

Summary of regulatory filing requirements

British Columbia

Pension legislation filing requirements

Plan registration

Pension plans are registered under both:

- The Income Tax Act (with the Canada Revenue Agency (CRA)), and
- The British Columbia Pension Benefits Standards 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 British Columbia Financial Institutions Commission.

Plan amendment

Any amendment must be filed with the CRA and the British Columbia Financial Institutions Commission.

- **Filing delay after 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. A Financial Information Return (FIR) is also required to be filed with the AIR, if the total value of the plan assets is in excess of \$10 million.

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 complete 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 270 days from plan fiscal year-end.
 - ✓ **Certified financial statement accepted if:** assets do not exceed \$10,000,000.Otherwise, financial statements must be audited.

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.

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

The 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/options?
 - ✓ 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. Only a statement on the AIR, mentioning that it has been established, is 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.

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).

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 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.

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.

Want to know more? Please visit the following related sites:

- Joint forum of financial market regulators: www.jointforum.ca
- British Columbia Financial Institutions Commission: www.fic.gov.bc.ca/responsibilities/pension/
- Canada Revenue Agency: www.cra-arc.gc.ca