



# Auto-Enrolment Seminar

## Employers need to be ready!

To help you prepare for Auto-Enrolment, Newby Castleman is on-hand to offer you all the help and advice that you'll need in our seminars that we are holding at our Leicester office in April.

**Dates:** Tuesday 25<sup>th</sup> & Thursday 27<sup>th</sup> October and Tuesday 1<sup>st</sup> & Thursday 3<sup>rd</sup> November

**Price:** Newby Castleman Clients - Free / Non-Clients - £50 + VAT

This seminar will cover:

- ✓ Why is this happening?
- ✓ When will I need to start?
- ✓ Identify your staging date
- ✓ The Pension Regulator
- ✓ How much will it cost me?
- ✓ Phasing contributions
- ✓ Employer duties
- ✓ Employer guidance - What do I have to do?
- ✓ Key stages
- ✓ Assessing your workforce
- ✓ Choosing a pension scheme
- ✓ Running the process
- ✓ How we can help
- ✓ Record keeping

#### AGENDA:

09.00am - 09.30am Registration and coffee  
09.30am - 10.15am - 1st session  
10.15am - 10.30am - Coffee break  
10.30am - 11.30am - 2nd session  
including questions

Terms & Conditions for Auto-Enrolment seminars. Unless otherwise agreed the terms and conditions for our Auto-Enrolment seminars are as follows:

1. Payment is due at the point of booking to ensure your place is reserved. BACS or cheques are acceptable methods of payment. Payment is always due before the commencement of any seminar.

2. Cancellation and non-attendance charges are as follows:  
2.1 If payment has not been received, 50% of the invoice value will be due for payment.  
2.2 If payment has been received, 50% of the invoice value will be refunded.

Newby Castleman (Financial Services) Limited is an appointed representative of Greyfriars Asset Management LLP which is authorised and regulated by the Financial Conduct Authority.

**BOOK NOW** as places are limited!

Call **John Freeman** on **0116 254 9262** to arrange a BACS or cheque payment

Or email **[jdf@newbyc.co.uk](mailto:jdf@newbyc.co.uk)**