

# A Guide to Automatic Enrolment for businesses without any employees

## The Workplace Pension Reform



**Wellden  
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Chartered Accountants and  
Chartered Tax Advisers  
Statutory Auditors



**automatic  
enrolment**

**The Pensions  
Regulator**

If you don't have any staff other than directors, you may not have any automatic enrolment duties.

You won't have any duties if the only people working for you are:

- you as the sole director, or
- a number of directors, none of whom has an employment contract, or
- a number of directors, only one of whom has an employment contract

Automatic enrolment will apply if more than one director has a contract of employment.

### What do you need to do?

If you receive a letter which includes your staging date and you believe that automatic enrolment duties don't apply to you, please email [customersupport@autoenrol.tpr.gov.uk](mailto:customersupport@autoenrol.tpr.gov.uk) and complete the details in the pre-populated message that opens when you select their email address.



You'll need the following:

- **your letter code** – This is the 10-digit organisation ID or letter code on letters you receive from the Pension Regulator about automatic enrolment.
  
- **PAYE reference** – The employer's PAYE reference can be found on a P6/P9 coding notice or on a white payslip booklet P30BC. An example of a PAYE reference is 913/WZ5121A.
  
- **Companies House number** (if you have one) to hand – You will only have a Companies House number if you've registered your business with Companies House. It is an eight-digit number or two alpha characters followed by a six-digit number. It appears on any documentation from Companies House.

Please use the email template on the next page, to inform The Pension Regulator that you do not have any employer duties for Auto Enrolment



Please copy and paste the text below the line into a new email, then follow the instructions in square brackets before sending your completed message to [customersupport@autoenrol.tpr.gov.uk](mailto:customersupport@autoenrol.tpr.gov.uk) with 'No employer duties' in the subject line.

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1. I confirm that **[add your company name here]** is not an employer for the purposes of automatic enrolment for the following reason.

**[please select one option from the list below and delete the others]**

- a) There is only one director and there are no other staff working for the company.
- b) The only people working for the company are directors and none of them has an employment contract.
- c) The only people working for the company are directors and only one of them has an employment contract.
- d) If there is another reason you believe you don't have automatic enrolment duties, please provide a brief explanation.

2. The letter code for the company is: **[add your letter code here]**

3. The PAYE scheme(s) reference is: **[add your PAYE reference here]**

4. The company's house number (where applicable): **[add your Companies House number (if you have one) here]**

5. The name, email address, address and telephone number of contact at the company: **[add these details here]**

Please note that if The Pensions Regulator discovers that you have provided false or misleading information in order to evade your automatic enrolment duties, they will take this into account when deciding whether to take action against you in future.

If your circumstances change so that automatic enrolment duties apply to you, you'll need to inform The Pensions Regulator of this as soon as possible. This would happen if you took on a member of staff other than a director, or if at least two directors started working for you under contracts of employment.

## CONTACT US



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