

May 27, 2019

To Whom It May Concern:

Re: Systems Upgrade – Electronic Filing Systems

We are writing to provide you with an update on the changes to the Pensions Electronic Filing (E-Filing) Systems, referred to in our [previous correspondence](#). The updated Annual Pension Return (APR) will be released on Monday, June 3, 2019.

Change in Process

With this new update, users will have the capability to directly upload Audited Financial Statements and Statements of Investment Policies and Procedures and attach these to the APR filing. This will eliminate the need for these documents to be submitted through mail or e-mail.

New security procedures will require users to input a user name and password to access the APR system. These new access credentials will be emailed to plan administrators as part of the launch to the new APR E-Filing system. If you have already set up a User Account for the AIS E-Filing system that launched in January 2019, you may continue to use the login credential to access the APR E-Filing system.

If your APR filing is already in process at the time the changes are being implemented, rest assured that the impacts will be minimal. All data entered will be protected. The User Account credentials needed to access the APR will be provided.

Please note that both the APR and the AIS E-Filing systems will be unavailable as of 4 PM PST on Friday, May 31 while we complete these important changes over the weekend.

Should you have any questions or require clarification, please do not hesitate to contact us at (604) 660-3555 or Pensions@ficombc.ca.

Yours truly,



Michael J. Peters
Acting Superintendent of Pensions

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- Superintendent of Financial Institutions
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