



**Pension Schemes Online**

**Amend Scheme Details**

**Business Validation Rules**

|   |          |
|---|----------|
| <b>1. Document Control</b>                            | <b>4</b> |
| <b>2. About this document</b>                         | <b>6</b> |
| <b>3. Pension scheme system acceptable characters</b> | <b>7</b> |
| <b>4. General validation rules</b>                    | <b>8</b> |
| <b>5. Data items</b>                                  | <b>9</b> |
| 1. Pension Scheme Tax Reference                       | 9        |
| 2. Pension Scheme Name                                | 9        |
| 3. Withdrawn  | 9        |
| 4. New Pension Scheme Name                            | 10       |
| 5. Withdrawn  | 10       |
| 6. Withdrawn  | 10       |
| 7. Withdrawn  | 10       |
| 8. Withdrawn  | 10       |
| 9. Withdrawn  | 10       |
| 10. Title   | 11       |
| 11. Forename(s)                                       | 11       |
| 12. Surname   | 12       |
| 13. Organisation name                                 | 12       |
| 14. Address   | 13       |
| 15. Postcode  | 13       |
| 16. Country   | 13       |
| 17. Title   | 14       |
| 18. Forename(s)                                       | 14       |
| 19. Surname   | 15       |
| 20. Organisation Name                                 | 15       |
| 21. Address   | 16       |
| 22. Postcode  | 16       |
| 23. Country   | 16       |
| 24. Date of change                                    | 17       |
| 25. Title   | 17       |
| 26. Forename(s)                                       | 18       |
| 27. Surname   | 18       |
| 28. Organisation Name                                 | 19       |
| 29. Address   | 19       |
| 30. Postcode  | 20       |
| 31. Country   | 20       |
| 32. Start date of new Scheme Establisher/Sponsor      | 20       |
| 33. Title   | 21       |
| 34. Forename(s)                                       | 21       |
| 35. Surname   | 22       |

|      |  |    |
|------|--|----|
| 36.  | Organisation Name  | 22 |
| 37.  | Address  | 23 |
| 38.  | Postcode   | 23 |
| 39.  | Country  | 23 |
| 40.  | Date of Cessation  | 24 |
| 41.  | Title  | 24 |
| 42.  | Forename(s)  | 25 |
| 43.  | Surname  | 25 |
| 44.  | Organisation Name  | 26 |
| 45.  | Scheme Administrator ID  | 26 |
| 46.  | Address  | 27 |
| 47.  | Postcode   | 27 |
| 48.  | Country  | 28 |
| 49.  | Date of Cessation  | 29 |
| 49.1 | I understand that I may be liable to a penalty if a false statement is made in this report, and that false statements may also lead to prosecution | 29 |
| 50.  | Scheme Administrator ID  | 30 |
| 51.  | Current Client's Reference   | 30 |
| 52.  | New Client's Reference   | 31 |
| 53.  | Date of Change   | 31 |
| 54.  | Withdrawn  | 31 |
| 55.  | Contracting Out Reference  | 31 |
| 56.  | ECON Withdrawn – do not delete , coding my be completed  | 32 |
| 57.  | SCON Withdrawn – do not delete , coding my be completed  | 32 |
| 58.  | ASCN Withdrawn – do not delete , coding my be completed  | 33 |
| 59.  | Withdrawn  | 33 |
| 60.  | Relief at Source Reference   | 33 |
| 61.  | VAT Registration Number  | 33 |

## 1. Document Control

| Recipient |           |                                     |
|-----------|-----------|-------------------------------------|
| Corrine   | Robinson  | APSS Nottingham                     |
| Nigel     | Stockdale | IMS WebSolutions Requirements       |
| Linda     | Russell   | PS Online Requirements Manager, IMS |
| Darren    | Rowney    | ASPIRE                              |

### IMS WebSolutions

| Version | Date     |  |
|---------|----------|--|
| 0.1     | 28/04/05 | First Draft version for e-submission and core validation   |
| 0.2     | 08/06/05 | Amended by UI review   |
| 1.0     | 14/06/05 | Amendments following UI review   |
| 1.01    | 14/06/05 | SDST Review  |
| 1.02    | 27/06/05 | SDST Review  |
| 1.03    | 01/07/05 | Amendments following Schema review   |
| 1.04    | 14/07/05 | Amendments as a result of changes to the form  |
| 1.05    | 26/08/05 | Amendments following xml schema review, plus defect 17092  |
| 1.06    | 21/09/05 | Updates EBU review   |
| 1.07    | 23/09/05 | Updated to withdraw data item 5 to line up with xml  |
| 1.08    | 28/09/05 | Amended following SUC review at data item 49 and inserted 49.1 and new pre-conditions in 50, 51, 52, & 53. |
| 1.09    | 17/10/05 | Amended validation/processing for data items 40 and 49.  |
| 1.10    | 28/10/05 | Amendments to data items 18,19,20 & 21.  |
| 1.11    | 21/11/05 | Updates as a result of BVR Quality Review  |
| 1.12    | 20/01/06 | Updates as a result of Defect 30785 / 30779 / 30784 / 30787/ 30781   |
| 1.13    | 07/02/06 | Update Notify a Cessation of a Scheme Administrator as a result of defect 32746.                           |
| 1.14    | 20/04/06 | Defect 42120 refers to Current & New details required for submission when updating.                        |
| 1.15    | 24/05/06 | Defect 44738 Remove data item 59 The Pension Regulator Reference   |
| 2.0     | 04/12/06 | CR184, addition of Romania and Bulgaria data item 48, text in red.   |
| 3.0     | 06/03/07 | Defects 82931 / 82935 introduce rubric clarification @ section 4 point 8, text in red.                     |
| 3.1     | 21/04/08 | CR650 Complete the removal of Switzerland  |
| 3.2     | 29/04/08 | Amendments following review  |

| Version  | Form Version | Schema Version | Form Name            |
|----------|--------------|----------------|----------------------|
| 0.1-1.15 | 0.07         | 2.1            | Amend Scheme Details |
| 2.0-3.0  | 0.07         | 2.2            |                      |

| By         | Signature | Date |
|------------|-----------|------|
| Ann Walker |           |      |

|              |  |  |
|--------------|--|--|
| [Redacted]   |  |  |
| Vanessa Todd |  |  |

|                                      |  |  |
|--------------------------------------|--|--|
| [Redacted]                           |  |  |
| <a href="#">See Document History</a> |  |  |

## **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 4 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 5 describes, in tabular form, the data requirements for each field within the specified form.

### 3. Pension scheme system acceptable characters

The following is a list of characters that will be accepted by Pension Schemes Online.

- A to Z (upper case)
- a to z (lower case)
- 0 to 9 (numeric)
- space & ' ( ) \* , . / % ! + - : ; = ? @ [ ] ^ \_ { } ~
- Please note that the ampersand (&) and apostrophe ( ' ) characters **must** be transmitted in escaped format within your xml submission, i.e. &amp; and &apos;
- Note that the pound (£), dollar (\$) and hash (#) characters are not allowable.

You must ensure that all characters contained within your xml submissions are in accordance with the patterns defined within the Schema.

No other characters will be accepted by The Pension Scheme System. Pension Schemes Online forms will be rejected if they contain invalid characters.

#### **4. 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 and includes a decimal point.
3. Alphanumeric is defined as the combination of Alpha and Numeric characters.
4. The full character set is defined as all the characters as defined in section 3.
5. Date fields are in the format CCYY-MM-DD.
6. All currency fields should use IrnonNegativeWholeUnitsMonetaryType. Zero is an acceptable value for Currency fields unless specified in the validation section of the relevant field.
7. 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'.
8. **Submissions containing multiple establisher/sponsor details can be a mix of both individual and organisation records. Each occurrence of the establisher/sponsor record is either an individual or an organisation.**



## 5. Data items

### Pension Scheme Details

| 1. Pension Scheme Tax Reference   |   |                                      |
|---|---|--------------------------------------|
| X-path  | AmendSchemeDetails/SchemeDetails/TaxReference |                                      |
| Structure and format  |   | XML                                  |
|   | Mandatory/Optional                            | Mandatory                            |
|   | Data Type                                     | PensionCore:TaxReferenceType         |
|   | Length  | 10 characters                        |
| Validation / Processing   | Pre-condition                                 | Post-condition                       |
| The format must be: <ul style="list-style-type: none"> <li>• NNNNNNNNRC</li> <li>• Characters 1 – 8 must be numeric</li> <li>• Character 9 must be 'R'</li> <li>• Character 10 is an alpha but must not be I, O or U</li> </ul> |   |                                      |
| 2. Pension Scheme Name  |   |                                      |
| X-path  | AmendSchemeDetails/SchemeDetails/SchemeName   |                                      |
| Structure and format  |   | XML                                  |
|   | Mandatory/Optional                            | Mandatory                            |
|   | Data Type                                     | PensionCore:SchemeNameType           |
|   | Length  | Min 1 character - Max 255 characters |
| Validation / Processing   | Pre-condition                                 | Post-condition                       |
|   |   |                                      |
| 3. Withdrawn  |   |                                      |
| X-path  | N/A   |                                      |
| Structure and format  |   |                                      |
|   | Mandatory/Optional                            |                                      |
|   | Data Type                                     |                                      |
|   | Length  |                                      |
| Validation / Processing   | Pre-condition                                 | Post-condition                       |
|   |   |                                      |

Are changes in relation to?

One or more of the following must present:

- Pension Scheme Name
- Update a Current Scheme Establisher/Sponsor
- Notify a New Scheme Establisher/Sponsor
- Notify a Cessation of a Scheme Establisher/Sponsor
- Notify a Cessation of a Scheme Administrator
- Change your Client Reference for a Scheme Administrator

| 4. New Pension Scheme Name |                                       |                                      |
|----------------------------|---------------------------------------|--------------------------------------|
| X-path                     | AmendSchemeDetails/Changed/SchemeName |                                      |
| Structure and format       |                                       | XML                                  |
|                            | Mandatory/Optional                    | Optional                             |
|                            | Data Type                             | PensionCore:SchemeNameType           |
|                            | Length                                | Min 1 character - Max 255 characters |
| Validation / Processing    | Pre-condition                         | Post-condition                       |
|                            |                                       |                                      |

5. Withdrawn

6. Withdrawn

7. Withdrawn

8. Withdrawn

9. Withdrawn

### Update a Current Scheme Establisher/Sponsor

If notifying an update Current details must be supplied in addition to New details

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

An Individual Establisher cannot change directly to an Organisation and an Organisation cannot change directly to an Individual. They must cease as one and then commence as another

Data elements 10 to 24 form a repeatable set of details and can occur up to a max of 99 times

#### Current Scheme Establisher/Sponsor Name (Individual)

| 10. Title                      |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/CurrentDetails/Individual/Ttl |                                    |
| Structure and format           |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | TitleType                          |
|                                | Length   | Min 1 character - Max 4 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| 11. Forename(s)                |  |   |
|--------------------------------|--|---|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/CurrentDetails/Individual/Fore  |   |
| Structure and format           |  | XML   |
|                                | Mandatory/Optional   | Optional  |
|                                | Data Type  | PensionCore:NameStructure   |
|                                | Length   | Min 1 forename - Max 2 forenames<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>   |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if 'Current Scheme Establisher/Sponsor' is an 'individual'</li> <li>2. Must not be completed if 'Current Scheme Establisher/Sponsor' is an 'organisation'</li> </ol> |   |

| <b>12. Surname</b>             |  |                                     |
|--------------------------------|--|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/CurrentDetails/Individual/Sur   |                                     |
| <i>Structure and format</i>    |  | XML                                 |
|                                | Mandatory/Optional   | Optional                            |
|                                | Data Type  | PensionCore:NameStructure           |
|                                | Length   | Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>               |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if 'Current Scheme Establisher/Sponsor' is an 'individual'</li> <li>2. Must not be completed if 'Current Scheme Establisher/Sponsor' is an 'organisation'</li> </ol> |                                     |

**Current Scheme Establisher/Sponsor Name (Organisation)**

| <b>13. Organisation name</b>   |  |                                      |
|--------------------------------|--|--------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/CurrentDetails/Organisation   |                                      |
| <i>Structure and format</i>    |  | XML                                  |
|                                | Mandatory/Optional   | Optional                             |
|                                | Data Type  | PensionCore:PSOstringType            |
|                                | Length   | Min 1 character - Max 255 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>                |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if 'Current Scheme Establisher/Sponsor' is an 'Organisation'</li> <li>2. Must not be completed if 'Current Scheme Establisher/Sponsor' is an 'individual'</li> </ol> |                                      |

**Current Scheme Establisher/Sponsor Address**

| <b>14. Address</b>             |  |  |
|--------------------------------|--|--|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/CurrentDetails/Address/Line |  |
| Structure and format           |  | XML  |
|                                | Mandatory/Optional   | Optional   |
|                                | Data Type  | PensionCore:AddressType  |
|                                | Length   | Min 2 lines - Max 4 lines<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>  |
|                                |  |  |

| <b>15. Postcode</b>            |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/CurrentDetails/Address/PostCode |                                    |
| Structure and format           |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | PensionCore:AddressType            |
|                                | Length   | Min 1 character - Max 8 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| <b>16. Country</b>             |   |                         |
|--------------------------------|---|-------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/CurrentDetails/Address/Country |                         |
| Structure and format           |   | XML                     |
|                                | Mandatory/Optional  | Optional                |
|                                | Data Type   | Alpha                   |
|                                | Length  | PensionCore:AddressType |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b>   |
|                                |   |                         |

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

**Scheme Establisher/Sponsor New Name (Individual)**

| 17. Title                      |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/NewDetails/Individual/Ttl |                                    |
| Structure and format           |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | TitleType                          |
|                                | Length   | Min 1 character - Max 4 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| 18. Forename(s)                |  |   |
|--------------------------------|--|---|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/NewDetails/Individual/Fore  |   |
| Structure and format           |  | XML   |
|                                | Mandatory/Optional   | Optional  |
|                                | Data Type  | PensionCore:NameStructure   |
|                                | Length   | Min 1 forename - Max 2 forenames<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>   |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if 'Establisher/Sponsor New Name' is an 'Individual'</li> <li>2. Must not be completed if 'Establisher/Sponsor New Name' is an 'organisation'</li> </ol> |   |

| <b>19. Surname</b>             |  |                                     |
|--------------------------------|--|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/NewDetails/Individual/Sur   |                                     |
| <i>Structure and format</i>    |  | XML                                 |
|                                | Mandatory/Optional   | Optional                            |
|                                | Data Type  | PensionCore:NameStructure           |
|                                | Length   | Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>               |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if 'Establisher/Sponsor new Name' is an 'Individual'</li> <li>2. Must not be completed if 'Establisher/Sponsor new Name' is an 'organisation'</li> </ol> |                                     |

**Scheme Establisher/Sponsor new Name (Organisation)**

| <b>20. Organisation Name</b>   |  |                                      |
|--------------------------------|--|--------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/NewDetails/Organisation   |                                      |
| <i>Structure and format</i>    |  | XML                                  |
|                                | Mandatory/Optional   | Optional                             |
|                                | Data Type  | PensionCore:PSOstringType            |
|                                | Length   | Min 1 character - Max 255 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>                |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if 'Establisher/Sponsor new Name' is an 'organisation'</li> <li>2. Must not be completed if 'Establisher/Sponsor new Name' is an 'individual'</li> </ol> |                                      |

### Scheme Establisher/Sponsor New Address

| 21. Address                    |  |  |
|--------------------------------|--|--|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/NewDetails/Address/Line |  |
| Structure and format           |  | XML  |
|                                | Mandatory/Optional   | Optional   |
|                                | Data Type  | PensionCore:AddressType  |
|                                | Length   | Min 2 lines - Max 4 lines<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>  |
|                                |  |  |

| 22. Postcode                   |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/NewDetails/Address/PostCode |                                    |
| Structure and format           |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | PensionCore:AddressType            |
|                                | Length   | Min 1 character - Max 8 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| 23. Country                    |   |                                     |
|--------------------------------|---|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/NewDetails/Address/Country |                                     |
| Structure and format           |   | XML                                 |
|                                | Mandatory/Optional  | Optional                            |
|                                | Data Type   | PensionCore:AddressType             |
|                                | Length  | Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b>               |
|                                |   |                                     |



| 24. Date of change             |   |                       |
|--------------------------------|---|-----------------------|
| X-path                         | AmendSchemeDetails/Changed/UpdateSchemeEstablisher/ChangeDate |                       |
| <i>Structure and format</i>    |   | XML                   |
|                                | Mandatory/Optional  | Optional              |
|                                | Data Type   | xsd:date              |
|                                | Length  | 10 characters         |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b> |
| CCYY-MM-DD                     |   |                       |

### Notify a New Scheme Establisher/Sponsor

Data elements 25 to 32 form a repeatable set of details and can occur up to a max of 99 times

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

New Scheme Establisher/Sponsor Name (Individual)

| 25. Title                      |   |                                    |
|--------------------------------|---|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/NewSchemeEstablisher/Name/Individual/Ttl |                                    |
| <i>Structure and format</i>    |   | XML                                |
|                                | Mandatory/Optional  | Optional                           |
|                                | Data Type   | TitleType                          |
|                                | Length  | Min 1 character - Max 4 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b>              |
|                                |   |                                    |

| <b>26. Forename(s)</b>  |   |   |
|-------------------------|---|---|
| X-path                  | AmendSchemeDetails/Changed/NewSchemeEstablisher/Name/Individual/Fore  |   |
| Structure and format    |   | XML   |
|                         | Mandatory/Optional  | Optional  |
|                         | Data Type   | PensionCore:NameStructure   |
|                         | Length  | Min 1 forename - Max 2 forenames<br>Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition   | Post-condition  |
|                         | <ol style="list-style-type: none"> <li>1. Mandatory if 'New Scheme Establisher/Sponsor Name' is an 'individual'</li> <li>2. Must not be completed if 'New Scheme Establisher/Sponsor' is an 'organisation'</li> </ol> |   |

| <b>27. Surname</b>      |   |                                     |
|-------------------------|---|-------------------------------------|
| X-path                  | AmendSchemeDetails//Changed/NewSchemeEstablisher/Name/Individual/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 style="list-style-type: none"> <li>1. Mandatory if 'New Scheme Establisher/Sponsor Name' is an 'individual'</li> <li>2. Must not be completed if 'New Scheme Establisher/Sponsor' is an 'organisation'</li> </ol> |                                     |

**New Scheme Establisher/Sponsor Name (Organisation)**

| <b>28. Organisation Name</b> |   |                                      |
|------------------------------|---|--------------------------------------|
| X-path                       | AmendSchemeDetails/Changed/NewSchemeEstablisher/Name/Organisation   |                                      |
| Structure and format         |   | XML                                  |
|                              | Mandatory/Optional  | Optional                             |
|                              | Data Type   | PensionCore:PSOstringType            |
|                              | Length  | Min 1 character - Max 255 characters |
| Validation / Processing      | Pre-condition   | Post-condition                       |
|                              | <ol style="list-style-type: none"> <li>1. Mandatory if 'New Scheme Establisher/Sponsor Name' is an 'organisation'</li> <li>2. Must not be completed if 'New Scheme Establisher/Sponsor' is an 'individual'</li> </ol> |                                      |

**New Scheme Establisher/Sponsor Address**

| <b>29. Address</b>      |   |  |
|-------------------------|---|--|
| X-path                  | AmendSchemeDetails/Changed/NewSchemeEstablisher/Address//Line |  |
| Structure and format    |   | XML  |
|                         | Mandatory/Optional  | Optional   |
|                         | Data Type   | PensionCore:AddressType  |
|                         | Length  | Min 2 lines - Max 4 lines<br>Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition   | Post-condition   |
|                         |   |  |

| 30. Postcode                   |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/NewSchemeEstablisher/Address/PostCode |                                    |
| Structure and format           |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | PensionCore:AddressType            |
|                                | Length   | Min 1 character - Max 8 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| 31. Country                    |   |                                     |
|--------------------------------|---|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/NewSchemeEstablisher/Address/Country |                                     |
| Structure and format           |   | XML                                 |
|                                | Mandatory/Optional  | Optional                            |
|                                | Data Type   | PensionCore:AddressType             |
|                                | Length  | Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b>               |
|                                |   |                                     |

| 32. Start date of new Scheme Establisher/Sponsor |   |                       |
|--|---|-----------------------|
| X-path   | AmendSchemeDetails/Changed/NewSchemeEstablisher/StartDate |                       |
| Structure and format                             |   | XML                   |
|  | Mandatory/Optional  | Optional              |
|  | Data Type   | xsd:date              |
|  | Length  | 10 characters         |
| <b>Validation / Processing</b>                   | <b>Pre-condition</b>                                      | <b>Post-condition</b> |
| CCYY-MM-DD                                       |   |                       |

### Notify a Cessation of a Scheme Establisher/Sponsor

Data elements 33 to 40 form a repeatable set of details and can occur up to a max of 99 times

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

#### Scheme Establisher/Sponsor Name (Individual)

| 33. Title                      |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/SchemeEstablisherCessation/Name/Individual//Ttl |                                    |
|                                |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | TitleType                          |
|                                | Length   | Min 1 character - Max 4 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| 34. Forename(s)                |  |   |
|--------------------------------|--|---|
| X-path                         | AmendSchemeDetails/Changed/SchemeEstablisherCessation/Name/Individual//Fore  |   |
| <i>Structure and format</i>    |  | XML   |
|                                | Mandatory/Optional   | Optional  |
|                                | Data Type  | PensionCore:NameStructure   |
|                                | Length   | Min 1 forename - Max 2 forenames<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>   |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if 'Scheme Establisher/Sponsor Name' is an 'individual'</li> <li>2. Must not be completed if 'Scheme Establisher/Sponsor Name' is an 'organisation'</li> </ol> |   |

| <b>35. Surname</b>      |  |                                     |
|-------------------------|--|-------------------------------------|
| X-path                  | AmendSchemeDetails/Changed/SchemeEstablisherCessation/Name/Individual//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 style="list-style-type: none"> <li>1. Mandatory if 'Scheme Establisher/Sponsor Name' is an 'individual'</li> <li>2. Must not be completed if 'Scheme Establisher/Sponsor Name' is an 'organisation'</li> </ol> |                                     |

**Scheme Establisher/Sponsor Name (Organisation)**

| <b>36. Organisation Name</b> |  |                                      |
|------------------------------|--|--------------------------------------|
| X-path                       | AmendSchemeDetails/Changed/SchemeEstablisherCessation/Name/Organisation  |                                      |
| Structure and format         |  | XML                                  |
|                              | Mandatory/Optional   | Optional                             |
|                              | Data Type  | PensionCore:PSOstringType            |
|                              | Length   | Min 1 character - Max 255 characters |
| Validation / Processing      | Pre-condition  | Post-condition                       |
|                              | <ol style="list-style-type: none"> <li>1. Mandatory if 'Scheme Establisher/Sponsor Name' is an 'organisation'</li> <li>2. Must not be completed if 'Scheme Establisher/Sponsor Name' is an 'individual'</li> </ol> |                                      |

**Scheme Establisher/Sponsors Address**

| <b>37. Address</b>             |  |  |
|--------------------------------|--|--|
| X-path                         | AmendSchemeDetails/Changed/SchemeEstablisherCessation/Address/Line |  |
| Structure and format           |  | XML  |
|                                | Mandatory/Optional   | Optional   |
|                                | Data Type  | PensionCore:AddressType  |
|                                | Length   | Min 2 lines - Max 4 lines<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>  |
|                                |  |  |

| <b>38. Postcode</b>            |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/SchemeEstablisherCessation/Address/PostCode |                                    |
| Structure and format           |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | PensionCore:AddressType            |
|                                | Length   | Min 1 character - Max 8 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| <b>39. Country</b>             |   |                                     |
|--------------------------------|---|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/SchemeEstablisherCessation/Address/Country |                                     |
| Structure and format           |   | XML                                 |
|                                | Mandatory/Optional  | Optional                            |
|                                | Data Type   | PensionCore:AddressType             |
|                                | Length  | Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b>               |
|                                |   |                                     |

| 40. Date of Cessation   |   |                       |
|---|---|-----------------------|
| X-path  | AmendSchemeDetails/Changed/SchemeEstablisherCessation/CessationDate |                       |
| <i>Structure and format</i>   |   | XML                   |
|   | Mandatory/Optional  | Optional              |
|   | Data Type   | xsd:date              |
|   | Length  | 10 characters         |
| <b>Validation / Processing</b>  | <b>Pre-condition</b>  | <b>Post-condition</b> |
| 1. Must be in the format CCYY-MM-DD<br>2. Must be current date or earlier |   |                       |

### Notify a Cessation of a Scheme Administrator

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

### Scheme Administrator Name (Individual)

| 41. Title                      |   |                                    |
|--------------------------------|---|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/SchemeAdministratorCessation/Name/Individual/Ttl |                                    |
| <i>Structure and format</i>    |   | XML                                |
|                                | Mandatory/Optional  | Optional                           |
|                                | Data Type   | TitleType                          |
|                                | Length  | Min 1 character - Max 4 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b>              |
|                                |   |                                    |



| 42. Forename(s)                |  |   |
|--------------------------------|--|---|
| X-path                         | AmendSchemeDetails/Changed/SchemeAdministratorCessation/Name/Individual/Fore   |   |
| Structure and format           |  | XML   |
|                                | Mandatory/Optional   | Optional  |
|                                | Data Type  | PensionCore:NameStructure   |
|                                | Length   | Min 1 forename - Max 2 forenames<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>   |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if you are notifying the cessation of a Scheme Administrator and 'Scheme Administrator' is an 'individual'</li> <li>2. Must not be completed if 'Scheme Administrator' is an 'organisation'</li> </ol> |   |

| 43. Surname                    |  |                                     |
|--------------------------------|--|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/SchemeAdministratorCessation/Name/Individual/Sur  |                                     |
| Structure and format           |  | XML                                 |
|                                | Mandatory/Optional   | Optional                            |
|                                | Data Type  | PensionCore:NameStructure           |
|                                | Length   | Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>               |
|                                | <ol style="list-style-type: none"> <li>1. Mandatory if you are notifying the cessation of a Scheme Administrator and 'Scheme Administrator' is an 'individual'</li> <li>2. Must not be completed if 'Scheme Administrator' is an 'organisation'</li> </ol> |                                     |

**Scheme Administrator Name (Organisation)**

| 44. Organisation Name   |  |                                      |
|-------------------------|--|--------------------------------------|
| X-path                  | AmendSchemeDetails/Changed/SchemeAdministratorCessation/Name/Organisation  |                                      |
| Structure and format    |  | XML                                  |
|                         | Mandatory/Optional   | Optional                             |
|                         | Data Type  | PensionCore:PSOstringType            |
|                         | Length   | Min 1 character - Max 255 characters |
| Validation / Processing | Pre-condition  | Post-condition                       |
|                         | <ol style="list-style-type: none"> <li>1. Mandatory if you are notifying the cessation of a Scheme Administrator and 'Scheme Administrator' is an 'organisation'</li> <li>2. Must not be completed if 'Scheme Administrator' is an 'individual'</li> </ol> |                                      |

| 45. Scheme Administrator ID       |   |                                 |
|-----------------------------------|---|---------------------------------|
| X-path                            | AmendSchemeDetails/Changed/SchemeAdministratorCessation/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 numbers | Mandatory if you are notifying the cessation of a Scheme Administrator  |                                 |

**Scheme Administrator Address**

| <b>46. Address</b>             |  |  |
|--------------------------------|--|--|
| X-path                         | AmendSchemeDetails/Changed/SchemeAdministratorCessation/Address/Line   |  |
| Structure and format           |  | XML  |
|                                | Mandatory/Optional   | Optional   |
|                                | Data Type  | PensionCore:AddressType  |
|                                | Length   | Min 2 lines - Max 4 lines<br>Min 1 character - Max 35 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>  |
|                                | Mandatory if you are notifying the cessation of a Scheme Administrator |  |

| <b>47. Postcode</b>            |  |                                    |
|--------------------------------|--|------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/SchemeAdministratorCessation/Address/PostCode |                                    |
| Structure and format           |  | XML                                |
|                                | Mandatory/Optional   | Optional                           |
|                                | Data Type  | PensionCore:AddressType            |
|                                | Length   | Min 1 character - Max 8 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>   | <b>Post-condition</b>              |
|                                |  |                                    |

| 48. Country  |   |  |                |
|--|---|--|----------------|
| X-path   | AmendSchemeDetails/Changed/SchemeAdministratorCessation/Address/Country   |  |                |
| Structure and format   |   | XML  |                |
|  | Mandatory/Optional  | Optional   |                |
|  | Data Type   | PensionCore:AdministratorAddressType                                   |                |
|  | Length  | Min 1 character - Max 35 characters                                    |                |
| Validation / Processing  |   | Pre-condition  | Post-condition |
| The 'country' must be one of the following EU/EEA countries:   |   | Mandatory if you are notifying the cessation of a Scheme Administrator |                |
| Austria<br>Belgium<br>Bulgaria<br>Cyprus<br>Czech Republic<br>Denmark<br>Estonia<br>Finland<br>France<br>Germany<br>Gibraltar<br>Greece<br>Hungary<br>Iceland<br>Italy<br>Latvia | Liechtenstein<br>Lithuania<br>Luxembourg<br>Malta<br>Norway<br>Poland<br>Portugal<br>Republic of Ireland<br>Romania<br>Slovakia<br>Slovenia<br>Spain<br>Sweden<br>The Netherlands<br>United Kingdom |  |                |

| <b>49. Date of Cessation</b>                        |  |                       |
|---|--|-----------------------|
| X-path  | AmendSchemeDetails/Changed/SchemeAdministratorCessation/CessationDate  |                       |
| <i>Structure and format</i>                         |  | XML                   |
|   | Mandatory/Optional   | Optional              |
|   | Data Type  | xsd:date              |
|   | Length   | 10 characters         |
| <b>Validation / Processing</b>                      | <b>Pre-condition</b>   | <b>Post-condition</b> |
| 1. CCYY-MM-DD<br>2. Must be current date or earlier | Mandatory if you are notifying the cessation of a Scheme Administrator |                       |

| <b>49.1 I understand that I may be liable to a penalty if a false statement is made in this report, and that false statements may also lead to prosecution</b> |  |                       |
|--|--|-----------------------|
| X-path   | AmendSchemeDetails/Changed/SchemeAdministratorCessation/CessationDate  |                       |
| <i>Structure and format</i>  |  | XML                   |
|  | Mandatory/Optional   | Optional              |
|  | Data Type  | PensionCore:YesType   |
|  | Length   | 3 characters          |
| <b>Validation / Processing</b>   | <b>Pre-condition</b>   | <b>Post-condition</b> |
| Must be 'yes'  | Mandatory if you are notifying the cessation of a Scheme Administrator |                       |

### Notify a Change to your Client Reference for a Scheme Administrator

Data elements 50 to 53 form a repeatable set of details.

Data elements 50, 52 and 53 are mandatory if you are notifying a Change to your Client Reference for a Scheme Administrator

| 50. Scheme Administrator ID   |  |                                 |
|---|--|---------------------------------|
| X-path  | AmendSchemeDetails/Changed/ClientReference/AdministratorID |                                 |
| Structure and format  |  | XML                             |
|   | Mandatory/Optional   | Optional                        |
|   | Data Type  | PensionCore:AdministratorIDType |
|   | Length   | 8 characters                    |
| <b>Validation / Processing</b>  | <b>Pre-condition</b>                                       | <b>Post-condition</b>           |
| The first character should always be an ALPHA 'A' and the remaining 2-8 characters must be numeric. |  |                                 |

| 51. Current Client's Reference |   |                                     |
|--------------------------------|---|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/ClientReference/CurrentReference |                                     |
| Structure and format           |   | XML                                 |
|                                | Mandatory/Optional  | Optional                            |
|                                | Data Type   | PensionCore:PSOstringType           |
|                                | Length  | Min 1 character - Max 50 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>  | <b>Post-condition</b>               |
|                                |   |                                     |

| 52. New Client's Reference     |   |                                     |
|--------------------------------|---|-------------------------------------|
| X-path                         | AmendSchemeDetails/Changed/ClientReference/NewReference |                                     |
| <i>Structure and format</i>    |   | XML                                 |
|                                | Mandatory/Optional                                      | Optional                            |
|                                | Data Type   | PensionCore:PSOstringType           |
|                                | Length  | Min 1 character - Max 50 characters |
| <b>Validation / Processing</b> | <b>Pre-condition</b>                                    | <b>Post-condition</b>               |
|                                |   |                                     |

| 53. Date of Change             |   |                       |
|--------------------------------|---|-----------------------|
| X-path                         | AmendSchemeDetails/Changed/ClientReference/ChangeDate |                       |
| <i>Structure and format</i>    |   | XML                   |
|                                | Mandatory/Optional                                    | Optional              |
|                                | Data Type   | xsd:date              |
|                                | Length  | 10 characters         |
| <b>Validation / Processing</b> | <b>Pre-condition</b>                                  | <b>Post-condition</b> |
| CCYY-MM-DD                     |   |                       |

**Update other records**

**54. Withdrawn**

| 55. Contracting Out Reference         |  |                                     |
|---------------------------------------|--|-------------------------------------|
| X-path                                | AmendSchemeDetails/Changed/OtherRecords/ContractingOut |                                     |
| <i>Structure and format</i>           |  | XML                                 |
|                                       | Mandatory/Optional                                     | Optional                            |
|                                       | Data Type  | xsd:string                          |
|                                       | Length   | Min 8 characters - Max 9 characters |
| <b>Validation / Processing</b>        | <b>Pre-condition</b>                                   | <b>Post-condition</b>               |
| The first character must be A, E or S |  |                                     |

| 56. ECON Withdrawn – do not delete , coding my be completed   |   |                |
|---|---|----------------|
| X-path  | AmendSchemeDetails/Changed/OtherRecords/ContractingOut/ECON |                |
| Structure and format  |   | XML            |
|   | Mandatory/Optional  | Optional       |
|   | Data Type   | xsd:string     |
|   | Length  | 9 characters   |
| Validation / Processing   | Pre-condition   | Post-condition |
| <ol style="list-style-type: none"> <li>1. Character 1 must be 'E'</li> <li>2. Character 2 must be '3'</li> <li>3. Character 3 – 8 must be numeric</li> <li>4. Character 9 must be one of the following alpha characters A, B, C, D, E, F, H, J, K, L, M, N, P, Q, R, T, W, X or Y</li> <li>5. Character 9 must not be one of the following G, I, O, S, U, V or Z</li> </ol> | Must be completed if Contracting Out' is 'ECON'             |                |

| 57. SCON Withdrawn – do not delete , coding my be completed   |   |                |
|---|---|----------------|
| X-path  | AmendSchemeDetails/Changed/OtherRecords/ContractingOut/SCON |                |
| Structure and format  |   | XML            |
|   | Mandatory/Optional  | Optional       |
|   | Data Type   | xsd:string     |
|   | Length  | 9 characters   |
| Validation / Processing   | Pre-condition   | Post-condition |
| <ol style="list-style-type: none"> <li>1. Character 1 must be 'S'</li> <li>2. Character 2 must be one of the following numbers: 0, 1, 2, 4, 6 or 8</li> <li>3. Characters 3 – 8 must be numeric</li> <li>4. Character 9 must be one of the following alpha characters: A, B, C, D, E, F, H, J, K, L, M, N, P, Q, R, T, W, X or Y</li> <li>5. Character 9 must not be G, I, O, S, U, V or Z</li> </ol> | Must be completed if Contracting Out' is 'SCON'             |                |



| <b>58. ASCN Withdrawn – do not delete , coding my be completed</b>  |   |                       |
|---|---|-----------------------|
| X-path  | AmendSchemeDetails/Changed/OtherRecords/ContractingOut/ASCN |                       |
| <i>Structure and format</i>   |   | XML                   |
|   | Mandatory/Optional  | Optional              |
|   | Data Type   | xsd:string            |
|   | Length  | 8 characters          |
| <b>Validation / Processing</b>  | <b>Pre-condition</b>  | <b>Post-condition</b> |
| 1. Character 1 must be alpha with a value of 'A'<br>2. Character 2 must be '7'<br>3. Characters 3 – 8 must be numeric | Must be completed if Contracting Out' is 'ASCN'             |                       |

**59. Withdrawn**

| <b>60. Relief at Source Reference</b>                             |   |                       |
|---|---|-----------------------|
| X-path  | AmendSchemeDetails/Changed/OtherRecords/ReliefAtSourceReference |                       |
| <i>Structure and format</i>                                       |   | XML                   |
|   | Mandatory/Optional  | Optional              |
|   | Data Type   | xsd:string            |
|   | Length  | 5 characters          |
| <b>Validation / Processing</b>                                    | <b>Pre-condition</b>  | <b>Post-condition</b> |
| 1. Character 1 must be alpha<br>2. Characters 2-5 must be numeric |   |                       |

| <b>61. VAT Registration Number</b> |  |                           |
|------------------------------------|--|---------------------------|
| X-path                             | AmendSchemeDetails/Changed/OtherRecords/VATReference |                           |
| <i>Structure and format</i>        |  | XML                       |
|                                    | Mandatory/Optional                                   | Optional                  |
|                                    | Data Type  | PensionCore:PSOstringType |
|                                    | Length   | 9 characters              |
| <b>Validation / Processing</b>     | <b>Pre-condition</b>                                 | <b>Post-condition</b>     |
|                                    |  |                           |