

TPR's auto enrolment guide for advisers and accountants

-- 12 months before staging



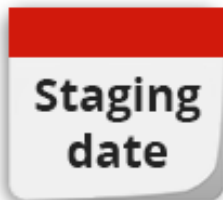
- ▶ Checking your client's staging date
- ▶ Being a point of contact
- ▶ Checking who to enrol
- ▶ Creating your client's action plan
- ▶ Working out your client's costs

-- 6 months before staging



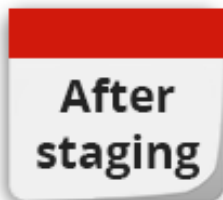
- ▶ Checking records and payroll processes
- ▶ Choosing a pension scheme

-- On your staging date



- ▶ Assessing and enrolling staff
- ▶ Writing to your client's staff
- ▶ Knowing your client's ongoing duties

-- After your staging date



- ▶ Completing the declaration of compliance