

The Pensions Regulator

I am an employer who doesn't have to provide a pension now but still has duties

Your staging date

1 May, 2017

Your declaration deadline:

2 October, 2017

What you need to do and by when.

1. Confirm who to contact

- Tell us who to send additional emails with help and guidance to.

You should do this now (5 November, 2015).

2. Check that nothing has changed

- Make sure you still don't have any staff who must be put into a pension scheme.

Do this around 3 months before your staging date (1 August, 2016).

3. What to do on your staging date

- You must work out how much each member of staff earns, how old they are and write to each member of staff using our letter templates.

You must do this on your staging date (1 May, 2017 - 12 June, 2017).

4. Declare your compliance

- You must tell us that you've met your legal duties by completing your declaration of compliance.

Do this within 5 months after your staging date (2 October, 2017).