



UNCLASSIFIED

## Approval Request Form

### Asset Transfers related to Defined Benefit Provisions of Pension Plans

Please refer to the [Instruction Guide for Asset Transfers related to Defined Benefit Provisions of Pension Plans](#) while completing this form

<b>Transferring plan</b>	<b>Receiving plan</b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>OSFI Registration Number:</b> _____	<b>Jurisdiction(s) of Registration (OSFI and/or Provincial):</b> _____
<b>Provincial Registration Number if also registered in Quebec or Newfoundland and Labrador:</b> QC: _____ NL: _____	<b>OSFI and/or Provincial Registration Number(s):</b> _____ _____
<b>CRA Registration Number:</b> _____	<b>CRA Registration Number:</b> _____

- 1) Reason for the asset transfer<sup>1</sup>: \_\_\_\_\_
  
- 2) Effective date of transfer<sup>2</sup>:  
 Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_
  
- 3) Transfer amount at effective date of transfer: \_\_\_\_\_
- 4) Will the asset transfer result in a plan merger?  
 Yes                       No
  
- 5) Total number of transferring members, former members, and other persons entitled to benefits under the plan (“transferring individuals”): \_\_\_\_\_
  
- 6) Categories of transferring individuals  
 Members<sup>3</sup>: \_\_\_\_\_  
 Former members entitled to a deferred pension benefit: \_\_\_\_\_  
 Retirees and any other persons entitled to benefits (e.g. survivors): \_\_\_\_\_
  
- 7) Are the benefits of any of the transferring individuals subject to provincial pension legislation?  
 Yes            Province(s): \_\_\_\_\_  
 No

<sup>1</sup> Specify affected employee group or participating employer, if applicable.

<sup>2</sup> The date as specified in the plan documentation such as an amendment or resolution.

<sup>3</sup> Regardless of applicable provincial definitions, please report members on this Form based on the definition under the *Pension Benefits Standards Act, 1985* (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.





**8) If the answer to 7) is yes, numbers of transferring individuals 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: \_\_\_\_\_

**9) If the transferring or receiving plans are registered in another jurisdiction, are approvals from the other jurisdiction(s) required?**

Yes  No

**10) If the answer to 9) is yes, have the required requests for approval been filed?**

Yes Province(s): \_\_\_\_\_

No If no, please explain \_\_\_\_\_

**11) Is the receiving plan considered to be materially less well funded than the transferring plan<sup>4</sup>?**

Yes  No

**12) Please confirm that the notice(s) for transferring individuals includes the following:**

- The solvency ratios of the transferring plan and of the receiving plan, both before and after the asset transfer
- Notice of their right to make representation to the Superintendent
- An explanation of their benefit entitlement in the receiving plan
- If applicable, an explanation of how any benefits they accrued under defined contribution provisions of the transferring plan will be provided
- In the case of transferring members, notice that they and their spouses or common-law partners will receive a written explanation of the provisions of the receiving plan (e.g. an employee booklet)

In addition, if the receiving plan is materially less well funded than the transferring plan:

- The extent to which a transferring individual's benefit would be reduced if the receiving plan were terminated and wound up with its post-transfer solvency ratio

<sup>4</sup> Please see section 4.4 of the *Instruction Guide for Asset Transfers related to Defined Benefit Provisions of Pension Plans*.





- Information on the transferring individual's option to retain their pension benefit in the transferring plan **or**
- In the case of a plan merger or amalgamation, the options available to transferring individuals in lieu of retaining their pension benefit in the transferring plan

**13) Please confirm that the asset transfer does not reduce the accrued benefits of transferring individuals:**

Yes

**14) Required documents included with the Approval Request Form:**

- Actuarial Report from the transferring plan at the effective date of transfer
- Actuarial Report from the receiving plan at the effective date of transfer
- A copy of the notice(s) sent to transferring individuals
- A copy of any Board resolution and /or amendment(s) to the transferring plan related to the transfer
- A copy of the Board resolution and amendment(s) to the receiving plan recognizing the transfer
- A copy of any pension transfer agreement and a copy (or relevant excerpts) of all relevant purchase and sale agreements and applicable collective agreements
- If the transferring plan is in a surplus position, a declaration that the asset transfer does not contravene the plan documents, trust agreements and any other agreements or undertakings

**Comments**

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This form has been prepared by:

\_\_\_\_\_  
Please print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title or Position and Company

\_\_\_\_\_  
Date

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

