

# The Pensions Regulator

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|                     |                |
|---------------------|----------------|
| Your staging date   | 1 January 2017 |
| Your PAYE reference | 083/WA55658    |
| Letter code         | 1025635426     |

June 2016

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/duties-confirm](http://www.tpr.gov.uk/duties-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 the National Employment Savings Trust (NEST) which must accept all employers that ask to join it.

Other pension schemes are also available. For more information go to: [www.tpr.gov.uk/pick-a-scheme](http://www.tpr.gov.uk/pick-a-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 October 2016**.

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-declaring](http://www.tpr.gov.uk/start-declaring)

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

Yours faithfully

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

