



Pension Schemes Online
Associate Scheme Administrator
Business Validation Rules

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1. Document Change History

Document Change History			
Previous published version	Current Version	Date	Changes since previous published version
0.4	0.4	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 submission must contain only 1 occurrence of Pension Scheme Tax Reference, but may contain multiple occurrences of Scheme Administrators ID

1. Pension Scheme Tax Reference		
X-Path	NotifyAdminDetails/TaxReference	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	PensionCore:TaxReferenceType
	Length	10 characters
Validation / Processing		Pre-condition
The Pension Scheme Tax Reference must be in the format NNNNNNNRRC <ul style="list-style-type: none"> • Characters 1-8 must be numeric • Character 9 must be 'R' • Character 10 is an alpha character must not be I, O or U 		Post-condition

2. Scheme Administrators ID		
Also known as	NotifyAdminDetails/AdministratorID	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	PensionCore:AdministratorIDType
	Length	8 characters
Validation / Processing		Pre-condition
The first character must always be 'A' and characters 2-8 must be numeric		Post-condition