'Organisation Name' is not completed</li> <li>Must not be completed if (data item 40) 'Organisation Name' is completed</li> </ol>			

40. Organisation Name					
X-path	ReliefAtSource/SchemeDetails	neDetails/AdministratorPractitioner/OrganisationName			
Structure and format		XML			
	Mandatory / Optional	Optional			
	Data Type	PensionCore:PSOstringType	PensionCore:PSOstringType		
	Length	Min 1 character - Max 255 characters			
Validation / Processing	I	Pre-condition Pre-condition	Post-condition		
		<ol> <li>Mandatory if (data item 38) 'Forename' and (data item 39) 'Surname' is not completed</li> <li>Must not be completed if (data item 38) 'Forename' and (data item 39) 'Surname' is completed</li> </ol>			

41. Address				
X-path	ReliefAtSource/SchemeDe	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Address/Line		
Structure and format		XML		
	Mandatory / Optional	ional Mandatory		
	Data Type PensionCore:AddressType			
	Length	Length Min 2 lines - Max 4 lines		
	Min 1 character - Max 35 characters			
Validation / Processing		Pre-condition	Post-condition	

26/07/06 Version 0.18 Page 21 of 22

# Pension Schemes Online

42. Postcode				
X-path	ReliefAtSource/SchemeDet	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Address/PostCode		
Structure and format		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:AddressType		
	Length	Min 1 character - Max 8 characters		
Validation / Processing Pre-condition Post-condition			Post-condition	

43. Country				
X-path	ReliefAtSource/SchemeDeta	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Address/Country		
Structure and format		XML		
	Mandatory / Optional	Mandatory		
	Data Type	PensionCore:AddressType		
	Length	Min 1 character - Max 35 characters		
Validation / Processing Pre-condition Post-condition			Post-condition	

26/07/06 Version 0.18 Page 22 of 22