

# The Pensions Regulator

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Mr Stephen Dunn  
Director  
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Your staging date	1 July 2017
Your PAYE reference	120/WA88245
Letter code	1273901629

May 2017

Dear Mr Dunn

## Get ready now: your staging date is 1 July 2017

I wrote to you previously about automatic enrolment as your staging date is 1 July 2017. Your staging date is when the law on workplace pensions comes into effect for you. This letter tells you what your next steps are.

### What must I do on 1 July 2017?

You must work out who you need to put into your pension scheme. This depends on how much each member of staff earns and how old they are. For more information go to: [www.tpr.gov.uk/enrol](http://www.tpr.gov.uk/enrol)

### What must I do by 12 August 2017?

You must:

- tell your pension scheme who you are putting into it and provide their details
- start paying into the pension scheme
- write to **all** your staff individually to tell them how automatic enrolment applies to them.

For more information to help you with these tasks go to: [www.tpr.gov.uk/at-staging](http://www.tpr.gov.uk/at-staging)



### What must I do by 1 December 2017?

You must complete your declaration of compliance to tell us how you have met your legal duties. Use the enclosed checklist which shows you all of the information you will need to help you complete your declaration.

You should start your declaration now and complete the rest after your staging date. Go to: [www.tpr.gov.uk/ae-comply](http://www.tpr.gov.uk/ae-comply)

### Act now – it's the law

If you fail to complete all of your duties you may be fined and/or prosecuted.

Yours sincerely

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

