Message

From: Partridge, Clare [Clare.Partridge@cibcmellon.com]
Sent: 2017-02-23 4:40:15 PM
To: Partridge, Clare [Clare.Partridge@cibcmellon.com]
Subject: Contribution Monitoring Reminder
Attachments: Alberta Form 21 - Schedule of Expected Contributions.pdf; BC SOP-004 - Schedule of Expected Contributions.pdf; Ontario Form 7 - Summary of Contributions.pdf; CIBC Mellon Contrib Summary Form.doc

*** EXTERNAL email. Please be cautious and evaluate before you click on links, open attachments, or provide credentials. ***

At CIBC Mellon we are dedicated to helping ensure our clients' pension plans comply with the latest pension standards legislation. In our effort to assist you in meeting these requirements and their deadlines, we request that you provide a schedule of expected contributions to help us effectively comply with the appropriate provincial or federal legislation on your behalf. If you have already forwarded your forms, we thank you for your attention to this matter. Our records will be updated with your form details shortly.

For Alberta Registered Pension Plans:

The *Employment Pension Plans Act* (Alberta) provides that plan administrators complete a "Schedule of Expected Pension Contributions (Form 21)" each fiscal year detailing all expected contributions for each of their Alberta pension plans.

We wish to advise you that where CIBC Mellon does not receive an executed Form 21 within thirty (30) days from the beginning of each fiscal year of each plan, we will notify the Superintendent of Pensions. CIBC Mellon has additional obligations to notify the Superintendent of Pensions where contributions are not received in accordance with the completed Form 21.

To assist you, we have attached a Form 21 and ask that you ensure you provide us a completed and executed copy **for each Alberta pension plan that is custodied or trusteed by CIBC Mellon**. Additional information is also available at the Alberta Finance website: http://www.finance.alberta.ca/publications/pensions/forms/FSRP0021-Schedule-of-Expected-Pension-Contributions.pdf

For British Columbia Registered Pension Plans:

The *Pension Benefits Standards Act* (British Columbia) requires that the administrator of a plan, other than a collectively bargained multi-employer pension plan, provide to the fundholder a summary of contributions required to be made to the plan by completing "Form SOP-CPLANNER-2015-004 – Schedule of Expected Contributions".

We wish to advise you that where CIBC Mellon does not receive an executed Schedule of Expected Contributions (SOP-004) within 30 days after the beginning of each fiscal year of the plan we will notify the Superintendent of Pensions. Under the Act and Regulation, where no contributions are remitted or in the case of contributions that are less than expected CIBC Mellon must send notice to the Superintendent.

To assist you, we have attached a Form SOP-004 and ask that you ensure you provide us a completed and executed copy **for each British Columbia pension plan that is custodied or trusteed by CIBC Mellon**. Additional information is also available at the Financial Institutions Commission website: http://www.fic.gov.bc.ca/pdf/Pensions/SOP-CPLANNER-2015-004.pdf

For Ontario Registered Pension Plans:

The *Pension Benefits Act* (Ontario) provides that plan administrators complete a "Summary of Contributions/Revised Summary of Contributions (Form 7)" each fiscal year detailing all expected contributions for each of their Ontario pension plans.

We wish to advise you that where CIBC Mellon does not receive an executed Form 7 within sixty (60) days from the beginning of each fiscal year of each plan, we have a strict obligation to notify the Financial Services Commission of Ontario (FSCO). CIBC Mellon has additional obligations to notify the FSCO where contributions are not received in accordance with the completed Form 7, as well as where there are any variances greater than 10 per cent, regardless of the reason.

FSCO has advised they may follow up with you directly to obtain explanations for any variances based on the information we provide. In order to reduce variances being reported, a revised Form 7 should be submitted when there are changes to the plan or events which materially affect the required contribution levels. Revised Form 7s are due 60 days after the plan administrator becomes aware of any change in the Summary of Contributions, as specified in s. 6.2 of Ontario Regulation 909.

To assist you, we have attached a Form 7 and ask that you ensure you provide us a completed and executed copy **for each Ontario pension plan that is custodied or trusteed by CIBC Mellon**. Additional information is also available at FSCO's Web site: http://www.fsco.gov.on.ca/en/pensions/Forms/Documents/1160E.2.pdf

For Pension Plans Registered in Jurisdictions Other than Ontario, Alberta, BC and Quebec:

For your pension plans that are registered in jurisdictions other than Ontario, Alberta, BC and Quebec we request you complete the attached Summary of Contributions form and return it to us within sixty (60) days of the beginning of the next fiscal year of your plan.

In the event CIBC Mellon does not receive a Summary of Contributions Schedule, we will not be able to accurately monitor contributions and comply with our statutory obligations. As a result, we will be advising the appropriate regulatory body regarding any forms not received by February 28, 2017.

Note: *Please complete the forms even if your plans are on a contribution holiday. All of these forms require your signature; while you can otherwise complete them on your PC, a copy of the signed, completed form must be returned to CIBC Mellon either by mail or email.*

If mailing the forms, please send them to the attention of:

IPA Contribution Monitoring
CIBC Mellon - 7th Floor
320 Bay Street, P.O. Box 1
Toronto, ON
M5H 4A6

You may also send a scanned PDF file of the original executed hardcopy to
: **IPA_Contribution_Monitoring@cibcmellon.com**

The links in this email were current as of the date of sending this email.

Please do not hesitate to call if you have any questions or require assistance. Thank you.

Sincerely,

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