Declaration of compliance (registration) checklist

You will need to provide all of the information below to the regulator. It may take some time to gather everything you need, so make sure you start well ahead of your deadline. Completing your declaration of compliance is compulsory.

You must complete your declaration with The Pensions Regulator up to five calendar months from your staging date.
Visit www.autoenrol.tpr.gov.uk

Information you'll need to provide	Guidance notes	☑
Government Gateway User ID	You will need a Government Gateway User ID to complete your declaration – you will be prompted to create one when you log in for the first time. If you already have a Government Gateway User ID (eg for HMRC), you may be able to use the same one. If you are completing a declaration for only one employer select 'employer'. For more than one employer, you'll need to select 'acting on behalf of an employer'.	☐
Letter code from The Pensions Regulator	A unique, 10-digit number that appears on each automatic enrolment letter you receive from us. If you're acting on behalf of more than one employer, you'll need the letter code for each one.	☐
Your contact details	Your name, correspondence address, telephone number and email address.	☐
Your relationship to the employer	For example, HR manager, finance director, accountant.	☐
Name of the employer	The person or organisation by whom the worker is employed.	☐
1. Companies House number or 2. Industrial and provident society number or 3. Registered charity number or 4. VAT registration number	These fields are mandatory if you have one. You can still complete your declaration if you do not have any of these numbers. If you do have one you must provide it, in the order of preference shown – we only need one.	☐
Employer contact details	The name and job title of the owner or most senior accountable person at the employer. This is likely to be the managing director, chief executive officer, or other member of the senior management team. This may not be the name of the person completing a declaration on behalf of the employer.	☐
Employer email address	If email is selected as the preferred channel to receive official communications, including legal service, this will be used for official correspondence from us.	☐
Employer correspondence address	Registered address or principal office of the employer.	☐
PAYE scheme reference(s) for all PAYE schemes the employer uses	If you operate more than one, you must provide them all. You can find these on your last P6/P9 coding notice or P30BC payslip booklet.	☐
Type of pension scheme(s) used for automatic enrolment (personal or occupational)	Note that NEST is an occupational pension scheme.	☐
Employer pension scheme reference (EPSR)	Mandatory for personal pension schemes, multi-employer occupational pension schemes, and NEST (where it is also known as 'unique employer NEST ID'). You can find this reference on correspondence from the pension scheme. It is a reference given by the pensions provider which identifies each separate employer.	☐

automatic enrolment

The Pensions Regulator

Information you'll need to provide	Guidance notes	☑
Pension scheme registry number (PSR)	Mandatory for occupational pension schemes, excluding NEST. This is an 8-digit number starting with 1. The trustees or manager of the pension scheme should have this.	☐
Name and address of the pension scheme(s) used for automatic enrolment	Mandatory if the employer does not have a PSR.	☐
If using postponement for any workers at staging: the date of the last day of the postponement period(s)	You cannot complete your declaration until after this date, though you may partially complete it in advance.	☐
The total number* of workers employed on your staging date	For an explanation of the different types of 'worker', see **www.tpr.gov.uk/workers**.	☐
The number of eligible jobholders automatically enrolled with effect from your staging date (or the last day of the postponement period(s))	If using more than one automatic enrolment pension scheme, you'll need to know how many eligible jobholders were automatically enrolled into each scheme.	☐
The number of workers who were already active members of a qualifying scheme on your staging 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 above	Everybody else in employment on the staging date, including those who have opted in during their postponement period, and anyone who has since left the employer.	☐

Top ten tips

1. Make sure you're prepared – you'll need all of the information on this checklist.
2. This is your responsibility as an employer – the pension scheme will not do it for you.
3. Start ahead of time with information you already know – your progress will be saved.
4. To access a partially completed declaration, you'll need to know the EPSR, PSR or unique NEST ID entered.
5. Complete and submit your declaration as soon as you've automatically enrolled your eligible jobholders.
6. If you represent several employers, log in under 'acting on behalf of an employer'.
7. If you have more than one employer within your corporate group, you must treat each employer separately.
8. Only tell us about pension schemes you've used for automatic enrolment.
9. Make sure you know about and tell us about every PAYE scheme the employer uses.
10. Watch our demo video for a walk-through guide: **http://livegroup.co.uk/registration/**

This checklist is designed to help you comply with your legal duties under the Pensions Act 2008 and Regulations. While we can offer guidance, this checklist should not be regarded as a substitute for, or definitive interpretation of, the law. So if you have any doubts about your legal duties then you should seek legal or other specialist advice.

* Please provide accurate figures where we ask for numbers or figures to be provided.