Guidance

Title	Annual Filing Process for Pooled Registered Pension Plan Returns
Publication type	Guidance
Topics	Annual filing requirements
Plans	Pooled registered pension plan
Year	2017

All pooled registered pension plan returns that are submitted annually must be filed using the Regulatory Reporting System (RRS). Returns are not considered received at OSFI until the filing process is complete and the returns have been accepted in RRS.

The Manage Corporate Returns User Guide (PDF) provides instructions for creating and filing returns in RRS to update a plan's Organizational Profile on page 44.

The Manage Financial Returns User Guide (PDF) provides instructions for filing returns in RRS via document upload on page 55.

Return	Filing Process and Support
Pension Plan Annual Corporate Certification Due within four months after the end of the year.	Submit using the on-line web form **Note:** Prior to submitting the PPACC, the general and role/contact information (i.e. Organizational Profile) of the plan must be reviewed and updated, as required, by creating and submitting a separate return. Guide to Completing the Pension Plan Annual Corporate Certification
Pooled Registered Pension Plan Annual Information Return (PDF) (PRPP AIR) Due within four months after the end of the year.	Submit via document upload Guide to the Pooled Registered Pension Plan Annual Information Return (PDF)
Pooled Registered Pension Plan Auditor's Report (Audited Financial Statements) Due within four months after the end of the year.	Submit via document upload

If a plan is not registered to file returns using RRS, it should do so immediately. Pension plan administrators must contact the Bank of Canada, as host of the RRS system, to register for access to the Bank of Canada secure site and the RRS system. For assistance in registering, please contact RRS Support at the Bank of Canada by phone at 1-855-865-8636, or by email at rrs-sdr@bank-banque-canada.ca.

For further information, please visit the OSFI website or contact us at:

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