

Pension Schemes Online

Registered Pension Scheme – Election to Contract-Out for an Industry-wide money purchase and money purchase stakeholder scheme

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1. 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 2 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 3 describes in tabular form the data requirements for each field.

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.

2. 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'.

3. Data items

What is the name and registration number of the scheme?

Scheme Details

4 Orbania Mania			
1. Scheme Name			
X-Path	ContractOutStakeholderSe	cheme/SchemeDetails/SchemeName	
Structure and format		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	rence		
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/SchemeDetails/TaxReference	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:TaxReferenceType	
	Length	10 characters	
Validation / Processing	<u>u</u>	Pre-condition	Post-condition
The reference must be in the format NNNNNNNRC Characters 1 - 8 must be numeric Characters 9 must be 'R' Character 10 is an alpha character must not be I,O or U	nat NNNNNNNRC neric acter 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) Mandatory if 'SF Reference' not completed 	

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3. SF Reference			
X-Path	ContractOutStakeholderSo	ContractOutStakeholderScheme/SchemeDetails/SFReference	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:SFReferenceType	
	Length	16 characters	
Validation / Processing		Pre-condition	Post-condition
The format must be: NNNNNNNNNNNNNNNC Numbers 1-3 must be in the range 001- 026 or 049 Next 2 sets of 6 numbers can be in the range 0 – 9 Character 16 is an alpha character and must not be I, M,		Mandatory if 'Pension Scheme Tax Reference' not completed	
ר יס, א, ט, ר, 'ז, 'ז, 'ט, ר, 'ז, 'ט, ר, 'ז, 'ט, ר, 'ז, 'ט, ר			

4. SCON			
X-Path	ContractOutStakeholderScheme/SCON	cheme/SCON	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	9 characters	
Validation / Processing		Pre-condition	Post-condition
 The format must be: Character 1 must be 'S' Character 2 must be one of the following values:0, 1, 2, 4, 6 or 8 Characters 3 - 8 must be numeric Character 9 must be an alpha character but must not be one of the following: G, 1, O, S, U, V or Z 	st st	Mandatory if 'Type of certificate' [Data item 5] is 'Converting an existing Industry-wide Money Purchase Scheme to an Industry-wide Money Purchase Stakeholder Pension Scheme (CONCOMPSHP)'	

What type of certificate are you applying for?

5. Type of certificate			
X-Path	ContractOutStakeholderScheme/CertificateType	cheme/CertificateType	
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:PSOstringType	
	Length	Y/N	
Validation / Processing		Pre-condition	Post-condition
 Must be one of the following: Industry-wide Money Purchase Scheme (COMP)' Industry-wide Money Purchase Stakeholder Pension Scheme (COMP)' Converting an existing Industry-wide Money Purchase Scheme to an Industry-wide Money Purchase Stakeholder Pension Scheme (CONCOMPSHP)' 	ise Scheme (COMP)' ise Stakeholder Pension ity-wide Money Purchase Money Purchase e (CONCOMPSHP)'		If 'Converting an existing Industry-wide Money Purchase Scheme to an Industry-wide Money Purchase Stakeholder Pension Scheme (CONCOMPSHP)'is 'yes' SCON [Data item 4] must be completed.

6. Effective date of contracting-out	ng-out		
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/ContractingOutDate	
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	xsd:date	
	Length	10 characters	
Validation / Processing	_	Pre-condition	Post-condition
 CCYY-MM-DD For COMP Industry-wide the start date can be any date between 6th April 1988 and the last day in the current tax year For CONCOMPSHP Industry-wide schemes the start date can be any date between 6th April 2001 and the last day in the current tax year 	start date can be any date e last day in the current tax -wide schemes the start n 6 th April 2001 and the last		

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Scheme Management

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

7. Title			
X-Path	ContractOutStakeholderSo	ContractOutStakeholderScheme/SchemeDetails/Manager/Individual/Ttl	H.
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing		Pre-condition	Post-condition

8. Forename(s)			
X-Path	ContractOutStakeholderS	cheme/SchemeDetails/Manager/Individual/Fore	ore
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 10)	
		'Organisation Name' is not completed 2. Must not be completed if (data item	
		10) 'Organisation Name' is completed	

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9. Surname			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/SchemeDetails/Manager/Individual/Sur	ur
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 10)	
		'Organisation Name' is not completed	
		Must not be completed if (data item	
		10) 'Organisation Name' is completed	

10. Organisation Name			
X-Path	ContractOutStakeholderSo	ContractOutStakeholderScheme/SchemeDetails/Manager/Organisation	uc
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character – Max 255 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 8) 'Forename'	
		and (data Item 9) :Surname: Is not completed	
		2. Must not be completed if (data item 8)	
		'Forename' and (data item 9)	
		'Surname' is completed	

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11. Address			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/SchemeDetails/Manager/Address/Line	ы
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

12. Postcode			
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/SchemeDetails/Manager/Address/PostCode	stCode
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character – Max 8 characters	
Validation / Processing		Pre-condition	Post-condition

13. Country			
X-Path	ContractOutStakeholderSc	cheme/SchemeDetails/Manager/Address/Country	ountry
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AddressType	
	Length	14 characters	
Validation / Processing		Pre-condition	Post-condition
Country must be 'United Kingdom	m'		

14. Telephone Number			
X-Path	ContractOutStakeholderSe	ContractOutStakeholderScheme/SchemeDetails/Manager/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
15. e-mail			
X-Path	ContractOutStakeholderSo	cheme/SchemeDetails/Manager/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	
Validation / Processing		Pre-condition	Post-condition
Must contain the character @ with at least one other	th at least one other		
character either side e.g. a@b			

16. Reference number			
X-Path	ContractOutStakeholderSc	cheme/Manager/SchemeDetails/Reference	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character - Max 30 characters	
Validation / Processing		Pre-condition	Post-condition

Who is the main trustee for the scheme?

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

17. Title			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Trustee/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

18. Forename(s)			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Trustee/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
		Mandatory if (data item 20) 'Organisation Name' is not completed Must not be completed if (data item 20) 'Organisation Name' is completed	

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19. Surname			
X-Path	ContractOutStakeholderSo	cheme/Trustee/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
		 Mandatory if (data item 20) 'Organisation Name' is not completed Must not be completed if (data item 20) 'Organisation Name' is completed 	

20. Organisation Name			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Trustee/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
		 Mandatory if (data item 18) 'Forename' and (data item 19) 'Surname' is not 	
		completed 2. Must not be completed if (data item	
		18) 'Forename' and (data item 19)	
		'Surname' is completed	

21. Address			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Trustee/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

22. Postcode			
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/Trustee/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

23. Country			
X-Path	ContractOutStakeholderSo	ContractOutStakeholderScheme/Trustee/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

24. Telephone Number			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Trustee/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

25. e-mail			
X-Path	ContractOutStakeholderSe	cheme/Trustee/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	
Validation / Processing		Pre-condition	Post-condition
Must contain the character @ with at least one other character either side e.g. a@b	ith at least one other		

26. Trustee Reference Number	16		
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Trustee/Reference	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character – Max 30 characters	
Validation / Processing		Pre-condition	Post-condition

Which type of notice has been issued?

At least one of the following must be present

27. Withdrawn

27.1 Intention			
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/Notice/Type/Intention	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'yes'			

27.2 Explanation			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Notice/Type/Explanation	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'yes'			

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28. Intention date			
X-Path	ContractOutStakeholderSe	ContractOutStakeholderScheme/Notice/Type/Intention/IntentionDate	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	xsd:date	
	Length	Max 10 characters	
Validation / Processing		Pre-condition	Post-condition
CCYY-MM-DD		Mandatory if (data item 27.1) 'Intention' is present	

29. Withdrawn

How was the notice issued?

At least one or both of the following must be present: 29.1 Writing 29.2 Exhibiting

29.1 Writing			
X-Path	ContractOutStakeholderSo	ContractOutStakeholderScheme/Notice/IssueMethod/Sent	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'yes'			

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29.2 Exhibiting			
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/Notice/IssueMethod/Exhibited	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'yes'			

30. Withdrawn

At least one or more or a combination of the following must be present: 30.1 The trustees 30.2 The person responsible for the day to day management of the scheme 30.2 The insurers/Friendly Society 30.3 The Trade Union(s) recognised in relation to the earners concerned

The trustees
The person responsible for the day to day management of the scheme
The insurers/Friendly Society
The Trade Union(s) recognised in relation to the earners concerned

30.1 The trustees			
X-Path	ContractOutStakeholderSe	ContractOutStakeholderScheme/Notice/CopiedTo/Trustees	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'yes'			

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30.2 The person responsible for the day to day management of the scheme	for the day to day manager	nent of the scheme	
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/Notice/CopiedTo/Administrator	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'yes'			

30.3 The insurers/Friendly Society	siety		
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/Notice/CopiedTo/InsurerOrFriendlySociety	ociety
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 characters	
Validation / Processing	_	Pre-condition	Post-condition
Must be 'yes'			

						ition	
						Post-condition	
earners concerned	ContractOutStakeholderScheme/Notice/CopiedTo/TradeUnions	XML	Optional	PensionCore:YesType	3 characters	Pre-condition	
cognised in relation to the ear	ContractOutStakeholderS		Mandatory / Optional	Data Type	Length		
30.4 The Trade Union(s) recognised in relation to the	X-Path	Structure and format				Validation / Processing	Must be 'yes'

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Information relating to the Employers

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

There is no limit on the number of times that data items 31 to 40 can be completed

31. Title			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Employer/Individual/Ttl	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing			Post-condition

32. Forename(s)			
X-Path	ContractOutStakeholderSc	cheme/Employer/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
		1. Mandatory if (data item 34) 'Organisation Name' is not completed	
		 Must not be completed if (data item 34) 'Organisation Name' is completed 	

33. Surname			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Employer/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
		1. Mandatory if (data item 34)	
		'Organisation Name' is not completed 2. Must not be completed if (data item	
		34) 'Organisation Name' is completed	
34. Organisation Name			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/Employer/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
		1. Mandatory if (data item 32) 'Forename'	
		and (data item 33) 'Surname' is not	
		2. Must not be completed if (data item	
		32) Forename and (data item 33) 'Surname' is completed	

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Structure and format	35. Address			
Mandatory / Optional Mandatory Data Type PensionCore:AddressType PensionCore:AddressType PensionCore:AddressType Min 2 lines – Max 4 lines Min 1 character – Max 35 characters Pre-condition Pre-condition Min 1 character – Max 8 characters Mandatory / Optional Optional Optional PensionCore:AddressType Pre-condition Pre-condition Pre-condition Pre-condition Min 1 character – Max 8 characters Pre-condition Mandatory / Optional Mandatory Optional Mandatory Optional Mandatory Data Type PensionCore:AddressType Length Min 1 character – Max 35 characters Pre-condition Mandatory Data Type Min 1 character – Max 35 characters Pre-condition Pre-cond	X-Path	ContractOutStakeholderS	cheme/Employer/Address/Line	
Mandatory / Optional Mandatory Data Type Min 2 lines – Max 4 lines Length Min 1 character – Max 35 characters Pre-condition ContractOutStakeholderScheme/Employer/Address/PostCode Length Mandatory / Optional Optional Data Type Min 1 character – Max 8 characters RML Mandatory / Optional Min 1 character – Max 8 characters Pre-condition ContractOutStakeholderScheme/Employer/Address/Country Mandatory / Optional Mandatory Data Type Mandatory Mandatory / Optional Mandatory Data Type Min 1 character – Max 35 characters Min 1 character – Max 35 characters Min 1 character – Max 35 characters Pre-condition	Structure and format		XML	
Data Type PensionCore:AddressType Length		Mandatory / Optional	Mandatory	
Length Min 2 lines – Max 4 lines Min 1 character – Max 35 characters Pre-condition ContractOutStakeholderScheme/Employer/Address/PostCode Length Mandatory / Optional Data Type Length Min 1 character – Max 8 characters Pre-condition ContractOutStakeholderScheme/Employer/Address/Country XML Mandatory / Optional Min 1 character – Max 35 characters Pre-condition Pre-condition		Data Type	PensionCore:AddressType	
ContractOutStakeholderScheme/Employer/Address/PostCode Mandatory / Optional Optional PensionCore:AddressType		Length	Min 2 lines – Max 4 lines Min1 character – Max 35 characters	
ContractOutStakeholderScheme/Employer/Address/PostCode XML	Validation / Processing		Pre-condition	Post-condition
ContractOutStakeholderScheme/Employer/Address/PostCode XML				
ContractOutStakeholderScheme/Employer/Address/PostCode XML	36. Postcode			
Mandatory / Optional Optional Data Type PensionCore:AddressType Min 1 character – Max 8 characters	X-Path	ContractOutStakeholderS	cheme/Employer/Address/PostCode	
Mandatory / Optional Data Type Length ContractOutStakeholderScheme/Employer/AddressType Mandatory / Optional Data Type Length Min 1 character – Max 8 characters Pre-condition XML Mandatory / Optional Min 1 character – Max 35 characters Pre-condition Pre-condition	Structure and format		XML	
Data Type Length Min 1 character – Max 8 characters Pre-condition ContractOutStakeholderScheme/Employer/Address/Country XML Mandatory / Optional Mandatory Data Type Length Min 1 character – Max 35 characters Pre-condition Pre-condition		Mandatory / Optional	Optional	
Length Min 1 character – Max 8 characters		Data Type	PensionCore:AddressType	
ContractOutStakeholderScheme/Employer/Address/Country XML XML Mandatory Optional Mandatory PensionCore:AddressType Data Type PensionCore:AddressType Length Min 1 character - Max 35 characters Pre-condition Pre-con		Length	Min 1 character – Max 8 characters	
ContractOutStakeholderScheme/Employer/Address/Country XML Mandatory / Optional Mandatory Data Type PensionCore:AddressType Length Min 1 character – Max 35 characters Pre-condition	Validation / Processing		Pre-condition	Post-condition
ContractOutStakeholderScheme/Employer/Address/Country XML Mandatory / Optional Mandatory Data Type PensionCore:AddressType Length Min 1 character – Max 35 characters Pre-condition				
ContractOutStakeholderScheme/Employer/Address/Country XML XML Mandatory / Optional Mandatory Data Type PensionCore:AddressType Length Min 1 character – Max 35 characters Pre-condition Pre-condition	37. Country			
Mandatory / Optional Mandatory Data Type PensionCore:AddressType Length Min 1 character – Max 35 characters Pre-condition	X-Path	ContractOutStakeholderS	cheme/Employer/Address/Country	
Mandatory / Optional Mandatory Data Type PensionCore:AddressType Length Min 1 character – Max 35 characters Pre-condition	Structure and format		XML	
Data Type PensionCore:AddressType Length Min 1 character – Max 35 characters Pre-condition		Mandatory / Optional	Mandatory	
Length Min 1 character – Max 35 characters Pre-condition		Data Type	PensionCore:AddressType	
Pre-condition		Length	Min 1 character – Max 35 characters	
	Validation / Processing		Pre-condition	Post-condition

38. Company Registration Number	umber		
X-Path	ContractOutStakeholderS	cheme/Employer/CRN	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:CRNType	
	Length	Min 7 characters – Max 8 characters	
Validation / Processing		Pre-condition	Post-condition
The format must be:			
1. 8 numbers starting with '0' or	١.		
2. One of the following prefixes followed by 6 numbers	s followed by 6 numbers		
• AC	NZ		
• BR	00		
• FC	RC		
• GE	SA		
· CN	SC		
• GS	SF		
<u>•</u>	SI		
<u>•</u>	SL		
• LP	SO		
• AN	SP		
LLN •	SR		
z •	SZ		
- N -	ZC		
• ON •	ď		
∆ N •			
- NZ			

39. ECON			
X-Path	ContractOutStakeholderScheme/Employer/ECON	cheme/Employer/ECON	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	9 characters	
Validation / Processing		Pre-condition	Post-condition
The format must be:			
 Character 1 must be 'E' 			
 Characters 2 – 8 must be numeric in the range 3000000 – 3999999 	meric in the range 3000000		
 Character 9 must be an alpha character but must not be G,I,O,S,U,V or Z 	a character but must not be		

40. Required effective date			
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/Employer/RequiredEffectiveDate	
		XML	
	Mandatory / Optional	Mandatory	
	Data Type	xsd:date	
	Length	10 characters	
Validation / Processing		Pre-condition	Post-condition
 CCYY-MM-DD This cannot be earlier than the date at (data item 6) 'Effective date of contracting-out' 	the date at (data item 6)		

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Rebate of NI Contributions

The scheme is required to accept rebates of National Insurance contributions paid to the scheme. You must provide Payment Contact Details (data items 41 – 48) must be provided if payments are to be made by BACS. Must not be completed otherwise.

Bank Details

41. Name of bank/building society	ciety		
X-Path	ContractOutStakeholderSe	ContractOutStakeholderScheme/NICRebate/BankDetails/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

42. Address of bank / building society	society		
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/NICRebate/BankDetails/BankAddress/Line	ss/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 41) 'Name of bank/building society' is completed	

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43. Postcode			
X-Path	ContractOutStakeholderSo	ContractOutStakeholderScheme/NICRebate/BankDetails/BankAddress/PostCode	s/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

44. Country			
X-Path	ContractOutStakeholderS	Scheme/NICRebate/BankDetails/BankAddress/Country	s/Country
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	14 Characters	
Validation / Processing		Pre-condition	Post-condition
Country must be 'United Kingdom'	om'	Mandatory if (data item 41) 'Name of bank/building society' is completed	

45. Account Name			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/NICRebate/BankDetails/AccountName	те
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:AccountNameType	
	Length	Min 1 – Max 28 characters	
Validation / Processing		Pre-condition	Post-condition
		Mandatory if (data item 41) 'Name of bank/building society' is completed	

46. Account Number			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/NICRebate/BankDetails/AccountNumber	mber
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:AccountNumberType	
	Length	8 characters	
Validation / Processing		Pre-condition	Post-condition
		Mandatory if (data item 41) 'Name of bank/building society' is completed	

47. Bank Sort Code			
X-Path	ContractOutStakeholderSc	ContractOutStakeholderScheme/NICRebate/BankDetails/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 41) 'Name of bank/building society' is completed	

48. Magnetic Media Number			
X-Path	ContractOutStakeholderSc	cheme/NICRebate/PaymentsContact/MMN	
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	xsd:positiveinteger	
	Length	5 characters	
Validation / Processing		Pre-condition	Post-condition
Must be in the range of 00001 to 99999	99999		

Name and address for payments Information (data items 49-55) must be provided

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

49. Title			
X-Path	ContractOutStakeholderSc	icheme/NICRebate/PaymentsContact/Individual/Ttl	ual/Ttl
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing		Pre-condition	Post-condition

50. Forename(s)			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Individual/Fore	ual/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
		1. Mandatory if (data item 52)	
		'Organisation Name' is not completed	
		Must not be completed if (data item	
		52) 'Organisation Name' is completed	

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51. Surname			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Individual/Sur	ual/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 52)	
		'Organisation Name' is not completed	
		Must not be completed if (data item	
		52) 'Organisation Name' is completed	

52. Organisation name			
X-Path	ContractOutStakeholderSe	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Organisation	isation
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character – Max 255 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 50) 'Forename'	
		and (data item 51) 'Surname' is not	
		completed	
		Must not be completed if (data item	
		50) 'Forename' and (data item 51)	
		'Surname' is completed	

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53. Address			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Address/Line	ss/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

54. Postcode			
X-Path	ContractOutStakeholderS	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Address/PostCode	ss/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

55. Country			
X-Path	ContractOutStakeholderSo	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Address/Country	ss/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

Declaration

	56. Occupational Pension Scheme Declaration - I confirm that the scheme meets the conditions set out in regulation 6 of the Contracting-out Regulations (SI 1996/1172), so far as they apply to the scheme.'	ContractOutStakeholderScheme/Declaration/MeetsOccupationalConditions	nd XML	Mandatory/Optional Mandatory	Data Type PensionCore:YesType	Length 3 characters	/ Processing Pre-condition Post-condition	,SK
;	56. Occupational Pensi Regulations (SI 199	X-Path Cc	Structure and format	M	Da	Fe	Validation / Processing	Must be 'yes'

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X-PathContractOutStakeholderScheme/Declaration/CapacityStructure and formatXMLMandatory/OptionalMandatoryData TypePensionCore:PSOstringTypeLengthN/A Validation / ProcessingPre-condition	58. Capacity in which submitted	
Mandatory/Optional Data Type Length	actOutStakeholderScheme/Declaration/Capacity	
Mandatory/Optional Data Type Length	XML	
ndatory/Optional ta Type igth		
ta Type ngth		
ıgth		
	Pre-condition Post-condition	
Can only be one of the following:ManagerTrustee	wing:	

Where this form is not submitted by the Manager electing to contact-out (both data items 59 and 60 may be completed)

59. The content of this form has been approved by the employers making this election	X-Path ContractOutStakeholderScheme/Declaration/ApprovedBy		Optional	PensionCore:PSOstringType	N/A	Post-condition	
		XML				Pre-condition	Mandatory where [Data item 58] the 'Capacity in which submitted' is 'Trustee'
		re and	Length	Validation / Processing	Can only be one of the following: Manager Employer		

						Post-condition	
ne to submit this form	ContractOutStakeholderScheme/Declaration/AuthorisedBy	XML	Optional	PensionCore:PSOstringType	3 characters	Pre-condition	Mandatory where [Data item 58] the 'Capacity in which submitted' is 'Trustee'
is election has authorised	ContractOutStakeholderS		Mandatory / Optional	Data Type	Length		
60. The employers making this election has authorised me	X-Path	Structure and format				Validation / Processing	Can only be one of the following: Manager Employer

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