

Our reference:

The Pensions Regulator

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www.thepensionsregulator.gov.uk

48998-0061580101-HD

Your staging date	
Your PAYE reference	
Letter code	

December 2014

Dear Employer

ACT NOW: you have new 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.

The staging date for _____ is _____. This is the date when the law comes into effect for you. You must be prepared for this date.

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

Our records show that you are responsible for implementing these new legal duties and you will receive correspondence about this in the coming months.

Nominate your contact by



You should nominate a key contact – whether this is you, an additional member of staff, or your accountant, bookkeeper or payroll provider – who will need to know about these duties and receive information about them, via email, on a regular basis. You must do this by _____ **at the latest to ensure you receive all of these communications.**

To find out more about how the changes to workplace pensions apply to you and to nominate a contact, go to www.tpr.gov.uk/letter. To nominate, you will need to use the letter code or PAYE reference in the box above.

Ensure the correct person receives our communications to help you comply with the law.

Yours faithfully

Charles Counsell
Executive director, The Pensions Regulator

