



Pension Schemes Online

Associate Scheme Administrator

Business Validation Rules

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1. About this document

1. 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.
2. Section 2 of this 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.
3. 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 a 'yes' or 'no'.

3. Data items

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

1. Pension Scheme Tax Reference			
X-Path	NotifyAdminDetails/TaxReference		
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:TaxReferenceType	
	Length	10 characters	
Validation / Processing	Pre-condition		Post-condition
The Pension Scheme Tax Reference must be in the format NNNNNNNRC			
• Characters 1-8 must be numeric			
• Character 9 must be 'R'			
• Character 10 is an alpha character must not be I, O or U			

2. Scheme Administrators ID			
Also known as	NotifyAdminDetails/AdministratorID		
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AdministratorIDType	
	Length	8 characters	
Validation / Processing		Pre-condition	Post-condition
	The first character must always be 'A' and characters 2-8 must be numeric		