



Regulatory Reporting System (RRS) Manage Corporate Returns Private Pension Plan User Guide

January 2021



Table of Contents

1.0	Introduction.....	1
1.1	Using this Document.....	1
1.2	Technical Requirements.....	1
1.3	Support.....	2
2.0	Logging into RRS.....	3
2.1	Log into RRS.....	3
2.2	Logging in for the First Time.....	5
2.3	Resetting Your RRS Password.....	9
3.0	General Instructions on Managing Corporate Returns.....	13
3.1	General Instructions on Completing and Submitting the Pension Plan Annual Corporate Certification.....	15
3.2	General Instructions on How to View a Return.....	20
3.3	General Instructions on How to View Errors.....	28
3.4	General Instructions on How to Correct Validation Errors on a Return.....	30
3.5	General Instructions on How to Create a Corporate Return.....	32
3.6	General Instructions on How to Delete a Corporate Return from your Draft Folder.....	35
3.7	General Instructions on How to Request a Resubmission of a previously submitted Return.....	37
4.0	Specific Corporate Returns Instructions.....	44
4.1	How to Add/Update your Organization’s General Contact Information.....	44
4.1.1	How to Add an Organization General Contact Information.....	45
4.1.2	How to Update your Organization General Contact Information.....	48
4.1.3	How to Update information located under General Information.....	51
4.2	How to Add an Individual/Related Organization to your Organization Profile.....	52
4.2.1	How to Add an Individual to your Organization Profile.....	52
4.2.2	How to Add a Related Organization to your Organization Profile.....	58
4.3	How to Delete an Individual or a Related Organization from your Organization Profile.....	63
4.4	How to Add Multiple Roles to an Existing Individual within your Organization Profile.....	69
4.5	How to Update Information to an Existing Individual/Related Organization within your Organization Profile.....	73
4.5.1	How to Update Contact Information for an Existing Individual/Related Organization within your Organization Profile.....	73

Table of Contents

4.5.2	How to Update an Existing Individual's Name within your Organization Profile.....	78
4.5.3	How to Update an Existing Related Organization's Name within your Organization Profile	81
4.5.4	How to Delete a Specific Role from an Existing Individual within your Organization Profile	85
4.6	How to Make a Change to Both a Pension Plan's Funding Vehicle and Fund Custodian	89
5.0	Viewing Documents	95
6.0	Organization Profile.....	97
7.0	Managing Your Details	100
8.0	Managing Notifications.....	104
9.0	Accessing Help.....	105
10.0	Logout	107
10.1	Inactivity Logout.....	107
11.0	Tips, Tricks and Troubleshooting	108
11.1	Saving Your Work.....	108
11.2	Microsoft Excel.....	108
11.3	Two Users Working on the Same Return.....	108
11.4	Printing Returns.....	108
12.0	Glossary	109

1.0 Introduction

The RRS Portal application (referred to as RRS or the RRS application from this point) provides access for Federally Regulated Private Pension Plans to submit regulatory return information. With RRS you can create, delete, complete and submit corporate returns, view your organization’s profile, view documents and manage your user details.

To access RRS you will need a Bank of Canada’s BoC Connect User account.

The first time you access RRS, you will set up your account, which involves setting your password and preferred language.



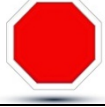
This guide details how to use RRS to complete and submit corporate returns. To complete and submit financial returns refer to the Manage Financial Returns User Guide.

1.1 Using this Document

This document uses the following conventions to increase clarity:

- **Bold text** indicates a selection or data field to be filled in.
- *Italics* indicate a reference to a section within this document or a page within the BoC Connect.

In addition, there are three types of sidebars, each identified by an icon:

	<u>Information</u> – These sidebars contain extra detail, or describe optional steps.
	<u>Caution</u> – These sidebars point out a possibility that may cause unexpected behaviour and tell you how to correct the issue, if you encounter it.
	<u>Warning</u> – These sidebars alert you to something important that can affect your ability to use RRS.

1.2 Technical Requirements

For best performance, the following technical requirements are recommended:

- Google Chrome 58
- Microsoft Internet Explorer version 11 or Edge
- Firefox ESR52

- Cookies enabled
- JavaScript enabled, and
- Microsoft Excel 2003 or higher (to download information into Excel format)

Note that the BoC Connect and RRS application have been tested and certified with the specified web browser.

1.3 Support

If you encounter an issue or problem with the RRS application that isn't covered by this Guide, you can:

- Contact your organization's LRA
- Contact the **Bank of Canada at 1-855-865-8636**
- Contact the Returns Administration group at **OSFI at (613) 991-0609** for issues related to corporate returns

2.0 Logging into RRS

To log into RRS, you need to be logged into the Bank of Canada's BoC Connect. Once logged into the BoC Connect the RRS login page displays.

- If you are logging into RRS for the first time, see 2.2: *Logging in for the First Time*.
- If you have forgotten your RRS password, see 2.3: *Resetting Your RRS Password*.



Refer to the BoC Connect User Guide for information on logging into the Bank of Canada's BoC Connect.

2.1 Log into RRS

To log into RRS:

Begin at the RRS Login page.



PORTAL

Not logged in

English/Anglais +

Welcome to Regulatory Reporting System (RRS) Portal

RRS Portal is an on-line application that manages all of your formal communications with your regulator. Using RRS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your organization's profile – the current information held by the regulator about your organization – and keep it up to date.

To access RRS Portal, enter your username and password below (password is case sensitive):

Username: *


Password: *


Login

[Forgotten Password](#)

Figure 2.1-1: Login Page




1. In the **Username** field, enter your RRS Username.
2. In the **Password** field, enter your RRS Password.
3. Click **Login** to continue.

	Incorrect Login Attempts:
	<p>After five incorrect login attempts, your account will be locked out. If this happens, you can click the Forgotten Password link to reset your account. See 2.3: <i>Resetting Your RRS Password</i> for more information.</p>

	Organization Selection:
	<p>You can be associated with more than one organization in RRS. Follow the steps below to select the organization that you would like to work on.</p>

If you have permission to access more than one organization:

1. Follow the steps above to log in.
- The Select organization page displays.

PORTAL

Not logged in
English/Anglais +

Select organization

You have access to more than one organization. To choose a organization to work with, select the organization name from the list below.

Organization name: *

Figure 2.1-2: Select Organization Page

2. Click the drop-down menu.

3. Select the name of the organization you want to access.
4. Click **Login**.

The Welcome page displays with the word “Change” beside your username indicating that you belong to more than one organization.

To change the organization selection:

1. Click the **Change** link at the end of your username.

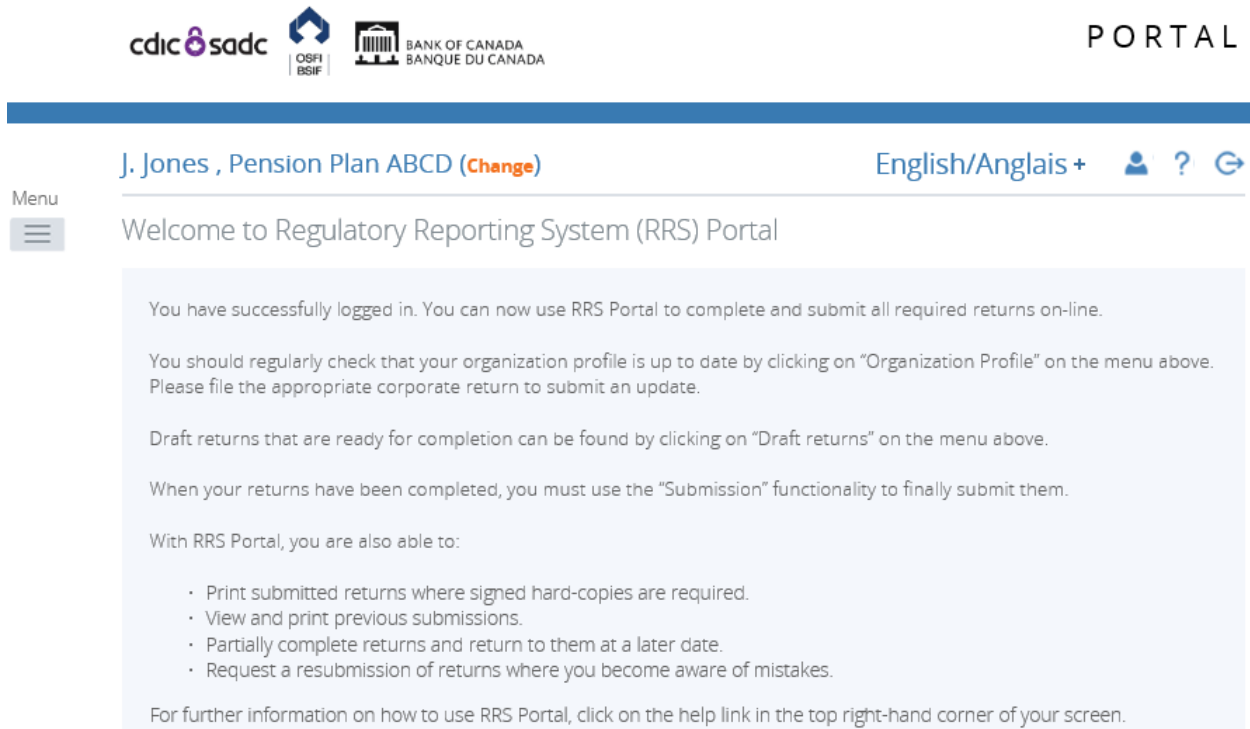


Figure 2.1-3: Change Organization Page

Follow the steps above to change the organization.

2.2 Logging in for the First Time

The first time you log into RRS, you’ll be asked to update your temporary password. This process involves entering a new password and setting your language preference.

To log into RRS for the first time:

Begin at the RRS Login page.

Not logged in

English/Anglais +

Welcome to Regulatory Reporting System (RRS) Portal

RRS Portal is an on-line application that manages all of your formal communications with your regulator. Using RRS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your organization's profile – the current information held by the regulator about your organization – and keep it up to date.

To access RRS Portal, enter your username and password below (password is case sensitive):

Username: *

Password: *

Login

[Forgotten Password](#)

Figure 2.2-1: Login Page

1. In the **Username** field, enter your RRS Username.
2. In the **Password** field, enter the temporary RRS Password given to you in an email entitled "New Portal User Account".
3. Click **Login**.

J. Jones , ABCD Bank (Change) English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Update My Password

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.


Current password: *

New password: *

Confirm new password: *

Figure 2.2-2: Update My Password Page

- In the **Current password** field, enter your temporary RRS Password.
- In the **New password** field, enter a new RRS Password.

	<p>Passwords:</p>
	<p>Ensure your new password meets the following valid password criteria: passwords must be between 8 and 30 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and one special character.</p>

- In the **Confirm new password** field, re-enter your new RRS Password.
- Click **Save** to set your RRS Password.

The My User Details page displays. From here you can set your preferred language.

J. Jones , ABCD Bank

English/Anglais +   

Menu



My User Details

Review your user account details below. To update, enter new details and click the update button.

First name: Locked Due to Permission Settings

Surname: Locked Due to Permission Settings

Email address: Locked Due to Permission Settings

Telephone number: Locked Due to Permission Settings
International Area code Number

Language of preference: 

Update


Assigned permissions / roles:

Assigned to	Type	Roles
ABCD Bank	Organization	Filer - Financial Returns , Filer - Reporting - Deposit-Taking Institutions (DTI) , Filer - Corporate - Canadian FI , Filer - Corporate - Scheduled Returns

Figure 2.2-3: Update My Password Page

8. Click the drop-down menu in the **Language of preference** field.
9. Select your preferred language.
10. Click **Update**.

Your preferred language is now set. Each time you log in RRS will display in your preferred language.

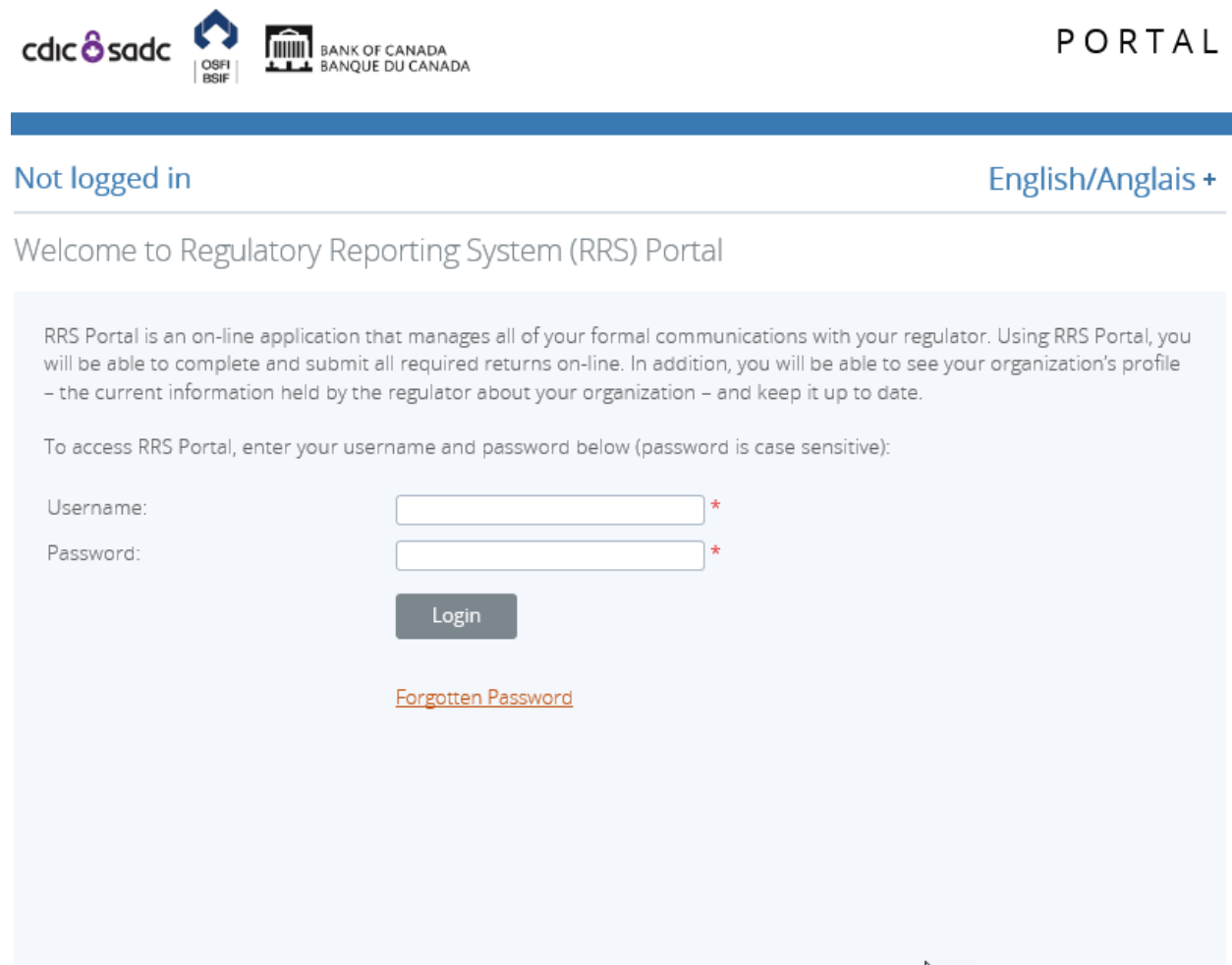
	Language:
	<p>Although your preferred language is set, you can change the language during a session by clicking the drop-down menu on the language field below the Logout link on the top right of each page in the application. The language reverts back to the original setting when you logout.</p>

2.3 Resetting Your RRS Password

The RRS Password reset functionality allows you to reset your forgotten password.

To reset your password:

Begin at the Login page.



The screenshot shows the RRS Portal login interface. At the top left, there are logos for CDIC SADC, OSFI BSIF, and the Bank of Canada. The word "PORTAL" is displayed in the top right. Below the logos, it says "Not logged in" and "English/Anglais +". The main heading is "Welcome to Regulatory Reporting System (RRS) Portal". A paragraph explains that the RRS Portal is an on-line application for managing communications with the regulator. Below this, instructions state to enter a username and password (case sensitive). There are two input fields for "Username:" and "Password:", each with a red asterisk. A "Login" button is positioned below the fields. A link for "Forgotten Password" is located below the button.

Figure 2.3-1: Login Page

1. From the Login page, click the **Forgotten Password** link.

Not logged in

English/Anglais +

Forgotten Password

Enter your email address below to receive a temporary password by email. If you require assistance, contact your Local Registration Authority (LRA). If you don't know your LRA's contact information, call the Bank of Canada at 1-855-865-8636.

Email address:

Submit

Figure 2.3-2: Forgotten Password Page

2. In the **Email address** field, enter your email address registered in RRS.
3. Click **Submit**. The Forgotten Password page informs you that a temporary password has been emailed to you.
4. Navigate to your email and search for an email entitled "Account Reactivation".
5. Copy the link and navigate back to your active session and past the new link in your active session.
6. Create a new password.

Not logged in

English/Anglais +

Welcome to Regulatory Reporting System (RRS) Portal

RRS Portal is an on-line application that manages all of your formal communications with your regulator. Using RRS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your organization's profile – the current information held by the regulator about your organization – and keep it up to date.

To access RRS Portal, enter your username and password below (password is case sensitive):

Username: *

Password: *

Login

[Forgotten Password](#)

Figure 2.3-3: Login Page

7. Enter your username.
8. Enter your temporary password.
9. Click **Login**.

Not logged in

English/Anglais +

Forgotten Password

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

New password *

Confirm new password *


Save

Figure 2.3-4: Update My Password Page

10. Enter your new password in the **New password** field. Ensure your new password meets the following valid password criteria: passwords must be between 8 and 30 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and one special character.
11. Re-enter your new password in the **Confirm new password** field.
12. Click **Save**.
13. If necessary, you can update your telephone number or language of preference.
14. Click **Update**.

3.0 General Instructions on Managing Corporate Returns

RRS provides functionality to create, complete and submit corporate returns to the Office of the Superintendent of Financial Institutions (OSFI). This section covers how to create and delete returns, complete and submit returns, view returns, and view and correct errors in a return.

	<p>Corporate Return Support</p> <p>If you encounter an issue or problem with completing and submitting a corporate return that isn't covered in this Guide, contact the Returns Administration group at OSFI at (613) 991-0609.</p>
---	---

Managing corporate returns involves submitting a regulatory return through the RRS application. There are three scenarios that involve managing corporate returns:

- Scenario #1: a corporate return (Pension Plan Annual Corporate Certification) can be scheduled by OSFI for submission, in which case the return would display automatically in the Draft Returns menu. Instructions on how to perform this function are detailed in Section 3.1.
- Scenario #2: a specific event such as a change to your plan's general contact information can trigger the need for a corporate return to be filed, in which case the return would need to be created through the Manage Returns menu. Instructions on how to perform this function are detailed in Section 3.5.
- Scenario #3: a review of your plan's profile could indicate the need for an update to specific information through the submission of a corporate return. Instructions on how to perform this function are detailed in Section 3.5.

Rules and Errors

When entering information manually into a return, the data is validated against rules that are set up within each return. Two separate sets of rules are used to validate returns: structural and validation. **Structural rules** validate the format and structure of the data being reported, such as entering numeric versus textual information as appropriate. **Validation rules** validate the accuracy of the data being reported, against what is located within the profile. Structural validation occurs when the Validate & Save button is clicked. When you attempt to submit a return, validation rules are applied. If a return fails validation you are presented with an error message. Returns with errors are displayed with an exclamation mark in a circle on the Draft Returns page. In the event of an error, you will need to correct the information to continue.

Validation rules can be applied to specific sections of a return, but if any section fails validation, the return cannot be processed as the entire return needs to be valid before it can be submitted. Validation rules are documented in the Return Rules report specific to each return type.

Draft Return Key Icons

The Draft Return page displays icons that are used to depict specific return information. The key icons are described as follows:

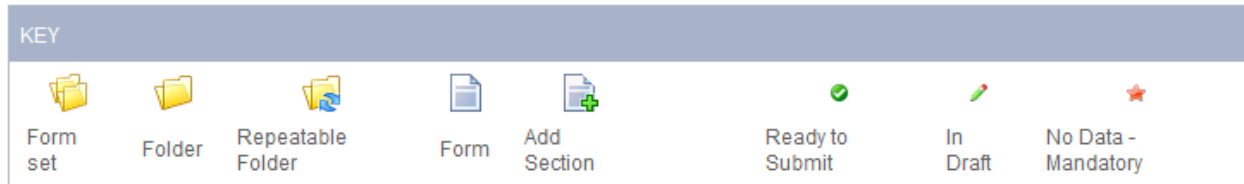


Figure 3-1: Draft Return Key

Form Set: a double set of folders represents an entire return which could consist of one or many forms, also known as sections.

Folder: a single folder represents a structural grouping of forms, also known as sections.

Repeatable Folder: a single folder with blue arrows indicates a folder that has repeatable sections.

Form: a page symbol indicates a section within a return.

Add Section: a page with a green plus sign allows forms, also known as sections, to be added to a return where applicable.

Ready to Submit: the white check mark in a green circle symbol indicates the return has been validated, meaning that it has passed structural rules and is ready to submit.

In Draft: the pencil symbol indicates this return has been saved as a draft and not yet validated

No Data – Mandatory: the red star symbol indicates there is no data in this return and that mandatory fields exist.

Note: the absence of a red star on a return or return section indicates there are no mandatory fields.

3.1 General Instructions on Completing and Submitting the Pension Plan Annual Corporate Certification




Begin at the RRS Welcome page.




The screenshot shows the RRS Portal interface. At the top left, there are logos for cdic sadc, OSFI BSIF, and the Bank of Canada. The word "PORTAL" is displayed in the top right. Below the logos, the user's name "J. Jones , Pension Plan ABCD (Change)" and the language "English/Anglais +" are shown. A "Menu" button is on the left. The main heading reads "Welcome to Regulatory Reporting System (RRS) Portal". A light blue box contains the following text: "You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line. You should regularly check that your organization profile is up to date by clicking on 'Organization Profile' on the menu above. Please file the appropriate corporate return to submit an update. Draft returns that are ready for completion can be found by clicking on 'Draft returns' on the menu above. When your returns have been completed, you must use the 'Submission' functionality to finally submit them. With RRS Portal, you are also able to: • Print submitted returns where signed hard-copies are required. • View and print previous submissions. • Partially complete returns and return to them at a later date. • Request a resubmission of returns where you become aware of mistakes. For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen."

Figure 3.1-1: Welcome Page

1. Click the **Draft Returns** menu item.

J. Jones , Pension Plan ABCD (Change) English/Anglais +   

Menu 

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.






Return name	Reference	Revision	Status	Return end date	Due date	PDF
Pension Plan Annual Corporate Certification	CCACC973556	0.1	No Data	2018-12-31	2019-06-30	

Figure 3.1-2: Draft Returns Page

2. Click the return name to open the return.

J. Jones , Pension Plan ABCD (Change) English/Anglais +   

Menu 

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.
















KEY						
						
Form set	Folder	Repeatable Folder	Form	Add Section	Ready to Submit	In Draft
						No Data - Mandatory 
Pension Plan Annual Corporate Certification						Status: No Data
		Pension Plan Annual Corporate Certification				
		PPACC	Pension Plan Annual Corporate Certification			Edit View  

Figure 3.1-3: Draft Return Page

3. Click the **Edit** link.

PORTAL

J. Jones , Pension Plan ABCD (Change) English/Anglais + ?

Menu Form View

Pension Plan Annual Corporate Certification PPACC

Organization Name Pension Plan ABCD
 Organization Code P-Z999

You are required to review and certify on an annual basis that the information provided in the Organization Profile is current and accurate.

Review and update your Plan's Profile. The contact name, address, phone number and email for the various roles associated with your Plan must be entered in the appropriate sections of your Plan's profile.

Please refer to the Guide to Completing the Pension Plan Annual Corporate Certification (PPACC) on the OSFI web-site for completing this form.

By checking off this box, you hereby certify that all the information provided in the corporate profile has been fully reviewed and the information is current and accurate.

[Back](#)

Figure 3.1-4: Display of Return Page

4. Check the box as indicated.

At this point the return can be either saved as a draft or validated and saved. Saving a return as a draft leaves it on the Draft Returns page with a status of *In Draft* meaning it has not been validated. Validating and saving the return indicates that the return is complete and ready for attempted submission.

5. Click the **Validate & Save** button.
6. Navigate your mouse over to the **Submission** menu item.

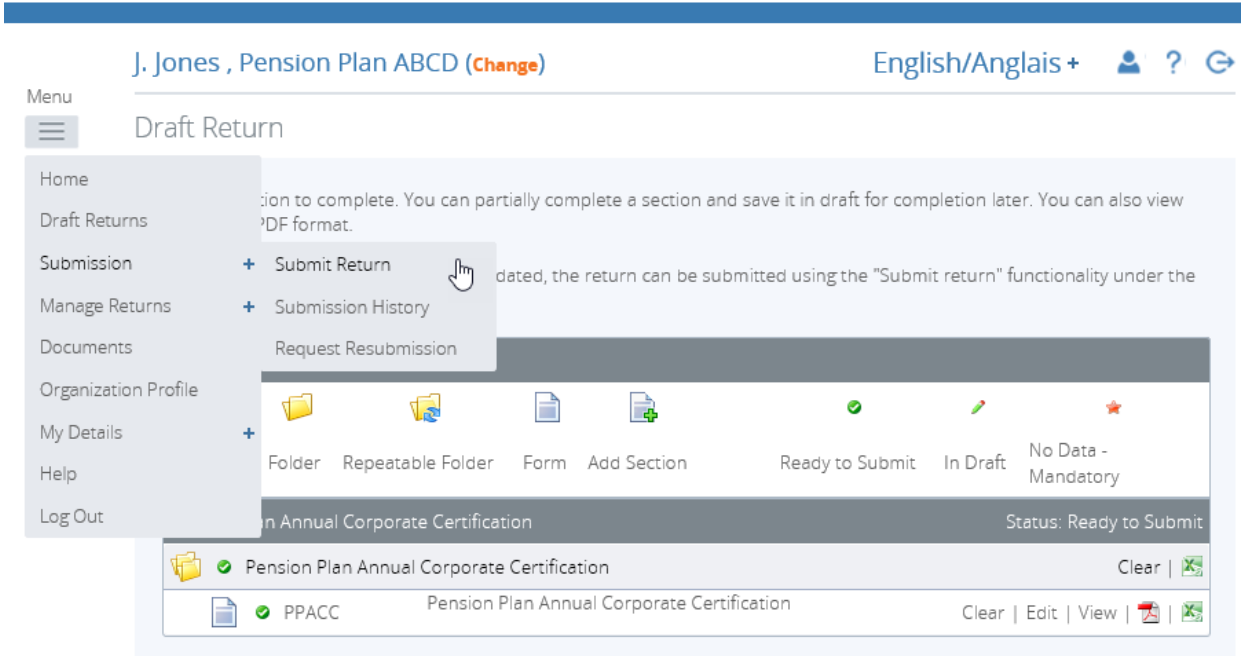


Figure 3.1-5: Submission Menu Drop-Down Page

7. Click the **Submit Return** sub-menu item.

The Submit Return page displays a list of returns that are ready to be submitted.

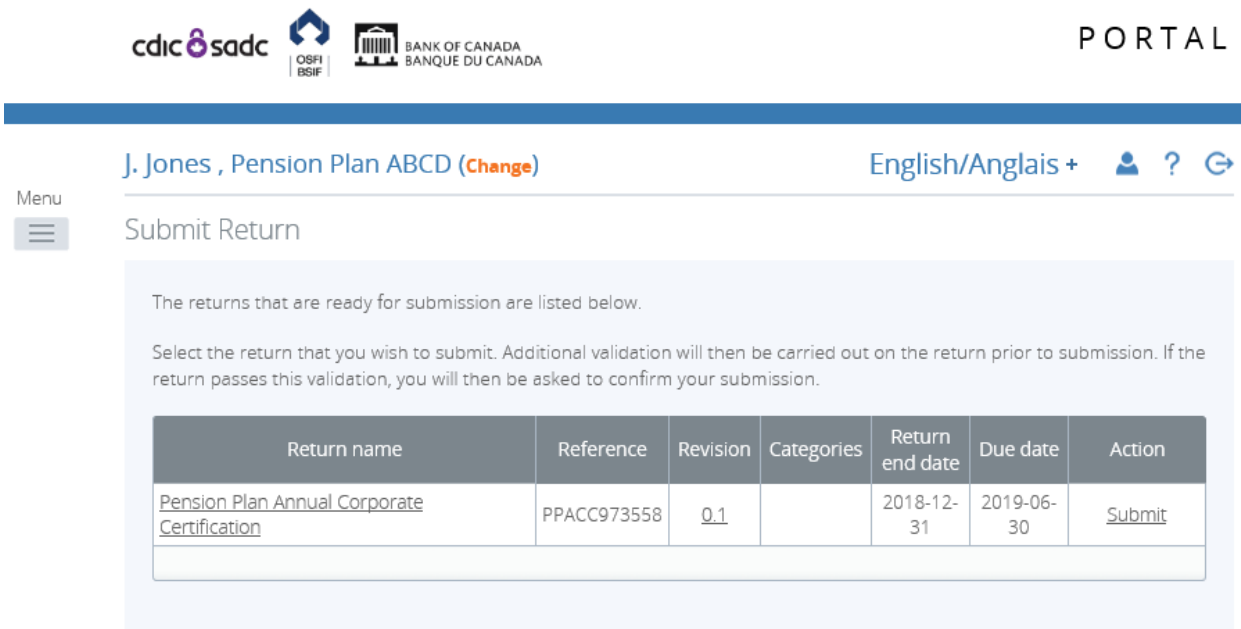


Figure 3.1-6: Submit Return Page

8. In the Action column, click the **Submit** link of the return to be submitted.

Click **Submit**.

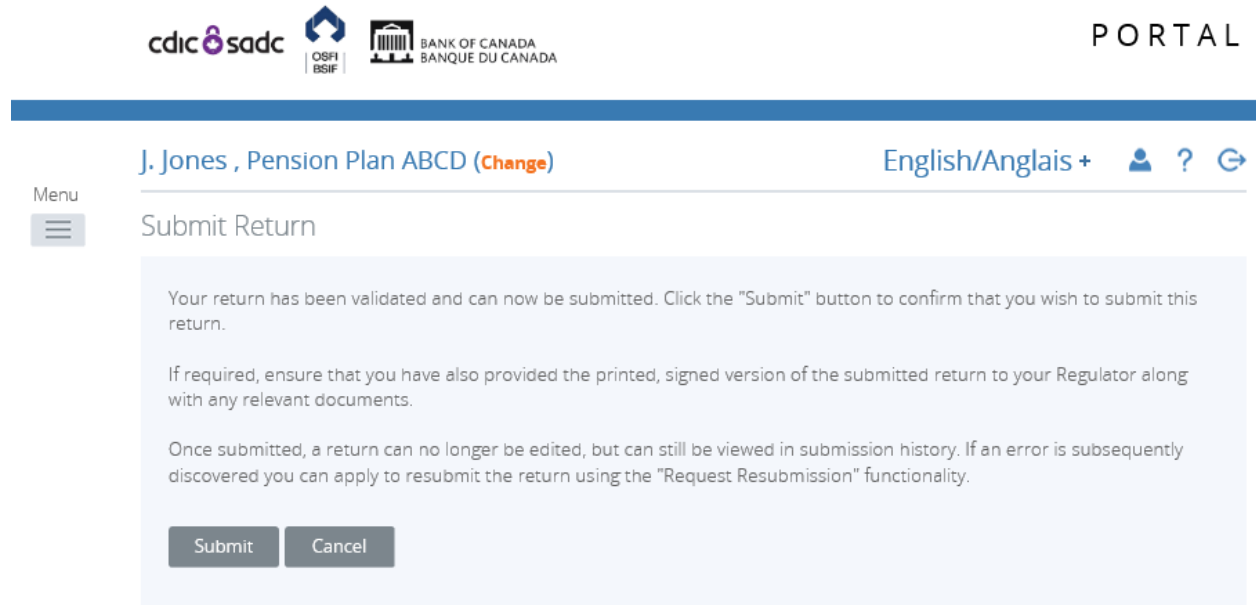


Figure 3.1-7: Submit Return - Submit Button Page

3.2 General Instructions on How to View a Return

Returns can be viewed prior to and after being submitted. Use the Draft Returns menu item to view returns that have not been submitted and use the Submission History sub-menu item to view returns that have been submitted. These menu items can also be used to view the Audit Log of a return which is a record of each revision of a completed or in-draft return.

To view a draft return:

Begin at the Welcome page.

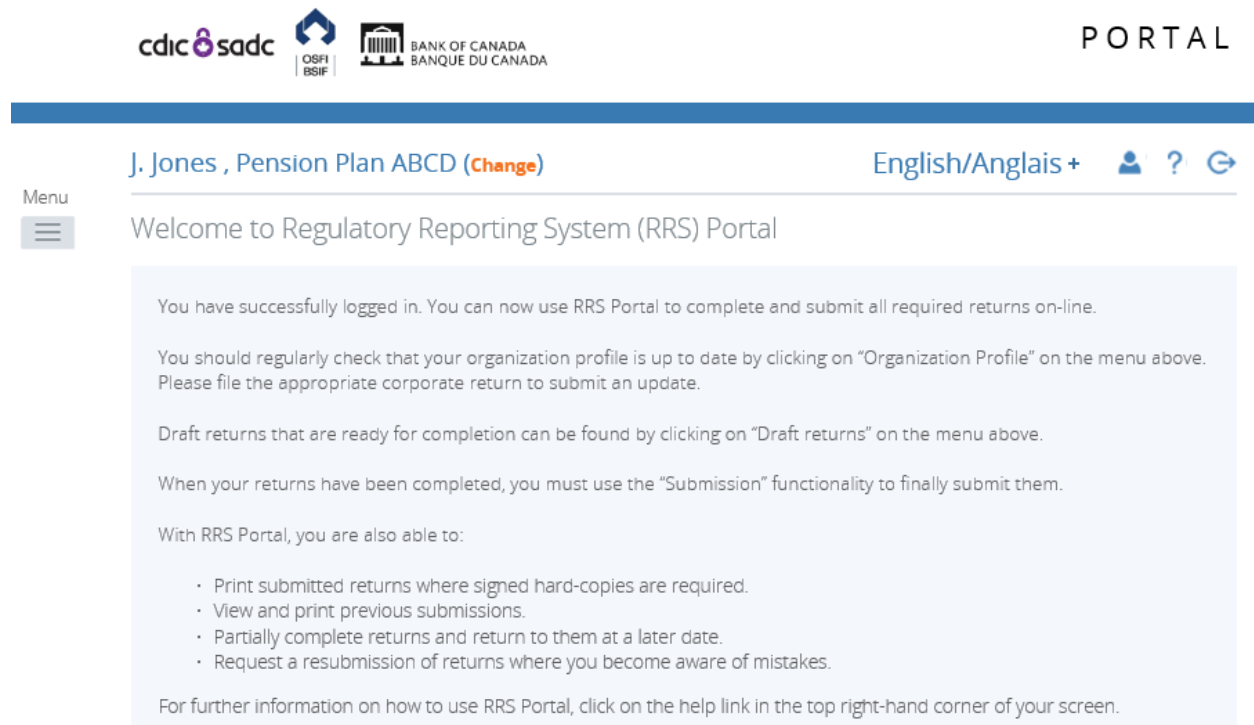






Figure 3.2-1: Welcome Page

1. Click the **Draft Returns** menu item.

J. Jones , Pension Plan ABCD (Change) English/Anglais +   

Menu 

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.







Return name	Reference	Revision	Status	Return end date	Due date	PDF
OSFI 49/49A for 2018-12-31	OSFI49973559	0.1	No Data	2018-12-31	2019-06-30	
Pension Plan Annual Corporate Certification	PPACC973558	0.1	Ready to Submit	2018-12-31	2019-06-30	

Figure 3.2-2: Draft Returns Page

- Click the name of the return to be viewed.









J. Jones , Pension Plan ABCD (Change) English/Anglais +   

Menu 

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY							
							
Form set	Folder	Repeatable Folder	Form	Add Section	Ready to Submit	In Draft	No Data - Mandatory

Pension Plan Annual Corporate Certification Status: Ready to Submit








		Pension Plan Annual Corporate Certification	Clear 
		PPACC Pension Plan Annual Corporate Certification	Clear Edit View  

Figure 3.2-3: Draft Return Page

- Click the **View** link to view the return, or, if there is more than one return section, click the **View** link for each section to be viewed.

The screenshot shows the top navigation bar with logos for cdic sadc, OSFI BSIF, and BANK OF CANADA BANQUE DU CANADA. The word "PORTAL" is on the right. Below the bar, the user "J. Jones" is logged in, with a "Pension Plan ABCD (Change)" link and language options "English/Anglais +". A "Menu" icon is on the left. The main content area is titled "Form View" and displays the "Pension Plan Annual Corporate Certification" form. The form includes fields for "Organization Name" (Pension Plan ABCD) and "Organization Code" (P-Z999). It contains three instructional paragraphs and a certification checkbox that is checked, with the word "Yes" in the adjacent field.

Figure 3.2-4: Display of Return Page

- If necessary, use the scroll bars to view the draft return.

To view the audit log of a draft return:

Begin at the Draft Returns page.

Return name	Reference	Revision	Status	Return end date	Due date	PDF
Pension Plan Annual Corporate Certification	CCACC973556	0.1	No Data	2018-12-31	2019-06-30	

Figure 3.2-5: Draft Returns Page

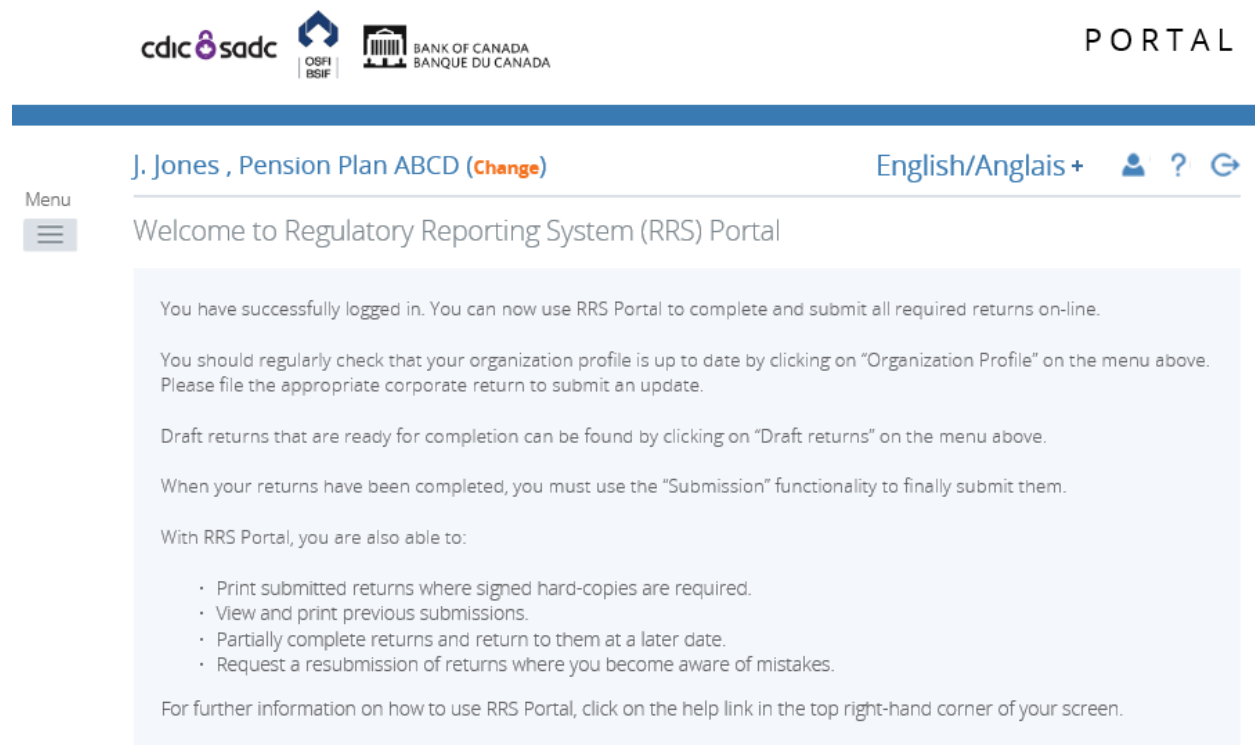
1. Click the revision number of the return. The View Audit Log page opens displaying information such as what action was taken, who performed the action and when it was done.

Revision	Status	Action	Actioned on	Actioned by	Submitted on	Submitted by
0.1	Ready to Submit	Form saved: Pension Plan Annual Corporate Certification	2019-09-16 3:13:25 PM	J. Jones		

Figure 3.2-6: View Audit Log Draft Page

To view a submitted return:

Begin at the Welcome page.



The screenshot shows the RRS Portal interface. At the top left are logos for cdic sadc, OSFI BSIF, and BANK OF CANADA BANQUE DU CANADA. The word "PORTAL" is displayed in the top right. Below the logos is a blue header bar containing the user name "J. Jones , Pension Plan ABCD (Change)", the language "English/Anglais +", and icons for user profile, help, and refresh. On the left side, there is a "Menu" label and a hamburger menu icon. The main content area is titled "Welcome to Regulatory Reporting System (RRS) Portal" and contains a light blue box with the following text:

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.


Figure 3.2-7: Welcome Page

1. Navigate your mouse over to the **Submission** menu item.
2. Click the **Submission History** sub-menu item.




Submission History

Select a submission to view

Showing returns from: 

Drag a column header here to group by that column					
Return name	Reference	Revision	Submitted date	Status	Return end date
<input type="text" value="Pension Plan Annual Corporate Certification"/>	<input type="text" value="PPACC97355"/>	<input type="text" value="1.0"/>	<input type="text" value="2019-09-17"/>	<input type="text" value="Accepted"/>	<input type="text" value="2018-12-31"/>

Figure 3.2-8: Submission History Page

	<p>Return Revision</p>
	<p>The revision column of the Submission History page displays the current revision number of the return. Submitted returns display on this page as revision 1.0 for the first submission and each subsequent submission increases by a whole number such as 2.0, 3.0, etc. Some returns cannot be revised once submitted. For further details, please refer to the General Instructions for each return type located under Documents/Portal Documents/English/Return Instructions/Corporate Returns.</p>

3. Click the name of the return to be viewed.

The screenshot shows the RRS SDR Portal interface. At the top, there are logos for CDIC SADC, OSFI BSIF, and the Bank of Canada. The user is identified as 'J. Jones, Pension Plan ABCD (Change)'. The page title is 'View Return'. Below the title, there is a 'Menu' icon and a 'Select a form to view' section. This section contains a 'KEY' table with icons for Form set, Folder, Repeatable Folder, Form, Add Section, Ready to Submit, In Draft, and No Data - Mandatory. Below the key, there is a table of return sections for 'Pension Plan Annual Corporate Certification' with a 'View' link.

KEY	
	Form set
	Folder
	Repeatable Folder
	Form
	Add Section
	Ready to Submit
	In Draft
	No Data - Mandatory

Pension Plan Annual Corporate Certification		Status: Accepted
	Pension Plan Annual Corporate Certification	
	PPACC Pension Plan Annual Corporate Certification	View

Figure 3.2-9: View Return Page

4. Click the **View** link to view the return, or, if there is more than one return section, click the **View** link for each section to be viewed.
5. If necessary, use the scroll bars to view the submitted return.

To view the audit log of a submitted return:

Begin at the Submission History page.

1. Click the revision number of the return. The Audit Log page opens displaying information such as what action was taken, who performed the action and when it was done.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

J. Jones , Pension Plan ABCD (Change) English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

View Audit Log

Return name: Pension Plan Annual Corporate Certification
 Reference: PPACC973558
 Creation date: 2019-09-16
 Due date: 2019-06-30

Select a version of this Return to view.

Revision	Status	Action	Actioned on	Actioned by	Submitted on	Submitted by
<u>1.0</u>	Accepted	Submit return	2019-09-17 7:23:57 AM	J. Jones	2019-09-17 7:23:57 AM	J. Jones

[Back](#) [View Comments](#)

Figure 3.2-10: View Audit Log Submit Page

3.3 General Instructions on How to View Errors

To view errors:

Begin at the Welcome page.

1. Click the **Draft Returns** menu item.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

J. Jones , Pension Plan ABCD (Change) English/Anglais +

Menu

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.



Return name	Reference	Revision	Status	Return end date	Due date	PDF
Change of plan administrator	RRCI1036541	0.1	Ready to Submit 	2019-10-01	2019-10-31	

Figure 3.3-1: Draft Returns Page

2. Locate a return with an error icon next to the status (circle with an exclamation mark)
3. Click the error icon or the status to open the **Validation Issues** page.



Submission Validation Issues


Our checks have found some issues that need to be reviewed before you can submit. See below for details.

Rule name	Type	Problem	Additional information
CR059	Warning	1. You are required to maintain one of the following roles: Pension Fund Custodian or Pension Fund Custodian Individual.	
CR052	Error	2. The Return effective date must be equal to the earliest effective date of change.	
CR096	Error	3. Pension Plans can only have 1 active plan Administrator	End date current Plan Administrator (expiry date 1 day before) to be able to add New Plan Administrator

[Printer Friendly Format](#) | [Show errors in new window](#)

Figure 3.3-2: Validation Issues Page

- View the error message.

	Warnings
	Warnings will not prevent you from submitting your return, it is simply a warning to advise you that you are either making a change to a mandatory role or that one of your mandatory roles is missing from your Organization Profile.

3.4 General Instructions on How to Correct Validation Errors on a Return

If a return does not pass validation, you will be informed via an error message that displays on-screen. The error message specifies the rule, or rules, that have failed. You will need to correct the data in order to submit the return.

Begin at the Draft Returns page.

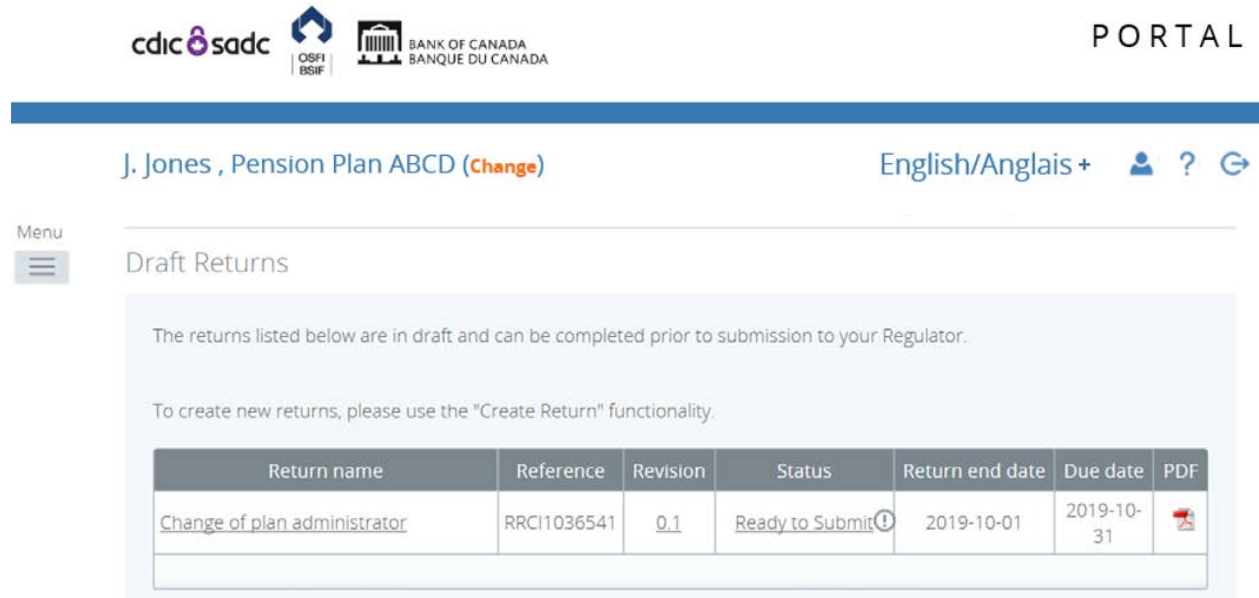


Figure 3.4-1: Draft Returns Page

1. Click the return name to open the return.
2. Click the **Edit** link.



Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.




















KEY								
								
Form set	Folder	Repeatable Folder	Form	Add Section	Ready to Submit	In Draft	No Data - Mandatory	
Change of plan administrator							Status: Ready to Submit	
		Required Roles And Contact Information (658)					Clear	
		ARRCI	Add a new Required Role and Corresponding Contact Information				Delete All Clear All	
		John Smith				Delete Clear Edit View		
		CRRCI	Update an existing Required Role or Contact Information					

Figure 3.4-2: Display of Return Page

3. Correct the appropriate data.
4. Click **Validate & Save**. The return is updated and now ready to be re-submitted.
5. Follow the steps outlined in [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

3.5 General Instructions on How to Create a Corporate Return

As described at the beginning of this section, Scenario #2 details an event that triggers the need for a corporate return to be created by your plan and submitted. An example of this type of event is a change in your plan’s business mailing address.

To create a corporate return:

Begin at the Welcome page.

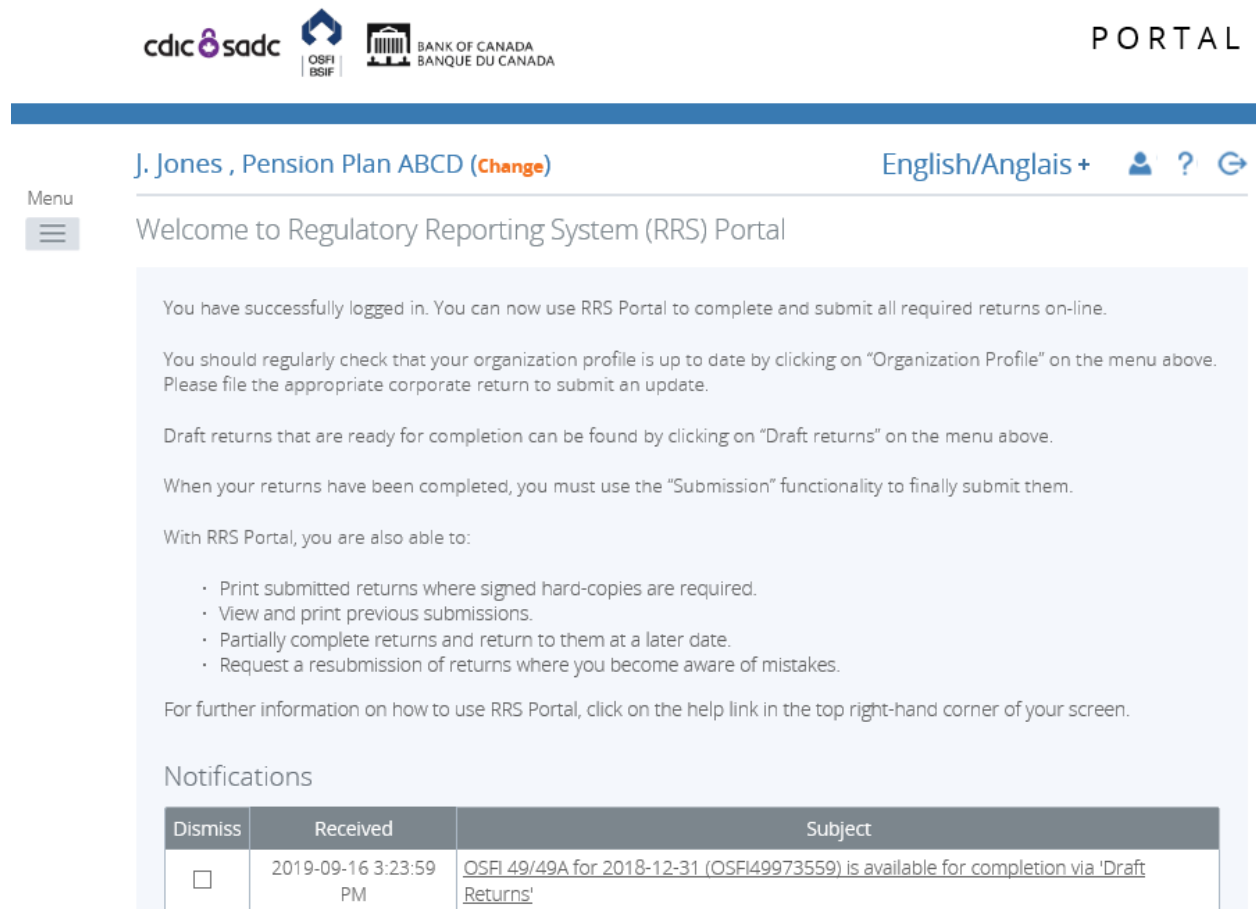


Figure 3.5-1: Notifications Page

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

J. Jones , Pension Plan ABCD (Change) English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Create Return

To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.


Return name: (English/Anglais) *
 (French/Français) *

Select form set:


- Fiscal Year End Return (596)
- Funding Vehicle Information
- Organization General Contact Information (657)
- OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
- Required Roles And Contact Information (658)

Enter the earliest effective date of change contained in the return: [Calendar Icon] *




Figure 3.5-2: Create Return Page

	Return Name
	<p>You will want to choose a name that will be meaningful for you or your plan. The text does not need to be bilingual, but it does need to be entered in both the English and French text fields. This name will also be referred to when looking for returns under your submission history tab.</p>


3. Enter an English and French name for the return (see example above).
4. Select the appropriate corporate return that you want to create for your organization or plan.
5. Enter the earliest effective date of change.
6. Click the **Create** button.

	Earliest effective date of change
	<p>Where multiple changes are being made within the same return, you must enter the earliest effective date of change of all of the changes being made. The system will not accept earlier dates within the return than the date you entered when creating your return.</p>

Your corporate return is now ready for completion in the Draft Returns section of RRS.








PORTAL

Menu


J. Jones , Pension Plan ABCD (Change)

Draft Returns

English/Anglais +   

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.





Return name	Reference	Revision	Status	Return end date	Due date	PDF
change of plan administrator	RRCI973563	0.1	No Data	2019-08-01	2019-08-31	
New Contact Information	OGCI973564	0.1	No Data	2019-09-01	2019-10-01	
OSFI 49/49A for 2018-12-31	OSFI49973559	0.1	No Data	2018-12-31	2019-06-30	


Figure 3.4-3: Draft Returns Page

Follow the steps outlined in Section 3.1 to submit this return.

	Note:
	<p>For any changes to contact information, addresses must all be in uppercase letters and may not contain any special characters, telephone/fax numbers must not contain any dashes and email addresses must not contain any invalid characters, as per the Canada Post Guidelines.</p>

3.6 General Instructions on How to Delete a Corporate Return from your Draft Folder

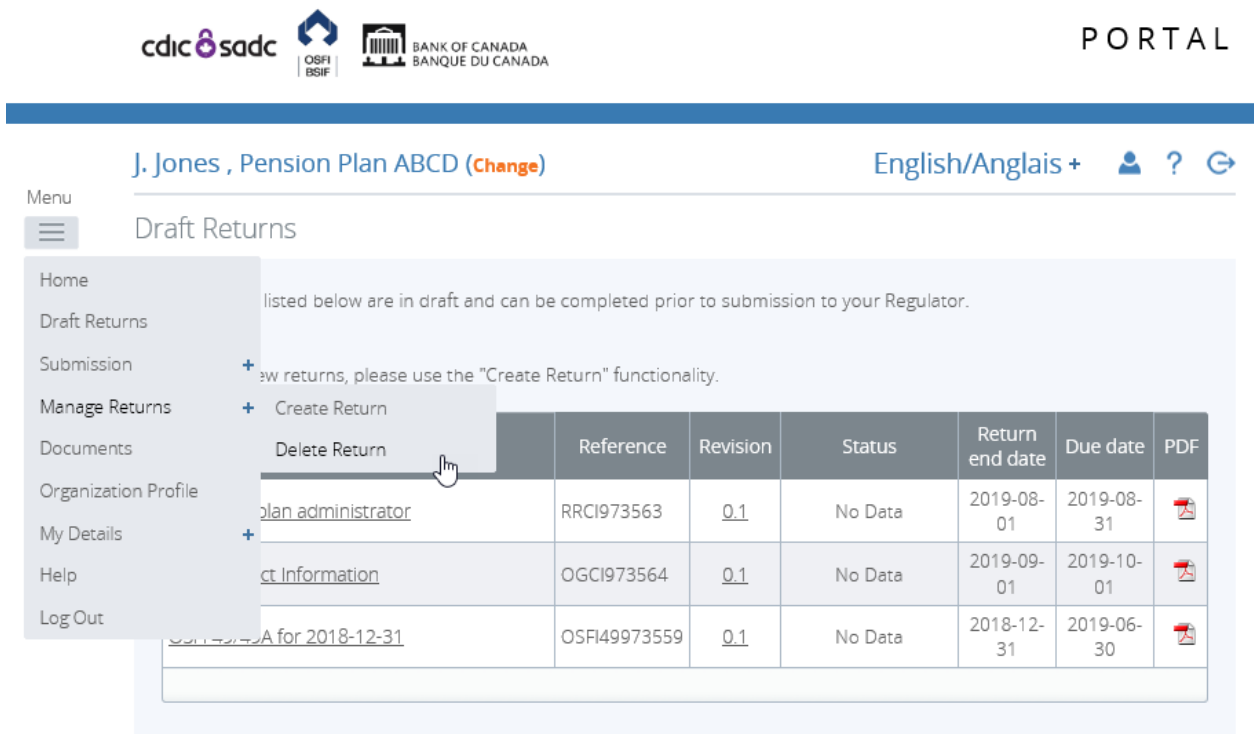
Corporate returns that have been created in error can be deleted prior to submission.

	Note:
	Once a corporate return has been submitted and accepted, that return can no longer be deleted. In order to delete a submission, please contact the Returns Administration group at OSFI at 613-991-0609.

To delete a draft corporate return:

Begin at the Draft Return page.

1. From the main menu hover your mouse over to the Manage Returns menu item.



cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

J. Jones , Pension Plan ABCD (Change) English/Anglais +

Menu

Draft Returns

Home listed below are in draft and can be completed prior to submission to your Regulator.

Draft Returns

Submission + New returns, please use the "Create Return" functionality.

Manage Returns + Create Return

Documents Delete Return

Organization Profile

My Details +

Help

Log Out




	Reference	Revision	Status	Return end date	Due date	PDF
Pension administrator	RRCI973563	0.1	No Data	2019-08-01	2019-08-31	
Pension Information	OGCI973564	0.1	No Data	2019-09-01	2019-10-01	
Pension Information for 2018-12-31	OSFI49973559	0.1	No Data	2018-12-31	2019-06-30	

Figure 3.6-1: Manage Returns Drop-Down Page

2. Click **Delete Return**.

J. Jones , Pension Plan ABCD (Change)

English/Anglais +

Menu



Delete Return

Return name	Reference	Revision	Categories	Status	Creation date	Action
New Contact Information	OGCI973564	0.1		No Data	2019-09-17 10:08:09 AM	Delete
change of plan administrator	RRCI973563	0.1		No Data	2019-09-17 8:01:32 AM	Delete

Figure 3.6-2: Delete Return Page

- In the Action column, click the **Delete** link of the return to be deleted.

J. Jones , Pension Plan ABCD (Change)

English/Anglais +

Menu



Delete Return

Confirm that you would like to permanently delete this return. If you do so, the return and all of its data will be lost.

Are you sure you wish to delete "change of plan administrator"?

Figure 3.6-3: Delete Return Confirm Page

- Click the **Confirm** button.

The return has now been deleted.

3.7 General Instructions on How to Request a Resubmission of a previously submitted Return

This scenario explains how to submit an amendment to an unstructured corporate return previously submitted by your organization or plan.

Request Resubmissions are only permitted with Corporate Returns that do not affect your Organization Profile. To correct any errors on a previously submitted corporate return, please contact the Returns Administration group at OSFI at (613) 991-0609 for assistance in correcting submitted corporate information.

To request a resubmission of your return:

Begin at the Welcome page.



The screenshot shows the RRS Portal interface. At the top, there are logos for CDC SADC, OSFI/BSIF, and the Bank of Canada/Banque du Canada, followed by the word "PORTAL". Below this is a blue navigation bar containing the user name "J. Jones , Pension Plan ABCD (Change)", the language "English/Anglais +", and icons for user profile, help, and refresh. On the left, a "Menu" button is visible. The main content area is titled "Welcome to Regulatory Reporting System (RRS) Portal" and contains a light blue box with the following text:

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

Figure 3.7-1: Welcome Page

1. Navigate your mouse over to Submission menu item.

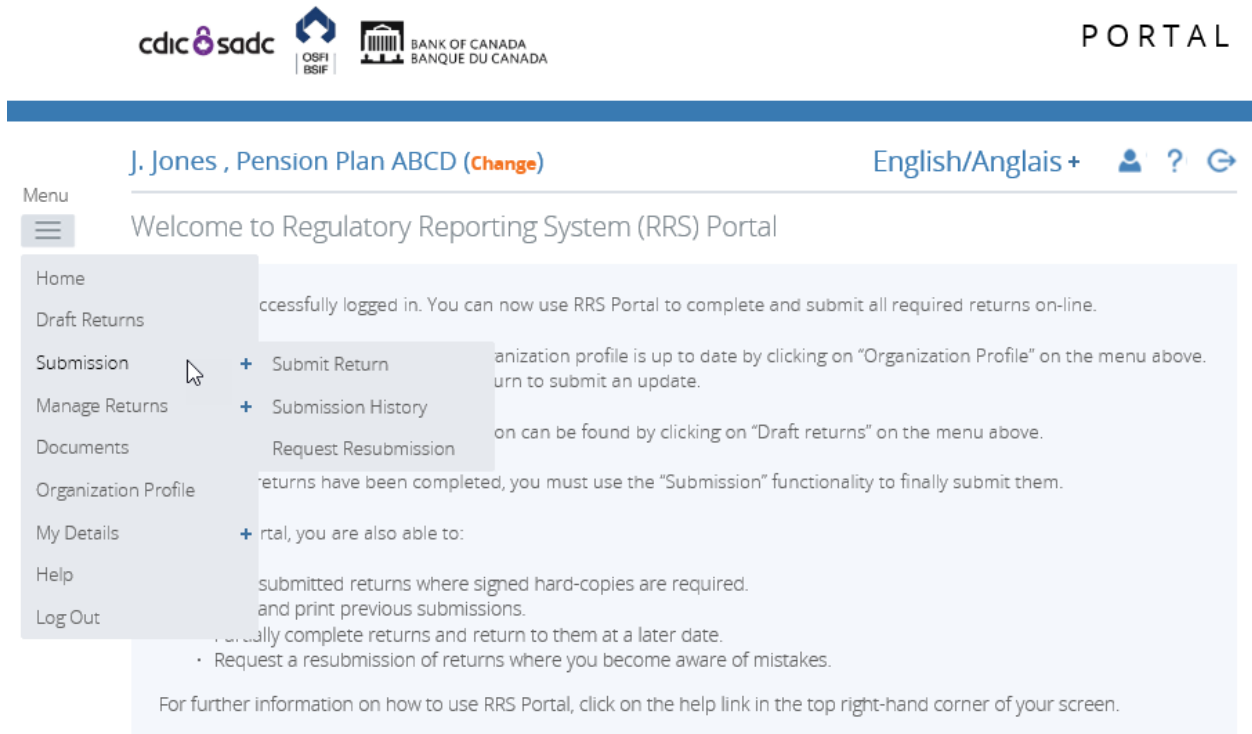


Figure 3.7-2: Welcome Page

2. Click on Request Resubmission.
3. Search for the return you wish to resubmit.

Menu



Request Resubmission

Select the return that you would like to request a resubmission for.

Resubmission requests may be granted automatically or may require review by your Regulator, based on the reasons you provide on the next page. If your resubmission request is granted, you will be notified by email and the return will appear in the "Draft Returns" area where you will be able to edit it before resubmission.

Showing returns from:

Drag a column header here to group by that column					
Return name	Reference	Revision	Return end date	Due date	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Actuarial Valuation Report (VR)	VR1036589	1.0	2019-01-01	2019-06-30	Request Resubmission

Figure 3.7-3: Request Resubmission Page

- Click on Request Resubmission.

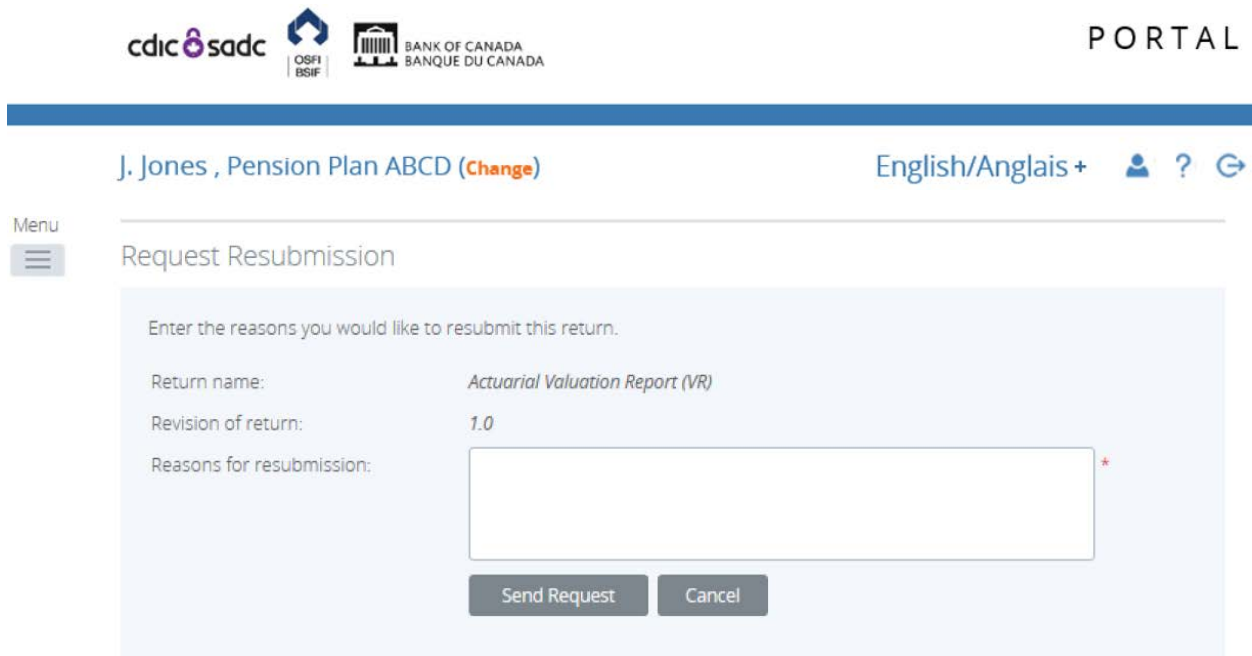


Figure 3.7-3: Request Resubmission Page

- Provide a reason for the resubmission and click on Send Request button.



Figure 3.7-4: Request Resubmission Page

- Click on Confirm button.



Request Resubmission

Your request to resubmit "Actuarial Valuation Report (VR)" has been automatically granted and your return is available for editing under the "Draft Returns" menu.

Figure 3.7-5: Request Resubmission Page

- Click on the Draft Returns folder.



Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

Return name	Reference	Revision	Status	Return end date	Due date	PDF
Actuarial Valuation Report (VR)	VR1036589	1.1	Ready to Submit	2019-01-01	2019-06-30	
Change of plan administrator	RRCI1036541	0.1	Ready to Submit	2019-10-01	2019-10-31	

Figure 3.7-6: Draft Returns Page

- Click on the return you would like to update and resubmit.
- Click on the return name to open the return.
- Remove the previously submitted file attachment by clicking on the trash can icon next to name, then click on the OK button.

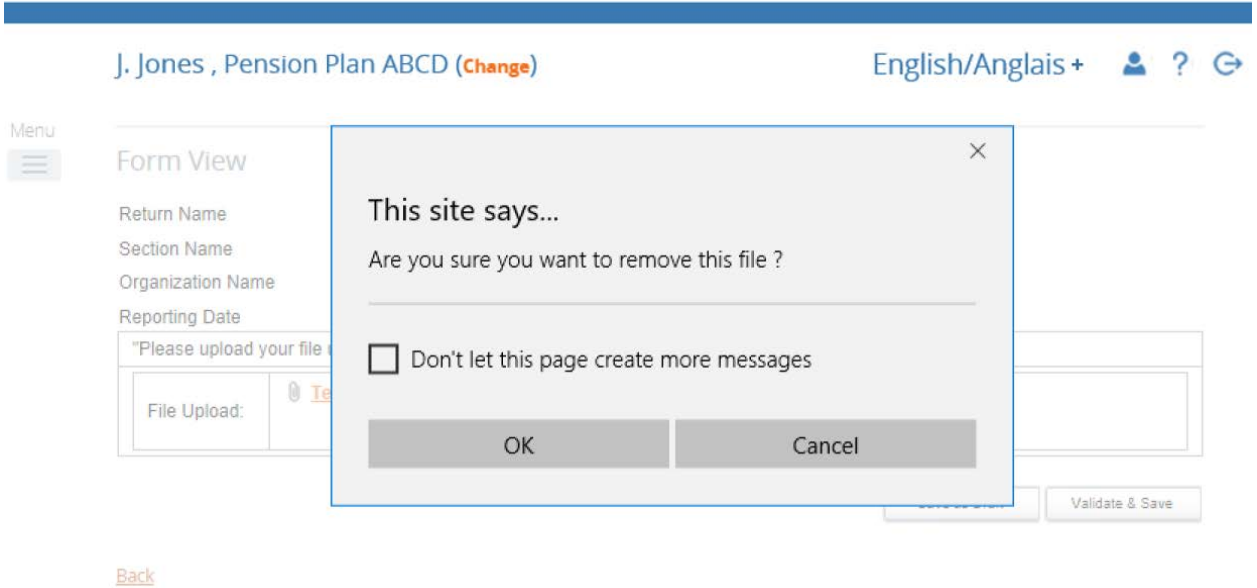


Figure 3.7-7: Return Page

11. Click on Browse button to retrieve and upload the revised file attachment.

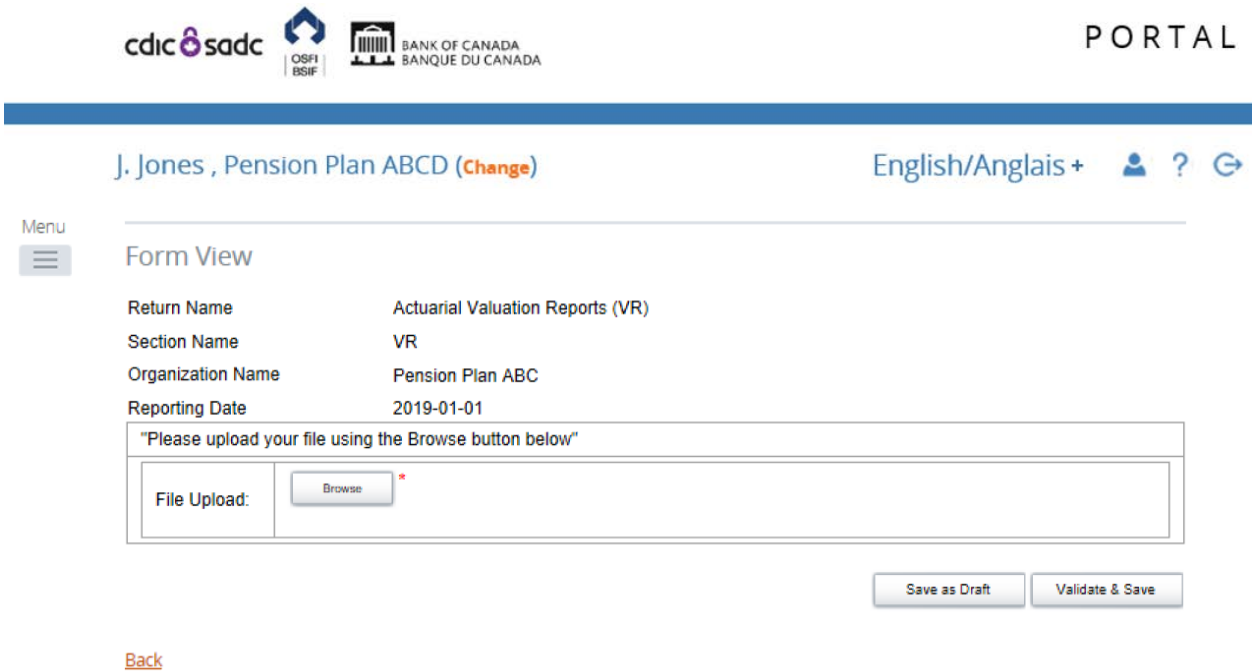


Figure 3.7-8: Return Page

12. Click on **Validate & Save**.

J. Jones , Pension Plan ABCD ([Change](#))

English/Anglais +

Menu



Form View

Return Name Actuarial Valuation Reports (VR)
Section Name VR
Organization Name Pension Plan ABC
Reporting Date 2019-01-01

"Please upload your file using the Browse button below"

File Upload:

[Save as Draft](#)[Validate & Save](#)[Back](#)

Figure 3.7-9: Return Page

13. The return is now ready for resubmission.
14. Follow the steps outlined in [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

4.0 Specific Corporate Returns Instructions

This section will provide detailed instructions on the following subjects:

- 1) How to Add/Update your Organization's General Contact Information
- 2) How to Add an Individual/Related Organization to your Organization Profile
- 3) How to Delete an Individual/Related Organization to your Organization Profile
- 4) How to Add Multiple Roles to an Existing Individual within your Organization Profile
- 5) How to Update Information to an Existing Individual/Related Organization within your Organization Profile
- 6) How to make changes related to the External Auditor/External Actuary Roles.
- 7) How to make changes related to the Funding Vehicle and/or Fund Custodian

4.1 How to Add/Update your Organization's General Contact Information

Whether you are updating your organization's general contact information or adding new general contact information, you must use the Organization General Contact Information Return.

For all Private Pension Plans, a Business Mailing Address must be maintained at all times. This information is used to update OSFI's external website.

Other address types, such as Head Office Address, can be provided and maintained within your organization profile however it is not a mandatory requirement.

The "Location of Books and Records (CRA) Address" is specifically used by Private Pension Plans only.

All fields are required by OSFI and some fields have been made mandatory.

4.1.1 How to Add an Organization General Contact Information

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Create Return

To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.

Return name: (English/Anglais) *
 (French/Français) *

Select form set: Fiscal Year End Return (596) *
 Funding Vehicle Information
 Organization General Contact Information (657)
 OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
 Required Roles And Contact Information (658)

Enter the earliest effective date of change contained in the return: [Calendar Icon] *

Create

Figure 4.1-1: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Organization General Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.



Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY			
Form set	Folder	Repeatable Folder	Form
Add Section	Ready to Submit	In Draft	No Data - Mandatory
Add Secondary Address			Status: No Data
	Organization General Contact Information (657)		
	GI	General Information	Edit View
	COGCI	Change Organization General Contact Information	
	AOGCI	Add Organization General Contact Information	

Figure 4.1-2: Draft Return Page

8. Click on the "Add Instance" button on the right hand side (green plus sign) next to "Add Organization General Contact Information"
9. This will open a new worksheet within this section of the return.

Add Organization General Contact Information

AOGCI

Organization Name Pension Plan ABCD
Organization Code P-Z918

Contact Type *

Address

English		French	
First Address Line	<input type="text"/>	First Address Line	<input type="text"/>
Second Address Line	<input type="text"/>	Second Address Line	<input type="text"/>
Third Address Line	<input type="text"/>	Third Address Line	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
Country	<input type="text"/>		
Province (Canada only)	<input type="text"/>		
State (USA only)	<input type="text"/>		
Postal/Zip Code	<input type="text"/>		

Email Address *

Emergency Email Address

Phone

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax

Area code	Number
<input type="text"/>	<input type="text"/>

English Additional Contact Info

French Additional Contact Info

Figure 4.1-3: Add Organization General Contact Information Page

10. Under Contact Type, choose appropriate contact type you wish to Add.
11. Provide the complete mailing address. A province must be provided when "Canada" is chosen as the Country and a state must be provided when "USA" is chosen as the Country.
12. Provide a general email address for the organization.
13. Provide an emergency email address if one is available.
14. Provide a general Telephone and Fax Number for the organization.
15. You can now click on the **Validate & Save** button.

16. Your return is now ready to be submitted.
17. Follow instructions under 3.1 General Instructions on how to complete and submit a corporate return.

4.1.2 How to Update your Organization General Contact Information

When updating your general contact information, all related information must be provided as this return will replace all information located within your organization profile.

1. Navigate over to the Manage Returns menu item.
2. Click **Create Return**.

The screenshot shows the 'Create Return' page in the JLP Portal. At the top, there are logos for cdic sadc, OSFI BSIF, and BANK OF CANADA BANQUE DU CANADA, along with the text 'JLP - PORTAL'. Below the logos, the user's name 'J. Jones, Pension Plan ABCD' and the language 'English/Anglais +' are displayed. A 'Menu' icon is on the left. The main content area is titled 'Create Return' and contains the following instructions and form fields:

To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.

Return name: (English/Anglais) *
 (French/Français) *

Select form set: Fiscal Year End Return (596)
 Funding Vehicle Information
 Organization General Contact Information (657)
 OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
 Required Roles And Contact Information (658)

Enter the earliest effective date of change contained in the return: *

Figure 4.1-4: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Organization General Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais +

Menu Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY

Form set	Folder	Repeatable Folder	Form	Add Section	Ready to Submit	In Draft	No Data - Mandatory

Update General Address Status: No Data

	Organization General Contact Information (657)	
	GI General Information	Edit View
	COGCI Change Organization General Contact Information	
	AOGCI Add Organization General Contact Information	

Figure 4.1-5: Draft Return Page

8. Click on the "Add Instance" button on the right hand side (green plus sign) next to "Change Organization General Contact Information"
9. This will open a new worksheet within this section of the return.



Form View

Change Organization General Contact Information

COGCI

Organization Name Pension Plan ABCD

Organization Code P-Z918

Contact Type *

Please click the check box beside the items that you would like to provide updated information for. Ensure that all fields are then completed. This information will replace all corresponding information in your corporate profile. Fields left blank will erase previously filed information.

Address

English		French	
First Address Line	<input type="text"/>	First Address Line	<input type="text"/>
Second Address Line	<input type="text"/>	Second Address Line	<input type="text"/>
Third Address Line	<input type="text"/>	Third Address Line	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
Country	<input type="text"/>		
Province (Canada only)	<input type="text"/>		
State (USA only)	<input type="text"/>		
Postal/Zip Code	<input type="text"/>		

Email Address

Emergency Email Address

Phone

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4.1-6: Change Organization General Contact Information Page

10. Under Contact Type, choose appropriate contact type you wish to update (see example above).
11. Only check boxes on the left hand side that you wish to provide updated information for.
 - a. If providing an address change, you must provide the complete mailing address (the system will not pre-populate that information from your profile).
 - b. If providing any email, telephone or fax changes, check boxes as appropriate and provide all the required information as appropriate.
 - c. If you already have an email address, telephone or fax number within your profile and you wish to add a second email or telephone/fax number, you must re-enter the current information from your profile, then add any additional information by clicking on the "Add" button.

12. The Additional Contact Info is meant to be used for any other general information not provided above.
13. You can now click on the **Validate & Save** button.
14. Your return is now ready to be submitted.
15. Follow instructions under 3.1 General Instructions on how to complete and submit a corporate return.

4.1.3 How to Update information located under General Information

Under the General Information section, this is where your preferred language and your organization's website URL can be found and maintained.

The preferred language is automatically defaulted to English. To change your preferred language to French, simply check off the box on the left hand side to enable that record. Once you have updated this information, you can now click on the "Validate & Save" button.


You can also maintain your organization's website URL however this information is not a mandatory requirement.


4.2 How to Add an Individual/Related Organization to your Organization Profile

To add an individual or a Related Organization to your organization profile, you must use the Required Roles and Contact Information Return.

For each individual or related organization, a Business Mailing Address must be maintained at all times.



Provide the full name and salutation of each new individual being added to the organization profile.


	Reminder
	<p>When adding a new individual or related organization to the Organization Profile, please ensure that the departing individual or related organization is removed from the profile by following steps under Section 4.3 How to Delete an Individual or a Related Organization from your Organization Profile.</p>

	Note
	<p>When you are removing and adding an individual on the same effective date (i.e. the Plan Administrator of your organization has resigned and you are adding a new Plan Administrator), you are required to use one return to make both changes. Additions and deletions can be made within the same return filing.</p>

4.2.1 How to Add an Individual to your Organization Profile

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

J. Jones , Pension Plan ABCD English/Anglais +  ? 

Menu 

Create Return

To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.

Return name: (English/Anglais) *
 (French/Français) *

Select form set:

- Fiscal Year End Return (596)
- Funding Vehicle Information
- Organization General Contact Information (657)
- OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
- Required Roles And Contact Information (658)


Enter the earliest effective date of change contained in the return:  *


Figure 4.2-1: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.

J. Jones , Pension Plan ABCD

English/Anglais +   









Menu



Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY		
		
Form set	Folder	Repeatable Folder
		
Form	Add Section	Ready to Submit
		
In Draft	No Data - Mandatory	







New Plan Administrator		Status: No Data
	Required Roles And Contact Information (658)	
	ARRCI Add a new Required Role and Corresponding Contact Information	
	CRRCI Update an existing Required Role or Contact Information	

Figure 4.2-2: Draft Return Page

8. Click on the "Add Instance" button on the right hand side (green plus sign) next to "Add a new Required Role and Corresponding Contact Information"
9. This will open a new worksheet within this section of the return.

Menu



Form View

Add Required Roles And Contact Information (658)

ARRCI

Organization Name Pension Plan ABCD

Organization Code P-Z918

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Entity Type	Individual <input type="text"/> *
Related Individual	
Salutation	Mr. <input type="text"/> *
First Name	John <input type="text"/> *
Middle Name	<input type="text"/>
Last Name	Smith <input type="text"/> *
Related Organization For Individual	<input type="text"/>
Related Organization	
New Related Organizations not listed must first be added to the profile.	
English Organization Name	<input type="text"/>
French Organization Name	<input type="text"/>

Figure 4.2-3: Add Required Roles and Contact Information Page

10. Under Entity Type, choose "Individual" (see example above).
11. Under Related Individual, enter appropriate information.
12. Under Related Organization Individual, select the appropriate organization to the individual
13. Under Roles, click on "Add" button to expand box (as shown below).

Roles
<input type="button" value="Add"/>

Figure 4.2-4: Add Required Roles and Contact Information Page

Roles

Related Individual Role Delete

Role: *

English Title:

French Title:

Affidavit File Attachment:

Related Organization Role

Role: *

Role Effective Date: *

Role Expiry Date:

Figure 4.2-5: Add Required Roles and Contact Information Page

14. Under Related Individual Role, choose the appropriate role for the individual (as shown above)
15. Provide the title of the individual, only if different than the title of the role.
16. Under Related Organization Role, this field will remain as "Not Applicable".
17. Enter the role effective date.
18. Under Contact Information, click on "Add" button to expand box (as shown below)

Contact Information

Figure 4.2-6: Add Required Roles and Contact Information Page

Contact Information

Contact Type * Delete

Same Address As Organization: Your Organization (test)

Contact Type

Address

English	French
First Address Line <input type="text"/>	First Address Line <input type="text"/>
Second Address Line <input type="text"/>	Second Address Line <input type="text"/>
Third Address Line <input type="text"/>	Third Address Line <input type="text"/>
City <input type="text"/>	City <input type="text"/>
Country <input type="text"/>	
Province (Canada only) <input type="text"/>	
State (USA only) <input type="text"/>	
Postal/Zip Code <input type="text"/>	

Email Address * Delete

Add


Phone

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Delete

Figure 4.2-7: Add Required Roles and Contact Information Page

19. Under Contact Type, choose "Business Mailing Address".

	<p>Note:</p> <p>For an individual, their contact type must always be set as "Business Mailing Address".</p> <p>If the business mailing address for an individual is the same as the address of your organization, simply check this box and choose the appropriate general contact type in your organization profile.</p>
---	--

20. You must then provide a business email address for the individual, including their telephone and fax numbers.

21. You can now click on the **Validate & Save** button.

22. Your return is now ready to be submitted.

23. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

4.2.2 How to Add a Related Organization to your Organization Profile

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

cdic **sadc** OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Create Return

To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.

Return name: (English/Anglais) *

(French/Français) *

Select form set:

- Fiscal Year End Return (596)
- Funding Vehicle Information
- Organization General Contact Information (657)
- OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
- Required Roles And Contact Information (658)

Enter the earliest effective date of change contained in the return: [Calendar Icon] *

Create

Figure 4.2-8: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.



Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY						
Form set	Folder	Repeatable Folder	Form	Add Section	Ready to Submit	In Draft
						No Data - Mandatory
New Pension Fund Custodian						Status: No Data
	Required Roles And Contact Information (658)					
	ARRCI	Add a new Required Role and Corresponding Contact Information				
	CRRCI	Update an existing Required Role or Contact Information				

Figure 4.2-9: Draft Return Page

8. Click on the "Add Instance" button on the right hand side (green plus sign) next to "Add a new Required Role and Corresponding Contact Information"
9. This will open a new worksheet within this section of the return.

Menu



Form View

Add Required Roles And Contact Information (658)

ARRCI

Organization Name Pension Plan ABCD

Organization Code P-Z918

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Entity Type Organization *

Related Individual

Salutation ▼

First Name

Middle Name

Last Name

Related Organization For Individual ▼

Related Organization

New Related Organizations not listed must first be added to the profile.

English Organization Name

French Organization Name

Figure 4.2-10: Add Required Roles and Contact Information Page

10. Under Entity Type, choose "Organization" (see example above).
11. Under Related Organization, enter appropriate information in the language of your choice. (NOTE: The Related Individual section will remain blank.)
12. Under Roles, click on "Add" button to expand box (as shown below).

Roles

Add

Figure 4.2-11: Add Required Roles and Contact Information Page

Roles

Related Individual Role Delete

Role Not Applicable ▼ *

English Title

French Title

Affidavit File Attachment

Related Organization Role

Role Pension Fund Custodian ▼ *

Role Effective Date 2018-12-31 *

Role Expiry Date

Figure 4.2-12: Add Required Roles and Contact Information Page

13. Under Related Organization Role, choose the appropriate role for the organization (as shown above)
14. Under Related Individual Role, this field will remain as “Not Applicable”.
15. Enter the role effective date.
16. Under Contact Information, click on “Add” button to expand box (as shown below)

Contact Information

Figure 4.2-13: Add Required Roles and Contact Information Page

Contact Information

Contact Type *

[Delete](#)

Same Address As Organization: Your Organization (test)

Contact Type

Address

English	French
First Address Line <input type="text"/>	First Address Line <input type="text"/>
Second Address Line <input type="text"/>	Second Address Line <input type="text"/>
Third Address Line <input type="text"/>	Third Address Line <input type="text"/>
City <input type="text"/>	City <input type="text"/>
Country <input type="text"/>	
Province (Canada only) <input type="text"/>	
State (USA only) <input type="text"/>	
Postal/Zip Code <input type="text"/>	

Email Address * [Delete](#)

[Add](#)


Phone

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Delete](#)

Figure 4.2-14: Add Required Roles and Contact Information Page

17. Under Contact Type, choose "Business Mailing Address".

	<p>Note</p> <p>For a related organization, their contact type must always be set as "Business Mailing Address".</p>
---	--

18. You must then provide a general business email address for the organization, including a general telephone and fax number. (If a general business email address is not available, please provide the email address for the individual related to this organization.)

19. You can now click on the **Validate & Save** button.

20. Your return is now ready to be submitted.

21. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

4.3 How to Delete an Individual or a Related Organization from your Organization Profile

To delete an individual or a Related Organization from your organization profile, you must use the Required Roles and Contact Information Return. The following are instructions on how to delete an individual.

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

The screenshot shows the 'Create Return' page in the RRS portal. At the top, there are logos for cdic sadc, OSFI BSIF, and BANK OF CANADA BANQUE DU CANADA. The user is identified as 'J. Jones, Pension Plan ABCD' and the language is set to 'English/Anglais'. A 'Menu' icon is visible on the left. The main content area is titled 'Create Return' and contains the following instructions: 'To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.'

The form includes the following fields:

- Return name:** Two text input fields, both containing 'Removal of John Smith'. The first is labeled '(English/Anglais) *' and the second is labeled '(French/Français) *'.
- Select form set:** A dropdown menu with the following options:
 - Fiscal Year End Return (596)
 - Funding Vehicle Information
 - Organization General Contact Information (657)
 - OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
 - Required Roles And Contact Information (658)
- Effective Date:** A text input field containing '2019-01-31' and a calendar icon, labeled 'Enter the earliest effective date of change contained in the return: *'.

Figure 4.3-1: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.

Menu



Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.















KEY			
			
Form set	Folder	Repeatable Folder	Form
			
Add Section	Ready to Submit	In Draft	No Data - Mandatory
Removal of John Smith			Status: No Data
	Required Roles And Contact Information (658)		
	ARRCI	Add a new Required Role and Corresponding Contact Information	
	CRRCI	Update an existing Required Role or Contact Information	

Figure 4.3-2: Draft Return Page

8. Click on the "Add Instance" button on the right hand side next to "Update an existing Required Role or Contact Information"
9. This will open a new worksheet within this section of the return.



Form View

Update an existing Required Role or Contact Information (658)

CRRCI

Organization Name Pension Plan ABCD

Organization Code P-Z918

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Please select the appropriate Entity Type you would like to Update. *

Please select the appropriate Related Party that you would like to Update. *

Please click the check box beside the items that you would like to provide updated information for.


Related Individual

Salutation	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>

Related Organization For Individual

Figure 4.3-3: Update an existing Required Roles or Contact Information Page

10. Under Select the appropriate Entity Type you would like to Update, choose "Individual" (see example above).
11. Under Select the appropriate Related Party that you would like to Update, choose the name of the individual you would like to remove from the drop down menu.

	Note
	<p>The instructions are the same if you are updating a related organization. In this instance, you would choose "Organization" as your entity type and you would then select the name of the related organization from the drop down menu.</p>

Please select the appropriate Entity Type you would like to Update. Individual *

Please select the appropriate Related Party that you would like to Update. 82799: John Smith *

Please click the check box beside the items that you would like to provide updated information for.

Related Individual

Salutation

First Name

Middle Name

Last Name

Related Organization For Individual


Related Organization

This information relates to the individual above. In order for the related organization to appear in the drop down menu, the related organization must first be added separately.

English Organization Name

French Organization Name

Figure 4.3-4: Update an existing Required Roles or Contact Information Page

	Note
	<p>On this page, when you are looking to delete an individual or a related organization, the Related Individual and Related Organization sections above will always remain blank. These two sections are only to be used when you wish to make a change to an individual's name (i.e. Jane Smith changes to Jane O'Connor) or a related organization's name (i.e. Price Waterhouse changes to PricewaterhouseCoopers).</p>

12. Under Roles, click on "Add" button to expand box (as shown below).

Roles

Figure 4.3-5: Update an existing Required Roles or Contact Information Page

13. Under Indicate whether you wish to add a new role or update an existing role, choose "Update".
14. Under Related Individual Role, choose the appropriate role for the individual (as shown below)
15. Under Related Organization Role, this field will remain as "Not Applicable".
16. Check box to the left of Role Expiry Date, this will enable to date field on the right hand side.
17. Select the appropriate Role Expiry Date.

Roles

Select "Add" to add multiple roles for the related individual identified above. Select "Update" to update the existing related individual or related organization roles for the individual identified above. By selecting "Update" it will replace all information for the record you have selected. Delete

Please indicate whether you wish to add a new role or update an existing role. Add Update *

Please click the check box beside the items that you would like to provide updated information for:

Related Individual Role

Role Plan administrator ▼ *

English Title

French Title

Affidavit File Attachment


Related Organization Role

Role Not Applicable ▼ *

Role Effective Date


Role Expiry Date

Figure 4.3-6: Update an existing Required Roles or Contact Information Page

	<p>Note</p> <p>If the individual you are looking to remove from your organization profile has multiple roles, a role expiry date is required for each role the individual holds by following steps 12 to 17 above for each unique role.</p>
---	--

18. You can now click on the **Validate & Save** button.

19. Your return is now ready to be submitted.
20. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

	Reminder
	The system will NOT allow you to create two identical returns with the same effective date.

4.4 How to Add Multiple Roles to an Existing Individual within your Organization Profile

To add multiple roles to an existing individual within your Organization Profile, you must use the Required Roles and Contact Information Return. The following are instructions on how to add multiple roles to an existing individual.

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

Figure 4.4-1: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.

J. Jones , Pension Plan ABCD

English/Anglais +   

Menu



Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.















KEY			
			
Form set	Folder	Repeatable Folder	Form
			
Add Section	Ready to Submit	In Draft	No Data - Mandatory
Individual Trustee			Status: No Data
	Required Roles And Contact Information (658)		
	ARRCI	Add a new Required Role and Corresponding Contact Information	
	CRRCI	Update an existing Required Role or Contact Information	

Figure 4.4-2: Draft Return Page

8. Click on the "Add Instance" button on the right hand side (green plus sign) next to "Update an existing Required Role or Contact Information"
9. This will open a new worksheet within this section of the return.

Update an existing Required Role or Contact Information (658)

CRRCI

Organization Name Your Pension

Organization Code P-Z001

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Please select the appropriate Entity Type you would like to Update. *

Please select the appropriate Related Party that you would like to Update.

Please click the check box beside the items that you would like to provide updated information for.

Related Individual

Salutation

First Name

Middle Name

Last Name

Related Organization For Individual

Figure 4.4-3: Update an existing Required Roles or Contact Information Page

10. Under Select the appropriate Entity Type you would like to Update, choose "Individual" (see example above).
11. Under Select the appropriate Related Party that you would like to Update, choose the name of the individual you would like to add additional roles from the drop down menu.
12. Under Roles, click on "Add" button to expand box (as shown below).

Roles

Figure 4.4-4: Update an existing Required Roles or Contact Information Page

13. Under Indicate whether you wish to add a new role or update an existing role, choose "Add".

14. Under Related Individual Role, choose the appropriate role for the individual (as shown above)
15. Add the individual's title, if different than the title of the role.
16. Under Related Organization Role, this field will remain as "Not Applicable".
17. Select the appropriate Role Effective Date.

Roles

Select "Add" to add multiple roles for the related individual identified above. Select "Update" to update the existing related individual or related organization roles for the individual identified above. By selecting "Update" it will replace all information for the record you have selected.

Please indicate whether you wish to add a new role or update an existing role. Add Update *

Related Individual Role

Role Individual Trustee ▼ *

English Title

French Title

Affidavit File Attachment

Related Organization Role

Role Not Applicable ▼ *

Role Effective Date 2019-03-31 *

Role Expiry Date

Figure 4.4-5: Update an existing Required Roles or Contact Information Page

18. You can now click on the **Validate & Save** button.
19. Your return is now ready to be submitted.
20. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

4.5 How to Update Information to an Existing Individual/Related Organization within your Organization Profile

To update any information to an existing individual or related organization within your Organization Profile, such as their contact information, their name or their title, you must use the Required Roles and Contact Information Return. The following are instructions on how to update information to an existing individual or related organization.

4.5.1 How to Update Contact Information for an Existing Individual/Related Organization within your Organization Profile

The following instructions relate to when the contact information for an existing related individual or related organization within your organization profile has changed. This includes any changes to mailing addresses, email addresses, telephone or fax numbers.

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + ? ↻

Menu

Create Return

To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.

Return name: Address Change for Jane Doe (English/Anglais) *
Address Change for Jane Doe (French/Français) *

Select form set: Fiscal Year End Return (596) Funding Vehicle Information Organization General Contact Information (657) OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form Required Roles And Contact Information (658) *

Enter the earliest effective date of change contained in the return: 2019-05-31 *

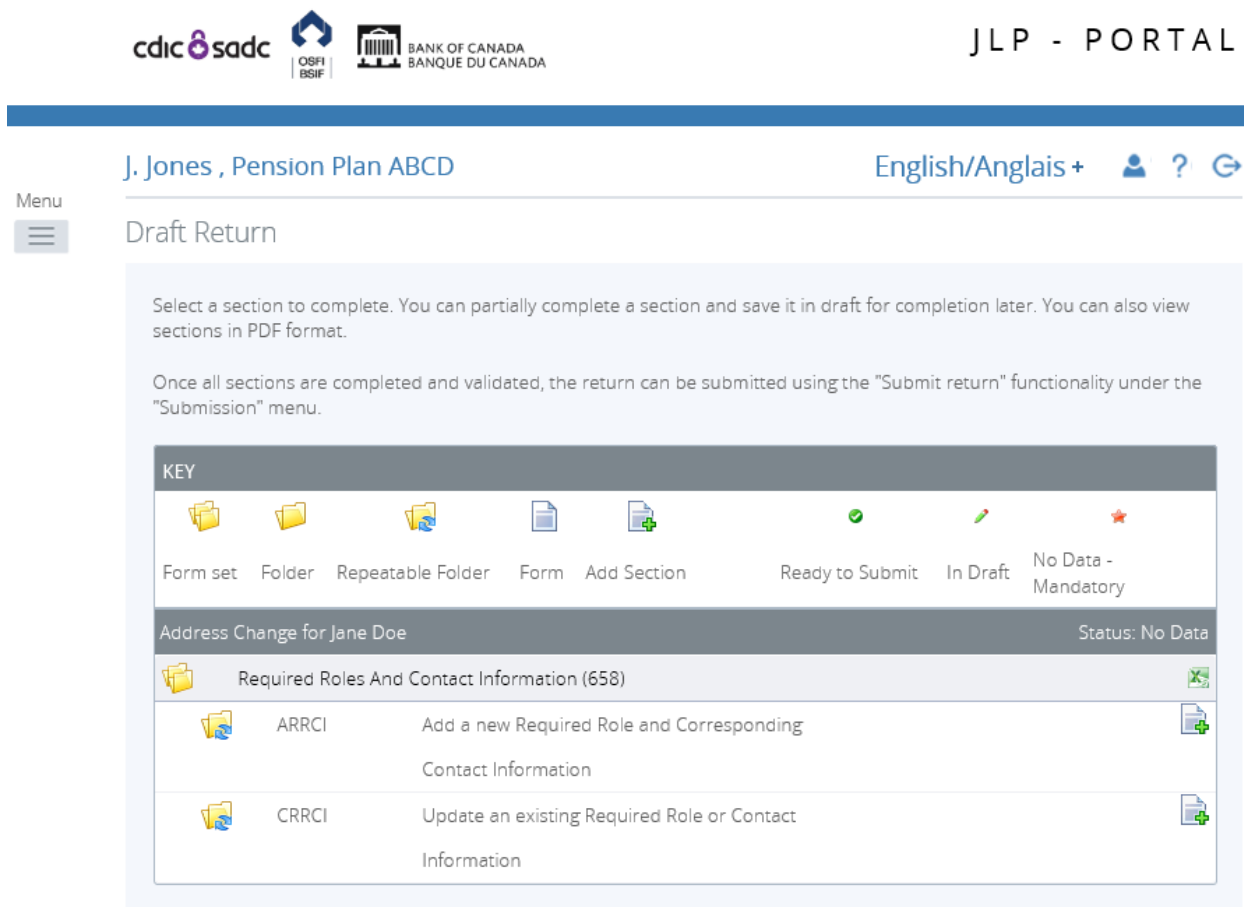
Create

Figure 4.5-1: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.



cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY							
Form set	Folder	Repeatable Folder	Form	Add Section	Ready to Submit	In Draft	No Data - Mandatory

Address Change for Jane Doe		Status: No Data
	Required Roles And Contact Information (656)	
	ARRCI Add a new Required Role and Corresponding Contact Information	
	CRRCI Update an existing Required Role or Contact Information	

Figure 4.5-2: Draft Return Page

8. Click on the "Add Instance" button on the right hand side next to "Update an existing Required Role or Contact Information".
9. This will open a new worksheet within this section of the return.



Update an existing Required Role or Contact Information (658)

CRRCI

Organization Name Pension Plan ABCD

Organization Code P-Z918

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Please select the appropriate Entity Type you would like to Update. *

Please select the appropriate Related Party that you would like to Update. *

Figure 4.5-3: Update an existing Required Role or Contact Information Page

10. Under Select the appropriate Entity Type you would like to Update, choose "Individual" (see example above).
11. Under Select the appropriate Related Party that you would like to Update, choose the name of the individual you would like to update their contact information from the drop down menu.
12. Under Contact Information, click on "Add" button to expand box (as shown below).

Contact Information

Select "Add" to add multiple contact information for the related individual or related organization identified above. Select "Update" to update the existing contact information for the related individual or related organization identified above. By selecting "Update" it will replace all information for the record you have selected. Any fields left blank will override previously submitted data.

Figure 4.5-4: Update an existing Required Roles or Contact Information Page

13. Under Select "Add" or "Update", click on "Update".
14. Under Select the Contact Type, choose the appropriate contact type you wish to update, as shown in your organization profile (see example below).

Contact Information

Select "Add" to add multiple contact information for the related individual or related organization identified above. Select "Update" to update the existing contact information for the related individual or related organization identified above. By selecting "Update" it will replace all information for the record you have selected. Any fields left blank will override previously submitted data.

Select "Add" or "Update" Add Update *

Select the Contact Type **Residence Address** *

Same Address As Organization: Your Organization

Contact Type

Please click the check box beside the items that you would like to provide updated information for:

Figure 4.5-5: Update an existing Required Roles or Contact Information Page

15. Please click the check box beside the item(s) that you would like to provide updated information for. You can choose to only update the individual's address, or email address, or phone, or fax number. You can also choose to update multiple fields at one time.
16. If you need to update the individual's address, you must re-enter the complete address (even if, for example, the only change required is to the postal code) (see example below).

Contact Information

Select "Add" to add multiple contact information for the related individual or related organization identified above. Select "Update" to update the existing contact information for the related individual or related organization identified above. By selecting "Update" it will replace all information for the record you have selected. Any fields left blank will override previously submitted data.

Select "Add" or "Update" Add Update *

Select the Contact Type **Residence Address** *

Same Address As Organization: Your Organization


Contact Type

Please click the check box beside the items that you would like to provide updated information for:

Address

English		French	
First Address Line	XX XXXX STREET	First Address Line	<input type="text"/>
Second Address Line	<input type="text"/>	Second Address Line	<input type="text"/>
Third Address Line	<input type="text"/>	Third Address Line	<input type="text"/>
City	XXXX	City	<input type="text"/>
Country	CA - CANADA		
Province (Canada only)	Ontario *		
State (USA only)	<input type="text"/>		
Postal/Zip Code	A0A 0A0		

Figure 4.5-6: Update an existing Required Roles or Contact Information Page

	Reminder
	The address information only needs to be filled out in the language of your choice. You are not required to fill in both the English and the French fields.

17. If, for example, you wish to add multiple email addresses for an individual, both the existing email address on file as well as the new email address needs to be provided (see example below). Otherwise, you simply enter the updated email address in this field and this will update the existing email address on your profile.

<input checked="" type="checkbox"/> Email Address	<input type="text" value="jane.doe@xxxx.xxx"/> *	<input type="button" value="Delete"/>
	<input type="text" value="jdoe@hotmail.com"/> *	<input type="button" value="Delete"/>
	<input type="button" value="Add"/>	

Figure 4.5-7: Update an existing Required Roles or Contact Information Page

18. If, for example, you wish to add multiple telephone or fax numbers for an individual, both the existing number on file as well as the new number needs to be provided (see example below). Otherwise, you simply enter the updated telephone or fax number in this field and this will update the existing email address on your profile.

<input checked="" type="checkbox"/> Phone	Area code	Number	Extension	
	<input type="text" value="555"/>	<input type="text" value="4445656"/>	<input type="text"/>	<input type="button" value="Delete"/>
	<input type="text" value="555"/>	<input type="text" value="1234567"/>	<input type="text"/>	<input type="button" value="Delete"/>
	<input type="button" value="Add"/>			

Figure 4.5-8: Update an existing Required Roles or Contact Information Page

19. Once you have completed your updates, you can now click on the **Validate & Save** button.

20. Your return is now ready to be submitted.

21. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

4.5.2 How to Update an Existing Individual's Name within your Organization Profile

The following instructions relate to when the name of an existing related individual within your organization profile has changed. This type of change normally only occurs after a marriage or divorce has taken place.

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

The screenshot shows the 'Create Return' page in the RRS portal. At the top, there are logos for CDIC SADC, OSFI BSIF, and the Bank of Canada. The user is identified as 'J. Jones, Pension Plan ABCD' and the language is set to 'English/Anglais'. The main form area contains the following elements:

- Return name:** Two text input fields. The first contains 'Ms. Doe's name change' with '(English/Anglais) *' next to it. The second also contains 'Ms. Doe's name change' with '(French/Français) *' next to it.
- Select form set:** A dropdown menu with several options:
 - Fiscal Year End Return (596)
 - Funding Vehicle Information
 - Organization General Contact Information (657)
 - OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
 - Required Roles And Contact Information (658)
- Effective Date:** A text input field containing '2019-06-01' and a calendar icon with an asterisk.
- Create:** A dark grey button at the bottom of the form.

Figure 4.5-14: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.

Menu



Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.















KEY			
			
Form set	Folder	Repeatable Folder	Form
			
Add Section	Ready to Submit	In Draft	No Data - Mandatory
Ms. Doe's name change			Status: No Data
	Required Roles And Contact Information (658)		
	ARRCI	Add a new Required Role and Corresponding Contact Information	
	CRRCI	Update an existing Required Role or Contact Information	

Figure 4.5-15: Draft Return Page

8. Click on the "Add Instance" button on the right hand side next to "Update an existing Required Role or Contact Information".
9. This will open a new worksheet within this section of the return.



Form View

Update an existing Required Role or Contact Information (658)

CRRCI

Organization Name Pension Plan ABCD

Organization Code P-Z918

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Please select the appropriate Entity Type you would like to Update. *

Please select the appropriate Related Party that you would like to Update. *

Please click the check box beside the items that you would like to provide updated information for.

Related Individual									
<input checked="" type="checkbox"/>	<table> <tr> <td>Salutation</td> <td><input type="text" value="Ms."/> *</td> </tr> <tr> <td>First Name</td> <td><input type="text" value="Jane"/> *</td> </tr> <tr> <td>Middle Name</td> <td><input type="text"/></td> </tr> <tr> <td>Last Name</td> <td><input type="text" value="Smith"/> x *</td> </tr> </table>	Salutation	<input type="text" value="Ms."/> *	First Name	<input type="text" value="Jane"/> *	Middle Name	<input type="text"/>	Last Name	<input type="text" value="Smith"/> x *
Salutation	<input type="text" value="Ms."/> *								
First Name	<input type="text" value="Jane"/> *								
Middle Name	<input type="text"/>								
Last Name	<input type="text" value="Smith"/> x *								

Figure 4.5-16: Update an existing Required Roles or Contact Information Page

10. Under Select the appropriate Entity Type you would like to Update, choose "Individual".
11. Under Select the appropriate Related Party that you would like to Update, choose the name of the individual you would like to update their role title from the drop down menu.
12. Check the box on the left hand side below Related Individual; this will enable the name field.
13. Enter the revised full name of the individual (see example above).
14. You can now click on the **Validate & Save** button.
15. Your return is now ready to be submitted.
16. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#)

4.5.3 How to Update an Existing Related Organization’s Name within your Organization Profile

The following instructions relate to when the name of an existing related organization within your organization profile has changed. Related Organizations may include anything from Audit Firms, Actuarial Firms, Third Party Companies, Consulting Firms, etc. The following example shows a name change in an Audit Firm.

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

Figure 4.5-17: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

- Go to your Draft Returns section and open the return you just created.

cdic sadc | OSFI BSIF | BANK OF CANADA BANQUE DU CANADA

JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY	
	Form set
	Folder
	Repeatable Folder
	Form
	Add Section
	Ready to Submit
	In Draft
	No Data - Mandatory

Pension Fund Custodian Name Change Status: No Data

	Required Roles And Contact Information (658)	
	ARRCI Add a new Required Role and Corresponding Contact Information	
	CRRCI Update an existing Required Role or Contact Information	

Figure 4.5-18: Draft Return Page

- Click on the "Add Instance" button on the right hand side (green plus sign) next to "Update an existing Required Role and Contact Information"
- This will open a new worksheet within this section of the return.
- Under Entity Type, choose "Organization" (see example below).
- Under Related Party, choose the appropriate organization name you wish to update.



Form View

Update an existing Required Role or Contact Information (658)

CRRCI

Organization Name Pension Plan ABCD
 Organization Code P-Z000

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Please select the appropriate Entity Type you would like to Update. *

Please select the appropriate Related Party that you would like to Update. *

Figure 4.5-19: Update an existing Required Roles and Contact Information Page

12. Under Related Organization, click the check box on the left hand side. This will enable the Organization Name field.
13. Enter the updated name of the Related Organization (in the language of your choice).

Please click the check box beside the items that you would like to provide updated information for.

Related Individual

Salutation

First Name

Middle Name

Last Name

Related Organization For Individual

Related Organization

This information relates to the individual above. In order for the related organization to appear in the drop down menu, the related organization must first be added separately.

English Organization Name

French Organization Name

Figure 4.5-20: Update an existing Required Roles and Contact Information Page

14. You can now click on the **Validate & Save** button.
15. Your return is now ready to be submitted.
16. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

4.5.4 How to Delete a Specific Role from an Existing Individual within your Organization Profile

To delete a specific role from an existing related individual from your organization profile, you must use the Required Roles and Contact Information Return. The following are instructions on how to delete a specific role without deleting the related individual.

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

The screenshot shows the 'Create Return' page in the RRS portal. At the top, there are logos for cdic/sadc, OSFI/BSIF, and the Bank of Canada. The user profile 'J. Jones, Pension Plan ABCD' is visible, along with language options for English/Anglais and French/Français. The main form area contains instructions: 'To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.' The form fields are: 'Return name' with two input boxes for English and French, both containing 'Removal of J. Doe CAMLO Role'; 'Select form set' with a dropdown menu where 'Required Roles And Contact Information (658)' is selected; and 'Enter the earliest effective date of change contained in the return:' with a date input field showing '2019-06-01'. A 'Create' button is located at the bottom of the form.

Figure 4.5-26: Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

Your corporate return is now ready for completion in the Draft Returns section of RRS.

7. Go to your Draft Returns section and open the return you just created.



J. Jones , Pension Plan ABCD

English/Anglais +

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY							
Form set	Folder	Repeatable Folder	Form	Add Section	Ready to Submit	In Draft	No Data - Mandatory

Removal of J. Doe CAMLO Role Status: No Data

	Required Roles And Contact Information (658)						
	ARRCI	Add a new Required Role and Corresponding Contact Information					
	CRCI	Update an existing Required Role or Contact Information					

Figure 4.5-27: Draft Return Page

8. Click on the "Add Instance" button on the right hand side next to "Update an existing Required Role and Contact Information"
9. This will open a new worksheet within this section of the return.
10. Under Entity Type, choose "Individual" (see example below).
11. Under Select the appropriate Related Party that you would like to Update, choose the name of the individual you would like to update their role title from the drop down menu.



Form View

Update an existing Required Role or Contact Information (658) CRRCI

Organization Name Pension Plan ABCD

Organization Code P-Z918

The information provided in the Corporate Profile is required pursuant to one or more of the following provisions: sections 628, 632, 950 and 951 of the Bank Act, sections 495 and 499 of the Trust and Loan Companies Act, sections 549, 664, 668, 993 and 994 of the Insurance Companies Act, or sections 431 and 432 of the Cooperative Credit Associations Act.

The Board of Directors, their Affiliate and Non-Affiliate information, the committees of the Board and the name and address of the Audit Firm(s) of the Financial Institution provided within the Board of Director Information and Required Roles and Contact Information Returns are part of the public register required by governing legislation to be maintained by the Superintendent of Financial Institutions and therefore, the Privacy Act allows this information to be disclosed to the public.

All other information (Board of Director's residential address, their status as an Affiliated Person, the name of the Designated Audit Partner and all Functional Appointments) provided is protected and is deemed to be personal information.

The personal information you provide to OSFI will be stored in the Personal Information Bank (PIB) (to be registered with Treasury Board Secretariat). Individuals have a right to protection of and access to their personal information stored in each corresponding PIB in accordance with the Privacy Act and the Access to Information Act. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and through the OSFI Call Centre. Info source is also available at public libraries across Canada.

Please select the appropriate Entity Type you would like to Update. *

Please select the appropriate Related Party that you would like to Update. *

Figure 4.5-28: Update an existing Required Roles or Contact Information Page

12. Under Roles, click on "Add" button to expand box (as shown below).

Roles

Select "Add" to add multiple roles for the related individual identified above. Select "Update" to update the existing related individual or related organization roles for the individual identified above. By selecting "Update" it will replace all information for the record you have selected.

Figure 4.5-29: Update an existing Required Roles or Contact Information Page

13. Under Please indicate whether you wish to add a new role or update an existing role, click on "Update".
14. Under Related Individual Role, choose the appropriate role for the individual (as shown below)
15. Under Related Organization Role, this field will remain as "Not Applicable".
16. Check box to the left of Role Expiry Date, this will enable to date field on the right hand side.
17. Select the appropriate Role Expiry Date.

Please indicate whether you wish to add a new role or update an existing role. Add Update *

Please click the check box beside the items that you would like to provide updated information for:

Related Individual Role

Role *

English Title

French Title

Affidavit File Attachment

Related Organization Role

Role *

Role Effective Date

Role Expiry Date


Figure 4.5-30: Update an existing Required Roles or Contact Information Page

18. You can now click on the **Validate & Save** button.
19. Your return is now ready to be submitted.
20. Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

4.6 How to Make a Change to Both a Pension Plan’s Funding Vehicle and Fund Custodian

In this instance, two corporate returns will need to be created, the first being the Required Role and Contact Information Return and the second being the Funding Vehicle Information Return. You must first complete and submit the Required Role and Contact Information Return to add the related individual and related organization of the fund custodian.

Once the first return has been successfully submitted, you must then complete and submit the Funding Vehicle Information Return. This return adds the funding vehicle information as well as relates it to the appropriate fund custodian previously submitted.

	<p>Reminder</p>
	<p>When replacing existing information within the Organization Profile with new information, you must also update the existing information by adding a role expiry date to each affected individuals and/or related organizations.</p>

To create a corporate return using the two-return process:

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.



Create Return


To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.

Return name: (English/Anglais) *

(French/Français) *

Select form set:




- Fiscal Year End Return (596)
- Funding Vehicle Information
- Organization General Contact Information (657)
- OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
- Required Roles And Contact Information (658)

Enter the earliest effective date of change contained in the return:  *

Create

Figure 4.7-1 Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Required Roles And Contact Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.
7. Click on **Draft Returns** to view the return in your draft folder.

Menu English/Anglais +   

J. Jones , Pension Plan ABCD

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.





Return name	Reference	Revision	Status	Return end date	Due date	PDF
New Fund Custodian	RRCI1019426	0.1	No Data	2019-09-01	2019-10-01	

Figure 4.7-2 Draft Returns Page

- Click on **New Fund Custodian** to open the return.









Menu English/Anglais +   

J. Jones , Pension Plan ABCD

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY			
			
Form set	Folder	Repeatable Folder	Form
			
Add Section	Ready to Submit	In Draft	No Data - Mandatory

New Fund Custodian Status: No Data







	Required Roles And Contact Information (658)		
	ARRCI	Add a new Required Role and Corresponding Contact Information	
	CRRCI	Update an existing Required Role or Contact Information	

Figure 4.7-3 Draft Return Page

In order to add the related individual as well as the related organization information for the Fund Custodian, follow the steps outlined in [Section 4.2 How to Add an Individual/Related Organization to your Organization Profile](#) to add both roles within the same return.

9. Once the appropriate information has been added, click the **Validate & Save** button.

Follow the steps outlined in [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#) to submit this return.

To update Funding Vehicle Information follow the steps below:

1. Hover your mouse over the Manage Returns menu item.
2. Click **Create Return**.

Figure 4.7-4 Create Return Page

3. Enter an English and French name for the return (see example above).
4. Select Funding Vehicle Information.
5. Enter the Effective Date of change.
6. Click the **Create** button.

- Click on **Draft Returns** to view the return in your draft folder.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

Return name	Reference	Revision	Status	Return end date	Due date	PDF
New Funding Vehicle	FV11019427	0.1	No Data	2019-09-01	2019-10-01	

Figure 4.7-5 Draft Returns Page

- Click on **New Funding Vehicle** to open the return.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY

Form set
 Folder
 Repeatable Folder
 Form
 Add Section
 Ready to Submit
 In Draft
 No Data - Mandatory

New Funding Vehicle Status: No Data

	Funding Vehicle Information	
	AFVI Add Funding Vehicle	
	CFVI Change Funding Vehicle	

Figure 4.7-6 Draft Return Page

- Click the page with a green plus sign symbol associated with the section to be added or changed.
- Enter the appropriate funding vehicle information into the return.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Form View

Add Funding Vehicle AFVI

Organization Name Pension Plan ABCD
Organization Code P-Z918

Select the Fund Custodian: [Dropdown Menu] *

*Fund Custodians not listed must first be added to the Required Roles section in the profile.

Funding Vehicle	Funding Vehicle Policy Number	Funding Vehicle Effective Date	Funding Vehicle Expiry Date	
[Dropdown Menu] *	[Text Input]	[Text Input] [Calendar Icon] *	[Text Input] [Calendar Icon]	Delete
Add				

Save As Draft Validate & Save

[Back](#)

Figure 4.7-7 Draft Return Page

- Select the Fund Custodian from the drop down menu. (This information will be based on the information submitted on the previously submitted return).
- Click the **Validate & Save** button.
- Follow instructions under [Section 3.1 General Instructions on Completing and Submitting a Corporate Return](#).

5.0 Viewing Documents

The Documents menu item provides the ability to view reference documents in the Portal Documents folder.

To view documents:

Begin at the RRS Welcome page.

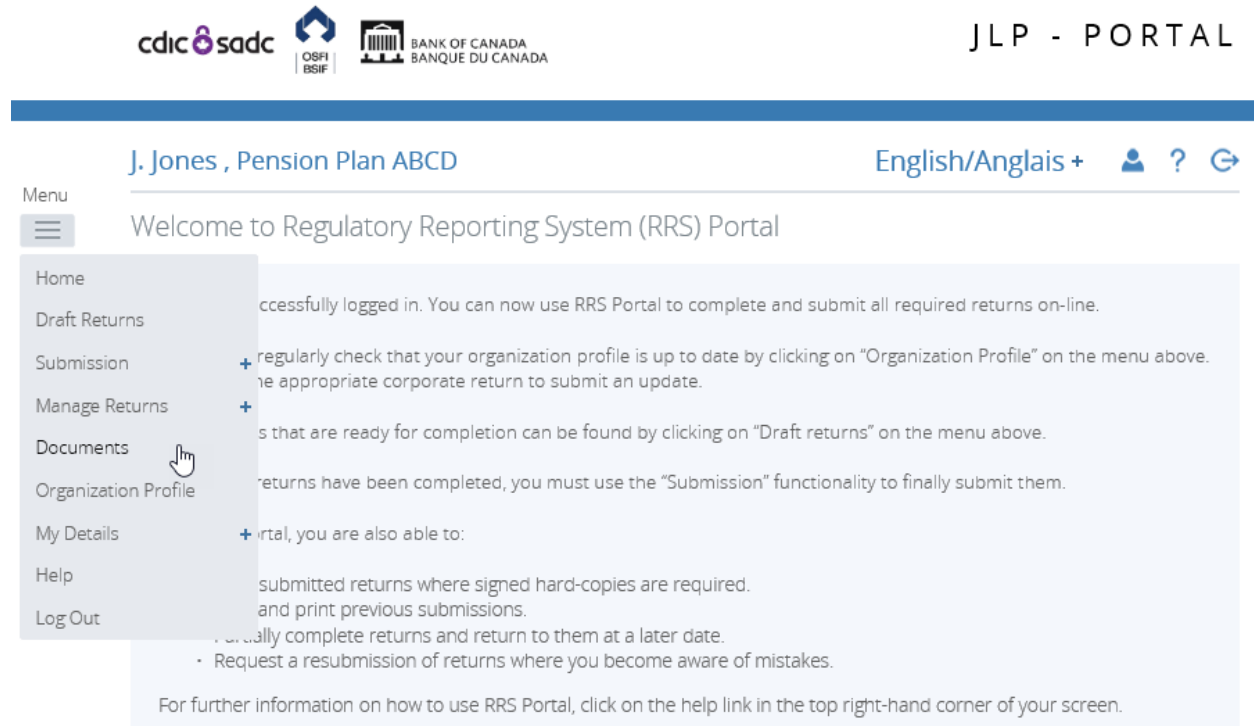


Figure 5-1: Welcome Page

1. Navigate to the **Documents** menu item.

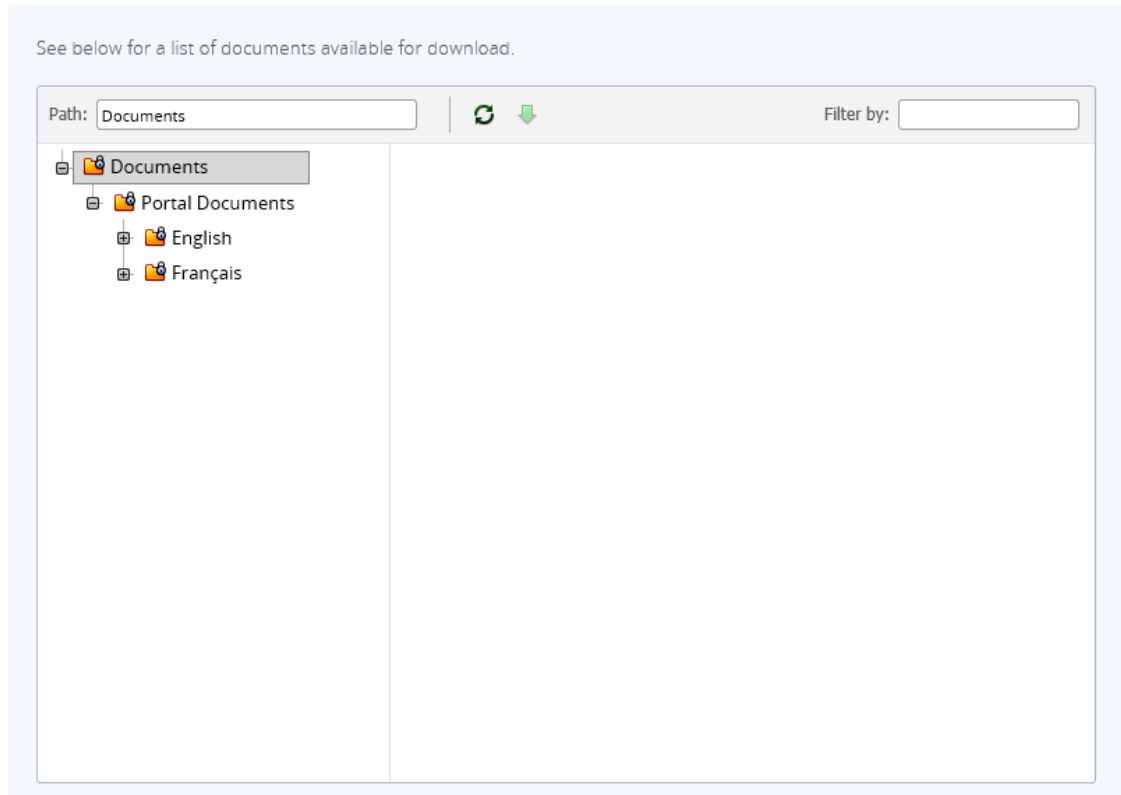


Figure 5-2: Documents Page

2. Double-click the Documents folder.
3. Double-click the Portal Documents folder.
4. Double-click the specific folder to be viewed.
5. Select the document to be viewed.
6. Click the green down arrow. A message displays prompting you to open or save the document.
7. Click the **Open** button. The document opens for viewing.

6.0 Organization Profile

The Organization Profile menu item can only be used to view the profile of your organization in RRS. This profile consists of information such as your organization’s general contact information, its preferred language, general details of the organization, all required roles and their contact information, etc. This section provides instruction on how to view your organization profile and how to change profile information if required.

As described in Section 3.0, Scenario #3 is triggered when a review of your organization’s profile indicates the need for an update to specific corporate information. This update is performed through the submission of a corporate return using the Manage Returns menu item.

To view your organization’s profile:

Begin at the Welcome page.

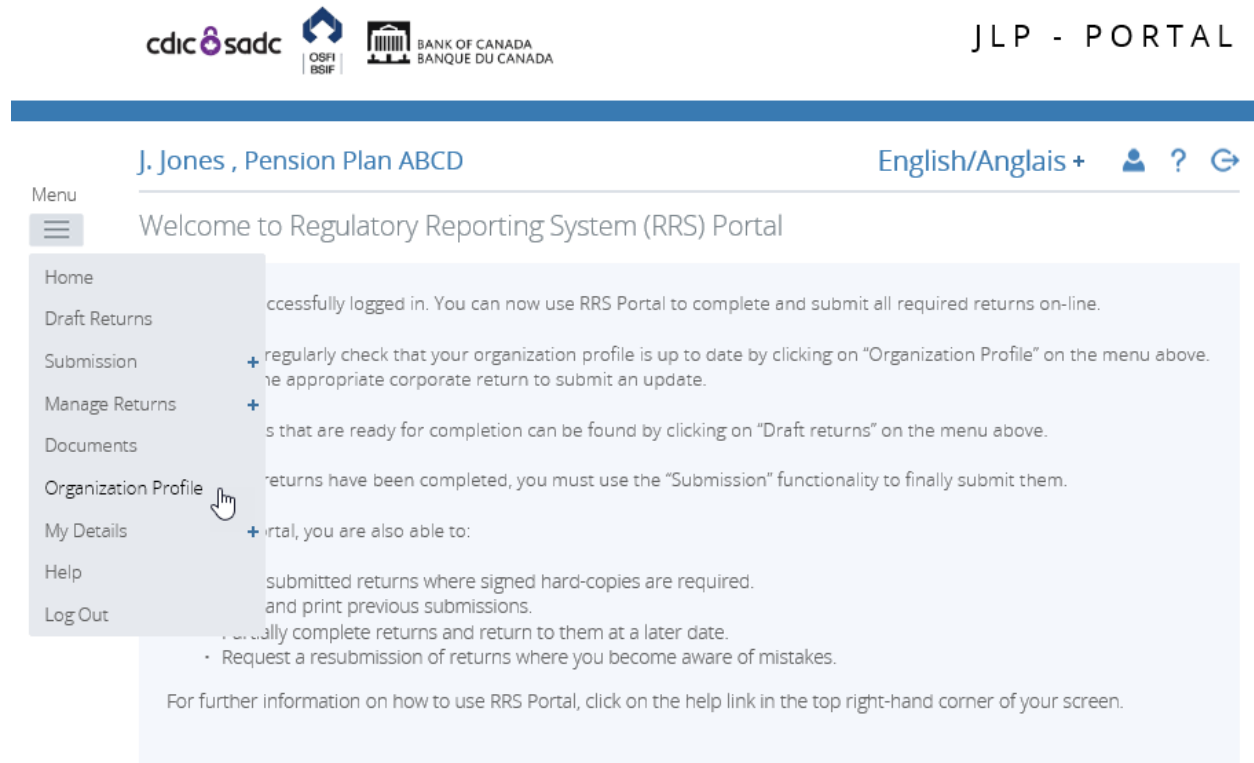


Figure 6-1: Welcome Page

1. Navigate to the Organization Profile menu item.



Organization Profile

The sections of your organization profile are listed below. You should regularly check and ensure that your organization profile is up to date.

Organization Profile	
PLW	Preferred Language and Website
GD-PP	General Details (Pension Plan)
OCI	Organization Contact Information
CPSPCOR	Current Plan Sponsor, Plan Administrator and Other Roles
PPTSH	Pension Plan Type Subtype History
PPD	Pension Plan Documents
PPDH	Pension Plan Designated History

Figure 6-2: Organization Profile Page

2. Select a section of the organization profile to view.



Current Plan Sponsor, Plan Administrator and Other Roles

CPSPCOR

Organization Name Pension Plan ABCD
Organization Code P-Z000
Industry Group Navigation & Shipping
Fiscal Year End 12-31

Plan Sponsor
(ID: 83459)
Entity Type: Organization
Nature of Business: test
Ownership Type: Other

Business Mailing Address:
999 BANK ST, OTTAWA, Ontario, A0A 0A0, CA - CANADA,

Phone: 613 0000000 **Extension:** 0000

Email: A@B.COM

Figure 6-3: Current Plan Sponsor, Plan Administrator and Other Roles Section Page

3. Review the listed information.

To change organization profile information:

Begin at the Create Return page.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais +

Menu

Create Return

To submit a corporate return, input a return name in either language and copy the same into the other required name field. Select the return to be submitted from the list below. The Effective Date is the earliest effective date of change contained in the return.

Return name: (English/Anglais) *
 (French/Français) *

Select form set:

- Fiscal Year End Return (596)
- Funding Vehicle Information
- Organization General Contact Information (657)
- OSFI593 - Defined Contribution Pension Plan Text Amendment Information Form
- Required Roles And Contact Information (658)

Enter the earliest effective date of change contained in the return: *

Create

Figure 6-4: Create Return Page

Follow the steps outlined in Section 3.5 to 3.7 depending on the profile section that needs to be updated.

7.0 Managing Your Details

From the My Details menu item you can view and/or edit your user details and change your password. Although you have the ability to change your personal information ***it is strongly recommended that changes to your first and last name and email address be changed by your Local Registration Authority (LRA) to ensure that these user details are updated in both RRS and the BoC Connect.***

Information that can be edited includes your first and last name, email address, telephone number and your language of preference. Information that can be viewed is your assigned permissions. Information that you can edit directly includes your telephone number and your language of preference.

To edit your user details:

1. Hover your mouse over the **My Details** menu item.
2. Click the **View/Edit My Details** sub-menu item.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

My User Details

Review your user account details below. To update, enter new details and click the update button.

First name: [J.] Locked Due to Permission Settings

Surname: [Jones] Locked Due to Permission Settings

Email address: [pots@bank-banque-canada.ca] Locked Due to Permission Settings

Telephone number: [] [] [] Locked Due to Permission Settings
International Area code Number


Language of preference: [English/Anglais] [v]

[Update]

Assigned permissions / roles:

Assigned to	Type	Roles
Pension Plan ABCD	Organization	Filer - Corporate - Pension Plans , Filer - Corporate - Scheduled Returns , Filer - Financial Returns

Figure 7-1: My Details Page

	If your first and/or last name or email address need to be updated:
	Please contact your LRA to update your first and/or last name.

3. Enter your new telephone number in the **Telephone number** field.
4. Click the drop-down arrow on the **Language of preference** field to change your language. This will set the language that displays when you log into RRS.

Note: you can change your language within a session by selecting the language drop-down from the top right of the application.

5. Click the **Update** button.

To view assigned permissions:

1. Click the name of a role in the **Roles** column within the **Assigned permissions** section.
2. Click each tab to view information about the permissions assigned to your role.

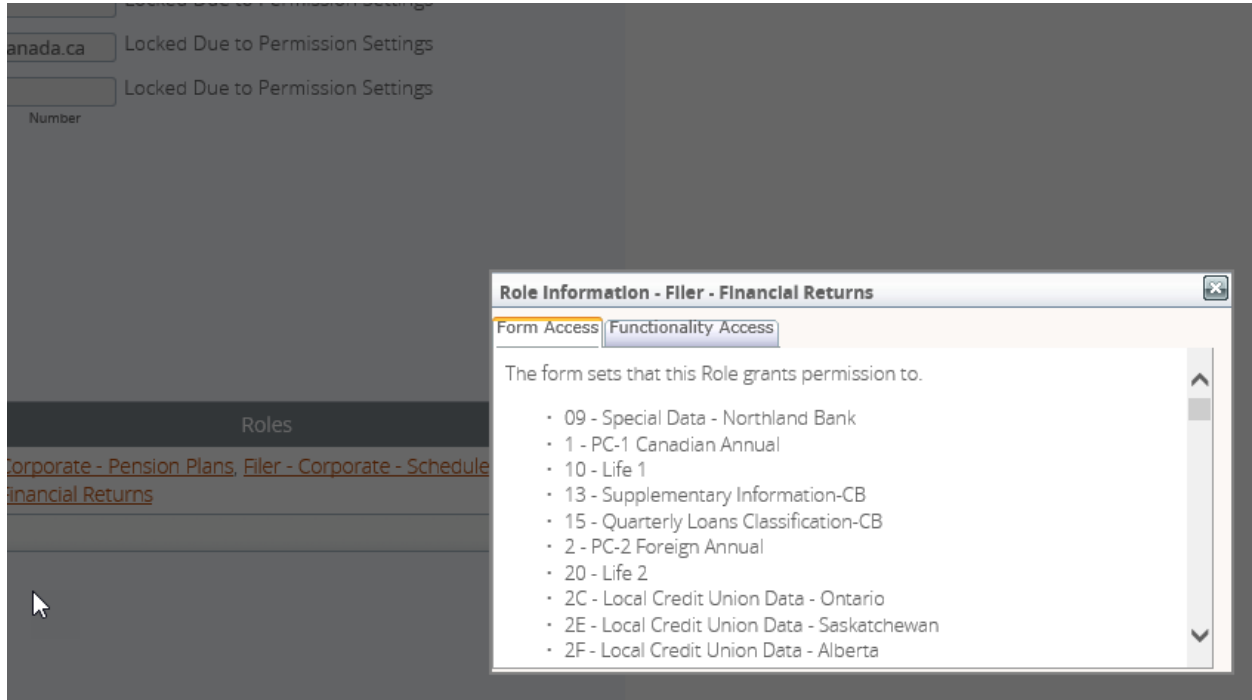


Figure 7-2: My Details Tabs Page

To change your password:

1. Hover your mouse over the **My Details** menu item.
2. Click the **Update My Password** sub-menu item.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA

JLP - PORTAL

J. Jones , Pension Plan ABCD English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

Update My Password

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password: *


New password: *

Confirm new password: *

Save

Figure 7-3: Update My Password Page

3. In the **Current password** field, enter your current password.
4. In the **New password** field, enter a new password.

	Valid passwords:
	<p>Ensure your new password meets the following valid password criteria: passwords must be between 8 and 30 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and one special character.</p>

5. In the **Confirm new password** field, re-enter your new password.
6. Click **Save**.

8.0 Managing Notifications

Notifications provide information such as when a return is ready to be completed as well as when a return presents an error. Notifications can be viewed and deleted from the Welcome page accessed through the Home menu item.

To view a notification:

1. Click the **Home** menu item. The notifications display.

The screenshot shows the RRS Portal interface. At the top, there are logos for cdic sadc, OSFI BSIF, and BANK OF CANADA BANQUE DU CANADA. The user is identified as JLP - PORTAL. The page title is "J. Jones , Pension Plan ABCD" and the language is set to "English/Anglais +". A "Menu" icon is visible on the left. The main content area contains a welcome message and a table of notifications.

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

Notifications

Dismiss	Received	Subject
<input type="checkbox"/>	2019-09-19 9:45:26 AM	OSFI60 for 2018-12-31 (OSFI601019428) is available for completion via 'Draft Returns'
<input type="checkbox"/>	2019-09-19 9:45:25 AM	OSFI60 for 2018-12-31 (OSFI601019428) is available for completion via 'Draft Returns'

Figure 8-1: Help Page

2. In the **Subject** column, view the notification information.

To delete a notification:

1. In the **Dismiss** column, click the check box associated with the notification to be deleted. The notification is deleted.

9.0 Accessing Help

Help text is available on all topics within RRS.

To access RRS Help:

1. Click the **Help** link located on the top right of the application. The Help text displays.

The screenshot shows the RRS Portal interface. At the top, there are logos for cdic sadc, OSFI BSIF, and BANK OF CANADA. The user is logged in as "J. Jones, Pension Plan ABCD" and the language is set to "English/Anglais". A modal window titled "RRS Portal - User Help [index]" is open, displaying the following content:

RRS Portal - User Help [index]


This help guide for RRS Portal contains information and guidance on how to complete and submit electronic forms to the regulator and general information on how to use the RRS Portal application.

Please start with an [Overview of RRS Portal](#) which is a general guide on using the site with information on how to edit, submit and request resubmission of returns. You will also find details on how to access returns you have already submitted and how to view the information the regulator holds about your organization.

Below are the list of available help topics:

- [Overview of RRS Portal](#)
- [Draft Returns](#)
- [Submission](#)
 - [Submit Returns](#)
 - [Submission History](#)
 - [Request Resubmission](#)
- [Manage Returns](#)
 - [Create Return](#)
 - [Delete Return](#)
- [Organization Profile](#)
- [Documents](#)
- [Reports](#)
- [Manage Users](#)
 - [Create User](#)
 - [View/Edit User](#)
- [My Details](#)
 - [View/Edit My Details](#)
 - [Update My Password](#)

Figure 9-1: Help Page

	Other help options:
	<ol style="list-style-type: none">1. The Documents menu item provides additional reference and training documents.2. To receive more help with RRS you can contact your organization's LRA or contact the Bank of Canada at 1-855-865-8636.

10.0 Logout


RRS provides the ability to logout of your current session.

To logout of RRS:

1. Click the **Logout** link located on the top right of the application. A window displays asking if you are sure you want to logout.
2. Click **OK**. The login page displays.

10.1 Inactivity Logout

Each RRS session is set to logout automatically after two hours of inactivity.

	If you are logged out due to inactivity:
	RRS does not automatically save your work. It also does not return you to what you were working on when the forced logout occurred. It is important to save your work often.

11.0 Tips, Tricks and Troubleshooting

11.1 Saving Your Work

It is important to remember to save your work often. As stated in *Section 11.1 Inactivity Logout*, each RRS session is set to logout automatically after two hours of inactivity. If you are logged out due to inactivity, RRS does not return you to what you were working on prior to the forced logout.

11.2 Microsoft Excel


You can save a return in Microsoft Excel format by using the Excel button on the Draft Return page. This button enables a return to be saved to a specified area outside of RRS.

11.3 Two Users Working on the Same Return

It is possible to have more than one user working on the same return within RRS. Note that RRS does not inform you when another user is working on the same return. Two separate scenarios are described below; both scenarios involve two users, User 1 and User 2, accessing the same return at the same time.

Scenario 1 – Validate & Save: User 1 clicks the Validate & Save button on the return and the data is saved at version 1.1. Then User 2 clicks the Validate & Save button and also saves the return, overwriting the data saved by User 1 and updating the revision of the return to 2.1. In this circumstance, the data in the return saved last is the return data RRS displays as the most current.

Scenario 2 - Submit: User 1 successfully submits the return. User 2 attempts to submit the return but receives an access denied message as this return has already been submitted by User 1.

	<p>View Audit Log:</p>
	<p>To determine who worked on a specific revision of a return, use the View Audit Log feature as described in <i>Section 3.2 How to View a Return</i>.</p>

11.4 Printing Returns

To print a return, use the Excel icon on the Draft Return page to open the return in Microsoft Excel format then use the print feature in Microsoft Excel.

12.0 Glossary

Term/Acronym	Definition/Description
BoC	Bank of Canada
CDIC	Canada Deposit Insurance Corporation
CY	Calendar Year
Enhanced Authentication	A security requirement that applies to accessing RRS through the BoC Connect
Filer	A user associated with a financial institution who files returns.
FY	Fiscal Year
FYE	Fiscal Year End
LRA	Local Registration Authority
Organization	An element describing financial institutions or partner agencies.
OSFI	Office of the Superintendent of Financial Institutions
PDF	Portable Document Format
Portal	See RRS Portal
Return	A collection of information that Filers or their representatives are required to submit to one or more Tri-agency partners
Return schedule	The calendar of return submissions which can or must be filed, specifying the filing periods and frequency of submissions.
RRS	Regulatory Reporting System
RRS Portal	A web application used to submit and view returns
Status	Indicates the state a return is in, e.g., "In Draft"
Structural rule	The formatting and layout of a return submission
Tri-agency	A group made up of the Bank of Canada, the Office of the Superintendent of Financial Institutions and the Canada Deposit Insurance Corporation.
User	Any person who uses RRS with any level of privileges
User role	Gives a user access to specific features and functions.
Validation error	A message that displays the error that caused the validation process to fail. Users must correct the error to continue.
Validation rule	A rule used during the validation process, expressed as an equation.
Web form	An on-screen or online display of a return.
Workstation	A computer used to access the BoC Connect and the RRS application.
YE	Year End

Term/Acronym	Definition/Description