

Our reference: AEM15

The Pensions Regulator

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RUTHERFORD PENSION PLAN
PENSION PRACTITIONER COM
LIMITED, DAWS HOUSE
33-35 DAWS LANE
LONDON
NW7 4SD



Your staging date	1 January 2017
Your PAYE reference	***/WA55658
Letter code	1025635426

March 2015

Dear Employer

ACT NOW: you have new automatic enrolment legal duties

The law on workplace pensions has changed. Every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it.

The Pensions Regulator is responsible for regulating workplace pensions and making sure employers comply with their automatic enrolment duties.

We are contacting all employers to notify them of their duties and their staging date, which is the date when the law comes into effect for you. Our records show that you are responsible for implementing these new legal duties.

The staging date for RUTHERFORD PENSION PLAN is **1 January 2017**. You must be prepared for this date.

Nominate a contact by 30 April 2015

We will be sending you a series of communications about these new legal duties. In order to ensure that these communications reach the right people you need to nominate a point of contact. This could be you, or you can nominate an additional member of staff, or someone such as your accountant, or your payroll provider if they are helping to implement the duties on your behalf.

You must do this by **30 April 2015** at the latest to ensure the nominated contact receives all of these communications. You will need to complete an online form and use both the letter code and PAYE reference from the box above to complete your nomination.

To find out more about how the changes to workplace pensions apply to you and to access our nomination form, go to: www.tpr.gov.uk/letter

If you fail to comply with your duties you may be fined and/or prosecuted.

Yours faithfully

Charles Counsell

Executive director, The Pensions Regulator

