



Mrs G Lamb
Payroll Contact
Viamed Ltd
VIAMED LTD
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CROSS HILLS
KEIGHLEY
WEST YORKSHIRE
BD20 7DT

33300

005352



Your PAYE reference	072/F9363
Your Letter code	1010543115

Keep this information safe to complete your duties.

September 2025

Dear Mrs Lamb

Re-enrolment and re-declaration: your legal duties as an employer

Every three years you have a legal duty as an employer to put certain staff back into your pension scheme. You must then submit a re-declaration of compliance to tell us what you've done, even if you have no staff to put back into your pension scheme. We are writing to you now, so you can prepare what you need to do in advance.

Depending on your circumstances, re-enrolment and re-declaration may be a two-stage process.

Re-enrolment

What you'll need to do will depend on the circumstances of your staff. Use our re-enrolment duties tool before the third anniversary of your previous re-enrolment date, 1 January 2026, to help you work out your duties: www.tpr.gov.uk/your-duties

You'll need to have the age and earnings details of your staff to hand.

Re-declaration

Whether you have staff to put back into your pension scheme or not, you must complete a re-declaration of compliance.

Your re-declaration deadline is **1 June 2026**.

Keeping you up to date with your duties

According to our records, you are the most senior person responsible for re-enrolment and re-declaration within your organisation. We will continue to write to you about your duties as it is your legal responsibility to ensure that your duties are completed on time.

We'll also send more regular information by email to the contact listed below to help your organisation comply with workplace pensions law.

Nominated contact for further information:

Name: David Porter

Email address: David.Porter@armstrongwatson.co.uk

**automatic
enrolment**

Make sure your contact details are correct

If your nominated contact's details are incorrect, or if you are no longer the most senior person responsible for automatic enrolment, please provide us with new details at: www.tpr.gov.uk/nominate-update. You'll need both the letter code and PAYE reference shown at the top of this letter to do this.

I will write to you again, but you should start preparing now and allow plenty of time to ensure you meet your duties on time.

Yours sincerely



Joey Patel

Director of Compliance, The Pensions Regulator