BC Financial Services Authority / Filing of Amendment to a Supporting Plan Document (PBSA Section 26)

INSTRUCTIONS

1. All applicable information must be provided.
2. This information must be provided in typewritten or printed format.
3. See Part D: Requirement Checklist for information on the required documents to be submitted with this application.
4. Upon completion, please email this application and required documents to pensions@bcfsa.ca.
5. Ensure that all supporting documents exclude any personal or confidential information, including plan member names or identifying details.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The information requested on this form is collected under the authorities of sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*, and section 13 of the Pension Benefits Standards Act (PBSA). The information is collected for the purpose of administering the *Pension Benefits Standards Act*. If you have any questions about the collection or use of this information, please contact the privacy officer at 604-660-3555, 600 - 750 West Pender Street, Vancouver, BC, V6C 2T8.

When to complete the filing of an amendment to a supporting plan document(s)

Use this form to notify BC Financial Services Authority (BCFSA) of any amendments, updates, renewals, or replacements to fundholder or supporting plan documents. It must be completed and submitted each time you make changes to the supporting plan document. Per section 23 of the Pension Benefits Standards Regulation (PBSR), required records must be filed within 60 days of a supporting plan document amendment or within 60 days of the superintendent's request for additional records (or sooner if specified).

PART A: PLAN BASIC INFORMATION

Legal Name of Plan	
Plan Sponsor/Union Name	
Provincial Registration Number (e.g.: 8xxxx-x)	
CRA Registration Number	

Contact Information

Current Plan Administrator's Contact

Contact Name			Position/Title		
Organization Name			Direct Email		
Mailing Address					
City		Province		Postal Code	
Direct Phone		Ext		Fax	

Plan Fundholder's Contact

NOTE: This information is required if the fundholder contact is changing

Contact Name			Position/Title		
Organization Name			Direct Email		
Mailing Address					
City		Province		Postal Code	
Direct Phone		Ext		Fax	

Classification: Protected - A

PART B: DOCUMENT(S) BEING AMENDED (Select all that applies)

- ☐ Trust agreement
- ☐ Contract for insurance
- ☐ Custodian agreement
- ☐ Summary provided to plan members
- ☐ Collective agreement
- ☐ Other (please describe):

PART C: NATURE OF AMENDMENT

Effective Date of Change(s)

Please describe the nature of changes:

Please list the sections of the supporting plan document being amended:

PART D: REQUIREMENTS CHECKLIST

Documents to be Submitted for Filing of Amendment to a Supporting Plan Document (PBSA Section 26)

Please include copies of the following documents, as applicable.
Unless otherwise noted, documents must be submitted as certified copies.

- ☐ Completed Application of Amendment to a Supporting Plan Document
- ☐ Supporting documents, including (as applicable)
  - Certified copies of the document(s) being amended
    - ☐ Trust agreement
    - ☐ Summary provided to plan members
    - ☐ Custodian agreement
    - ☐ Contract for insurance
    - ☐ Collective agreement
    - ☐ Other (please describe):
  - Any other relevant supporting documents (please describe):

- ☐ Signed form 7, see page 3 (digital signatures are acceptable)

BC Financial Services Authority

FORM 7
(section 24)

ADMINISTRATOR STATEMENT OF COMPLIANCE – AMENDMENT TO SUPPORTING PLAN DOCUMENT

WHEN TO USE THIS FORM

An administrator is required by section 26(1)(b) of the *Pension Benefits Standards Act* (the "Act") to file a statement with a certified copy of a record setting out an amendment to a supporting plan document of a pension plan that , in the opinion of the administrator, the amendment complies with the Act and the regulations under the Act.

I _____ [name of administrator], the administrator of

_____, [name of pension plan],

attach a certified copy of a record setting out an amendment dated _____ [MM/DD/YYYY], to a supporting plan

document of the pension plan that bears British Columbia registration number _____, and CERTIFY THAT:

1. It is my opinion that the amendment to the supporting plan document filed with this statement complies with the Act and the regulations.
2. I acknowledge that the obligation to determine compliance of the amendment filed with this statement is the responsibility of the administrator, and I declare that I have fulfilled that responsibility and, in making this application have complied with the Act and the regulations.
3. A summary of the changes made by the amendment and a list of the sections of the supporting plan document that have been amended are attached

I declare that the above statements are true to the best of my knowledge and belief and I make these statements conscientiously believing them to be true.

DATED at _____, British Columbia, on _____ [MM/DD/YYYY]

_____
SIGNATURE OF ADMINISTRATOR OR AUTHORIZED OFFICER

_____
[TYPE OR PRINT NAME]

NOTE: The administration of a pension plan in a manner that does not comply with the Act and the regulations may be subject to an administrative penalty under section 116 of the Act or may be an offence under section 123 of the Act. In addition, an administrator may be subject to a direction for compliance under section 113 of the Act issued by the superintendent relating to, among other matters, the manner of administration of a pension plan.

Confidence Starts Here