

Pensions - Before you Begin Guide

This guide contains information to help you prepare to use the Commission's Portal to register a pension plan or submit a related filing

Portal functionality: Please take a moment and review the Portal Basics User Guide to learn how to create an account and how the portal works. It is available on the portal FAQ page at <http://fcnb.ca/portalfaq.html>.

Before you enter the Portal for pensions, please note the following information:

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REGISTER A PENSION PLAN

Names and contact information	You will need name and contact information for the pension plan administrator, pension fund administrator, actuary, and employer(s).
Pension plan administrator	You will be required to select the type of pension plan administrator (employer, committee, board of trustees, insurance company, or a person, board or commission) and provide details of any committee, board or commission members.
Pension plan type	You will be required to select the type of pension plan: defined benefit, defined contribution or shared risk. In addition, you will need the date

	the plan was established, number of employers, year-end month and day, and pension fund name. If applicable, you will also need details of other plans maintained by the employer, details of any previous pension plans, and details of each employer who is required to make contributions or who has employees required to make contributions to the plan.
Member statistics	You will be required to provide the number of current and former male and female members by province/territory/outside of Canada.
Plan details	You will be required to provide the principal employer type and contact information (if different than the plan administrator), funding instrument type, classes of eligible employees, and new employee eligibility options.
Employee contribution	You will be required to provide the employee contribution rate methodology, applicable percentages or amounts and indicate if employees are permitted to make additional voluntary contributions.
Employer contribution	You will be required to provide the employer contribution rate and applicable percentages or amounts, current service benefits type and applicable percentages or amounts, normal retirement details, special retirement options (if any) and indicate if the plan is integrated with C/QPP.
Statistics Canada details	You will be required to provide the maximum period for vesting (in months), and indicate who is entitled to surplus on wind-up, who decides the investment and how the administrative costs are paid.
Defined benefit or shared risk plans	For defined benefit or shared risk plans, you will be required to enter details with respect to automatic adjustments and death benefits provided under the plan.
Upload documents	You will be required to provide the following documents: Trust agreement or investment contract, Pension plan text, SIPG/investment policy. If applicable, you will be required to provide the following additional documents: Member eligibility statement, Employee booklet, Reciprocal transfer agreement, Group annuity contract, Deposit contracts with an insurance company, Funding policy and any collective agreement(s).

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AMENDMENT REGISTRATION

Description of amendment	You will be required to provide a description of the amendment and the amendment effective date.
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Adverse amendments	You will be required to indicate if any of the following statements apply:
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- This amendment affects the normal cost of the pension plan. This amendment creates a solvency deficiency.
- This amendment creates an actuarial loss.
- This amendment affects the solvency or funding of the pension plan?

If any of these apply, you will be required to provide the date notice was sent to members.

Prohibited amendments	You will be required to confirm that all of the following statements apply:
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- This amendment does not reduce benefits.
- This amendment does not reduce commuted value of the pension plan.
- This amendment does not eliminate any vested ancillary benefits.

Upload documents	You will have an opportunity to upload any applicable documents.
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ANNUAL INFORMATION RETURN (AIR) FILING

Filing period and books and records	You will be required to provide 'From' and 'To' dates for the filing period and provide the location of the pension plan books and records if it is different than the location of the pension plan administrator.
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No outstanding amendment registrations	You will be required to confirm that all amendments which took effect during the filing period have been filed with the Commission.
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Participating employers	If applicable, you will be required to update information for existing participating employers, or add new participating employers.
Plan membership	You will be required to provide the details of the change in membership in the plan during the filing period.
Persons entitled to or receiving a pension	You will be required to provide details of changes in the number of members who were entitled to receive and who were receiving a pension under the plan during the filing period.
Place of employment of active members	You will be required to provide details of where your active members were employed on the last day of the filing period, by gender and province/territory/outside of Canada.
Normal cost and special payment contributions	You will be required to provide details of the member and employer contributions to the plan during the filing period. You will also need to confirm that contribution amounts reported are consistent with the most recently filed Cost Certificate or Actuarial Valuation Report or provide an explanation for the deviation.
Transfers, payments and earnings	You will be required to provide the amount of funds transferred into the plan from other pension plans, the amount of funds transferred from the plan to other pension plans, the total amount of payments made in respect to benefits payable under the plan and the net investment earnings (losses) of the plan as of the last day of the filing period.
Adjustments	If applicable, you will be required to provide details of any adjustments made to pensions or deferred pensions under the plan. You will be required to indicate if adjustments made were made: in accordance with the requirements for regular adjustment of benefits, under a collective agreement, voluntarily by the employer, or other adjustments (provide details). You will also need to specify the source of funds used to make adjustments.
Basis of calculation of adjustments	If adjustments were not made in accordance with the requirements for regular adjustments of benefits, you will be required to provide the basis upon which the adjustments were calculated.
Market and book value of assets	You will be required to provide the market and book value of assets of the plan at the beginning and end of the filing period. If a cessation of contributions or benefits accrual occurred during the filing period, you will be required to provide the effective date, reason and the date of

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final distribution.

Canada Revenue Agency Schedule If the plan is neither a specified multi-employer plan nor a multi-employer plan, you will be required to complete Part A. If the plan is not a money purchase plan, you will be required to complete Part B.

Additional information You will have an opportunity to provide any additional information which will assist us in processing the filing.

ACTUARIAL VALUATION REPORT (AVR) FILING

Valuation date and report type You will be required to provide the report type and valuation date. The next pages will require additional information depending upon which report type is selected.

Risk management test You will be required to indicate if the plan has met the applicable risk management goal(s), provide the corresponding percentage(s) and indicate whether the liability of the plan has been tested using the asset-liability model.

Funding Policy calculations You will be required to provide the asset and liability values from the Funding Policy.

Funding Policy assumptions You will be required to indicate the method of valuing the Funding Policy assets and liabilities, the mortality table used, if the withdrawal rate was used and the applicable percentages. You will also be required to confirm that the data completely describes the assumed growth rates or, if not, provide an explanation.

Funding Policy normal cost calculations You will be required to provide the annual member and employer contributions, the employer cost as \$ per hour (if any), and employer temporary contributions (if any).

Going concern calculations You will be required to provide the asset and liability values from the AVR, on the basis of which the going concern valuation is made.

Going concern assumptions You will be required to indicate the following: the methods of valuing the going concern assets and liabilities, the mortality table used, if the withdrawal rate was used, if the plan is hourly paid (if so, you will be

required to provide the assumed hours per year), the applicable interest rates, if the data provided completely describes the assumed growth rates (if not, you will be required to provide an explanation for the deviation), and if the AVR was completed in accordance with the direction and requirements set out in section 14 of the *Shared Risk Plans Registration* under the *Pension Benefits Act*.

Solvency calculations

You will be required to provide the gross solvency assets, wind-up expenses, present value of special payments, and the amount of liabilities for all members.

Solvency assumptions

You will be required to indicate the methods used for valuing solvency assets and liabilities, the mortality table used, and the applicable interest rate(s).

Additional information

You will have an opportunity to provide any additional information which will assist us in processing the AVR Filing.

Upload documents

You will have an opportunity to upload any applicable documents.

**COST CERTIFICATE (CC)
FILING**

Effective date and filing type

You will be required to provide the effective date the funds transfer was completed.

Filing period

You will be required to provide the start and end dates of the filing period.

Contribution rate and normal cost estimate

You will be required to provide particulars of the member and employer contribution rates and the estimated contributions on an annual basis. If the normal cost is allocated in a different way, provide an explanation.

Upload documents

You will be required to upload a Cost Certificate and any other supporting documents.

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INVESTMENT POLICY REVIEW FILING

Outstanding amendments	You will be required to indicate if there are unregistered amendments to the investment policy for the filing period and provide the date the investment policy review was completed.
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FUNDING POLICY REVIEW FILING

Outstanding amendments	You will be required to indicate if there are unregistered amendments to the funding policy for the filing period and provide the date the funding policy review was completed.
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SIPG REVIEW FILING

Outstanding amendments	You will be required to indicate if there are unregistered amendments to the SIPG for the filing period and provide the date the SIPG review was completed.
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FILING DATE EXTENSION REQUEST

Extension type and detail	You will be required to indicate the process for which the extension is requested and reason for the extension request.
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Upload documents	You will have an opportunity to upload any applicable documents supporting the extension request.
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TRANSFER APPROVAL REQUEST

Transfer details	You will be required to indicate if the transfer is a result of a sale, assignment or other disposition of all or part of the employer's business
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or assets. In addition, you will be required to provide the transfer details, and details of any required amendments to this plan.

Destination of pension funds upon transfer You will be required to indicate whether the pension funds will be transferred to a new plan or remain in an amended existing plan and provide the name of the new plan (if applicable). You will also be required to describe the changes to the existing pension plan.

Additional information You will have an opportunity to provide any additional information which will assist us in processing the transfer request.

Upload documents You will be required to provide the following documents: Plan membership details and written notice to members. Optionally, you may upload a Purchase and Sale Agreement regarding business or assets, or any other supporting documentation.

POST TRANSFER OR WIND-UP FILING

Date funds transferred or disbursed You will be required to provide the date the funds transfer was completed.

Upload documents You will be required to upload a letter outlining the funding details and any other supporting documents.

WIND-UP REQUEST

Type and timing of wind-up You will be required to provide the following information: Wind-up type (full or partial), effective date, date notice sent to members, description of the wind-up approach, and the reason for the wind-up.

Financial state of the plan You will be required to provide details of the financial state of the pension plan and the number of affected members.

Upload documents You will be required to provide a Wind-up report and a copy of the Notice to members.
