

When the automatic enrolment requirements first apply, there is no need to provide enrolment information to those who are already active members of a qualifying scheme, but they must be given a separate notice about their scheme membership (*see below*), even if they have been told about the scheme in the past.

Broadly, the same information requirements apply on re-enrolment and when a non-eligible jobholder opts in.

Enrolment information to be provided to the jobholder

Enrolment information must be provided by the employer to the jobholder.

TO BE PROVIDED TO	TIME FRAME	SUMMARY OF INFORMATION REQUIRED
<ul style="list-style-type: none"> ● Eligible jobholders who are being automatically enrolled (or re-enrolled). ● Non-eligible jobholders who opt in. ● Eligible jobholders who opt in during postponement or during the transitional period for a defined benefit or hybrid scheme. 	<p>No later than six weeks after the jobholder's automatic enrolment date (or re-enrolment date, or opt-in enrolment date).</p>	<ul style="list-style-type: none"> ● That the jobholder has been or will be enrolled into a pension scheme and the automatic enrolment date (or equivalent). ● Details of the contributions payable and whether tax relief will be given through net pay or relief at source. ● Details about the right to opt out, what it means and when and how to do this. ● The right to opt back in. ● That a jobholder will normally be automatically re-enrolled by the employer in accordance with regulations. ● That any written notice from the jobholder must be signed (or, if given electronically, state that the jobholder personally submitted it).

Terms and conditions information to be provided to the jobholder

The employer must ensure that the provider of the personal pension scheme gives the jobholder information on the terms and conditions of the scheme. This can form part of the key features information that the provider must issue under Financial Conduct Authority rules.

TO BE PROVIDED TO	TIME FRAME	SUMMARY OF INFORMATION REQUIRED
<p>Jobholders who are being provided with enrolment information above.</p>	<p>No later than six weeks after the jobholder's automatic enrolment date (or equivalent).</p>	<ul style="list-style-type: none"> ● The purpose of the scheme, including information about the default fund(s). ● The services to be provided by the provider. ● The value of any contributions payable by the jobholder, where the provider has this information. ● The charges that may be payable.