



**Pension Schemes Online**

**Pensions Envelope (Envelope)**

**Business Validation Rules**

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## **1. About this document**

This document outlines the rules that govern the contents of the envelope schema. Business validation rules are defined in a separate set of rules for each message.

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 2 describes, in tabular form, the data requirements for each field.

The first section or rule refers to the IR Header. This is a generic component and is shared by many services. Where the rules that apply to Pension Schemes Online differ from those defined in the Header this document defines those differences in the conditions section of the affected document.

**2. Data items**

Each submission must contain at least one only 1 occurrence of Pension Scheme Tax Reference, but may contain multiple occurrences of Scheme Administrators ID

**IRheader**

<b>1. Test Message</b>			
X-Path	IRheader/TestMessage		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	XSD:int	
	Range	0-9	
<b>Conditions</b>			
1. Must be absent or set to 0 for live submission to the live service			
2. Must be set to 1 for test-in-live submissions to the live service			
N.B. This should not be confused with the <GatewayTest> element.			

<b>2. Key</b>			
X-Path	Irenvelope/IRheader/Keys/Key		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Mandatory	
	Data Type	IRheader:Stringtype	
	Length		
<b>Validation / Processing</b>			
Key 1, Pension scheme administrator ID (PSAID)		letter A followed by 7 numeric	
Key 2, Pension Practitioner ID (PPID)		8 numeric	
<b>Conditions</b>			
1. Registration		Key should always be PSAID and match the administrator ID in the body	
2. Associate scheme Administrator with scheme		No cross matching	
3. Change Administrator Practitioner Details		Keys Have to match Practitioner \ Administrator ID in the body	
4. Add Administrator		Must always be PSAID and match the administrator ID in the body	
5. Amend Scheme Details		No cross matching	
6. Accounting For Tax		No cross matching	
7. Event report		No cross matching	

3. Period end			
X-Path	IRheader/PeriodEnd		
Structure and format			XML
	Mandatory / Optional		Mandatory
	Data Type		XSD:date
Validation / Processing			
Conditions			
1. Must contain the tax year ended in the format ccyy-mm-dd.			

4. Principal		
X-Path	IRheader/Principal	
	XML	
Mandatory / Optional	Optional	
Conditions		
Not used in PS online submissions		

5. Agent		
X-Path	IRheader/Agent	
	XML	
Mandatory / Optional	Optional	
Conditions		
Not used in PS online submissions		

6. Default currency			
X-Path	IRheader/ DefaultCurrency		
Structure and format			XML
	Mandatory / Optional		Optional
	Data Type		ISO Currencytype
	Enumeration		GBP
Conditions			
If present must be GBP			

**Manifest**

<b>7. Namespace</b>	
X-Path	IRheader/Manifest/Contains/Reference/Namespace
	XML
Mandatory / Optional	Optional
Conditions	
Must be completed for a successful PS online submission	

<b>8. Schema version</b>	
X-Path	IRheader/Manifest/Contains/Reference/SchemaVersion
	XML
Mandatory / Optional	Optional
Conditions	
Must be completed for a successful PS online submission	

<b>9. Top element name</b>	
X-Path	IRheader/Manifest/Contains/Reference/TopElementName
	XML
Mandatory / Optional	Optional
Conditions	
Must be completed for a successful PS online submission	

<b>10. IRmark</b>		
X-Path	IRheader/IRmark	
<i>Structure and format</i>	XML	
	Mandatory / Optional	Optional
	Data Type	XSD:string
Conditions		
1. You must include a valid IR mark to successfully submit PS online messages 2. Must include Type="generic". 3. Must include a valid IRmark.		

<b>11. Sender</b>		
X-Path	IRheader/Sender	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	XSD:string
Conditions		
1. Must be 'Other' for a successful PS online submission		

## PS Envelope

12. Pension Scheme Tax Reference		
X-Path	Irenvelope/Psenvelope/Psheader/SchemeRef	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	[0-9]{8}R[A-HJ-NP-TV-Z]
	Length	10 characters
Validation / Processing	The Pension Scheme Tax Reference must be in the format NNNNNNNNRC <ul style="list-style-type: none"><li>• Characters 1-8 must be numeric</li><li>• Character 9 must be 'R'</li></ul> Character 10 is an alpha character must not be I, O or U	
Conditions		
1. Pension Scheme Registration		absent always
2. Associate Scheme Administrator with Scheme		Must match PSTR in body
3. Change Administrator Practitioner Details		Absent always
4. Add Administrator		if PSTR present in the body must match
5. Amend Scheme Details		Must match PSTR in body
6. Accounting For Tax		if PSTR present in the body must match
7. Event report		if PSTR present in the body must match

<b>13. PS Body</b>		
Also known as	Irenvelope/Psenvelope/Psbody	
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	Data Type	Container
	Length	N/A
Conditions		
1. Must contain at least one PS online message		
2. If the submission includes a registration form the envelope can also contain one or both of Contracting out and Relief at Source.		
3. If the submission does not include registration it must contain a single message only		



## Appendix 1 – Hints and tips extract for IRheader

## IRheader

15. Test Message	
X-Path	IRheader/TestMessage
Mandatory/Optional	O
1. Must be absent or set to 0 for live submission to the live service	
2. Must be set to 1 for test-in-live submissions to the live service	
N.B. This should not be confused with the <Gateway/Test> element.	

16. Keys	
X-Path	IRheader/Keys/Key@Type
Mandatory/Optional	M

To determine (or set) the identity of the submitter of a message, the Keys section of the IRenvelope is used.

Submitter	Type Attribute Value	Body	Example
Scheme Administrator	Scheme Administrator	Scheme Administrator ID Pattern: the letter A followed by 7 numeric characters	<IRheader> <TestMessage>0</TestMessage> <Keys> <Key Type="PSA_ID">A1234567</Key> </Keys>
Practitioner	Practitioner	Practitioner ID Pattern: 8 numeric characters	<IRheader> <TestMessage>0</TestMessage> <Keys> <Key Type="PP_ID">91234567</Key> </Keys>

17. Period end	
X-Path	IRheader/PeriodEnd
Mandatory/Optional	M
1. Must contain the tax year ended in the format ccyy-mm-dd.	

18. Principal	
X-Path	IRheader/Principal
Mandatory/Optional	O
1. Not used for Pension Schemes Online submissions	

19. Agent	
X-Path	IRheader/Agent
Mandatory/Optional	O
1. Not used for Pension Schemes Online submissions	

20. Default currency	
X-Path	IRheader/DefaultCurrency
Mandatory/Optional	O
1. If present should include GBP	

21. Namespace	
X-Path	IRheader/Manifest/Contains/Reference/Namespaces
Mandatory/Optional	O
Not required	