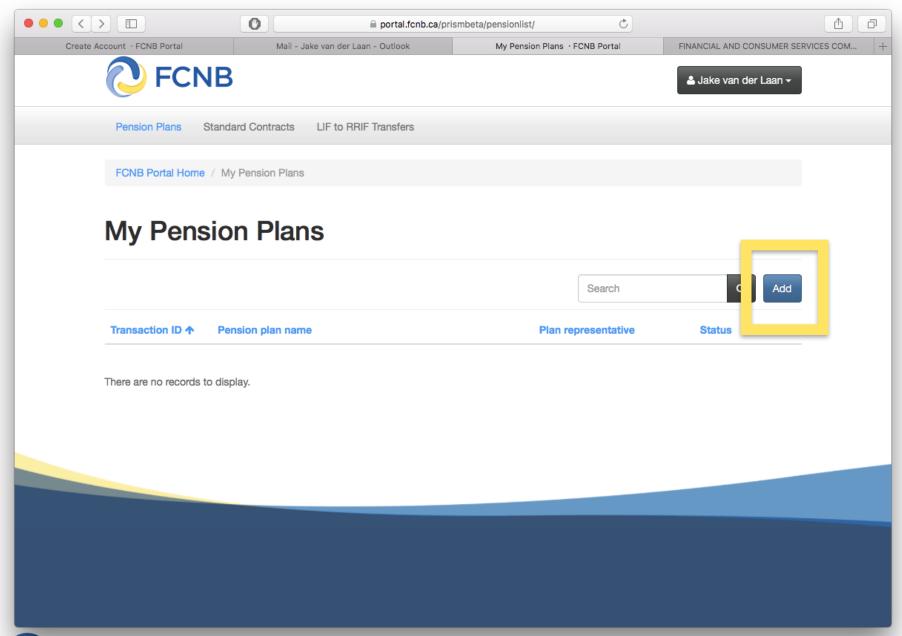
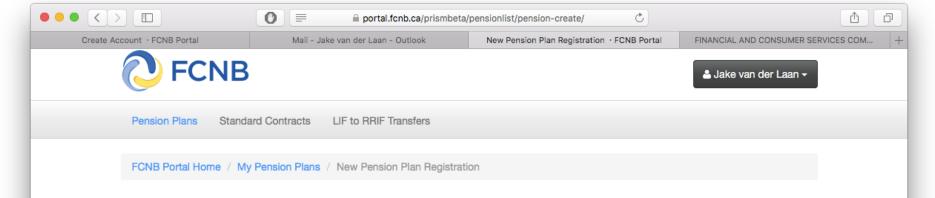
# Registering a pension plan









### **New Pension Plan Registration**

#### Pension plan name and contact details

Before beginning the online application process, we urge you to review our FAQ and particularly our "Before you Begin" document, to ensure you have the required information and documents which you will need to complete this application. The FAQ, which contains a link to the "Before you Begin" document, is available here (this link will open in a separate window).

Registering a new pension plan involves your providing us with information about the plan by way of entering data in a series of steps. Once you have completed entering this information, you will then be asked to upload supporting documents. At the end of the application process you will be asked to either pay the application fee online or be invoiced. Once your plan registration application has been submitted, you will be required to complete a separate Actuarial Valuation Report (AVR) or Cost Certificate filing process (depending on the type of plan you have applied to register) before your application can be reviewed by FCNB for approval. This option will appear in your pension plan list once you have successfully completed this initial pension plan application process.

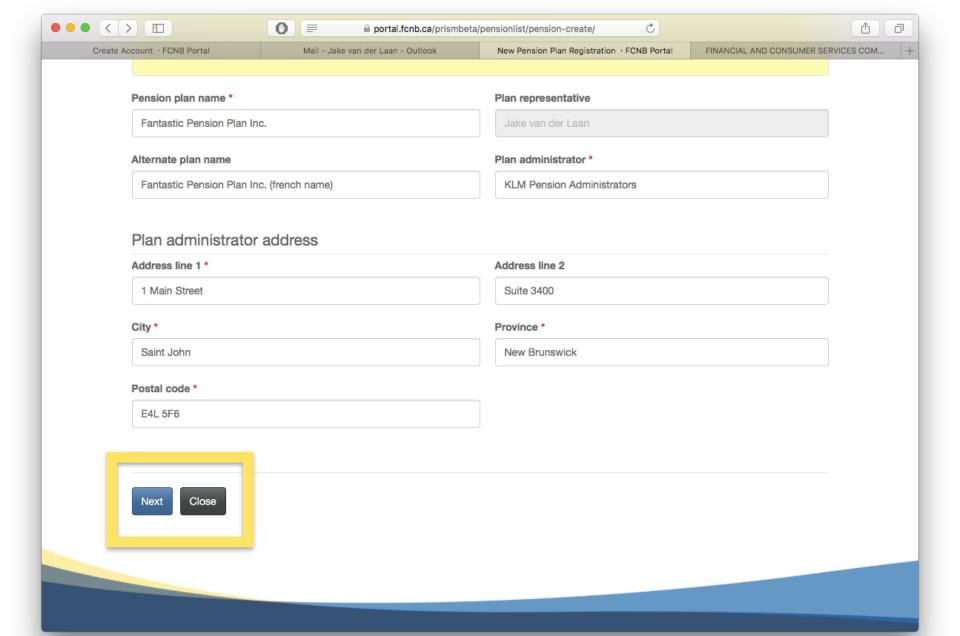
Please note: Your application will be automatically saved as a draft once you have completed the first screen and will be re-saved as you progress further. You are free to leave the process at any time and return later to continue completing your application.

You will receive a confirmation email once you have successfully submitted your application.

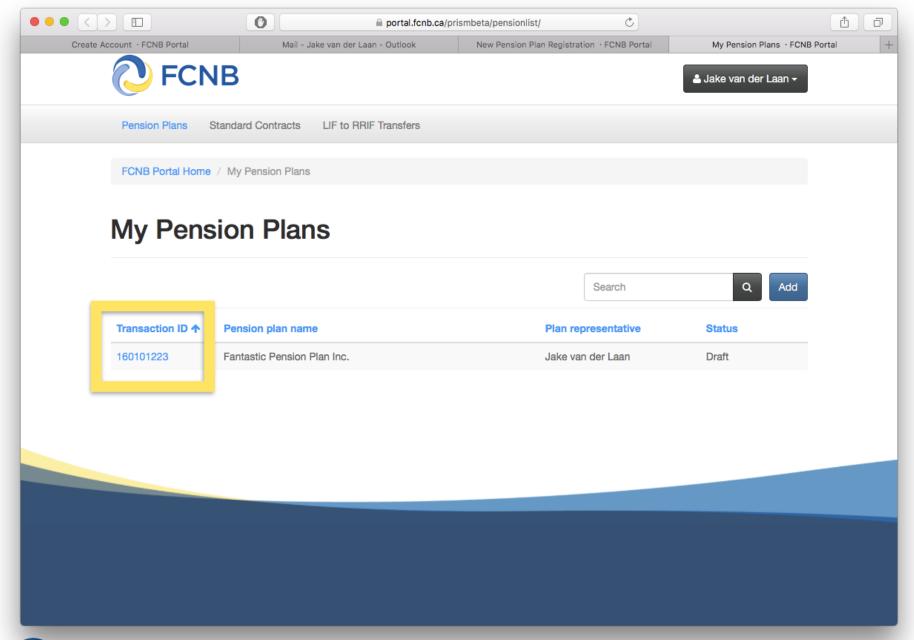
The first step in the process is to provide the pension plan name and administrator details. Fields with a red asterisk are mandatory and must be populated. Please note that with respect to the "Alternate plan name" field, if your plan has a name in the other official language, you should enter it there.

When you have populated all required fields, click 'Next' to proceed to the next step.

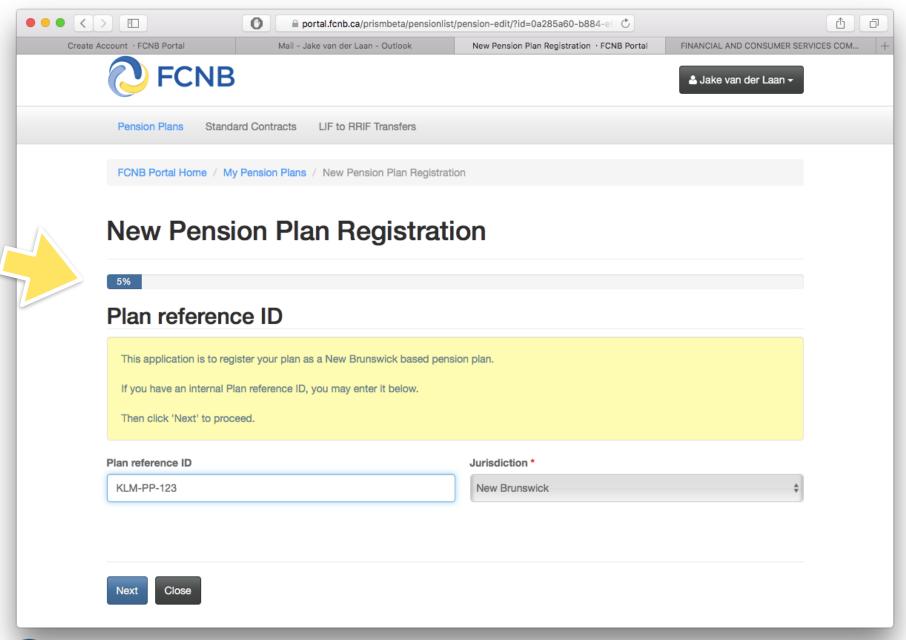




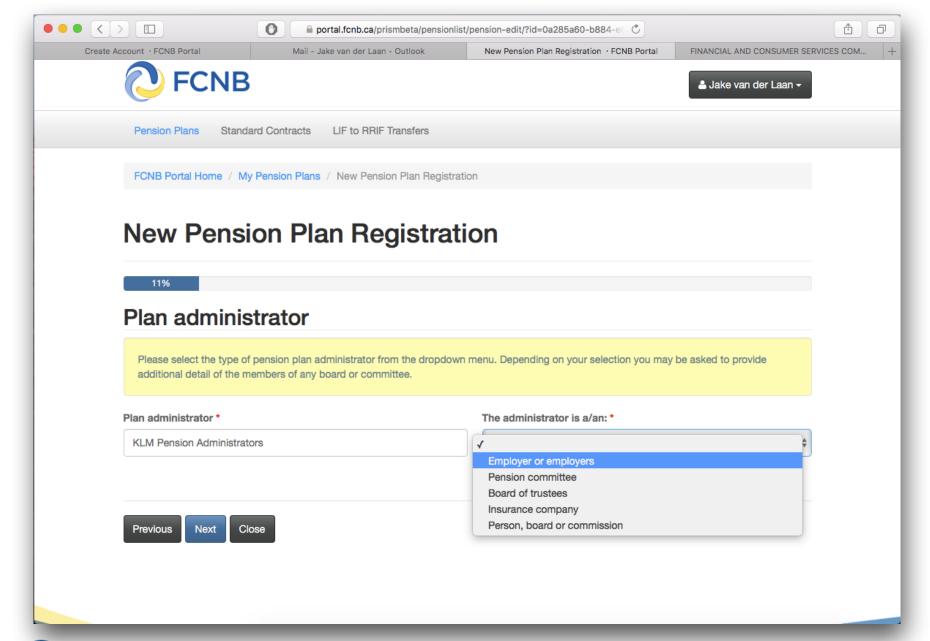




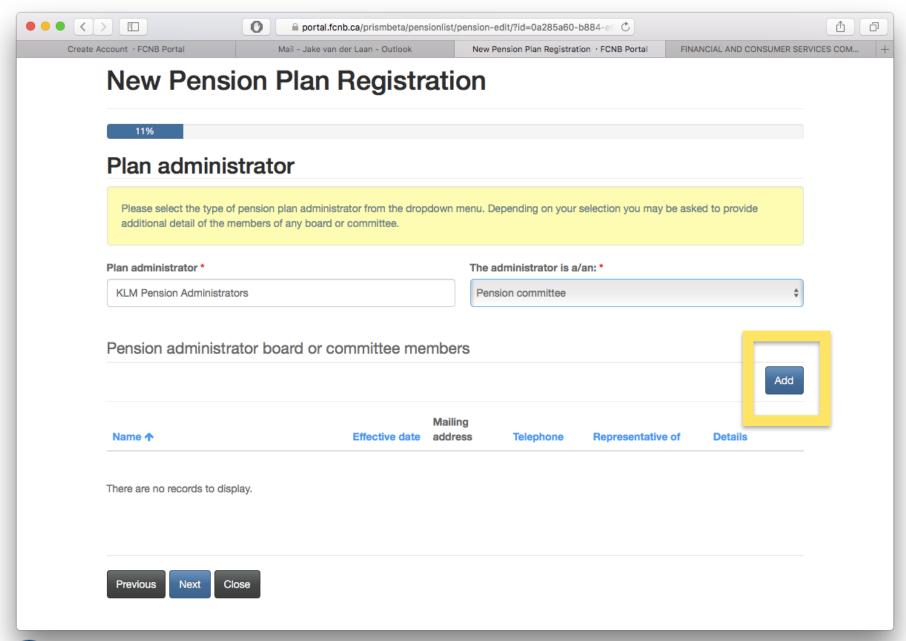




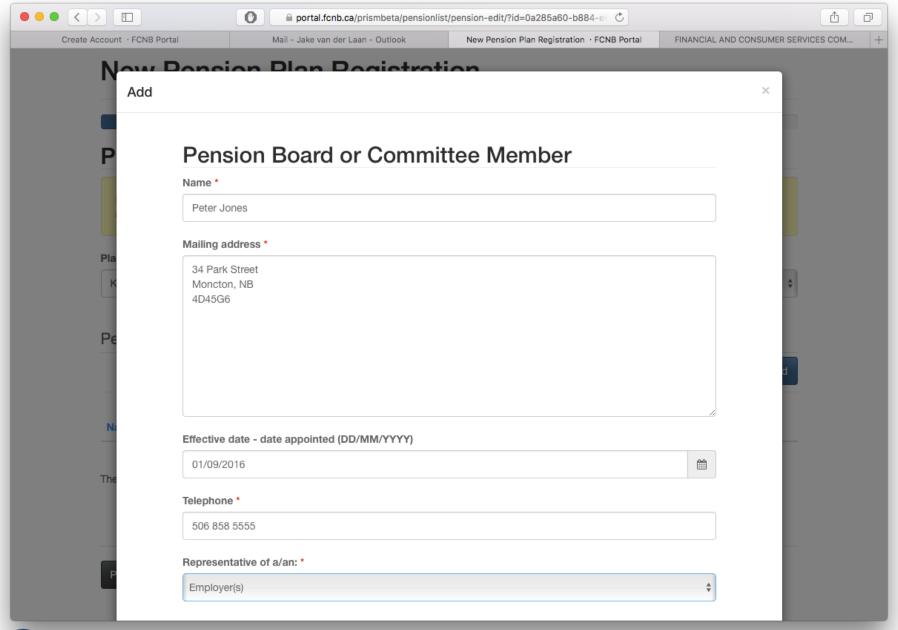




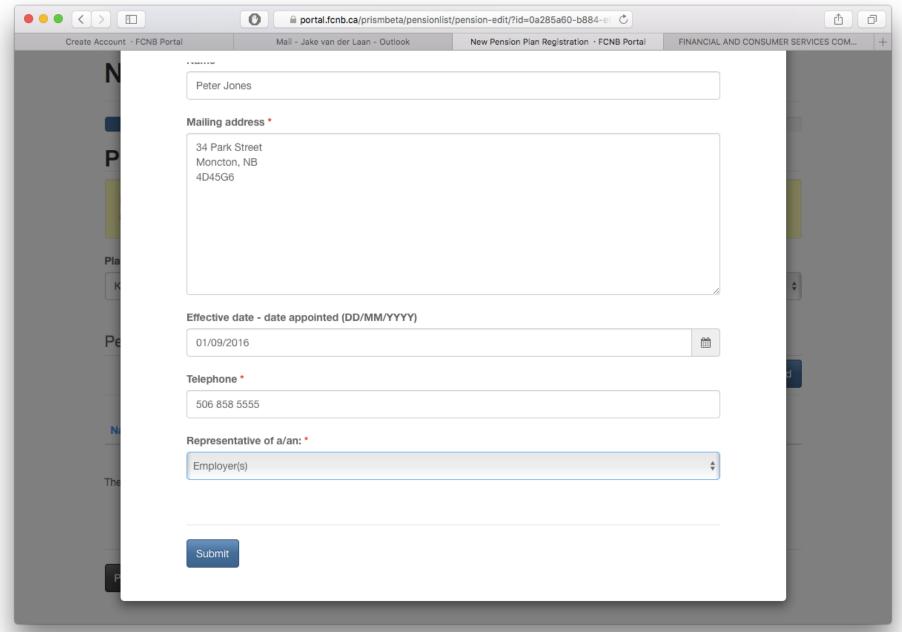




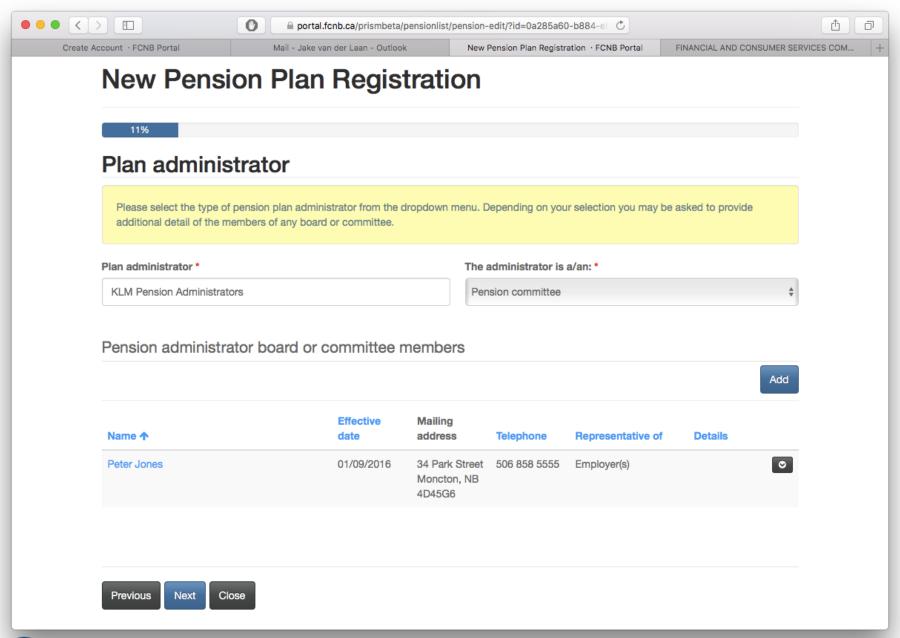




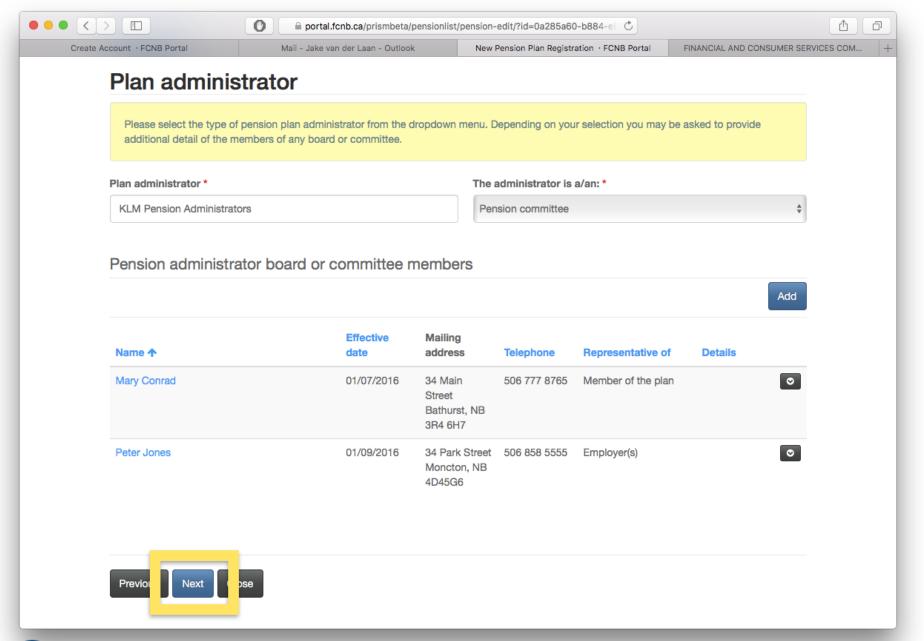




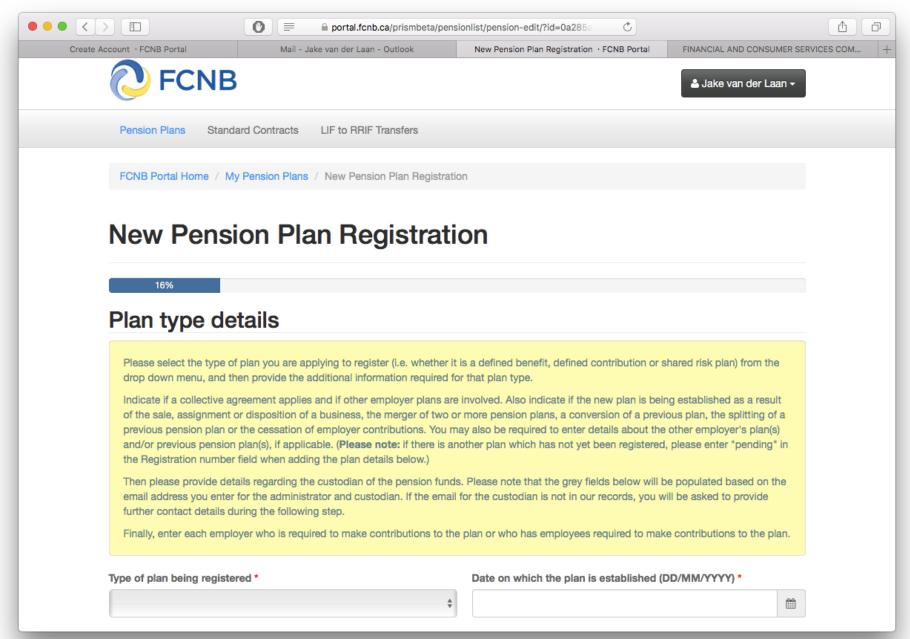




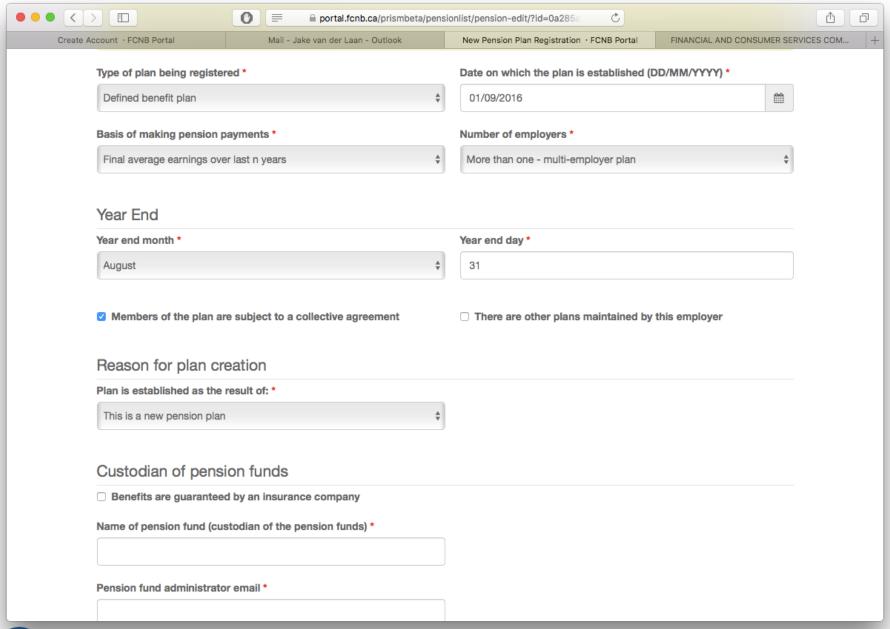




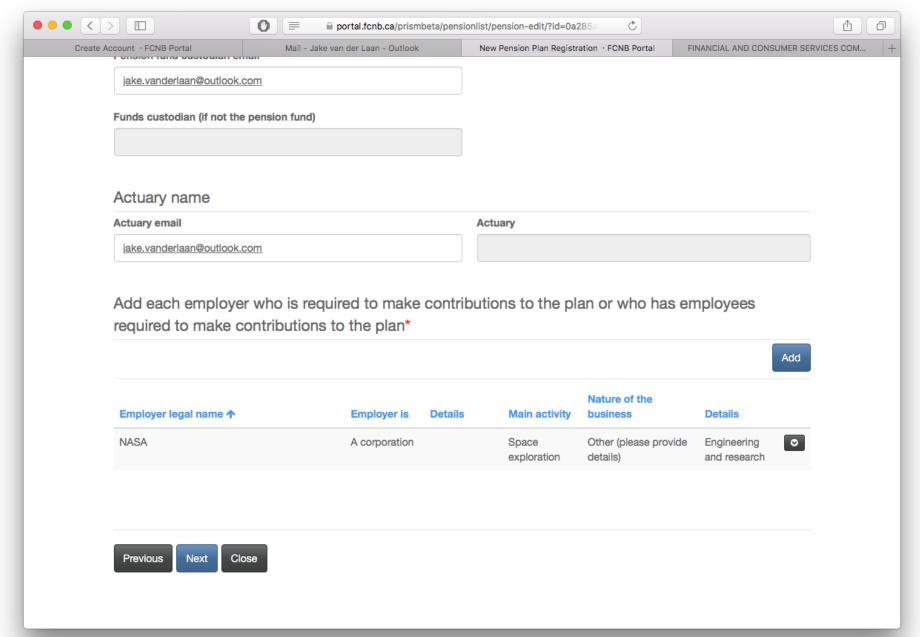




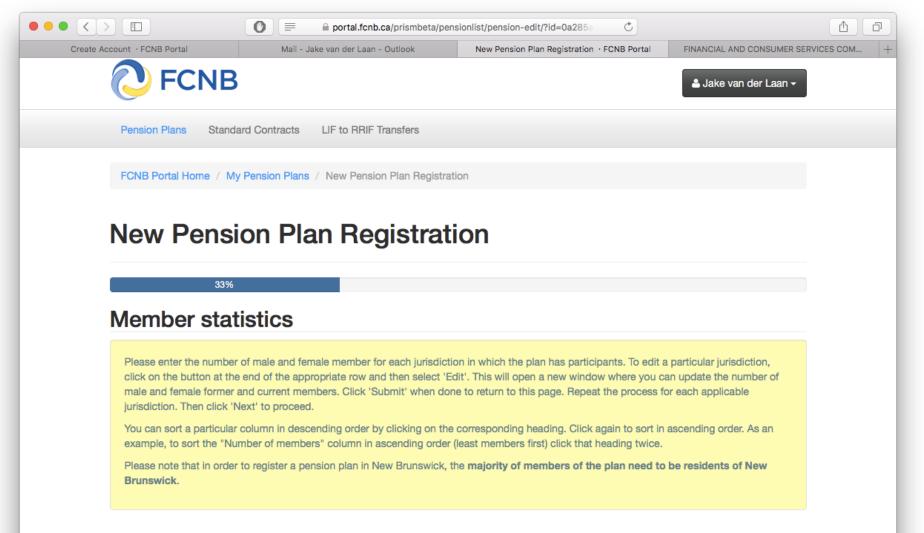






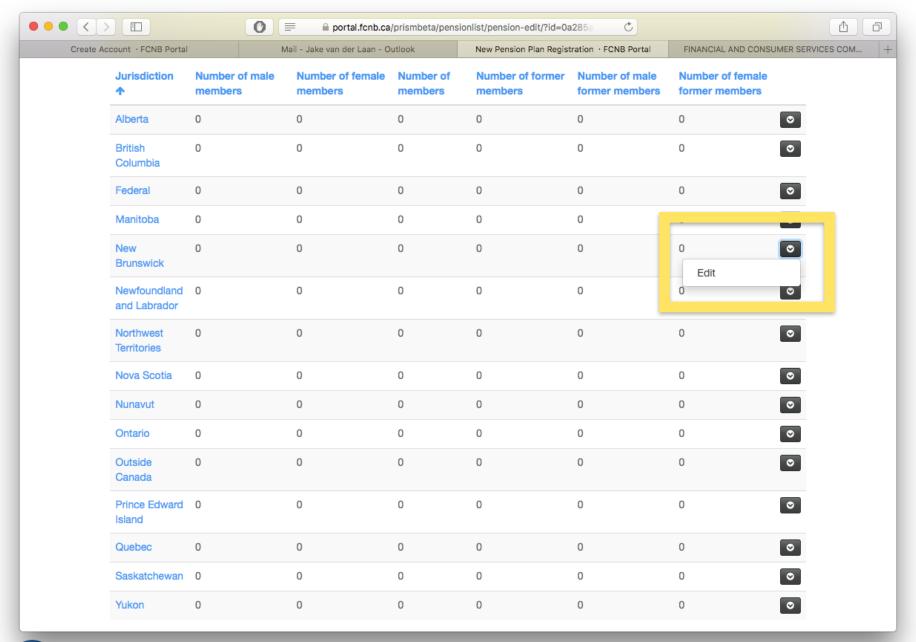




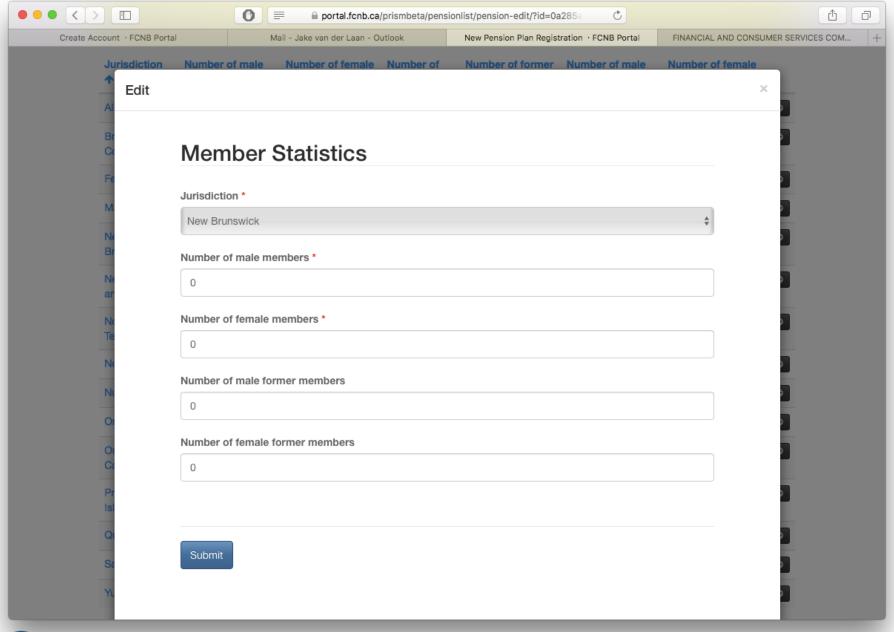


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	itish olumbia	0	0	0	0	0	0	•

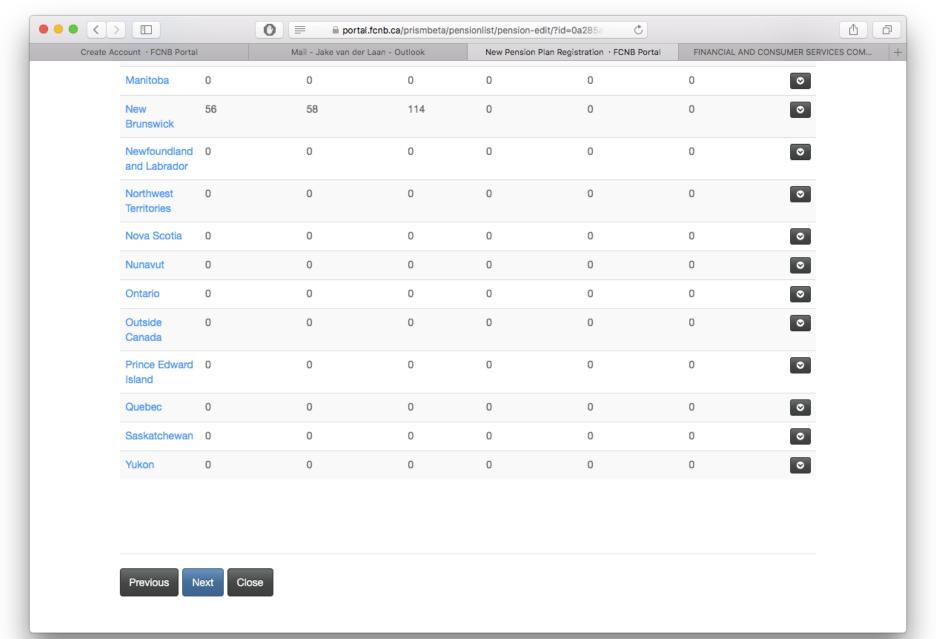




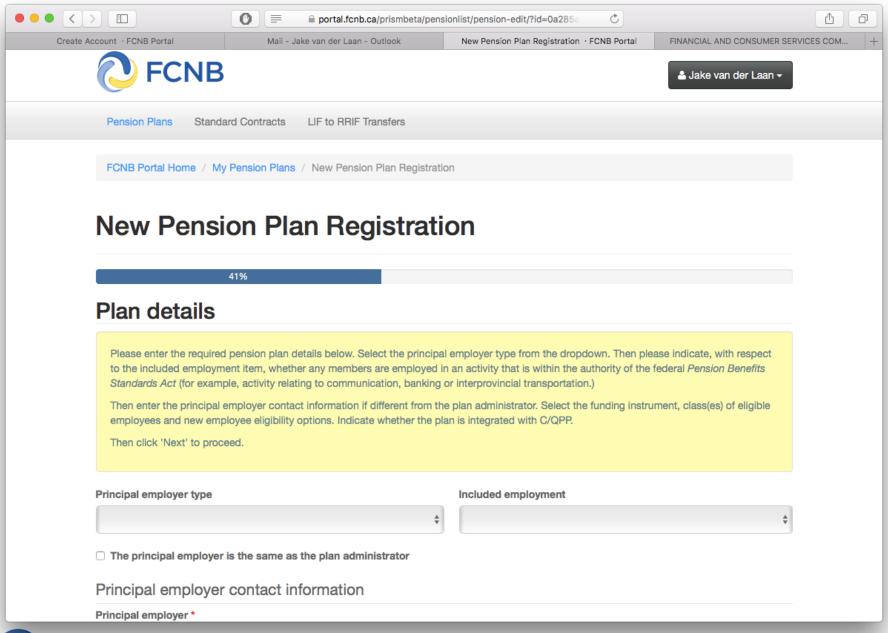




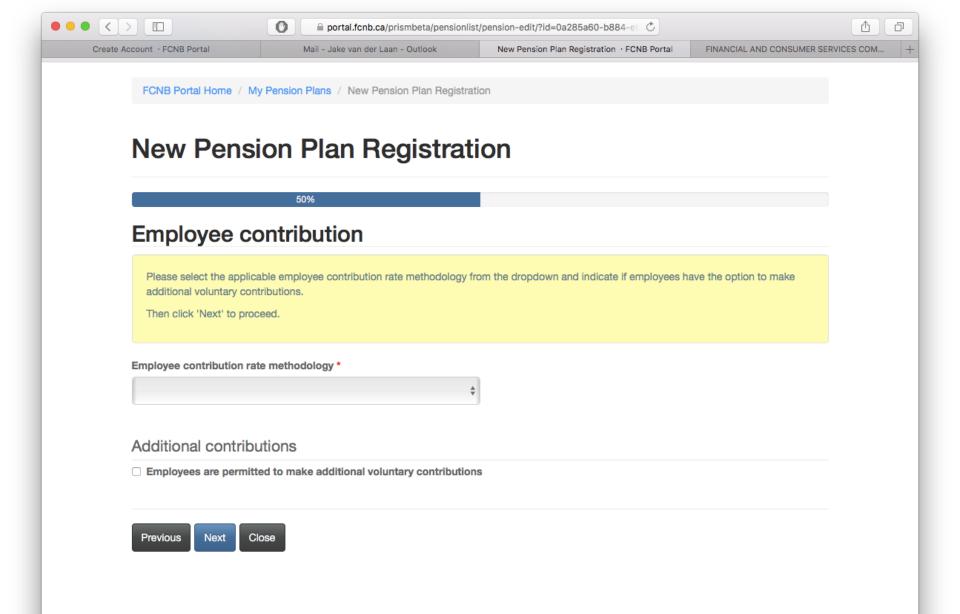




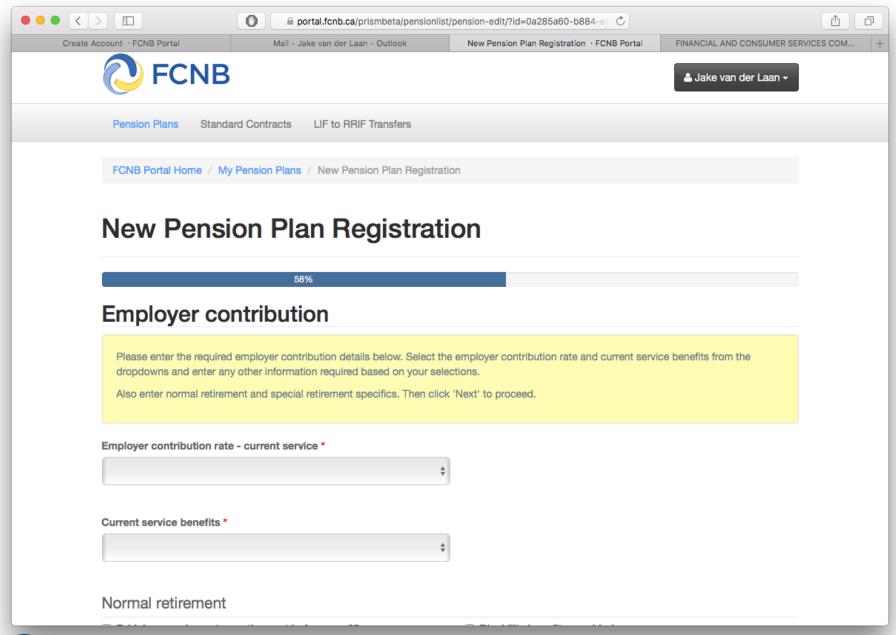




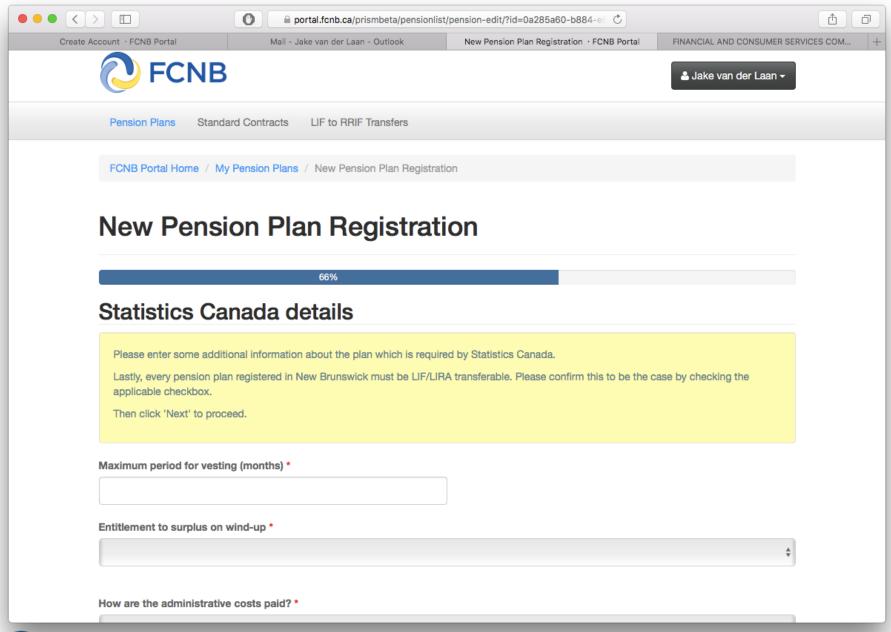




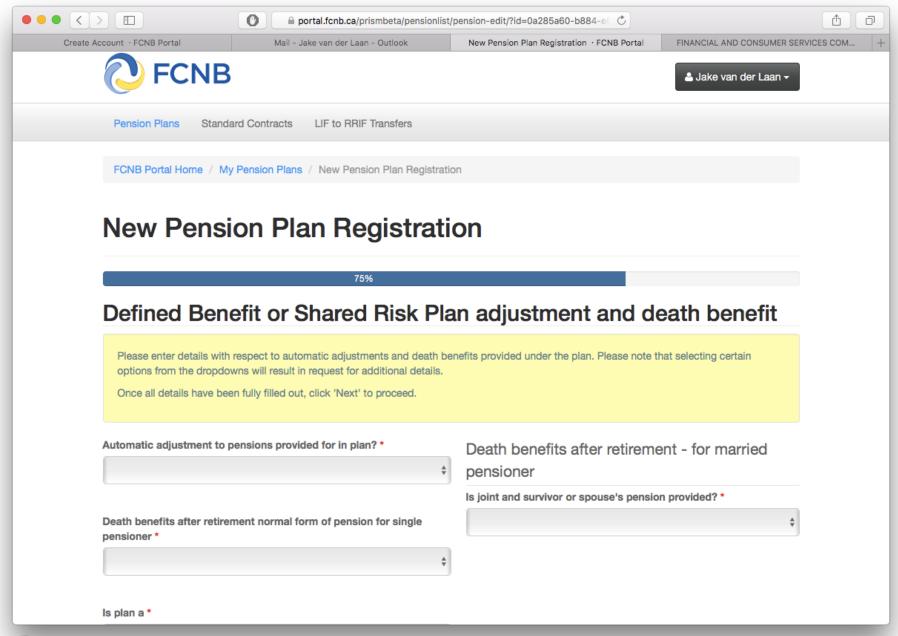




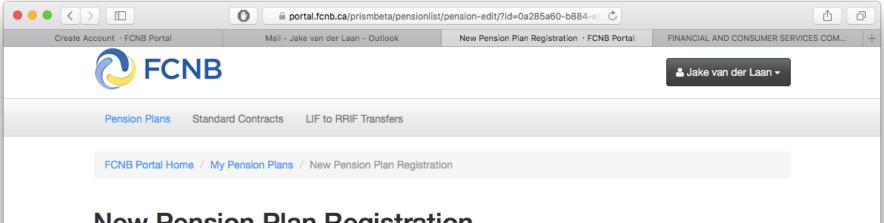












#### **New Pension Plan Registration**

83%

#### **Upload documents**

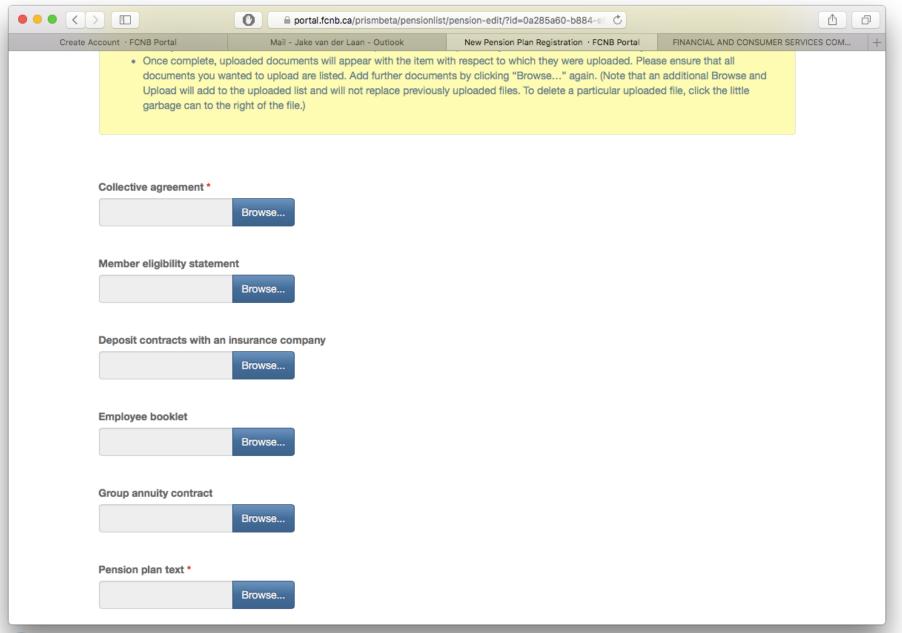
You have completed the data entry portion of the application process. Based on your selections during the application process, you must now upload the documents listed below.

Please note: If any governing body resolutions are required for any of the required documents (such as for example a resolution of a Board of Trustees approving a Funding Policy), then please ensure that a copy of the applicable resolution is uploaded with the approved document.

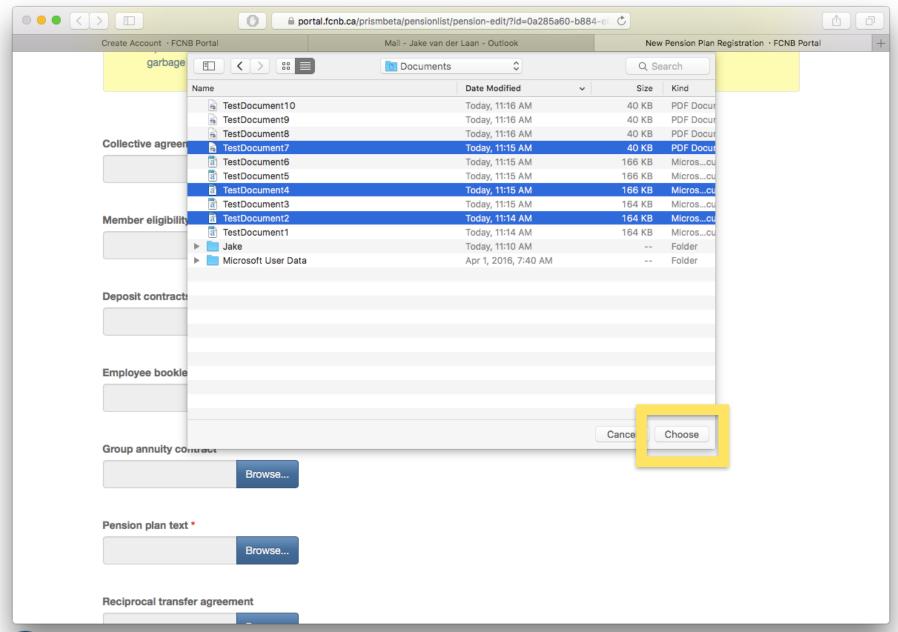
#### How to upload a document:

- · Place all files to be uploaded in the same directory or folder on your computer.
- Click the "Browse" button for a particular item to upload. A window to access files on your computer will appear. Browse to the folder containing your files.
- Select the file(s) on your computer (hold down the CTRL key to select multiple files) and click "Open" in the window. The text box to the left of the "Browse..." button should now indicate the selected files.
- Repeat this process for each item requiring document upload. Add any documents not within a particular category under the "Additional documents" item.
- · Once you have selected files for all items, click "Upload". This will upload all your documents simultaneously.
- Once complete, uploaded documents will appear with the item with respect to which they were uploaded. Please ensure that all
  documents you wanted to upload are listed. Add further documents by clicking "Browse..." again. (Note that an additional Browse and
  Upload will add to the uploaded list and will not replace previously uploaded files. To delete a particular uploaded file, click the little
  garbage can to the right of the file.)

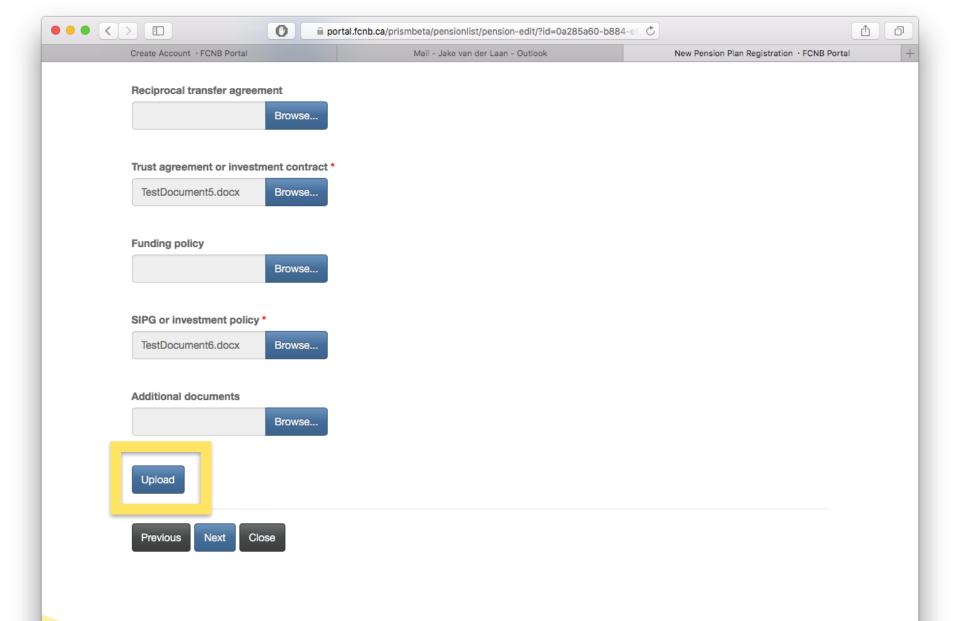




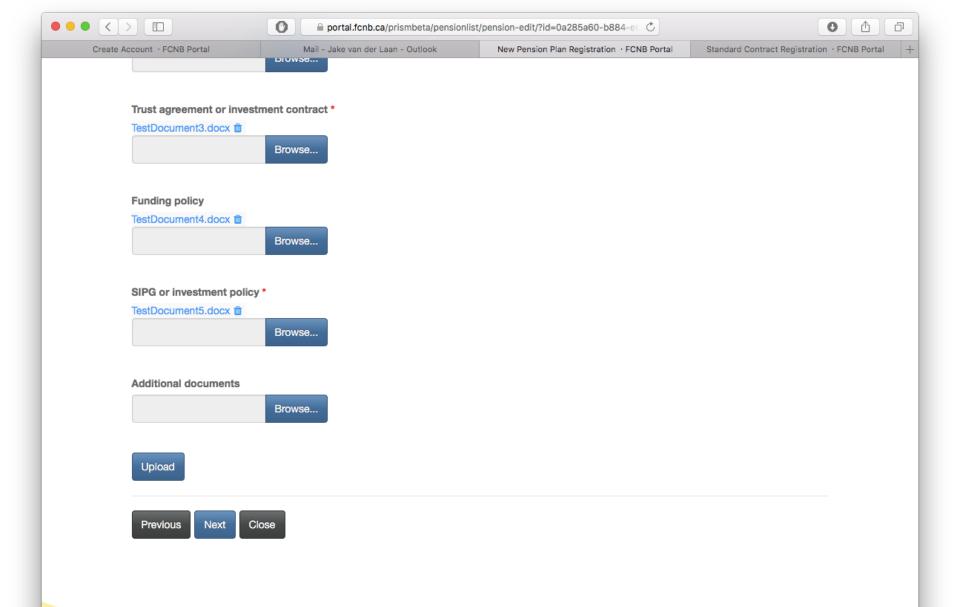




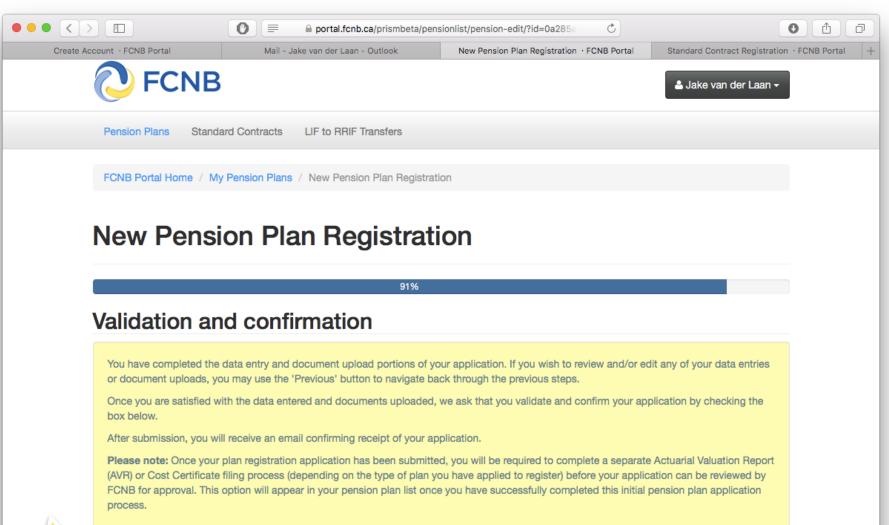








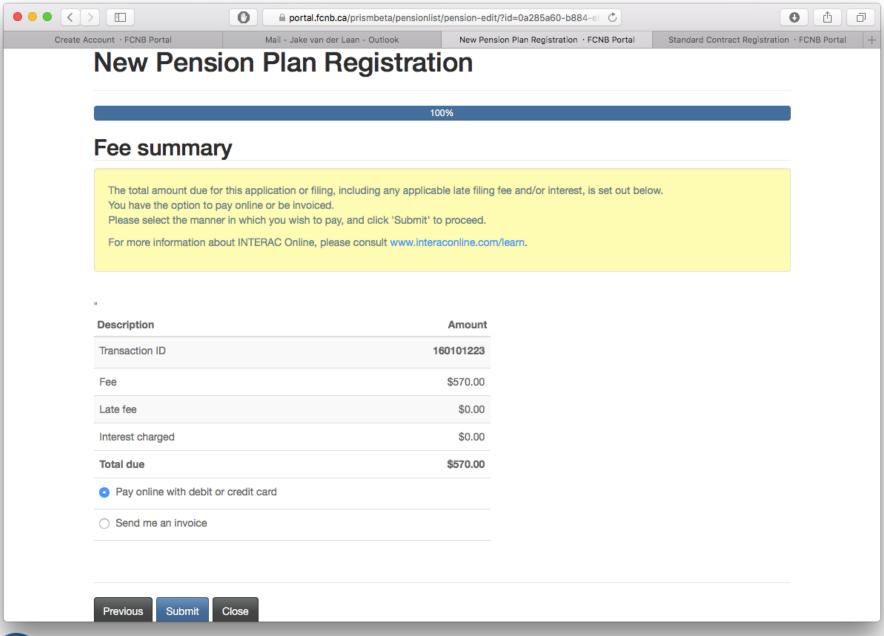




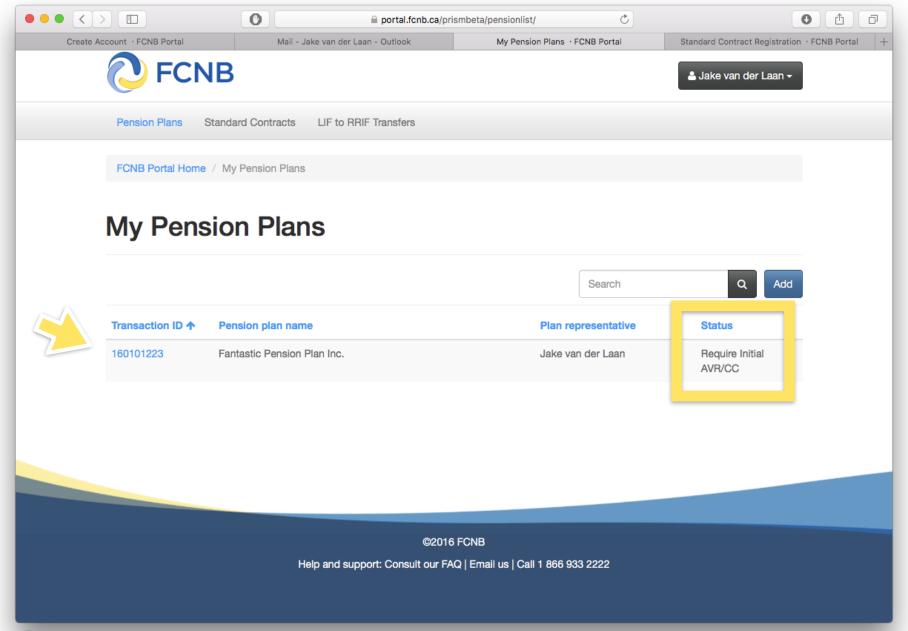


I confirm that I am authorized to make this application for registration on behalf of the pension plan, that all information provided in this application is accurate and complete, and that no material information has been omitted.\*





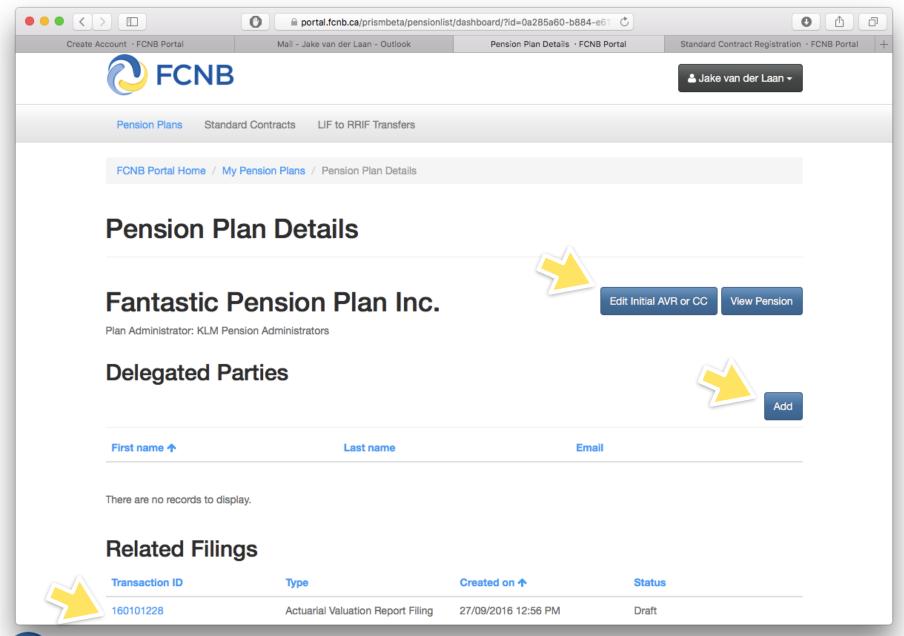




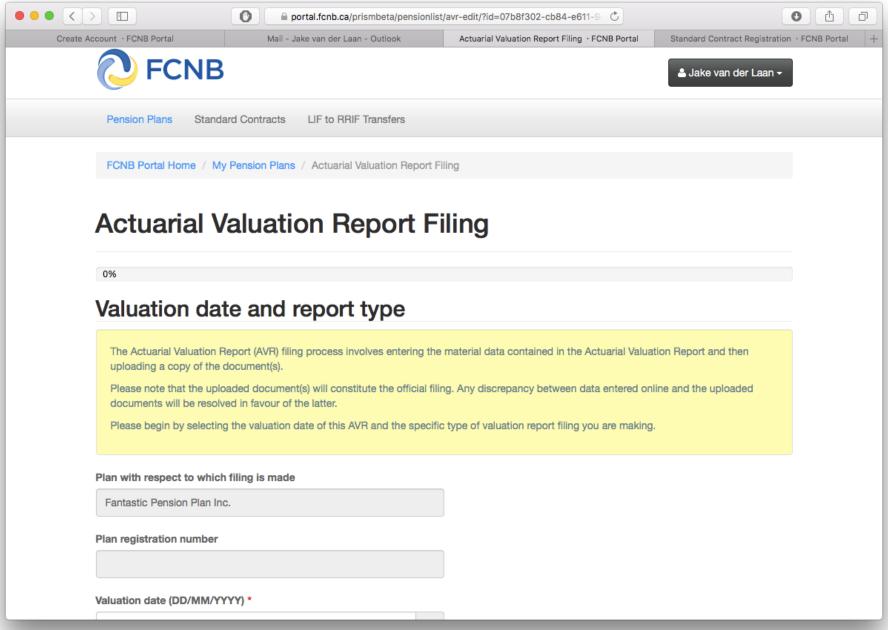


## Initial AVR

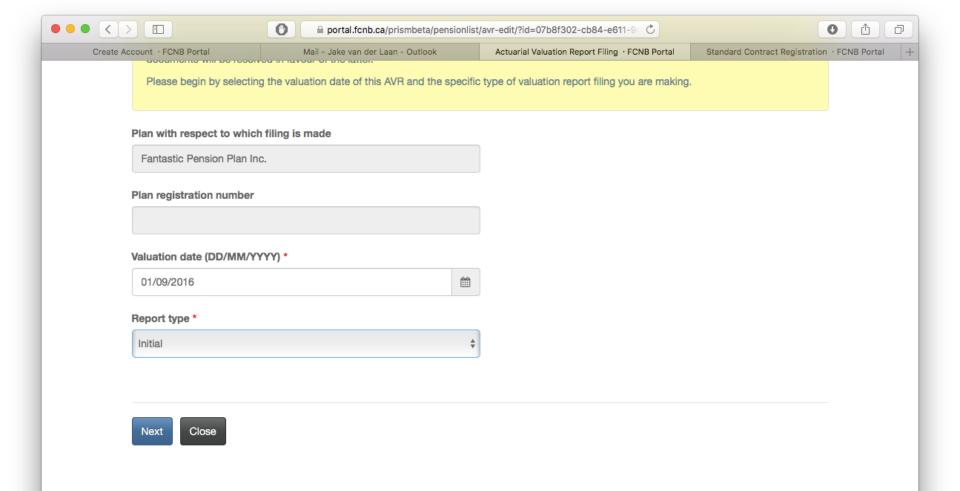








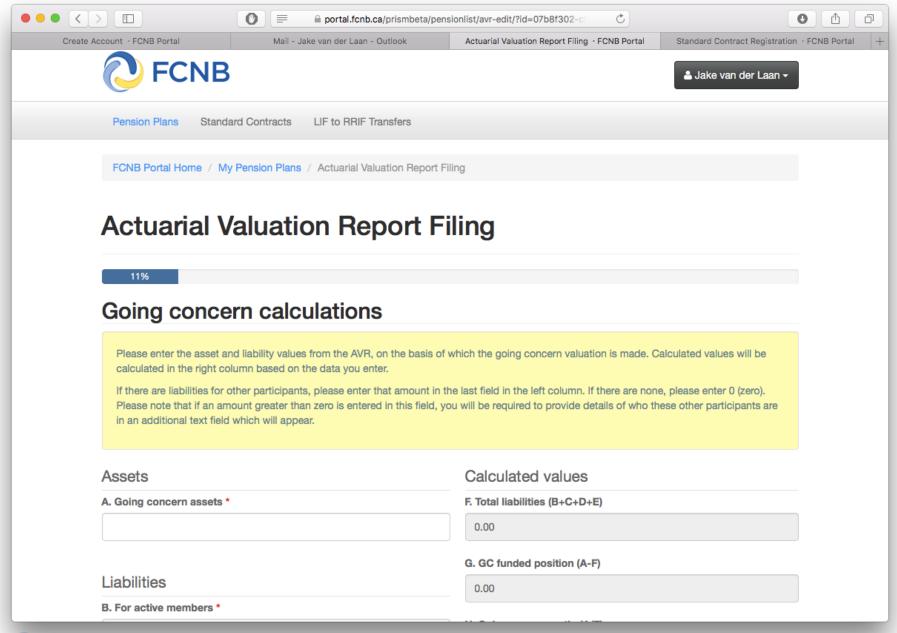




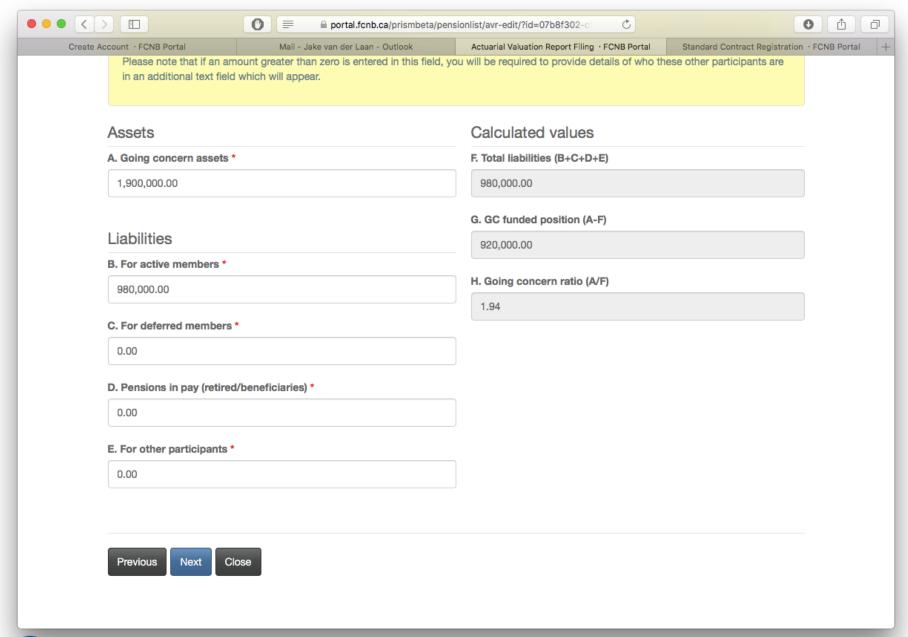
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Help and support: Consult our FAQ | Email us | Call 1 866 933 2222

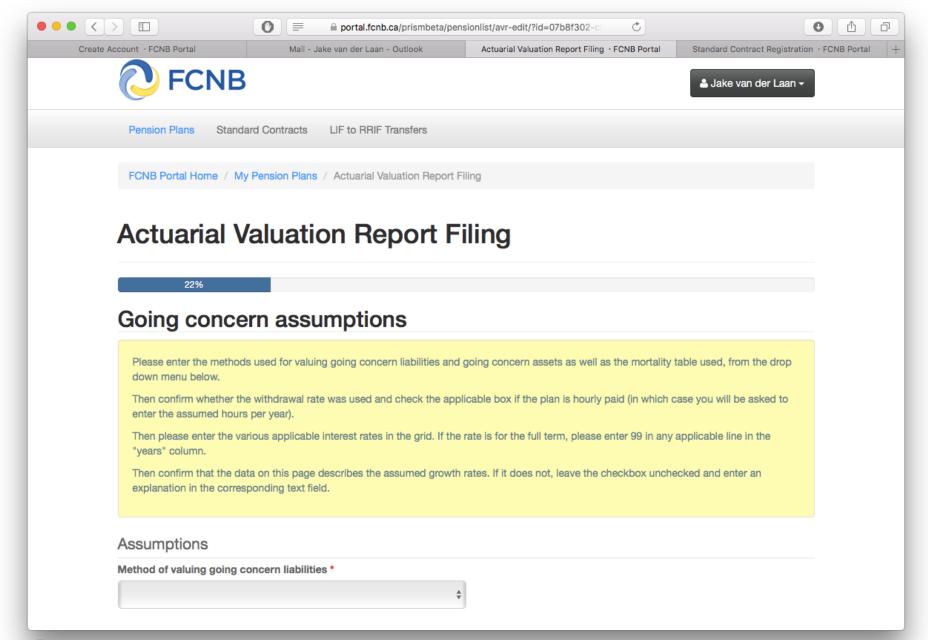




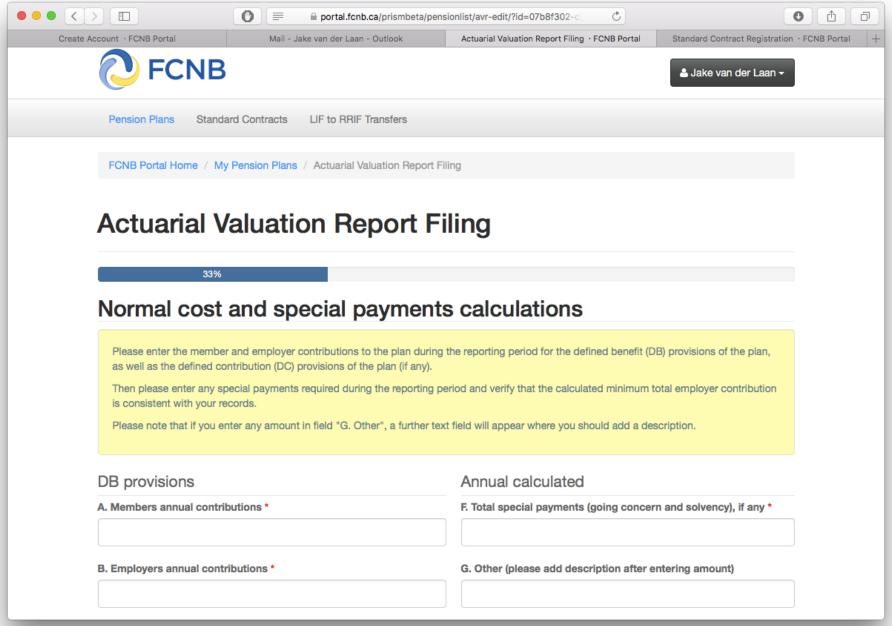




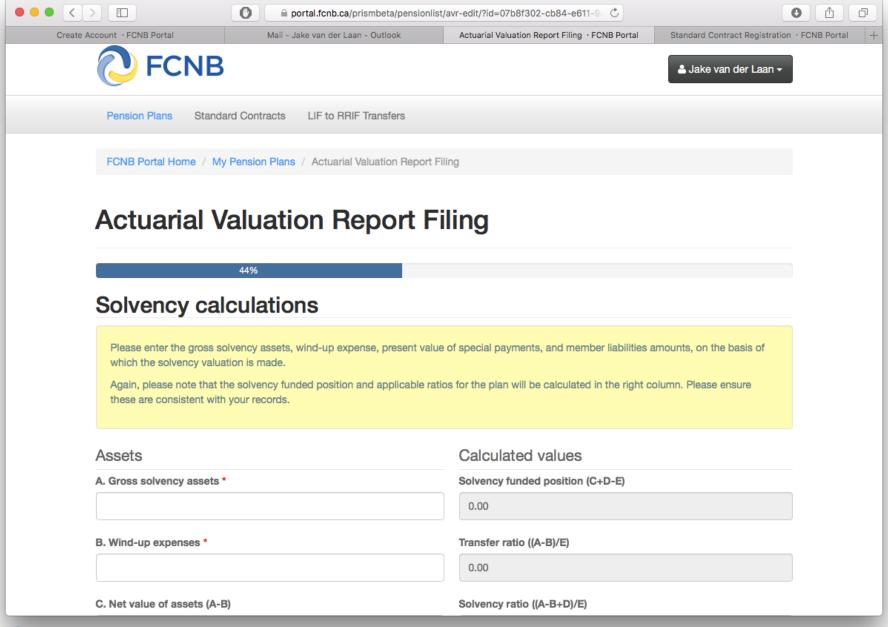




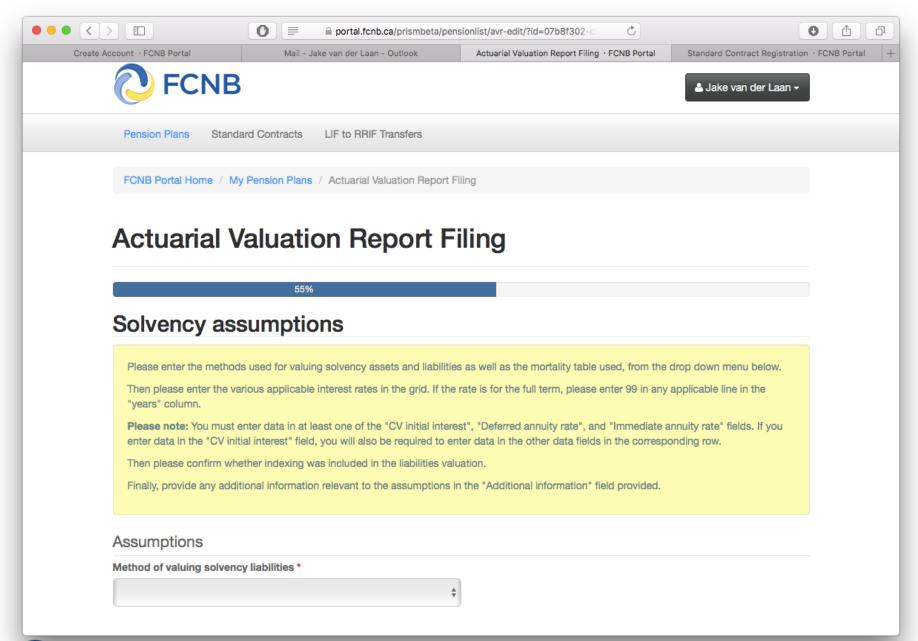




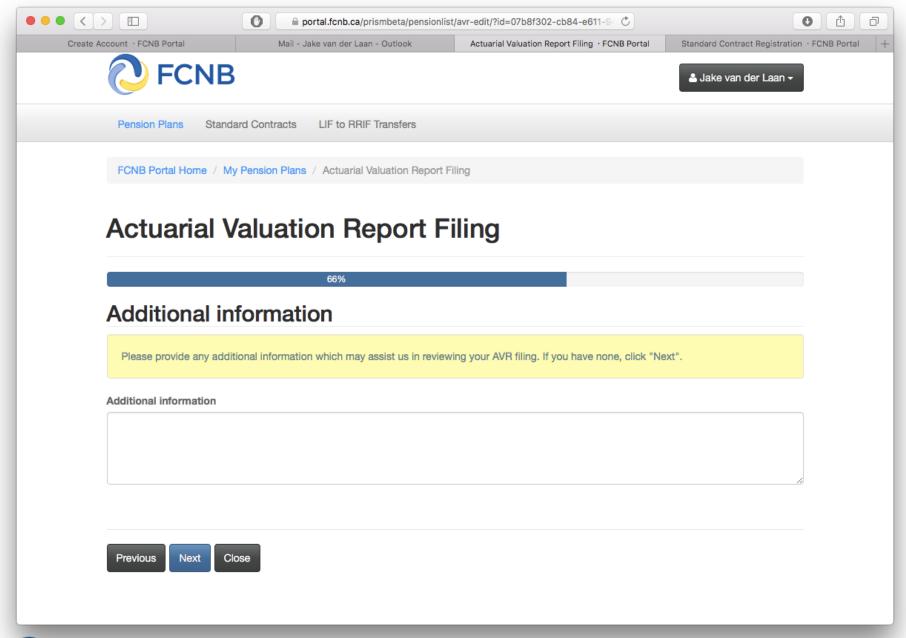




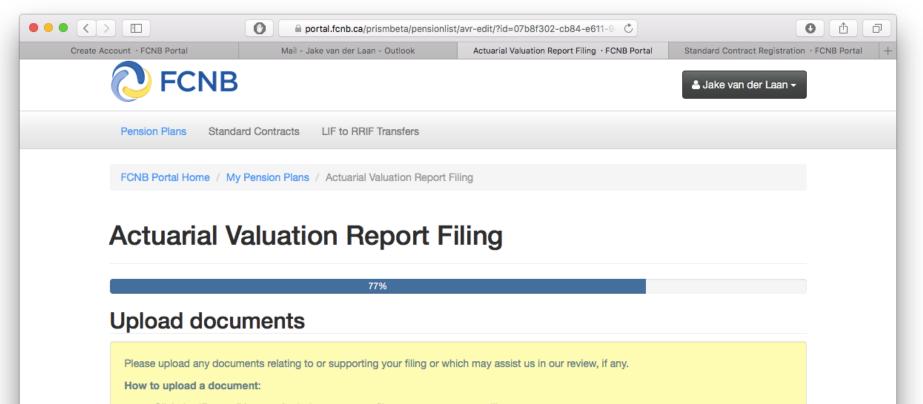










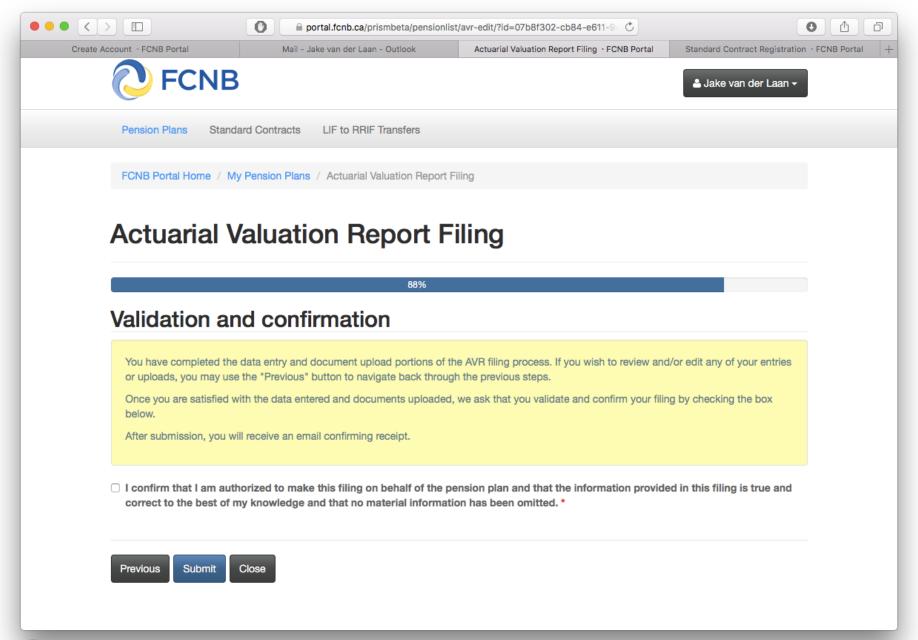


- . Click the "Browse" button. A window to access files on your computer will appear.
- Find the file on your computer, select it and click "Open" in the window. The file name will appear in the text box between "Browse" and "Upload".
- Click "Upload".
- The file will upload, which may take a few seconds. Do not click anything else until the page refreshes and the uploaded file appears between the document category and the "Browse ... Upload" line.
- Repeat this process, until all your files are listed as having been uploaded on the page.

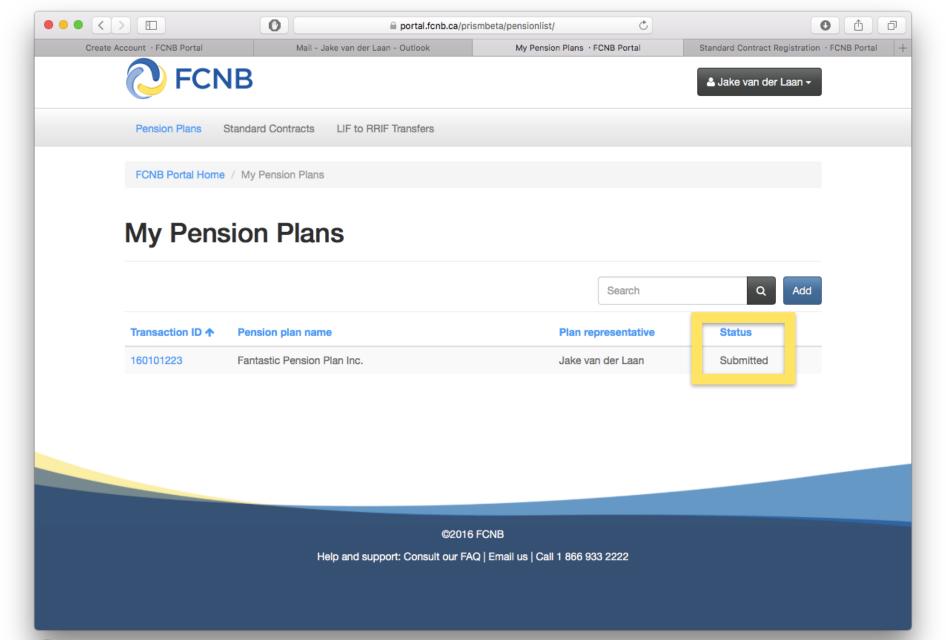
## Please note:

- You can upload multiple documents under each category. Just click the "Browse..." button for that category again after uploading a
  document.
- It is not possible to do multiple "Browse" selections before clicking "Upload". Files must be uploaded one at a time. If you select "Browse" before an upload is complete, the prior upload will likely fail.

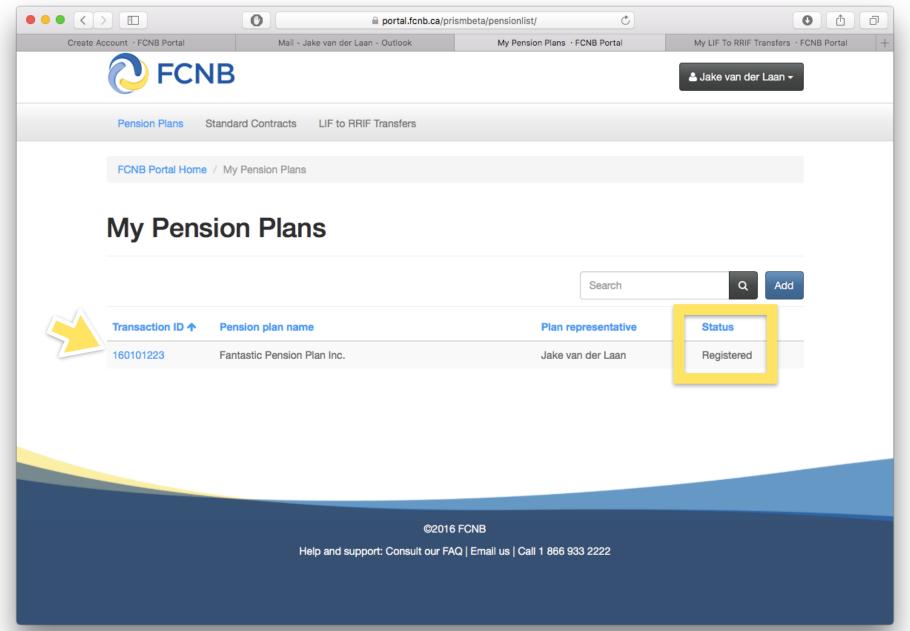








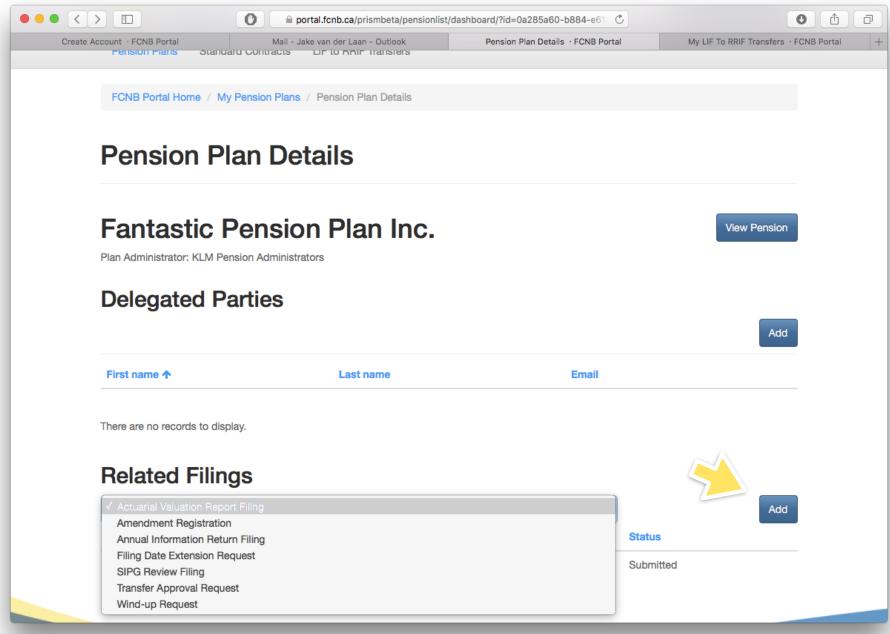




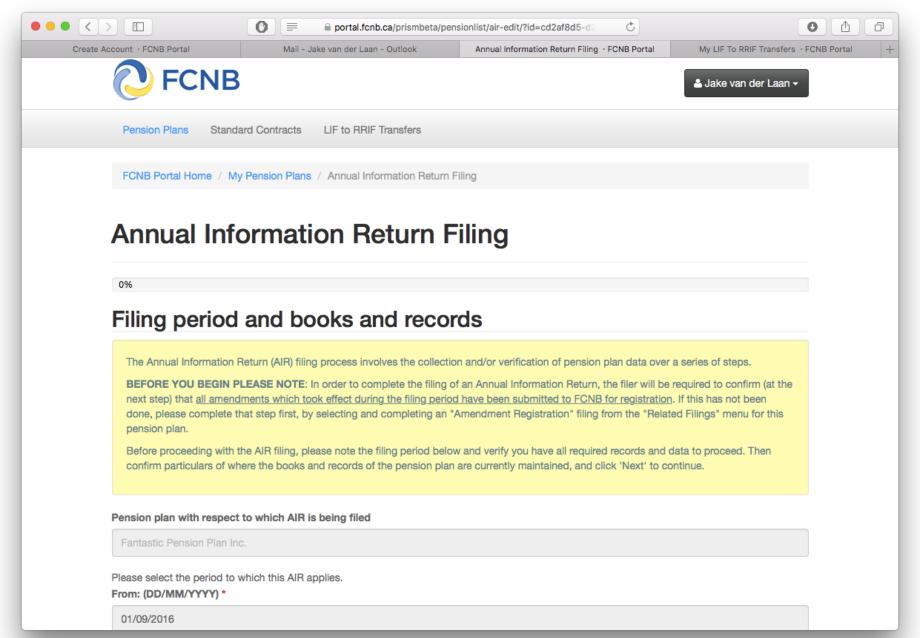


## Related filings

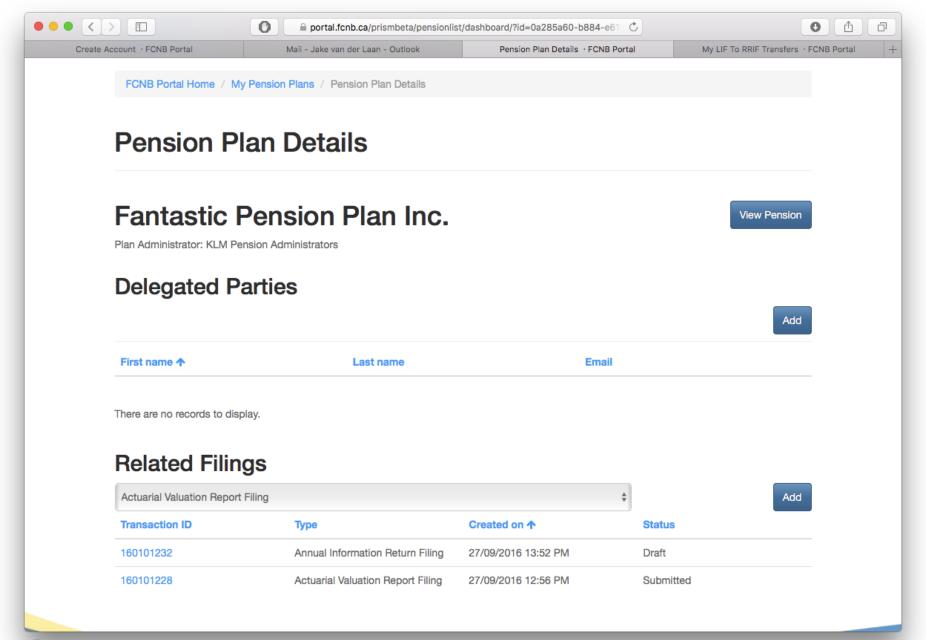














## Test site:

https://portal.fcnb.ca/prismbeta/



## Questions?

