



The  
Pensions  
Regulator

Making workplace pensions work

PO Box 343  
RUNCORN  
WA7 9EG

[www.tpr.gov.uk/duty-confirm](http://www.tpr.gov.uk/duty-confirm)

Mr Sean McCloskey  
Director  
REGISTERED SCHEME ADMINISTRATORS LIMITED  
Office 12  
Venture Wales Building  
Pentrebach  
Merthyr Tydfil  
CF48 4DR



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Your PAYE reference	120/AB67755
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Keep this information safe to complete your duties.

July 2022

Dear Mr McCloskey

#### Act now – re-enrolment and re-declaration

I wrote to you previously to let you know what you need to do to find out your legal duties.

I am sure that your preparations are well underway, however the deadline for you to complete any re-enrolment duties is 5 August 2022. So, if you haven't used our re-enrolment duties tool yet go to:  
[www.tpr.gov.uk/duty-confirm](http://www.tpr.gov.uk/duty-confirm)

#### What do I do next?

Whether you have any staff to put back into your pension scheme or not, you must complete and submit your re-declaration of compliance.

This must be done by your re-declaration deadline, which for REGISTERED SCHEME ADMINISTRATORS LIMITED is **5 October 2022**. Do not leave this to the last moment as some of the information required may take time to prepare.

To complete your re-declaration go to: [www.tpr.gov.uk/declare-online](http://www.tpr.gov.uk/declare-online)

**If you do not complete your legal duties on time, including your re-declaration of compliance, you may be subject to fines and/or prosecution.**

If you have completed your re-declaration in the last few days, please ignore this letter.

Yours sincerely

**Mel Charles**  
Director, The Pensions Regulator