

The Pensions Regulator

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Your declaration of compliance deadline	31 May 2017
Your PAYE reference	083/WA55658
Letter code	1025635426

January 2017

Dear Employer

It's time to complete your declaration: your staging date has passed

I wrote to you recently to explain what you needed to do on your staging date. Thank you if you have already completed your declaration. However, if you have not yet completed your declaration you need to act now.

Complete your declaration of compliance

You need to complete your declaration by **31 May 2017** to tell us how you have met your legal duties.

When completing your declaration, make sure everyone who worked for you on 1 January 2017 is included in the information you provide. To complete your declaration go to: **www.tpr.gov.uk/ae-doc**

You need to act now because the information you will need may take time to prepare. It is **your** legal duty to make sure that your declaration is completed on time and correctly, even if someone else has helped you with your duties or is completing the declaration for you.

If you do not complete your declaration on time you may be subject to fines.



What must I do each time I pay my staff?

You have ongoing duties which must be completed each time you pay your staff. These include:

- paying money into their pension scheme
- dealing with requests to join and leave the pension scheme
- regularly checking whether anyone that works for you, including new starters, needs to be put into the pension scheme
- keeping accurate records of what you have done.

For more information on your ongoing duties go to: **www.tpr.gov.uk/after-staging**

Your re-enrolment duties

Every three years you'll need to put certain staff back into your pension scheme if they have left it. This is known as automatic re-enrolment.

We will write to you nearer the time to explain what you need to do and by when. Please make sure you keep your contact details up to date to ensure we write to the correct person.



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If any of your contact details change in the future please go to: www.tpr.gov.uk/nominate-contact

Thank you if you have completed your declaration in the last few days.

Yours faithfully



Charles Counsell

Executive Director, The Pensions Regulator

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