Pension Schemes Online

Pension Scheme Registration

Business Validation Rules

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 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.

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

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	Mandatory
Data Type	PensionCore:YesNoType
Length	Min 2 characters Max 3 characters

Validation / Processing	Pre-condition	Post-condition
Must be 'yes' or 'no'		If 'yes' only the following must be completed: • Scheme Name (3) • Policy or Contract number (6) • 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 (21) • False statement declaration (22) • Scheme Administrator Details section (25-36)

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

Validation / Processing	Pre-condition	Post-condition
Must be 'yes' or 'no'	1. Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'no' 2. If' Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'yes', 'Register as a stakeholder pension scheme?' (2) must be 'no'	

3. Scheme Name

X-Path	SchemeRegistration/SchemeDetails/SchemeName
Structure and format	XML
Mandatory / Optional	Mandatory
Data Type	PensionCore:SchemeNameType

Validation / Processing	Pre-condition	Post-condition

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: • single • annuity contract • overall-individual • overall-specific • body-corporate	Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'no'	

5. Other

Structure and format	
X-Path	SchemeRegistration/NotDeferredAnnuity/LegalStructure/Other
	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?' (1) is 'no' and 'Type of Legal Structure' (4) is not one of the following: • single • annuity contract • overall-individual • overall-specific • body-corporate	

6. Policy or Contract number

Structure and format	
X-Path	SchemeRegistration/SchemeDetails/PolicyOrContractNumber
	XML
Mandatory / Optional	Optional
Data Type	PensionCore:PSOstringType
Length	Min 1 character – Max 35 characters

Validation / Processing	Pre-condition	Post-condition
	1. Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'yes' 2. Mandatory if 'Type of Legal Structure' (4) is 'annuity contract'	

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		
	Mandatory / Optional	Optional
	Data Type	xsd:string
	Length	N/A

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?' (1) is 'no'	

Validation / Processing
Must have one of the following values: • 0 • 1 – 10 • 11 – 50 • 51 – 10000 • 10001+

8. Is there at least one member able to control the way in which scheme assets are used?

X-Path	SchemeRegistration/NotDeferredAnnuity/MemberAssetControl	
Structure and format		
	Mandatory / Optional	Optional
	Data Type	PensionCore:YesNoType
	Length	Min 2 characters – Max 3 characters

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?' (1) is 'no'	

Validation / Processing
Must be 'yes' or 'no'

9. Withdrawn

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

10. Title	
X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/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

11. 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
	1. Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'no' 2. Mandatory if 'Name of the person who established the scheme for the purposes of section 154 Finance Act 2004?' is an individual 3. Must not be completed if 'Organisation Name' is completed	

12. 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**

Validation / Processing	**Pre-condition**	**Post-condition**
	1. Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'no' 2. Mandatory if 'Name of the person who established the scheme for the purposes of section 154 Finance Act 2004?' is an individual 3. Must not be completed if 'Organisation Name' is completed	

Organisation

13. 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**
	1. Mandatory if 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'no' 2. Mandatory if 'Name of the person who established the scheme for the purposes of section 154 Finance Act 2004?' is an organisation 3. Must not be completed if 'Forename and 'Surname' is completed	

14. Address

X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/Address/Line
Structure and format	
Mandatory / Optional	Optional
Data Type	PensionCore:AdministratorAddressType
Length	Min 2 lines – Max 4 lines Min 1 character – Max 35 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?' (1) is 'no'	

15. UK Postcode

X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/Address/Postcode
Structure and format	
Mandatory / Optional	Optional
Data Type	PensionCore:AdministratorAddressType
Length	Min 1 character – Max 8 characters
Validation / Processing	**Pre-condition**	**Post-condition**

16. Country

X-Path	SchemeRegistration/NotDeferredAnnuity/Establisher/Address/Country	
Structure and format		
	XML	
	Mandatory / Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	Min 1 character – Max 35 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?' (1) is 'no'	

17. Withdrawn

18. Withdrawn

I declare that:

19. This scheme meets all the criteria to be registered as a pension scheme under Finance Act 2004

X-Path	SchemeRegistration/NotDeferredAnnuity/Declarations/MeetsCriteria	
Structure and format		
	XML	
	Mandatory / Optional	Optional
	Data Type	PensionCore:YesType
	Length	3 characters

Validation / Processing	**Pre-condition**	**Post-condition**
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' (1) is 'no'	

20. 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

Validation / Processing	**Pre-condition**	**Post-condition**
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' (1) is 'no'	

21. 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

Validation / Processing	**Pre-condition**	**Post-condition**
Must be 'yes'		

22. False statement declaration

Structure and format	
X-Path	SchemeRegistration/Declarations/NoFalseStatments
	Mandatory / Optional	XML	Mandatory
	Data Type	PensionCore:YesType
	Length	3 characters

Pre-condition	Post-condition

Validation / Processing

1. Must be 'yes'
2. If 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (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
3. If 'Make a declaration that you are a Scheme Administrator for a deferred annuity contract made on or after 6 April 2006?' (1) is 'no' 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'

23. Withdrawn 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.

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

Structure and format	
X-Path	SchemeRegistration/NotDeferredAnnuity/Declarations/NoUnauthorisedPayments
	Mandatory / Optional	XML	Optional
	Data Type	PensionCore:YesType
	Length	3 characters

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' (1) is 'no'	

Validation / Processing

Must be '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

25. Title		
X-Path	SchemeRegistration/SchemeDetails/Administrator/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**

26. Forename(s)		
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
Validation / Processing	**Pre-condition**	**Post-condition**
	1. Mandatory if 'Register as a stakeholder pension scheme?' (2) is 'yes' and 'Name of Scheme Administrator as defined in section 270 Finance Act 2004' is individual 2. Must not be completed if 'Organisation Name' is completed	

27. Surname

X-Path	SchemeRegistration/SchemeDetails/Administrator/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 'Register as a stakeholder pension scheme?' (2) is 'yes' and 'Name of Scheme Administrator as defined in section 270 Finance Act 2004' is an individual 2. Must not be completed if 'Organisation Name' is completed	

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

Validation / Processing	Pre-condition	Post-condition
	1. Mandatory if 'Register as a stakeholder pension scheme?' (2) is 'yes' and 'Name of Scheme Administrator as defined in section 270 Finance Act 2004' is 'organisation' 2. Must not be completed if 'Forename' and 'Surname' is completed	

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
Validation / Processing	**Pre-condition**	**Post-condition**

30. UK Postcode

X-Path	SchemeRegistration/SchemeDetails/Administrator/Address/Postcode
Structure and format	
	XML
Mandatory / Optional	Optional
Data Type	PensionCore:AdministratorAddressType
Length	Min 1 character – Max 8 characters
Validation / Processing	**Pre-condition**	**Post-condition**

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
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Gibraltar
- Greece
- Hungary
- Iceland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Norway
- Poland
- Portugal
- Republic of Ireland
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- The Netherlands
- United Kingdom
- Liechtenstein

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	
Validation / Processing		**Pre-condition**	**Post-condition**
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	
Validation / Processing		**Pre-condition**	**Post-condition**

34. Scheme Administrator ID

X-Path	SchemeRegistration/SchemeDetails/Administrator/ID		
Structure and format			
	XML		
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AdministratorIDType	
	Length	8 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be A followed by 7 Numbers			

35. Would you like a copy of the acknowledgement for this registration to go to a Practitioner?

X-Path	SchemeRegistration/SendAcknowledgement
Structure and format	
	XML
Mandatory / Optional	Mandatory
Data Type	PensionCore:YesNoType
Length	Min 2 characters - Max 3 characters

Validation / Processing	Pre-condition	Post-condition
Must be 'yes' or 'no'		1. If 'yes', 'Practitioner ID' must be completed
		2. If 'no', 'Practitioner ID' must not be completed

36. Practitioner ID

X-Path	SchemeRegistration/SendAcknowledgement/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	Mandatory if 'Would you like a copy of the acknowledgement for this registration to go to a practitioner?' is 'yes'	