

# Summary of tasks

Tasks	Plan sponsor	Manulife*
<b>Enrolment</b>		
Place order for enrolment kits	Yes	
Pre-enrol members online and submit enrolment forms to Manulife	Yes	
Provide investment guidance to members		Yes
Conduct seminars for members		Yes
<b>Manage VIP Room accesses</b>		
Provide online access to plan administrators and intermediaries	Yes	
<b>Contributions</b>		
Submit contribution lists and payments online	Yes	
Invest contributions according to members' investment instructions		Yes
<b>Termination, death or retirement</b>		
Provide notification of a member's termination, death or retirement online	Yes	
Prepare statement of options upon termination or death		Yes
Prepare quotes upon retirement		Yes
Advise members of their options		Yes
Transfer assets or start pension payments		Yes
<b>Documentation</b>		
Notify members and Manulife of changes to plan rules	Yes	
Identification of connected persons (T1007) (RPP and DPSP only)	Yes	
Prepare amendments to plan text		Yes
Register amendments with regulators		Yes
Prepare member booklet based on plan text		Yes
Approve completed/ revised plan text	Yes	

\* Please note your intermediary may handle some of the tasks that are shown above as being Manulife's responsibilities.

Tasks	Plan sponsor	Manulife*
<b>Ongoing administration</b>		
Issue tax receipts (when applicable)		Yes
Declare Pension Adjustment (PA) amount on T4 (RPP and DPSP only)	Yes	
PAR reporting (RPP and DPSP only)		
▶ T10 slip (fees may apply if prepared by Manulife)	Yes	Yes
▶ T10 summary (fees may apply if prepared by Manulife)	Yes	Yes
Provide fund information		Yes
Issue member statements		Yes
Issue plan sponsor statements		Yes
Annual Information Return (AIR) and Financial statement (RPP only) / T3D and Financial statement (DPSP only)		
▶ Provide blank forms	Yes	Yes
▶ Complete forms (fees will apply if prepared by Manulife)	Yes	Yes
<b>Marriage breakdown</b>		
<b>*Members may handle some of the tasks that are shown as being plan sponsor responsibilities</b>		
Submit <i>Notice of marriage breakdown</i> form to Manulife	Yes	
Submit a consent letter;		
▶ From the member authorizing Manulife to disclose information on the plan if the requestor is the member's spouse or;	Yes	
▶ From both to indicate mutual agreement, including information such as date of marriage, and date of separation or date of divorce		
Submit a copy of the marriage certificate or a letter signed by both parties	Yes	
Submit;		
▶ A certified copy of the application for a legal separation/divorce judgment or;		
▶ A letter from spouse's lawyer with all required documents confirming relevant details and dates or;	Yes	
▶ The court order or divorce decree		
Determine the benefits to be divided		Yes
Prepare and send the statement of benefits		Yes
Prepare and send an invoice for administration fees		Yes