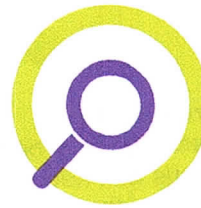


Our reference: AEC-003296-C1S6



**The
Pensions
Regulator**

Making workplace pensions work

PO Box 343
RUNCORN
WA7 9EG

www.tpr.gov.uk/confirm-duty

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



00010
000699\389

Your PAYE reference	120/AB67755
Your Letter code	1430645629

Keep this information safe to complete your duties.

February 2022

Dear Mr McCloskey

Re-enrolment and re-declaration: your legal duties as an employer

Every three years you have a legal duty as an employer to put certain staff back into your pension scheme. You must then submit a re-declaration of compliance to tell us what you've done, even if you have no staff to put back into your pension scheme. We are writing to you now so you can prepare what you need to do in advance.

Depending on your circumstances, re-enrolment and re-declaration may be a two stage process.

Re-enrolment

Use our re-enrolment duties tool before the third anniversary of your duties start date, **6 May 2022** to help you work out your duties: www.tpr.gov.uk/confirm-duty

You'll need to have to hand the age and earnings details of your staff.

Re-declaration

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

Your re-declaration deadline is **5 October 2022**.

Keeping you up to date with your duties

According to our records, you are the most senior person responsible for re-enrolment and re-declaration within your organisation. We will continue to write to you about your duties as it is your legal responsibility to ensure that your duties are completed on time.

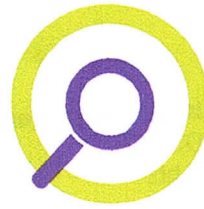
We'll also send more regular information by email to the contact listed below to help your organisation comply with workplace pensions law.

Nominated contact for further information:

Name: PAUL BENNETT CRANFORDS

Email address: paul.b@cranfords.biz





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Eich Cyfeirnod Talu	120/AB67755
Cod y llythyr	1430645629

Cadwch y wybodaeth hon yn ddiogel i gyflawni'ch dyletswyddau.

Chwefror 2022

Annwyl Mr McCloskey

Ailgofrestru ac ailddatgan: eich dyletswyddau cyfreithiol fel cyflogwr

Bob tair blynedd, mae'n ddyletswydd gyfreithiol arnoch chi fel cyflogwr i gynnwys staff penodol yn eich cynllun pensiwn unwaith eto. Yna, rhaid i chi gyflwyno ffurflen ailddatganiad cydymffurfio i roi gwybod i ni beth rydych wedi'i wneud, hyd yn oed os na fydd gennych staff i'w cynnwys yn eich cynllun pensiwn unwaith eto. Rydym yn ysgrifennu atoch nawr er mwyn i chi baratoi'r hyn sydd angen i chi ei wneud ymlaen llaw.

Yn dibynnu ar eich amgylchiadau, fe allai fod dau gam i'r broses ailgofrestru ac ailddatgan.

Ailgofrestru

Defnyddiwch ein teclyn dyletswyddau ailgofrestru cyn trydydd pen-blwydd dyddiad cychwyn eich dyletswyddau, **6 Mai 2022** i'ch helpu chi i weld beth yw eich dyletswyddau: www.tpr.gov.uk/confirm-duty-cy

Bydd angen i chi gael manylion am oedran ac enillion eich staff wrth law.

Ffurflen Ailddatganiad

P'un ai a oes gennych chi staff y mae angen eu cynnwys yn eich cynllun pensiwn unwaith eto ai peidio, mae'n rhaid i chi lenwi ffurflen ailddatganiad cydymffurfio.

Y dyddiad cau ar gyfer cyflwyno eich ffurflen ailddatganiad yw **5 Hydref 2022**.

Rhoi'r wybodaeth ddiweddaraf i chi am eich dyletswyddau

Yn ôl ein cofnodion, chi yw'r person uchaf sy'n gyfrifol am ailgofrestru ac ailddatganiadau yn eich sefydliad. Byddwn yn parhau i ysgrifennu atoch am eich dyletswyddau gan mai eich cyfrifoldeb cyfreithiol chi yw sicrhau eich bod yn cyflawni eich dyletswyddau mewn pryd.

Byddwn hefyd yn anfon gwybodaeth yn fwy rheolaidd at y person cyswllt a enwir isod dros e-bost, er mwyn helpu eich sefydliad i gydymffurfio â chyfraith pensiynau yn y gweithle.