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SECTION: Procedures - Applications

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TITLE: Surplus Refund Applications on Wind Up  
- Late Representations and Submissions

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#### **Late Representations and Submissions - Filed With Registrar Just Prior to Commission Meeting**

Representations and submissions received by the Registrar prior to the mailing of materials to the Commission members will be included in the mailing. If a representation or submission is received by the Registrar after the mailing of materials to Commission members, the Registrar will record the late submission in the log and date stamp and record the Commission meeting date on the submission. The Registrar will produce the required number of copies.

The Registrar will acknowledge receipt of the late submission and will advise the party that the late materials will be available to the Commission as part of its deliberations when the application is considered.

The Registrar will also advise the party that, if the late submission is lengthy and Commission members have insufficient time prior to the Commission meeting to review it, or, if the principles of natural justice and procedural fairness would not be served by proceeding with the application at the scheduled meeting, the Commission may defer the matter to a future Commission meeting. The decision to defer consideration of an application would be made by the Chair in consultation with the Commission members.

If other parties have previously made representations or submissions, the Registrar will transmit, time and resources permitting, the late submission to the other parties prior to the Commission meeting. However, should time or resources not permit transmission of the material to all other parties before the Commission meeting, this fact would be considered by the Commission when it discusses whether the application should be deferred to a later date.

Since late submissions or representations can cause delay, the party making the submission or representation should transmit copies to all other interested parties that are known and should inform the Registrar of the distribution and the names of these parties.

The Registrar will distribute copies of the late submission to the appropriate PCO staff including the Pension Officer responsible for the plan. The Registrar will provide copies of the late submission to each Commission member for review prior to the Commission meeting.