



Declaration of Compliance

A guide for employers



Declaration of Compliance

What is a Declaration of Compliance?

A Declaration of Compliance (previously known as Registration) is a legal requirement which means that you need to submit certain information online to The Pension Regulator to show how you have met your duties under automatic enrolment legislation. You must also provide a snapshot of your workforce as at your Staging Date or Re-enrolment date.

When should I complete the Declaration of Compliance?

You must complete the Declaration of Compliance no later than five months after your Staging Date. For example, if your Staging Date is 1 November 2017, you must complete the Declaration no later than 31 March 2018. You can start your Declaration of Compliance at any time but you will not be able to complete this until you have completed your first enrolment which will usually be after your Staging Date or after the end of the postponement period if you are using postponement. You may want to start filling in some of the basic information before your Staging Date in order to ensure you don't miss the deadline.

For Re-enrolment you must de-declare your compliance within five months of the third anniversary of your staging date or previous re-enrolment date.

What information will I need to provide?

You will need to provide certain information regarding your business and your workforce. The checklist at the end of this guide shows you the information you will be asked for so you can prepare this in advance.

What if there is more than one employer within my business?

A Declaration must be completed for each employing entity within your organisation. This means you will need details of your workforce broken down between each business.

How do I access a partially completed Declaration?

If you have started completing your Declaration and want to go back to it to finalise this, you will need the reference number of your pension scheme to access this. This is detailed under the section on the checklist called Employer Pension Scheme Reference or Pensions Scheme Registry number.

What happens if I don't complete the Declaration within the timescales?

If you do not complete your Declaration within the timescales given, then The Pensions Regulator could fine you.

How do I complete the Declaration?

To access the Declaration, visit the following link:

<https://www.autoenrol.tpr.gov.uk/>

Declaration of Compliance Checklist

Information you will need	Notes
Government Gateway User ID	You will need a Government Gateway ID to complete the Declaration. If you already have one then you should be able to use this. If you haven't already got one, you will need to create one. This can take several days to come through so make sure you leave yourself plenty of time. If you have several employers within your business and are completing these on behalf of each employer, you can use the same Government Gateway ID and select "acting on behalf of an employer".
Letter code from The Pensions Regulator	This is a ten-digit reference beginning with a "1" that you will find on any correspondence you receive from The Pensions Regulator. If you are completing the Declaration for more than one employer, you will need the reference for each employer. If you do not have the letter code you can get this using the following link: https://automation.thepensionsregulator.gov.uk/LetterCode You will need your accounts office reference number to get this.
Your contact details	Your name, correspondence address, telephone number and email address.
Your relationship to the employer	This could be for example, HR manager, finance director, accountant.
Name of the employer	This will be the name of the employer with whom the contracts of employment are held.
<ol style="list-style-type: none"> 1. Companies House reference; or 2. Industrial or provident society number; or 3. Registered charity number; or 4. VAT registration number 	You can complete the Declaration even if you don't have one of these numbers but if you do have one you must provide it. Only one of these references needs to be entered, in the order of preference shown.
Employer contact details	The name and job title of the owner or most senior accountable person of the employer. This may be, for example, the Managing Director, Chief Executive Officer or another member of the Senior Management Team. This doesn't have to be the same as the person completing the Declaration.
Employer email address	This will be used for any official correspondence if email has been selected as the preferred channel for official communications.
Employer correspondence address	The registered address or principal office of the employer.
PAYE reference	If there is more than one reference, you must list all of these. You can find this on your last P6/P9 coding notice or P30BC payslip booklet.
Type of pension scheme (s) used for automatic enrolment	The answer to this must be either personal or occupational. A Group Personal Pension or Group Stakeholder Pension are both classed as "personal". If you are using NEST, this is an occupational pension scheme.

Employer Pension Scheme Reference	<p>If the pension arrangement you are using for automatic enrolment is a Group Personal Pension or Group Stakeholder Pension you will need to enter the scheme reference provided to you by the pension provider.</p> <p>If you are using NEST you will need to enter the “unique employer NEST ID”.</p>
Pension scheme registry (PSR) number	If your pension arrangement is an occupational pension (other than NEST) you will need to enter the PSR number. This is an eight digit number starting with 1.
Name and address of pension schemes used for automatic enrolment	This is mandatory if you do not have a PSR reference.
If using postponement for any workers, this will be the last day of the postponement period	For example, if your Staging Date is 1 November 2015 and you postpone for three months, the last day of the postponement period will be 31 st January 2016. This will only apply at Staging and not at Re-enrolment.
The total number of workers employed at your Staging Date/Re-enrolment Date	These figures must accurately reflect the workforce at your Staging Date/Re-enrolment Date.
The number of workers you have had to put into your pension scheme.	Again these figures must accurately reflect the position. If you are using an assessment system to help you meet your automatic enrolment duties, you may be able to access the information from this.
Number of workers who were already members of a pension scheme on your Staging Date/Re-enrolment date	This includes all workers who were contractually enrolled.
If using a defined benefit or hybrid pension scheme and using the transitional period; the number of eligible jobholders subject to the transitional period	This won't apply to the majority of employers.
The number of workers who are not already accounted for	This should include everybody else in employment on the Staging/Re-enrolment Date, such as those who have opted in during the postponement period, anyone who has left service since the Staging/Re-enrolment Date and anyone who is not eligible to be automatically enrolled (for example, because they are under 22 or do not have sufficient earnings).

The information contained in this document is based on One Pension Consultancy's understanding as at June 2018. This document is for information purposes only and does not constitute advice.

Registered in England Number OC306990.

Registered Office: 2 Venture Road Chilworth Southampton SO16 7NP.

One Pension Consultancy LLP is authorised and regulated by the Financial Conduct Authority.

One Pension Consultancy LLP

Reading office

*One Pension Consultancy LLP
Sunfield Business Park
New Mill Rd
Finchampstead
Berks
RG40 4QT
Tel: 0118 9734420*

Southampton office

*One Pension Consultancy LLP
2 Venture Rd
Chilworth
Southampton
Hants
SO16 7NP
Tel: 02380 762590*

Colchester

*One Pension Consultancy LLP
Ground Floor, Suite C3
Granville House
Threshelfords Business Park
Inworth Road
Feering
Colchester
CO5 9SE
Tel: 01206 331414*