

Business Matters

**Business Data Schema (BDS)
(Commonly referred to as BDS5)**

**(XML version 2.0)
September 2010**

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1. ABOUT THIS DOCUMENT

The Business Matters Business Description Schema v4 was released for general use in February 2008. This document, version 5, introduces two significant changes:

- The combination of the Core Index Update Process and Business Description schemas to form one single multi-purpose Business Data schema
- The extension of the concept of a layered model and Core Index fields to incorporate the security requirements of the Government Secure Intranet (GSI) and extranet (GCSx) and to allow data to be exchanged in a mixed mode security environment.

The schema was designed to support organisations in exchanging information about businesses to support standardised working across service areas. The Business Data Schema is being seen as an essential infrastructure to support multi agency working across diverse public sector bodies and this schema represents the transport element.

The following section presents an overview of the schema. Later sections explain the schema in more technical detail and should be used as a guide to plan an implementation of the Data Transfer/Exchange. It also contains diagrammatic representations of the XML schema.

Full documentation, including supporting XML schema files, are available at www.workingwithbusiness.org.uk

2. HIGH LEVEL OVERVIEW

2.1. Context and Background

The Business Description Schema was created to provide a common standard for the capture of data around Businesses. It is based on the work initially completed within the Working With Business National Project. It was considerably refined as a result of work done West Midlands Business Matters project. See www.workingwithbusiness.org.uk for further background information and a business case for the introduction of the Single Business Account.

Version 3 accommodated feedback from a number of local authorities who were consulted on version 2.3. It was submitted to Tameside MBC as custodians of the local E Government Standards body and added to their catalogue. It was adopted by the Better Regulation Executive as a common standard for deployment within their Retail Enforcement Pilot projects in order to support the principle established in the Hampton Review: that a Business should only need to give essential information once and that the public sector should share that information.

Version 4 was the version that Lichfield District Council, as lead authority for the Working with Business National project and Business Matters project recommended other bodies to use. The concept of the Single Business Account is to act as a focal point for information and interaction, bringing together information and data that is currently held in different places within local government. This will deliver a 360o view of the business and its relationships with the council.

The Business Description Schema version 4 represented the core data concerning a business which, when held by authorities supported cross boundary working and data exchange including exchange with other public sector agencies. It should be noted that authorities were not limited to holding only that data specified in the schema. Additional fields could be held either alongside the schema fields or in other systems but there should be, as a minimum, those fields specified in the schema available in their system for export or exchange in the correct XML format.

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A further development in version 4 was the definition of a sub-set of the schema that should constitute the Core Index Data Items that should be used to facilitate data sharing and alignment of disparate data sets. This process was referred to as the Core Index Update Process.

The Core Index Update schema was created to provide a common standard for the exchange of data around Businesses. Version 1.2 accommodated feedback from a number of local authorities who were consulted on version 1.1. It was been adopted by the Association of Greater Manchester Authorities Better Regulation Executive pilot as a common standard for deployment within their Retail Enforcement Pilot projects in order to support the principles of the Hampton Review laid out above.

In 2009 the Business Matters project received funding from the Government Connect Benefits Realisation fund to explore the exchange of data within a mixed security environment, which meant data sets held within the Government Connect community and also those on the internet. Through this phase of the project it was appreciated that the core data fields only contained information that was already publicly available and were therefore classified as having Impact Level 0 'unclassified'. It was further appreciated when trying to categorise the remaining fields in the Single Business Account that it would not be possible to reach an agreement on the security levels of those fields as local factors within each authority would dictate the security rating.

It therefore became clear that the fields would be exchanged between public sector agencies for a specific purpose and that this could be termed an 'application'. Each application will have the core index fields as a header section and will also have a field to denote the security rating or impact level. This field will determine whether the application can be shared only within the secure GCSx environment or more widely. It is anticipated that a library of applications will be developed over time. One application will be the maintenance and update of the core index elements themselves which in turn leads to the development of a regional database of businesses that is kept up to date in near real time.

The work undertaken in the Core Index Update schema was used as the basis for the revised version and the term Business Description Schema was deemed no longer a valid title and therefore amended to be the Business Data Schema. It was decided to keep the

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abbreviation BDS and for that reason, although this is the first version of the Business Data Schema it is abbreviated to BDS5.

Where available, the components of the schema have been reused from previously approved datasets. New entities included here will be available for reuse in the future, should they be required by any other project. Standards have been referenced to those contained in the GovTalk National Data Standards Catalogue where standard schemas have been available.

A technical “User Guide” for the Schema has been created, in order to ensure that the field names are interpreted in a standard manner. This forms the following section of this guide.

2.2. Core Index Fields

The key principle of the schema is that the data fields held relate to a single Business Premise, to reflect the fact that the majority of interactions between councils and businesses relate directly to a physical location (planning applications, NNDR charges, waste collections etc). The business customer however will generally regard their business as being the sum total of all premises belonging to a single legal entity, and a field (the SBALinkNumber) has been created within the schema which will facilitate the linking together of locations, within the same and across different systems, to provide this view known as the Business Premise Account (BPA). The nominated fields are:

- Responsible Local Authority (SNAC code)
- Trading As name
- Address in BS7666 format
- UPRN (Unique Property Reference Number)
- Registered Business Name
- SBA Link Field (Companies House Number, NINO if given voluntarily, Charities House Number)
- Company Trading Status

A key principle underpinning these nominated fields is the concept of the prime custodian. In the case of the first four fields the prime custodian is deemed to be the local authority and for the last two this is Business Link West Midlands. The role of the prime custodian is to be the ultimate resolution point for any conflict between agencies as to the data that should be in a

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field. The method of resolving the contention is left to an agency to decide the most appropriate method for them, but in the case of a local authority it may be the Local Land and Property Gazetteer Custodian.

The aggregation of a number of these common records – either within a local authority boundary or across boundaries – forms the Single Business Account (SBA). This means that each building block is a physical element, whereas the SBA is formed by viewing a collection of BPAs as a business need requires. To that extent the SBA is in effect a virtual account.

The Single Business Account can be created by using the SBALinkField (detailed below) to link BPAs together to form a view of the whole business. Examples would be:

- Everything to do with that business in a specified local authority boundary
- Everything to do with that business in a region or sub region.
- Only the retail element of that business
- The retail element of that business in a region.

2.3. Local and National Gazetteers and BS7666

Early versions of the schema mandated the standardised collection and storage of spatial address information by conforming to the 2000 version of BS76666. BDS5 mandates conformance to the 2006 version.

All Local Government Authorities have committed to maintain their own Local Land and Property Gazetteers – LLPG. Data is communicated regularly to the national hub, the National Land and Property Gazetteer – NLPG. This gives the nation a well maintained and accurate register of all properties and other physical features.

The 2006 version introduced improved cross reference facilities which have helped local authorities link their various databases to a single identifier for the property, the Unique Property Reference Number, UPRN. BDS5 has elevated the UPRN to mandatory status to reflect its importance in aligning multiple databases, both within and between authorities and other bodies.

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The 2006 version of BS7666 also enhances the identification of multiple property units within a physical building. This increases the probability that the majority of businesses can be identified with a UPRN.

2.4. Maintenance, Sustainability and IPR

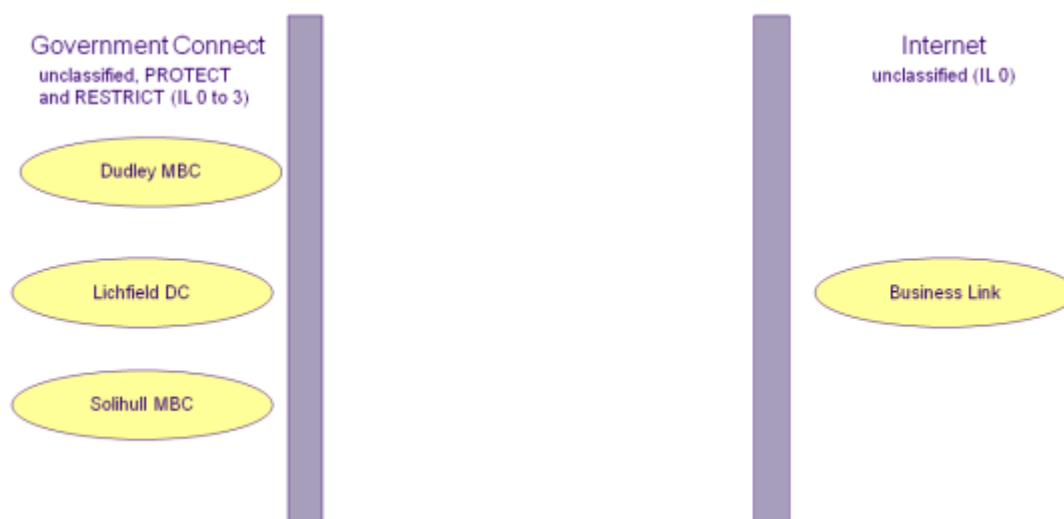
IPR for the schema resides with Lichfield District Council, the lead authority for the Business Matters project.

3. DETAILED USER GUIDE

3.1 Data exchange model

BDS5 has been designed to be a flexible schema and this section of the document outlines how the schema has been implemented in the pilot data sharing project with Business Link West Midlands and three authorities in the West Midlands.

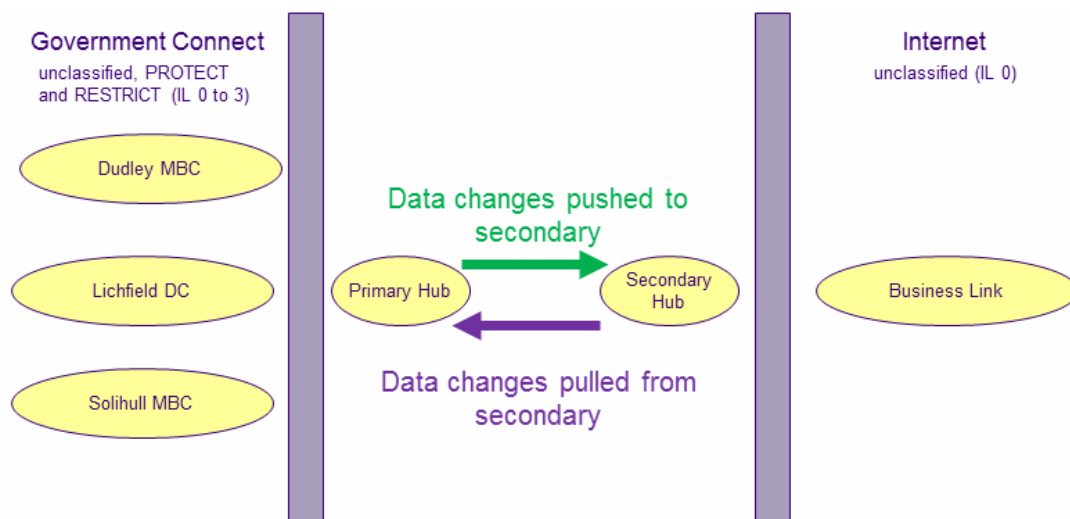
The challenge in the data sharing pilot was to design a methodology for enabling mixed mode working, that is, sharing data between agencies who sit on both the Government Secure Intranet GSi, the Government Connect Extranet, GCSx and the public internet. This is illustrated in the diagram below:



For these two environments to be able to communicate and the GSi to maintain its integrity there needs to be two hubs sat between the different environments. The hub closest to the GSi is the 'primary hub' and the hub closest to the internet is the 'secondary hub'. The primary hub provides the assurance of the integrity of the environment by initiating all data transfers to and from the secondary. That is, the primary pushes updates to the secondary and pulls updates from the secondary. As the data on the secondary has already been validated against a controlled schema then the risks to the GSi of attacks such as code

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injection of denial of service are mitigated. The diagram below shows the hubs with the data transfer.

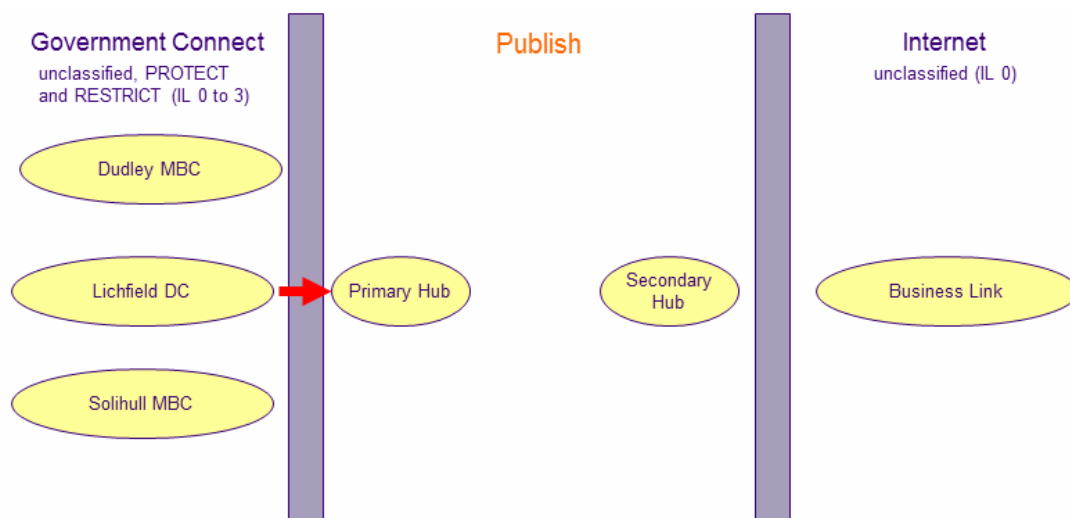


Although BDS5 is a multipurpose schema it was originally conceived as a data synchronisation tool for maintaining business premises across multiple agencies without the need to create a central register of businesses. Whilst this example deals with maintaining those lists of businesses, the principles can be applied to any data transfer exercise using BDS5.

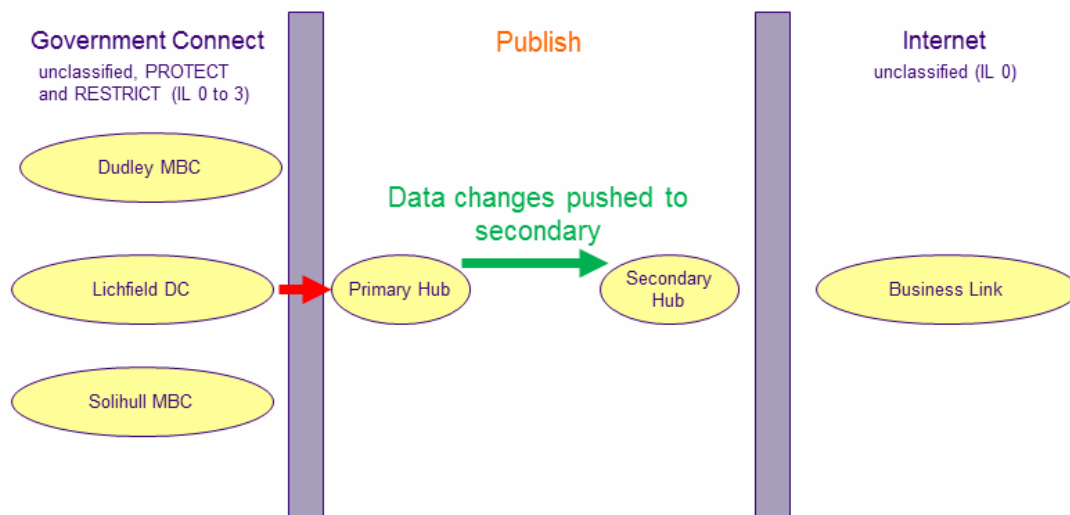
In this example a business has moved from its existing premises within the area administered by Lichfield District Council to premises within the area administered by Solihull Metropolitan Borough Council. The aim of the data transfer is for Lichfield to notify Solihull and Business Link who have an interest in the business, but not Dudley Metropolitan Borough Council as this is outside of their administrative boundary.

The first stage of the process is that Lichfield issues a 'publish' xml document containing the details of the business change they will notify to other agencies. This is shown in the picture below:

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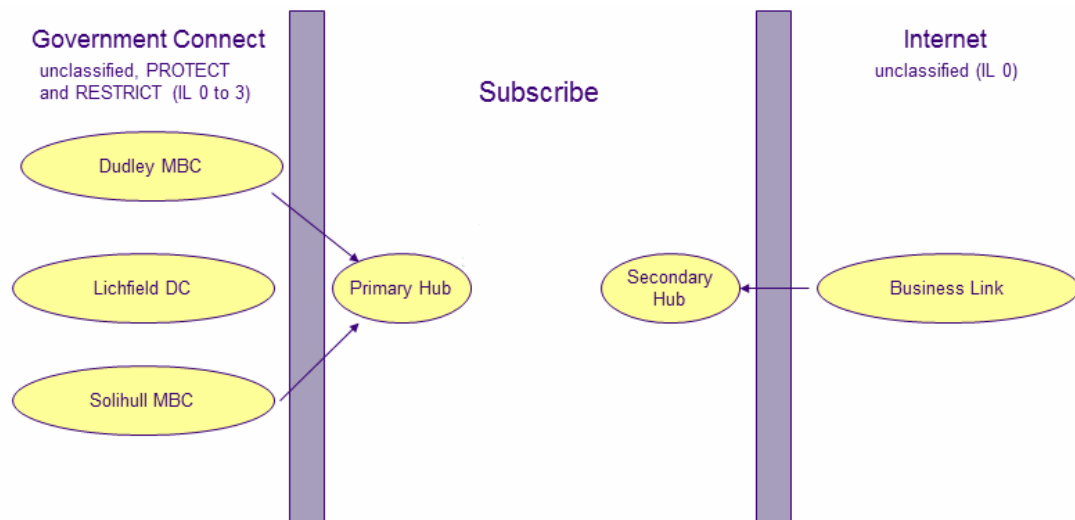


Once the record has been validated and is sat on the primary hub, the primary hub validates the security level of the data and if the schema used is classified within the primary hub as at Impact Level 0 or unclassified then it is pushed to the secondary. If the schema is classified at Impact Level 0 to 3 (PROTECT or RESTRICT) then it held on the primary hub only. This is illustrated below.

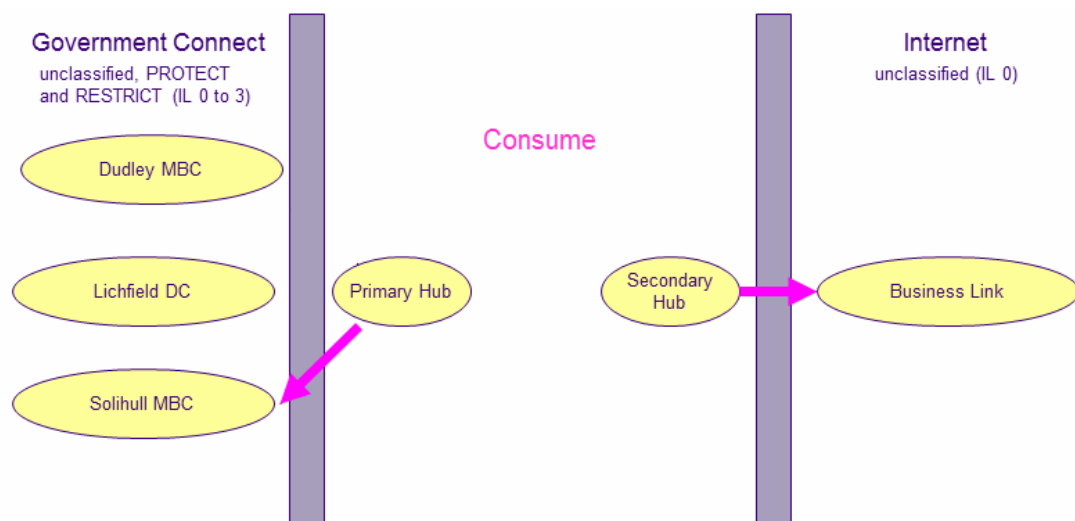


In order for the agencies to retrieve the relevant data they issue a 'subscribe' request against the hub that they interact with as shown in the diagram below.

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The records that are valid for Solihull and Business Link are then returned to them using the 'consume' process, as the change wasn't meant for Dudley then no data is returned to them. This is shown in the picture below.



4. BDS5 HEADER SCHEMAS

4.1 Schema overview

In section 3 the process of exchanging data was described, this section and the next section describe the schemas in detail from a technical perspective. The BDS5 schema is not in practice a single schema, but a group of schemas to facilitate the data exchange. The BDS5 schema has a further level of complexity in that it is made up of two components: the header and the payload. For a complete BDS5 publish or consume request there must be only one occurrence of the header schema, but there can be multiple payloads with differing payloads.

4.2 Schema Description Analysis

The Business Data Schema has been broken down to represent and facilitate an explanation of its elements separately.

Each field is classed as either mandatory or discretionary. Mandatory fields are those which should be held within every system and will have to be populated to be fully compliant. Mandatory does not mean that the field must be populated at the time of initial data entry. Discretionary fields, although they should be available for population within the database system, are optional for Local Authorities to use if they choose to. Please note; it is envisaged that the majority of detailed data about service provision to businesses will remain within the existing back office systems which support those service areas. The Business Data Schema is only intended to describe that information which should be available for export and exchange in XML format in order to facilitate sharing of core data.

4.3 Guide to the schemas

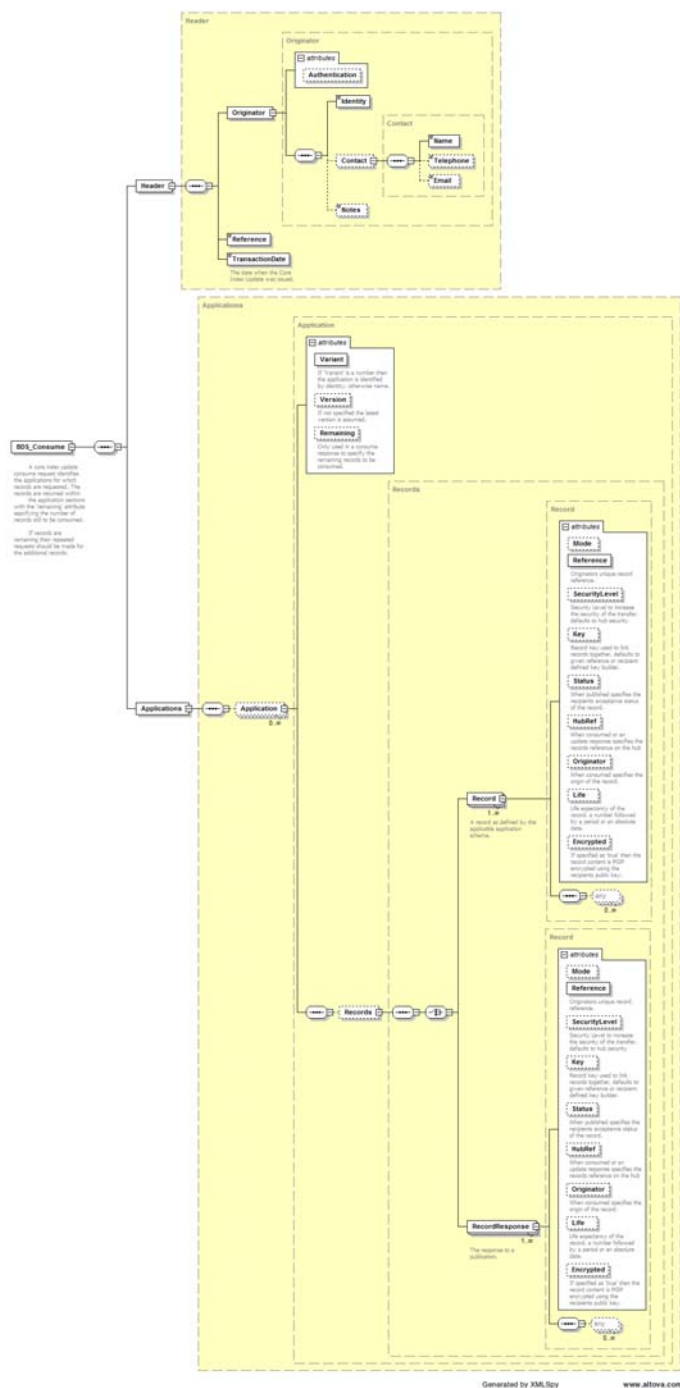
Throughout the remainder of this section the required elements in a BDS5 transaction will be detailed and section 5 will detail the structure of a specific payload or application. The schemas detailed within the remaining part of this section are:

- Section 4.4 – Consume, this single schema covers both the subscription process and also the consume process.
- Section 4.5 – Update, this schema covers the publishing process.

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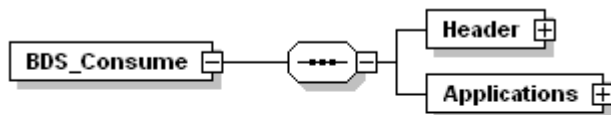
4.4 Consume

The diagram below shows the exploded view of the schema with all of the possible options.



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4.4.1 XML Transfer Set Format



A core index update consume request identifies the applications for which records are requested. The records are returned within the application sections with the 'remaining' attribute specifying the number of records still to be consumed.

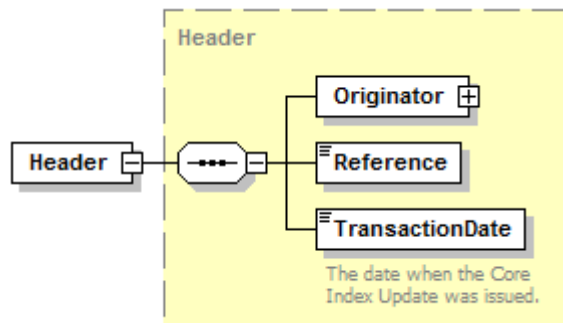
If records are remaining then repeated requests should be made for the additional records.

The schema can contain multiple records sets but only one header set.

BDS_Consume				
Element	Description	Type	Value	Status
Header	The originator and audit information for this data transfer.	Complex	See 4.4.2	Mandatory Only 1 per transfer
Applications	One record containing all of the records associated with this data transfer	Complex	See 4.4.5	Mandatory at least 1 per transfer

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4.4.2 Header

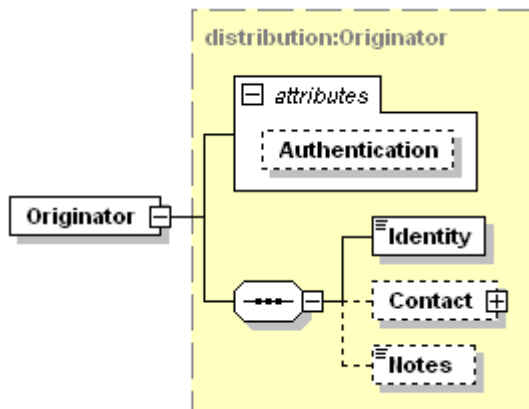


The Header record should contain information relating to the whole of the transfer.

Header				
Element	Description	Type	Value	Status
Originator	Name of body originating the update message	Complex	See 4.4.3	Mandatory
Reference	Name of body originating the update message	string		Mandatory
TransactionDate	The date when the update was issued	dateTime		Mandatory

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4.4.3 Originator



Originator contains the elements to authenticate the transaction and to also identify the contact point for the payload.

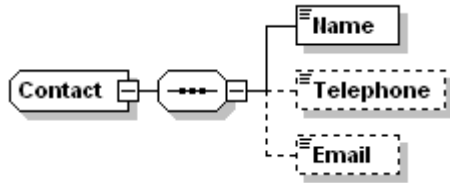
Attribute	Type	Mandatory?	Default value
Authentication	String	No	

The authentication string comprises an MD5 Hashed string encoding of the Originator code, timestamp of the message and the unique private key of the Originator themselves.

Originator				
Element	Description	Type	Value	Status
Identity	Identification for the originating agency for the transfer	string	SNAC code of the agency	Mandatory
Contact	Contact details for the receiving agency to further discuss the payload	Complex	See 4.4.4	Optional
Notes	Additional information to be passed on regarding the transfer	string		Optional

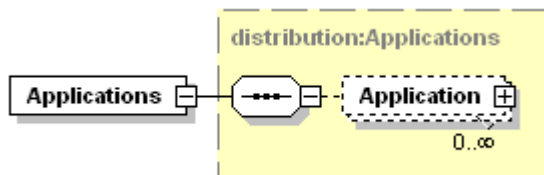
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4.4.4 Contact



Contact				
Element	Description	Type	Value	Status
Name	Name of a person to contact regarding the payload	String		Mandatory
Telephone	A contact telephone number regarding the payload	String		Optional
Email	An email address for enquiries regarding the payload	String		Optional

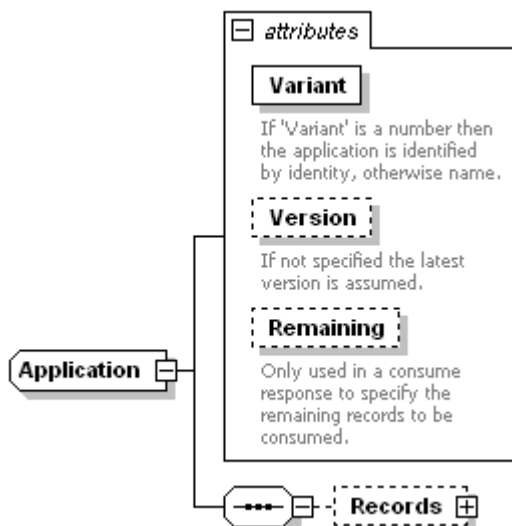
4.4.5 Applications



Applications contains information relating to the payload of the transfer.

Applications				
Element	Description	Type	Value	Status
Application	The payload to be transferred	Complex	See 4.4.6	Optional

4.4.6 Application



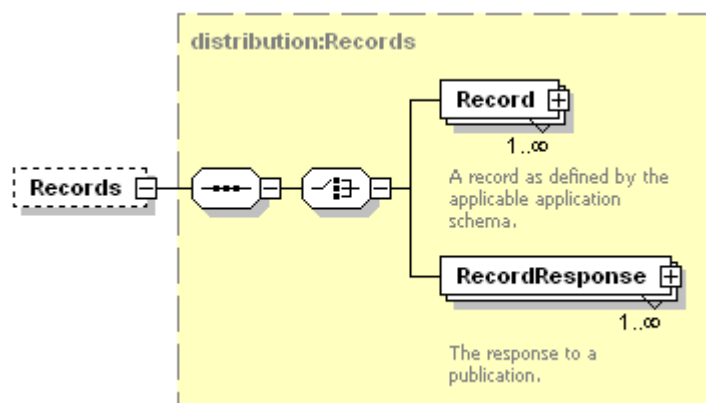
This identifies the payload to the hub to allow for validation of the record against the payload schema held on the hub. The following attributes are associated with this element:

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Attribute	Type	Mandatory?	Default value
Variant	String	Yes	
Version	String	No	
Remaining	Integer	No	

Application				
Element	Description	Type	Value	Status
Records	The individual schema lines within a payload	Complex	See 4.4.7	Optional

4.4.7 Records



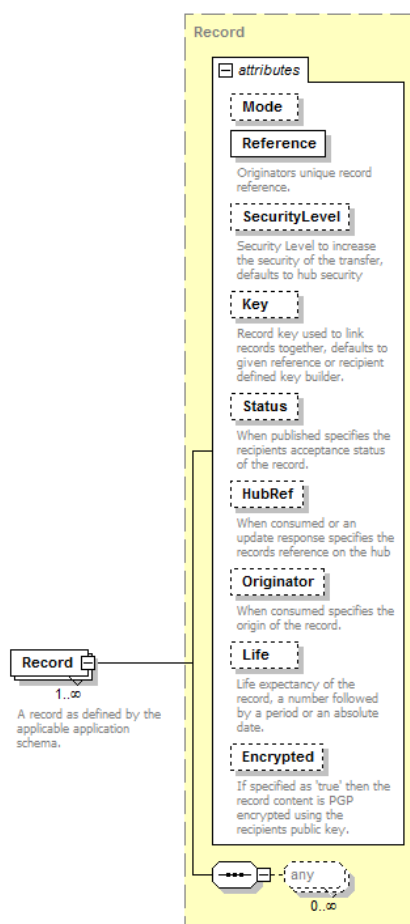
The elements contained within this part of the schema are the wrapper around the payload.

Records				
Element	Description	Type	Value	Status
Record	A record is defined by the applicable application schema	Complex	See 4.4.8	Mandatory

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Records				
Element	Description	Type	Value	Status
RecordResponse	The response to a publication	Complex	See 4.4.9	Mandatory

4.4.8 Record

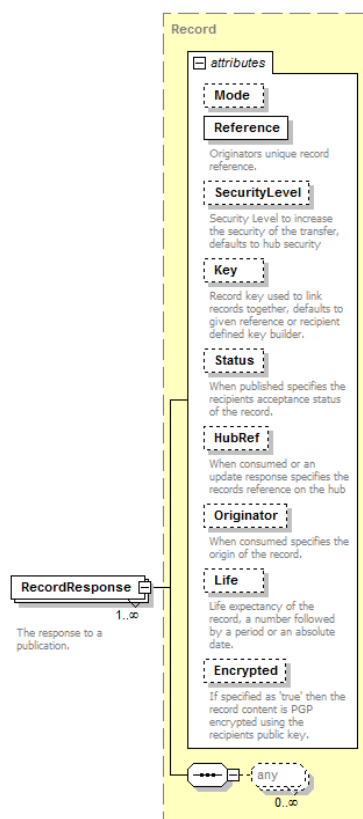


This contains the payload to the hub and an example of the additional fields is shown in section 5, the following attributes are associated with this element:

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Attribute	Type	Mandatory?	Default value
Mode	RecordMode	No	Update
Reference	String	Yes	
SecurityLevel	String	No	
Key	String	No	
Status	RecordStatus	No	
HubRef	String	No	
Originator	Originators	No	
Life	String	No	
Encrypted	Boolean	No	

4.4.9 RecordResponse



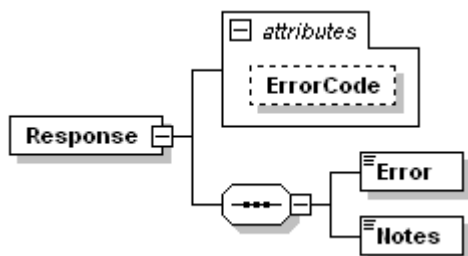
This contains the response from the hub, the following attributes are associated with this element:

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Attribute	Type	Mandatory?	Default value
Mode	RecordMode	No	Update
Reference	String	Yes	
SecurityLevel	String	No	
Key	String	No	
Status	RecordStatus	No	
HubRef	String	No	
Originator	Originators	No	
Life	String	No	
Encrypted	Boolean	No	

RecordResponse				
Element	Description	Type	Value	Status
Response	A report of errors generated by the transfer	Complex	See 4.4.10	Mandatory

4.4.10 Response



The following attributes are associated with this element:

Attribute	Type	Mandatory?	Default value
ErrorCode	Integer	No	

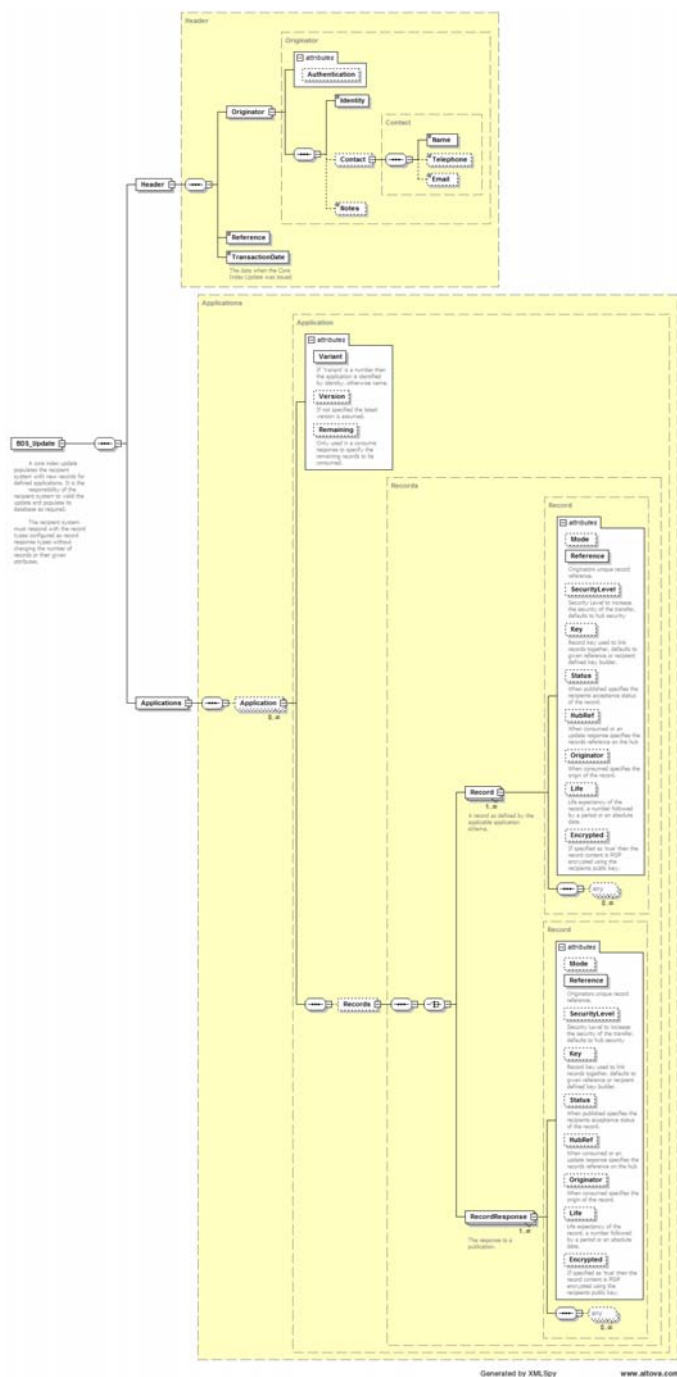
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Response				
Element	Description	Type	Value	Status
Error	The error generated by the hub	String		Mandatory
Notes	Any associated notes with the error	string		Mandatory

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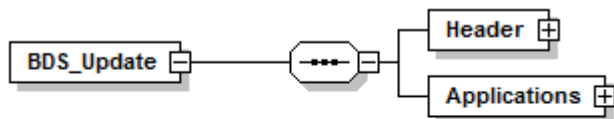
4.5 Update

The diagram below shows the exploded view of the schema with all of the possible options.



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4.5.1 XML Transfer Set Format



A core index update populates the recipient system with new records for defined applications. It is the responsibility of the recipient system to validate the update and populate its database as required.

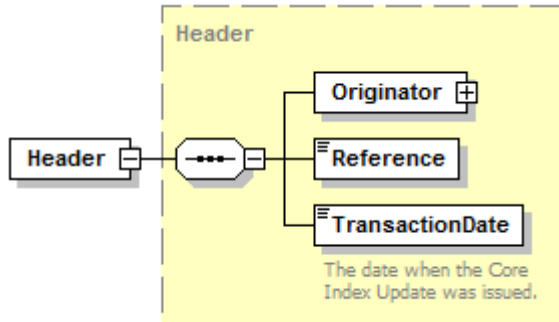
The recipient system must respond with the record types configured as record response types without changing the number of records or their given attributes.

The schema can contain multiple records sets but only one header set.

BDS_Update				
Element	Description	Type	Value	Status
Header	The originator and audit information for this data transfer.	Complex	See 4.5.2	Mandatory Only 1 per transfer
Applications	One record containing all of the records associated with this data transfer	Complex	See 4.5.5	Mandatory at least 1 per transfer

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4.5.2 Header

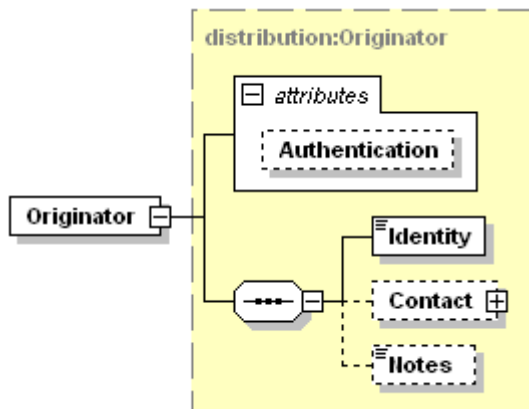


The Header record should contain information relating to the whole of the transfer.

Header				
Element	Description	Type	Value	Status
Originator	Name of body originating the update message	Complex	See 4.5.3	Mandatory
Reference	Name of body originating the update message	string		Mandatory
TransactionDate	The date when the update was issued	dateTime		Mandatory

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4.5.3 Originator



Originator contains the elements to authenticate the transaction and to also identify the contact point for the payload.

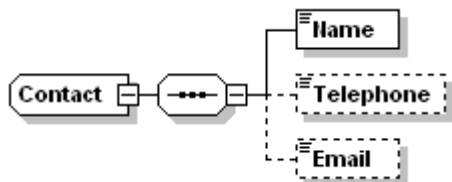
Attribute	Type	Mandatory?	Default value
Authentication	String	No	

The authentication string comprises an MD5 Hashed string encoding of the Originator code, timestamp of the message and the unique private key of the Originator themselves.

Originator				
Element	Description	Type	Value	Status
Identity	Identification for the originating agency for the transfer	string	SNAC code of the agency	Mandatory
Contact	Contact details for the receiving agency to further discuss the payload	Complex	See 4.5.4	Optional
Notes	Additional information to be passed on regarding the transfer	string		Optional

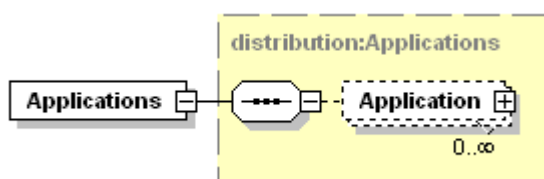
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4.5.4 Contact



Contact				
Element	Description	Type	Value	Status
Name	Name of a person to contact regarding the payload	String		Mandatory
Telephone	A contact telephone number regarding the payload	String		Optional
Email	An email address for enquiries regarding the payload	String		Optional

4.5.5 Applications



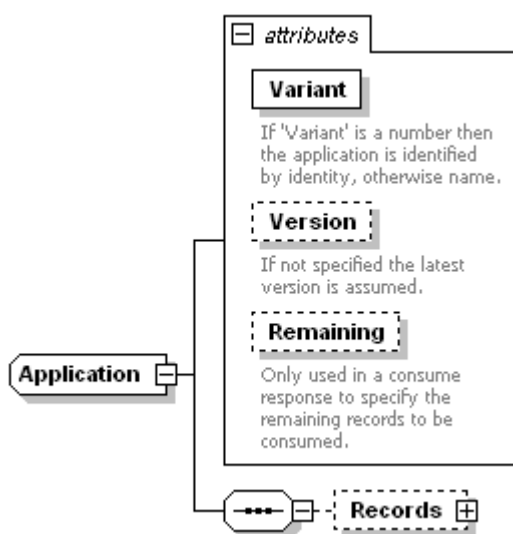
Applications contains information relating to the payload of the transfer.

Applications				
Element	Description	Type	Value	Status
Application				

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Applications				
Element	Description	Type	Value	Status
Application	The payload to be transferred	Complex	See 4.5.6	Optional

4.5.6 Application



This identifies the payload to the hub to allow for validation of the record against the payload schema held on the hub. The following attributes are associated with this element:

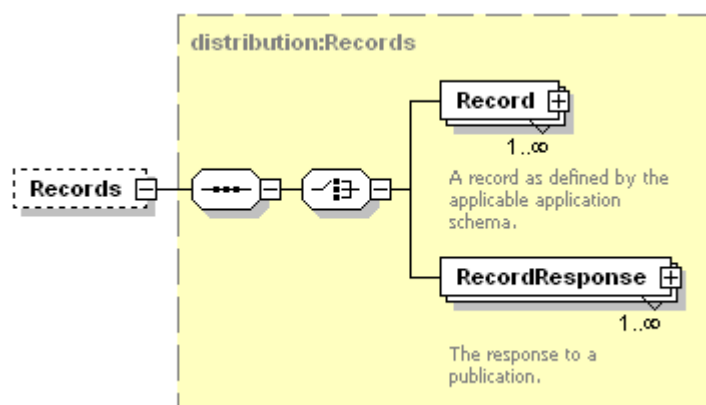
Attribute	Type	Mandatory?	Default value
Variant	String	Yes	
Version	String	No	
Remaining	Integer	No	

Application				
Element	Description	Type	Value	Status

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Application				
Element	Description	Type	Value	Status
Records	The individual schema lines within a payload	Complex	See 4.5.7	Optional

4.5.7 Records

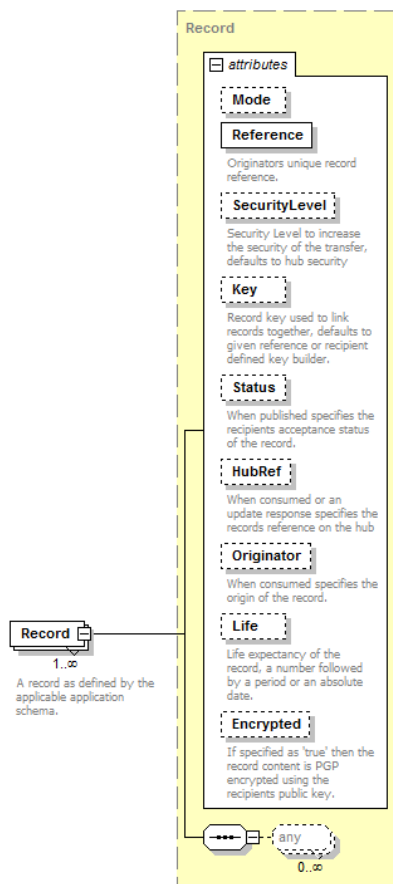


The elements contained within this part of the schema are the wrapper around the payload.

Records				
Element	Description	Type	Value	Status
Record	A record is defined by the applicable application schema	Complex	See 4.5.8	Mandatory
RecordResponse	The response to a publication	Complex	See 4.5.9	Mandatory

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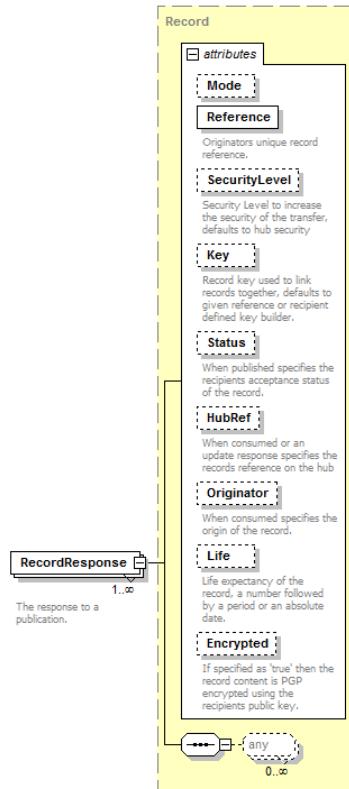
4.5.8 Record



This contains the payload to the hub and an example of the additional fields is shown in section 5, the following attributes are associated with this element:

Attribute	Type	Mandatory?	Default value
Mode	RecordMode	No	Update
Reference	String	Yes	
SecurityLevel	String	No	
Key	String	No	
Status	RecordStatus	No	
HubRef	String	No	
Originator	Originators	No	
Life	String	No	
Encrypted	Boolean	No	

4.5.9 RecordResponse



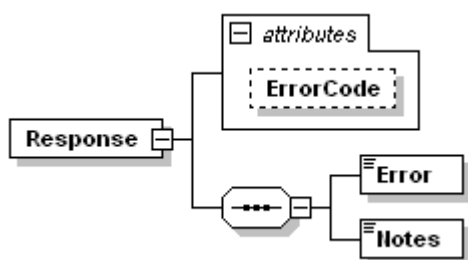
This contains the response from the hub, the following attributes are associated with this element:

Attribute	Type	Mandatory?	Default value
Mode	RecordMode	No	Update
Reference	String	Yes	
SecurityLevel	String	No	
Key	String	No	
Status	RecordStatus	No	
HubRef	String	No	
Originator	Originators	No	
Life	String	No	
Encrypted	Boolean	No	

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RecordResponse				
Element	Description	Type	Value	Status
Response	A report of errors generated by the transfer	Complex	See 4.5.10	Mandatory

4.5.10 Response



The following attributes are associated with this element:

Attribute	Type	Mandatory?	Default value
ErrorCode	Integer	No	

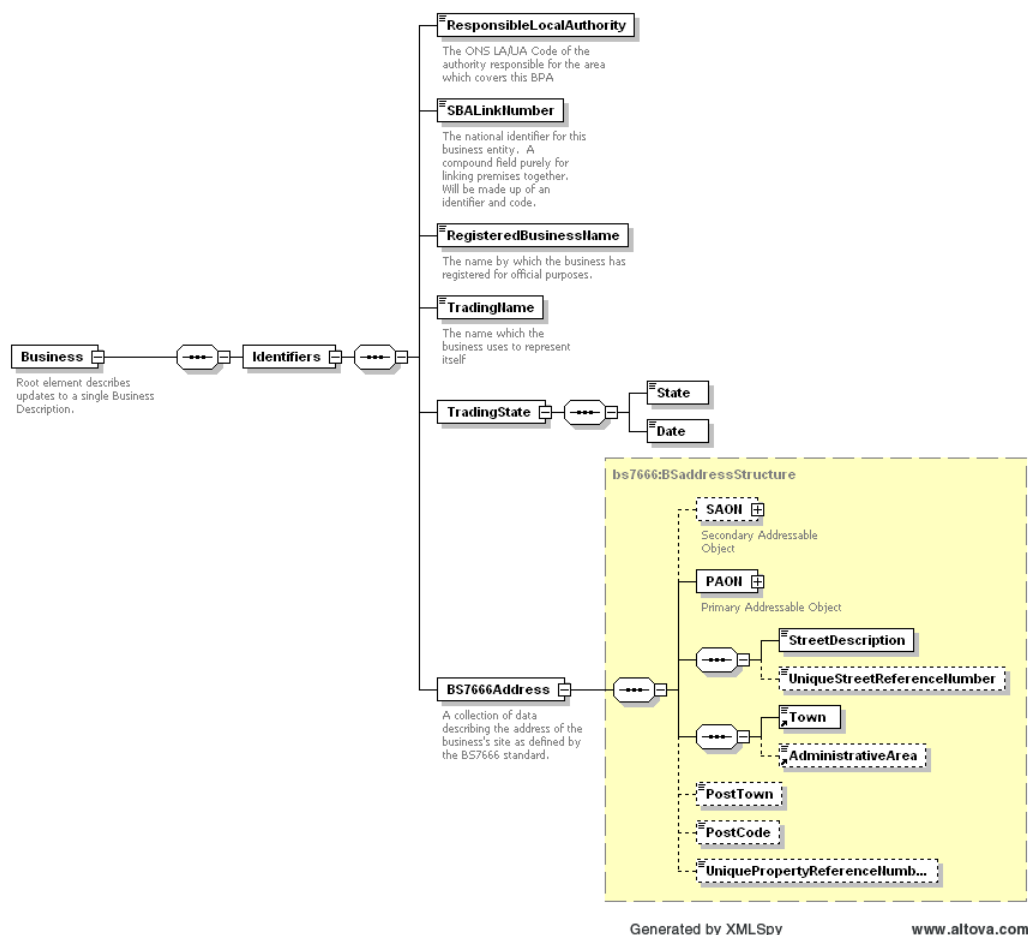
Response				
Element	Description	Type	Value	Status
Error	The error generated by the hub	String		Mandatory
Notes	Any associated notes with the error	string		Mandatory

5. BDS5 PAYLOAD SCHEMAS

5.1 Schema overview

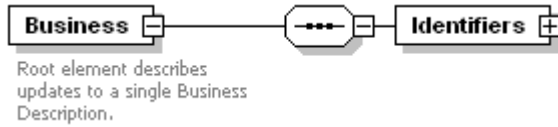
The Business Data Schema is designed to be a multi-purpose schema with a common header and a different payload depending on the application to which the schema is being applied. For the purpose of this guide the payload schema is the revised Core Index Update Process. This schema is designed to synchronise multiple databases and maintain the common list of business data which is used in the header.

The diagram below shows the exploded view of the schema.



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5.1.1 XML Transfer Set Format

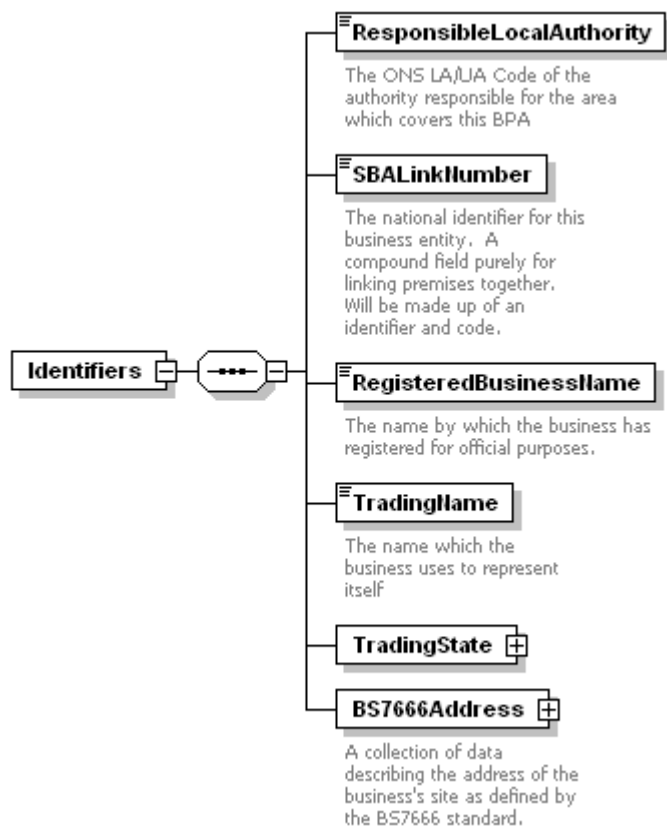


The schema can contain multiple records sets but only one header set.

Business				
Element	Description	Type	Value	Status
Identifiers	The data to identify the change to the business details	Complex	See 5.1.2	Mandatory Only 1 per transfer

5.1.2 Identifiers

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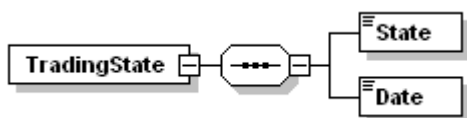


Identifiers				
Element	Description	Type	Value	Status
ResponsibleLocalAuthority	The SNAC code for the authority within which this business premises resides.	String	SNAC Code of the agency	Mandatory Only 1 per transfer
SBALinkNumber	Common identifier for this business to enable the linking of premises	String		Mandatory Only 1 per transfer
RegisteredBusinessName	The name which the business has registered	String	Organisation Name Type	Mandatory Only 1 per transfer

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Identifiers				
Element	Description	Type	Value	Status
TradingName	The name the organisation uses to represent itself	String		Mandatory Only 1 per transfer
TradingState	The current position in the business life cycle	Complex	See 5.1.3	Mandatory Only 1 per transfer
BS7666Address	The actual address of the business	Bs7666: Address Structure	See GovTalk for appropriate documentation	

5.1.3 TradingState



TradingState				
Element	Description	Type	Value	Status
State	The state of the business	String	normal deceased insolvent dormant	Mandatory Only 1 per transfer
Date	Date change was identified	dateTime		Mandatory Only 1 per transfer