



**Pension Schemes Online**  
**Pension Scheme Registration April 2007**  
**Business Validation Rules**

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**1. Document Control**

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Version	Date	
0.1	01/09/06	First Draft version for E submission and core validation
0.2	10/10/06	Section 2 amendment. Data items 4, 8, 9,10, 11, and 12 have been amended
0.3	19/10/06	Defect 64223 refers. Amendments to Data items 1,2,3,4,5,7,8,10,11,12,14,15,16,17,19,20,21,23,25,27,28,29,36.
1.0	30/10/06	Removal of Data item 24. Document baselined
2.0	04/12/06	CR184, addition of Romania and Bulgaria data items 10&31, text in red.
2.1	19/04/08	CR650 Complete the removal of Switzerland
2.2	28/04/08	Amendments following review

Version	Form Version	Form Name
1.0 - 2.0		Pension Scheme Registration Form 2007

By	Signature	Date
Ann Walker Vanessa Todd		

See document history

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## **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 the HMRC 'e' portal or that developed by third party software suppliers

The validation and business rules contained in this document are those effective from 6 April 2007.

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.

### 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**

**Do you want to:**

1. Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?		
X-Path	SchemeRegistration/DeferredAnnuity	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:YesType
	Length	3 characters
Validation / Processing	Pre-condition	Post-condition
Must be 'yes'		<p>If 'yes' only the following must be completed:</p> <ul style="list-style-type: none"> <li>• Scheme Name (Data Item 3)</li> <li>• Policy or Contract number (Data Item 6)</li> <li>• I understand that as Scheme Administrator I am responsible for discharging the functions conferred or imposed on the 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 a non-EU member EEA state (Data Item 22)</li> <li>• False statement declaration (Data Item 23)</li> <li>• Scheme Administrator Details section (Data Items 26-36)</li> </ul>

2. Register as a stakeholder pension scheme?		
X-Path	SchemeRegistration/NotDeferredAnnuity/Stakeholder	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	PensionCore: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'	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'	

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

Select the type of legal structure the scheme has

4. Type of Legal Structure		
X-Path	SchemeRegistration/NotDeferredAnnuity/LegalStructure/Type	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	xsd:string
	Length	N/A
Validation / Processing	Pre-condition	Post-condition
Must have one of the following values: <ul style="list-style-type: none"> <li>• single</li> <li>• annuity-contract</li> <li>• body-corporate</li> </ul>	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes' and 'Other' (Data Item 5) is not completed	

5. Other		
X-Path	SchemeRegistration/NotDeferredAnnuity/LegalStructure/Other	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:OtherDetailsType
	Length	Min 1 character - Max 150 characters
Validation / Processing	Pre-condition	Post-condition
	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes' and 'Type of Legal Structure' (Data Item 4) is not one of the following: <ul style="list-style-type: none"> <li>• single</li> <li>• annuity-contract</li> <li>• body-corporate</li> </ul>	

6. Policy or Contract number		
X-Path	SchemeRegistration/SchemeDetails/PolicyOrContractNumber	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:PSOstringType
	Length	Min 1 character - Max 35 characters
Validation / Processing	Pre-condition	Post-condition
	<ol style="list-style-type: none"> <li>1. Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is 'yes'</li> <li>2. Mandatory if 'Type of Legal Structure' (Data Item 4) is 'annuity-contract'</li> </ol>	

7. How many members of the scheme are there likely to be in the year ending 5 April?		
X-Path	SchemeRegistration/NotDeferredAnnuity/FutureNumbers	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	xsd:string
	Length	N/A
Validation / Processing	Pre-condition	Post-condition
Must have one of the following values: <ul style="list-style-type: none"> <li>• 0</li> <li>• 1 – 10</li> <li>• 11 – 50</li> <li>• 51 – 10000</li> <li>• 10001+</li> </ul>	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'	

<b>8. Is the scheme an investment regulated pension scheme?</b>		
X-Path	SchemeRegistration/NotDeferredAnnuity/InvestmentRegulated	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore: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'	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'	

<b>9. Do all the investments held by the scheme comprise contracts or policies of insurance?</b>		
X-Path	SchemeRegistration/NotDeferredAnnuity/AllContractsOrPolicies	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore: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'	Mandatory if 'Is the scheme an investment regulated pension scheme?' (Data Item 8) is 'yes'	

<b>10. In what country or territory is the scheme established?</b>			
X-Path	SchemeRegistration/NotDeferredAnnuity/Established/Country		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:countryType	
	Length	Min 1 character - Max 35 characters	
<b>Validation / Processing</b>		<b>Pre-condition</b>	<b>Post-condition</b>
Must be one of the following EEA or EU values:			
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	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes' and 'Other' (Data Item 11) is not present.	

11. Other		
X-Path	SchemeRegistration/NotDeferredAnnuity/Established/Other	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:countryType
	Length	Min 1 character - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes' and if 'In what country or territory is the scheme established?' (Data Item 10) is not present	

12. Is the scheme an Occupational Pension Scheme?		
X-Path	SchemeRegistration/NotDeferredAnnuity/OccupationalScheme	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore: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'	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'	

**Name of the person who established the scheme for the purposes of section 154 Finance Act 2004**

**Multiple occurrences of 'Scheme Establishers Details' are allowed – Maximum 99**

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

**Individual**

13. Title		
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/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>

14. Forename(s)		
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/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"> <li>1. Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'</li> <li>2. Mandatory if 'Name of the person who established the scheme for the purposes of section 154 Finance Act 2004?' is an individual</li> <li>3. Must not be completed if 'Organisation Name' is present</li> </ol>	

15. Surname		
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/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 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'</li> <li>2. Mandatory if 'Name of the person who established the scheme for the purposes of section 154 Finance Act 2004?' is an individual</li> <li>3. Must not be completed if 'Organisation Name' is present</li> </ol>	

**Organisation**

16. Organisation Name		
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/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 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'</li> <li>2. Mandatory if 'Name of the person who established the scheme for the purposes of section 154 Finance Act 2004?' is an organisation</li> <li>3. Must not be completed if 'Forename and 'Surname' is present</li> </ol>	

17. Address		
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/Address/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
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'	

18. UK Postcode		
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/Address/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>

<b>19. Country</b>		
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/Address/Country	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	Min 1 character - Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes'	

I declare that:

<b>20. This scheme meets all the criteria to be registered as a pension scheme under Finance Act 2004</b>		
X-Path	SchemeRegistration/NotDeferredAnnuity/Declarations/MeetsCriteria	
<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 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006' (Data Item 1) is not 'yes'	

**21. To the best of my knowledge and belief, the information given in this application to register the pension scheme for the purposes of tax relief is correct and complete**

X-Path	SchemeRegistration/NotDeferredAnnuity/Declarations/InformationCorrect	
Structure and format		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 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006' (Data Item 1) is not 'yes'	

**22. I understand that as Scheme Administrator I am responsible for discharging the functions conferred or imposed on the 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 a non-EU member EEA state**

X-Path	SchemeRegistration/Declarations/DischargeFunctions	
Structure and format		XML
	Mandatory / Optional	Mandatory
	Data Type	PensionCore:YesType
	Length	3 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
Must be 'yes'		

23. False statement declaration		
X-Path	SchemeRegistration/Declarations/NoFalseStatments	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	PensionCore:YesType
	Length	3 characters
Validation / Processing	Pre-condition	Post-condition
<ol style="list-style-type: none"> <li>1. Must be 'yes'</li> <li>2. If 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is 'yes' then the wording for this declaration is 'I understand that I may be liable to a penalty if a false statement is made on this declaration and that false statements may also lead to prosecution'</li> <li>3. If 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (Data Item 1) is not 'yes', then the wording for this declaration is 'I understand that I may be liable to a penalty and the pension scheme maybe de-registered if a false statement is made on this application and that false statements lead to prosecution'</li> </ol>		

**Withdrawn**

**24. The instruments or agreements by which this pension scheme is constituted do not entitle any person to unauthorised payments**

X-Path	SchemeRegistration/NotDeferredAnnuity/Declarations/NoUnauthorisedPayments	
<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 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006' (Data Item 1) is not 'yes'	

**Name of Scheme Administrator as defined in section 270 Finance Act 2004**

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

**Individual**

<b>25. Title</b>		
X-Path	SchemeRegistration/SchemeDetails/Administrator/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>26. Forename(s)</b>		
X-Path	SchemeRegistration/SchemeDetails/Administrator/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
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>
	<ol style="list-style-type: none"> <li>1. Mandatory if 'Name of Scheme Administrator as defined in section 270 Finance Act 2004' is individual</li> <li>2. Must not be completed if 'Organisation Name' is present</li> </ol>	

27. Surname		
X-Path	SchemeRegistration/SchemeDetails/Administrator/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 'Name of Scheme Administrator as defined in section 270 Finance Act 2004' is an individual</li> <li>2. Must not be completed if 'Organisation Name' is present</li> </ol>	

28. Organisation Name		
X-Path	SchemeRegistration/SchemeDetails/Administrator/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>1. Mandatory if 'Name of Scheme Administrator as defined in section 270 Finance Act 2004' is 'organisation'</li> <li>2. Must not be completed if 'Forename' and 'Surname' is present</li> </ol>	

29. Address		
X-Path	SchemeRegistration/SchemeDetails/Administrator/Address/Line	
Structure and format		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>

30. UK Postcode		
X-Path	SchemeRegistration/SchemeDetails/Administrator/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>

31. Country			
X-Path	SchemeRegistration/SchemeDetails/Administrator/Address/Country		
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AdministratorAddressType	
	Length	N/A	
Validation / Processing		Pre-condition	Post-condition
Must be one of the following EEA or EU values:			
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		

32. e-mail address		
X-Path	SchemeRegistration/SchemeDetails/Administrator/Email	
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		

33. Telephone number		
X-Path	SchemeRegistration/SchemeDetails/Administrator/Telephone	
Structure and format		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>

34. Scheme Administrator ID		
X-Path	SchemeRegistration/SchemeDetails/Administrator/ID	
Structure and format		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		

If you want a copy of the acknowledgement for this registration to be sent to a Practitioner, 'Practitioner ID' (Data item 37) must be completed. This does not apply for registrations of Deferred Annuity Contracts.

35. Would you like a copy of the acknowledgement for this registration to go to a Practitioner? For Information purposes		
X-Path	SchemeRegistration/SendAcknowledgement	
Structure and format		XML
	Mandatory / Optional	N/A
	Data Type	N/A
	Length	N/A
<b>Validation / Processing</b>	<b>Pre-condition</b>	<b>Post-condition</b>

36. Practitioner ID		
X-Path	SchemeRegistration/SendAcknowledgement/PractitionerID	
Structure and format		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		