

Actuarial Information Summary

Who Must File

The administrator of a pension plan with a defined benefit provision, or its agent, must file this form with the funding valuation report (report) required to be filed under the *Ontario Pension Benefits Act* (OPBA), or the *Quebec Supplemental Pension Plans Act* (QSPPA).

For faster processing by the Canada Revenue Agency (CRA) of the funding approval request, plan administrators of all pension plans with a defined benefit provision, or their agents, are encouraged to file this form with the actuarial report required to be filed under subsection 147.2(3) of the *Income Tax Act*.

If a report is filed to reflect an amendment to a registered pension plan (for example, a cost certificate) and the going-concern actuarial basis used in the last filed report is still used for the purpose of the report, this form must be filed (if required by the applicable provincial pension authority) but only parts I, IV, V, and VI need to be completed.

Where a special purpose report (for example, a report pertaining to a partial wind-up, asset transfer, or partial conversion) also serves as a report for the part of the plan that is continuing, this form should be completed (as required) for that part of the plan.

For pension plans registered with the Financial Services Commission of Ontario (FSCO), note the information below.

The report with the Actuarial Information Summary (AIS) must be filed electronically through FSCO's Pension Services Portal (PSP). Sections A to E are automatically populated based on FSCO's records. If the information on the AIS is incorrect, email FSCO at PensionInquiries@fSCO.gov.on.ca.

In section D, if the valuation date on the AIS is incorrect, change the information on this form. Make sure that the valuation date entered on this form is the date shown on the report.

In section E, if the end date of the period covered by the report on the AIS is incorrect, change the information on this form. Make sure that the end date for the report does not extend past the next valuation date as indicated in the actuarial opinion of the report being submitted.

Complete parts I, II, III, and VI. All other parts cannot be edited.

Electronic Revision of the AIS

To revise an AIS that has been filed, see [Instructions for Making Re-filing Requests through the Pension Services Portal](#), or watch the video, [Making a Re-Filing Request for an Electronic Filing through the Pension Services Portal](#).

For more information on the AIS, see [Instructions for E-filing the Actuarial Valuation Report and Actuarial Information Summary](#), email FSCO at PensionInquiries@fSCO.gov.on.ca or call:

Telephone: 416-250-7250

Toll-free: 1-800-668-0128

TTY toll-free: 1-800-387-0584

Part I – Plan Information and Contributions

Section A – Line 001 – Name of registered pension plan

This should be the name of the registered pension plan as it appears on the most recent plan documents filed with the CRA and the applicable provincial authority.

Section B – Line 002 – Registration number

For "Canada Revenue Agency," provide the seven-digit registration number of the pension plan issued by the CRA. The "other" number should be completed if the plan is registered with a provincial authority which requires a registration number other than the CRA number.

Section C – Line 003 – Designated plan status

Indicate whether or not this plan is a designated plan under section 8515 of the *Income Tax Regulations*.

Section D – Line 004 – Valuation date of report

Indicate the effective date of valuation (valuation date) of the report that is being filed.

Section E – Line 005 – End date of period covered by report

Enter the end date of the period covered by the report.

Section F – Line 006 – Purpose of the report

Indicate why the report is being filed. If the report is being filed to replace a previously filed report, tick "other" and provide an explanation.

Section G – Lines 007 to 014a – Contributions

For this section, normal cost, expense allowance, special payments and fixed contributions (before applying any credits or surplus) should be reported on the basis of the plan's fiscal year. However, if the valuation date does not coincide with the start date or end date of a plan's fiscal year, the first and last periods will be shorter than one year. For example, if the fiscal year of a plan ends on September 30 and the period covered by a report (with a valuation date of December 31, 2013, or January 1, 2014) is from January 1, 2014, to December 31, 2016, then period 1 starts on January 1, 2014, and ends on September 30, 2014, whereas period 4 starts on October 1, 2016, and ends on December 31, 2016.

On lines 009 to 013a, enter the dollar amounts, for the indicated periods, of employer and member normal cost, expense allowance and the minimum special payments determined in accordance with the OPBA or the QSPPA, and their regulations, excluding additional voluntary contributions but including contributions required under the defined contribution/money purchase provisions of a plan, if any. Indicate, separately, the normal cost contributions required under the defined benefit and money purchase provisions, respectively.

For plans registered under the OPBA, the contribution amount entered on lines 010 (Employer normal cost) and 013 (Employer special payment) should be determined by benefit allocation methods.

For plans registered under the QSPPA, the normal costs shown on lines 009 and 010 must include the service stabilization contribution, if any. Furthermore, the special payment amounts must include all special payments payable towards a technical funding deficiency, solvency deficiency, stabilization fund deficiency, improvement deficiency, annuity purchase, and special contributions.

For plans where the obligation of an employer and, if applicable, member to contribute to the plan is limited to a fixed amount set out in a collective agreement, statute, or municipal by-law [for example, multi-employer pension plans (specified multi-employer plans under the *Income Tax Act*) that prescribe a fixed employer, and, if applicable, member contributions], do not enter the amounts determined under the collective agreement, statute, or municipal by-law on lines **009** to **013a**. Instead, the normal cost, expense allowance, and minimum special payments (prior to application of any credits or surplus) in accordance with the OPBA or the QSPPA, and their regulations, as applicable, should be entered. The amounts of employer and, if applicable, member contributions determined under the collective agreement, statute, or municipal by-law should be entered on lines **014** and **014a**.

If the exact dollar amounts are not known at the valuation date, show the estimated amounts derived from the valuation results taking into account any assumed changes in membership or payroll, as applicable. The estimated amounts should also take into account any events such as partial wind-ups and asset transfers, that are known to have occurred when this form is prepared, if those events would have a material impact on the required contributions to the plan. Any application of employer credits (for example, a prior year credit balance) or surplus, required or otherwise, should not be reflected.

The reported amounts, which include contributions required under the money purchase provision of a plan, are to be used by the provincial or federal pension authority for the purpose of assessing the required contributions made by the employer.

Part II – Membership and Actuarial Information

Section H – Membership information

All statistics must be reported as of the valuation date, even if the membership data is compiled as of a different date. Enter information pertaining only to those plan participants who are entitled to, or are accruing a benefit under, the defined benefit provisions of the plan. Complete "Average Annual Pension" for active members of flat benefit or career average earnings plans, but not of final average earnings plans.

As set out in the report:

Line 015 – Active members means members of the plan identified as active members.

Line 016 – Retired members means any beneficiaries receiving pension payments.

Line 017 – Other participants means all persons other than active members and retired members who are entitled to a benefit under the plan (for example, deferred vested members).

If the plan covers several groups of participants (for example, bargaining and non-bargaining), enter the statistics for all groups combined.

Section I – Actuarial basis for going-concern valuation

A going-concern valuation is a valuation of the assets and liabilities of a pension plan using methods and actuarial assumptions that are in accordance with accepted actuarial practice for the valuation of a continuing pension plan.

If different methods or actuarial assumptions are applicable to different groups of participants (for example, bargaining and non-bargaining), enter the methods and assumptions used for the group with the largest number of defined benefit provision participants.

Line 020 – Asset valuation method

Tick only the primary method used to determine the actuarial value of assets for the purpose of the going-concern valuation. **Smoothed market** refers to a method which applies an averaging technique to stabilize short-term fluctuations in the market value of assets. If none of the methods listed can be identified as the primary method, tick "other" and provide an explanation.

Line 021 – Liability valuation method

Tick only the primary actuarial cost method used to determine the going-concern liabilities and normal cost. The projected unit credit method is included in the **Accrued benefit (unit credit)** category. If none of the methods listed can be identified as the primary method, tick "other" and specify the method.

Selected actuarial assumptions

Lines 025 and 026 – Valuation interest rate

Enter the interest rate assumption (that is, the expected investment return), before netting out any rate of indexation, used to determine the going-concern liabilities and normal cost. For plans using more than two interest rates, enter only the initial and the ultimate rate. The number of years is the period between the valuation date and the date the ultimate rate becomes effective.

Line 027 – Rate of indexation

Enter the assumed annual rate of increases to pension benefits after pension commencement, if applicable. If no indexation is reflected in the calculation of going-concern liabilities, enter 0% on this line. If the plan's indexing formula is based on increases in the Consumer Price Index, complete line **031** below.

Line 028 – Rate of general wage and salary increase

If a separate promotional and merit scale based on age or service is used, enter only the annual rate of increases in the general level of wages and salaries (which should be reasonably related to the increase in the average wage index). Otherwise, enter the total salary growth rate used.

If the plan's benefit formula is not related to earnings, enter "N/A".

Line 029 – YMPE escalation rate

Enter the assumed annual rate of increases in the year's maximum pensionable earnings (YMPE) under the Canada Pension Plan or Quebec Pension Plan, if applicable.

Line 030 – *Income Tax Regulations*' maximum pension limit escalation

Enter the assumed annual rate of increases in the maximum pension limit as prescribed in the *Income Tax Regulations*, if applicable.

Line 031 – Rate of CPI increase

Enter the assumed annual rate of increases in the Consumer Price Index, if applicable.

Line 035 – Year *Income Tax Regulations* maximum pension limit escalation commences

Enter the year in which the *Income Tax Regulations*' maximum pension limit escalation is assumed to commence, if applicable.

Line 036 – Mortality table

Tick the assumption for post-retirement mortality used for healthy lives. If the valuation uses any other table, tick "other" and describe the table used. If different percentages have been applied to the mortality table according to the employee categories, indicate the average. For a designated plan, if the post-retirement mortality used is 80% of the rates in the 1983 Group Annuity Mortality table as per paragraph 8515(7)(f) of the *Income Tax Regulations*, tick "80% of 1983 GAM".

Line 036a and 036a (i), (ii) & (iii) – Improvement scale

If a projection of mortality improvements has been used, tick "yes" on line **036a**. If an assumption of generational mortality improvements has been made, tick "yes" on line **036a (i)**. If not, indicate the year in which the mortality improvements have been projected on line **036 (ii)**. Indicate the improvement scale used on line **036a (iii)**.

Lines 036b (i) & (ii) – Adjustment to the mortality table

If an adjustment to the mortality table has been made, tick "yes" on line **036b (i)** and indicate the percentage you applied to male and female members on line **036 (ii)**.

Line 037 – Allowance for promotion, seniority, and merit increases – Tick the appropriate box.

Line 038 – Allowance for expenses – Tick the appropriate box.

Line 039 – Hours of work per member per plan year

Applicable only to multi-employer plans where the employer-required contributions are expressed as cents per hour worked by plan participants.

Line 040 – Withdrawal scale – Tick the appropriate box.

Lines 041 and 042 – Retirement assumptions

Line 041 – Tick the appropriate box.

Line 042 – If variable retirement rates are not used, indicate the age at which retirement is assumed to commence.

Section J – Actuarial basis for solvency valuation

Where the report does not contain a solvency valuation but only contains the actuary's certification as to the plan's solvency status, this section must still be completed.

For lines **045**, **046**, and **047**, enter the assumption as to the interest rate, before netting out any rate of indexation, used to determine the solvency liabilities. For plans registered under the OPBA, do not enter the average interest rate that is used to determine the solvency liability adjustment.

If a level interest rate is used, enter the rate under "Ultimate rate" and "N/A" under "Initial rate" and "Select period". Likewise, if a level rate of indexation is assumed, enter the rate under "Ultimate rate" and "N/A" under the other two column headings.

If no indexation is reflected in the calculation of solvency liabilities, enter 0% under "Ultimate rate" and "N/A" under the other two column headings on line **048**.

For line **049**, tick the applicable mortality table used for the two types of payments listed (lump sum or annuity purchase). If more than one table or a different table is used, tick "other" and describe which tables have been used.

For line **049a**, tick the applicable improvement scale used for the two types of payments listed (lump sum or annuity purchase). If more than one scale or a different scale is used, tick "other" and describe which scales have been used.

Section K – Balance sheet information

Enter the going-concern valuation results and the solvency valuation results as at the valuation date, pertaining only to the defined benefit provision of the plan on lines **050 to 070** and **080 to 103**. If applicable, enter the accumulated balance of additional voluntary contributions and money purchase assets on lines **071** and **072**.

Market value of assets is the market value of investments held by a plan at the valuation date, with adjustments for any receivables and payables.

For plans registered under the OPBA or QSPPA, do not include the value of any annuities purchased even if it is considered to be part of an investment of the pension fund. Also, for plans that provide the greater benefit of either the defined benefit (DB) or defined contribution (DC) provisions (and where the DB and DC benefits are not completely independent), the market value must include assets from both.

Going-concern assets (lines **052** and **053**) means the actuarial value of the assets of a pension plan, with adjustments for any receivables and payables at the valuation date, determined on the basis of a going-concern valuation in accordance with accepted actuarial practice and, if applicable, any relevant provincial and federal act or regulations. Do not include the actuarial present value of any future contributions or special payments.

For plans registered under the OPBA or QSPPA, do not include the value of any annuities purchased even if it is considered to be part of an investment of the pension fund.

For a flexible pension plan, enter on line **053** the amount of optional ancillary contributions plus earnings included in the going-concern assets.

Going-concern liabilities (lines **060** to **065**) means the accrued actuarial liabilities determined on the basis of a going-concern valuation in accordance with accepted actuarial practice and, if applicable, any relevant provincial and federal act or regulations. If using a prospective benefit method do not include the present value of future benefits in the accrued actuarial liabilities.

For plans registered under the OPBA or QSPPA, for line **060** (going-concern liability for active members), where plans provide the greater benefit of either the defined benefit (DB) or defined contribution (DC) provisions (and where the DB and DC benefits are not completely independent), include the liability from both provisions. Also, for lines **060**, **061** and **062**, do not include any liabilities related to benefits provided with an annuity purchased even if it is considered to be part of an investment of the pension fund.

For a flexible pension plan, enter on line **063** the present value of optional ancillary benefits that are to be provided as a consequence of the members having made optional ancillary contributions under the defined benefit provision.

Solvency assets (line **080**) means the value of assets used for a solvency valuation in accordance with the applicable provincial or federal act and regulations, with adjustments for any receivables and payables and any provision for wind-up expenses, but excluding the actuarial present value of any future special payments.

For plans registered under the OPBA, do not include the amount of solvency deficiency payments guaranteed by a letter of credit or the value of any annuities purchased, even if it is considered to be part of an investment of the pension fund.

For plans registered under the OPBA, do not include any non-zero value of solvency asset adjustment determined in accordance with the regulations made under that act. For a flexible pension plan, enter on line **082** the amount of optional ancillary contributions plus earnings included in the solvency assets.

Solvency liabilities (lines **090** to **092**) means the liabilities of a plan determined on the basis of a solvency valuation in accordance with the applicable provincial and federal act or regulations.

For plans registered under the OPBA, do not include any non-zero value of solvency liability adjustment determined in accordance with the regulations made under that act and, do not include any liabilities related to benefits provided with an annuity purchased even if it is considered to be part of an investment of the pension fund.

For a flexible pension plan, enter on line **093** the present value of optional ancillary benefits that are to be provided as a consequence of the members having made optional ancillary contributions under the defined benefit provision.

Net funded position (line **070**) means the excess of going-concern assets over going-concern liabilities. Indicate a surplus as a positive amount and a deficit as a negative amount.

Net solvency position (line **100**) means the excess of solvency assets over solvency liabilities. Indicate a surplus as a positive amount and a deficit as a negative amount.

Where a reserve, other than the liabilities for plan participants (for example, reserve for data errors or changes in annuity purchase rates after the valuation date), is held for purposes of the valuation, enter the amount of reserve on line **064** or line **094**, as applicable. Indicate the type of reserve on lines **065** and **095**.

For line **101**, indicate the incremental cost covered by the report on a hypothetical wind-up or solvency basis as required in the Canadian Institute of Actuaries' Standards of Practice.

For lines **102** and **103**, tick "N/A" if there are no such described benefit increases.

For lines **104** to **106**, indicate the impact (in percentage and in dollar amount) on the going-concern liabilities, normal cost and the solvency liabilities by using a discount rate 1.0% lower than the one used in the corresponding valuation. If applicable, indicate the impact (in dollar amount only) using a discount rate 1.0% higher than the one used in the corresponding valuation.

Section L – Actuarial gains or losses

If this is not an initial valuation of the plan, the report should contain a reconciliation of the going-concern valuation results to those results in the last filed report by identifying the sources of actuarial gains and losses. If it is a loss item, enclose the amount in brackets. Any source item that has a material impact on the valuation results should be identified. If a particular source item is not applicable or, in the opinion of the actuary, does not have a material impact on the valuation results, enter "N/A".

For line **114**, enter the amount of surplus and/or prior year credit balance used for a contribution holiday.

For line **119**, enter the amount by which the actual returns of the plan fund, measured on a going-concern basis, for the period from the valuation date of the last filed report to the valuation date of the current report, exceeded or fell short of the expected returns based on the valuation interest rates used in the last filed report.

For line **124**, enter the amount of optional ancillary contributions forfeited on retirement, death, termination of membership, and full or partial wind-up of the plan during the period from the valuation date of the last filed report to the valuation date of the current report, because their value exceeded the present value of optional ancillary benefits provided under a defined benefit provision of a flexible pension plan.

For lines **125** to **127**, identify any gains or losses, other than those already specified on lines **112** to **123**, which have a material impact on the valuation results. This would include any gain or loss from one or more of such items as indexation experience or disability experience, as identified in the report.

Section M – Subsequent events

There may be a need to adjust the valuation results in the report if certain events (for example, full or partial wind-up) occur or are scheduled to occur after the valuation date but before the report is filed (such events are commonly known as subsequent events). Refer to section 1520 of the Canadian Institute of Actuaries' Standards of Practice – General Standards and sections 3200 and 3400 of the Canadian Institute of Actuaries' Standards of Practice – Standards for Pension Plans (SOP).

Section N – Statements of opinion

Line 136 – Tick "yes" if the report includes the statements of opinion required by the SOP.

Line 136a – Tick "yes" if any of the actuary's statements of opinion provided in the report are qualified. Refer to the SOP.

Financial Services
Commission of
Ontario



Commission des
services financiers
de l'Ontario

Part III – Information required by the Financial Services Commission of Ontario

Complete this part only if the plan is registered under the OPBA.

Section O – Additional valuation information

Line 137 – Going-concern valuation

If benefits under the pension plan are provided by an annuity purchase, tick "yes" and complete line **138**.

Escalated adjustment, as defined in section 1(2) of *Regulation 909, R.R.O. 1990*, as amended (the "OPBA Regulation"), refers to an indexed pension that is provided in a pension plan. If the plan does not provide such a benefit, tick "N/A".

Solvency valuation

Line 140.1 – Complete this line if you answered yes on line **137**.

Line 140.2 – If any solvency deficiency payment is guaranteed by a letter of credit as applicable under the OPBA, enter the amount of the letter of credit on this line.

Line 140.3 – If applicable, enter the expiry date of the letter of credit.

Line 141 – Subject to certain conditions/limitations, the following benefits, listed under the definition of solvency liabilities in section 1(2) of the OPBA Regulation, may be excluded from the calculation of solvency liabilities (referred to as excludable benefits on this form):

- (a) Escalated adjustments
- (b) Excluded plant closure benefits
- (c) Excluded permanent layoff benefits
- (d) Special allowances other than funded special allowances
- (e) Consent benefits other than funded consent benefits
- (f) Prospective benefit increases
- (g) Potential early retirement window benefit values
- (h) Pension benefits and ancillary benefits payable under a qualifying annuity contract

Tick "yes" if any of these benefits are provided in the plan and have been excluded from the solvency valuation. If none of these benefits are provided in the plan, tick "N/A".

Line 143 – Complete the table by entering **yes** or **no** where appropriate. "Closed" means that the provision is not available to some or all members as of the valuation date. Indicate in the "Benefit Accruals for Service After Valuation Date" column if there are any members who will accrue benefits under a defined benefit provision or a defined contribution provision in respect of service after the valuation date.

For example, suppose a plan provides defined benefits only for members who joined before a specific date and defined contribution benefits for members joining after that date. You would enter **yes** in the "Closed" column for the "Defined Benefit" row and **no** in the "Closed" column for the "Defined Contribution" row. You would also enter **yes** in the "Benefit Accruals for Service After Valuation Date" for both rows.

Line 144 – For line (i), tick "yes" if the solvency assets have been adjusted by applying an averaging method in accordance with section 1.2(1)(a) of the OPBA Regulation. For line (ii)a and b, enter the increase or decrease in the value of solvency asset adjustment attributable to a change in the averaging method since the last valuation.

Section P – Miscellaneous

Line 145 – Prior year credit balance

Enter the amount of the prior year credit balance at the valuation date, as determined in accordance with subsections 5(13), 5(16.1) and 5(16.2) of the OPBA Regulation.

Line 146 – Transfer ratio

Enter the transfer ratio at the valuation date. Transfer ratio is defined in section 1(2) of the OPBA Regulation.

Lines 147 to 149 – Guarantee fund assessment

Enter the amounts of Pension Benefits Guarantee Fund (PBGF) liabilities and PBGF assessment base, both defined in section 1(2) of the OPBA Regulation, even if the PBGF assessment base is zero.

Where a plan provides plant closure benefits or permanent layoff benefits and the employer had elected, under section 5(18) of the OPBA Regulation, to exclude all such benefits from the calculation of the solvency liabilities of the plan, enter the amount of additional liability as described in "E" of subsection 37(4) of the OPBA Regulation if the section 5(18) election is in effect on the valuation date. Otherwise, enter "N/A" on line 149.

Ontario plan beneficiary means (a) a member employed in Ontario, (b) a former member who was employed in Ontario immediately before he or she ceased to be a member, other than a former member for whom all pension and ancillary benefits are secured under a guaranteed annuity contract or a contract issued under the *Government Annuities Act*, and (c) the surviving spouse of, or a beneficiary of, a former member who was an Ontario plan beneficiary under clause (b), if the surviving spouse or the beneficiary is receiving a pension from the plan as a result of the death of the former member.

Certain categories of plans are exempted from the Guarantee Fund assessment prescribed under section 37 of the OPBA Regulation. For these plans, enter "N/A" for all three entries.

Part IV – Information required by the Canada Revenue Agency

Section R – Additional information

Line 173a – Going-concern surplus/deficit

Enter the going-concern net funded position of the plan as it appeared on line 070 in Section K insofar as the reported reserve, if any, is an acceptable actuarial liability for the purposes of subsection 147.2(2) of the *Income Tax Act* (for example, inflation adjustment on an ad-hoc basis as per paragraph 147.2(2)(c)). Otherwise, enter the net funded position calculated without the reserve. Indicate a surplus as a positive amount and a deficit as a negative amount.

Line 173b – Wind-up surplus/deficit

Enter the amount of wind-up surplus or deficit. **Wind-up deficit** means the excess of liabilities determined on the basis of a plan wind-up valuation over the market value of assets at the valuation date.

Line 173c – Maximum funding valuation surplus/deficit

For designated plans, enter the amount of the plan's net funded position determined under the maximum funding valuation basis under subsections 8515(6) and 8515(7) of the *Income Tax Regulations* at the valuation date.

Line 174a – Going-concern excess surplus

Enter the amount of going-concern surplus that exceeds the amount calculated under paragraph 147.2(2)(d) of the *Income Tax Act* at the valuation date.

Line 174b – Maximum funding valuation excess surplus

For designated plans, enter the amount of surplus determined under the maximum funding valuation basis that exceeds the amount calculated under paragraph 8515(6)(e) of the *Income Tax Regulations* at the valuation date.

Line 175 – Designated plans employer normal cost

For designated plans, enter the amount of normal cost contributions under the defined benefit provision in accordance with the maximum funding basis for each period as entered on lines 007 and 008 of Section G.

Line 176a – Going-concern minimum surplus

If applicable, under a going-concern basis, enter the amount of the minimum required level of surplus to be maintained as per pension benefit legislations before any contribution holidays can be taken.

Line 176b – Wind-up minimum surplus

If applicable, under a wind-up basis, enter the amount of the minimum required level of surplus to be maintained as per pension benefit legislations before any contribution holiday can be taken.

Line 177a – Maximum eligible employer contribution – Unfunded liability

Enter the maximum amount that could qualify as an eligible contribution with respect to the plan's unfunded liability, if any, under subsection 147.2(2) of the *Income Tax Act*.

For non-designated plans, the maximum eligible employer contribution with respect to the unfunded liability is the contribution required for the plan to have sufficient assets to fund the going-concern actuarial liability (and assuming all the other conditions set out under subsection 147.2(2) of the Act are met) or is a prescribed contribution under section 8516 of the *Income Tax Regulations* for the purposes of subsection 147.2(2) of the Act (for example, deficit on a termination basis).

For designated plans, the maximum eligible employer contribution with respect to the unfunded liability is such that in addition to meet all the conditions set out under subsection 147.2(2) of the Act, it must also satisfy the prescribed conditions set out under subsection 8515(5) of the Regulations.

Line 177b – Maximum eligible employer contribution – Normal cost

For each period that appears on lines **007** and **008** of Section G for which approval is requested, enter the maximum amount that could be claimed as eligible contributions under subsection 147.2(2) of the *Income Tax Act* with respect to employer normal cost net of the reported excess surplus, except as noted below.

For non-designated plans, the maximum eligible employer contribution with respect to the normal cost is the contribution required to fund the cost of future benefit accruals (and assuming all the other conditions set out under subsection 147.2(2) of the Act are met) or is a prescribed contribution under section 8516 of the *Income Tax Regulations* for the purposes of subsection 147.2(2) of the Act (for example, normal cost on a going-concern basis or annual incremental cost on a termination basis).

For designated plans, the maximum eligible employer contribution with respect to the normal cost is such that, in addition to meeting all of the conditions set out under subsection 147.2(2) of the Act, it must also satisfy the prescribed conditions set out under subsection 8515(5) of the Regulations.

Include only those amounts relating to the defined benefit provision.

Line 178 – Employee contribution

For pension plans where members are required to make contributions towards a defined benefit provision, indicate if any members are contributing or will start contributing a rate or an amount above the limit stated under 8503(4) of the *Income Tax Regulations* during the period covered by the report.

Retraite



Part V – Information required by Retraite Québec

Complete this part only if the plan is registered under the QSPPA.

Section S – Additional information

Line 185 – Indicate the date on which the valuation report was signed.

Line 186 – Indicate the total value of additional liabilities on a funding basis considered for the first time in an actuarial valuation.

Line 187 – Indicate the total value of additional liabilities on a solvency basis considered for the first time in an actuarial valuation.

Line 188 – Indicate the maximum amount of surplus assets that can be allocated to fund employee and employer contributions reduced by the value of additional liabilities arising from an improvement to the plan.

Line 189 – Indicate the special amortization payment amount or the sum of the special improvement payment amount and the special annuity purchase payment amount.

Line 190 – Indicate the amount of the letter of credit or the total amount of the letters of credit taken into account in the assets considering the plan limit.

Line 191 – Indicate the liabilities for which refunds or benefits are guaranteed by an insurer. To determine the plan's solvency position, you must include this amount both as a liability (lines **90** through **94**) and as an asset (line **80**).

Section T – Additional information for plans whose employer is a municipality, a municipal housing bureau, or an educational institution at the university level

For service prior to the establishment of the stabilization fund

Line 192 – Indicate the amount of the reserve on a funding basis set by the *Regulation respecting the funding of pension plans of the municipal and university sectors*.

Line 193 – Indicate the present value of the portion of the deficit the employer must fund according to *An Act to foster the financial health and sustainability of municipal defined benefit pension plans* or according to *An Act respecting the restructuring of university-sector defined benefit pension plans and amending various legislative provisions*. The deficit corresponds to the one that cannot be consolidated. In addition, indicate the total annual payments for the next three fiscal periods while considering the use of the reserve. See Section G instructions when the valuation date is different than the plan's fiscal period.

Line 194 – Indicate the sum of the total present value, on a funding basis, of the technical actuarial deficit and improvement actuarial deficiency and the total payments for each deficit for the next three fiscal periods allocated between the members and the employer. See Section G instructions when the valuation date is different than the plan's fiscal period.

For service following the establishment of the stabilization fund

Line 195 – Indicate the accumulated amount of the stabilization fund at the valuation date established according to *An Act to foster the financial health and sustainability of municipal defined benefit pension plans*, or according to *An Act respecting the restructuring of university-sector defined benefit pension plans and amending various legislative provisions*.

Lines 196 and 197 – Indicate the annual payments corresponding to the stabilization contributions required for the next three fiscal years payable by the members and the employer. See Section G instructions when the valuation date is different than the plan's fiscal period.

Line 198 – Indicate the present value of the technical actuarial deficit on a funding basis as well as the total payments for the next three fiscal periods. See Section G of the instructions when the valuation date is different than the plan's fiscal period.

Section U – Additional information for pension plans other than those mentioned in Section T, and for which solvency funding does not apply

Line 199 – Indicate the target level (as a percentage) of the stabilization provision required under *An Act to amend the Supplemental Pension Plans Act mainly with respect to the funding of defined benefit pension plans* and determined according to the table in the regulations.

Lines 200 and 201 – Indicate the annual payments corresponding to the stabilization contributions required for the next three fiscal years payable by the members and the employer. See Section G instructions when the valuation date is different than the plan's fiscal period.

Lines 202 to 204 – Indicate the present value of the technical, stabilization and improvement actuarial deficiencies on a funding basis as well as the total annual payments for each of these deficiencies during the next three fiscal periods payable by the members and the employer. See Section G instructions when the valuation date is different than the plan's fiscal period.

Part VI – Certification by Actuary

Part VI must be signed by the actuary who signed the report to which this form relates, and that actuary must be a Fellow of the Canadian Institute of Actuaries.

This completed form must accurately reflect the information set out in the report. The report may include additional comments related to the information provided on this form.

**SPECIMEN
ONLY**



Actuarial Information Summary

See the instructions for completing this form. If an item does not apply, enter "N/A".

Part I – Plan Information and Contributions

A. 001. Name of registered pension plan				
B. 002. Registration number Canada Revenue Agency: _____ Other: _____				
C. 003. Is this plan a designated plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		D. 004. Valuation date of report Year Month Day _ _ _ _ _ _		E. 005. End date of period covered by report Year Month Day _ _ _ _ _ _
F. 006. Purpose of the report (indicate all reasons for which the report was prepared) <input type="checkbox"/> Initial report for a newly established plan <input type="checkbox"/> Regular (triennial or annual) report for an ongoing plan <input type="checkbox"/> Interim report in respect of an amendment to an ongoing plan <input type="checkbox"/> Partial termination <input type="checkbox"/> Termination <input type="checkbox"/> Conversion <input type="checkbox"/> Other (explain) _____				
G. Contributions (prior to application of any credits or surplus) for covered period				
Periods (see instructions)	Period 1	Period 2	Period 3	Period 4
007. Period start date (YYYY-MM-DD)				
008. Period end date (YYYY-MM-DD)				
Normal cost (defined benefit provision)				
009. Members				
010. Employer				
010a. Explicit expense allowance included in employer normal cost above				
Normal cost (money purchase provision)				
011. Members				
012. Employer				
Special payments Special payments for going-concern unfunded liability and solvency deficiency				
013. Employer				
013a. Members				
Fixed contributions				
014. Estimated dollar amounts of fixed employer and, if applicable, member contributions (defined benefit provision)				
014a. Estimated dollar amounts of fixed employer and, if applicable, member contributions (money purchase provision)				

Part II – Membership and Actuarial Information

H. Membership information	Number	Average age	Average pensionable service	Average salary	Average annual pension
015. Active members					
016. Retired members			N/A	N/A	
017. Other participants			N/A	N/A	
I. Actuarial basis for going-concern valuation (see instructions)					
020. Asset valuation method <input type="checkbox"/> Market <input type="checkbox"/> Smoothed Market <input type="checkbox"/> Book <input type="checkbox"/> Book and Market combination <input type="checkbox"/> Other (specify) _____					
021. Liability valuation method <input type="checkbox"/> Accrued benefit (unit credit) <input type="checkbox"/> Entry age normal <input type="checkbox"/> Individual level premium <input type="checkbox"/> Aggregate <input type="checkbox"/> Attained Age <input type="checkbox"/> Other (specify) _____					

I. Actuarial basis for going-concern valuation (continued)

Selected actuarial assumptions

Where a flat rate is used, enter the rate under "Ultimate rate" and "N/A" under "Initial rate" and "Number of years".

Table with 4 columns: Valuation interest rate, Initial rate (%), Number of years, Ultimate rate (%). Rows include 025. Active members, 026. Retired members, 027. Rate of indexation, 028. Rate of general wage and salary increase, 029. YMPE escalation rate, 030. Income Tax Regulations' maximum pension limit escalation, 031. Rate of CPI increase.

035. Year Income Tax Regulations' maximum pension limit escalation commences

036. Mortality table

- 036. Mortality table options: 1994 GAM Static, 1994 Group Annuity Reserving (GAR), 1994 UP, 80% of 1983 GAM, CPM2014, CPM2014Publ, CPM2014Priv, Other (specify)

036a. Improvement scale

- 036a. Improvement scale questions: Has a projection of mortality improvement been made?, i) Has an assumption of generational mortality improvements been made?, ii) If applicable, what is the year in which the mortality improvements have been projected?, iii) Which scale have you used?

- 036a. Improvement scale options: Scale AA, Scale CPM-B, Scale CPM-B1D2014, Other (specify)

036b. Adjustment to the mortality table

- 036b. Adjustment to the mortality table questions: i) Has an adjustment to the mortality table been made?, ii) If yes, which percentage did you apply to

037. Allowance for promotion, seniority, and merit increases

- 037. Allowance for promotion, seniority, and merit increases options: Included in (line 028) above, Separate scale based on age or service, No allowance

038. Allowance for expenses

038a. Allowance for investment expenses

- 038a. Allowance for investment expenses options: Implicit, Explicit, Both explicit and implicit

038b. Allowance for administrative expenses

- 038b. Allowance for administrative expenses options: Implicit, Explicit, Both explicit and implicit

039. If a multi-employer plan, number of hours of work per member per plan year

040. Was a withdrawal scale used?

041. Were variable retirement rates used?

042. If no, what is the assumed retirement age?

J. Actuarial basis for solvency valuation

Table with 4 columns: Valuation interest rate, Initial rate (%), Select period, Ultimate rate (%). Rows include 045. Benefits to be settled by lump sum transfer, 046. Benefits to be settled by purchase of deferred annuity, 047. Benefits to be settled by purchase of immediate annuity, 048. Rate of indexation.

049. Mortality table

- 049. Mortality table options: Lump sum: 1994 UP Generational, CPM2014Priv, CPM2014, CPM2014Publ, Other (specify); Annuity Purchase: 1994 UP Generational, CPM2014Priv, CPM2014, CPM2014Publ, Other (specify)

049a. Improvement scale used

Lump sum: [] Scale AA [] Scale CPM-B [] Scale CPM-B1D2014 [] Other (specify) _____ [] None
Annuity Purchase: [] Scale AA [] Scale CPM-B [] Scale CPM-B1D2014 [] Other (specify) _____ [] None

K. Balance sheet information (DB provisions, see instructions)

050. Market value of assets, adjusted for receivables and payables.....

051. Amount of contributions receivable included in market value above

Going-concern valuation

052. Going-concern assets.....

053. Optional ancillary contributions account balance included in going-concern assets above for a flexible pension plan (if applicable).....

Going-concern liabilities

060. For active members.....

061. For retired members

062. For other participants

063. For optional ancillary benefits to be provided under a flexible pension plan (if applicable)

064. Other reserve.....

065. Reserve type [] Expenses [] Ad-hoc indexing [] Provision for Adverse Deviation [] Other (specify) _____

070. Net funded position—surplus/deficit.....

071. Additional voluntary contributions

072. Money purchase assets (if applicable).....

Solvency valuation

Complete lines 080 to 100 only if the report contains an explicit solvency valuation

Solvency assets

080. Solvency assets with adjustment for expense provision, if any

081. Amount of wind-up expense provision reflected in line 080

082. Optional ancillary contributions account balance included in solvency assets above for a flexible pension plan (if applicable)

Solvency liabilities

090. For active members

091. For retired members

092. For other participants

093. For optional ancillary benefits to be provided under a flexible pension plan (if applicable)

094. Other reserve

095. Reserve type..... [] Expenses [] Other (specify) _____

100. Net solvency position—surplus/deficit

101. Incremental cost

If the plan provides benefit increases coming into effect during the period covered by the report but after the valuation date, have those increases been reflected in:

102. The going-concern liabilities in lines 060 to 064?..... [] Yes [] No [] N/A

103. The solvency liabilities in lines 090 to 094?..... [] Yes [] No [] N/A

Discount rate sensitivity

Table with 4 columns: Description, Change in percentage using discount rate 1% lower, Change in amount using discount rate 1% lower, Change in amount using discount rate 1% higher. Rows include 104. Going-concern liabilities, 105. Normal cost, 106. Solvency liabilities.

L. Actuarial gains or losses

110. Was a gain/loss analysis done?..... [] Yes [] No

111. If line 110 is yes, indicate the date of the last filed funding valuation report and the net funded position as of that date..... [] Year [] Month [] Day

If line 110 is **yes**, indicate amount of gain or loss due to:

- 112. interest on surplus (unfunded liability)
- 113. special payments made.....
- 114. amount used for contribution holiday.....
- 115. change in actuarial assumptions
- 116. change in the asset valuation method
- 117. change in liability valuation method
- 118. plan amendments/changes.....
- 119. investment experience.....
- 120. retirement experience.....
- 121. mortality experience.....
- 122. withdrawal experience
- 123. salary increase experience.....
- 124. optional ancillary contributions forfeited

Are there major contributing sources other than lines 112 to 124 above (if **yes**, specify)

- 125. _____
- 126. _____
- 127. all other sources (combined)

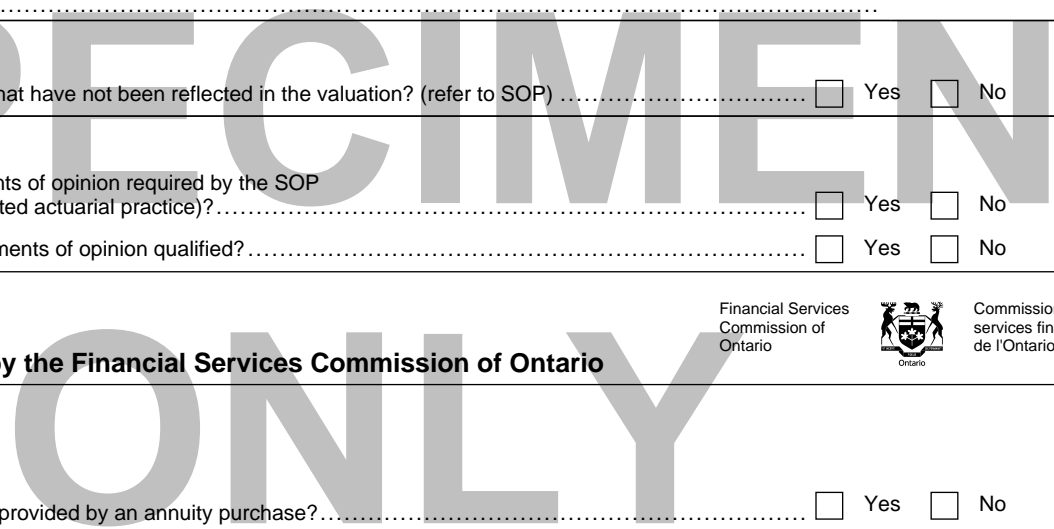
M. Subsequent events

135. Are there any subsequent event(s) that have not been reflected in the valuation? (refer to SOP) Yes No

N. Statements of opinion

136. Does the report include the statements of opinion required by the SOP (data, assumptions, methods, accepted actuarial practice)?..... Yes No

136a. Are any of the actuary's statements of opinion qualified?..... Yes No



Part III – Information required by the Financial Services Commission of Ontario

Financial Services
Commission of
Ontario



Commission des
services financiers
de l'Ontario

O. Additional valuation information

Going-concern valuation

137. Are benefits under the pension plan provided by an annuity purchase?..... Yes No

138. If line 137 is **yes**,

- a) enter the total asset value of the annuities purchased.....
- b) enter the total liability of the annuities purchased

139. Have escalated adjustments been included in going-concern liabilities? Yes No N/A

Solvency valuation

140.1 If line 137 is **yes**,

- a) enter the total asset value of the annuities purchased.....
- b) enter the total liability of the annuities purchased

140.2 Enter the value of any solvency deficiency payment that is guaranteed by a letter of credit.....

Year Month Day

140.3 Enter the expiry date of the letter of credit, if any

141. Have any of the excludable benefits been excluded?..... Yes No N/A

142. If line 141 is **yes**, enter the total amount of liabilities being excluded

143. With respect to the type of benefits provided under the plan for service after the valuation date, complete the following table:

Provision type	Benefit accruals for service after valuation date (Yes/No)	Closed
Defined Benefit		<input type="checkbox"/> Yes <input type="checkbox"/> No
Defined Contribution		<input type="checkbox"/> Yes <input type="checkbox"/> No

144. (i) Has an averaging method been applied to the market value of assets in determining the solvency asset adjustment? Yes No

a) If line **(i)** is yes, indicate the positive or negative amount by which the solvency assets are adjusted as a result of applying the averaging method.

(ii) Has the averaging method used in determining the solvency asset adjustment changed since the last valuation? Yes No

If line **(ii)** is **yes**, complete **(ii)a** or **(ii)b**, as appropriate:

a) The change in method increases solvency asset adjustment by the amount of

b) The change in method decreases solvency asset adjustment by the amount of

P. Miscellaneous

145. Prior year credit balance.....

146. Transfer ratio (express in decimal format).....

Guarantee fund assessment

147. PBGF liabilities

148. PBGF assessment base

149. Amount of additional liability for plant closure and/or permanent layoff benefits as described in "E" of subsection 37(4) of *Regulation 909, R.R.O. 1990*, as amended

149a. Number of Ontario plan beneficiaries.....

Part IV – Information required by the Canada Revenue Agency

R. Additional information

173. Surplus/deficit determined at the valuation date as per the instructions:

173a. Going-concern basis.....

173b. Wind-up basis.....

173c. For designated plans, maximum funding valuation basis

174. Excess surplus determined at the valuation date:

174a. Going-concern basis.....

174b. For designated plans, maximum funding valuation basis

175. For designated plans, employer normal cost determined under the maximum funding valuation basis:

Period 1

Period 2

Period 3

Period 4

176. Minimum surplus required under applicable pension benefit legislation before contribution holiday:

176a. Going-concern basis.....

176b. Wind-up basis

177. Maximum amount that could be claimed as eligible employer contribution(s) – defined benefit provisions – under subsection 147.2(2) of the *Income Tax Act*:

177a. Unfunded liability.....

177b. Normal cost:

Period 1

Period 2

Period 3

Period 4

178. Do you have any employees contributing over the limit stipulated under paragraph 8503(4) of the *Income Tax Regulations*? Yes No

Part V – Information required by Retraite Québec

S. Additional Information

- 185. Date on which the valuation report was prepared
- 186. Value of additional liabilities arising from an improvement on a funding basis
- 187. Value of additional liabilities arising from an improvement on a solvency basis
- 188. Surplus assets that can be allocated to fund contributions
- 189. Special payments
- 190. Total of the letters of credit taken into account in the assets
- 191. Insured annuities from an insurer taken into account in the actuarial valuation on a solvency basis

T. Additional information for plans whose employer is a municipality, a municipal housing bureau, or an educational institution at the university level

For service prior to the establishment of the stabilization fund

- 192. Reserve on a funding basis

	Present Value	Amortization payments			
		Period 1	Period 2	Period 3	Period 4
193. Deficiency attributable to the employer					
194. Funding deficiency					
194a. Payable by the members					
194b. Payable by the employer					

For service following the establishment of the stabilization fund

- 195. Stabilization fund value

	Stabilization contributions			
	Period 1	Period 2	Period 3	Period 4
196. Members				
197. Employer				

	Present Value	Amortization payments			
		Period 1	Period 2	Period 3	Period 4
198. Technical funding deficiency					
198a. Payable by the members					
198b. Payable by the employer					

U. Additional information for pension plans other than those mentioned in Section T, and for which solvency funding does not apply.

- 199. Target level (as a percentage) of the required stabilization provision

	Stabilization contributions			
	Period 1	Period 2	Period 3	Period 4
200. Members				
201. Employer				

