

Defined Contributions (DC) Pension Plan Annual Summary

Guideline for B.C. Pension Plan Administrators



At the Start of the Fiscal Year

Submit the schedule of Expected Contributions Form to the fundholder within 30 days of the start of the plan's fiscal year, or 30 days after registration of the plan.



During the Year

Submit contributions to the fundholder within 30 days of the period they relate to.

Submit an updated Schedule of Expected Contributions Form, if the expected contribution amount changes significantly from the original form, you must submit a new form to the fundholder.

Notify BCFSa if the plan contact, including the administrator or consultant, changes.

File amended documents with BCFSa if the pension plan terms or supporting plan documents change.



At the End of the Fiscal Year

Submit the following annual filings through the APR e-filing system within 180 days of the fiscal year end:

- Annual Information Return
- Audited Financial Statement (if applicable)

Pay the applicable filing fees to BCFSa within 180 days of the plan's fiscal year end.