

The Pensions Authority

Guidance on making bulk submissions on IPS

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Introduction

This document provides the technical specifications for the **Integrated Pensions System (IPS) Bulk Upload facility**. It is intended for external users who wish to submit information to IPS using bulk upload templates.

The document describes the required CSV file formats, field definitions, validation rules, and data constraints for each supported bulk upload type. Users should refer to the relevant section when preparing their bulk upload file to ensure that data is formatted correctly and meets all validation requirements before submission.

The following bulk upload types are currently supported:

- Bulk Amend Scheme Details
- Bulk Amend Scheme Status to Wound-Up
- Bulk Amend Scheme Relationships
- Bulk Annual Scheme Information (ASI)

Template files for each bulk upload type are available. Users should always use the latest version of the template and complete it in accordance with the specifications set out in this document.

When preparing a bulk upload file:

- Do not alter the column headings provided in the template.
- Mandatory fields must be completed.
- Date fields must be entered in the format specified.
- Where a field has a defined list of permitted values, only those values may be used.
- Validation errors identified during processing will be returned to the user for correction.

Bulk Scheme Amendments

Bulk Amend Scheme Details Submission File					
Field	Mand/ Opt/ Cond	Input Type	Rule(s)	CSV Column Heading [* denotes mandatory field]	Constraints
Record No.	M	Integer	A unique incrementing number for the record – used for error/warning feedback information	RecordNumber*	
Scheme No.	M	String	- Check that the Scheme Number entered is valid i.e., is a registered scheme. - Check that the Scheme Number field is not blank.	SchemeNumber*	Format: PBnnnnnn i.e. user must include 'PB' prefix
Date of Commencement	M	Date	- Must match the 'Date of Commencement' recorded on the register. - Check that the Commencement Date field is not blank.	ExistingCommencementDate*	Format: dd/mm/yyyy
Update Scheme Name	O	String	- Must contain at least one upper case character and at least one lower case character. - Minimum of 3 characters. - Max of 200 characters. - The Name can contain any printable characters.	UpdatedSchemeName	
Update Scheme Name Effective Date	C	Date	- If the Scheme Name field is changed, the Scheme Name Effective Date may be provided. - The Scheme Name Effective Date may be updated even if the Scheme Name is not updated.	UpdatedSchemeNameEffectiveDate	Format: dd/mm/yyyy

			- Must be on or after the Commencement Date (or if commencement date is amended, after this date). - Must not be in the future.		
Update Scheme Name Reason	C	Integer	- If either the Scheme Name or Scheme Name Effective Date field is changed, a reason must be provided. - If the Scheme Name is modified, the permitted values are: 1 – Incorrectly named 100 – Other - If the Scheme Name Effective Date is modified, but the Scheme Name is not modified, the only permitted value is: 100 – Other	SchemeNameUpdateReason	Before validation, convert value to reasonId value from change_reason_reference table where schemeName = 1
Update Scheme Name Reason 'Other' Text	C	String	Text String populated only if Scheme Name Reason Id is set to 100.	SchemeNameUpdateReasonOther	Value length must be between 1 and 250
Personally Identifiable Information	C	String Y N	- A value must be selected to continue only if a value does not exist on the system. Otherwise, optional to amend. - Always mandatory when the Scheme Name is updated.	PersonallyIdentifiableInformation	
Update Commencement Date	O	Date	- Must not be in the future. - If it is over 12 months ago, trigger a warning. - DD/MM/YYYY	UpdatedCommencementDate	Format: dd/mm/yyyy
Update Commencement Date Reason	C	Integer	- If the Commencement Date field is changed, a Reason must be provided. Values are: 1 – Incorrect commencement date added 100 - Other	CommencementDateUpdateReason	Before validation, convert value to reasonId value from change_reason_reference table where commencementDate = 1

Update Commencement Date Reason 'Other' Text	C	String	Text String populated only if Commencement Reason Id is set to 100.	CommencementDateUpdateReasonOther	Value length must be between 1 and 250
Update Renewal Date	O	Date	DD/MM See Section 2.2.3	UpdatedRenewalDate	Format: dd/mm
Update Renewal Date Effective Date	C	Date	- If the Renewal Date field is changed, an Effective Date may be provided. - The Renewal Date Effective Date may be updated even if the Renewal Date is not updated. - Must be on or after the commencement date. - Must not be in the future.	UpdatedRenewalDateEffectiveDate	Format: dd/mm/yyyy
Update Renewal Date Reason	C	Integer	- If either the Renewal Date or Renewal Date Effective Date field is changed, a reason must be provided. If the Renewal Date is updated, the permitted values are: 1 – Amending incorrect data/legacy/other issue 2 – Trustees are applying to alter the reporting period of the scheme in accordance with S55(1)(c)(i) - Reason '1' will not be stopped for internal review. - Reason '2' the external user will receive an error message directing them to create an individual submission for this amendment. - If the Renewal Date Effective Date is updated and the Renewal Date is not updated, the only permitted value is 100 (Other)	RenewalDateUpdateReason	Before validation, convert value to reasonId value from change_reason_reference table where renewalDate = 1 If reason value is 2, bulk processing will not create any submission. Error message will be written to 'Error' column in output CSV file.
Update Renewal Date Effective Date	C	String	Text String populated only if Renewal Date Update Reason is set to 'Other'	RenewalDateEffDateUpdateReasonOther	Value length must be between 1 and 250

Reason 'Other' Text					
Update Legal Entity Identifier	O	String	• Must be 20 characters long. • Must not end in '00', '01', or '99'. • Must only contain upper-case alphanumeric characters (A-Z and 0-9) • Final two characters must be numeric digits.	UpdatedLegalEntityIdentifier	
Update Your Reference	O	String	• Max 33 characters.	UpdatedYourReference	
Update Scheme Type	O	Integer	• Values are: 1- Defined Benefit Employer RBS 2 – Defined Contribution Employer RBS 3 – AVC only 4 – Death Benefit Scheme 5 – Trust RAC • Amendments to this field will be stopped for internal review. • See Section 1.4, 2.2.4 and 2.2.4.1 above.	UpdatedSchemeType	Before validation, convert value to schemeTypeId value from scheme_type_reference table
Update Scheme Type Effective Date	C	Date	• If the Scheme Type field is changed, a Date may be provided. • The Scheme Type Effective Date may be updated even if the Scheme Type is not updated. • Must be on or after the commencement date. • Must not be in the future.	UpdatedSchemeTypeEffectiveDate	Format: dd/mm/yyyy
Update Scheme Type Reason	O	Integer	• If either the Scheme Type or the Scheme Type Effective Date field is changed, a Reason must be provided. • If the Scheme Type Effective Date is updated, but the Scheme Type is not updated, then the only permitted reason value is 100 (Other).	SchemeTypeUpdateReason	schemeType column to be added to change_reason_reference table. Before validation, convert value to reasonId value from change_reason_reference table where schemeType = 1

			If the Scheme Type is updated, permitted values are: 1 – Incorrect since commencement (if selected, the amendment effective date must match the date of commencement. 2 – The pension scheme assets have transferred out and the ‘Death Benefit’ element has remained in the existing scheme. (Only if amended to ‘Death Benefit’ type) 3 – The pension scheme assets have transferred out and the ‘AVC’ element has remained in the existing scheme. (only if amended to ‘AVC’ type) 100 – Other		
Update Scheme Type Reason ‘Other’ Text	C	String	Text String populated only if Scheme Type Reason Id is set to 100.	SchemeTypeUpdateReasonOther	Value length must be between 1 and 250
Update Admin Type	O	Integer	Values are: 1 – Insured 2 – Self-Administered 3 – Small Self-Administered Amendments to this field will be stopped for internal review and supporting documents requested at that point by the internal user. The relevant validations that operate for Scheme Registration when adding an Admin Type will apply once amended.	UpdatedAdminType	Before validation, convert value to schemeAdminTypeeld value from scheme_admin_type_reference table ‘Unknown’ admin type not permitted in Scheme Amendment submission. Raise error if Scheme Admin Type specified in CSV file is not one of the permitted values.
Update Admin Type Effective Date	C	Date	If the Admin Type field is changed, a Date may be provided.	UpdatedAdminTypeEffectiveDate	Format: dd/mm/yyyy

			- The Admin Type Effective Date may be updated, even if the Admin Type is not updated. - Must be on or after the commencement date. - Must not be in the future.		
Update Admin Type Reason	C	Integer	- If the Admin Type field is changed, a Reason must be provided. - If the Admin Type Effective Date is updated, but the Admin Type is not updated, the only permitted value is 100 (Other) - If the Admin Type is updated the only permitted values are: 1 – Incorrect since commencement (if selected, the amendment effective date must be the same as the date of commencement) 100 - Other	AdminTypeUpdateReason	Before validation, convert value to reasonId value from change_reason_reference table where schemeAdminType = 1
Update Admin Type Reason 'Other' Text	C	String	Text String populated only if Admin Type Reason Id is set to 100.	AdminTypeUpdateReasonOther	Value length must be between 1 and 250
Update Scheme Status	O	Integer	Values are: 1 - Current 2- Frozen 3 - In-wind up - Bulk status changes to Wound-Up see separate CSV file. - Amendments to/from a status of Deleted can only be completed individually. - See section 2.2.7 above.	UpdatedSchemeStatus	Before validation, convert value to schemeStatusId value from scheme_status_reference table 'Unknown' status not permitted in Scheme Amendment submission. Error if any other Scheme Status value is specified i.e. not 1, 2 or 3.
Update Scheme Status Effective Date	C	Date	- DD/MM/YYYY - If the Scheme Status field is changed, a Date must be provided.	UpdatedSchemeStatusEffectiveDate	Format: dd/mm/yyyy

			- The Scheme Status Effective Date may be updated, even if the Scheme Status is not updated. - If 'Current' is selected, the Effective Date (if provided) must equal date of commencement.		
Update Scheme Status Reason	C	Integer	- If the Scheme Status or Scheme Status Effective Date field is changed, a Reason must be provided. - If the Scheme Status Effective Date is updated, but the Scheme Status is not updated, the only permitted reason value is 100 (Other). - If the Scheme Status is updated, the only permitted reason values are: 1 – Incorrect Status 100 - Other	SchemeStatusUpdateReason	Before validation, convert value to reasonId value from change_reason_reference table where schemeStatus = 1
Update Scheme Status Reason 'Other' Text	C	String	Text String populated only if Scheme Status Reason Id is set to 100.	SchemeStatusUpdateReasonOther	Value length must be between 1 and 250
Active Members at 'In Wind-Up Effective Date	C	Integer	If the Scheme Status of a group scheme is updated to In-Wind-Up, this field is required.	ActiveMembersAtInWindUpEffDate	Error if value set and UpdatedSchemeStatus is not 'In Wind-Up'
Deferred Members at 'In Wind-Up Effective Date	C	Integer	If the Scheme Status of a group scheme is updated to In-Wind-Up, this field is required.	DeferredMembersAtInWindUpEffDate	Error if value set and UpdatedSchemeStatus is not 'In Wind-Up'
Update Group Indicator	O	Integer	Values are: 1 – Group Scheme 2- One Member Scheme - Amendments to this field will be stopped for internal review and supporting documents requested at that point by the internal user.	UpdatedGroupIndicator	

Update Group indicator Effective Date	C	Date	- DD/MM/YYYY - If the Group Indicator field is changed and the registered Group Indicator Effective Date is not the Scheme Commencement Date, then a Date must be provided and must match the date of commencement. - The relevant validations that operate for Scheme Registration when adding one of the options will apply once amended.	UpdatedGroupIndicatorEffectiveDate	Format:dd/mm/yyyy
Update Group indicator Reason	C	Integer	- If the Scheme Status field is changed, a Reason must be provided. - Values are: 1 – Incorrect since commencement 100 – Other	GroupIndicatorUpdateReason	groupSchemeIndicator column to be added to change_reason_reference table. Before validation, convert value to reasonId value from change_reason_reference table where groupSchemeIndicator = 1
Update Group Indicator Reason 'Other' Text	C	String	Text String populated only if Group Indicator Reason Id is set to 100.	GroupIndicatorUpdateReasonOther	Value length must be between 1 and 250
Trustee Secretary Title	C	String 1 (None) 2 (Mr) 3 (Ms) 4 (Miss) 5 (Mrs) 6 (Dr)	- Value must be present in personalname_title_reference table - If any one of the Trustee Secretary name fields is populated, then all three fields must be populated.	UpdatedTrusteeSecretaryTitle	

Trustee Secretary Firstname	C	String	If any one of the Trustee Secretary name fields is populated, then all three fields must be populated.	UpdatedTrusteeSecretaryFirstname	Same length and content validation as individual Scheme Amendment submission.
Trustee Secretary Lastname	C	String	If any one of the Trustee Secretary name fields is populated, then all three fields must be populated.	UpdatedTrusteeSecretaryLastname	Same length and content validation as individual Scheme Amendment submission.
Trustee Secretary Email	C	String	Valid email address	UpdatedTrusteeSecretaryEmail	Same validation as individual Scheme Amendment submission.

Bulk Amend Scheme Status to Wound-Up

Bulk Amend Scheme Status to Wound-Up Submission File					
Field	Mand/ Opt/ Cond	Input Type	Rule(s)	CSV Column Heading [* denotes mandatory field]	Constraints
Record No.	M	Integer	A unique incrementing number for the record – used for error/warning feedback information	RecordNumber*	
Scheme No.	M	String	- Check that the Scheme Number entered is valid i.e., is a registered scheme. - Check that the Scheme Number field is not blank.	SchemeNumber*	Format: PBnnnnnn i.e. user must include 'PB' prefix
Date of Commencement	M	Date	- Must match the 'Date of Commencement' recorded on the register. - Check that the Commencement Date field is not blank.	ExistingCommencementDate*	Format: dd/mm/yyyy
Wound-Up Scheme Status Effective Date	M	Date	DD/MM/YYYY	AmendmentEffectiveDate*	Format: dd/mm/yyyy
Wound-Up Status Reason	M	Integer	Permitted values are: Any integer value between 1 and 11 1 - Transferred to Master Trust Scheme 2- No further assets remain under the scheme 3 - Company dissolved. 4 – Preserved benefits have transferred to a Master Trust. 5 - Preserved benefits have transferred to a PRSA & Master Trust'. 6 - Preserved benefits have transferred to another occupational pension scheme arrangement.	WoundUpStatusUpdateReason*	Before validation, convert value to reasonId value from change_reason_reference table where schemeStatusToWUP has the value provided in the bulk CSV file.

			7 - Preserved benefits have transferred to a PRSA 8 - Preserved benefits have transferred to a Master Trust & BOB. 9 - Preserved benefits have transferred to a BOB 10 - Member has retired, pension payments / lump sums have been discharged 11 - Refund of employer contributions 100 - Other		
Update Scheme Status Reason 'Other' Text	M	String	Text String populated only if Wound-Up Status Reason Id is set to 100.	WoundUpStatusUpdateReasonOther	Value length must be between 1 and 250
Authorised by the trustees to amend the status of this scheme to Wound-up	M	String	Permitted values: 'Y' or 'N' (case insensitive)	WoundUpAuthorisedByTrustees*	
All member benefits settled	M	String	Permitted values: 'Y' or 'N' (case insensitive)	WoundUpAllMemberBenefitsSettled	
All scheme assets distributed	M	String	Permitted values: 'Y' or 'N' (case insensitive)	WoundUpAllSchemeAssetsDistributed	
Final Annual Report signed and dated (where applicable)	O	String	Permitted values: 'Y' or 'N' (case insensitive)	WoundUpFinalAnnualReportSigned	

Bulk Scheme Amendments to Scheme Relationships

Bulk Amend Scheme Relationships File							
Field	Mand/ Opt/ Cond	Input Type	Rule(s)	CSV Column Heading [* denotes mandatory field]	Constraints	Applicable Change Type	Applicable Relationship Types
Record No.	M	Integer	A unique incrementing number for the record, used for error/warning feedback information	RecordNumber*		All	All relationship types
Scheme No.	M	String	- Check that the Scheme Number entered is valid i.e., is a registered scheme. - Check that the Scheme Number field is not blank.	SchemeNumber*	Format: PBnnnnnn i.e. user must include 'PB' prefix	All	All relationship types
Date of Commencement	M	Date	- Must match the 'Date of Commencement' recorded on the register. - Check that the Commencement Date field is not blank.	CommencementDate*	Format: dd/mm/yyyy	All	All relationship types
Change Type	M	String	Values A Add relationship U Update relationship C Cease relationship	ChangeType*		All	All relationship types
Relationship Type	M	Integer	Values: 1: Life Office 2: Employer 3: Trustee 4: KFH – Internal Audit 5: KFH – Risk Management	RelTypeId*		Add	All relationship types

			6: RA – Category I 7: RA – Category II 8: RA – Category III On Cease and Update, the Relationship Type value is used to determine which database table is to be searched to obtain the relationship to be modified.				
Corporate Indicator	C	Single Character: Y or N	- Must be populated for all relationship types except Life Office. - Must be blank when Relationship Type is set to Life Office.	CorporateEntityYN		Add	All relationship types except Life Office
Fee Paying Entity	C	Single Character: Y or N	- Must be blank when Relationship Type is KFH – Internal Audit or KFH – Risk Management - Must be blank when Change Type is Cease Relationship.	FeePayingEntityYN		Add [Mandatory] Update [Optional]	Life Office, Corporate Employer, Sole Trader Employer, Corporate Trustee, Individual Trustee All RA relationship types
Entity Identifier	C	String	- Entity Identifier prefix must match the specified Relationship Type. - Mandatory on Update and Cease to uniquely identify the relationship to be modified. - Error if no relationship of type specified in Relationship Type found between scheme with specified PB Number and entity with specified Entity Identifier. - Mandatory on Add, Update and Cease for a Life Office relationship. - Mandatory on Add, Update and Cease for all RA relationship types.	EntityIdentifier	Example: L0123, RA234 Entity must already exist in IPS. If Entity Identifier is EP123, and EP123 is a corporate employer i.e. employer->legalEntityId is	All	All relationship types

			- Optional on Add, when relationship type is not Life Office or RA. - Optional on Add, when relationship type is not Life Office. For Corporate relationships, if Change Type is 'Add' and Entity Identifier is not populated, entity Tax Reference Number must be provided. For Individual/Sole Trader relationships, if Change Type is 'Add' and Entity Identifier is not populated, Personal Name and Email address must be provided. - Error if entity associated with Entity Identifier is not of type expected for given Relationship Type and Corporate Indicator.		populated, then error if Relationship Type is specified as 'Employer' and Corporate Indicator is set to 'N'.		
Entity Name	M	String	- Not validated against name of any existing entity in the IPS database. - If Change Type is 'Add', Entity Identifier not populated and no Legal Entity is found with the specified Tax Reference Number, then create a new Legal Entity with this Entity Name and the specified Tax Reference Number. Also create an entity of the specified type e.g. Employer and associate the legalEntityId of the new Legal Entity with the Employer. - Entity Name not used when Change Type is 'Update' or 'Cease'. - Error if Entity Name is populated when Corporate Indicator is set to 'N'.	EntityName*		All	Life Office, Corporate Trustee, Corporate Employer, Corporate KFH

Relationship Start Date [Relationship Attribute]	C	Date	- Mandatory if ChangeType is 'Add' - Populated on 'Update' only if modifying the relationship start date. - Error if specified on update and date provided is same as registered Relationship Start Date.	RelStartDate	Format: dd/mm/yyyy Same validation as individual Scheme Amendment submission.	Add [Mandatory] , Update [Optional]	All relationship types
Relationship End Date [Relationship Attribute]	C	Date	Mandatory if ChangeType is Cease	RelEndDate	Format: dd/mm/yyyy	Cease [Mandatory]	All relationship types
Outsourcing Arrangement	C	Single Character: Y or N	- Must be blank when Relationship Type is not RA – Category I, RA – Category II or RA – Category III - Must be blank when update Type is Cease.	OutsourcingArrangementYN		Add [Mandatory] Update [Optional]	All RA relationship types.
Tax Reference Number	C	String	- If Change Type is 'Add', the Relationship Type is any corporate relationship, and the Entity Identifier is not populated, then the Tax Reference Number is mandatory. - In all other scenarios, error if Tax Reference Number is populated.	TaxReferenceNo	Same validation as individual Scheme Amendment submission.	Add	Corporate Trustee, Corporate Employer, Corporate KFH
Place of Registration	C	Integer	- If Change Type is 'Add', the Relationship Type is any corporate relationship, and the Entity Identifier is not populated, then the Place of Registration may be provided. - If Place of Registration is populated, then Registered Number must be populated.	PlaceOfRegistrationCountryId	Integer value from country table. Example: 103 – Ireland	Add	Corporate Trustee, Corporate Employer, Corporate KFH

			In all other scenarios, error if Place of Registration is populated.		See full list in Appendix 1 below.		
Registered Number	C	String	- If Change Type is 'Add', the Relationship Type is any corporate relationship, and the Entity Identifier is not populated, then the Registered Number may be provided. - If Registered Number is populated, then the Place of Registration must be populated. - In all other scenarios, error if Registered Number is populated.	RegisteredNo	Same validation as for individual Scheme Amendment.	Add	Corporate Trustee, Corporate Employer, Corporate KFH ¹
Personal Name Title	C	String 1 (None) 2 (Mr) 3 (Ms) 4 (Miss) 5 (Mrs) 6 (Dr)	- Mandatory on 'Add' of Applicable Relationship Types if Entity Identifier is not populated. - Value must be present in personalname_title_reference table - If any one of the PersonTitle, PersonFirstname or PersonLastname fields is populated, then all three fields must be populated.	PersonTitle		Add	Individual Trustee, Sole Trader Employer, Individual KFH
Personal Name Firstname	C	String	If any one of the PersonTitle, PersonFirstname or PersonLastname fields is populated, then all three fields must be populated.	PersonFirstname	Same length and content validation as individual Scheme Amendment submission.	Add	Individual Trustee, Sole Trader Employer, Individual KFH
Personal Name Lastname	C	String	If any one of the PersonTitle, PersonFirstname or PersonLastname	PersonLastname	Same length and content validation as individual	Add	Individual Trustee, Sole Trader Employer,

			fields is populated, then all three fields must be populated.		Scheme Amendment submission.		Individual KFH
Personal Email	C	String	- Mandatory on 'Add' of Applicable Relationship Types, if Entity Identifier is not populated. - Must be provided if Personal Name is populated. - Use Personal Email to search Person table for personId to associate with entity. - If no matching person found, then create new person record with Personal Name and Email details provided. Also, create new entity of the specified type e.g. Trustee and associate the personId of the new person with the Trustee.	PersonEmail	Same validation as individual Scheme Amendment submission.	Add	Individual Trustee, Sole Trader Employer, Individual KFH.
Principal Employer [Relationship Attribute]	C	Single Character: Y or N	- Mandatory when 'Add' Corporate or Sole Trader Employer. - Populated on 'Update' only if value modified. - See additional rules in Scheme Reg & Amend Appendix – page 33 re: automatically setting the registered Principal Employer to 'N'	PrincipalEmployerY N		Add, Update	Corporate Employer, Sole Trader Employer
Trustee has Two Directors	C	Single Character: Y or N	- Mandatory when 'Add' Corporate Trustee. - Error if populated and relationship is not Corporate Trustee	TrusteeTwoDirector sYN		Add	Corporate Trustee

Trustee Chairperson Indicator [Relationship Attribute]	C	Single Character: Y or N	- Mandatory when 'Add' Trustee - If set to 'Y' on 'Add' or modified from 'N' to 'Y' on 'Update', then Trustee Chairperson Name and Email details must be populated.	TrusteeChairperson YN		Add, Update	Corporate Trustee, Individual Trustee
Trustee Chairperson Title [Relationship Attribute]	C	String 1 (None) 2 (Mr) 3 (Ms) 4 (Miss) 5 (Mrs) 6 (Dr)	- Mandatory on 'Add' Corporate Trustee if Trustee Chairperson Indicator set to 'Y' - Mandatory on 'Update' Corporate Trustee if Trustee Chairperson Indicator is updated from 'N' to 'Y'. - Value must be present in personalname_title_reference table - If any one of the TrusteeChairpersonTitle, TrusteeChairpersonFirstname or TrusteeChairpersonLastname fields is populated, then all three fields must be populated.	TrusteeChairperson Title		Add, Update	Corporate Trustee
Trustee Chairperson Firstname [Relationship Attribute]	C	String	If any one of the TrusteeChairpersonTitle, TrusteeChairpersonFirstname or TrusteeChairpersonLastname fields is populated, then all three fields must be populated.	TrusteeChairperson Firstname	Same length and content validation as individual Scheme Amendment submission.	Add, Update	Corporate Trustee Individual Trustee
Trustee Chairperson Lastname [Relationship Attribute]	C	String	If any one of the TrusteeChairpersonTitle, TrusteeChairpersonFirstname or TrusteeChairpersonLastname fields is populated, then all three fields must be populated.	TrusteeChairperson Lastname	Same length and content validation as individual Scheme Amendment submission.	Add, Update	Corporate Trustee Individual Trustee

Trustee Chairperson Email [Relationship Attribute]	C	String	- Mandatory on 'Add' Corporate Trustee if Trustee Chairperson Indicator set to 'Y' - Mandatory on 'Update' Corporate Trustee if Trustee Chairperson Indicator is updated from 'N' to 'Y'.	TrusteeChairperson Email	Same validation as individual Scheme Amendment submission.	Add, Update	Corporate Trustee Individual Trustee
Contact Name Title [Relationship Attribute]	C	String 1 (None) 2 (Mr) 3 (Ms) 4 (Miss) 5 (Mrs) 6 (Dr)	- Mandatory on 'Add' for applicable relationship types. - Populated on 'Update' only if relationship Contact Name is to be modified. - Value must be present in personalname_title_reference table - If any one of the ContactNameTitle, ContactFirstname or ContactLastname fields is populated, then all three fields must be populated.	ContactNameTitle		Add, Update (Populated only if Contact Name is to be updated)	Individual KFH, Corporate KFH
Contact Name Firstname [Relationship Attribute]	C	String	- Mandatory on 'Add' for applicable relationship types. - If any one of the ContactNameTitle, ContactFirstname or ContactLastname fields is populated, then all three fields must be populated.	ContactFirstname	Same length and content validation as individual Scheme Amendment submission.	Add, Update (Populated only if Contact Name is to be updated)	Individual KFH, Corporate KFH
Contact Name Lastname [Relationship Attribute]	C	String	- Mandatory on 'Add' for applicable relationship types. - If any one of ContactNameTitle, ContactFirstname or ContactLastname fields is populated, then all three fields must be populated.	ContactLastname	Same length and content validation as individual Scheme Amendment submission.	Add, Update (Populated only if Contact Name is to be updated)	Individual KFH, Corporate KFH
Contact Email	C	String	Mandatory on 'Add' for applicable relationship types.	ContactEmail	Same validation as individual Scheme	Add,	Individual KFH,

[Relationship Attribute]			Populated on 'Update' only if relationship Contact Email is to be modified.		Amendment submission.	Update	Corporate KFH
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Bulk ASI

Bulk Annual Scheme Information Submission File					
Field	Mand/ Opt/ Cond	Input Type	Rule(s)	CSV Column Heading [* denotes mandatory field]	Constraints
Record No.	M	Integer	A unique incrementing number for the record – used for error/warning feedback information	RecordNumber*	
Scheme No.	M	String	- Check that the Scheme Number entered is valid i.e., is a registered scheme. - Check that the Scheme Number field is not blank. - Scheme Type on the register should not indicate a Death Benefit Only scheme - Scheme Status should not be 'Deleted'	SchemeNumber*	Format: PBnnnnnn i.e. user must include 'PB' prefix
Date of Commencement	M	Date	- Must match the 'Date of Commencement' recorded on the register. - Check that the Commencement Date field is not blank.	SchemeCommencementDate*	Format: dd/mm/yyyy
RA At Time Number	M	String	- Check that the field is not blank. - Must be a valid RA no. - The submitting user must be associated with the RA entered. - The submitting-RA must be listed as either a Category I RA or a Category III RA on the scheme	RAAtTimeNumber	Format:RAAnn i.e. user must include 'RA' prefix

ASI Period Start Date	M	Date	- If this is not the first ASI for a Scheme, it should be the day after the last filed ASI's period - The earliest date is 2008 or the Commencement Date whichever is more recent	ASIPeriodStartDate	Format: dd/mm/yyyy
ASI Period End Date	M	Date	- If the Scheme Status is Wound-up, then the Period End Date should match the Wound-up effective date. Otherwise, the ASI period end date should match the renewal date minus one day. - The ASI period should not be for less than 12 months unless it is the first ASI filed for a scheme or the final ASI filed for a scheme, or after a change in the Scheme's renewal day. - The ASI period must not be for a period longer than 23 months - The ASI period must not overlap another ASI period for the scheme - The ASI period end date must be before today.	ASIPeriodEndDate	Format: dd/mm/yyyy
New Members Allowed	M	String	Value must be "N" for any scheme where its Scheme Status is not "Current"	NewMembersAllowed	Values: Y or N
Active Members	M	Integer	Must be zero if Scheme Status is not "Current"	ActiveMembers	Format is numeric e.g. 0, 5, 22 etc. Non-negative value
Deferred Members	M	Integer	For "frozen" schemes this value should be greater than zero	DeferredMembers	Format is numeric e.g. 0, 5, 22 etc. Non-negative value
Pensioner Members	M	Integer	Must be 0 for DC scheme.	PensionerMembers	Format is numeric e.g. 0, 5, 22 etc.

					Non-negative value
Value of Assets At End of Period	M	Integer	Must be zero if Scheme Status is Wound-up	ValueOfAssetsAtEndOfPeriod	Non-negative value
Employer Contributions During Period	M	Integer	Must be zero for AVC scheme	EmployerContributionsDuringPeriod	Non-negative value
Employee Contributions During Period	M			EmployeeContributionsDuringPeriod	Non-negative value
Transfer Payments Received During Period	M			TransferPaymentsReceivedDuringPeriod	Non-negative value
Pensions Paid During Period	M			PensionsPaidDuringPeriod	Non-negative value
Lump Sums Paid During Period	M			LumpSumsPaidDuringPeriod	Non-negative value
Death Benefit Paid During Period	M			DeathBenefitsPaidDuringPeriod	Non-negative value
Transfer of Preserved Benefits Paid During Period	M			TransferOfPreservedBenefitsPaidDuringPeriod	Non-negative value

Appendix 1 – Country ID

<i>Country</i>	<i>Country ID</i>
Ireland	103
Northern Ireland	255
England	253
Scotland	254
Wales	253
Afghanistan	1
Albania	2
Algeria	3
American Samoa	4
Andorra	5
Angola	6
Anguilla	7
Antarctica	8
Antigua And Barbuda	9
Argentina	10
Armenia	11
Aruba	12
Australia	13
Austria	14
Azerbaijan	15
Bahamas	16
Bahrain	17
Bangladesh	18
Barbados	19
Belarus	20



Belgium	21
Belize	22
Benin	23
Bermuda	24
Bhutan	25
Bolivia	26
Bosnia And Herzegovina	27
Botswana	28
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