HM Revenue & Customs

Pension Schemes Online

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

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 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

1.	Scheme Name		
X-Path	ContractOutStakeholderScheme/SchemeDetails/SchemeName		
Structure and format			
	Mandatory / Optional	Mandatory	
	Data Type	XML PensionCore:SchemeNameType	
	Length	Min 1 character – Max 255 characters	
Validation / Processing	**Pre-condition**		**Post-condition**

2.	Pension Scheme Tax Reference		
X-Path	ContractOutStakeholderScheme/SchemeDetails/TaxReference		
Structure and format			
	Mandatory / Optional	Optional	
	Data Type	XML PensionCore:TaxReferenceType	
	Length	10 characters	
Validation / Processing	**Pre-condition**		**Post-condition**
The reference must be in the format NNNNNNNNRC • Characters 1 - 8 must be numeric • Characters 9 must be 'R' • Character 10 is an alpha character must **not** be I,O or U	1. Mandatory if not received as part of a single registration submission (as defined in item 4 of the About this Document Section) 2. Mandatory if 'SF Reference' not completed		.

3. SF Reference

X-Path	ContractOutStakeholderScheme/SchemeDetails/SFReference
Structure and format	XML
Mandatory / Optional	Optional
Data Type	PensionCore:SFReferenceType
Length	16 characters

Pre-condition	Post-condition
Mandatory if 'Pension Scheme Tax Reference' not completed	

Validation / Processing

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, O, P, R, T, U, W, or Y

4. SCON

X-Path	ContractOutStakeholderScheme/SCON
Structure and format	XML
Mandatory / Optional	Optional
Data Type	PensionCore:PSOstringType
Length	9 characters

Pre-condition	Post-condition
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)'	

Validation / Processing

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, I, O, S, U, V or Z

What type of certificate are you applying for?

5.	Type of certificate		
X-Path	ContractOutStakeholderScheme/CertificateType		
Structure and format			
		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:PSOstringType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be one of the following:			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.
• '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)'			

6.	Effective date of contracting-out		
X-Path	ContractOutStakeholderScheme/ContractingOutDate		
Structure and format			
		XML	
	Mandatory / Optional	Mandatory	
	Data Type	xsd:date	
	Length	10 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
1. CCYY-MM-DD			
2. For COMP Industry-wide the start date can be any date between 6th April 1988 and the last day in the current tax year			
3. 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			

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	ContractOutStakeholderScheme/SchemeDetails/Manager/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**

8. Forename(s)	
X-Path	ContractOutStakeholderScheme/SchemeDetails/Manager/Individual/Fore
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	

9. Surname

X-Path	ContractOutStakeholderScheme/SchemeDetails/Manager/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 10) 'Organisation Name' is not completed 2. Must not be completed if (data item 10) 'Organisation Name' is completed		

10. Organisation Name

X-Path	ContractOutStakeholderScheme/SchemeDetails/Manager/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 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		

11. Address

X-Path	ContractOutStakeholderScheme/SchemeDetails/Manager/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**

12. Postcode

X-Path	ContractOutStakeholderScheme/SchemeDetails/Manager/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**

13. Country

X-Path	ContractOutStakeholderScheme/SchemeDetails/Manager/Address/Country
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'		

14. Telephone Number

X-Path	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	ContractOutStakeholderScheme/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 character either side e.g. a@b			

16. Reference number

X-Path	ContractOutStakeholderScheme/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	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	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**
	1. Mandatory if (data item 20) 'Organisation Name' is not completed 2. Must not be completed if (data item 20) 'Organisation Name' is completed	

19. Surname

X-Path	ContractOutStakeholderScheme/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**
	1. Mandatory if (data item 20) 'Organisation Name' is not completed 2. Must not be completed if (data item 20) 'Organisation Name' is completed	

20. Organisation Name

X-Path	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**
	1. 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	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	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	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	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	ContractOutStakeholderScheme/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			

26. Trustee Reference Number

X-Path	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	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	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'		

28. Intention date

X-Path	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	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'			

29.2 Exhibiting

X-Path	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
30.3 The insurers/Friendly Society
30.4 The Trade Union(s) recognised in relation to the earners concerned

30.1 The trustees

X-Path	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'		

30.2 The person responsible for the day to day management of the scheme

X-Path	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

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

30.4 The Trade Union(s) recognised in relation to the earners concerned

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

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	ContractOutStakeholderScheme/Employer/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**

32. Forename(s)	
X-Path	ContractOutStakeholderScheme/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	
	2. Must not be completed if (data item 34) 'Organisation Name' is completed	

33. Surname

X-Path	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	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 completed 2. Must not be completed if (data item 32) 'Forename' and (data item 33) 'Surname' is completed	

35. Address

X-Path	ContractOutStakeholderScheme/Employer/Address/Line		
Structure and format			
		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AddressType	
	Length	Min 2 lines – Max 4 lines	
		Min1 character – Max 35 characters	
Validation / Processing		**Pre-condition**	**Post-condition**

36. Postcode

X-Path	ContractOutStakeholderScheme/Employer/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**

37. Country

X-Path	ContractOutStakeholderScheme/Employer/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**

38. Company Registration Number

X-Path	ContractOutStakeholderScheme/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
2. One of the following prefixes followed by 6 numbers

- AC
- BR
- FC
- GE
- GN
- GS
- IC
- IP
- LP
- NA
- NF
- NI
- NL
- NO
- NP
- NR
- NZ
- OC
- RC
- SA
- SC
- SF
- SI
- SL
- SO
- SP
- SR
- SZ
- ZC
- R

39. ECON

X-Path	ContractOutStakeholderScheme/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
- Character 9 must be an alpha character but must not be G,I,O,S,U,V or Z

40. Required effective date

X-Path	ContractOutStakeholderScheme/Employer/RequiredEffectiveDate		
	XML		
	Mandatory / Optional	Mandatory	
	Data Type	xsd:date	
	Length	10 characters	
Validation / Processing		**Pre-condition**	**Post-condition**

1. CCYY-MM-DD
2. This cannot be earlier than the date at (data item 6) 'Effective date of contracting-out'

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 49 – 55). Bank 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		
X-Path	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		
X-Path	ContractOutStakeholderScheme/NICRebate/BankDetails/BankAddress/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	

43. Postcode

X-Path	ContractOutStakeholderScheme/NICRebate/BankDetails/BankAddress/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	ContractOutStakeholderScheme/NICRebate/BankDetails/BankAddress/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'		Mandatory if (data item 41) 'Name of bank/building society' is completed	

45. Account Name

X-Path	ContractOutStakeholderScheme/NICRebate/BankDetails/AccountName		
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	ContractOutStakeholderScheme/NICRebate/BankDetails/AccountNumber		
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	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	ContractOutStakeholderScheme/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			

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	ContractOutStakeholderScheme/NICRebate/PaymentsContact/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**

50. Forename(s)

X-Path	ContractOutStakeholderScheme/NICRebate/PaymentsContact/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 52) 'Organisation Name' is not completed 2. Must not be completed if (data item 52) 'Organisation Name' is completed	

51. Surname

X-Path	ContractOutStakeholderScheme/NICRebate/PaymentsContact/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 52) 'Organisation Name' is not completed 2. Must not be completed if (data item 52) 'Organisation Name' is completed	

52. Organisation name

X-Path	ContractOutStakeholderScheme/NICRebate/PaymentsContact/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 50) 'Forename' and (data item 51) 'Surname' is not completed 2. Must not be completed if (data item 50) 'Forename' and (data item 51) 'Surname' is completed	

53. Address

X-Path	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Address/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	ContractOutStakeholderScheme/NICRebate/PaymentsContact/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**

55. Country

X-Path	ContractOutStakeholderScheme/NICRebate/PaymentsContact/Address/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.'

X-Path	ContractOutStakeholderScheme/Declaration/MeetsOccupationalConditions
Structure and format	XML
Mandatory/Optional	Mandatory
Data Type	PensionCore:YesType
Length	3 characters

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

57. Withdrawn

58. Capacity in which submitted

X-Path	ContractOutStakeholderScheme/Declaration/Capacity
Structure and format	XML
Mandatory/Optional	Mandatory
Data Type	PensionCore:PSOstringType
Length	N/A

Validation / Processing	**Pre-condition**	**Post-condition**
Can only be one of the following: • Manager • Trustee		

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	
Structure and format	XML	
	Mandatory/Optional	Optional
	Data Type	PensionCore:PSOstringType
	Length	N/A
Validation / Processing	**Pre-condition**	**Post-condition**
Can only be one of the following: • Manager • Employer	Mandatory where [Data item 58] the 'Capacity in which submitted' is 'Trustee'	

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