

Transfers Database Data Dictionary

This document was created to help facilitate the update/maintenance of company details on the Transfers Database.

Your company admin is responsible for keeping this information up to date and we advise you carry out regular checks to ensure information supplied is still relevant/correct.

Contacts	
Database	Where business as usual transfer matters should be referred for resolution
Escalation	The contact for more serious/systemic matters to be referred to and if contact has failed at initial level

Mandatory Column Where the information is non-mandatory it is helpful to other users to complete the fields where possible/applicable.

Field on Transfers Database	Mandatory	Description	Editable by admin?	Example/limitations
Additional transfers info	No	Please detail any relevant information	YES	Free text field to populate as required
Altus Savings Gateway	No	To detail whether this is used	YES	Yes, No, Not applicable
APS Allowance Transfers Accepted	No	To specify whether this transfer type is permitted	YES	Yes, No, Not applicable
BACS	No	To detail whether you use this service	Yes	
Brand	No	This will assist users in identifying this company (particularly if it is different to the company name)	NO	Free text field to populate as required
Cash ISA Transfers Service	No	To specify whether you use this service	YES	
Cheques	No	To specify whether you accept cheques	YES	
Company code	N/A	Used for authentication of each other when discussing relevant transfers between each party. An added security measure automatically updated quarterly.	NO	AAAA3333
Courier address 1	No	Companies should provide the address for transfers to be sent by courier	YES	
Courier address 2	No	Companies can provide an alternative address for other types of transfers to be sent by courier	YES	
Database contact/s	Yes	Contact details for day to day queries - can have multiple names listed	YES	
Escalation contact/s	Yes	Contact details for systemic/more serious issues that cannot be resolved by the database contact/s. Must be a named contact/email address (not generic) but can have multiple names listed here	YES	
Full Transfers Accepted	No	To specify whether this is permitted	YES	Yes, No, Not applicable
HMRC reference Z number	No	HMRC ISA manager reference number as listed on the authorised manager list - 5 characters, 1 alpha (Z)/4 numeric.	NO	Z1111
In Specie transfers accepted	No	To specify whether in specie transfers are permitted	YES	Yes, No, Not applicable
Minimum payment accepted	No	If residual income accepted, to specify the minimum amount here	YES	

Field on Transfers Database	Mandatory	Description	Editable by admin?	Example/limitations
Miscellaneous	No	Please list any relevant information required	YES	Free text field to populate as required
Name	No	Name of Entity/Brand - this is how other users will identify this company	NO	
Other Electronic Payment Methods	No	Other respective methods can be detailed here	YES	Free text field to populate as required
Partial Transfers Accepted	No	To specify whether partial transfers are permitted	YES	Yes, No, Not applicable
Payment/Settlement methods accepted	No	Companies should provide details of the methods accepted as relevant	YES	BACS, Cash ISA Transfers Service, Cheque
Postal address 1	No	Companies should provide the general postal address for transfers to be sent	YES	
Postal address 2	No	Companies can provide an alternative address for other types of transfers to be sent	YES	
Postal Address - APS	No	Companies should provide the postal address for APS transfers to be sent	YES	
Postal Address - Transfer In	No	Companies should provide the postal address for transfers in to be sent	YES	
Postal Address - Transfer Out	No	Companies should provide the postal address for transfers out to be sent	YES	
Residual income accepted after transfer	No	To specify whether residual income will be accepted	YES	
Settlement proceeds	No	To specify whether payment will be single or possibly multiple	YES	Single, multiple
SUN number	No	To detail the SUN number (for managers who participate in the scheme)	NO	111111
SUN details	No	Any relevant details can be listed here for reference	NO	
SUN launch date	No	To detail when this was first introduced by the provider	NO	
SUN additional identifiers	No	Any additional relevant information can be detailed for users	NO	
Types of JISA provided	No	Details of the JISA type/s offered by provider	YES	Cash, Stocks & shares
Types of ISA provided	No	Details of the ISA type/s offered by provider	YES	Cash, Stocks & shares, Lifetime, Innovative
Types of transfers accepted	No	Details of the types of transfers accepted should be provided here	YES	Partial, Full, In specie, APS
Working hours/days	No	Details of working pattern of provider	YES	