



BULLETIN NUMBER:	PENS-19-002
TITLE:	E-Filing Systems and Communication Update
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BACKGROUND INFORMATION

The E-Filing System is a web-based tool, introduced in 2009, which allows pension plan administrators to file their reports to the Superintendent more efficiently. Previously, the E-Filing Systems have been limited in terms of the information and documentation that is accepted. Furthermore, users were not required to input a username and password to access the E-Filing Systems.

The Superintendent of Pensions recognizes that communication technology is evolving. Enhanced and effective means of communication have increasingly been adopted in the workplace to facilitate the flow of information. This results in accelerated decision-making and more efficient communication.

CHANGES TO THE PENSIONS E-FILING SYSTEMS

The Superintendent of Pensions implemented changes to the E-Filing Systems: Annual Pension Return (APR) and Actuarial Information Summary (AIS). These changes are to enhance security protocols and streamline filing procedures for pension plan administrators and service providers.

The changes include:

1. Username and Password Feature: enhanced security procedures require users to input a username and password to access the E-Filing Systems. This improves information security through stricter access controls.
2. Document Upload Capability: users are able to attach specific filing-based documents, eliminating the need for these documents to be submitted through mail or e-mail.

This new feature will help simplify required submissions and our office strongly encourages plan administrators to take advantage of the document upload capacity for all future filings.

The changes introduced may result in you having to revise or update your internal process and procedures to ensure that you are able to best leverage the system.

Update to the AIS E-Filing Systems was implemented in January 2019 and APR was implemented June 2019.

ELECTRONIC COMMUNICATION

With a move to a digital workplace, the Office of the Superintendent of Pensions is embracing electronic communication to help improve response times and increase overall efficiency. As a result, we will no longer be issuing paper copies of pertinent plan documents. The Office of the Superintendent of Pensions will be issuing all correspondence and plan documents electronically. In order to accomplish this, we require that you ensure that your email address with our office is updated at all times.

MORE INFORMATION

If you have any questions, please contact the Office of Superintendent of Pensions at Pensions@ficombc.ca or by phone at 604 660-3555.

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