



Pension Schemes Online

Amend Scheme Details

Business Validation Rules

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1. Document Control

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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
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See Document History		

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. & and '
- 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"> • NNNNNNNNRC • Characters 1 – 8 must be numeric • Character 9 must be 'R' • Character 10 is an alpha but must not be I, O or U 		
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
Validation / Processing	Pre-condition	Post-condition

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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'Current Scheme Establisher/Sponsor' is an 'individual' 2. Must not be completed if 'Current Scheme Establisher/Sponsor' is an 'organisation' 	

12. Surname		
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
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'Current Scheme Establisher/Sponsor' is an 'individual' 2. Must not be completed if 'Current Scheme Establisher/Sponsor' is an 'organisation' 	

Current Scheme Establisher/Sponsor Name (Organisation)

13. Organisation name		
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
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'Current Scheme Establisher/Sponsor' is an 'Organisation' 2. Must not be completed if 'Current Scheme Establisher/Sponsor' is an 'individual' 	

Current Scheme Establisher/Sponsor Address

14. Address		
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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition

15. Postcode		
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
Validation / Processing	Pre-condition	Post-condition

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

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
Validation / Processing	Pre-condition	Post-condition

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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'Establisher/Sponsor New Name' is an 'Individual' 2. Must not be completed if 'Establisher/Sponsor New Name' is an 'organisation' 	

19. Surname		
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
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'Establisher/Sponsor new Name' is an 'Individual' 2. Must not be completed if 'Establisher/Sponsor new Name' is an 'organisation' 	

Scheme Establisher/Sponsor new Name (Organisation)

20. Organisation Name		
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
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'Establisher/Sponsor new Name' is an 'organisation' 2. Must not be completed if 'Establisher/Sponsor new Name' is an 'individual' 	

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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition

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
Validation / Processing	Pre-condition	Post-condition

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
Validation / Processing	Pre-condition	Post-condition

24. Date of change		
X-path	AmendSchemeDetails/Changed/UpdateSchemeEstablisher/ChangeDate	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	xsd:date
	Length	10 characters
Validation / Processing	Pre-condition	Post-condition
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	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	TitleType
	Length	Min 1 character - Max 4 characters
Validation / Processing	Pre-condition	Post-condition

26. Forename(s)		
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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'New Scheme Establisher/Sponsor Name' is an 'individual' 2. Must not be completed if 'New Scheme Establisher/Sponsor' is an 'organisation' 	

27. Surname		
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"> 1. Mandatory if 'New Scheme Establisher/Sponsor Name' is an 'individual' 2. Must not be completed if 'New Scheme Establisher/Sponsor' is an 'organisation' 	

New Scheme Establisher/Sponsor Name (Organisation)

28. Organisation Name		
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"> 1. Mandatory if 'New Scheme Establisher/Sponsor Name' is an 'organisation' 2. Must not be completed if 'New Scheme Establisher/Sponsor' is an 'individual' 	

New Scheme Establisher/Sponsor Address

29. Address		
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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition

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

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

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

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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if 'Scheme Establisher/Sponsor Name' is an 'individual' 2. Must not be completed if 'Scheme Establisher/Sponsor Name' is an 'organisation' 	

35. Surname		
X-path	AmendSchemeDetails/Changed/SchemeEstablisherCessation/Name/Individual//Sur	
<i>Structure and format</i>		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"> 1. Mandatory if 'Scheme Establisher/Sponsor Name' is an 'individual' 2. Must not be completed if 'Scheme Establisher/Sponsor Name' is an 'organisation' 	

Scheme Establisher/Sponsor Name (Organisation)

36. Organisation Name		
X-path	AmendSchemeDetails/Changed/SchemeEstablisherCessation/Name/Organisation	
<i>Structure and format</i>		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"> 1. Mandatory if 'Scheme Establisher/Sponsor Name' is an 'organisation' 2. Must not be completed if 'Scheme Establisher/Sponsor Name' is an 'individual' 	

Scheme Establisher/Sponsors Address

37. Address		
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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition

38. Postcode		
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
Validation / Processing	Pre-condition	Post-condition

39. Country		
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
Validation / Processing	Pre-condition	Post-condition

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
Validation / Processing	Pre-condition	Post-condition
1. Must be in the format CCYY-MM-DD 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
Validation / Processing	Pre-condition	Post-condition

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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if you are notifying the cessation of a Scheme Administrator and 'Scheme Administrator' is an 'individual' 2. Must not be completed if 'Scheme Administrator' is an 'organisation' 	

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
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> 1. Mandatory if you are notifying the cessation of a Scheme Administrator and 'Scheme Administrator' is an 'individual' 2. Must not be completed if 'Scheme Administrator' is an 'organisation' 	

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"> 1. Mandatory if you are notifying the cessation of a Scheme Administrator and 'Scheme Administrator' is an 'organisation' 2. Must not be completed if 'Scheme Administrator' is an 'individual' 	

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

46. Address		
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 Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition
	Mandatory if you are notifying the cessation of a Scheme Administrator	

47. Postcode		
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
Validation / Processing	Pre-condition	Post-condition

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	Liechtenstein		
Belgium	Lithuania		
Bulgaria	Luxembourg		
Cyprus	Malta		
Czech Republic	Norway		
Denmark	Poland		
Estonia	Portugal		
Finland	Republic of Ireland		
France	Romania		
Germany	Slovakia		
Gibraltar	Slovenia		
Greece	Spain		
Hungary	Sweden		
Iceland	The Netherlands		
Italy	United Kingdom		
Latvia			

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

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		
X-path	AmendSchemeDetails/Changed/SchemeAdministratorCessation/CessationDate	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	PensionCore:YesType
	Length	3 characters
Validation / Processing	Pre-condition	Post-condition
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
Validation / Processing	Pre-condition	Post-condition
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
Validation / Processing	Pre-condition	Post-condition

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
Validation / Processing	Pre-condition	Post-condition

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
Validation / Processing	Pre-condition	Post-condition
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
Validation / Processing	Pre-condition	Post-condition
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	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	xsd:string
	Length	9 characters
Validation / Processing	Pre-condition	Post-condition
<ol style="list-style-type: none"> Character 1 must be 'E' Character 2 must be '3' Character 3 – 8 must be numeric 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 Character 9 must not be one of the following G, I, O, S, U, V or Z 	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	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	xsd:string
	Length	9 characters
Validation / Processing	Pre-condition	Post-condition
<ol style="list-style-type: none"> Character 1 must be 'S' Character 2 must be one of the following numbers: 0, 1, 2, 4, 6 or 8 Characters 3 – 8 must be numeric 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 Character 9 must not be G, I, O, S, U, V or Z 	Must be completed if Contracting Out' is 'SCON'	

58. ASCN Withdrawn – do not delete , coding my be completed		
X-path	AmendSchemeDetails/Changed/OtherRecords/ContractingOut/ASCN	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	xsd:string
	Length	8 characters
Validation / Processing	Pre-condition	Post-condition
<ol style="list-style-type: none"> Character 1 must be alpha with a value of 'A' Character 2 must be '7' Characters 3 – 8 must be numeric 	Must be completed if Contracting Out' is 'ASCN'	

59. Withdrawn

60. Relief at Source Reference		
X-path	AmendSchemeDetails/Changed/OtherRecords/ReliefAtSourceReference	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	xsd:string
	Length	5 characters
Validation / Processing	Pre-condition	Post-condition
<ol style="list-style-type: none"> Character 1 must be alpha Characters 2-5 must be numeric 		

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