



**CLIFTON**  
Assist



## *Take control of Auto-Enrolment*



Quick Guide to  
**Automatic-Enrolment**

**Automatic-enrolment**  
*Is your business ready  
for the challenge?*

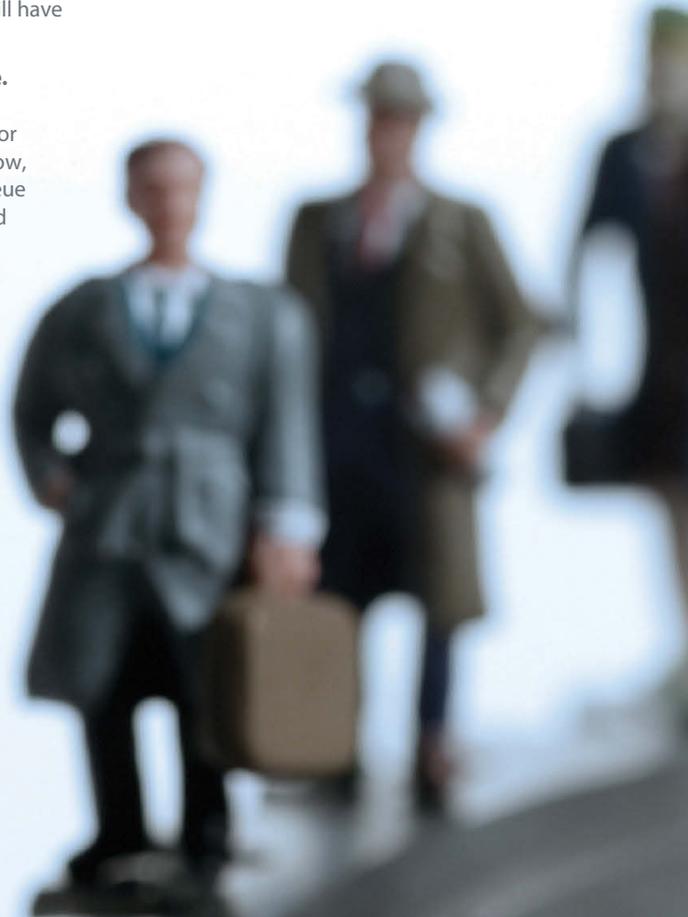
The Government estimates that millions of people in the UK are currently not saving enough for their retirement. To help solve this problem the Government has introduced legislation that means every employer will have a duty to put a pension scheme in place. You will also have to automatically enrol certain workers into the scheme and make contributions on their behalf.

This presents a huge challenge for your business. You will need to understand your automatic-enrolment duties, the impact on your business and the changes you will have to make.

**We can help you with this challenge.**

We offer a range of services which will help you to understand and prepare for auto-enrolment. By starting to plan now, we can put you at the head of the queue and help you to mitigate the costs and minimise the disruption to your business.

*The good news is that  
with the right plan you  
can manage the process,  
your cash flow and  
continue to focus on  
your core business.*



**Do you have a plan?**  
*– If not make sure you are  
at the front of the queue*

During the next five years more than 800,000 employers will need a pension scheme for the first time.

This will create a massive strain on the traditional providers of pensions, most of whom are unlikely to accept schemes which are set up with only the minimum auto-enrolment entitlements.

When you combine this with a limited number of suitability qualified advisers with the experience, capacity and capability to deal with

these arrangements, then it creates a genuine scarcity of resource.

It is simply a question of when, not if, advisers and providers no longer have the ability to take on new schemes.

*You need to make sure  
you are at the front of  
that queue.*



**Q. Automatic-enrolment**  
– can I get away with  
doing nothing?

*A. The short answer is no.*

## What will happen if you don't comply

The Pensions Regulator (TPR) will be responsible for ensuring that you comply with your employer duties. Although they will focus on education rather than imposing penalties, they do have the powers to take action against employers who fail to carry out their duties.

**There is a three stage process that TPR will follow:**

### Stage 1

#### **Compliance/unpaid contributions notice**

This notice will detail the breach and require the employer to put things right within a specific timescale. A notice may also include a requirement to pay contributions with interest added.

### Stage 2

#### **Fixed penalty notice - £400**

This notice will require employers to put right the breach identified in the previously issued compliance notice. Employers will be given at least four weeks from the date of the fixed penalty notice to put things right. Failure to comply by the specified date will result in the fixed penalty being applied.

### Stage 3

#### **Escalating penalty notice**

If an employer fails to comply with the original compliance notice and subsequent fixed penalty notice, they will face daily escalating penalties.

\*This is generally the number of people in the employer's PAYE scheme or the number of people affected by unpaid contributions. Where this number is not readily available, TPR may use various sources of information to estimate this number.

<b>Number of people*</b>	<b>Daily rate</b>
1-4	£50
5-49	£500
50-249	£2,500
250-499	£5,000
500 or more	£10,000

# Initial Discussion

Our initial discussion with you is very important as it allows us to identify your current circumstances and objectives and to establish whether working with Clifton Asset Management will be beneficial for you. There is no cost for the initial meeting.

## Design:

*Building a scheme that is fit for purpose*

- ✓ We will design an auto-enrolment solution tailored to your business needs.
- ✓ We will review your existing pension scheme, assess your workforce and determine the changes you will need to make.
- ✓ We will ensure that the right balance is met between costs to you and benefits to the workforce.
- ✓ We will ensure you have absolute clarity as to the next steps you need to take to meet your responsibilities as an employer.

## Implementation:

*Making auto-enrolment a reality*

- ✓ We will create a project plan that outlines responsibilities and timescales for delivery.
- ✓ We will create the detailed rules that determine how the scheme will run day-to-day.
- ✓ We will create an effective communications package for you to engage your workforce.
- ✓ We will continue to project manage the implementation process until you are happy that everything is in place and have a clear understanding of how the process will operate going forward.

## Run:

*Providing an auto-enrolment hub*

- ✓ Assessing workers and segmenting into the relevant categories.
- ✓ Calculating the financial impact on an employer.
- ✓ Assessing whether existing pension schemes meet the auto-enrolment criteria.
- ✓ Setting up a new compliant scheme.
- ✓ Registering with the Pensions Regulator.
- ✓ Handling all communications with workers.
- ✓ Managing and recording opt-outs and opt-ins.
- ✓ Meeting on-going record keeping and assessment requirements.

## Auto-enrolment staging dates\* - based on PAYE scheme size:

- **More than 4,100 employees\*\*** – Already staged
- **800–4,000 employees;** June to October 2013
- **250–799 employees;** November 2013 to February 2014
- **249–90 employees;** April to May 2014
- **89–60 employees;** July to October 2014
- **59–50 employees;** August 2014 to April 2015
- **49–40 employees;** August 2015
- **39–30 employees;** October 2015
- **Less than 30 employees and new companies;** November 2015 to February 2018

\*Please note the above is simplified for illustrative purposes. \*\*Based on number of employees in largest PAYE scheme in April 2012.

To find out more email: [AE@clifton-asset.co.uk](mailto:AE@clifton-asset.co.uk) or call: **0800 0542555**

# Introducing Clifton Assist Auto-enrolment made easy and affordable

Clifton Assist helps businesses comply at the lowest possible cost, with the minimum impact on their core business and mitigate the regulatory and reputational risk of getting it wrong.

The assessment of your workforce is not a one-off task, Clifton Assist allows an administrator with no pension experience to get their business to a point of auto-enrolment compliance by following a simple, robust and repeatable workflow.

You can find out more about Clifton Assist at [www.cliftonwealth.com](http://www.cliftonwealth.com) where you can also read some of our press coverage, including recent articles in The Times and Sky News online. <http://www.cliftonwealth.com/news/>

**Demo**

Call 0800 0542555 for a free demo on how Clifton Assist could help your business.



## Clifton Assist Key Benefits



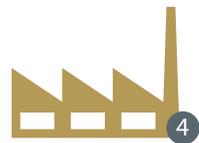
1 Assessing relevant categories for workers and calculating financial impact



2 Managing and recording employee opt-outs and opt-ins



3 Maintaining records and assessment requirements for Pensions Regulator



4 Communicating auto-enrolment to your workforce



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Assist  
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This factsheet is for information purposes only.

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