



Pension Schemes Online

Relief at Source

Business Validation Rules

| | |
|---|----|
| 1. Document Change History | 4 |
| 2. About This Document | 5 |
| 3. General Validation Rules | 6 |
| 4. Data Items | 7 |
| 1. Scheme Name | 7 |
| 2. Pension Scheme Tax Reference | 7 |
| 2.1 IRS Number | 8 |
| 3. Is this an amendment? | 8 |
| 4. Withdrawn | 9 |
| 5. Withdrawn | 9 |
| Bank or building society details held by HMRC - Use Data items 6 - 11 to report current bank details when submitting a new application to operate Relief at Source. | 9 |
| 6. Name of bank or building society | 9 |
| 7. Address of bank or building society | 9 |
| 8. Postcode | 10 |
| 9. Country | 10 |
| Account details held by HMRC | 10 |
| 10. Bank Sort Code | 10 |
| 10.1 Account Name | 11 |
| 11. Account Number | 11 |
| New bank or building society details- only use Data items 12 - 17 when submitting an amendment. | 11 |
| 12. New name of bank or building society | 11 |
| 13. New Address | 12 |
| 14. Postcode | 12 |
| 15. Country | 12 |
| New account details | 13 |
| 16. New Bank Sort Code | 13 |
| 16.1 New Account Name | 13 |
| 17. New Account Number | 13 |
| Authorised Signatories held by HMRC (Current) | 14 |
| Use Data items 18-20 to report all current authorised signatories when submitting a new application to operate Relief at Source. | 14 |
| 18. Title | 14 |
| 19. Forenames | 14 |
| 20. Surname | 15 |
| New authorised signatories | 15 |
| When submitting an amendment, use Data items 21 – 23 and include all authorised signatories | 15 |
| 21. Title | 15 |
| 22. Forenames | 15 |
| 23. Surname | 16 |
| Contact Details held by HMRC | 16 |
| Use Data items 24 - 28 to report all current contact details when submitting a new application to operate Relief at Source. | 16 |
| 24. Title | 16 |
| 25. Forenames | 16 |
| 26. Surname | 17 |
| 27. Telephone number | 17 |
| 28. e-mail | 17 |
| New contact details | 18 |
| When submitting an amendment, use Data items 29 - 33 | 18 |
| Data Items 30 - 33 must have 2 occurrences if this section is completed | 18 |
| 29. Title | 18 |
| 30. Forenames | 18 |
| 31. Surname | 18 |
| 32. Telephone number | 19 |
| 33. e-mail | 19 |
| 34. Withdrawn | 19 |
| Submitter Details - Only one of Scheme Administrator ID or Practitioner ID can be sent at a time, they cannot be sent together | 19 |
| 35. Scheme Administrator ID | 19 |
| 36. Practitioner ID | 20 |

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

| | |
|-----------------------|----|
| | 20 |
| 37. Title | 20 |
| 38. Forenames | 20 |
| 39. Surname | 21 |
| 40. Organisation Name | 21 |
| 41. Address | 21 |
| 42. Postcode | 22 |
| 43. Country | 22 |

1. Document Change History

| Document Change History | | | |
|-----------------------------------|------------------------|-------------|---|
| Previous published version | Current Version | Date | Changes since previous published version |
| 0.18 | 0.18 | 23/10/06 | Document changed to include change history Changed version number and version date to follow Configuration Management approach |

2. About This Document

1. 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.
2. Section 3 of the document outlines the general validation rules that should be applied to data or groups of data (for example it defines alpha/numeric fields) across all input forms.
3. Section 4 describes in tabular form the data requirements for each field.
4. This form may be submitted in conjunction with the relevant Pension Scheme Registration form for this scheme or may be submitted at a later date.
5. A single registration submission consists of Pensions Envelope containing Register a Pension Scheme for Tax Relief and one or both of Election to Contract-Out for an Industry-wide money purchase and money purchase stakeholder scheme and Relief at Source.
6. Details of a minimum of 2 and a maximum of 5 authorised signatories have to be provided. Specimen signatures from the authorised signatories are to be sent to HMRC, SPSS, Yorke House, Castle Meadow Road, PO Box 62, Nottingham NG2 1BG together with a copy of the Board's Resolution and a bank paying in slip.
7. Two contact named signatories are required for queries relating to repayment claims.

3. General Validation Rules

The following rules apply globally:

1. Alpha characters are defined as A-Z upper and lower case.
2. Numeric is defined as 0-9.
3. Alphanumeric is defined as the combination of alpha and numeric characters.
4. Date fields are in the format CCYY-MM-DD.
5. All currency fields should use `IrnonNegativeWholeUnitsMonetaryType`. Zero is an acceptable value for Currency fields unless specified in the validation section of the relevant field.
6. The Yes/No code is a user defined data type that reflects the variables in the fields requiring the return of a yes or no value. This should be represented as 'yes' or 'no'.

4. Data Items

What is the name and reference number of the scheme?

Scheme Details

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

| 2. Pension Scheme Tax Reference | | |
|--|---|------------------------------|
| X-path | ReliefAtSource/SchemeDetails/TaxReference | |
| <i>Structure and format</i> | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | PensionCore:TaxReferenceType |
| | Length | 10 characters |
| Validation / Processing | Pre-condition | Post-condition |
| The reference must be in the format NNNNNNNRRC <ul style="list-style-type: none"> • Characters 1 - 8 must be numeric • Character 9 must be 'R' • Character 10 is an alpha character and must not be I, O or U | Mandatory if not received as part of a single registration submission (as defined in item 4 of the About this Document Section) | |

| 2.1 IRS Number | | |
|---|---|-----------------------|
| X-path | ReliefAtSource/SchemeDetails/IRSNumber | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | xsd:string |
| | Length | 5 characters |
| Validation / Processing | Pre-condition | Post-condition |
| <ul style="list-style-type: none"> Character 1 must be alpha Characters 2 - 5 must be numeric | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' | |

| 3. Is this an amendment? | | |
|--------------------------------|--------------------------|-------------------------------------|
| X-path | ReliefAtSource/Amendment | |
| Structure and format | | XML |
| | Mandatory / Optional | Mandatory |
| | Data Type | core:YesNoType |
| | Length | Min 2 characters - Max 3 characters |
| Validation / Processing | Pre-condition | Post-condition |
| Must be 'yes' or 'no' | | |

If this is not an amendment, the following data items must be completed:

- 1, 2 and 3
- 6 - 11 [Bank or Building Society details held by HMRC]
- 18 - 20 [Authorised signatories held by HMRC]
- 24 - 28 [Contact details held by HMRC]
- 35 - 43 [Submitter Details]

If this is an amendment to bank or building society details and/or authorised signatories who can sign the tax repayment claims and/or contact details, then at least one or more of the following groups of data items must be completed:

New bank or building society details:

- 1 - 3
- 6 - 17 [Bank or Building Society details held by HMRC] and [New Bank or Building Society Details]
- 35 - 43 [Submitter Details]

New authorised signatories who can sign the tax repayment claims:

- 1 - 3

- 18 - 23 [Authorised signatories held by HMRC] and [New Authorised Signatories]
- 35 - 43 [Submitter Details]

New contact details:

- 1 - 3
- 24 - 33 [Contact details held by HMRC] and [New Contact Details]
- 35 - 43 [Submitter Details]

4. Withdrawn

5. Withdrawn

Bank or building society details held by HMRC - Use Data items 6 - 11 to report current bank details when submitting a new application to operate Relief at Source.

6. Name of bank or building society

| | | |
|--------------------------------|---|--------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/Current/BankName | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | PensionCore:PSOstringType |
| | Length | Min 1 character - Max 255 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

7. Address of bank or building society

| | | |
|--------------------------------|--|--|
| X-path | ReliefAtSource/Details/BankDetails/Current/BankAddress/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 |
| | <ol style="list-style-type: none"> 1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

| 8. Postcode | | |
|--------------------------------|---|------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/Current/BankAddress/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 |
| | | |

| 9. Country | | |
|--------------------------------|--|-------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/Current/BankAddress/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 |
| | <ol style="list-style-type: none"> 1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

Account details held by HMRC

| 10. Bank Sort Code | | |
|--------------------------------|--|-----------------------|
| X-path | ReliefAtSource/Details/BankDetails/Current/SortCode | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:SortCodeType |
| | Length | 6 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | <ol style="list-style-type: none"> 1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

| 10.1 Account Name | | |
|--------------------------------|--|-------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/Current/AccountName | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:AccountNameType |
| | Length | Min 1 character - Max 28 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | <ol style="list-style-type: none"> 1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

| 11. Account Number | | |
|--------------------------------|--|------------------------|
| X-path | ReliefAtSource/Details/BankDetails/Current/AccountNumber | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:AccountNumberType |
| | Length | 8 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | <ol style="list-style-type: none"> 1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

New bank or building society details- only use Data items 12 - 17 when submitting an amendment.

| 12. New name of bank or building society | | |
|--|---|--------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/New/BankName | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | PensionCore:PSOstringType |
| | Length | Min 1 character - Max 255 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present | |

| 13. New Address | | |
|--------------------------------|---|--|
| X-path | ReliefAtSource/Details/BankDetails/New/BankAddress/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 (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present | |

| 14. Postcode | | |
|--------------------------------|---|------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/New/BankAddress/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 |
| | | |

| 15. Country | | |
|--------------------------------|---|-------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/New/BankAddress/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 |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present | |

New account details

| 16. New Bank Sort Code | | |
|--------------------------------|---|-----------------------|
| X-path | ReliefAtSource/Details/BankDetails/New/SortCode | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:SortCodeType |
| | Length | 6 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present | |

| 16.1 New Account Name | | |
|--------------------------------|---|-------------------------------------|
| X-path | ReliefAtSource/Details/BankDetails/New/AccountName | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:AccountNameType |
| | Length | Min 1 character - Max 28 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present | |

| 17. New Account Number | | |
|--------------------------------|---|------------------------|
| X-path | ReliefAtSource/Details/BankDetails/New/AccountNumber | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:AccountNumberType |
| | Length | 8 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present | |

Authorised Signatories held by HMRC (Current)

Use Data items 18-20 to report all current authorised signatories when submitting a new application to operate Relief at Source.

Authorised signatories to sign the tax repayment claims. Please provide details of current authorised signatories held by HMRC. A minimum of 2 and a maximum of 5 authorised signatories must be provided.

Data Items 19- 20 must have a minimum of 2 and a maximum of 5 occurrences if this section is completed

| 18. Title | | |
|--------------------------------|--|------------------------------------|
| X-path | ReliefAtSource/Details/AuthorisedSignatory/Current/Signatory/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 |
| | | |

| 19. Forenames | | |
|--------------------------------|---|---|
| X-path | ReliefAtSource/Details/AuthorisedSignatory/Current/Signatory/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 (data item 3) 'Is this an amendment?' is 'yes' and (data items 22 to 23) 'new authorised signatories' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

| 20. Surname | | |
|--------------------------------|---|-------------------------------------|
| X-path | ReliefAtSource/Details/AuthorisedSignatory/Current/Signatory/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 |
| | 1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 22 to 23) 'new authorised signatories' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

New authorised signatories

When submitting an amendment, use Data items 21 – 23 and include all authorised signatories

New and continuing authorised signatories to sign the tax repayment claims? – A minimum of 2 and a maximum of 5 authorised signatories must be provided.

Data Items 22 - 23 must have a minimum of 2 and a maximum of 5 occurrences if this section is completed

| 21. Title | | |
|--------------------------------|--|------------------------------------|
| X-path | ReliefAtSource/Details/AuthorisedSignatory/New/Signatory/Ttl | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | TitleType |
| | Length | Min 1 character - Max 4 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

| 22. Forenames | | |
|--------------------------------|---|--|
| X-path | ReliefAtSource/Details/AuthorisedSignatory/New/Signatory/Fore | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | PensionCore:NameStructure |
| | Length | Min 1forename - Max 2 forenames Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

| 23. Surname | | |
|--------------------------------|--|-------------------------------------|
| X-path | ReliefAtSource/Details/AuthorisedSignatory/New/Signatory/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 |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 19 to 20) 'Authorised signatories held by HMRC' are also present | |

Contact Details held by HMRC

Use Data items 24 - 28 to report all current contact details when submitting a new application to operate Relief at Source.

Provide details currently held by HMRC, of the two people who can be contacted about day-to-day matters relating to tax relief at source repayment claims.

Data Items 25 - 27 must have 2 occurrences if this section is completed

| 24. Title | | |
|--------------------------------|---|------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/Current/Contact/Ttl | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | TitleType |
| | Length | Min 1 character - Max 4 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

| 25. Forenames | | |
|--------------------------------|--|---|
| X-path | ReliefAtSource/Details/ContactDetails/Current/Contact/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"> Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 30 to 31) 'New Contact Details' are also present Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

| 26. Surname | | |
|--------------------------------|--|-------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/Current/Contact/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 |
| | 1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 30 to 31) 'New Contact Details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no' | |

| 27. Telephone number | | |
|--------------------------------|---|-------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/Current/Contact/Telephone | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:TelephoneNumberType |
| | Length | Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

| 28. e-mail | | |
|--------------------------------|---|---------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/Current/Contact/Email | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:EmailType |
| | Length | Min 3 characters - Max 254 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

New contact details

When submitting an amendment, use Data items 29 - 33

New and continuing contact details. Two sets of contact details must be provided.

Data Items 30 - 33 must have 2 occurrences if this section is completed

| 29. Title | | |
|--------------------------------|---|------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/New/Contact/Ttl | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | TitleType |
| | Length | Min 1 character - Max 4 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

| 30. Forenames | | |
|--------------------------------|---|---|
| X-path | ReliefAtSource/Details/ContactDetails/New/Contact/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 |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 25 to 26) 'Contact details held by HMRC' are also present | |

| 31. Surname | | |
|--------------------------------|---|-------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/New/Contact/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 |
| | Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 25 to 26) 'Contact details held by HMRC' are also present | |

| 32. Telephone number | | |
|--------------------------------|---|-------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/New/Contact/Telephone | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:TelephoneNumberType |
| | Length | Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

| 33. e-mail | | |
|---|---|---------------------------------------|
| X-path | ReliefAtSource/Details/ContactDetails/New/Contact/Email | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | core:EmailType |
| | Length | Min 3 characters - Max 254 characters |
| Validation / Processing | Pre-condition | Post-condition |
| Must contain the character @ with at least one other character either side e.g. a@b | | |

34. Withdrawn

Submitter Details - Only one of Scheme Administrator ID or Practitioner ID can be sent at a time, they cannot be sent together

| 35. Scheme Administrator ID | | |
|----------------------------------|--|---------------------------------|
| X-path | ReliefAtSource/SchemeDetails/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 number | <ol style="list-style-type: none"> 1. Mandatory if (data item 36) 'Practitioner ID' is not present 2. Must not be completed otherwise | |

| 36. Practitioner ID | | |
|--------------------------------|--|--------------------------------|
| X-path | ReliefAtSource/SchemeDetails/PractitionerID | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | PensionCore:PractitionerIDType |
| | Length | 8 characters |
| Validation / Processing | Pre-condition | Post-condition |
| Must be 8 numbers | 1. Mandatory if (data item 35) 'Scheme Administrator ID' is not present 2. Must not be completed otherwise | |

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

| 37. Title | | |
|--------------------------------|---|------------------------------------|
| X-path | ReliefAtSource/SchemeDetails/AdministratorPractitioner/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 |
| | | |

| 38. Forenames | | |
|--------------------------------|--|--|
| X-path | ReliefAtSource/SchemeDetails/AdministratorPractitioner/Individual/Fore | |
| Structure and format | | XML |
| | Mandatory / Optional | Optional |
| | Data Type | PensionCore:NameStructure |
| | Length | Min 1forename - Max 2 forenames Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | 1. Mandatory if (data item 40) 'Organisation Name' is not completed 2. Must not be completed if (data item 40) 'Organisation Name' is completed | |

| 39. Surname | | |
|--------------------------------|--|-------------------------------------|
| X-path | ReliefAtSource/SchemeDetails/AdministratorPractitioner/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 (data item 40) 'Organisation Name' is not completed 2. Must not be completed if (data item 40) 'Organisation Name' is completed | |

| 40. Organisation Name | | |
|--------------------------------|--|--------------------------------------|
| X-path | ReliefAtSource/SchemeDetails/AdministratorPractitioner/OrganisationName | |
| 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 (data item 38) 'Forename' and (data item 39) 'Surname' is not completed 2. Must not be completed if (data item 38) 'Forename' and (data item 39) 'Surname' is completed | |

| 41. Address | | |
|--------------------------------|---|--|
| X-path | ReliefAtSource/SchemeDetails/AdministratorPractitioner/Address/Line | |
| Structure and format | | XML |
| | Mandatory / Optional | Mandatory |
| | Data Type | PensionCore:AddressType |
| | Length | Min 2 lines - Max 4 lines Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |

| 42. Postcode | | |
|--------------------------------|---|------------------------------------|
| X-path | ReliefAtSource/SchemeDetails/AdministratorPractitioner/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 |
| | | |

| 43. Country | | |
|--------------------------------|--|-------------------------------------|
| X-path | ReliefAtSource/SchemeDetails/AdministratorPractitioner/Address/Country | |
| Structure and format | | XML |
| | Mandatory / Optional | Mandatory |
| | Data Type | PensionCore:AddressType |
| | Length | Min 1 character - Max 35 characters |
| Validation / Processing | Pre-condition | Post-condition |
| | | |