

Our reference: AEC-002832-Z1S6

Salutation1 FirstName1 LastName1
JobTitle1
OrganisationName1
Street11
Street21
Street31
City1
County1
PostCode1



www.tpr.gov.uk/email

Your declaration deadline	1 January 1900
Your PAYE reference	PAYE1
Your Letter code	OrganisationNumber1

April 2021

Keep this information safe to complete your duties.

Dear Salutation1 LastName1

Automatic enrolment: update your contact details

I wrote to you previously to outline the steps that you need to take for automatic enrolment. I am sure that your preparations are well underway, however the contact details we hold for you are incomplete.

Let us know who to email

We don't currently hold an email address for you. It is important that we have your correct email address and contact details so we can send you important information and reminders by email. If you are using someone to help you with your duties, for example an accountant, financial adviser or member of staff, tell us who this is and we will send them these emails.

Let us know who to contact by going to: www.tpr.gov.uk/email

Your duties

You have duties for automatic enrolment. What you need to do will depend on your circumstances. Use our online tool to easily find out what you need to do. Go to: www.tpr.gov.uk/tasks

If you do not complete your legal duties, including submitting your declaration of compliance by 1 January 1900, you may be subject to fines.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. R. Charles'.

Mel Charles

Director, The Pensions Regulator

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www.tpr.gov.uk/email-cy

Dyddiad cau eich datganiad	1 Ionawr 1900
Eich cyfeirnod Talu wrth Ennill	PAYE1
Cod eich llythyr	OrganisationNumber1

Ebrill 2021

Cadwch y wybodaeth hon yn ddiogel i gyflawni'ch dyletswyddau.

Annwyl Salutation1 LastName1

Cofrestru awtomatig: diweddarau eich manylion cyswllt

Rwyf wedi ysgrifennu atoch o'r blaen i amlinellu'r camau y mae angen i chi eu cymryd i gofrestru'n awtomatig. Rwy'n siwr bod eich paratoadau ar droed eisoes, fodd bynnag, mae'r manylion cyswllt sydd gennym ar eich cyfer yn anghyflawn.

Rhowch wybod i ni at bwy ddylen ni anfon e-bost

Nid oes gennym gyfeiriad e-bost ar eich cyfer chi ar hyn o bryd. Mae'n bwysig bod gennym eich cyfeiriad e-bost a'r manylion cyswllt cywir er mwyn i ni allu anfon gwybodaeth bwysig atoch chi dros e-bost. Os ydych yn defnyddio rhywun i'ch helpu gyda'ch dyletswyddau, fel cyfrifydd, ymgynghorydd ariannol neu aelod o staff er enghraifft, dywedwch wrthym pwy yw'r person hwnnw a byddwn yn anfon y negeseuon e-bost hyn ato.

Rhowch wybod pwy ddylen ni gysylltu â nhw drwy fynd i: www.tpr.gov.uk/email-cy

Eich dyletswyddau

Mae gennych ddyletswyddau ar gyfer cofrestru awtomatig. Bydd beth fydd raid i chi ei wneud yn dibynnu ar eich amgylchiadau. Defnyddiwch ein hadnodd ar-lein i weld yn hwylus beth sydd angen i chi ei wneud. Ewch i:

www.tpr.gov.uk/tasks-cy

Os na fyddwch chi'n cyflawni eich dyletswyddau cyfreithiol, gan gynnwys cyflwyno eich datganiad cydymffurfio erbyn 1 Ionawr 1900, fe allech chi gael dirwyon.

Yn gywir

Mel Charles

Cyfarwyddwr, Y Rheolydd Pensiynau

