



**Pension Schemes Online**

**Add Scheme Administrator**

**Validation of Business Rules for E-Submission**

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## 1. Document Control

### Distribution

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### Document History

Version	Date	
0.1	19/10/03	First Draft version for E submission and core validation
0.2	05/01/05	Second draft version for E submission and core validation
1.0	18/02/05	Baseline version for E submission and core validation
1.01	26/05/05	Amended by UC review
1.02	03/06/05	Amended by UI review
1.03	08/06/05	Amended by UI review
1.04	13/06/05	Amended by SDST EBU
1.05	01/07/05	Amended by EBU SDST following schema review
1.06	26/07/05	Incorporate SF Reference validation
1.07	26/08/05	Amendments following xml schema review
1.08	29/09/05	Amendments following SUC Workshop, incorporate pre-conditions in data items 2,3 and 4.
1.09	3/11/2/05	Changed data item 16 – Scheme Administrator ID from Optional to Mandatory
1.10	11/11/05	Changed data item 17 Data Type is now EmailType
1.11	22/11/05	Changes as a result of BVR Quality Review
1.12	16/01/06	Updated following defect 29341
1.13	01/02/06	Updated following defect 30501
1.14	16/02/06	Updated following defect 34269 data item 4 amended
1.15	04/04/06	Defect 39116
1.16	20/04/06	Unresolved Defect 39116
1.17	02/05/06	Defect 43048
2.0	04/12/06	CR184, addition of Romania and Bulgaria data item 14, text in red.
2.1	17/04/08	CR650 removal of Switzerland from Data Item 14

### Associated Documentation

Version	Form Version	Schema Version	Form Name
0.1	6		New Administrator for Registered Pension Scheme
0.2	6		New Administrator for Registered Pension Scheme
1.0	9		Register as an Administrator for a Registered Pension Scheme
1.01-2.0	CZ \main\irbin\7	0.2	Add New Administrator

### Approval

<b>Approval</b>		
By	Signature	Date
Ann Walker Vanessa Todd		

<b>Changes since last version</b>
See Document History

<b>Changes Forecast</b>

## **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 IR 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.

Sections 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 the 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 and Pension Schemes Service forms submitted electronically which contain invalid characters will be rejected.

#### **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.
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'.

**5. Data items**

**Scheme Details**

1. Scheme Name		
X-Path	AddAdministrator/SchemeDetails/SchemeName	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	PensionCore:SchemeNameType
	Length	Min 1 character - Max 255 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>

2. SF Reference		
X-path	AddAdministrator/SchemeDetails/SFNumber	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:SFReferenceType
	Length	16 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
1. Format must be NNNNNNNNNNNNNNNNC 2. Numbers 1-3 must be in the range 001-026 or 049 3. Next 2 sets of 6 numbers can be in the range 0-9 4. Character 16 is an alpha character and must not be I, M, O, P, R, T, U, W, or Y	Mandatory if (data item 3) 'Pension Scheme Tax Reference' and (data item 4) 'Contract Reference Number' has not been completed.	

### Reference numbers

You should use the Pension Scheme Tax Reference number alone - if you have it.

3. Pension Scheme Tax Reference		
X-path	AddAdministrator/SchemeDetails/TaxReference	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:TaxReferenceType
	Length	10 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
<ol style="list-style-type: none"> <li>The reference must be in the format NNNNNNNNRC</li> <li>Characters 1-8 must be numeric</li> <li>Character 9 must be 'R'</li> <li>Character 10 is an alpha character must <b>not</b> be I,O or U</li> </ol>	Mandatory if (data item 2) 'SF Reference' and (data item 4) 'Contract Reference Number' has not been completed.	

4. Contract Reference Number		
X-path	AddAdministrator/ContractReference	
		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:PSOstringType
	Length	Min 1 character - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
	Mandatory if (data item 2) 'SF Reference' and (data item 3) 'Pension Scheme Tax Reference' has not been completed.	

<b>5. Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?</b>		
X-Path	AddAdministrator/AdminBefore6April2006	
	Mandatory / Optional	Mandatory
	Data Type	Core:YesNoType
	Length	Min 2 characters - Max 3 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
Must be 'yes' or 'no'		

**Declaration**

<b>6. Declaration: I declare that I understand that as Scheme Administrator I am responsible for discharging the functions conferred or imposed on the Scheme Administrator of the pension scheme by Finance Act 2004, and I intend to discharge those functions at all times, whether resident in the United Kingdom or another EU member state or non-member EEA state.</b>		
X-Path	AddAdministrator/Declaration/DischargeFunctions	
	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'	<ol style="list-style-type: none"> <li>1. Mandatory if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'no'</li> <li>2. Must not be completed if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'yes'</li> </ol>	

7. I understand that I may be liable to a penalty if a false statement is made in this declaration and that false statements may also lead to prosecution.		
X-Path	AddAdministrator/Declaration/NoFalseStatements	
	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'	<ol style="list-style-type: none"> <li>1. Mandatory if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'no'</li> <li>2. Must not be completed if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'yes'</li> </ol>	

**Name of the New Scheme Administrator - Only Individual details or Organisation Name can be sent at a time, they cannot be sent together**

**Individual**

8. Title		
X-Path	AddAdministrator/NewAdministrator/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>

9. Forename(s)		
X-Path	AddAdministrator/NewAdministrator/Individual/Fore	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:NameStructure
	Length	Min 1 forename - Max 2 forenames Min 1 character - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
	Mandatory if 'Scheme Administrator' is an 'Individual'	

10. Surname		
X-Path	AddAdministrator/NewAdministrator/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>
	Mandatory if 'Scheme Administrator' is an 'Individual'	

### Organisation

11. Organisation Name		
X-Path	AddAdministrator/NewAdministrator/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>
	Mandatory if 'Scheme Administrator' is an 'Organisation'	

### Scheme Administrator's Address

If address is in UK then UK Postcode must be completed.

12. Address		
X-Path	AddAdministrator/NewAdministrator/Address/Line	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	PensionCore:AdministratorAddressType
	Length	Min 2 lines - Max 4 lines Min 1 character - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>

13. Postcode		
X-Path	AddAdministrator/NewAdministrator/Address/PostCode	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	Min 1 character - Max 8 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>

14. Country			
X-Path	AddAdministrator/NewAdministrator/Address/Country		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AdministratorAddressType	
	Length	N/A	
<b>Validation / Processing</b>		<b>Pre-condition</b>	<b>Post-condition</b>
Must be one of the following EEA or EU values:		Postcode must be present if Country is 'United Kingdom'.	
Austria Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France Germany Gibraltar Greece Hungary Iceland Italy Latvia	Liechtenstein Lithuania Luxembourg Malta Norway Poland Portugal Republic of Ireland Romania Slovakia Slovenia Spain Sweden The Netherlands United Kingdom		

15. Telephone number		
X-Path	AddAdministrator/NewAdministrator/Telephone	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	core:TelephoneNumberType
	Length	Min 1 character - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>

16. Scheme Administrators ID		
X-Path	AddAdministrator/NewAdministrator/ID	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	PensionCore:AdministratorIDType
	Length	8 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
Must be 'A' followed by 7 numbers		

17. e-mail address		
X-Path	AddAdministrator/NewAdministrator/Email	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	EmailType as defined in Core-V2-0.xsd
	Length	Min 3 characters - Max 254 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
Must contain the character @ with at least one other character either side e.g. a@b		