

Our reference: AEM15

The Pensions Regulator

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BLO' NORTON PARISH COUNCIL
FOXWOOD
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TIVETSHALL ST MARY
NORWICH
NR15 2DA

36974.01322501/01-H0



Your staging date	1 May 2017
Your PAYE reference	120/RA58441
Letter code	1154419631

April 2015

Dear Employer

ACT NOW: you have new automatic enrolment legal duties

The law on workplace pensions has changed. Every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it.

The Pensions Regulator is responsible for regulating workplace pensions and making sure employers comply with their automatic enrolment duties.

We are contacting all employers to notify them of their duties and their staging date, which is the date when the law comes into effect for you. Our records show that you are responsible for implementing these new legal duties.

The staging date for BLO' NORTON PARISH COUNCIL is **1 May 2017**. You must be prepared for this date.

Nominate a contact by 31 May 2015

We will be sending you a series of communications about these new legal duties. In order to ensure that these communications reach the right people you need to nominate a point of contact. This could be you, or you can nominate an additional member of staff, or someone such as your accountant, or your payroll provider if they are helping to implement the duties on your behalf.

You must do this by **31 May 2015** at the latest to ensure the nominated contact receives all of these communications. You will need to complete an online form and use both the letter code and PAYE reference from the box above to complete your nomination.

To find out more about how the changes to workplace pensions apply to you and to access our nomination form, go to: **www.tpr.gov.uk/letter**

If you directly employ one or more people to provide you with care or personal assistance, you will find specific guidance to assist you at: **www.tpr.gov.uk/care**

Yours faithfully

Charles Counsell
Executive director, The Pensions Regulator

