HM Revenue & Customs

Pension Schemes Online

Practitioner Management

Business Validation Rules

V 2.0

1. Document Control

Distribution

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Document History

Version	Date	
0.1	03/04/07	First Draft version for E submission and core validation
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1.0	16/05/07	Baselined version for e-Submission and Core validation
1.1	13/07/07	Change to make AdministratorID mandatory
1.2	17/07/07	Change to pre-condition of Action and Declaration
1.3	20/07/07	Changes to wording.
2.0	25/07/07	Baselined version for e-Submission and Core validation.

Associated Documentation

CZ Version	Form Version	Schema Version	Form Name
0.1			

Approval

By	Signature	Date
Nigel Grunwell		
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Changes since last version

See Document History

Changes Forecast

2. 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 4 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 5 of this document describes, in tabular form, the data requirements for each field.

3. Pension scheme system acceptable characters

The following is a list of characters that will be accepted by the online Pension Schemes Service.

- A to Z (upper case)
- a to z (lower case)
- 0 to 9 (numeric)
- space & ' ( ) * , . / % ! + - : ; = ? @ [ ] ^ _ { } ~
- Please note that the ampersand (&) character **must** be transmitted in escaped format within your XML submission, i.e. &
- Note that the pound (£), dollar ($) and hash (#) characters are not allowable.

You must ensure that all characters contained within your XML submissions are in accordance with the patterns defined within the Schema.

No other characters will be accepted by the Pension Schemes Online Service. Any forms submitted over the internet which contains any invalid characters will be rejected.

4. 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. The full character set is defined as all the characters as defined in section 3.

5. Date fields are in the format CCYY-MM-DD.

6. All currency fields should use IRnonNegativeWholeUnitsMonetaryType. Zero is an acceptable value for Currency fields unless specified in the validation section of the relevant field.

7. 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'.

5. Data items

1. TaxReference		
X-path	PractitionerManagement/TaxReference	
Structure and format		XML
	Mandatory/Optional	Mandatory
	Data Type	PensionCore:TaxReferenceType
	Length	10 characters
Validation / Processing	**Pre-condition**	**Post-condition**
The format must be: • NNNNNNNNRC • Characters 1 – 8 must be numeric • Character 9 must be 'R' • Character 10 is an uppercase alpha but must not be I, O or U	1. Must match tax reference in PS Header	

Practitioner Change-

Data Items 2 - 7 form a repeatable set of events.

Multiple occurrences of Data items 2- 7 are allowed

2. PractitionerID		
X-path	PractitionerManagement/PractitionerChanges/PractitionerChange/PractitonerID	
Structure and format		XML
	Mandatory/Optional	Mandatory
	Data Type	PensionCore:PractitionerIDType
	Length	8 characters
Validation / Processing	**Pre-condition**	**Post-condition**
Must be 8 numbers		

3. PractitionerName		
X-path	PractitionerManagement/PractitionerChanges/PractitionerChange/PractitonerName	
Structure and format		XML
	Mandatory/Optional	Mandatory
	Data Type	PensionCore:PSOstringType
	Length	Min 1 character - Max 255 characters
Validation / Processing	**Pre-condition**	**Post-condition**

4. AdministratorID		
X-path	PractitionerManagement/PractitionerChanges/PractitionerChange/AdministratorID	
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		

5. ClientRef		
X-path	PractitionerManagement/PractitionerChanges/PractitionerChange/ClientRef	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	PensionCore:PSOstringType
	Length	Min 1 character - Max 50 characters
Validation / Processing	**Pre-condition**	**Post-condition**

6. EffectiveDate		
X-path	PractitionerManagement/PractitionerChanges/PractitionerChange/EffectiveDate	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	xsd:date
	Length	

Validation / Processing	**Pre-condition**	**Post-condition**
This field is deprecated and is not processed. The effective date is determined by the time the message is received by HMRC.		

7. Action		
X-path	PractitionerManagement/PractitionerChanges/PractitionerChange/Action	
Structure and format		XML
	Mandatory/Optional	Mandatory
	Data Type	xsd:string
	Length	Min 9 characters - Max 11 characters

Validation / Processing	**Pre-condition**	**Post-condition**

Must be either:
  1. authorise
  2. deauthorise
	1. Can only be 1 if actor is Scheme Administrator
	2. A Practitioner can not de-authorise another Practitioner	

Declaration element only applies to Scheme Administrator

8. AuthoriseDeclaration		
X-path	PractitionerManagement/AuthoriseDeclaration	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	YesNoType
	Length	Min 2 character - Max 3 characters
Validation / Processing	**Pre-condition**	**Post-condition**
I confirm that I want to authorise the practitioner for this pension scheme	1.The submission contains at least one authorisation 2. The actor is not a practitioner 3. Must be Yes to authorise a practitioner	

9. DeauthoriseDeclaration		
X-path	PractitionerManagement/DeauthoriseDeclaration	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	YesNoType
	Length	Min 2 character - Max 3 characters
Validation / Processing	**Pre-condition**	**Post-condition**
I confirm that I want to de-authorise the practitioner for this pension scheme	1.The submission contains at least one deauthorisation 2. The actor is not a practitioner 3. Must be Yes to deauthorise a practitioner	

10. DeclarationDate		
X-path	PractitionerManagement/DeclarationDate	
Structure and format		XML
	Mandatory/Optional	Optional
	Data Type	xsd:date
	Length	10 Characters

Validation / Processing	Pre-condition	Post-condition
Declaration Date is deprecated and is not processed.		