

Bulk Data Download

Step-by-Step User Guide & Information

The information in this guide is for qualified advisers only and must not be relied on by anyone else. The contents of the screens in this guide represent the screens as at November 2009 and may be changed in the future. The information shown is for example only. No guarantees are given regarding the effectiveness of any arrangements entered into as a result of this information.

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1. Introduction

Background

Bulk Data Download, available on www.adviserzone.com, enables you to request in bulk, downloads of your clients' group and individual pensions, bonds, occupational pension and endowments.

This is part of our continual improvement of our E-Commerce services to advisers and ongoing commitment to Contract Enquiry Real Time Valuations.

What are the benefits?

Efficiency

- Allows you to submit data requests to Standard Life easily
- You can normally expect to receive responses back the same day

Greater Control

You can request the information in the format that suits your database or back office software.

2. File Format and Content

File format

Choose from either XML or CSV download formats.

Your software provider or system administrator should advise on which format would be most appropriate for your system.

What is XML?

“XML” stands for Extensible Markup Language.

This format has been specially designed to load directly into your own system, providing that your back office systems have been developed to support the current Origo Standards.

What is CSV?

“CSV” stands for Comma Separated Values.

This format stores data as text and is often used by spreadsheet or database software to import data. In a CSV file, “fields” of data are separated by commas allowing the program to start a new field every time a comma is encountered.

To use the CSV format, your application should be capable of reading and storing the data appropriately.

Note that there is no CSV standard currently supported by Origo¹ for Pensions data. Standard Life has therefore developed its CSV format.

¹ Information regarding ORIGO can be found on their website at www.origostandards.com.

3. File Content

Choose from either **Basic** or **Full Download** options.

Basic Download

Contains the following information:

- Fund breakdown
- Policy type
- Policyholder details
- Valuation

Full Download

Includes the Basic Download information, plus:

- Contract term
- Contribution details
- Fund allocation
- Last recorded transaction
- Length of service
- Policy status
- Trust information

Additional Information for SIPP

Includes the Basic and Full Download information, plus (for Origo Standard v2.2):

- Benefit Crystallisation
- Investment Strategy
- Retirement Details
- Total External Asset Valuation
- Total Paid In and Out

A summary of the data content contained in the basic or full downloads is contained in section 12, Download Options.

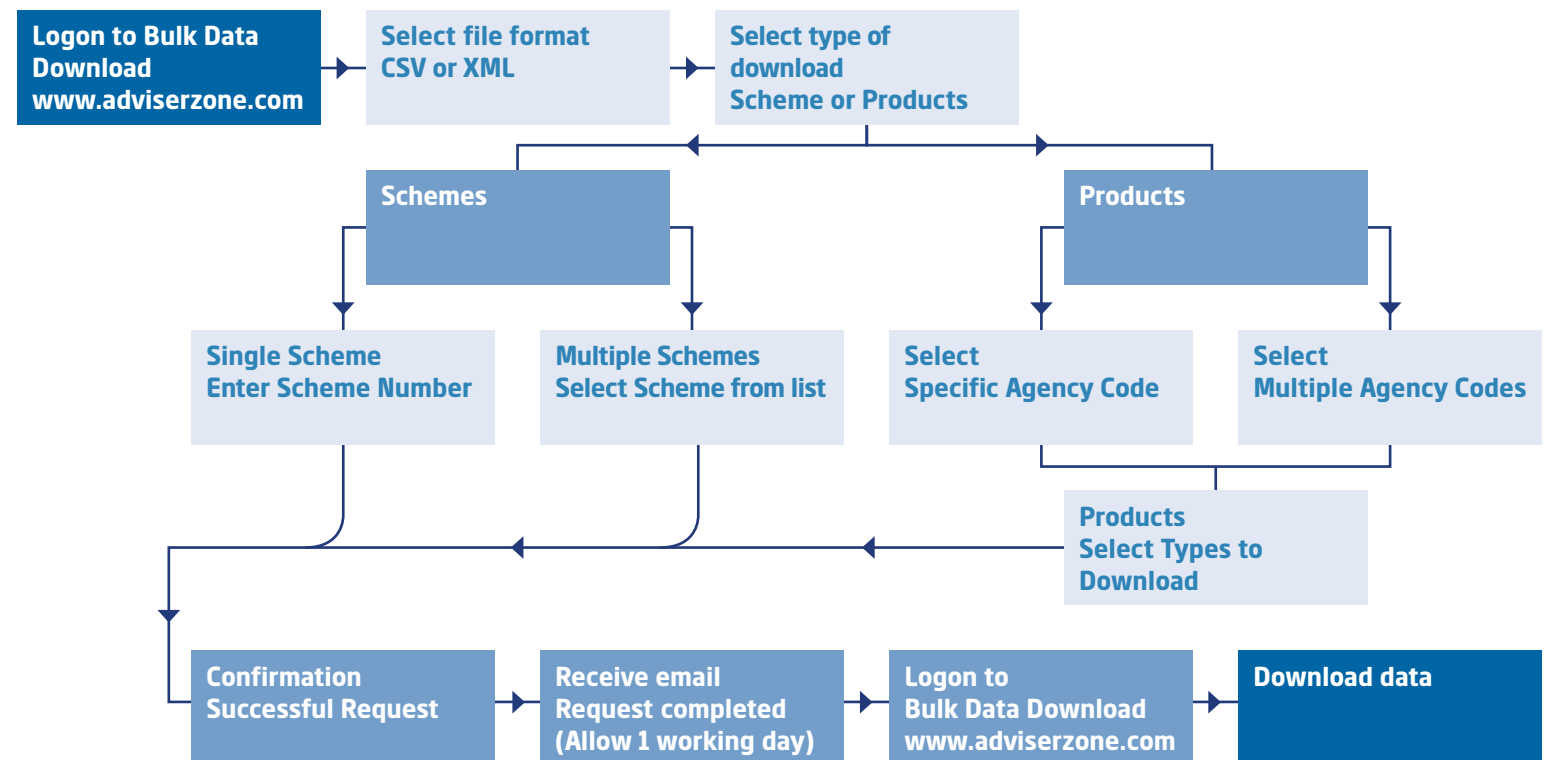
4. Products Available

The following products are available for Bulk Data Download:

- Capital Investment Bond
- Corporate Stakeholder Pension Plan
- Distribution Bond
- Early Maturity Plan
- Endowment Assurance
- Executive Pension Plan
- Flexible Pension Plan (FPP)
- FSAVC Plan
- Gemini
- Group AVC Plan (no contribution info available)
- Group Flexible Retirement Plan – Leaver
- Group Flexible Retirement Plan (GFRP)
- Group Pension for Larger Employers
- Group Personal Pension Flex
- Group Personal Pension One (Fixed and Variable)
- Group Personal Pension Plan
- Group Plan (CIMP)
- Group Self Invested Personal Pension – Leaver
- Group Self Invested Personal Pension (GSIPP)
- Group Stakeholder Pension Plan
- Guaranteed Bond
- Homeplan
- Individual Stakeholder Pension Plan
- Instalment Endowment
- International Bond
- Low Cost Plan
- Minimum Cost Plan
- Pension Fund Withdrawal Plan (PFWP)
- Personal Pension Flex
- Personal Pension One
- Personal Pension Plan
- Retirement Account Plan (RAP)
- s226 Retirement Annuity
- Self Invested Personal Pension (SIPP)
- Start Up Plan
- Variable Investment Bond
- Versatile Investment Plan
- With Profits Bond

5. Overview

This diagram summarises how this service can be accessed and the different functions that are available. Over the following pages, there are more detailed instructions for each function.



6. Step by Step Guide

Logon to Bulk Data Download

Bulk Data Download is available through our dedicated adviser website www.adviserzone.com using either your User ID and Password, or a Unipass² digital certificate.

How to request your download

When you logon to Bulk Data Download service you will see the screen on the right.

Step 1 - File Format

Select the file format that you want, i.e. CSV or XML. Refer to Section 2 for more details on these file formats.

Step 2 - File Content

Select the content for your file, i.e. full or basic.

Step 3 - File Download

Select the type of download you require:

- Single Scheme
- Multiple Schemes
- Agency Code and Product Type



² www.unipass.co.uk/

7. Select Single Scheme

This option is suitable when you need details of only one scheme. After selecting this option you will see the screen shown under Step 1 below. Before proceeding, check that the file will be downloaded in the format you want, e.g. CSV Basic Format.

Step 1

Enter the scheme number and click on the Submit button.

Step 2

You will be presented with this confirmation screen. Check that the details are correct and take a note of the reference number.

Step 3

An email will be sent to you when the data is ready for collection, usually processed within one working day. The file will be available to download for 7 days, however, it is recommended that you download the file at the earliest opportunity.

The screenshot shows a web form titled "Select single scheme". On the left, there is a sidebar with "Download selection" and "Scheme" highlighted. The main content area contains the text: "You have selected the download in CSV Basic format. Now enter the number below of the scheme for which you would like to download data." Below this is a text input field labeled "Enter scheme number" containing the value "112345". A yellow "Submit" button is located at the bottom right.

The screenshot shows a confirmation screen titled "Confirmation of Bulk Data Download request". The sidebar on the left has "Confirmation" highlighted. The main content area contains the following text: "An e-mail will be sent to you when the data is ready for collection. Requests are usually processed within 1 working day and the data will be available to download for 7 days. As the file size is large you may need access to Winzip before downloading. Click here to access the Winzip Computing, Inc. website <http://www.winzip.com>. Please compression and decompression utilities are available." Below this is a text input field for "Your e-mail address. We do not update it." followed by a note: "If the e-mail address shown is incorrect, please update it on your advisors profile now. This will ensure you receive your notifications at your current address." There is a "Please contact our Helpdesk if you have any queries." section and a table of request details. The table has two columns: "Reference" and "Description". The first row shows "112345" and "Bulk data for scheme number 112345".

8. Select Multiple Schemes

Select by Schemes

This option presents you with a list of the schemes that are available to you. After selecting this option you will see the screen shown on the right under Step 1. Before proceeding, check that the file will be downloaded in the format you want, e.g. CSV Basic Format.

Step 1

Select the schemes you want to download by clicking on the box to the right of the scheme name. A tick will be placed in the box to confirm your choice. Any number of schemes can be selected. In the example shown below two schemes have been selected. Once you have made your selection, click the Submit button.

Your schemes are listed in alphabetical order. To view in numerical order, click on the label, 'show scheme names in numerical order'.

Step 2

You will be presented with the confirmation screen which will highlight the schemes requested, the format of the file and its contents. Check that the details are correct and take a note of the reference number.

Step 3

An email will be sent to you when the data is ready for collection, usually processed within one working day. The file will be available to download for 7 days, however, it is recommended that you download the file at the earliest opportunity.



9. Select by Agency Code and Product Type

Select by Product Types

This option presents you with a list of the agency codes that are available to you. After selecting this option you will see the screen on the right under Step 1. Before proceeding, check that the file will be downloaded in the format you want, e.g. CSV Basic Format.

Step 1

Any number of agency codes can be selected. In the example shown below, only the first agency code has been selected. Once you have made your selection, click the Continue button.



Step 2

The next screen displays all of the products types available for download.

Select the products you wish to request a download for by clicking the box to the right of the product name.

In this example three products have been selected. After making your selections, click on the Submit button. Note that Group Personal Pension and Individual Personal Pension are based on Origo Standard v2.0 and GSIPP and SIPP are based on Origo Standard v2.2. This means that you may receive two files depending on the plans you selected.



Step 3

An email will be sent to you when the data is ready for collection, usually processed within one working day. The file will be available to download for 7 days, however, it is recommended that you download the file at the earliest opportunity.

10. How to Retrieve Downloads

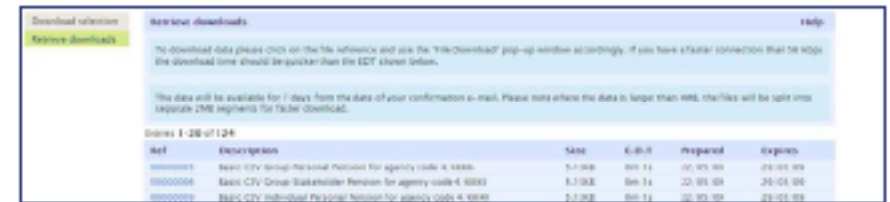
Retrieving Downloads

After your request has been processed, usually within one working day, an email will be sent to you to confirm that the data file is ready for collection. The email will contain a direct link to www.adviserzone.com.

Please note that the data requested will only be available for download for 7 days. After this period of time it will be deleted and cannot be recovered.

Step 1

Once you receive the email you can access the file from the Retrieve Downloads screen shown here. In this example you can see that more than one download has been requested. Click on the reference number, highlighted in blue, to download the file you want.



Step 2

You will be given the option to open or save the file to disk. Once you have selected an option, click on the OK button.

The file that you have downloaded has been 'zipped' to reduce the file size. As the file is a ZIP file, once the download is complete, you need to double click on the file to unzip (open) it.

You can now import the download into your database or back office software. Should you have any difficulties importing the data, you should contact your system administrator or back office software provider.

You will need to repeat this process for each requested download.

11. Support

Helpdesk

If you have any technical queries regarding the Bulk Data Download service, or are having difficulties logging onto www.adviserzone.com, you can contact the adviserzone helpdesk on:

0345 60 60 036

Call charges may vary and may be recorded and monitored to help improve customer service.

Opening Hours

The helpdesk is available:

Monday to Friday 9.00 am – 5.00 pm

email

Alternatively, you may email:

sales_ecommerce@standardlife.com

There is no guarantee that any email sent will be received, or that the contents will remain private during internet transmission.

12. Download Options

Self Invested Personal Pension (includes GSIPP)	CSV Download		XML Download	
	Basic	Full	Basic	Full
Agency Number	Yes	Yes	Yes	Yes
At retirement details penalty applies			Yes	Yes
At retirement details guaranteed annuity rates apply			Yes	Yes
At retirement details tax free cash over standard percent			Yes	Yes
At retirement details life cover basis			Yes	Yes
At retirement details death benefit nominations apply			Yes	Yes
At retirement details guaranteed minimum pensions apply			Yes	Yes
At retirement details transfer in applicable			Yes	Yes
Benefit crystallisation retirement age	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at 65	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at 70	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at 75	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at NRD	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at 65	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at 70	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at 75	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at NRD	Yes	Yes	Yes	Yes
Benefit crystallisation GAD Expiry Date	Yes	Yes	Yes	Yes
Benefit crystallisation GAD Max Income Limit Amount	Yes	Yes	Yes	Yes
Benefit crystallisation LTA % Crystallised To Date	Yes	Yes	Yes	Yes
Benefit crystallisation post retirement pot value	Yes	Yes	Yes	Yes
Benefit crystallisation tax free cash remaining	Yes	Yes	Yes	Yes

Self Invested Personal Pension (includes GSIPP)	CSV Download		XML Download	
	Basic	Full	Basic	Full
Benefit crystallisation tax free cash taken	Yes	Yes	Yes	Yes
Benefit crystallisation valuation date	Yes	Yes	Yes	Yes
Contract Details Required			Yes	Yes
Contract Enquiry Reference			Yes	Yes
Contract Reference Number	Yes	Yes	Yes	Yes
Contract Status	Yes	Yes	Yes	Yes
Contract Type			Yes	Yes
Contracted Out Indicator		Yes		Yes
Control Timestamp			Yes	Yes
Currency			Yes	Yes
Customer Reference Number	Yes	Yes	Yes	Yes
Current Insured Fund Valuation Date	Yes	Yes		
Current Insured Fund Valuation	Yes	Yes		
Current Valuation Amount	Yes	Yes	Yes	Yes
Current Non PR Valuation Amount	Yes	Yes		
Current PR Valuation Amount	Yes	Yes		
Current Valuation Currency	Yes	Yes	Yes	Yes
Current Valuation Request Type			Yes	Yes
Current Valuation Timestamp			Yes	Yes
Valuation Type			Yes	Yes
Date Joined Scheme		Yes		Yes
Element ID			Yes	Yes
Employer contribution type		Yes		

Self Invested Personal Pension (includes GSIPP)	CSV Download		XML Download	
	Basic	Full	Basic	Full
Employer contribution amount		Yes		
Employer contribution frequency		Yes		
Employer contribution premium change index		Yes		
Employer contribution premium change %		Yes		
Employer contribution status		Yes		
Employer contribution allocation fund name		Yes		
Employer contribution allocation fund code		Yes		
Employer contribution allocation fund code type		Yes		
Employer contribution allocation percentage		Yes		
Enquiry Error Note			Yes	Yes
Enquiry error note code			Yes	Yes
Enquiry Response Status			Yes	Yes
Expected Response Type			Yes	Yes
External Asset Name			Yes	Yes
External Asset Type			Yes	Yes
External Asset Value			Yes	Yes
External Bank Account Name			Yes	Yes
External Bank Account Number			Yes	Yes
Fund Code	Yes	Yes	Yes	Yes
Fund Code Type	Yes	Yes	Yes	Yes
Fund Name	Yes	Yes	Yes	Yes
Fund unit Type	Yes	Yes	Yes	Yes
Fund Unit Price	Yes	Yes	Yes	Yes

Self Invested Personal Pension (includes GSIPP)	CSV Download		XML Download	
	Basic	Full	Basic	Full
Fund number of units	Yes	Yes		
Fund value of units	Yes	Yes		
Initiator ID			Yes	Yes
Insurer	Yes	Yes		
Investment Strategy Allocation %				Yes
Investment Strategy Change %				Yes
Investment Strategy Change Index				Yes
Investment Strategy Contribution Amount				Yes
Investment Strategy Contribution Status				Yes
Investment Strategy Currency				Yes
Investment Strategy Frequency				Yes
Investment Strategy Fund Code				Yes
Investment Strategy Fund Code Type				Yes
Investment Strategy Fund Name				Yes
Investment Strategy Payer				Yes
Investment Strategy Type				Yes
Member Reference Number			Yes	Yes
Message ID			Yes	Yes
Message Status			Yes	Yes
Message Type			Yes	Yes
Message Version			Yes	Yes
National Insurance Number	Yes	Yes	Yes	Yes
Pension Contracted Out Retirement Date		Yes		Yes

Self Invested Personal Pension (includes GSIPP)	CSV Download		XML Download	
	Basic	Full	Basic	Full
Pension Retirement Date		Yes		Yes
Pension Start Date		Yes		Yes
Personal Client Date Of Birth	Yes	Yes	Yes	Yes
Personal Client Forenames	Yes	Yes	Yes	Yes
Personal Client Honorific			Yes	Yes
Personal Client ID			Yes	Yes
Personal Client Marital Status				Yes
Personal Client Sex	Yes	Yes	Yes	Yes
Personal Client Surname	Yes	Yes	Yes	Yes
Personal Client Title	Yes	Yes	Yes	Yes
Personal client post code	Yes	Yes	Yes	Yes
Personal client correspondence address		Yes		Yes
Personal client country				Yes
Personal contribution type		Yes		
Personal contribution amount		Yes		
Personal contribution frequency		Yes		
Personal contribution premium change index		Yes		
Personal contribution premium change %		Yes		
Personal contribution status		Yes		
Personal contribution allocation fund name		Yes		
Personal contribution allocation fund code		Yes		
Personal contribution allocation fund code type		Yes		
Personal contribution allocation percentage		Yes		

Self Invested Personal Pension (includes GSIPP)	CSV Download		XML Download	
	Basic	Full	Basic	Full
Plan bank account balance date	Yes	Yes	Yes	Yes
Plan bank account balance	Yes	Yes	Yes	Yes
Plan bank account currency			Yes	Yes
Plan or Unit Based Asset Contract Reference Number			Yes	Yes
Plan or unit based asset fund unit holding no. of units			Yes	Yes
Plan or unit based asset fund unit holding fund code type			Yes	Yes
Plan or unit based asset fund unit holding fund code			Yes	Yes
Plan or unit based asset fund unit holding fund name			Yes	Yes
Plan or unit based asset provider name			Yes	Yes
Policy Number	Yes	Yes	Yes	Yes
Product Name	Yes	Yes	Yes	Yes
Property Net of Gross Valuation			Yes	Yes
Property Outstanding Loan Amount			Yes	Yes
Reason			Yes	Yes
Relates To			Yes	Yes
Responder ID			Yes	Yes
Retry Number			Yes	Yes
Scheme Name	Yes	Yes	Yes	Yes
Scheme Number	Yes	Yes	Yes	Yes
Sequence Number			Yes	Yes
Share Account Number			Yes	Yes
Share Code			Yes	Yes
Share Code Type			Yes	Yes

Self Invested Personal Pension (includes GSIPP)	CSV Download		XML Download	
	Basic	Full	Basic	Full
Share Code			Yes	Yes
Share Code Type			Yes	Yes
Share Company Name			Yes	Yes
Share Currency			Yes	Yes
Share Nominee Account Number			Yes	Yes
Share Number of Shares			Yes	Yes
Share Price Type			Yes	Yes
Share Unit Price			Yes	Yes
Share Valuation Price Date			Yes	Yes
Short Description			Yes	Yes
Total External Asset Value	Yes	Yes	Yes	Yes
Total External Asset Valuation date	Yes	Yes	Yes	Yes
Total In Out Total Paid In To Date	Yes	Yes	Yes	Yes
Total In Out Total Paid Out to Date	Yes	Yes	Yes	Yes
Total Plan Value – Non-Protected Rights Value			Yes	Yes
Total Plan Value – Protected Rights Value			Yes	Yes
Total Plan Value – Total Value Amount			Yes	Yes
Written Under Trust Indicator		Yes	Yes	Yes

Group Flexible Retirement Plan	CSV Download		XML Download	
	Basic	Full	Basic	Full
Agency Number	Yes	Yes	Yes	Yes
At retirement details penalty applies			Yes	Yes
At retirement details guaranteed annuity rates apply			Yes	Yes
At retirement details tax free cash over standard percent			Yes	Yes
At retirement details life cover basis			Yes	Yes
At retirement details death benefit nominations apply			Yes	Yes
At retirement details guaranteed minimum pensions apply			Yes	Yes
At retirement details transfer in applicable			Yes	Yes
Contract Details Required			Yes	Yes
Contract Enquiry Reference				
Contract Reference Number	Yes	Yes	Yes	Yes
Contract Status	Yes	Yes	Yes	Yes
Contract Type			Yes	Yes
Contracted Out Indicator		Yes		Yes
Control Timestamp			Yes	Yes
Currency			Yes	Yes
Customer Reference Number	Yes	Yes	Yes	Yes
Current Insured Fund Valuation Date	Yes	Yes		
Current Insured Fund Valuation	Yes	Yes		
Current Valuation Amount	Yes	Yes	Yes	Yes
Current Non PR Valuation Amount				
Current PR Valuation Amount				

Group Flexible Retirement Plan	CSV Download		XML Download	
	Basic	Full	Basic	Full
Current Valuation Currency			Yes	Yes
Current Valuation Request Type				
Current Valuation Timestamp			Yes	Yes
Valuation Type		Yes		Yes
Date Joined Scheme			Yes	Yes
Element ID		Yes		
Employer contribution type		Yes		
Employer contribution amount		Yes		
Employer contribution frequency		Yes		
Employer contribution premium change index		Yes		
Employer contribution premium change %		Yes		
Employer contribution status		Yes		
Employer contribution allocation fund name		Yes		
Employer contribution allocation fund code		Yes		
Employer contribution allocation fund code type		Yes		
Employer contribution allocation percentage		Yes		
Enquiry Error Note			Yes	Yes
Enquiry error note code			Yes	Yes
Enquiry Response Status			Yes	Yes
Expected Response Type			Yes	Yes
Fund Code	Yes	Yes	Yes	Yes
Fund Code Type	Yes	Yes	Yes	Yes
Fund Name	Yes	Yes	Yes	Yes

Group Flexible Retirement Plan	CSV Download		XML Download	
	Basic	Full	Basic	Full
Fund unit Type	Yes	Yes	Yes	Yes
Fund Unit Price	Yes	Yes	Yes	Yes
Fund number of units	Yes	Yes	Yes	Yes
Fund value of units	Yes	Yes	Yes	Yes
Initiator ID			Yes	Yes
Insurer	Yes	Yes		
Investment Strategy Allocation %				Yes
Investment Strategy Contribution Amount				Yes
Investment Strategy Contribution Status				Yes
Investment Strategy Currency				Yes
Investment Strategy Frequency				Yes
Investment Strategy Fund Code				Yes
Investment Strategy Fund Code Type				Yes
Investment Strategy Fund Name				Yes
Investment Strategy Payer				Yes
Investment Strategy Type				Yes
Member Reference Number			Yes	Yes
Message ID			Yes	Yes
Message Status			Yes	Yes
Message Type			Yes	Yes
Message Version			Yes	Yes
National Insurance Number	Yes	Yes	Yes	Yes
Pension Contracted Out Retirement Date		Yes		Yes

Group Flexible Retirement Plan	CSV Download		XML Download	
	Basic	Full	Basic	Full
Pension Retirement Date		Yes		Yes
Pension Start Date		Yes		Yes
Personal Client Date Of Birth	Yes	Yes	Yes	Yes
Personal Client Forenames	Yes	Yes	Yes	Yes
Personal Client Honorific			Yes	Yes
Personal Client ID			Yes	Yes
Personal Client Marital Status				Yes
Personal Client Sex	Yes	Yes	Yes	Yes
Personal Client Surname	Yes	Yes	Yes	Yes
Personal Client Title	Yes	Yes	Yes	Yes
Personal client post code	Yes	Yes	Yes	Yes
Personal client correspondence address		Yes		Yes
Personal client country				Yes
Personal contribution type		Yes		
Personal contribution amount		Yes		
Personal contribution frequency		Yes		
Personal contribution premium change index		Yes		
Personal contribution premium change %		Yes		
Personal contribution status		Yes		
Personal contribution allocation fund name		Yes		
Personal contribution allocation fund code		Yes		
Personal contribution allocation fund code type		Yes		
Personal contribution allocation percentage		Yes		

Group Flexible Retirement Plan	CSV Download		XML Download	
	Basic	Full	Basic	Full
Policy Number	Yes	Yes	Yes	Yes
Product Name	Yes	Yes	Yes	Yes
Product Type	Yes	Yes	Yes	Yes
Reason			Yes	Yes
Relates To			Yes	Yes
Responder ID			Yes	Yes
Retry Number			Yes	Yes
Scheme Name	Yes	Yes	Yes	Yes
Scheme Number	Yes	Yes	Yes	Yes
Sequence Number				
Short Description			Yes	Yes
Total In Out Total Paid In To Date	Yes	Yes	Yes	Yes
Total In Out Total Paid Out to Date	Yes	Yes	Yes	Yes
Total Plan Value – Total Value Amount			Yes	Yes
Written Under Trust Indicator		Yes		Yes

FPP & PFWP	CSV Download		XML Download	
	Basic	Full	Basic	Full
Agency Number	Yes	Yes	Yes	Yes
At retirement details penalty applies			Yes	Yes
At retirement details guaranteed annuity rates apply			Yes	Yes
At retirement details tax free cash over standard percent			Yes	Yes
At retirement details life cover basis			Yes	Yes
At retirement details death benefit nominations apply			Yes	Yes
At retirement details guaranteed minimum pensions apply			Yes	Yes
At retirement details transfer in applicable			Yes	Yes
Benefit crystallisation retirement age	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at 65	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at 70	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at 75	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type A at NRD	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at 65	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at 70	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at 75	Yes	Yes	Yes	Yes
Benefit crystallisation critical yield type B at NRD	Yes	Yes	Yes	Yes
Benefit crystallisation GAD Expiry Date	Yes	Yes	Yes	Yes
Benefit crystallisation GAD Max Income Limit Amount	Yes	Yes	Yes	Yes
Benefit crystallisation LTA % Crystallised To Date	Yes	Yes	Yes	Yes
Benefit crystallisation post retirement pot value	Yes	Yes	Yes	Yes
Benefit crystallisation tax free cash remaining	Yes	Yes	Yes	Yes

FPP & PFWP	CSV Download		XML Download	
	Basic	Full	Basic	Full
Benefit crystallisation tax free cash taken	Yes	Yes	Yes	Yes
Benefit crystallisation valuation date	Yes	Yes	Yes	Yes
Contract Details Required			Yes	Yes
Contract Enquiry Reference				
Contract Reference Number	Yes	Yes	Yes	Yes
Contract Status	Yes	Yes	Yes	Yes
Contract Type			Yes	Yes
Contracted Out Indicator		Yes		Yes
Control Timestamp			Yes	Yes
Currency			Yes	Yes
Customer Reference Number	Yes	Yes	Yes	Yes
Current Insured Fund Valuation Date	Yes	Yes		
Current Insured Fund Valuation	Yes	Yes		
Current Valuation Amount	Yes	Yes	Yes	Yes
Current Non PR Valuation Amount	Yes	Yes		
Current PR Valuation Amount	Yes	Yes		
Current Valuation Currency			Yes	Yes
Current Valuation Request Type				
Current Valuation Timestamp			Yes	Yes
Valuation Type			Yes	Yes
Element ID			Yes	Yes
Employer contribution type		Yes		
Employer contribution amount		Yes		

FPP & PFWP	CSV Download		XML Download	
	Basic	Full	Basic	Full
Employer contribution frequency		Yes		
Employer contribution premium change index		Yes		
Employer contribution premium change %		Yes		
Employer contribution status		Yes		
Employer contribution allocation fund name		Yes		
Employer contribution allocation fund code		Yes		
Employer contribution allocation fund code type		Yes		
Employer contribution allocation percentage		Yes		
Enquiry Error Note			Yes	Yes
Enquiry error note code			Yes	Yes
Enquiry Response Status			Yes	Yes
Expected Response Type			Yes	Yes
FSA (SIB) Number				
Fund Code	Yes	Yes	Yes	Yes
Fund Code Type	Yes	Yes	Yes	Yes
Fund Name	Yes	Yes	Yes	Yes
Fund unit Type	Yes	Yes	Yes	Yes
Fund Unit Price	Yes	Yes	Yes	Yes
Fund number of units	Yes	Yes	Yes	Yes
Fund value of units	Yes	Yes	Yes	Yes
Initiator ID			Yes	Yes
Insurer	Yes	Yes		
Investment Strategy Allocation %				Yes

FPP & PFWP	CSV Download		XML Download	
	Basic	Full	Basic	Full
Investment Strategy Change %				Yes
Investment Strategy Change Index				Yes
Investment Strategy Contribution Amount				Yes
Investment Strategy Contribution Status				Yes
Investment Strategy Currency				Yes
Investment Strategy Frequency				Yes
Investment Strategy Fund Code				Yes
Investment Strategy Fund Code Type				Yes
Investment Strategy Fund Name				Yes
Investment Strategy Payer				Yes
Investment Strategy Type				Yes
Message ID			Yes	Yes
Message Status			Yes	Yes
Message Type			Yes	Yes
Message Version			Yes	Yes
National Insurance Number	Yes	Yes	Yes	Yes
Pension Contracted Out Retirement Date		Yes		Yes
Pension Retirement Date		Yes		Yes
Pension Start Date		Yes		Yes
Personal Client Date Of Birth	Yes	Yes	Yes	Yes
Personal Client Forenames	Yes	Yes	Yes	Yes
Personal Client Honorific			Yes	Yes
Personal Client ID			Yes	Yes

FPP & PFWP	CSV Download		XML Download	
	Basic	Full	Basic	Full
Personal Client Marital Status				Yes
Personal Client Sex	Yes	Yes	Yes	Yes
Personal Client Surname	Yes	Yes	Yes	Yes
Personal Client Title	Yes	Yes	Yes	Yes
Personal client post code	Yes	Yes	Yes	Yes
Personal client correspondence address		Yes		Yes
Personal client country				Yes
Personal contribution type		Yes		
Personal contribution amount		Yes		
Personal contribution frequency		Yes		
Personal contribution premium change index		Yes		
Personal contribution premium change %		Yes		
Personal contribution status		Yes		
Personal contribution allocation fund name		Yes		
Personal contribution allocation fund code		Yes		
Personal contribution allocation fund code type		Yes		
Personal contribution allocation percentage		Yes		
Policy Number	Yes	Yes	Yes	Yes
Primary Employment Status				
Product Name	Yes	Yes	Yes	Yes
Product Type	Yes	Yes	Yes	Yes
Reason			Yes	Yes
Relates To			Yes	Yes

FPP & PFWP	CSV Download		XML Download	
	Basic	Full	Basic	Full
Responder ID			Yes	Yes
Retry Number			Yes	Yes
Sequence Number				
Short Description			Yes	Yes
Total In Out Total Paid In To Date	Yes	Yes	Yes	Yes
Total In Out Total Paid Out to Date	Yes	Yes	Yes	Yes
Total Plan Value – Non-Protected Rights Value			Yes	Yes
Total Plan Value – Protected Rights Value			Yes	Yes
Total Plan Value – Total Value Amount			Yes	Yes
Written Under Trust Indicator		Yes		Yes

Pensions	CSV Download		XML Download	
	Basic	Full	Basic	Full
Agency Address & Postcode			Yes	Yes
Agency Code	Yes	Yes	Yes	Yes
Code			Yes	Yes
Company Name			Yes	Yes
Contact Name			Yes	Yes
Contract Start Date ¹		Yes		
Contract Details Required			Yes	Yes
Contract Enquiry Reference			Yes	Yes
Contract Reference Number	Yes	Yes	Yes	Yes
Contract Status	Yes	Yes	Yes	Yes
Contract Status Date	Yes	Yes	Yes	Yes
Contract Trust Indicator		Yes		
Contract Type			Yes	Yes
Contracted Out Indicator		Yes		Yes
Control Timestamp			Yes	Yes
Correspondence Address				Yes
Current Non-PR Valuation ²	Yes	Yes		
Current PR Valuation ²	Yes	Yes		
Current Valuation ²	Yes	Yes		
Current Valuation Date ²	Yes	Yes		
Customer Reference Number	Yes	Yes		
Data Creation Date	Yes	Yes		
Date Joined Company				Yes

Pensions	CSV Download		XML Download	
	Basic	Full	Basic	Full
Date Joined Scheme		Yes		Yes
Date Left Scheme				Yes
Element ID			Yes	Yes
Enquiry Error Note			Yes	Yes
Enquiry Response Status			Yes	Yes
Error Flag	Yes	Yes		
Expected Response Type			Yes	Yes
File Creation Date	Yes	Yes		
FSA (SIB) Number	Yes	Yes	Yes	Yes
Fund Allocation Percentage		Yes		
Fund Breakdown Request			Yes	Yes
Fund Code	Yes	Yes	Yes	Yes
Fund Code Type	Yes	Yes		
Fund Code Type Required			Yes	Yes
Fund Name	Yes	Yes	Yes	Yes
Fund Type			Yes	Yes
Fund Unit Type	Yes	Yes		
Further Fund Information Available	Yes	Yes		
Further Trustee Information Available		Yes		
Initiator ID			Yes	Yes
Investment Contribution Percentage Of Earnings		Yes		Yes
Investment Contribution Amount		Yes		Yes
Investment Contribution Currency				Yes

¹ The start date may be either the contracting-out or excess start date if both were taken out at same time.

² Valuation details are not returned for EPP policies.

Pensions	CSV Download		XML Download	
	Basic	Full	Basic	Full
Investment Contribution Earnings Amount		Yes		Yes
Investment Contribution Earnings Amount Date		Yes		Yes
Investment Contribution Frequency		Yes		Yes
Investment Contribution Fund Allocation Percentage				Yes
Investment Contribution Fund Code				Yes
Investment Contribution Fund Name				Yes
Investment Contribution Fund Type				Yes
Investment Contribution Payer – Personal or Employer				Yes
Investment Contribution Payment Change Index		Yes		Yes
Investment Contribution Payment Change Percentage		Yes		Yes
Investment Contribution Status		Yes		Yes
Investment Contribution Type		Yes		Yes
Last Employer Contribution Amount		Yes		
Last Employer Contribution Date		Yes		
Last Employer Contribution Frequency		Yes		
Last Personal Contribution Amount		Yes		
Last Personal Contribution Frequency		Yes		
Last Personal Contribution PA ID Date		Yes		
Latest Contribution Amount				Yes
Latest Contribution Frequency				Yes
Latest Contribution Net / Gross				Yes
Latest Contribution Paid Date				Yes
Latest Contribution Payer				Yes

Pensions	CSV Download		XML Download	
	Basic	Full	Basic	Full
Latest Contribution Type				Yes
Member Reference Number			Yes	Yes
Message Content (Basic Or Full Download)	Yes	Yes		
Message ID			Yes	Yes
Message Status			Yes	Yes
Message Type			Yes	Yes
Message Version			Yes	Yes
Name Of Insurer	Yes	Yes		
National Insurance Number				Yes
Number Of Units Held	Yes	Yes		
Pension Contracted Out Retirement Date		Yes		Yes
Pension Retirement Date		Yes		Yes
Pension Start Date ³				Yes
Pensionable Salary	Yes	Yes		
Pensionable Salary Date	Yes	Yes		
Personal Client Address		Yes		
Personal Client Date Of Birth	Yes	Yes	Yes	Yes
Personal Client Forenames	Yes	Yes	Yes	Yes
Personal Client Honorific		Yes		Yes
Personal Client ID			Yes	Yes
Personal Client Marital Status				Yes
Personal Client National Insurance Number	Yes	Yes		
Personal Client Post Code		Yes		

³ The start date may be either the contracting-out or excess start date if both were taken out at same time.

Pensions	CSV Download		XML Download	
	Basic	Full	Basic	Full
Personal Client Primary Employment Status ⁴		Yes		
Personal Client Sex	Yes	Yes	Yes	Yes
Personal Client Surname	Yes	Yes	Yes	Yes
Personal Client Title	Yes	Yes	Yes	Yes
Policy Number	Yes	Yes	Yes	Yes
Post Code			Yes	Yes
Primary Employment Status				Yes
Product Name	Yes	Yes	Yes	Yes
Product Type	Yes	Yes		
Reason			Yes	Yes
Responder ID			Yes	Yes
Retry Number			Yes	Yes
Scheme Category				Yes
Scheme Category Code		Yes		
Scheme Category Name	Yes	Yes		Yes
Scheme Category Number				Yes
Scheme Details			Yes	Yes
Scheme Name	Yes	Yes	Yes	Yes
Scheme Number	Yes	Yes	Yes	Yes
Sequence Number			Yes	Yes
Short Description			Yes	Yes
Telephone Number			Yes	Yes
Trustee Name		Yes	Yes	Yes

Pensions	CSV Download		XML Download	
	Basic	Full	Basic	Full
Unit Currency			Yes	Yes
Unit Price	Yes	Yes		
Unit Type			Yes	Yes
User ID			Yes	Yes
Valuation Amount ⁵			Yes	Yes
Valuation Cash or Annuity Indicator ⁵			Yes	Yes
Valuation Currency ⁵			Yes	Yes
Valuation Date ⁵			Yes	Yes
Valuation Last Bonus Declaration Date ⁵			Yes	Yes
Valuation Last Earned Reversionary Bonus ⁵			Yes	Yes
Valuation Last Non-PR Amount ⁵			Yes	Yes
Valuation Last PR Amount ⁵			Yes	Yes
Valuation Request Type ⁵			Yes	Yes
Valuation Sum Assured With Profits ⁵			Yes	Yes
Valuation Total Earned Reversionary Bonus to Date ⁵			Yes	Yes
Valuation Type ⁵			Yes	Yes
Value Of Units ⁵	Yes	Yes	Yes	Yes
Version Number	Yes	Yes		
Waiver of Premium Indicator		Yes		Yes
Written Under Trust				Yes

⁴ Information correct at contract start date.

⁵ Valuation details are not returned for EPP policies.

Bonds	CSV Download		XML Download	
	Basic	Full	Basic	Full
Agency Address & Postcode			Yes	Yes
Agency Code	Yes	Yes	Yes	Yes
Assigned Indicator				Yes
Code			Yes	Yes
Company Name			Yes	Yes
Contact Name			Yes	Yes
Contact Telephone Number			Yes	Yes
Contract Assigned Indicator		Yes		
Contract Details Required			Yes	Yes
Contract Enquiry Reference			Yes	Yes
Contract Maturity Date		Yes		
Contract Reference Number	Yes	Yes	Yes	Yes
Contract Status	Yes	Yes		
Contract Status			Yes	Yes
Contract Term		Yes		
Contract Trust Indicator		Yes		
Contract Type			Yes	Yes
Control Timestamp			Yes	Yes
Cover Basis		Yes		
Current Valuation Amount	Yes	Yes		
Customer Reference Number			Yes	Yes
Data Creation Date	Yes	Yes		
Distribution Amount		Yes		Yes

Bonds	CSV Download		XML Download	
	Basic	Full	Basic	Full
Distribution Basis		Yes		
Distribution Currency				Yes
Distribution Frequency		Yes		Yes
Distribution Payment Basis				Yes
Distribution Start Date		Yes		Yes
Element ID			Yes	Yes
Enquiry Error Note			Yes	Yes
Enquiry Response Status			Yes	Yes
Error Flag	Yes	Yes		
Expected Response Type			Yes	Yes
File Creation Date	Yes	Yes		
FSA (SIB) Number	Yes	Yes	Yes	Yes
Fund Code	Yes	Yes	Yes	Yes
Fund Code Type	Yes	Yes	Yes	Yes
Fund Code Type Required			Yes	Yes
Fund Name	Yes	Yes	Yes	Yes
Fund Unit Holding Number Of Units			Yes	Yes
Fund Unit Holding Value Of Units			Yes	Yes
Fund Unit Holding Value Of Units Currency			Yes	Yes
Fund Unit Price			Yes	Yes
Fund Unit Price Currency			Yes	Yes
Fund Unit Price	Yes	Yes		
Further Fund Information Available	Yes	Yes		

Bonds	CSV Download		XML Download	
	Basic	Full	Basic	Full
Initiator ID			Yes	Yes
Life Assured Correspondence Address		Yes		
Life Assured Date Of Birth		Yes		
Life Assured Death Indicator		Yes		
Life Assured Forenames		Yes		
Life Assured GMDB		Yes		
Life Assured Honorific		Yes		
Life Assured Marital Status		Yes		
Life Assured National Insurance Number		Yes		
Life Assured Post Code		Yes		
Life Assured Reference Number		Yes		
Life Assured Sex		Yes		
Life Assured Surname		Yes		
Life Assured Title		Yes		
Message Content (Basic Or Full Download)	Yes	Yes		
Message ID			Yes	Yes
Message Status			Yes	Yes
Message Type			Yes	Yes
Message Version			Yes	Yes
More Lives Assured Indicator		Yes		
More Policyholders Indicator	Yes	Yes		
Name Of Insurer	Yes	Yes		
Number Of Units Held	Yes	Yes		

Bonds	CSV Download		XML Download	
	Basic	Full	Basic	Full
Personal Client Correspondence Address				Yes
Personal Client Date Of Birth			Yes	Yes
Personal Client Forenames			Yes	Yes
Personal Client Honorific				Yes
Personal Client ID			Yes	Yes
Personal Client Marital Status				Yes
Personal Client Post Code			Yes	Yes
Personal Client Sex			Yes	Yes
Personal Client Status				Yes
Personal Client Surname			Yes	Yes
Personal Client Title			Yes	Yes
Policy Number	Yes	Yes	Yes	Yes
Policyholder Correspondence Address	Yes	Yes		
Policyholder Correspondence Postcode	Yes	Yes		
Policyholder Date Of Birth	Yes	Yes		
Policyholder Death Indicator	Yes	Yes		
Policyholder Forenames	Yes	Yes		
Policyholder Honorific		Yes		
Policyholder Marital Status		Yes		
Policyholder National Insurance Number	Yes	Yes		
Policyholder Reference Number	Yes	Yes		
Policyholder Sex	Yes	Yes		
Policyholder Surname	Yes	Yes		

Bonds	CSV Download		XML Download	
	Basic	Full	Basic	Full
Policyholder Title	Yes	Yes		
Product Name	Yes	Yes	Yes	Yes
Product Sub-Type	Yes	Yes	Yes	Yes
Product Type	Yes	Yes		
Reason			Yes	Yes
Regular Withdrawal Amount				Yes
Regular Withdrawal Currency				Yes
Regular Withdrawal Frequency				Yes
Regular Withdrawal Payment Basis				Yes
Regular Withdrawal Start Date				Yes
Responder ID			Yes	Yes
Response Notification Method			Yes	Yes
Retry Number			Yes	Yes
Risk Benefit Type		Yes		
Risk Event Type		Yes		
Sequence Number			Yes	Yes
Short Description			Yes	Yes
Sum Assured		Yes		
Total Premiums Paid To Date		Yes		
Transaction History Contribution Total				Yes
Transaction History Contribution Total Currency				Yes
Trustee Name		Yes		Yes
User ID			Yes	Yes

Bonds	CSV Download		XML Download	
	Basic	Full	Basic	Full
Valuation Amount			Yes	Yes
Valuation Currency			Yes	Yes
Valuation Date	Yes	Yes		
Valuation Request Type			Yes	Yes
Valuation Timestamp			Yes	Yes
Valuation Type			Yes	Yes
Value Of Units Held	Yes	Yes		
Version Number	Yes	Yes		
Withdrawal Amount		Yes		
Withdrawal Basis		Yes		
Withdrawal Frequency		Yes		
Withdrawal Start Date		Yes		
Written Under Trust Indicator				Yes

Endowments	CSV Download		XML Download	
	Basic	Full	Basic	Full
Agency Code	Yes	Yes		
Basic Sum Assured ¹	Yes	Yes		
Contract Assigned Indicator		Yes		
Contract Maturity Date		Yes		
Contract Reference Number	Yes	Yes		
Contract Start Date	Yes	Yes		
Contract Status	Yes	Yes		
Contract Term		Yes		
Contract Trust Indicator		Yes		
Current Valuation Amount	Yes	Yes		
Current Valuation Date	Yes	Yes		
Data Creation Date	Yes	Yes		
Distribution Amount		Yes		
Distribution Basis		Yes		
Distribution Frequency		Yes		
Distribution Start Date		Yes		
Error Flag	Yes	Yes		
File Creation Date	Yes	Yes		
FSA (SIB) Number	Yes	Yes		
Fund Code ²	Yes	Yes		
Fund Code Type ²	Yes	Yes		
Fund Name ²	Yes	Yes		
Fund Unit Price ²	Yes	Yes		

Endowments	CSV Download		XML Download	
	Basic	Full	Basic	Full
Further Fund Information Available ²	Yes	Yes		
Last Premium Paid		Yes		
Latest Earned Reversionary Bonus	Yes	Yes		
Latest Earned Reversionary Bonus Date	Yes	Yes		
Life Assured Basis ³		Yes		
Life Assured CI Basis ³		Yes		
Life Assured CI Benefit Type ³		Yes		
Life Assured CI Cover Level ³		Yes		
Life Assured CI Risk Benefit ³		Yes		
Life Assured Correspondence Address ³		Yes		
Life Assured Cover Basis ³		Yes		
Life Assured Date Of Birth ³		Yes		
Life Assured Death Indicator ³		Yes		
Life Assured Forenames ³		Yes		
Life Assured GMDB ³		Yes		
Life Assured Honorific ³		Yes		
Life Assured How CI Benefit Paid ³		Yes		
Life Assured Marital Status ³		Yes		
Life Assured National Insurance Number ³		Yes		
Life Assured Payment Definition ³		Yes		
Life Assured Post Code ³		Yes		
Life Assured Reference Number ³		Yes		
Life Assured Risk Benefit Type ³		Yes		

¹ Low Cost Endowments only.

² Repeats for a maximum of 12 funds. The existence of additional funds will be highlighted under 'Further Fund Information Available'.

³ Repeats for a maximum of two lives assured.

Endowments	CSV Download		XML Download	
	Basic	Full	Basic	Full
Life Assured Risk Event Type ³		Yes		
Life Assured Sex ³		Yes		
Life Assured Surname ³		Yes		
Life Assured Title ³		Yes		
Life Assured Waiver Frequency ³		Yes		
Life Assured Waiver Period ³		Yes		
Message Content (Basic Or Full Download)	Yes	Yes		
More Lives Assured Indicator		Yes		
More Policyholders Indicator	Yes	Yes		
Name Of Insurer	Yes	Yes		
Number Of Units Held ĩ	Yes	Yes		
Policy Number	Yes	Yes		
Policyholder Correspondence Address (Ex Postcode) ⁴	Yes	Yes		
Policyholder Correspondence Postcode ⁴	Yes	Yes		
Policyholder Date Of Birth ⁴	Yes	Yes		
Policyholder Death Indicator ⁴	Yes	Yes		
Policyholder Forenames ⁴	Yes	Yes		
Policyholder Honorific ⁴		Yes		
Policyholder Marital Status ⁴	Yes	Yes		
Policyholder National Insurance Number ⁴	Yes	Yes		
Policyholder Reference Number ⁴	Yes	Yes		
Policyholder Sex ⁴	Yes	Yes		
Policyholder Surname ⁴	Yes	Yes		

Endowments	CSV Download		XML Download	
	Basic	Full	Basic	Full
Policyholder Title ⁴	Yes	Yes		
Premium Amount		Yes		
Premium Frequency		Yes		
Product Name	Yes	Yes		
Product Sub-Type	Yes	Yes		
Product Type	Yes	Yes		
Sum Assured	Yes	Yes		
Target Maturity Date	Yes	Yes		
Total Earned Reversionary Bonus To Date	Yes	Yes		
Total Premiums Paid To Date		Yes		
Trustee Name		Yes		
Value Of Units Held ¹	Yes	Yes		
Version Number	Yes	Yes		
Withdrawal Amount		Yes		
Withdrawal Basis		Yes		
Withdrawal Frequency		Yes		
Withdrawal Start Date		Yes		

³ Repeats for a maximum of two lives assured.

⁴ Repeats for a maximum of two policyholders.

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