

Summary of regulatory filing requirements

Quebec

Pension legislation filing requirements

Plan registration

Pension plans are registered under both:

- The Income Tax Act (with the Canada Revenue Agency (CRA)), and
- The Quebec Supplemental Pension Plans Act.

A registration package is prepared by Manulife in accordance with the plan specifications supplied to us. The required documents are then forwarded to you for signature and are submitted by Manulife to the CRA and the Régie des rentes du Québec.

Plan amendment

Any amendment must be filed with the CRA and the Régie des rentes du Québec.

- **Filing delay with the Régie des rentes du Québec after the amendment is made:** None stipulated.
Note the amendment may not take effect until it has been filed with the Régie.
- **Filing delay with the CRA after the amendment is made:** 60 days.

Annual Information Return (AIR)

AIR: report of all plan activities (membership, plan amendments, contributions, terminations, etc.) occurring during the plan year. It must be prepared and filed after each plan year with the pension authorities. It serves as a plan registration renewal document. It is also used in order to ensure that the contributions owing to the plan have been deposited in the pension fund and that the plan is administered according to standards. There is an annual filing fee (described on the AIR filing form), which must accompany the AIR.

Annually, Manulife sends out an information package concerning the required legislative filing of AIRs and other reports and can assist in the preparation of these documents. We will fill out the required report based on the information we have on file and return it to you for signature and forwarding to the regulatory authorities.

- **AIR filing delay from plan fiscal year-end:** 180 days

Financial statements

Under many jurisdictions, financial statements must be prepared annually to report on the plan's financial activities during a plan year. They must include a Statement of plan assets and a Statement of revenues and expenditures, both to be prepared on the basis of generally accepted accounting principles. There are two types of financial statements:

Certified financial statement: financial statements, which are certified by the plan sponsor.

Audited financial statement: financial statements, which are audited by a qualified accountant and include an auditor's report.

- **Financial statement is required to be filed:** within 6 months from plan fiscal year-end.
- **Certified financial statement accepted if:**
 - ✓ A guaranteed pension plan,
 - ✓ A simplified pension plan, or
 - ✓ For its first fiscal year, a plan has less than \$1,000,000 in assets and less than 50 members and beneficiaries.

For the years after the first fiscal year, the financial statements may have to be audited if, at the annual meeting, one third or more of the members and beneficiaries present personally or through a representative require that such an audit be carried out for the current fiscal year. A pension committee intending to avail itself of a dispensation to auditing shall, in the notice calling the meeting and during the meeting, inform the members of its intention and of their right to decide otherwise.

Manulife can assist in the preparation of these documents. Please consult the annual information package concerning the required legislative filing of AIRs and other reports for more information.

Pension legislation filing requirements (continued)

Statement of Investment Policy and Goals/Procedures (SIP&G/P)

The pension plan sponsor must adopt a written Statement of Investment Policies and Goals/Procedures for the plan, which will cover such questions as:

- ✓ Who has investment discretion?
- ✓ What is/are the investment mix/option(s) ?
- ✓ What are the investment return objectives?
- ✓ What are the policies respecting conflicts of interest, securities lending and voting rights?

- SIP&G/P filing delay from plan start date/date of revision: not applicable.
- SIP&G/P filing required with pension authorities: not required.

Note: A model Statement of Investment Policy and Goals/Procedures for Defined Contribution pension plans can be found on the Manulife VIP Room website for plan sponsors at manulife.ca.

Other filing requirements

Pension Adjustment reporting (PA)

PA: total of the member's pension credits under a Registered Pension Plan (RPP) or a Deferred Profit Sharing Plan (DPSP) for the year. It is used to calculate an individual's Registered Retirement Savings Plan (RRSP) deductible contribution room.

- The PA amount must be indicated in box 52 of the T4 slip, which must be provided to members by the last day of February following the calendar year to which the slip applies.

The image shows a T4 slip form from Canada Customs and Revenue Agency. A blue box highlights box 52, which is labeled 'Pension adjustment - line 206' and 'Facteur d'équivalence - ligne 206'. Other visible fields include 'Employer's name', 'Year', 'Employment income - line 101', and 'Income tax deducted - line 437'.

Note: Please see the T4 slips and Relevé 1 forms – RPP and DPSP page, which can be found in Your group retirement program quick reference guide.

Pension Adjustment Reversal (PAR)

PAR: figure, which serves to restore RRSP deductible contribution room a member loses when membership in a pension plan is terminated and the member is not fully vested. The PAR is the total non-vested employer contributions that were forfeited for participation in the plan since 1990.

- **T10 PAR slip and T10 summary:** you must send T10 PAR slips to affected members and a copy of the slips as well as the T10 summary to the CRA no later than 60 days after the end of the calendar quarter in which the termination occurs (no later than 31 days after the end of December for the last calendar quarter).

The image shows a T10 slip form titled 'PENSION ADJUSTMENT REVERSAL (PAR) FACTEUR D'ÉQUIVALENCE RECTIFIÉ (FER)'. It includes a table with the following columns: Year of PAR, PAR amount, Plan registration number, Social insurance number, and Amendment. Below the table are the corresponding labels in French: Année du FER, Montant du FER, Numéro d'agencement du régime, Numéro d'assurance sociale, and Modification.

The image shows a T10 summary form titled 'SUMMARY OF PENSION ADJUSTMENT REVERSALS (PAR) SOMMAIRE DES FACTEURS D'ÉQUIVALENCE RECTIFIÉS (FER)'. It includes fields for 'Name of registered pension plan (RPP) or deferred profit-sharing plan (DPSP)', 'Plan registration number', and a box for the summary amount.

Manulife is able, in many instances, to calculate the PAR and if so, it will be reported to you for inclusion in the T10 PAR reporting slip.

Note: An example of a T10 slip and T10 summary can be found in the T10 reporting guide of Your group retirement program quick reference guide. To find out more about PA and PAR reporting, please visit the CRA website at www.cra-arc.gc.ca/E/pub/tg/t4040/ to consult their T4040 - RRSPs and other registered plans for retirement.

Note: The information contained in this summary applies only to single employer Registered Pension Plans (RPPs) and not to Quebec Simplified Pension Plans (QSPPs).

Important: Please bear in mind that the legislation and the regulations of the pertinent jurisdiction prevail over this summary. While every effort has been made to ensure the accuracy of the information, no warranty is expressed or implied as to the accuracy, adequacy or completeness of the information, and Manulife is not responsible for any errors and omissions, or for the results obtained from the use of such information.

For more information, please visit the following related sites:

- Joint forum of financial market regulators: www.jointforum.ca
- Régie des rentes du Québec: www.rrq.gouv.qc.ca
- Canada Revenue Agency: www.cra-arc.gc.ca