



**Pension Schemes Online**

**Add Scheme Administrator**

**Business Validation Rules**

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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 within the specified form.

## **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

## Scheme Details

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

2. SF Reference		
X-path <i>Structure and format</i>	AddAdministrator/SchemeDetails/SFNumber	
	XML	
	Mandatory / Optional	Optional
	Data Type	PensionCore:SFRenumberType
Validation / Processing	Length	16 characters
	Pre-condition	Post-condition
1. Format must be NNNNNNNNNNNNNNC		
2. Numbers 1-3 must be in the range 001 – 026 or 049		
3. Next 2 sets of 6 numbers can be in the range 0 – 9		
4. Character 16 is an alpha character and must not be I, M, O, P, R, T, U, W, or Y		
Mandatory if (data item 3) 'Pension Scheme Tax Reference' and (data item 4) 'Contract Reference Number' has not been completed.		

## Reference numbers

You should use the Pension Scheme Tax Reference number alone - if you have it.

3. Pension Scheme Tax Reference			
X-path	AddAdministrator/SchemeDetails/TaxReference		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:TaxReferenceType	
	Length	10 characters	
Validation / Processing		Pre-condition	Post-condition
1. The reference must be in the format NNNNNNNRC		Mandatory if (data item 2) 'SF Reference' and (data item 4) 'Contract Reference Number' has not been completed.	
2. Characters 1 - 8 must be numeric			
3. Characters 9 must be 'R'			
4. Character 10 is an alpha character must <b>not</b> be I,O or U			
4. Contract Reference Number			
X-path	AddAdministrator/ContractReference		
		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		Mandatory if (data item 2) 'SF Reference' and (data item 3) 'Pension Scheme Tax Reference' has not been completed.	

<b>5. Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?</b>			
X-Path	AddAdministrator/AdminBefore6April2006		
	Mandatory / Optional	Mandatory	
	Data Type	Core: YesNoType	
	Length	Min 2 characters – Max 3 characters	
<b>Validation / Processing</b>		<b>Pre-condition</b>	<b>Post-condition</b>
Must be 'yes' or 'no'			

**Declaration**

<b>6. Declaration: I declare that I understand that as Scheme Administrator I am responsible for discharging the functions conferred or imposed on the Scheme Administrator of the pension scheme by Finance Act 2004, and I intend to discharge those functions at all times, whether resident in the United Kingdom or another EU member state or non-member EEA state.</b>			
X-Path	AddAdministrator/Declaration/DischargeFunctions		
	Mandatory / Optional	Optional	
	Data Type	PensionCore: YesType	
	Length	3 characters	
<b>Validation / Processing</b>		<b>Pre-condition</b>	<b>Post-condition</b>
Must be 'yes'		1. Mandatory if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'no' 2. Must not be completed if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'yes'	

<b>7. I understand that I may be liable to a penalty if a false statement is made in this declaration and that false statements may also lead to prosecution.</b>			
X-Path	AddAdministrator/Declaration/NoFalseStatements		
	Mandatory / Optional	Optional	
	Data Type	PensionCore:YesType	
	Length	3 characters	
<b>Validation / Processing</b>		<b>Pre-condition</b>	<b>Post-condition</b>
Must be 'yes'		1. Mandatory if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'no' 2. Must not be completed if (data item 5) 'Were you the Scheme Administrator of this Pension scheme prior to 6 April 2006?' is 'yes'	

**Name of the New Scheme Administrator - Only Individual details or Organisation Name can be sent at a time, they cannot be sent together**

**Individual**

<b>8. Title</b>			
X-Path	AddAdministrator/NewAdministrator/Individual/Ttl		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	Title Type	
	Length	Min 1 character – Max 4 characters	
<b>Validation / Processing</b>		<b>Pre-condition</b>	<b>Post-condition</b>



<b>9. Forename(s)</b>		
X-Path	AddAdministrator/NewAdministrator/Individual/Fore	
<i>Structure and format</i>	XML	
	Mandatory / Optional	Optional
	Data Type	PensionCore:NameStructure
	Length	Min 1 forename – Max 2 forenames Min 1 character – Max 35 characters
<b>Validation / Processing</b>		<b>Pre-condition</b>
		<b>Post-condition</b>
		Mandatory if 'Scheme Administrator' is an 'Individual'

<b>10. Surname</b>		
X-Path	AddAdministrator/NewAdministrator/Individual/Sur	
<i>Structure and format</i>	XML	
	Mandatory / Optional	Optional
	Data Type	PensionCore:NameStructure
	Length	Min 1 character - Max 35 characters
<b>Validation / Processing</b>		<b>Pre-condition</b>
		<b>Post-condition</b>
		Mandatory if 'Scheme Administrator' is an 'Individual'

**Organisation**

<b>11. Organisation Name</b>		
X-Path	AddAdministrator/NewAdministrator/Organisation	
<i>Structure and format</i>	XML	
	Mandatory / Optional	Optional
	Data Type	PensionCore:PSOStringType
	Length	Min 1 character – Max 255 characters
<b>Validation / Processing</b>		<b>Pre-condition</b>
		<b>Post-condition</b>
		Mandatory if 'Scheme Administrator' is an 'Organisation'

**Scheme Administrator's Address**

If address is in UK then UK Postcode must be completed.

<b>12. Address</b>	
X-Path	AddAdministrator/NewAdministrator/Address/Line
<i>Structure and format</i>	XML
	Mandatory / Optional
	Mandatory
	PensionCore:AdministratorAddressType
Data Type	Min 2 lines – Max 4 lines
Length	Min 1 character – Max 35 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>
	<b>Post-condition</b>

<b>13. Postcode</b>	
X-Path	AddAdministrator/NewAdministrator/Address/PostCode
<i>Structure and format</i>	XML
	Mandatory / Optional
	Optional
	PensionCore:AdministratorAddressType
Data Type	Min 1 character – Max 8 characters
Length	Min 1 character – Max 8 characters
<b>Validation / Processing</b>	<b>Pre-condition</b>
	<b>Post-condition</b>

14. Country			
X-Path	AddAdministrator/NewAdministrator/Address/Country		
Structure and format		XML	
		Mandatory	
	Data Type	PensionCore:AdministratorAddressType	
	Length	N/A	
Validation / Processing		Pre-condition	Post-condition
Must be one of the following EEA or EU values:		Postcode must be present if Country is 'United Kingdom'.	
<ul style="list-style-type: none"> <li>• Austria</li> <li>• Belgium</li> <li>• Cyprus</li> <li>• Czech Republic</li> <li>• Denmark</li> <li>• Estonia</li> <li>• Finland</li> <li>• France</li> <li>• Germany</li> <li>• Gibraltar</li> <li>• Greece</li> <li>• Hungary</li> <li>• Iceland</li> <li>• Italy</li> <li>• Latvia</li> <li>• Liechtenstein</li> </ul>	<ul style="list-style-type: none"> <li>• Lithuania</li> <li>• Luxembourg</li> <li>• Malta</li> <li>• Norway</li> <li>• Poland</li> <li>• Portugal</li> <li>• Republic of Ireland</li> <li>• Slovakia</li> <li>• Slovenia</li> <li>• Spain</li> <li>• Sweden</li> <li>• Switzerland</li> <li>• The Netherlands</li> <li>• United Kingdom</li> </ul>		

15. Telephone number			
X-Path	AddAdministrator/NewAdministrator/Telephone		
Structure and format		XML	
		Optional	
	Data Type	core:TelephoneNumberType	
	Length	Min 1 character- Max 35 characters	
Validation / Processing		Pre-condition	Post-condition

16. Scheme Administrators ID			
X-Path	AddAdministrator/NewAdministrator/ID		
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AdministratorIDType	
	Length	8 characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'A' followed by 7 numbers			

17. e-mail address			
X-Path	AddAdministrator/NewAdministrator/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			