

## Making large submissions to the Internet Pension Schemes Online Service

If you need to make a submission of Pension Scheme data that is in excess of 23.8MB (this approximately equates to a Pension Scheme Return containing over 30,000 supplementary pages or an Event Report containing over 60,000 events) it must be submitted on a compact disc (CD) to:

Pension Schemes Services,  
Fitz Roy House  
Castle Meadow Road,  
Nottingham,  
NG2 1BD

We can only accept the data on CD if it meets the following criteria:

- Pension Schemes Services are notified in advance that a CD is to be submitted.
- The CD must include all the information from the relevant process in the same format as the relevant schema.
- The CD may not be provided on a CD-RW and it must be "closed" after completion so that it may not be overwritten or amended.
- The CD must be encrypted and password protected
- The password must be submitted to Pension Schemes Services separately along with a paper declaration (including the Scheme Administrator details) completed and signed by the Scheme Administrator after the CD has been "closed".
- CD submissions may not be made in any other circumstances.

A submission receipt will be sent by Pension Scheme Services to confirm that the CD has been received in an acceptable format.