

# The Pensions Regulator

PO Box 332  
Darlington  
DL1 9PS  
customersupport@autoenrol.tpr.gov.uk  
www.thepensionsregulator.gov.uk

H. BRAGMAN LTD DIRECTORS PENSION SCHEME  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD



43867-003897/01/01-H0

Letter code

1095287941

September 2016

Dear Employer

## Automatic enrolment: do you need to act?

The law on workplace pensions has changed. Under the Pensions Act 2008, every employer with staff in the UK is required to automatically enrol those who are eligible into a workplace pension scheme and contribute towards it.

According to our records H. BRAGMAN LTD DIRECTORS PENSION SCHEME operates a Pay-As-You-Earn (PAYE) scheme but does not employ any staff. If you are unsure about the status of anyone working for you, please go to: [www.tpr.gov.uk/docs/detailed-guidance-1.pdf](http://www.tpr.gov.uk/docs/detailed-guidance-1.pdf)

If you do not employ any staff then you do not need to take any further action at this time.

## What to do when you have workers

However, if at any time in the future you take on a new member of staff, the duties will start to apply to you and you will need to take action. Please contact us at [customersupport@autoenrol.tpr.gov.uk](mailto:customersupport@autoenrol.tpr.gov.uk) as soon as possible after you take on a new member of staff.

If you are currently employing any staff, you will need to inform us as soon as possible. This is so that we can confirm when automatic enrolment will start to apply to you as you will have duties to fulfil under the Pensions Act 2008.



To notify us please send an email to: [customersupport@autoenrol.tpr.gov.uk](mailto:customersupport@autoenrol.tpr.gov.uk) stating:

- the name of the employer
- all of the employer's PAYE scheme references
- how many staff are currently employed
- your name, address, contact number, email address, job title.

As the most senior contact within your organisation, you should be aware that there may be consequences, including fines and/or prosecution, if you fail to declare that you are an employer and comply with all your duties.

Yours faithfully

**Charles Counsell**  
Executive Director, The Pensions Regulator

