

Appendix B

Dear Employer

I hope this email finds you well.

Further to our previous Save the Date email of 2 April 2025, we are now pleased to invite employers from Teesside Pension Fund to register to take part in our:

- **Welcome and Introduction to the Tyne and Wear Pension Fund Webinar**
in which we will provide you with:
 - information and guidance on your statutory duties, roles and responsibilities and how to successfully carry out your day to day pension administration
 - an overview of the pension administration system and how to access all necessary information in terms of TWPF systems and requirements
 - an opportunity to ask any questions in an open forum at the end of each webinar

The webinars will take place on two dates and are expected to finish no later than midday

- **Welcome and Introduction to the Tyne and Wear Pension Fund Webinar 15 May 2025 10.00am**
- **Welcome and Introduction to the Tyne and Wear Pension Fund Webinar 22 May 2025 10.00am**

If you or your colleagues wish to participate, please complete [Online Registration Form](#)

If you need to submit details for more than one participant, you should complete a new form using the 'submit another response' button after each submission. The registration form can also be used to submit any questions you may have. Please note, attendees will still be given the opportunity at the meeting to ask any questions not submitted in writing.

We will supply the appropriate Teams information to allow participants to join the meeting, along with some additional information to assist you during the meeting by **14 May 2025**.

If you have any queries or require any further information regarding this email, please do not hesitate to contact TWPF, Employer Services Team on 0191 424 6399 Monday – Friday between 9.00am - 4.30pm.

Kind regards

Employer Services Team