

Our reference:

## Example letter



**The  
Pensions  
Regulator**

Making workplace pensions work

PO Box 332  
Darlington  
DL1 9PS

<<Addressee>>  
<<Address>>

[www.tpr.gov.uk/doc-online](http://www.tpr.gov.uk/doc-online)



<b>Your declaration deadline</b>	
<b>Your PAYE reference</b>	
<b>Your Letter code</b>	

<<Date>>

Dear <<Addressee>>

### **Automatic enrolment: you must take immediate action**

I wrote to you in <<Welcome Pack issued month>> to outline the steps that you need to take for automatic enrolment. According to our records you have not yet submitted your declaration of compliance. Therefore, you must act immediately to complete your legal duties on time.

#### **What you need to do**

- **Complete your declaration of compliance now**  
You have a legal duty to complete a declaration of compliance to tell us how you've met your duties. Go to: [www.tpr.gov.uk/doc-online](http://www.tpr.gov.uk/doc-online)
- **If you haven't started any of your duties, you need to act immediately**  
Use our online tool to quickly work out what you need to do and how to meet your duties. This includes backdating any pension contributions to when your staff should have been put into your workplace pension scheme. Go to: [www.tpr.gov.uk/duties-ae](http://www.tpr.gov.uk/duties-ae)

**Do not ignore this letter, you need to act now. If you do not complete your legal duties, including submitting your declaration of compliance on time, you may be subject to fines.**

If you have submitted your declaration of compliance in the last few days, please ignore this letter.

Yours sincerely

**Darren Ryder**  
Director, The Pensions Regulator

