



Protected B when completed

Authorization Request Form for Amendments Reducing Benefits

An amendment that reduces pension benefits or pension benefit credits accrued before the date of the amendment (a “Reducing Amendment”) is void unless authorized by the Superintendent. Please refer to the [Instruction Guide for the Authorization of Amendments Reducing Benefits in Defined Benefit Pension Plans](#) while completing this form.

If you need more space to answer any question, please attach additional pages.

1) Official Name of Pension Plan (the Plan):

2) Registration Numbers: OSFI _____ Canada Revenue Agency _____

3) Date the Reducing Amendment was made¹:

Year _____ Month _____ Day _____

4) Effective date of the Reducing Amendment:

Year _____ Month _____ Day _____

5) Do the Plan text and supporting documents allow for a Reducing Amendment? See section 3.2 of the Instruction Guide.

Yes No

If yes, please indicate the relevant sections of the Plan text:

Comment:

6) Is the Plan a negotiated contribution plan, as defined in section 2 of the *Pension Benefits Standards Act, 1985* (PBSA)? See section 3.1 of the Instruction Guide.

Yes No

7) Total number of members, former members and other persons entitled to benefits under the Plan as of the effective date of the Reducing Amendment: _____

8) Number of members, former members and other persons entitled to benefits under the Plan who are affected by the Reducing Amendment:

Members²: _____

Former members entitled to a deferred pension benefit: _____

Retirees and any other persons entitled to benefits (e.g. survivors): _____

Total affected: _____

¹ The date it was adopted in accordance with the amendment procedures set up for the Plan.

² Regardless of applicable provincial definitions, please report members on this Form based on the definition under the PBSA. The PBSA defines a member, in relation to a pension plan, as “a person who has become a member of the pension plan and has neither ceased membership in the plan nor retired.” This definition notably excludes retirees receiving a pension and individuals entitled to a deferred pension under the plan.





9) Are the benefits of any members, former members or other persons who are affected by the Reducing Amendment subject to provincial jurisdiction? See section 3.3 of the Instruction Guide.

Yes No

10) Number of affected persons whose benefits are subject to provincial pension legislation by category and province:

Members

BC: _____ AB: _____ SK: _____ MB: _____ ON: _____

QC: _____ NB: _____ NS: _____ NL: _____ PEI: _____

Former members entitled to a deferred pension benefit

BC: _____ AB: _____ SK: _____ MB: _____ ON: _____

QC: _____ NB: _____ NS: _____ NL: _____ PEI: _____

Retirees and any other persons entitled to benefits

BC: _____ AB: _____ SK: _____ MB: _____ ON: _____

QC: _____ NB: _____ NS: _____ NL: _____ PEI: _____

11) Please confirm that all applicable requirements for the reduction of an accrued pension benefit under provincial pension legislation have been met.

Yes No N/A

12) If the Plan is also registered in Newfoundland & Labrador, has an application to reduce benefits been filed with that regulator? See section 3.3 of the Instruction Guide.

Yes No N/A

Comment:

13) Describe the purpose of and rationale for the Reducing Amendment.

14) Provide details of the other options that were considered prior to making the Reducing Amendment, including the likely impact of each option on the Plan's financial position and funding requirements.

15) Provide an analysis of the long-term viability of the Plan following the Reducing Amendment, taking into account the projections included in the actuarial report.



16) Are there any priority provisions in the Plan text? See section 3.4 of the Instruction Guide.

- Yes No

If yes, please specify the priorities and relevant sections of the Plan text:

17) Describe the process followed to provide information to affected members, former members and other persons. See section 3.4 of the Instruction Guide.

18) Has the notice of the Reducing Amendment been sent to all affected members and former members and their spouses or common-law partners and to any other affected persons entitled to pension benefits under the Plan?

- Yes No

If yes, please specify the date the notice was sent: _____

19) Does this notice include the required information on the following (see section 3.4 of the Instruction Guide):

- The Reducing Amendment being subject to the authorization of the Superintendent
- The reason for the Reducing Amendment and how it will be implemented
- Other options considered prior to adopting the Reducing Amendment
- The authority to make the Reducing Amendment
- The pre and post amendment benefits provided by the Plan
- The pre and post amendment financial position of the Plan
- If the Plan is a negotiated contribution plan, the possibility of future reducing amendments
- Priority provisions in the Plan text
- The availability of all documents filed with OSFI
- The Plan administrator's contact information
- The right to make written representations to OSFI

20) Was an information session held? See section 3.4 of the Instruction Guide.

- Yes No

Describe who was invited and how many from each affected group attended the session:

Provide a summary of the results of the session:

21) Additional required documents attached (see section 3.6 of the Instruction Guide):

- Reducing Amendment, accompanying Amendment Information Form (OSFI-594), and any Board Resolution and/or other documents authorizing the amendment
- Documents supporting that the Plan is a negotiated contribution plan, if applicable
- Documents supporting the authority to make the amendment
- Notice to affected members, former members and other persons
- Presentation materials from the information session, if applicable
- Actuarial report





22) Additional Comments

This authorization request form has been prepared by:

Please print

Signature

Title or Position and Company

Date

Telephone _____

E-mail _____

