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The Pensions Regulator

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Your declaration of compliance deadline	28 February 2018
Your PAYE reference	475/AB30253
Letter code	1356569742

January 2018

Dear Employer

Urgent action is required – your automatic enrolment declaration deadline is 28 February 2018

I wrote to you recently to remind you to complete your declaration of compliance by **28 February 2018**, but according to our records you have still not started it. You need to complete your declaration to tell us how you have met your duties.

You now only have one month left to complete your declaration

Remember, even if you didn't have any staff to put into a pension scheme you still have to complete your declaration.

You need to act now because the information you will need may take time to prepare.

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

Failure to complete your declaration of compliance may result in you being fined.

Thank you if you have completed your declaration in the last few days. However, if you have not yet completed your declaration you must act now.

Yours faithfully

Darren Ryder

Director, The Pensions Regulator

