HM Revenue & Customs

Pension Schemes Online

Registered Pension Schemes- Election to Contract-Out

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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 and includes a decimal point.

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	ElectionToContractOut/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			
X-Path	ElectionToContractOut/SchemeDetails/Tax Reference		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:TaxReferenceType	
	Length	10 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
The format must be: • Characters 1 - 8 must be numeric • Characters 9 must be 'R' • Character 10 is an alpha character but 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	ElectionToContractOut/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: • NNNNNNNNNNNNNNC • 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		Mandatory if 'Pension Scheme Tax Reference' [Data item 2] is not completed	

4. Existing SCON			
X-Path	ElectionToContractOut/CertificateType/ConvertCOMPSHP/ExistingSCON		
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, I, O, S, U, V or Z		Mandatory if 'ConvertCOMPSHP' [Data item 5.3] is completed (CONCOMPSHP)	

Type of Certificate

There are 9 types of certificate:

- Occupational Pension Scheme Money Purchase Scheme (COMP)
- Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP)
- Appropriate Personal Pension Scheme (APP)
- Appropriate Personal Pension Stakeholder Pension Scheme (APPSHP)
- Occupational Pension Scheme Mixed Benefit Scheme (COMB)
- Occupational Pension Scheme Salary Related Scheme (COSR)
- Industry-wide Salary Related Scheme (IWCOSR)
- Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme (CONCOMPSHP)
- Converting an existing Appropriate Personal Pension Scheme to an Appropriate Personal Pension Stakeholder Pension Scheme (CONAPPSHP)

One of Type [Data item 5.1], Revaluation Type [Data item 5.2], Existing SCON [Data item 4], Existing ASCN [Data item 6] must be completed.

- You must complete Type [Data item 5.1] if the certificate is one of the following:
- Occupational Pension Scheme Money Purchase Scheme (COMP)
- Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP)
- Appropriate Personal Pension Scheme (APP)
- Appropriate Personal Pension Stakeholder Pension Scheme (APPSHP)

- You must complete Revaluation Type [Data item 5.2] if the certificate is one of the following:
- Occupational Pension Scheme Mixed Benefit Scheme (COMB)
- Occupational Pension Scheme Salary Related Scheme (COSR)
- Industry-wide Salary Related Scheme (IWCOSR)

  If you complete Revaluation Type [Data item 5.2], you must also complete Method of Revaluation [Data item 47]

- If your certificate is Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme (CONCOMPSHP) [Data item 5.3], you must complete Existing SCON [Data item 4]

- If your certificate is Converting an existing Appropriate Personal Pension Scheme to an Appropriate Personal Pension Stakeholder Pension Scheme (CONAPPSHP) [Data item 5.4], you must complete Existing ASCN [Data item 6]

5.1 Type	
X-Path	ElectionToContractOut/CertificateType/Type

Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be one of : • Occupational Pension Scheme Money Purchase Scheme (COMP) • Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP) • Appropriate Personal Pension Scheme (APP) • Appropriate Personal Pension Stakeholder Pension Scheme (APPSHP)		Mandatory if 'RevaluationType' (data item 5.2) or 'ConvertCOMSHP' (data item 5.3) or 'ConvertAPPSHP' (data item 5.4) are not completed	

5.2 RevaluationType			
X-Path	ElectionToContractOut/CertificateType/RevaluationType		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be one of: • Occupational Pension Scheme Mixed Benefit Scheme (COMB) • Occupational Pension Scheme Salary Related Scheme (COSR) • Industry-wide Salary Related Scheme (IWCOSR)		Mandatory if 'Type' (data item 5.1) or 'ConvertCOMSHP' (data item 5.3) or 'ConvertAPPSHP' (data item 5.4) are not completed	MethodOfRevaualtion (data item 47) must be completed

5.3 ConvertCOMPSHP			
X-Path	ElectionToContractOut/CertificateType/ConvertCOMPSHP		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
The format must be: • Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme (CONCOMPSHP)		Mandatory if 'Type' (data item 5.1) or 'RevaluationType' (data item 5.2) or 'ConvertAPPSHP' (data item 5.4) are not completed	

5.4 ConvertAPPSHP			
X-Path	ElectionToContractOut/CertificateType/ConvertAPPSHP		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
The format must be: • Converting an existing Appropriate Personal Pension Scheme to an Appropriate Personal Pension Stakeholder Pension Scheme (CONAPPSHP)		Mandatory if 'Type' (data item 5.1) or 'RevaluationType' (data item 5.2) or 'ConvertCOMPSHP' (data item 5.3) are not completed	

6. Existing ASCN			
X-Path	ElectionToContractOut/CertificateType/ConvertAPPSHP/ExistingASCN		
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 'A' • 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		Mandatory if 'ConvertAPPSHP' [Data item 5.4] is completed (CONAPPSHP)	

7. Effective date of contracting-out			
X-Path	ElectionToContractOut/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 Appropriate Personal Pension Scheme (APP) the start date can only be 6th April YYYY, but it cannot be earlier than 6th April 1987 3. For Appropriate Personal Pension Stakeholder Pension Scheme (APPSHP) (including Converting an existing Appropriate Personal Pension Scheme to an Appropriate Personal Pension Stakeholder Pension Scheme (CONAPPSHP)) the start date can only be 6th April YYYY, but cannot be earlier than 6th April 2001 4. For Occupational Pension Scheme Money Purchase Scheme (COMP) the start date can be any date but cannot be earlier than 6th April 1988 5. For Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP) (including Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme (CONCOMPSHP) the start date can be any date but cannot be earlier than 6th April 2001 6. For Occupational Pension Scheme Salary Related Scheme (COSR) the start date can be any date but cannot be earlier than 6th April 1978 7. For Occupational Pension Scheme Mixed Benefit Scheme (COMB) schemes, the start date can be any date but cannot be earlier than 6th April 1997			

Who is responsible for the day to day management of the scheme?

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

8. Title			
X-Path	ElectionToContractOut/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**

9. Forename(s)			
X-Path	ElectionToContractOut/Manager/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 11) 'Organisation Name' is not completed • Must not be completed if data item (11)'Organisation Name' is completed	

10. Surname			
X-Path	ElectionToContractOut/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**
		• Mandatory if (data item 11) 'Organisation Name' is not completed • Must not be completed if data item (11)'Organisation Name' is completed	

11. Organisation Name			
X-Path	ElectionToContractOut/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**
		• Mandatory if (data item 9) 'Forename' and (data item 10) 'Surname' is not completed • Must not be completed if data item (9) 'Forename' and (data item 10) 'Surname' is completed	

12. Address			
X-Path	ElectionToContractOut/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**

13. Postcode			
X-Path	ElectionToContractOut/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**

14. Country			
X-Path	ElectionToContractOut/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'			

15. Telephone number			
X-Path	ElectionToContractOut/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**

16. e-mail			
X-Path	ElectionToContractOut/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			

17. Reference number			
X-Path	ElectionToContractOut/Manager/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

18. Title			
X-Path	ElectionToContractOut/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**

19. Forename(s)			
X-Path	ElectionToContractOut/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 21) 'Organisation Name' is not completed • Must not be completed if data item (21) 'Organisation Name' is completed	

20. Surname			
X-Path	ElectionToContractOut/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 21) 'Organisation Name' is not completed • Must not be completed if data item (21) 'Organisation Name' is completed	

21. Organisation Name			
	ElectionToContractOut/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 19) 'Forename' and (data item 20) 'Surname' is not completed • Must not be completed if data item (19) 'Forename' and (data item 20) 'Surname' is completed	

22. Address			
X-Path	ElectionToContractOut/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**

23. Postcode			
X-Path	ElectionToContractOut/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**

24. Country			
X-Path	ElectionToContractOut/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**

25. Telephone number			
X-Path	ElectionToContractOut/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**

26. e-mail			
X-Path	ElectionToContractOut/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			

27. Trustee Reference Number			
X-Path	ElectionToContractOut/Trustee/Reference		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character – Max 30 characters	
Validation / Processing		**Pre-condition**	**Post-condition**

28. Is the scheme an Occupational Pension Scheme? Withdrawn

Occupational Pension Schemes

Which type of notice has been issued?
At least one or both of the following must be completed if scheme is an Occupational Scheme:
29.1 Intention
29.2 Explanation

29.1 Intention			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/Type/Intention		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

29.2 Explanation			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/Type/Explanation		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

30. Intention expiry date			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/Type/Intention/Date		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	xsd:date	
	Length	10 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
CCYY-MM-DD		Mandatory if 'Intention' (data item 29.1) is completed	

31. Withdrawn

How was the notice issued

At least one or both of the following must be completed if scheme is an Occupational Scheme:
31.1 Writing
31.2 Exhibiting

31.1 Writing			
X-Path	ElectionToContractOut/OccupationalScheme/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'			

31.2 Exhibiting			
X-Path	ElectionToContractOut/OccupationalScheme/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'			

32. Data item Withdrawn

At least one of the following items must be completed if the scheme is an Occupational Scheme:

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

32.1 The Trustees			
X-Path	ElectionToContractOut/OccupationalScheme/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'			

32.2 The person responsible for the day to day management of the scheme			
X-Path	ElectionToContractOut/OccupationalScheme/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'			

32.3 The insurers/Friendly Society			
X-Path	ElectionToContractOut/OccupationalScheme/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'			

32.4 The Trade Union(s) recognised in relation to the earners concerned			
X-Path	ElectionToContractOut/OccupationalScheme/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'			

33. Withdrawn

At least one of the following data items must be completed if the scheme is an Occupational Scheme:

33.1 Public Service
33.2 Centralised
33.3 Overseas
33.4 Industry-wide
33.5 Wholly insured
33.6 Centrally administered
33.7 Individual arrangement
33.8 None of the above

Or, a combination of any of the following data items must be completed:

33.1	Public Service	and	33.7 Individual Arrangement
33.2	Centralised	and	33.4 Industry-wide
33.2	Centralised	and	33.5 Wholly insured
33.3	Overseas	and	33.4 Industry-wide
33.3	Overseas	and	33.5 Wholly insured
33.3	Overseas	and	33.2 Centralised
33.4	Industry-wide	and	33.5 Wholly insured
33.4	Industry-wide	and	33.6 Centrally administered
33.5	Wholly insured	and	33.6 Centrally Administered

33.1 Public Service			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

33.2 Centralised			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

33.3 Overseas			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

33.4 Industry-wide			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

33.5 Wholly insured			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

33.6 Centrally administered			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

33.7 Individual Arrangement			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

33.8 None of the above			
X-Path	ElectionToContractOut/OccupationalScheme/Notice/SchemeNature		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'			

Where the notification is of a type which is, or includes, an overseas element then data items 34-40 must be completed. For example, a scheme could be Overseas & Industry Wide, Overseas & Wholly Insured or Overseas & Centralised, in all of these instances data items 34-40 must be provided to capture the UK Contact Details of the overseas element.

Overseas Scheme Details- Only individual Details or Organisation Name can be sent at a time, they cannot be sent together

34. Title			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/OverseasAuditor/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**

35. Forename(s)			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/OverseasAuditor/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 items 33.1 - 33.7] 'is or includes overseas' and if 'UK Contact details' is an individual • Mandatory if (data item 37) 'Organisation Name' is not completed • Must not be completed if (data item 37) 'Organisation Name' is completed	

36. Surname			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/OverseasAuditor/IndividualSur		
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 items 33.1 - 33.7] 'is or includes overseas' and if 'UK Contact details' is an individual • Mandatory if (data item 37) 'Organisation Name' is not completed • Must not be completed if (data item 37) 'Organisation Name' is completed	

37. Organisation Name			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/OverseasAuditor/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 items 33.1 - 33.7] 'is or includes overseas' • Mandatory if (data item 35) 'Forename' and (data item 36) 'Surname' is not completed • Must not be completed if data item (35) 'Forename' and (data item 36) 'Surname' is completed	

38. Address			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/OverseasAuditor/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**
		Mandatory if [Data items 33.1 - 33.7] 'is or includes overseas'	

39. Postcode			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/OverseasAuditor/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**

40. Country			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/OverseasAuditor/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**
		Mandatory if [Data items 33.1 - 33.7] 'is or includes overseas'	

Details of the person responsible for the day to day running of the scheme in the UK

UK Administrator Details

41. Title			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/UKAdministrator/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**

42. Forename(s)			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/UKAdministrator/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 items 33.1 - 33.7] 'is or includes overseas' • Mandatory if (data item 43.1) 'Organisation Name' is not completed • Must not be completed if (data item 43.1) 'Organisation Name' is completed	

43. Surname			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/UKAdministrator/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 items 33.1 - 33.7] 'is or includes overseas' • Mandatory if (data item 43.1) 'Organisation Name' is not completed • Must not be completed if (data item 43.1) 'Organisation Name' is completed	

43.1 Organisation Name			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/UKAdministrator/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 items 33.1 - 33.7] 'is or includes overseas' • Mandatory if (data item 42) 'Forename' and (data item 43) 'Surname' is not completed • Must not be completed if data item (42) 'Forename' and (data item 43) 'Surname' is completed	

44. Address			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/UKAdministrator/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**
		Mandatory if [Data items 33.1 - 33.7] 'is or includes overseas'	

45. Postcode			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/UKAdministrator/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**

46. Country			
X-Path	ElectionToContractOut/OccupationalScheme/OverseasSchemeDetails/UKAdministrator/Address/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 items 33.1 - 33.7] 'is or includes overseas'	

47. Method of revaluation			
X-Path	ElectionToContractOut/CertificateType/RevaluationMethod		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 24 – Max 25 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be only one of the following: • Fixed Rate revaluation • Section 148 revaluation		1. Mandatory if 'Type of certificate' (Data Item 5.2) is completed 2. Must not be completed if 'Type of certificate' (Data Item 5.2) is not completed.	

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

48. Title			
X-Path	ElectionToContractOut/OccupationalScheme/EmployerDetails/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**

49. Forename(s)			
X-Path	ElectionToContractOut/OccupationalScheme/EmployerDetails/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 scheme in an Occupational Pension Scheme and if (data item 51) 'Organisation Name' is not completed • Must not be completed if data item (51) 'Organisation Name' is completed	

50. Surname			
X-Path	ElectionToContractOut/OccupationalScheme/EmployerDetails/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 scheme in an Occupational Pension Scheme and if (data item 51) 'Organisation Name' is not completed • Must not be completed if data item (51) 'Organisation Name' is completed	

51. Organisation Name			
X-Path	ElectionToContractOut/OccupationalScheme/EmployerDetails/Organisation		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 255 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
		• Mandatory if scheme in an Occupational Pension Scheme and if (data item 49) 'Forename' and (data item 50) 'Surname' is not completed • Must not be completed if data item (49) 'Forename' and (data item 50) 'Surname' is completed	

52. Address			
X-Path	ElectionToContractOut/OccupationalScheme/EmployerDetails/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**
		Mandatory if scheme in an Occupational Pension Scheme	

53. Postcode			
X-Path	ElectionToContractOut/OccupationalScheme/EmployerDetails/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**

54. Country			
X-Path	ElectionToContractOut/OccupationalScheme/EmployerDetails/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**
		Mandatory if scheme in an Occupational Pension Scheme.	

<table>
<tr><th colspan="4">54.1 Employer's Company Registration Number</th></tr>
<tr><td>X-Path</td><td colspan="3">ElectionToContractOut/OccupationalScheme/EmployerDetails/CRN</td></tr>
<tr><td>Structure and format</td><td></td><td colspan="2">XML</td></tr>
<tr><td></td><td>Mandatory/Optional</td><td colspan="2">Optional</td></tr>
<tr><td></td><td>Data Type</td><td colspan="2">PensionCore:CRNType</td></tr>
<tr><td></td><td>Length</td><td colspan="2">Min 7 characters - Max 8 characters</td></tr>
<tr><td colspan="2">Validation / Processing</td><td>Pre-condition</td><td>Post-condition</td></tr>
<tr><td colspan="2">The format must be:
1. 8 numbers starting with '0' or
2. One of the following prefixes followed by 6 numbers:</td><td>Must not be completed if 'Principle Employer Details [Data items 80 to 90]' are completed.</td><td></td></tr>
<tr><td>• AC
• BR
• FC
• GE
• GN
• GS
• IC
• IP
• LP
• NA
• NF
• NI
• NL
• NO
• NP
• NR</td><td>• NZ
• OC
• RC
• SA
• SC
• SF
• SI
• SL
• SO
• SP
• SR
• SZ
• ZC
• R</td><td></td><td></td></tr>
</table>

55. Withdrawn

56. Withdrawn

57. Withdrawn

58. Employer's ECON			
X-Path	ElectionToContractOut/OccupationalScheme/ECON		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	xsd:string	
	Length	9 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
The format must be: 1. Character 1 must be 'E' 2. Characters 2 - 8 must be numeric in the range 3000000 - 3999999 3. Character 9 must be an alpha character but must not be: G, I, O, S, U, V or Z			

59. Withdrawn

Previous inclusion on another employer's Contracting Out certificate

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

60. Title			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/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**

61. Forename(s)			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/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**
		• Mandatory if any of data items 60 to 69 are completed and if (data item 63) 'Organisation Name' is not completed • Must not be completed if data item (63) 'Organisation Name' is completed	

62. Surname			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/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**
		• Mandatory if any of data items 60 to 69 are completed and if (data item 63) 'Organisation Name' is not completed • Must not be completed if data item (63) 'Organisation Name' is completed	

63. Organisation Name			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/Employer/Organisation		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 200 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
		• Mandatory if any of data items 60 to 69 are completed and if (data item 61) 'Forename' and (data item 62) 'Surname' is not completed • Must not be completed if data item (61) 'Forename' and (data item 62) 'Surname' is completed and if other employer is an organisation	

64. Address			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/Employer/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**
		Mandatory if any of data items 60 to 63 are completed.	

65. Postcode			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/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**

66. Country			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/Employer/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**
		Mandatory if any of data items 60 to 63 are completed.	

67. Other ECON			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/Employer/ECON		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	xsd:string	
	Length	9 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
The format must be: • Character 1 is '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			

68. Other SCON			
X-Path	ElectionToContractOut/OccupationalScheme/OtherEmployerDetails/Employer/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 characters: 0, 1, 2, 4, 6, or 8 • Characters 3 - 8 must be numeric • Character 9 must be and alpha character but must not be G I, O, S, U, V, Z			

69. Withdrawn

Holding Company

Subsidiary of a Company- Data items 70 – 77 are for you to enter the details of the Holding Company that you are a subsidiary of.

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

70. Title			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompay/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**

71. Forename(s)			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompany/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 any of data items 70 to 77 are completed and if (data item 73) 'Organisation Name' is not completed • Must not be completed if data item (73) 'Organisation Name' is completed	

72. Surname			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompany/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 any of data items 70 to 77 are completed and if (data item 73) 'Organisation Name' is not completed • Must not be completed if data item (73) 'Organisation Name' is completed	

73. Organisation Name			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompany/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 any of data items 70 to 77 are completed and if (data item 71) 'Forename' and (data item 72) 'Surname' is not completed • Must not be completed if data item (71) 'Forename' and (data item 72) 'Surname' is completed	

74. Address			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompany/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**
		Mandatory if any of data items 70 to 77 are completed	

75. Postcode			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompany/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**

76. Country			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompany/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**
		Mandatory if any of data items 70 to 77 are completed	

77. ECON			
X-Path	ElectionToContractOut/OccupationalScheme/HoldingCompany/ECON		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	xsd:string	
	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			

78. Withdrawn

Principle Employer Details

79. Withdrawn

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

If the Employer Details (Data Items 47 to 58) is not the principle employer for the scheme, you must complete the 'Principle Employer Details' [Data items 80 to 90]. You must not complete otherwise.

80. Title			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/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**

81. Forename(s)			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/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 any of data items 80 to 90 are completed and if (data item 83) 'Organisation Name' is not completed • Must not be completed if data item (83) 'Organisation Name' is completed	

82. Surname			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/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 any of data items 80 to 90 are completed and if (data item 83) 'Organisation Name' is not completed • Must not be completed if data item (83) 'Organisation Name' is completed	

83. Organisation name			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/Organisation		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 255 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
		• Mandatory if any of data items 80 to 90 are completed and if (data item 81) 'Forename' and (data item 82) 'Surname' is not completed • Must not be completed if data item (81) 'Forename' and (data item 82) 'Surname' is completed	

84. Address			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/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**
		Mandatory if any of data items 80 to 90 are completed	

85. Postcode			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/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**

86. Country			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/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**
		Mandatory if any of data items 80 to 90 are completed.	

<table>
<tr><th colspan="4">87. Employer's CRN</th></tr>
<tr><td>X-Path</td><td colspan="3">ElectionToContractOut/OccupationalScheme/PrincipleEmployer/CRN</td></tr>
<tr><td>Structure and format</td><td></td><td colspan="2">XML</td></tr>
<tr><td></td><td>Mandatory/Optional</td><td colspan="2">Optional</td></tr>
<tr><td></td><td>Data Type</td><td colspan="2">PensionCore:CRNType</td></tr>
<tr><td></td><td>Length</td><td colspan="2">Min 7 characters - Max 8 characters</td></tr>
<tr><td colspan="2">Validation / Processing</td><td>Pre-condition</td><td>Post-condition</td></tr>
<tr><td colspan="2">The format must be:
1. 8 numbers starting with '0' or
2. One of the following prefixes followed by 6 numbers:</td><td></td><td></td></tr>
<tr><td>• AC
• BR
• FC
• GE
• GN
• GS
• IC
• IP
• LP
• NA
• NF
• NI
• NL
• NO
• NP
• NR</td><td>• NZ
• OC
• RC
• SA
• SC
• SF
• SI
• SL
• SO
• SP
• SR
• SZ
• ZC
• R</td><td></td><td></td></tr>
</table>

88. ECON			
X-Path	ElectionToContractOut/OccupationalScheme/PrincipleEmployer/ECON		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	xsd:string	
	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			

89. Which employments is the certificate to cover			
X-Path	ElectionToContractOut/OccupationalScheme/EmploymentsCovered/All		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	N/A	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be one of the following: • all employments • all employments except the following		Mandatory if the scheme is an Occupational Pension Scheme,Type of Notice (data item 29) exists and List Exceptions [Data item 90] is not completed.	

90. List Exceptions			
X-Path	ElectionToContractOut/OccupationalScheme/EmploymentsCovered/AllExcept		
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 the scheme is an Occupational Pension Scheme Type of Notice (data item 29) exists and 'Which employments is the certificate to cover' [Data item 89] is not completed.	

91. Withdrawn

Subsidiaries to be included by the certificate- There is no limit on the number of times that data items 92 - 94 can be submitted

92. Organisation Name			
X-Path	ElectionToContractOut/OccupationalScheme/Subsidiaries/Details/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**

<table>
<tr><th colspan="4">93. Subsidiary Employer CRN</th></tr>
<tr><td>X-Path</td><td colspan="3">ElectionToContractOut/OccupationalScheme/Subsidiaries/Details/CRN</td></tr>
<tr><td>Structure and format</td><td></td><td colspan="2">XML</td></tr>
<tr><td></td><td>Mandatory/Optional</td><td colspan="2">Optional</td></tr>
<tr><td></td><td>Data Type</td><td colspan="2">PensionCore:CRNType</td></tr>
<tr><td></td><td>Length</td><td colspan="2">Min 7 characters Max 8 characters</td></tr>
<tr><td colspan="2">Validation / Processing</td><td>Pre-condition</td><td>Post-condition</td></tr>
<tr><td colspan="2">The format must be:
1. 8 numbers starting with '0' or
2. One of the following prefixes followed by 6 numbers:</td><td></td><td></td></tr>
<tr><td>• AC
• BR
• FC
• GE
• GN
• GS
• IC
• IP
• LP
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• NF
• NI
• NL
• NO
• NP
• NR</td><td>• NZ
• OC
• RC
• SA
• SC
• SF
• SI
• SL
• SO
• SP
• SR
• SZ
• ZC
• R</td><td></td><td></td></tr>
</table>

94. Subsidiary Employer's ECON			
X-Path	ElectionToContractOut/OccupationalScheme/Subsidiaries/Details/ECON		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	xsd:string	
	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			

95. Withdrawn

Data items 96-104 should only be completed if you are reporting for a Personal Pension (Appropriate Personal Pension Schemes/Appropriate Personal Pension Stakeholder Pension Schemes)

Who established the scheme?

Scheme Establisher Details- Only individual Details or Organisation Name can be sent at a time, they cannot be sent together

96. Title			
X-Path	ElectionToContractOut/PersonalPensionalScheme/Establisher/Ttl		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing		**Pre-condition**	**Post-condition**

97. Forename(s)			
X-Path	ElectionToContractOut/PersonalPensionalScheme/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**
		• Mandatory if the scheme is a Personal Pension Scheme, Type of Notice (data item 29) does not exist, and if (data item 99) 'Organisation Name' is not completed • Must not be completed if data item (99)'Organisation Name' is completed	

98. Surname			
X-Path	ElectionToContractOut/PersonalPensionalScheme/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**
		• Mandatory if the scheme is a Personal Pension Scheme, Type of Notice (data item 29) does not exist, and if (data item 99) 'Organisation Name' is not completed • Must not be completed if (data item 99)'Organisation Name' is completed	

99. Organisation Name			
X-Path	ElectionToContractOut/PersonalPensionalScheme/Establisher/Organisation		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 255 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
		• Mandatory if the scheme is a Personal Pension Scheme, Type of Notice (data item 29) does not exist, and if (data item 97) 'Forename' and (data item 98) 'Surname' is not completed • Must not be completed if data item (97) 'Forename' and (data item 98) 'Surname' is completed	

100. Address			
X-Path	ElectionToContractOut/PersonalPensionalScheme/Establisher/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**
		Mandatory if the scheme is a Personal Pension Scheme and Type of Notice (data item 29) does not exist.	

101. Postcode			
X-Path	ElectionToContractOut/PersonalPensionalScheme/Establisher/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**

102. Country			
X-Path	ElectionToContractOut/PersonalPensionalScheme/Establisher/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**
		Mandatory if the scheme is a Personal Pension Scheme and Type of Notice (data item 29) does not exist.	

103. Type of institution			
X-Path	ElectionToContractOut/PersonalScheme/Type		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 4 – Max 19 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Can only be one of the following: • Bank • Building Society • Insurance Company • Friendly Society • Unit Trust • Pension Company			

104. Nature of the scheme			
X-Path	ElectionToContractOut/PersonalScheme/SchemeNature		
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: • Insurance - Annuity • Unit Trust • Shares - Deposit • Interest bearing			

Rebate of NI contributions

The scheme is required to accept rebates of National Insurance Contributions paid to the scheme (appropriate Personal pension Schemes COMP part of COMB schemes, stakeholder Pension Schemes and Contracted Out Money Purchase (COMP) Schemes only). Rebate of NI Contributions must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'

If your scheme is one that may qualify for a rebate, you must complete (data items 113 – 119) Payment Contact Details. If you wish to receive payment via BACS (data items 105 – 111) Bank Details must be completed, else do no complete.

104.1 Withdrawn

Bank Details

105. Name of bank/building society			
X-Path	ElectionToContractOut/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**
		Must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

106. Address of bank / building society			
X-Path	ElectionToContractOut/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**
		Must mot be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

107. Postcode			
X-Path	ElectionToContractOut/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**
		Must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

108. Country			
X-Path	ElectionToContractOut/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'		Must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

109. Account Name			
X-Path	ElectionToContractOut/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**
		Must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

110. Account number			
X-Path	ElectionToContractOut/NICRebate/BankDetails/AccountNumber		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	core:AccountNumberType	
	Length	8 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
		Must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

111. Sort Code			
X-Path	ElectionToContractOut/NICRebate/BankDetails/SortCode		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	core:SortCodeType	
	Length	6 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
		Must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

112. Magnetic Media Number			
X-Path	ElectionToContractOut/NICRebate/PaymentsContact/MMN		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	xsd:positiveinteger	
	Length	Min 1 - Max 5 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Range 00001-99999		Must not be completed if the 'Type of Certificate' (Data item 5) is 'Occupational Pension Scheme, Salary Related Scheme (COSR)' or 'Industry Wide Salary Related Scheme (IWCOSR)'	

Payments Information

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

113. Title			
X-Path	ElectionToContractOut/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**

114. Forename(s)			
X-Path	ElectionToContractOut/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**
		• Mandatory if (data item 116) 'Organisation Name' is not completed • Must not be completed if data item (116)'Organisation Name' is completed	

115. Surname			
X-Path	ElectionToContractOut/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**
		• Mandatory if (data item 116) 'Organisation Name' is not completed • Must not be completed if data item (116)'Organisation Name' is completed	

116. Organisation Name			
X-Path	ElectionToContractOut/NICRebate/PaymentsContact/Organisation		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 255 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
		• Mandatory if (data item 114) 'Forename' and (data item 115) 'Surname' is not completed • Must not be completed if data item (114) 'Forename' and (data item 115) 'Surname' is completed	

117. Address			
X-Path	ElectionToContractOut/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**
		Must not be completed if the scheme is one of the following: • Salary Related Scheme (COSR) • Occupational Pension Scheme Money Purchase Scheme (COMP) • Occupational Pension Scheme Salary Related Scheme (COSR) • Occupational Pension Scheme Mixed Benefit Scheme (COMB) • Industry-wide Salary Related Scheme (IWCOSR) • Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP) • Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme (CONCOMPSHP)	

118. Postcode			
X-Path	ElectionToContractOut/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**
		Must not be completed if the scheme is one of the following: • Salary Related Scheme (COSR) • Occupational Pension Scheme Money Purchase Scheme (COMP) • Occupational Pension Scheme Salary Related Scheme (COSR) • Occupational Pension Scheme Mixed Benefit Scheme (COMB) • Industry-wide Salary Related Scheme (IWCOSR) • Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP) • Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme (CONCOMPSHP)	

119. Country			
X-Path	ElectionToContractOut/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**
		Must not be completed if the scheme is one of the following: • Salary Related Scheme (COSR) • Occupational Pension Scheme Money Purchase Scheme (COMP) • Occupational Pension Scheme Salary Related Scheme (COSR) • Occupational Pension Scheme Mixed Benefit Scheme (COMB) • Industry-wide Salary Related Scheme (IWCOSR) • Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP) • Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme CONCOMPSHP)	

120. Declaration – Occupational Pension Scheme			
X-Path	ElectionToContractOut/Declaration/MeetsOccupationalConditions		
Structure and format		XML	
	Mandatory/Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 Characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Must be 'yes'		Must only be completed if 'Type' [Data item 5.1] is: • Occupational Pension Scheme Money Purchase Scheme (COMP) • Contracted-out Money Purchase Stakeholder Pension Scheme (COMPSHP) Or if 'RevaluationType' (Data item 5.2) is • Occupational Pension Scheme Salary Related Scheme (COSR) • Occupational Pension Scheme Mixed Benefit Scheme (COMB) • Industry-wide Salary Related Scheme (IWCOSR) Or if 'ConvertCOMPSHP' is completed • Converting an existing Contracted-out Money Purchase Scheme to a Contracted-out Money Purchase Stakeholder Pension Scheme (CONCOMPSHP) Must not be completed otherwise	

121. Withdrawn

122. Capacity in which submitted			
X-Path	ElectionToContractOut/Declaration/Capacity		
Structure and format		XML	
	Mandatory/Optional	Mandatory	
	Data Type	PensionCore:PSOstringType	
	Length	Min 7 – Max 66 characters	
Validation / Processing		**Pre-condition**	**Post-condition**
Can only be one of the following: • Manager • Trustee			

Where this form is submitted by the Person responsible for the day to day management of the scheme electing to contact-out an Occupational Pension Scheme

123. Declaration - The content of this form has been approved by the employer electing to contract-out			
X-Path	ElectionToContractOut/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 if 'Declaration - Occupational Pension Scheme' [Data item 120] is completed	

124. Declaration - The employer making this election has authorised me to submit this form			
X-Path	ElectionToContractOut/Declaration/AuthorisedBy		
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 if 'Declaration - Occupational Pension Scheme' [Data item 120] is completed	

Where this form is not submitted by the Trustee electing to contact-out a Personal Pension Scheme

125. The content of this election has been approved by the person responsible for the day-to-day management of the scheme			
X-Path	ElectionToContractOut/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		**1. Mandatory if 'Capacity in which submitted' (Data Item 124) is Trustee** **2. Must not be completed otherwise**	

126. The person responsible for the day to day management of the scheme has authorised me to submit this election			
X-Path	ElectionToContractOut/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		**1. Mandatory if 'Capacity in which submitted' (Data Item 124) is Trustee** **2. Must not be completed otherwise**	