

What's Next?

# WORKPLACE PENSIONS ADMINISTRATION

Step  
**01**



Initially, our pensions expert will verify the staging date for auto-enrolment.

Our expert will check your employee details to see who is eligible for workplace pensions, according to their age and salary.



Step  
**02**

Step  
**03**



The investment managers will upload your employee details on the online platform.

A sample letter will be sent to each employee explaining:

- Auto-enrolment and how it will apply
- Choice of investment portfolios
- How to access the online platform



Step  
**04**

Step  
**05**



With your consent, we will send a sample letter via email to each employee.

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