

INSTRUCTIONS

1. All applicable information must be provided
2. [See page four](#) for information on when to use this form and attachments
3. Upon completion, please forward this form and all attachments to: Pensions@bcfsa.ca

Freedom of Information and Protection of Privacy Act (FOIPPA)

The information requested on this form is collected under the authorities of sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*, and section 13 of the *Pensions Benefits Standards Act*. The information is collected for the purpose of administering the *Pensions Benefits Standards Act*. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 604-660-3555, 600 - 750 West Pender Street, Vancouver, BC, V6C 2T8.

PART A - GENERAL INFORMATION – PLAN SPONSOR/ADMINISTRATOR

Legal Name of Plan			
Plan Sponsor or Administrator			
Administrator (if not Plan Sponsor)			
Main Industry of Employer			
Plan Administrator Contact If plan is trustee, Chair of the Board of Trustees (Required Information)	Name		Position or Title
	Address		
	Phone		Email
	Fax		

PART B - CONTACT INFORMATION – PLAN SERVICE PROVIDERS

Name and Address of Fundholder (Required)	Company Name			
	Address			
	Contact		Phone	
			Email	
Policy / Account No.				
Name and Address of Actuary (if plan is a benefit formula provision)	Company Name			
	Address			
	Contact		Phone	
			Email	
Name and Address of Consultant (if different from actuary)	Company Name			
	Address			
	Contact		Phone	
			Email	

PART C - LOCATION OF BOOKS AND RECORDS

Are books and records kept at the administrator's location <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please complete this section	Company Name			
	Address			
	Contact		Phone	
			Email	

PART D – PLAN DETAILS

Effective Date of Plan:

Plan Fiscal Year End:

Is this plan the result of a split from another registered pension plan?

- Yes
 No

If yes, CRA registration number of original plan:

PART E - TYPE OF ORGANIZATION

Private Sector	Public Sector
<input type="checkbox"/> Incorporated	<input type="checkbox"/> Municipal Government
<input type="checkbox"/> Unincorporated (partnership/sole proprietor)	<input type="checkbox"/> Municipal Enterprise
<input type="checkbox"/> Co-operative	<input type="checkbox"/> Federal Government
<input type="checkbox"/> Trade or Employee Association	<input type="checkbox"/> Federal Enterprise
<input type="checkbox"/> Religious, Charitable or Not for Profit	<input type="checkbox"/> Provincial Government
<input type="checkbox"/> Other (Private)	<input type="checkbox"/> Provincial Enterprise
	<input type="checkbox"/> Other (Public)

PART F – BENEFIT TIME

- Defined Contribution Defined Benefit Target Benefit

PART G - EMPLOYERS

- Single Employer More than one employer, not a multi-employer plan* More than one, multi-employer

If the pension plan is a multi-employer plan, is it a Collectively bargained multi-employer plan, or
 Non-collectively bargained multi-employer plan?

*A plan with more than one employer is not a multi-employer plan if all of the participating employers are affiliates within the meaning of the *Business Corporations Act*.

PART H – PLAN CONTRIBUTORS

Are members required to contribute to the plan?

- Yes
 No

Is this plan a jointly sponsored pension plan?*

- Yes
 No

*A jointly sponsored plan is a plan where members may be required to contribute to fund either or both of an unfunded liability and a solvency deficiency.

PART I - MEMBERSHIP

Province	Males	Females	Total	Federal*
British Columbia				
Alberta				
Saskatchewan				
Manitoba				
Ontario				
Quebec				
New Brunswick				
Nova Scotia				
Prince Edward Island				
Newfoundland and Labrador				
Yukon				
Northwest Territory				
Nunavut				
Outside Canada				
Total				

*Federal Employment: Indicate the number of active members employed in an activity that is under the jurisdiction of the federal *Pension Benefits Standards Act, 1985*. Examples are aviation and airlines, banks, broadcasting and telecommunications, interprovincial and international transportation, marine navigation and shipping, railways, and employees who work and reside in the territories of Canada.

PART J – FORMER MEMBERS*

Deferred vested members	Retirees and Beneficiaries	Total Former Members

*When making an application for registration of a new pension plan, there will be former members only where the new pension plan results from a split of an existing pension plan, and some, or all, of the retirees or deferred vested members under the original plan are transferred to the new pension plan.

In all other cases, the number of former members will be zero (0).

PART K – FEES*

Active Members (x \$8.35)	Former Members (x \$7.30)	Total Fees Enclosed (Minimum = \$250; Maximum = \$85,000)

*Section 138 of the Pension Benefits Standards Regulation prescribes the fees payable when making an application for registration of a pension plan. Please make the cheque payable to “BC Financial Services Authority”.

ATTACHMENTS

Please include copies of the following plan documents as applicable, with the application for registration.

- plan text
- any document that creates the plan or under which the plan is constituted
- any trust agreements related to the plan
- any policies or contracts with insurance companies
- any by-laws or resolutions relating to the plan
- the participation agreement, if the plan is a non-collectively bargained multi-employer plan
- a list of participating employers, if the plan is a non-collectively bargained multi-employer plan
- the explanation or plan summary provided to members (sections 29 and 30 of the Regulations)
- sample of the Annual Members Statement provided to plan members (section 31 of the Regulations)
- if a benefit formula provision, a copy of the actuarial valuation report
- the applicable registration fee (contact our office for electronic payment information)

**ADMINISTRATOR STATEMENT OF COMPLIANCE-
PLAN REGISTRATION**

(Schedule 3, Form 5, B.C. Reg. 219/15)

WHEN TO USE THIS FORM

An administrator is required by section 13 (c) of the *Pension Benefits Standards Act* (the "Act") to file a statement with an application for registration of a pension plan that, in the opinion of the administrator, the plan documents comply with the Act and the Regulations under the Act. The issuance by the Superintendent of Pensions (the "superintendent") of a certificate of registration for a pension plan registered under the Act may be made based on this statement. Administrators are reminded that the superintendent has the power to refuse to register any pension plan if, in the opinion of the superintendent, the records filed under section 13 of the Act in relation to a pension plan do not comply with the Act and the Regulations.

I, *[name of administrator]* the administrator of, *[name of pension plan]*, attach an application for registration of a pension plan dated, *[MM/DD/YYYY]* and CERTIFY THAT

1. It is my opinion that the plan documents filed with this statement comply with the Act and the Regulations.
2. I acknowledge that the obligation to determine compliance of the plan documents filed with this statement is the responsibility of the administrator, and I declare that I have fulfilled that responsibility and, in making this application, have complied with the Act and the regulations.
3. I confirm that the following documents have been established in accordance with the requirements of the Act:
 - (a) a governance policy that meets the requirements of section 42 (1),
 - (b) a statement of investment policy and procedure that meets the requirements of section 43 (1), and
 - (c) a funding policy that meets the requirements of section 44.

I declare that the above statements are true to the best of my knowledge and belief and I make these statements conscientiously believing them to be true.

DATED at, British Columbia, on *[MM/DD/YYYY]*

.....
SIGNATURE OF ADMINISTRATOR OR AUTHORIZED OFFICER

.....
[TYPE OR PRINT NAME]

NOTE: The administration of a pension plan in a manner that does not comply with the Act and the Regulations may be subject to an administrative penalty under section 116 of the Act or may be an offence under section 123 of the Act. In addition, an administrator may be subject to a direction for compliance under section 113 of the Act issued by the superintendent relating to, among other matters, the manner of administration of a pension plan.