

Report a PSC Discrepancy (Web)

Register/Sign In

Data Item	Type	Max Character Length	Mandatory	Comments
Email address	Free text	64	Yes	
Re-enter email address	Free text	64	Yes	
Password	Free text	32	Yes	Must contain at least 2 numbers
Re-enter password	Free text	32	Yes	Must contain at least 2 numbers

Forgotten Password

Data Item	Type	Max Character Length	Mandatory	Comments
Email address	Free text	-	Yes	

Type of obliged entity reporting discrepancy

Data Item	Type	Max Character Length	Mandatory	Comments
What type of obliged entity are you?	Radio Buttons		Yes	13 different types of entity to choose from (i.e., 'Insolvency Practitioner')

Name of organisation reporting discrepancy

Data Item	Type	Max Character Length	Mandatory	Comments
What is the name of your organisation?	Free text	160	Yes	

Name of person reporting discrepancy

Data Item	Type	Max Character Length	Mandatory	Comments
What is your name?	Free text	Unlimited - internal database will restrict to 160 characters	Yes	

E-mail address of person/entity reporting discrepancy

Data Item	Type	Max Character Length	Mandatory	Comments
What is your e-mail address?	Free text	Unlimited - internal database will restrict to 200 characters	Yes	

Name & number of the company with the discrepancy

Data Item	Type	Max Character Length	Mandatory	Comments
What is the company number for the PSC with the discrepancy?	Lookup functionality	8 characters required	Yes	User enters full 8 digits of the company number and then a lookup is done. If valid, the company details are shown to the user who must confirm it's the correct company.

PSC that has a discrepancy

Data Item	Type	Max Character Length	Mandatory	Comments
Which PSC has a discrepancy for <company name>?	Radio buttons		Yes	User is displayed list of PSCs on the register (including partial DOB if applicable). Also has an option to select 'PSC is missing'. One Radio button only

				must be selected.
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Data type that is incorrect for PSC (Only shown if a PSC was selected. If 'PSC is missing' then this screen is not shown)

Data Item	Type	Max Character Length	Mandatory	Comments
What type of discrepancy are you reporting for <PSC name>?	Tick boxes		Yes	<p>User is displayed list of things that could be wrong (i.e., 'Date of birth').</p> <p>List based on PSC type (i.e., corporate PSC will have different options to an individual).</p> <p>Multiple boxes can be ticked.</p>

Specific details of the discrepancy

Data Item	Type	Max Character Length	Mandatory	Comments
Give us more information about the discrepancy	Free text	5000	Yes	User likely to supply things such as correct name, date of birth, nature of control etc.