



SECTION: Pension Commission of Ontario (PCO)
Miscellaneous

INDEX NO.: P300-253

TITLE: How to Obtain Forms and Publications
On and After September 15, 1994
(Distribution from Oshawa)

APPROVED BY: The Superintendent of Pensions

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EFFECTIVE DATE: September 6, 1994 to 1996 [No longer applicable - Feb. 2000]

The PCO Introduces One Call Shopping for all Your Forms and Publications Needs

Effective on Thursday, September 15, 1994 the Client Services and Public Relations Branch of the Ministry of Finance in Oshawa will be processing your orders for hard copies of all PCO forms* and publications.

The PCO will continue to accept requests for forms and publications only **until Wednesday, September 14, 1994.**

And here are three easy steps to follow for obtaining forms and publications:

Step 1

Make a phone call on or after Thursday, September 15, 1994:

- | | | |
|---|-------------------------------|----------------|
| * | English speaking callers dial | 1-800-263-7965 |
| * | French speaking callers dial | 1-800-668-5821 |
| * | TDD | 1-800-263-7776 |

(There are no long distance charges when calling from any location in Ontario!)

Step 2

Speak with one of the helpful and experienced program information officers and tell them the items you require. The officers can assist you with orders for hard copies of forms and publications only. Any enquiries concerning the completion of forms should be directed to the appropriate pension officer or assistant at the PCO.

Please refer to the list below. The officer will transmit your request to the distribution centre where all PCO forms and publications are stocked. Some publications are out-of-print and their status is noted below. It is not possible to fax forms to clients.

Step 3

Carry on your business. Within a few days your request will arrive by mail!

* * *

* The only exception is prescribed Form 2, the Annual Information Return (AIR) and Schedules A, B and C which the PCO pre-prints and mails to Administrators within sixty days after the pension plan's year end. Enquiries should be directed to G. Ha at (416) 314-0676.

FORMS AND PUBLICATIONS LISTING, JULY 1994

I FORMS

Re: Application for Registration of a Pension Plan

Package of materials consist of:

- prescribed Form 1 in English and French
- a guide to preparing an application for registration of a pension plan (published in the *PCO Bulletin*, Spring 1994 issue, page 12)

Re: Application for Registration of a Pension Plan Amendment

Package of materials consist of:

- prescribed Form 1.1 in English and French
- a guide to preparing an application for registration of a pension plan amendment (published in the *PCO Bulletin*, Spring 1994 issue, page 23)

Re: Spousal Waivers

Form 3 - Spousal Waiver of Joint and Survivor Pension - English and French
Form 4 - Spousal Waiver of Pre-retirement Death Benefit - English and French (English version published in the Spring, 1994 issue of the *PCO Bulletin* (page 34 - 36); French version published in the Summer, 1994 issue of the *PCO Bulletin*)

Re: Wind up of a Defined Benefit Pension Plan

Superintendent's Checklist for Compliance on Plan Wind up - Defined Benefit Plans - English only

Superintendent's Checklist for Compliance on Plan Wind up - Defined Contribution Plans - English only

Re: Statement of Investment Policies and Goals

Investment Policy Return (Form) - English and French (the English version of the IPR was published in the Spring, 1994 issue of the *PCO Bulletin* (page 37); the French version was published in the Summer, 1994 issue of the *PCO Bulletin*)

II BROCHURES

A. *When your Pension Plan Winds Up: What it Means to Members*

Lorsque votre régime de retraite est liquidé: ce que cela signifie pour les participants

B. *Understanding your Pension Plan: A Guide for Members of Employer Sponsored Pension Plans*

Comprendre votre régime de retraite guide destiné aux participants à des régimes de retraites organisés par l'employeur

III **Compliance Assistance Guidelines: Status of CAGs and Disposition of Forms**

In the Spring 1994 issue of the *PCO Bulletin*, we announced the discontinuation of *Compliance Assistance Guidelines*. The following explains the status of CAGs (several continue to be effective), replacement policies, where applicable and the disposition of forms.

Compliance Assistance Guideline No. 1: A Guide to Preparing An Application For Registration of a Pension Plan

- * CAG not available, effective until May 1, 1994 only
- * BBS reference for CAG #1: R500-200
- * **replaced by administrative policy R500-201** which was published in the Spring 1994 issue of the *PCO Bulletin* and is available on the BBS. It is titled "preparation of an application for registration of a pension plan" (includes Form 1 in English and French and a Fees Schedule)

Compliance Assistance Guideline No. 2: A Guide to Preparing an Annual Information Return

- * CAG not available
- * Form 2 (and Schedules) is pre-printed by the PCO and mailed to the administrator within sixty days of the year end of the pension plan

Compliance Assistance Guideline No. 3: A Guide to Preparing, Reviewing and Amending a Statement of Investment Policies and Goals

- * CAG effective and available
- * CAG references sections according to the PBA, 1987 and Reg. 708
- * BBS reference for CAG #3: S700-100

- * the Superintendent's form - Investment Policy Return (IPR) was **replaced by updated IPRs at policy S700-125** (in English and French) and is available on the BBS

Compliance Assistance Guideline No. 4: A Guide to the Wind Up of a Pension Plan

- * CAG effective and available
- * CAG references sections according to the PBA, 1987 and Reg. 708
- * BBS reference for CAG #4: W100-100

Compliance Assistance Guideline No. 5: A Guide to Completing a Pension Plan Document Checklist, effective November 1, 1992

- * CAG not available, not effective on and after May 1, 1994
- * BBS reference for CAG #5: R500-250
- * **replaced by administrative policy R500-251** which was published in the Spring 1994 issue of the *PCO Bulletin* and is available on the BBS. It is titled "preparation of an application for registration of a plan amendment" (includes Form 1.1 in English and French)

IV The PCO Bulletin

Volume 1, Issue 1	February 1990	(out of print)	Volume 5, Issue 1	Spring, 1994
Volume 1, Issue 2	May 1990	(out of print)	Volume 5, Issue 2	Summer, 1994
Volume 1, Issue 3	September 1990		Volume 5, Issue 3	Fall 1994
Volume 1, Issue 4	December 1990		Volume 5, Issue 4	Winter 1995
Volume 2, Issue 1	March 1991		Volume 6, Issue 1	Spring 1995
Volume 2, Issue 2	July 1991		Volume 6, Issue 2	Summer 1995
			Volume 2, Issue 3	November 1991 (out of print)
Volume 2, Issue 4	February 1992	(out of print)	Volume 6, Issue 3	Winter-Spring 1996
Volume 3, Issue 1	June 1992			
Volume 3, Issue 2	October 1992			
Volume 3, Issue 3	December 1992	(out of print)		
Volume 3, Issue 4	March 1993	(out of print)		
Volume 4, Issue 1	August 1993			
Volume 4, Issue 2	December 1993/January 1994			

This information contained in this article is not relevant after December 31, 1996.