



**Pension Schemes Online**

**Change of Scheme Administrator / Practitioner Details**

**Business Validation Rules**

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## 1. Document Control

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### Document History

Version	Date	
0.1		First Draft version for E submission and core validation
0.2	26/05/05	Changes to Name and address fields
0.3	14/06/05	Amended from UI review
0.4	14/06/05	Amended EBU SDST
0.5	21/09/05	Amended EBU SDST review
0.6	21/11/05	Changes as a result of BVR Quality Review
0.7	20/01/06	Changes made by defects 30510, 30560 and 30652
0.8	30/01/06	Updated following receipt of defects 31907 and 32050
0.9	31/01/06	Updated following defect 30963
0.10	01/02/06	Updated following defect 31366
0.11	24/04/06	Updated following defect 42123
0.12	21/07/06	Rubric amended following defect 43062
1.0	04/12/06	CR184, addition of Romania and Bulgaria data items 14&17, text in red.
1.1	19/04/08	CR659 Complete the removal of Switzerland
1.2	28/04/08	Amendments following Schema review

### Associated Documentation

CZ	Form Version	Schema Version	Form Name
Version			
0.1 -		2.2	Change of Scheme Administrator /
0.12			Practitioner Details
1.0			

### Approval

By	Signature	Date
Les Warner		
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### Changes since last version

See Document History

### Changes Forecast

## **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 this 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 of this document describes, in tabular form, the data requirements for each field.

### 3. Pension scheme system acceptable characters

The following is a list of characters that will be accepted by the online Pension Schemes Service.

- A to Z (upper case)
- a to z (lower case)
- 0 to 9 (numeric)
- space & ' ( ) \* , . / % ! + - : ; = ? @ [ ] ^ \_ { } ~
- Please note that the ampersand (&) character **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 contains any 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 Administrator / Practitioner Details

Either the Scheme Administrator ID **or** the Practitioner ID must be present – not both

1. Scheme Administrators ID		
X-path	ChangeAdministratorPractitioner/AdministratorID	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	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	Mandatory if (data item 2) 'Practitioner ID' is not completed	

2. Practitioners ID		
X-path	ChangeAdministratorPractitioner/PractitionerID	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	PensionCore:PractitionerIDType
	Length	8 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
Must be 8 numbers	Mandatory if (data item 1) 'Scheme Administrators ID' is not completed	

**At least one change must be present**

3. Is it a change of (Retained for information purposes only)		
X-path	ChangeAdministratorPractitioner/PractitionerID	
Structure and format		XML
	Mandatory/Optional	Mandatory
	Data Type	XMLParentElement
	Length	
Validation / Processing	Pre-condition	Post-condition
1. Must be at least one of the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• E-mail</li> <li>• Telephone number</li> <li>• You require paper notices and reminders</li> </ul> 2. Represented in the Schema as a parent with presence of one or more of the child elements above.		

At least one or more groups of the following data items must be present:

- Change of Name - data items 5-11
- Change of Address - data items 12-17
- Change of e-mail address - data items 18-19
- Change of Telephone number - data items 20-21

### Change of Name

Current name - only Individual details OR Organisation Name can be sent at a time, they cannot be sent together. If you have pre-registered as an Individual you cannot change to an Organisation. If you have pre-registered as an Organisation you cannot change to an Individual. You will need to pre-register again If you want to submit as either an Individual or Organisation.

4. Title		
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/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>

5. Forename(s)		
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/Individual/Fore	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	Core: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>
	<ol style="list-style-type: none"> <li>1. Mandatory if the 'Scheme Administrator/Practitioner' is an 'individual'</li> <li>2. Must not be completed otherwise</li> </ol>	

6. Surname		
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/Individual/Sur	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	Core: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>
	<ol style="list-style-type: none"> <li>Mandatory if the 'Scheme Administrator/Practitioner' is an 'individual'</li> <li>Must not be completed otherwise</li> </ol>	

7. Organisation Name		
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/Organisation	
Structure and format		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>Mandatory if the 'Scheme Administrator/Practitioner' is an 'organisation'</li> <li>Must not be completed otherwise</li> </ol>	

**New Name - Only Individual details OR Organisation Name can be sent at a time, they cannot be sent together**

<b>8. Title</b>		
X-path	ChangeAdministratorPractitioner/Changed/Name/New/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>

<b>9. Forename(s)</b>		
X-path	ChangeAdministratorPractitioner/Changed/Name/New/Individual/Fore	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	Core: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>
	<ol style="list-style-type: none"> <li>1. Mandatory the 'Scheme Administrator/Practitioner' is an 'individual'</li> <li>2. Must not be completed otherwise</li> </ol>	

<b>10. Surname</b>		
X-path	ChangeAdministratorPractitioner/Changed/Name/New/Individual/Sur	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	Core: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 the 'Scheme Administrator/Practitioner' is an 'individual'</li> <li>2. Must not be completed otherwise</li> </ol>	

11. Organisation Name		
X-path	ChangeAdministratorPractitioner/Changed/Name/New/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 the 'Scheme Administrator/Practitioner' is an 'organisation'</li> <li>2. Must not be completed otherwise</li> </ol>	

### Change of address

Current address [Data items 12 and 14] and New address [Data items 15 and 17] are mandatory if address has changed. Data item 16 is mandatory if New address is in UK

### Current address

12. Address		
X-path	ChangeAdministratorPractitioner/Changed/Address/Old/Line	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	Min 2 Lines - Max 4 Lines Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition

13. UK Postcode		
X-path	ChangeAdministratorPractitioner/Changed/Address/Old/PostCode	
Structure and format		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	ChangeAdministratorPractitioner/Changed/Address/Old/Country	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
If the 'Scheme Administrator ID' is completed the 'country' must be one of the following EU/EEA countries:		
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	

**New Address**

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

<b>15. Address</b>		
X-path	ChangeAdministratorPractitioner/Changed/Address/New/Line	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	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>

<b>16. UK Postcode</b>		
X-path	ChangeAdministratorPractitioner/Changed/Address/New/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>

17. Country		
X-path	ChangeAdministratorPractitioner/Changed/Address/New/Country	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	
Validation / Processing	Pre-condition	Post-condition
If the 'Scheme Administrator ID' is completed the 'Country' must be one of the following EU/EEA countries:	Mandatory if (data item16) 'UK Postcode' is not completed	
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	

**E-mail address - add or change**

<b>18. Current e-mail address</b>		
X-path	ChangeAdministratorPractitioner/Changed/Email/Old	
Structure and format		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		

<b>19. New e-mail address</b>		
X-path	ChangeAdministratorPractitioner/Changed/Email/New	
Structure and format		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		

**Change of telephone number**

<b>20. Current Telephone number</b>		
X-path	ChangeAdministratorPractitioner/Changed/Telephone/Old	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	Core:TelephoneNumberType
	Length	Min 1 characters - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>

<b>21. New Telephone Number</b>		
X-path	ChangeAdministratorPractitioner/Changed/Telephone/New	
<i>Structure and format</i>		XML
	Mandatory/Optional	Optional
	Data Type	Core:TelephoneNumberType
	Length	Min 1 characters - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>

<b>22. Do you require paper notices and reminders?</b>		
X-path	ChangeAdministratorPractitioner/Changed/Telephone/New	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	Core:Yes/NoType
	Length	Min 2 characters - Max 3 characters
Validation / Processing	Pre-condition	Post-condition
Must be 'yes' or 'no'	<ol style="list-style-type: none"> <li>1. Must be 'no' if (data item 18) 'Current e-mail address' is absent and (data item 19) 'New e-mail address' is present</li> <li>2. Must be 'no' if both (data item 18) 'Current e-mail address' and (data item 19) 'New e-mail address' are present</li> <li>3. Must be 'yes' if (data item 18) 'Current e-mail address' is present and (data item 19) 'New e-mail address' is absent</li> </ol>	

<b>23. Do you want all your Relief at Source records updated with these new details?</b>		
X-path	ChangeAdministratorPractitioner/UpdateReliefatSource	
Structure and format		XML
	Mandatory/Optional	Mandatory
	Data Type	Core:Yes/NoType
	Length	Min 2 characters - Max 3 characters
Validation / Processing	Pre-condition	Post-condition
Must be 'yes' or 'no'		