



Pension Schemes Online

Change of Scheme Administrator / Practitioner Details

Business Validation Rules

Pension Schemes Online	1
Business Validation Rules	1
1. About this document	3
2. General validation rules:	4
3. Data items	5
Scheme Administrator / Practitioner Details	5
Either the Scheme Administrator ID or the Practitioner ID must be present – not both	5
1. Scheme Administrators ID	5
2. Practitioners ID	5
3. Is it a change of (Retained for information purposes only)	6
4. Title	7
5. Forename(s)	7
6. Surname	8
7. Organisation Name	8
8. Title	8
9. Forename(s)	9
10. Surname	9
11. Organisation Name	9
12. Address	10
13. UK Postcode	10
14. Country	11
15. Address	12
16. UK Postcode	12
17. Country	13
18. Current e-mail address	14
19. New e-mail address	14
20. Current Telephone number	14
21. New Telephone Number	15
22. Do you require paper notices and reminders?	15
23. Do you want all your Relief at Source records updated with these new details?	15

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 this document outlines the general validation rules that should be applied to data or groups of data (for example it defines alpha/numeric fields) across all input forms.

Section 3 of this document describes, in tabular form, the data requirements for each field.

2. General validation rules:

The following rules apply globally:

1. Alpha characters are defined as A-Z upper and lower case.
2. Numeric is defined as 0-9.
3. Alphanumeric is defined as the combination of Alpha and Numeric characters.
4. Date fields are in the format CCYY-MM-DD.
5. All currency fields should use `IrnonNegativeWholeUnitsMonetaryType`. Zero is an acceptable value for Currency fields unless specified in the validation section of the relevant field.
6. The Yes/No code is a user defined data type that reflects the variables in the fields requiring the return of a Yes or No value. This should be represented as 'yes' or 'no'.

3. Data items**Scheme Administrator / Practitioner Details**

Either the Scheme Administrator ID or the Practitioner ID must be present – not both

1. Scheme Administrators ID			
X-Path <i>Structure and format</i>	ChangeAdministratorPractitioner/AdministratorID	XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AdministratorIDType	
	Length	8 characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'A' followed by 7 numbers		Mandatory if (data item 2) 'Practitioner ID' is not completed	.

2. Practitioners ID			
X-Path <i>Structure and format</i>	ChangeAdministratorPractitioner/PractitionerID	XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PractitionerIDType	
	Length	8 characters	
Validation / Processing		Pre-condition	Post-condition
Must be 8 numbers		Mandatory if (data item 1) 'Scheme Administrators ID' is not completed	

At least one change must be present

3. Is it a change of (Retained for information purposes only)			
X-Path	ChangeAdministratorPractitioner/Changed		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Mandatory	
	Data Type	XMLParentElement	
	Length		
Validation / Processing		Pre-condition	Post-condition
1. Must be at least one of the following: <ul style="list-style-type: none"> • Name • Address • E-mail • Telephone number • You require paper notices and reminders 2. Represented in the Schema as a parent with presence of one or more of the child elements above.			

At least one or more groups of the following data items must be present:

- Change of Name - data items 5-11
 Change of Address - data items 12-17
 Change of e-mail address - data items 18-19
 Change of Telephone number - data items 20-21

Change of Name

Current name - only Individual details OR Organisation Name can be sent at a time, they cannot be sent together. If you have pre-registered as an Individual you cannot change to an Organisation. If you have pre-registered as an Organisation you cannot change to an Individual. You will need to pre-register again if you want to submit as either an Individual or Organisation.

4. Title			
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/Individual/Ttl		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing	Pre-Condition		Post-Condition

5. Forename(s)			
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/Individual/Fore		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	Core:NameStructure	
	Length	Min 1 Forename – Max 2 Forenames Min 1 character – Max 35 characters	
Validation / Processing	Pre-Condition		Post-Condition
			1. Mandatory if the 'Scheme Administrator/Practitioner' is an 'individual' 2. Must not be completed otherwise

6. Surname			
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/Individual/Sur		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	Core:NameStructure	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-Condition	Post-Condition
		1. Mandatory if the 'Scheme Administrator/Practitioner' is an 'individual' 2. Must not be completed otherwise	

7. Organisation Name			
X-path	ChangeAdministratorPractitioner/Changed/Name/Old/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 the 'Scheme Administrator/Practitioner' is an 'organisation' 2. Must not be completed otherwise	

New Name - Only Individual details OR Organisation Name can be sent at a time, they cannot be sent together

8. Title			
X-path	ChangeAdministratorPractitioner/Changed/Name/New/Individual/Ti		
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	ChangeAdministratorPractitioner/Changed/Name/New/Individual/Fore		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	Core:NameStructure	
	Length	Min 1 Forename – Max 2 Forenames Min 1 character – Max 35 characters	
Validation / Processing		Pre-Condition	Post-Condition
		1. Mandatory the 'Scheme Administrator/Practitioner' is an 'individual'	
		2. Must not be completed otherwise	

10. Surname			
X-path	ChangeAdministratorPractitioner/Changed/Name/New/Individual/Sur		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	Core:NameStructure	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-Condition	Post-Condition
		1. Mandatory if the 'Scheme Administrator/Practitioner' is an 'individual'	
		2. Must not be completed otherwise	

11. Organisation Name			
X-path	ChangeAdministratorPractitioner/Changed/Name/New/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 the 'Scheme Administrator/Practitioner' is an 'organisation'	
		2. Must not be completed otherwise	

Change of address**Current address and New address must be completed if address has changed****Current address**

12. Address		
X-path	ChangeAdministratorPractitioner/Changed/Address/Old/Line	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	Min 2 Lines – Max 4 Lines Min 1 character – Max 35 characters
Validation / Processing		Pre-Condition
		Post-Condition

13. UK Postcode		
X-path	ChangeAdministratorPractitioner/Changed/Address/Old/PostCode	
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore:AdministratorAddressType
	Length	Min 1 character – Max 8 characters
Validation / Processing		Pre-Condition
		Post-Condition

14. Country			
X-path	ChangeAdministratorPractitioner/Changed/Address/Old/Country		
<i>Structure and format</i>		XML	
		Mandatory / Optional	Optional
	Data Type	PensionCore:AdministratorAddressType	
	Length		
Validation / Processing		Pre-Condition	Post-Condition
If the 'Scheme Administrator ID' is completed the 'country' must be one of the following EU/EEA countries:			
<ul style="list-style-type: none">• Austria• Belgium• Cyprus• Czech Republic• Denmark• Estonia• Finland• France• Germany• Gibraltar• Greece• Hungary• Iceland• Italy• Latvia	<ul style="list-style-type: none">• Liechtenstein• Lithuania• Luxembourg• Malta• Norway• Poland• Portugal• Republic of Ireland• Slovakia• Slovenia• Spain• Sweden• Switzerland• The Netherlands• United Kingdom		

New Address**If address is in UK then UK Postcode must be completed.**

15. Address			
X-path	ChangeAdministratorPractitioner/Changed/Address/New/Line		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AdministratorAddressType	
	Length	Min 2 Lines – Max 4 Lines	
Validation / Processing		Min 1 character – Max 35 characters	
		Pre-Condition	Post-Condition

16. UK Postcode			
X-path	ChangeAdministratorPractitioner/Changed/Address/New/PostCode		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AdministratorAddressType	
	Length	Min 1 character – Max 8 characters	
Validation / Processing		Pre-Condition	Post-Condition

17. Country			
X-path	ChangeAdministratorPractitioner/Changed/Address/New/Country		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AdministratorAddressType	
	Length	N/A	
Validation / Processing		Pre-Condition	Post-Condition
If the 'Scheme Administrator ID' is completed the 'Country' must be one of the following EU/EEA countries:		1. Mandatory if (data item 16) 'UK Postcode' is not completed	
<ul style="list-style-type: none"> • Austria • Belgium • Cyprus • Czech Republic • Denmark • Estonia • Finland • France • Germany • Gibraltar • Greece • Hungary • Iceland • Italy • Latvia 	<ul style="list-style-type: none"> • Liechtenstein • Lithuania • Luxembourg • Malta • Norway • Poland • Portugal • Republic of Ireland • Slovakia • Slovenia • Spain • Sweden • Switzerland • The Netherlands • United Kingdom 		

E-mail address – add or change

18. Current e-mail address			
X-path	ChangeAdministratorPractitioner/Changed/Email/Old		
<i>Structure and format</i>		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			

19. New e-mail address			
X-path	ChangeAdministratorPractitioner/Changed/Email/New		
<i>Structure and format</i>		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			

Change of telephone number

20. Current Telephone number			
X-path	ChangeAdministratorPractitioner/Changed/Telephone/Old		
<i>Structure and format</i>		XML	
	Mandatory / Optional		Optional
	Data Type	Core:TelephoneNumberType	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition

21. New Telephone Number			
X-path	ChangeAdministratorPractitioner/Changed/Telephone/New		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	Core:TelephoneNumberType	
	Length	Min 1 character – Max 35 characters	
Validation / Processing	Pre-condition		Post-condition

22. Do you require paper notices and reminders?			
X-path			
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	Core:Yes/NoType	
	Length	Min 2 characters – Max 3 characters	
Validation / Processing	Pre-condition		Post-condition
	Must be 'yes' or 'no'		1. Must be 'no' if (data item 18) 'Current e-mail address' is absent and (data item 19) 'New e-mail address' is present 2. Must be 'no' if both (data item 18) 'Current e-mail address' and (data item 19) 'New e-mail address' are present 3. Must be 'yes' if (data item 18) 'Current e-mail address' is present and (data item 19) 'New e-mail address' is absent

23. Do you want all your Relief at Source records updated with these new details?			
X-path	ChangeAdministratorPractitioner/UpdateReliefatSource		
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	Core:Yes/NoType	
	Length	Min 2 characters – Max 3 characters	
Validation / Processing	Pre-condition		Post-condition
	Must be 'yes' or 'no'		