



## INSTRUCTIONS FOR COMPLETING FORM 1200, *ACTUARIAL INFORMATION SUMMARY* General Instructions

### 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 pursuant to the *Ontario Pension Benefits Act* (OPBA), the *Pension Benefits Standards Act, 1985* (PBSA), 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 funding valuation report required to be filed pursuant to subsection 147.2(2) 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 funding valuation report is still used for the purpose of the report, this form must be filed (if required by the applicable provincial or federal pension authority) but only parts I, V, VI, and VII of this form need to be completed.

Where a special purpose report (for example, a report pertaining to a partial windup, asset transfer, or partial conversion) also serves as a funding valuation report for the part of the plan that is continuing, this form should be completed (as required) for that part of the plan. This form must also be completed for actuarial reports filed upon full termination of the plan for plans registered pursuant to the PBSA.

### Certification by Actuary

Part VII 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 in the form.

### Specific Instructions for Part I

#### 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 or federal pension 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 or federal pension 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

Indicate the effective date of valuation (valuation date) in respect 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 funding valuation report, check "Other."

#### Section G – Lines 007 to 014a – Contributions

For the purposes of this section, normal cost, expense allowance, special payments and fixed contributions (prior to the application of 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 funding valuation report (with a valuation date of December 31, 2008, or January 1, 2009) is from January 1, 2009, to December 31, 2011, then period 1 starts on January 1, 2009, and ends on September 30, 2009, whereas period 4 starts on October 1, 2011, and ends on December 31, 2011.

On lines 009 to 013, 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 PBSA, OPBA, or 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 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 pursuant to the collective agreement, statute, or municipal by-law on lines 009 to 013. Instead, the normal cost, expense allowance, and minimum special payments (prior to application of any credits or surplus) in accordance with the PBSA, the OPBA, or the QSPPA and their regulations, as applicable, should be entered. The amounts of employer and, if applicable, member contributions determined pursuant to 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 account of 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 provisions 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.

## Specific Instructions for Part II

### 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, 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, 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."

#### 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."

#### 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.

##### Line 027 – Rate of indexation

If applicable, enter the assumed annual rate of increases to pension benefits after pension commencement. 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 also 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 or any modified version of the tables listed, tick "Other" and describe the table used. 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 – Generational Mortality Table

If an assumption of generational mortality improvements is used, tick "Yes" on line **036a**.

##### Lines 036b and 036b(i) – Projected Mortality Table

If improvements in mortality have been projected, tick "Yes" on line **036b** and indicate the year in which the mortality improvements have been projected on line **036b(i)**.

##### 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. If more than one table or a different table is used, tick "Other" and describe how the tables have been used.

## Line 049a, Year of projection

If a projection of mortality improvements to a given year has been made, indicate the year to which the mortality improvements have been projected on line **049a**.

## 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 provisions 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.

**Going-concern assets** 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 or federal act or regulations. Do not include the actuarial present value of any future special payments. 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** 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 or federal act or regulations. 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** 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 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** means the liabilities of a plan determined on the basis of a solvency valuation in accordance with the applicable provincial or federal act and 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. 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** 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** 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.

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

## Section L – Actuarial gains and 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 funding valuation report by identifying the sources of actuarial gains and losses. If 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 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 funding valuation 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 funding valuation report.

For line **124**, enter the amount of optional ancillary contributions forfeited on retirement, death, termination of membership, and full or partial windup of the plan during the period from the valuation date of the last filed funding valuation 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**, that 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 windup) occur or are scheduled to occur after the valuation date but before the report is filed (such events are commonly known as subsequent events). Please 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 – Practice-Specific 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

## Specific Instructions for 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 140 – Going-concern valuation

**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.”

#### Line 141 – Solvency valuation

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) 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 sections 5(13) to 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 PBGF liabilities and PBGF assessment base, both defined in section 1(2) of the OPBA Regulation, if the PBGF assessment base is greater than zero. Otherwise, enter “N/A” for entries under lines **147** and **148**.

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 section 37(4)(a)(ii)(A) 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* (Canada), 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.

The following categories of plans are exempted from the Guarantee Fund assessment prescribed under section 37 of the OPBA Regulation:

- multi-employer plans and other plans described in section 6(1) of the OPBA Regulation;
- plans listed in section 47(1) of the OPBA Regulation;
- plans referred to in sections 47.1 and 47.2 of the OPBA Regulation; and
- designated plans.

For these plans, enter “N/A” for all three entries.

 Office of the Superintendent  
of Financial Institutions Canada

Bureau du surintendant des  
institutions financières du Canada

## Specific Instructions for Part IV – Information required by the Office of the Superintendent of Financial Institutions Canada

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

### Section Q – Additional solvency valuation information

#### Lines 150a to 150c – Adjusted solvency ratios

The Adjusted Solvency Ratio at a given date equals the Solvency Ratio on that date, adjusted in accordance with sections 9(8) and 9(9) of the *Pension Benefits Standards Regulations, 1985* (PBSR).

If no actuarial report was filed as at the prior valuation date or prior second valuation date, the solvency ratio at the valuation date, **without the adjustments made under subsection (8) or (9)** may, in accordance with section 9(11) of the PBSR, be substituted for the adjusted solvency ratio at either or both of those dates (line **150b** and/or line **150c**) to determine the average solvency ratio stated on line **151**.

**Line 151 – Average Solvency Ratio**

The average solvency ratio for a valuation date is the arithmetic average of the solvency ratios at the valuation date, one year prior, and two years prior.

**Line 152a – Solvency Liabilities**

This should equal the sum of the amounts reported in lines **090** to **094**.

**Line 152b – Adjusted Solvency Asset Amount**

The product of the average solvency ratio (line **151**) and solvency liabilities (line **152a**).

**152c – Solvency Deficiency**

The excess, if any, of the solvency liabilities (line **152a**) over the adjusted solvency asset amount (line **152b**).

**153 – Value of the Letters of Credit included in solvency assets on the valuation date**

The face value of all letters of credit in effect on the valuation date:

- Other than those being used to fund the plan under Part 3 of the *Solvency Funding Relief Regulations* or Part 3 of the *Solvency Funding Relief Regulations, 2009*; and
- Up to a maximum of 15% of the market value of assets relating to the defined benefit provisions of a plan as at the valuation date.

**Line 160** – Enter the solvency ratio at the valuation date. Solvency ratio is defined in section 2(1) of the *Pension Benefits Standards Regulations, 1985* (PBSR).

**Lines 162 to 164** – The sum of lines **162** to **164** must equal the amount on line **090**.

**Line 165a** – Tick “Yes” if, under the plan terms and with no employer consent required, a member is entitled to an unreduced retirement pension prior to the normal retirement age.

**Line 166** – Tick “Yes” if the liabilities determined in the report account for one or several plan amendments that affect the value of benefits having accrued prior to the report’s valuation date, and which were not included in the prior report. **Two examples** applicable to a December 31, 2008, valuation report where the expected answer to the question at line **166** would be “Yes” are:

- On December 31, 2008, a subsidized early retirement benefit applicable to all years of service is introduced.
- On December 31, 2008, all benefits accrued before 2009 are increased by 5%.

**Line 167** – Tick “Yes” if the report accounts for one or several plan amendments that affect only the cost of benefits that will accrue after the report’s valuation date, and which were not included in the prior report. **Two examples** applicable to a December 31, 2008 valuation report where the expected answer to the question at line **167** would be “Yes” are:

- On December 31, 2008, a bridge benefit based on post-2008 service is introduced.
- On April 1, 2009, the post-2008 benefit accrual rate is increased to 2% of earnings, and the cost impact of this amendment is reflected in the report’s funding requirement recommendations.

**Specific Instructions for Part V – 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 pursuant to 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 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.

Include only those amounts relating to the defined benefit provision.



**Specific instructions for Part VI – Information required by the Régie des rentes du Québec**

*Do not fill out this section unless 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 obligations on a funding basis considered for the first time in an actuarial valuation.

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

**Line 188** – Indicate the maximum amount of surplus assets established in accordance with section 146.3.4 of the QSPPA that may be allocated to the employer contributions payment.

**Line 189** – Indicate the amount of the special amortization payments to be paid in accordance with additional obligations arising from any amendment to the plan where a plan's degree of solvency is less than 90%.

**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 to determine the plan's solvency. The amount cannot exceed 15% of the value of the plan's liabilities.

**Line 191** – Indicate the liabilities for which refunds or benefits are guaranteed by an insurer. To determine the plan's solvency, 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, an educational institution at the university level, or a child care service**

**Lines 195 and 196** – Indicate the amounts of the reserve and the provision for adverse deviations established on a funding basis in accordance with the *Regulation Respecting the Funding of Pension Plans of the Municipal and University Sectors*.

**Lines 197 and 198** – Indicate the total present value of the technical actuarial deficiencies and improvement unfunded actuarial liabilities on a funding basis, as well as the total annual payments for each of these deficiencies and liabilities for the next three fiscal years. Refer to the instructions in Section G if the valuation date does not coincide with the start-date or end-date of the plan's fiscal year.

**Section U – Additional information pertaining to pension plans other than those mentioned in Section T**

**Lines 200 and 201** – Indicate the amounts of the reserve and the provision for adverse deviations established on a solvency basis in accordance with the QSPPA.

**Lines 202 and 204** – Indicate the total present value of funding deficits, technical actuarial deficiencies, and improvement unfunded actuarial liabilities on a solvency basis, as well as the total annual payments for each of these liabilities for the next three fiscal years. Refer to the instructions in Section G if the valuation date does not coincide with the start-date or end-date of the plan's fiscal year.



## ACTUARIAL INFORMATION SUMMARY

Please 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?**  Yes  No

**D. 004. Valuation date of report**      YYYY      MM      DD

**E. 005. End date of period covered by report**      YYYY      MM      DD

**F. 006. Purpose of the report (indicate all reasons for which the report was prepared)**

- Initial report for a newly established plan       Regular (triennial or annual) report for an ongoing plan       Interim report in respect of an amendment to an ongoing plan       Partial Termination
- Termination       Conversion       Other (please 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		
	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD
<b>007.</b> Period start date . . . . .												
<b>008.</b> Period end date . . . . .												
<b>Normal cost (defined benefit provision)</b>												
<b>009.</b> Members . . . . .												
<b>010.</b> Employer . . . . .												
<b>010a.</b> Explicit expense allowance included in employer normal cost above . . . . .												
<b>Normal cost (money purchase provision)</b>												
<b>011.</b> Members . . . . .												
<b>012.</b> Employer . . . . .												
<b>Special payments</b>												
<b>013.</b> Special payments for going-concern unfunded liability and/or solvency deficiency . . . . .												
<b>Fixed contributions</b>												
<b>014.</b> Estimated dollar amounts of fixed employer and, if applicable, member contributions (defined benefit provision) . . . . .												
<b>014a.</b> 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
<b>015.</b> Active members . . . . .					
<b>016.</b> Retired members . . . . .			N/A	N/A	
<b>017.</b> Other participants . . . . .			N/A	N/A	

**I. Actuarial basis for going-concern valuation (see instructions)**

**020. Asset valuation method**

- Market       Smoothed Market       Book       Book and Market combination       Other

**021. Liability valuation method**

- Accrued benefit (unit credit)       Entry age normal       Individual level premium       Aggregate
- Other (specify) \_\_\_\_\_

**I. Actuarial basis for going-concern valuation (cont'd)**

**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."\*

**Valuation interest rate**

- 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 .....

Initial rate	Number of years*	Ultimate rate
%		%
%		%
%		%
%		%
%		%
%		%
%		%

\* from valuation date before ultimate rate becomes effective

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

**036. Mortality table**

- 1994 GAM Static
- 1994 Group Annuity Reserving (GAR)
- 1994 UP
- 80% of 1983 GAM
- Other (specify) \_\_\_\_\_

**036a. Generational Mortality Table**

Has an assumption of generational mortality improvements been made?  Yes  No

**036b. Projected Mortality Table**

Has a projection of mortality improvements been made?  Yes  No

YYYY  
|\_|\_|\_|

036b.(i) If **yes**, what is the year to which the mortality improvements have been projected (see instructions)? .....

**037. Allowance for promotion, seniority and merit increases**

- Included in (line 028) above
- Separate scale based on age or service
- No allowance

**038. Allowance for expenses**

**038a. Allowance for investment expenses**

- Implicit
- Explicit

**038b. Allowance for administrative expenses**

- Implicit
- Explicit

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

040. Was a withdrawal scale used?  Yes  No

041. Were variable retirement rates used?  Yes  No

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

**J. Actuarial basis for solvency valuation**

**Valuation interest rate**

- 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 .....

Initial rate	Select period	Ultimate rate
%		%
%		%
%		%
%		%

049. Mortality table  1994 UP Generational  1994 UP  Other (specify) \_\_\_\_\_

049a. Year of projection (see instructions)  YYYY  
|\_|\_|\_|

**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 .....

**K. Balance sheet information (DB provisions, see instructions) (cont'd)**

- 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 .....
- 100. Net solvency position—surplus/deficit .....

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

**L. Actuarial gains or losses**

- 110. Was a gain or 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 at that date

YYYY	MM	DD
_ _ _	_	_

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

- 112. interest on surplus (unfunded liability) .....
- 113. special payments made .....
- 114. amounts 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 the 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**



**O. Additional valuation information**

**Going-concern valuation**

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

**Solvency valuation**

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

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 (Yes/No)
Defined Benefit		
Defined Contribution		

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 clause 37(4)(a)(ii)(A) of Regulation 909, R.R.O. 1990, as amended \_\_\_\_\_

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

**Part IV – Information required by the Office of the Superintendent of Financial Institutions Canada**



**Q. Additional solvency valuation information**

150a. Adjusted Solvency Ratio at the valuation date \_\_\_\_\_

150b. Adjusted Solvency Ratio one year prior (the **prior valuation date**) \_\_\_\_\_

150c. Adjusted Solvency Ratio two years prior (the **prior second valuation date**) \_\_\_\_\_

151. Average Solvency Ratio \_\_\_\_\_

152a. Solvency Liabilities \_\_\_\_\_

152b. Adjusted Solvency Asset Amount \_\_\_\_\_

152c. Solvency Deficiency \_\_\_\_\_

153. Value of the Letters of Credit included in solvency assets on the valuation date \_\_\_\_\_

160. Solvency ratio (express in decimal format) \_\_\_\_\_

162. Liability for active members who are within 10 years of pensionable age and whose entitlement is valued at an interest rate basis stated on line 045 \_\_\_\_\_

163. Liability for active members who are within 10 years of pensionable age and whose entitlement is valued at an interest rate basis stated on line 046 \_\_\_\_\_

164. Liability for active members who are not within 10 years of pensionable age \_\_\_\_\_

**165. Pensionable age:**

a. May a member become entitled – with no employer consent required – to an unreduced retirement pension prior to the normal retirement age?  Yes  No

b. If **yes** to a., state the applicable age and service conditions:

	Age requirement	Service requirement		Age requirement	Service requirement
Active members	1) _____	_____	Deferred vested members	1) _____	_____
	2) _____	_____		2) _____	_____
	3) _____	_____		3) _____	_____
	4) _____	_____		4) _____	_____
	5) _____	_____		5) _____	_____

c. Are these benefits reflected in the solvency valuation?  N/A  Yes  No

**166.** Do the liabilities determined in the report include the impact of one or several plan amendments that affect the value of benefits having accrued prior to the report's valuation date, and which were not included in the prior report?  Yes  No

**167.** Does the report account for one or several plan amendments that affect only the cost of benefits that will accrue after the report's valuation date, and which were not included in the prior report?  Yes  No

**168.** If the answer to either question **166** or **167** is **yes**, provide the amendment number and effective date \_\_\_\_\_ Amendment number

YYYY
MM
DD

Effective date

**Part V – 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** \_\_\_\_\_

**Part VI – Information required by the Régie des rentes du Québec**

**S. Additional information**

185. Date on which the valuation report was prepared ..... 

YYYY				MM		DD			
186. Value of additional obligations arising from an amendment on a funding basis ..... \_\_\_\_\_
187. Value of additional obligations arising from an amendment on a solvency basis ..... \_\_\_\_\_
188. Surplus assets that can be appropriated to the payment of employer contributions ..... \_\_\_\_\_
189. Special amortization payments ..... \_\_\_\_\_
190. Total of the letters of credit taken into account in the assets on a solvency basis ..... \_\_\_\_\_
191. Pensions insured by 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, an educational institution at the university level, or a childcare service**

195. Reserve on a funding basis ..... \_\_\_\_\_
196. Provision for adverse deviations on a funding basis ..... \_\_\_\_\_

	Present value	Amortization payments		
		Period 1	Period 2	Period 3
197. Technical funding deficiency				
198. Improvement funding deficiency				

**U. Additional information pertaining to pension plans other than those mentioned in section T**

200. Reserve on a solvency basis ..... \_\_\_\_\_
201. Provision for adverse deviations on a solvency basis ..... \_\_\_\_\_

	Present value	Amortization payments		
		Period 1	Period 2	Period 3
202. Funding deficiency				
203. Technical solvency deficiency				
204. Improvement solvency deficiency				

**Part VII – Certification by Actuary**

As the actuary who signed the funding valuation report (the report), I certify that this completed form accurately reflects the information provided in the report.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year)

\_\_\_\_\_  
Signature of actuary

\_\_\_\_\_  
Print or type name of actuary

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address\*

\* Optional information. The Canada Revenue Agency will not communicate on plan specific matters with clients by email, since we cannot guarantee the confidentiality of emailed information.