

All UK employers are now required to automatically register their employees into a workplace pension scheme and make a contribution towards it.

The legislation has already come into force for large businesses and smaller employers are now following. Employers must enrol workers into a pension scheme if they:

- Are aged between 22 and State Pension age
- Earn more than £10,000 a year
- Work in the UK.

## Key points to consider

As an employer you have a number of responsibilities to make sure you comply with the new regulations:

- Automatically enrol eligible workers
- Set up a qualifying pension (when you have eligible workers or they want to join)
- Inform your workforce about auto-enrolment and, if using postponement, send out postponement notices
- Allow non eligible workers to join a scheme
- Manage opt-outs and refunds in the opt-out period
- Deduct and pay the appropriate minimum employee and employer contribution into the scheme, based on the salary definition you have chosen
- Complete a declaration of compliance for The Pension Regulator
- Automatically re-enrol eligible workers every three years and complete a re-declaration of compliance
- Keep records
- Make timely payments of pension contributions to your pension provider
- You may also have to complete a pension self-certification form on occasion and issue postponement notices in some circumstances.

## How EQ can help?

Supporting small and medium size business owners over many years, as well as being in this category ourselves, enables us to view the world from your perspective and understand all the day-to-day challenges this new legislation presents:

- We understand that smaller employers may not have setup a pension scheme previously.
- Our auto-enrolment expertise can you help establish a compliant pension scheme following a well rehearsed process.
- EQ has designed a cost effective package that includes selection and setting up the scheme with the option for ongoing support if required.



## Menu of services

Auto-enrolment services	Package A Setup service	Package B Setup & ongoing support
Initial consultation and report with a plan of key actions	✓	✓
Establish financial impact on employer, assessing current workforce to see who is eligible	✓	✓
Agree employee and employer contributions	✓	✓
Discuss and agree: <ul style="list-style-type: none"> <li>• Joining methods</li> <li>• Applying a waiting period</li> <li>• Using salary sacrifice</li> <li>• The default investment option</li> <li>• The data required</li> </ul>	✓	✓
Setup the pension scheme	✓	✓
Prepare and implement communication plan for workforce to include presentations & materials	✓	✓
Register scheme with The Pensions Regulator	✓	✓
Enrol employees in the scheme	✓	✓
Annual scheme audit	n/a	✓
Triennial review support	n/a	✓
Overseeing of the scheme	n/a	✓
Individual advice to employees	n/a	✓

### Find out more

To discuss our services in more detail, please contact:



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