## Pension Scheme Declaration for Completion by the Employer

a) Have you ever operated a company pension scheme for any of your employees? **YES/NO**

If yes please provide details below:

1. **Name of Scheme:**

   Policy Number:

   Pension Scheme Insurer/Administrator:

   Pension Scheme Trustees:
   Type of Scheme:
   e.g. Defined Benefit (Final Salary), Defined Contribution (Money Purchase) or Hybrid

2. **Name of Scheme:**

   Policy Number:

   Pension Scheme Insurer/Administrator:

   Pension Scheme Trustees:
   Type of Scheme:
   e.g. Defined Benefit (Final Salary), Defined Contribution (Money Purchase) or Hybrid

3. **Name of Scheme:**

   Policy Number:

   Pension Scheme Insurer/Administrator:

   Pension Scheme Trustees:
   Type of Scheme:
   e.g. Defined Benefit (Final Salary), Defined Contribution (Money Purchase) or Hybrid

4. **Name of Scheme:**

   Policy Number:

   Pension Scheme Insurer/Administrator:

   Pension Scheme Trustees:
   Type of Scheme:
   e.g. Defined Benefit (Final Salary), Defined Contribution (Money Purchase) or Hybrid

Please provide details of any additional Schemes on a separate sheet.

**<u>Auto-Enrolment</u>**

b) Please list your PAYE Scheme reference number below. An example format for this number is 913/WZ5121A and this can be found on a P6 or P9 coding notice or a white payslip booklet P30BC.

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c) Please also list your 13 digit PAYE Accounts Office Reference number (found on your HMRC white payslip booklet P30BC):

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d) Please provide your Auto Enrolment 10 digit letter code which can be found on any letters received from the Pensions Regulator:

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e) Were any of the above pension schemes set up for Auto Enrolment? YES/NO

f) If yes, which pension scheme number above?

g) When was/is your Staging Date for Auto Enrolment?

h) Have you submitted a Declaration of Compliance to the Pensions Regulator 5 months after your Staging Date?

i) If so, what date did you do this on?

j) Where are your Auto Enrolment records (including member opt outs) stored?

k) Please provide contact details for the individual at the company that was responsible for Auto Enrolment?

In addition to the above, it would be really useful if you could attach copies of any correspondence that you have in relation to the company pension schemes that you operated.

**Signed: ……**

**Print Name: ……..**

**Job title: ……**

**Date: ……..**