



Statutory Filings for Pension Plan Administrators & Service Providers

Plan Administrators of pension plans, who have submitted pension plans to the Financial Services Commission (the FSC) for registration pursuant to the Occupational Pension Benefits Act, (OPBA), are responsible for ensuring that certain documents pertaining to the pension plan are filed with the FSC and that members of those pension plans are provided with information within the time periods specified by the OPBA and its Regulations (OPBR).

Although many of the activities involved in the administration and investment of the pension plan may be outsourced or delegated, the plan administrator must recognize that they are ultimately responsible for ensuring that actions are taken to achieve compliance with the regulatory requirements.

For ease of reference, the FSC has prepared the below schedule which itemizes key filing information for the benefit of pension plan administrators and their service providers.

SCHEDULE FOR FILING	Filing of the Valuation Report - <i>OPBA 16 (1) (e)</i>	<ul style="list-style-type: none"> • Within 4 months of the end of the triennium
DOCUMENTS WITH THE FSC IN RELATION TO AN ACTIVE PENSION PLAN BY THE ADMINISTRATORS	For Assets under three million dollars - (\$3,000,000.00) - Annual Return and Unaudited Financial Statements - Form 4 - <i>OPBA 16 (1) (b)</i>	<ul style="list-style-type: none"> • Within 4 months after the plan's year end
	For Assets over three million dollars - (\$3,000,000.00) - Annual Return and Audited Financial Statements - <i>OPBR 9 (9)</i>	<ul style="list-style-type: none"> • Within 6 months after the plan's year end
	Proposed amendments to documents (Plan Rules, Trust Deed and Employee Booklets) - <i>OPBA 11(1)</i> Proposed amendments to documents (Plan Rules, Trust Deed and Employee Booklets) that reduces or increases the contributions or changes the unfunded liability of a going concern - Form 3 - <i>OPBR 6(2)</i>	<ul style="list-style-type: none"> • Within 6 months following the date on which the amendment is required to be registered



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	<p>Statement of Investment Policies and Goals - <i>OPBR 37(5) & (6)</i></p> <p>Revised Statement of Investment Policies and Goals - <i>OPBR 38(1)</i></p>	<p>For a pension plan established prior to the commencement date of the OPBA:</p> <ul style="list-style-type: none"> • Within 90 days after the policies and goals have been adopted <p>For a pension plan established after the commencement date of the OPBA:</p> <ul style="list-style-type: none"> • Within 60 days of the date on which the pension plan is established • Within 90 days of the confirmation or adoption of the amendment to the policies and goals
<p>SCHEDULE FOR FILING</p> <p>DOCUMENTS TO BE FILED TO THE FSC IN RELATION TO AN ACTIVE PENSION PLAN BY SERVICE PROVIDERS</p>	<p>Notification by the auditor of matters arising from the Auditor's report that are significant and haven't been corrected. - <i>OPBR 9(11)</i></p>	<ul style="list-style-type: none"> • Within 30 days after the date the matter was first reported to the administrator
	<p>Notification by an administrator or agent of the non-receipt of contributions due under a pension plan <i>OPBR 30(2)</i></p>	<ul style="list-style-type: none"> • Within 30 days of the date on which contributions are due
	<p>Submission by an actuary of a report proposing options to the administrator to make contributions to a multi-employer or defined benefit pension plan - <i>OPBR 34(2) (b)</i></p>	<ul style="list-style-type: none"> • Within 30 days after submitting the report to the administrator



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SCHEDULE FOR PROVIDING INFORMATION TO PLAN MEMBERS	Annual statement re entitlement to active and deferred members – <i>OPBA 21</i>	<ul style="list-style-type: none"> • Within 4 months of the commencement of each fiscal year of the pension plan
	Statement respecting termination of membership – Deferred Pensions – <i>OPBA 22 and OPBR 12(2)</i>	<ul style="list-style-type: none"> • Within 30 days after the date of the member’s termination of employment or cessation of membership in the pension plan or notice of termination or cessation
	Statement respecting termination of membership – excluding Deferred Pensions – <i>OPBA 22 and OPBR 13(2)</i>	<ul style="list-style-type: none"> • Within 30 days after the date of the member’s termination of employment or cessation of membership in the pension plan or notice of termination or cessation
	Options available to members with respect to a refund – <i>OPBR 13 (2)</i>	<ul style="list-style-type: none"> • Within 60 days after the receipt of the direction from the member
	Options available to member respecting retirement from the pension plan	<ul style="list-style-type: none"> • Within 60 days prior to a member’s normal retirement date or the date indicated by the member as the date he intends to retire
	Complying with a direction from a member with respect to portability (transfers) – <i>OPBR 23(2)</i>	<ul style="list-style-type: none"> • Within 60 days after the receipt of the direction from the member
SCHEDULE FOR FILING DOCUMENTS WITH THE FSC IN RELATION TO A PENSION PLAN IN THE PROCESS OF BEING WOUND UP	Complying with a request to permit inspection of documents to interested persons – <i>OPBR 15(4)</i>	<ul style="list-style-type: none"> • Within 30 days after receipt of the request
	Notice of a proposal for winding-up of a pension plan – <i>OPBR 50(1)</i>	<ul style="list-style-type: none"> • No less than 60 days prior to the proposed winding -up
	Statement of entitlement to benefits upon a wind-up – <i>OPBR 51(2)</i>	<ul style="list-style-type: none"> • Within 6 months of the commencement date of the wind-up
	Provision of the election to administrator by the recipient of the statement of entitlements to benefits upon a wind-up – <i>OPBR 51(3)</i>	<ul style="list-style-type: none"> • Within 90 days after the receipt of the statement



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	Submission of administrator's report re: winding up – <i>OPBR 52(1)</i>	<ul style="list-style-type: none">• Within 6 months following the effective date of the winding -up of the pension plan
	Submission of the Administrator's notice on final distribution of assets – <i>OPBR 59</i>	<ul style="list-style-type: none">• Within 30 days after final distribution of the assets of a pension plan