



Transfers Database Data Dictionary

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

Your company admin/database manager is responsible for keeping this information up to date and we advise you carry out regular checks to ensure all information supplied is always 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
ISA Manager (Company Name)	No	Name of Entity/Brand - this is how other users will identify this company	NO	
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
Brand Name	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
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
Postal Address 1	No	Companies should provide the general postal address for transfers to	YES	
Postal Address 2	No	Companies can provide an alternative address for other types of	YES	
Courier address 1	No	Companies should provide the address for transfers to be sent by	YES	
Courier address 2	No	Companies can provide an alternative address for other types of	YES	
Postal Address - APS	No	Companies should provide the postal address for APS transfers to be	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	
Types of ISA provided	No	Details of the ISA type/s offered by provider	YES	Cash, Stocks & shares, Lifetime, Innovative
Types of JISA provided	No	Details of the JISA type/s offered by provider	YES	Cash, Stocks & shares

Field on Transfers Database	Mandatory	Description	Editable by admin?	Example/limitations
Working hours/days	No	Details of working pattern of provider	YES	
Residual income accepted after transfer	No	To specify whether residual income will be accepted	YES	
Minimum Payment Accepted	No	If residual income accepted, to specify the minimum amount here	YES	
Additional Transfers Information	No	Include any helpful additional information.	YES	
Partial Transfers Accepted	No	To specify whether partial transfers are permitted	YES	Yes, No, Not applicable
Partial Transfers of Current Year Subscriptions Accepted	No	To specify whether partial transfers of current years subscriptions are accepted	YES	Yes, No, Not applicable
In Specie Transfers Accepted	No	To specify whether in specie transfers are permitted	YES	Yes, No, Not applicable
APS Allowance Transfers Accepted	No	To specify whether APS Allowance transfers are permitted.	YES	Yes, No, Not applicable
Full Transfers Accepted	No	To specify whether this is permitted	YES	Yes, No, Not applicable
Payment Methods	No	Companies should provide details of the methods accepted as relevant	YES	BACS, Cash ISA Transfers Service, Cheque, Other Electronic Payment Methods
Settlement proceeds	No	To specify whether payment will be single or possibly multiple	YES	Single, multiple
BACS	No	To specify whether you use this service	Yes	
Cash ISA Transfers Service	No	To specify whether you use this service	YES	
Cheque	No	To specify whether you accept cheques	YES	
Other Electronic Payment Methods	No	Other respective methods can be detailed here	YES	Free text field to populate as required
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	
Database Manager Information	Yes	The person responsible for maintaining the information on behalf of your company - this also allows user access management	YES	
SUN Number	No	To detail the SUN number (for managers who participate in the scheme)	NO	111111

Field on Transfers Database	Mandatory	Description	Editable by admin?	Example/limitations
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	

