

The Pensions Regulator

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Your staging date	1 October 2017
Your PAYE reference	475/AB30253
Letter code	1356569742

March 2017

Dear Employer

It's time to choose an automatic enrolment pension scheme

I wrote to you previously about automatic enrolment as our records show that you have staff to put into a pension scheme. If you think this may be incorrect, go to our duties checker to find out what you need to do.

www.tpr.gov.uk/duty-confirm

With 6 months to go until your staging date there are now two things you must do:

1. choose a pension scheme
2. start your declaration of compliance.

Choose a pension scheme

The government has set up NEST for employers that wish to use it for automatic enrolment. Other pension schemes are also available. For more information go to: **www.tpr.gov.uk/pick-scheme**

If you already pay into a pension scheme for your staff, you need to check that it can be used for automatic enrolment. Please contact your scheme provider for this information.

Start your declaration of compliance

Once you have chosen and set up your pension scheme, you should start what is called your 'declaration of compliance'. You should begin this by **1 July 2017**.

Your declaration tells us how you have met your legal duties. Starting your declaration once you have chosen and set up your pension scheme will save you time later. To start your declaration, go to: **www.tpr.gov.uk/start-dofc**

I will be writing again soon with more information to help with your preparations.

Let us know who to contact

You can use someone to help you with your duties, for example an accountant or member of your family, please tell us who this is by **1 July 2017** and we will send them emails with help and guidance. To do this, go to:

www.tpr.gov.uk/select-contacts

Yours faithfully

Charles Counsell

Executive Director, The Pensions Regulator

