HM Revenue & Customs

Pension Schemes Online

Pensions Envelope (Envelope)

Business Validation Rules

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Pensions Envelope (Envelope)   **Pension Schemes Online**

1. Document Change History

Document Change History			
Previous published version	**Current Version**	**Date**	**Changes since previous published version**
0.8	0.8	23/10/06	Document changed to include change history Changed version number and version date to follow Configuration Management approach

2.   About this document

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.

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.

Section 4 describes, in tabular form, the data requirements for each field.

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 a 'yes' or 'no'.

4.   Data items

Each may contain multiple occurrences of Scheme Administrators ID

IRheader

1. Test Message		
X-Path	IRheader/TestMessage	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	XSD:int
	Range	0-1
Conditions		
1. Must be absent or set to 0 for live submission to the live service 2. Must be set to 1 for test-in-live submissions to the live service N.B. This should not be confused with the <GatewayTest> element.		

2. Key		
X-Path	Irenvelope/IRheader/Keys/Key	
Structure and format		XML
	Mandatory / Optional	Mandatory
	Data Type	Irheader:Stringtype
	Length	
Validation / Processing		
Key 1, Pension scheme administrator ID (PSAID)		letter A followed by 7 numeric
Key 2, Pension Practitioner ID (PPID)		8 numeric
Conditions		
1. Pension Scheme Registration		Key should always be PSAID and match the administrator ID in the body
2. Associate Scheme Administrator with scheme		No cross matching
3. Change Administrator Practitioner Details		Keys have to match Practitioner / Administrator ID in the body
4. Add Administrator		Must always be PSAID and match the administrator ID in the body
5. Amend Scheme Details		No cross matching
6. Accounting For Tax		No cross matching
7. Relief At Source		Keys have to match Practitioner/Administrator ID in the body
8. Pension Scheme Registration & Relief At Source		Key should always be PSAID and match the administrator ID in the body
9. Event report		No cross matching
10. Pension Scheme Return		No cross matching

3. Period end		
X-Path	IRheader/PeriodEnd	
Structure and format		XML
	Mandatory / Optional	Mandatory
	Data Type	XSD:date
Validation / Processing		
Conditions		
1. Must contain the tax year ended in the format ccyy-mm-dd.		

4. Principal		
X-Path	IRheader/Principal	
	XML	
Mandatory / Optional	Optional	
Conditions		
Not used in PS online submissions		

5. Agent		
X-Path	IRheader/Agent	
	XML	
Mandatory / Optional	Optional	
Conditions		
Not used in PS online submissions		

6. Default currency		
X-Path	IRheader/ **DefaultCurrency**	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	ISO Currencytype
	Enumeration	GBP
Conditions		
If present must be GBP		

Manifest

7. Namespace	
X-Path	IRheader/Manifest/Contains/Reference/Namespace
	XML
Mandatory / Optional	Optional
Conditions	
Must be completed for a successful PS online submission	

8. Schema version	
X-Path	IRheader/Manifest/Contains/Reference/SchemaVersion
	XML
Mandatory / Optional	Optional
Conditions	
Must be completed for a successful PS online submission	

9. Top element name	
X-Path	IRheader/Manifest/Contains/Reference/TopElementName
	XML
Mandatory / Optional	Optional
Conditions	
Must be completed for a successful PS online submission	

10. IRmark		
X-Path	IRheader/IRmark	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	XSD:string
Conditions		
1. You must include a valid IR mark to successfully submit PS online messages 2. Must include Type="generic". 3. Must include a valid IRmark.		

11. Sender		
X-Path	IRheader/Sender	
Structure and format		XML
	Mandatory / Optional	Mandatory
	Data Type	XSD:string
Conditions		
1. Must be 'Other' for a successful PS online submission		

12. Pension Scheme Tax Reference		
X-Path	Irenvelope/Psenvelope/Psheader/SchemeRef	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	[0-9]{8}R[A-HJ-NP-TV-Z]
	Length	10 characters
Validation / Processing		The Pension Scheme Tax Reference must be in the format NNNNNNNNRC • Characters 1-8 must be numeric • Character 9 must be 'R' Character 10 is an alpha character must not be I, O or U
Conditions		
1. Pension Scheme Registration	Absent always	
2. Associate Scheme Administrator with Scheme	Must match PSTR in body	
3. Change Administrator Practitioner Details	Absent always	
4. Add Administrator	If PSTR present in the body must match	
5. Amend Scheme Details	Must match PSTR in body	
6. Accounting For Tax	If PSTR present in the body must match	
7. Relief At Source	Must match PSTR in body	
8. Pension Scheme Registration & Relief At Source	Absent always	
9. Event report	If PSTR present in the body must match	
10. Pension Scheme Return	Must match PSTR in body	

13. PS Body		
Also known as	Irenvelope/Psenvelope/Psbody	
Structure and format		XML
	Mandatory / Optional	Mandatory
	Data Type	Container
	Length	N/A
Conditions		
1. Must contain at least one PS online message		
2. If the submission includes a registration form the envelope can also contain one or both of Contracting Out and/or Relief at Source.		
3. If the submission does not include registration it must contain a single message only		

Appendix 1 – Hints and tips extract for IRheader

IRheader

15. Test Message

X-Path	IRheader/TestMessage
Mandatory/Optional	O

1. Must be absent or set to 0 for live submission to the live service
2. Must be set to 1 for test-in-live submissions to the live service

N.B. This should not be confused with the <GatewayTest> element.

16. Keys

X-Path	IRheader/Keys/Key@Type
Mandatory/Optional	M

To determine (or set) the identity of the submitter of a message, the Keys section of the IRenvelope is used.

Submitter	Type Attribute Value	Body	Example
Scheme Administrator	Scheme Administrator	Scheme Administrator ID Pattern: the letter A followed by 7 numeric characters	```<IRheader> <TestMessage>0</TestMessage> <Keys> <Key Type="PSA_ID">A1234567</Key> </Keys> ```
Practitioner	Practitioner	Practitioner ID Pattern: 8 numeric characters	```<IRheader> <TestMessage>0</TestMessage> <Keys> <Key Type="PP_ID">91234567</Key> </Keys> ```

17. Period end

X-Path	IRheader/PeriodEnd
Mandatory/Optional	M

1. Must contain the tax year ended in the format ccyy-mm-dd.

18. Principal

X-Path	IRheader/Principal
Mandatory/Optional	O

1. Not used for Pension Schemes Online submissions

19. Agent

X-Path	IRheader/Agent
Mandatory/Optional	O

1. Not used for Pension Schemes Online submissions

20. Default currency

X-Path	IRheader/DefaultCurrency
Mandatory/Optional	O

1. If present should include GBP

21. Namespace

X-Path	IRheader/Manifest/Contains/Reference/Namespace
Mandatory/Optional	O

Not required