



## INSTRUCTIONS FOR COMPLETING THE ACTUARIAL INFORMATION SUMMARY

### General Instructions

#### Who Must File

The administrator of a pension plan with a defined benefit provision, or its agent, is required to file an Actuarial Information Summary ("AIS") concurrently with the funding valuation report (the "Report") required to be filed pursuant to the Ontario *Pension Benefits Act* ("OPBA"), or the *Pension Benefits Standards Act, 1985* ("PBSA").

For a faster processing by the Canada Revenue Agency (the "CRA") of the funding approval request, plan administrators of all pension plans with a defined benefit provision, or their agents, are encouraged to file an AIS with the funding valuation report required to be filed pursuant to subsection 147.2(2) of the *Income Tax Act* (ITA).

If a report is filed to reflect an amendment to a registered pension plan (e.g., a cost certificate) and the going-concern actuarial basis used in the last filed funding valuation report is still used for the purpose of the report, an AIS must be filed (if required by the applicable provincial or federal pension authority) but only Parts I, V and VI of the AIS need to be completed.

Where a special purpose report (e.g., a report pertaining to a partial wind-up, asset transfer or partial conversion) also serves as a funding valuation report for the part of the plan that is continuing, an AIS should be completed (as required) for that part of the plan. An AIS must also be completed for actuarial reports filed upon full termination of the plan for plans registered pursuant to the PBSA.

#### Certification by Actuary

Part VI must be signed by the actuary (must be a Fellow of the Canadian Institute of Actuaries) who signed the Report to which the AIS relates.

The AIS must accurately reflect the information set out in the Report. The Report may include additional comments related to the information provided in the AIS.

#### Specific Instructions for Part I

##### Section A. – Line 001. – Name of Pension Plan

This should be the name of the registered pension plan as it appears on the most recent plan documents filed with the CRA and the applicable provincial or federal pension authority.

##### Section B. – Line 002. – Registration Number

For "Canada Revenue Agency", provide the seven digit registration number of the pension plan issued by the CRA. The "Other" number should be completed if the plan is registered with a provincial or federal pension authority which requires a registration number other than the CRA number.

##### Section C. – Line 003. – Designated Plan Status

Indicate whether or not this plan is a "designated plan" under section 8515 of the *Income Tax Regulations* (ITR).

##### Section D. – Line 004. – Valuation Date

Indicate the effective date of valuation (the "valuation date") in respect of the Report that is being filed.

##### Section E. – Line 005. – End of Covered Period

Enter the end date of the period covered by the Report.

##### Section F. – Line 006. – Purpose of the Report

Indicate why the Report is being filed. If the Report is being filed to replace a previously filed funding valuation report, check "Other".

##### Section G. – Lines 007. to 014a. – Contributions

For the purposes of this section, normal cost, expense allowance, special payments and fixed contributions (prior to the application of any credits and/or surplus) should be reported on the basis of the plan's fiscal year. However, if the valuation date does not coincide with the start date or end date of a plan's fiscal year, the first and last periods will be shorter than one year. For example, if the fiscal year of a plan ends on September 30 and the period covered by a funding valuation report (with a valuation date of December 31, 2008 or January 1, 2009) is from January 1, 2009 to December 31, 2011, then period 1 starts on January 1, 2009 and ends on September 30, 2009, whereas period 4 starts on October 1, 2011 and ends on December 31, 2011.

On lines **009. to 013.**, enter the dollar amounts, for the indicated periods, of employer and member normal cost, expense allowance and the minimum special payments determined in accordance with the PBSA or OPBA and its regulations, excluding additional voluntary contributions but including contributions required under the defined contribution/money purchase provisions of a plan, if any. Indicate, separately, the normal cost contributions required under the defined benefit and money purchase provisions, respectively.

For plans where the obligation of an employer and, if applicable, member to contribute to the plan is limited to a fixed amount set out in a collective agreement, statute or municipal by-law [e.g., multi-employer pension plans ("specified multi-employer plans" under the ITA) that prescribe a fixed employer, and, if applicable, member contributions], do not enter the amounts determined pursuant to the collective agreement, statute or municipal by-law on lines **009. to 013.** Instead, the normal cost, expense allowance and minimum special payments (prior to application of any credits and/or surplus) in accordance with the PBSA or OPBA and its regulations, as applicable, should be entered. The amounts of employer and, if applicable, member contributions determined pursuant to the collective agreement, statute or municipal by-law should be entered on lines **014.** and **014a.**

If the exact dollar amounts are not known at the valuation date, show the estimated amounts derived from the valuation results taking into account any assumed changes in membership and/or payroll, as applicable. The estimated amounts should also take account of any events such as partial wind-ups, asset transfers, etc., that are known to have occurred at the time the AIS is prepared, if those events would have a material impact on the required contributions to the plan. Any application of employer credits (e.g., prior year credit balance) and/or surplus, required or otherwise, should not be reflected.

The reported amounts, which include contributions required under the money purchase provisions of a plan, are to be used by the provincial or federal pension authority for the purpose of assessing the required contributions made by the employer.

## Specific Instructions for Part II

### Section H. – Membership Information

All statistics must be reported as of the valuation date, even if the membership data is compiled as of a different date. Enter information pertaining only to those plan participants who are entitled to or are accruing a benefit under the defined benefit provisions of the plan. Complete "Average Annual Pension" for active members of flat benefit or career average earnings plans, but not of final average earnings plans.

As set out in the Report:

**Line 015.** – "Active members" means members of the plan identified as active members.

**Line 016.** – "Retired members" means any beneficiaries receiving pension payments.

**Line 017.** – "Other participants" means all persons other than active members and retired members who are entitled to a benefit under the plan (e.g., deferred vested members).

If the plan covers several groups of participants (e.g., bargaining, non-bargaining), enter the statistics for all groups combined.

### Section I. – Actuarial Basis for Going Concern Valuation

A going-concern valuation is a valuation of the assets and liabilities of a pension plan using methods and actuarial assumptions that are in accordance with accepted actuarial practice for the valuation of a continuing pension plan.

If different methods or actuarial assumptions are applicable to different groups of participants (e.g., bargaining, non-bargaining), enter the methods and assumptions used for the group with the largest number of defined benefit participants.

#### Line 020. – Asset Valuation Method

Check only the primary method used to determine the actuarial value of assets for the purpose of the going-concern valuation. "Smoothed market" refers to a method which applies an averaging technique to stabilize short-term fluctuations in the market value of assets. If none of the methods listed can be identified as the primary method, check "Other".

#### Line 021. – Liability Valuation Method

Check only the primary actuarial cost method used to determine the going-concern liabilities and normal cost. The projected unit credit method is included in the "Accrued benefit (unit credit)" category. If none of the methods listed can be identified as the primary method, check "Other".

### Selected Actuarial Assumptions

#### Lines 025. and 026. – Valuation Interest Rate

Enter the interest rate assumption (i.e., expected investment return), before netting out any rate of indexation, used to determine the going-concern liabilities and normal cost.

#### Line 027. – Rate of Indexation

If applicable, enter the assumed annual rate of increases to pension benefits after pension commencement. If no indexation is reflected in the calculation of going-concern liabilities, enter 0% on this line. If the plan's indexing formula is based on increases in the Consumer Price Index, complete also line **031.** below.

#### Line 028. – Rate of General Wage and Salary Increase

If a separate promotional and merit scale based on age or service is used, enter only the annual rate of increases in the general level of wages and salaries (which should be reasonably related to the increase in the average wage index). Otherwise, enter the total salary growth rate used.

If the plan's benefit formula is not related to earnings, enter "N/A".

#### Line 029. – YMPE Escalation Rate

Enter the assumed annual rate of increases in the Year's Maximum Pensionable Earnings ("YMPE") under the Canada/Quebec Pension Plan, if applicable.

#### Line 030. – ITR's Maximum Pension Limit Escalation Rate

Enter the assumed annual rate of increases in the maximum pension limit as prescribed in the ITR, if applicable.

#### Line 031. – Rate of CPI Increase

Enter the assumed annual rate of increases in the Consumer Price Index, if applicable.

#### Line 035. – Year ITR's Maximum Pension Limit Escalation Commences

Enter the year in which the ITR's maximum pension limit escalation is assumed to commence, if applicable.

#### Line 036. – Mortality Table

Check the assumption for post-retirement mortality used for healthy lives. If the valuation uses any other table or any modified version of the tables listed, check "Other" and describe the table used. For a designated plan, if the post-retirement mortality used is 80 percent of the rates in the 1983 Group Annuity Mortality table as per paragraph 8515(7)(f) of the ITR, check "80% of 1983 GAM."

#### Line 036a. – Generational Mortality Table

If an assumption of generational mortality improvements is used, check "Yes" on line **036a.**

#### Lines 036b. and 036b.(i) – Projected Mortality Table

If improvements in mortality have been projected, check "Yes" on line **036b.** and indicate the year to which the mortality improvements have been projected on line **036b.(i).**

#### Line 037. – Allowance for Promotion, Seniority and Merit Increases

Check the appropriate box.

#### Line 038. – Allowance for Expenses

Check the appropriate box.

#### Line 039. – Hours of Work Per Member Per Plan Year

Applicable only to multi-employer plans where the employer required contributions are expressed as cents per hour worked by plan participants.

#### Line 040. – Withdrawal Scale

Check the appropriate box.

## Lines 041. and 042. – Retirement Assumptions

**Line 041.** – Check the appropriate box.

**Line 042.** – If variable retirement rates are not used, indicate the age at which retirement is assumed to commence.

## Section J. – Actuarial Basis for Solvency Valuation

Where the Report does not contain a solvency valuation but only contains the actuary's certification as to the plan's solvency status, this section must still be completed.

For lines **045.**, **046.**, and **047.**, enter the assumption as to the interest rate, before netting out any rate of indexation, used to determine the solvency liabilities. For plans registered under the OPBA, do not enter the average interest rate that is used to determine the solvency liability adjustment.

If a level interest rate is used, enter the rate under "Ultimate rate" and "N/A" under "Initial rate" and "Select period". Likewise, if a level rate of indexation is assumed, enter the rate under "Ultimate rate" and "N/A" under the other two column headings.

If no indexation is reflected in the calculation of solvency liabilities, enter 0% under "Ultimate rate" and "N/A" under the other two column headings on line **048.**

For line **049.**, check the applicable mortality table used. If more than one table or a different table is used, check "Other" and describe how the tables have been used.

## Line 049a. Year of Projection

If a projection of mortality improvements to a given year has been made, indicate the year to which the mortality improvements have been projected on line **049a.**

## Section K. – Balance Sheet Information

Enter the going-concern valuation results and the solvency valuation results as at the valuation date, pertaining only to the defined benefit provisions of the plan on lines **050.** to **070.** and **080.** to **103.** If applicable, enter the accumulated balance of additional voluntary contributions and money purchase assets on lines **071.** and **072.**

"Market value of assets" is the market value of investments held by a plan at the valuation date, with adjustments for any receivables and payables.

"Going-concern assets" means the actuarial value of the assets of a pension plan, with adjustments for any receivables and payables at the valuation date, determined on the basis of a going-concern valuation in accordance with accepted actuarial practice and, if applicable, any relevant provincial or federal act or regulations. Do not include the actuarial present value of any future special payments. For a flexible pension plan, enter on line **053.** the amount of optional ancillary contributions plus earnings included in the going-concern assets.

"Going-concern liabilities" means the accrued actuarial liabilities determined on the basis of a going-concern valuation in accordance with accepted actuarial practice and, if applicable, any relevant provincial or federal act or regulations. For a flexible pension plan, enter on line **063.** the present value of optional ancillary benefits that are to be provided as a consequence of the members having made optional ancillary contributions under the defined benefit provision.

"Solvency assets" means the value of assets used for a solvency valuation in accordance with the applicable provincial or federal act and regulations, with adjustments for any receivables and payables and any provision for wind-up expenses, but excluding the actuarial present value of any future special payments. For plans registered under the OPBA, do not include any non-zero value of solvency liability adjustment determined in accordance with the regulation made under the OPBA. For a flexible pension plan, enter on line **082.** the amount of optional ancillary contributions plus earnings included in the solvency assets.

"Solvency liabilities" means the liabilities of a plan determined on the basis of a solvency valuation in accordance with the applicable provincial or federal act and regulations. For plans registered under the OPBA, do not include any non-zero value of solvency liability adjustment determined in accordance with the regulations made under the OPBA. For a flexible pension plan, enter on line **093.** the present value of optional ancillary benefits that are to be provided as a consequence of the members having made optional ancillary contributions under the defined benefit provision.

"Net funded position" means the excess of going-concern assets over going concern-liabilities. Indicate a surplus as a positive amount and a deficit as a negative amount.

"Net solvency position" means the excess of solvency assets over solvency liabilities. Indicate a surplus as a positive amount and a deficit as a negative amount.

Where a reserve other than the liabilities for plan participants (e.g., reserve for data errors or changes in annuity purchase rates after the valuation date) is held for purposes of the valuation, enter the amount of reserve on line **064.** or line **094.**, as applicable.

For lines **102.** and **103.**, check "N/A" if there are no such described benefit increases.

## Section L. – Actuarial Gains and Losses

If this is not an initial valuation of the plan, the Report should contain a reconciliation of the going-concern valuation results to those results in the last filed funding valuation report by identifying the sources of actuarial gains and losses. If a loss item, enclose the amount in brackets. Any source item that has a material impact on the valuation results should be identified. If a particular source item is not applicable or, in the opinion of the actuary, does not have a material impact on the valuation results, enter "N/A".

For line **114.**, enter the amount of surplus and/or prior year credit balance used for contribution holiday.

For line **119.**, enter the amount by which the actual returns of the plan fund, measured on a going-concern basis, for the period from the valuation date of the last filed funding valuation report to the valuation date of the current Report exceeded or fell short of the expected returns based on the valuation interest rates used in the last filed funding valuation report.

For line **124.**, enter the amount of optional ancillary contributions forfeited on retirement, death, termination of membership, and full or partial wind-up of the plan during the period from the valuation date of the last filed funding valuation report to the valuation date of the current Report, because their value exceeded the present value of optional ancillary benefits provided under a defined benefit provision of a flexible pension plan.

For lines **125.** to **127.**, identify any gains or losses, other than those already specified on lines **112.** to **123.**, that have a material impact on the valuation results. This would include any gain/loss from one or more of such items as "indexation experience", "disability experience", etc., as identified in the Report.

## Section M. – Subsequent Events

There may be a need to adjust the valuation results in the Report if certain events (e.g., full or partial wind-up) occur or are scheduled to occur after the valuation date but before the Report is filed (such events are commonly known as subsequent events). Please refer to section 1520 of the Canadian Institute of Actuaries' Standards of Practice – General Standards and sections 3200 and 3400 of the Canadian Institute of Actuaries' Standards of Practice – Practice-Specific Standards for Pension Plans (the "SOP").

**Section N. – Statements of Opinion**

**Line 136.** – Check "Yes" if the Report includes the statements of opinion required by the SOP.

**Line 136a.** – Check "Yes" if any of the actuary's statements of opinion provided in the Report are qualified. Refer to the SOP.

**Specific Instructions for Part III – Information required by the Financial Services Commission of Ontario**

*Complete this part only if the plan is registered under the OPBA.*

**Section O. – Additional Valuation Information****Line 140. – Going-Concern Valuation**

"Escalated adjustment", as defined in section 1(2) of Regulation 909, R.R.O. 1990, as amended (the "OPBA Regulation"), refers to an indexed pension that is provided in a pension plan. If the plan does not provide such a benefit, check "N/A".

**Line 141. – Solvency Valuation**

Subject to certain conditions/limitations, the following benefits, listed under the definition of solvency liabilities in section 1(2) of the OPBA Regulation, may be excluded from the calculation of solvency liabilities (referred to as "excludable benefits" in the AIS):

- (a) Escalated adjustments
- (b) Excluded plant closure benefits
- (c) Excluded permanent layoff benefits
- (d) Special allowances other than funded special allowances
- (e) Consent benefits other than funded consent benefits
- (f) Prospective benefit increases
- (g) Potential early retirement window benefit values
- (h) Benefits payable under a qualifying annuity contract

Check "Yes" if any of these benefits are provided in the plan and have been excluded from the solvency valuation. If none of these benefits are provided in the plan, check "N/A".

**Section P. – Miscellaneous****Line 145. – Prior Year Credit Balance**

Enter the amount of the prior year credit balance at the valuation date, as determined in accordance with sections 5(13) to 5(16.2) of the OPBA Regulation.

**Line 146. – Transfer Ratio**

Enter the transfer ratio at the valuation date. Transfer ratio is defined in section 1(2) of the OPBA Regulation.

**Lines 147. to 149. – Guarantee Fund Assessment**

Enter the amounts of PBGF liabilities and PBGF assessment base, both defined in section 1(2) of the OPBA Regulation, if the PBGF assessment base is greater than zero. Otherwise, enter "N/A" for entries under lines **147.** and **148.**

Where a plan provides plant closure benefits or permanent layoff benefits and the employer had elected, pursuant to section 5(18) of the OPBA Regulation, to exclude all such benefits from the calculation of the solvency liabilities of the plan, enter the amount of additional liability as described in section 37(4)(a)(ii)(A) of the OPBA Regulation if the section 5(18) election is in effect on the valuation date. Otherwise, enter "N/A" on line **149.**

"Ontario plan beneficiary" means (a) a member employed in Ontario, (b) a former member who was employed in Ontario immediately before he or she ceased to be a member, other than a former member for whom all pension and ancillary benefits are secured under a guaranteed annuity contract or a contract issued under the *Government Annuities Act* (Canada), and (c) the surviving spouse of, or a beneficiary of, a former member who was an Ontario plan beneficiary under clause (b), if the surviving spouse or the beneficiary is receiving a pension from the plan as a result of the death of the former member.

The following categories of plans are exempted from the Guarantee Fund assessment prescribed under section 37 of the OPBA Regulation:

- multi-employer plans and other plans described in section 6(1) of the OPBA Regulation;
- plans listed in section 47(1) of the OPBA Regulation;
- plans referred to in sections 47.1 and 47.2 of the OPBA Regulation; and
- designated plans.

For these plans, enter "N/A" for all three entries.

**Specific Instructions for Part IV – Information required by the Office of the Superintendent of Financial Institutions Canada**

*Complete this part only if the plan is registered under the PBSA.*

**Section Q. – Additional Solvency Valuation Information**

For line **150.**, check "Yes" if the actuary has used an averaging technique in determining the asset value on a solvency basis, (i.e. have the solvency assets been adjusted as permitted by the PBSA to stabilize short term fluctuations in the market value of assets or in market interest rates). If so, check "Yes".

**Line 160.** – Enter the solvency ratio at the valuation date. Solvency ratio is defined in section 2(1) of the *Pension Benefits Standards Regulations, 1985* ("PBSR").

**Line 161. – Actuarial Present Value of Five Year Special Payments**

Indicate the present value of special payments (determined in accordance with the PBSR) to be made within five years (or any other period permissible under the PBSR – e.g. as a result of the 2006 *Solvency Funding Relief Regulations*) of the date of the Report. Special payments that may be considered for this purpose include:

- Pre-existing special payments that result from a going-concern unfunded liability or solvency deficiency disclosed in previously filed actuarial reports;
- Special payments that result from a going-concern unfunded liability disclosed in the Report.

The interest rate used to determine the present value should be based on the interest rate assumptions reported on lines **045.**, **046.** and **047.**

**Lines 162. to 164.** – The sum of lines **162.**, **163.** and **164.** must equal the amount on line **090.**

**Line 165a.** – Check "Yes" if, under the plan terms and with no employer consent required, a member is entitled to an unreduced retirement pension prior to the normal retirement age.

**Line 166.** – Check "Yes" if the liabilities determined in the Report account for one or several plan amendment(s) that affect the value of benefits having accrued prior to the Report's valuation date, and which were not included in the prior report. **Two examples** applicable to a December 31, 2008 valuation report where the expected answer to the question in line **166.** would be "Yes" are:

- On December 31, 2008, a subsidized early retirement benefit applicable to all years of service is introduced;
- On December 31, 2008, all benefits accrued before 2009 are increased by 5%.

**Line 167.** – Check "Yes" if the Report accounts for one or several plan amendment(s) that affect only the cost of benefits that will accrue after the Report's valuation date, and which were not included in the prior report. **Two examples** applicable to a December 31, 2008 valuation report where the expected answer to the question in line **167.** would be "Yes" are:

- On December 31, 2008, a bridge benefit based on post-2008 service is introduced;
- On April 1, 2009, the post-2008 benefit accrual rate is increased to 2% of earnings, and the cost impact of this amendment is reflected in the Report's funding requirement recommendations.

## Specific Instructions for Part V – Information required by the Canada Revenue Agency

### Section R. – Additional Information

#### Line 173a. – Going-concern surplus/(deficit)

Enter the going-concern net funded position of the plan as it appears on line **070.** in section K insofar as the reported reserve, if any, is an acceptable actuarial liability for the purposes of subsection 147.2(2) of the ITA (e.g. inflation adjustment on an ad-hoc basis as per paragraph 147.2(2)(c)). Otherwise, enter the net funded position calculated without the reserve. Indicate a surplus as a positive amount and a deficit as a negative amount.

#### Line 173b. – Wind-up surplus/(deficit)

Enter the amount of wind-up surplus or deficit. "Wind-up deficit", means the excess of liabilities determined on the basis of a plan wind-up valuation over the market value of assets at the valuation date.

#### Line 173c. – Maximum Funding Valuation surplus/(deficit)

For designated plans, enter the amount of the plan's net funded position determined under the maximum funding valuation basis pursuant to subsection 8515(6) and subsection 8515(7) of the ITR at the valuation date.

#### Line 174a. – Going-concern excess surplus

Enter the amount of going-concern surplus that exceeds the amount calculated under paragraph 147.2(2)(d) of the ITA at the valuation date.

#### Line 174b. – Maximum Funding Valuation excess surplus

For designated plans, enter the amount of surplus determined under the maximum funding valuation basis that exceeds the amount calculated under paragraph 8515(6)(e) of the ITR at the valuation date.

#### Line 175. – Designated plans employer normal cost

For designated plans, enter the amount of normal cost contributions under the defined benefit provision in accordance with the maximum funding basis for each period as entered in lines **007.** and **008.** of the section G.

#### Line 176a. – Going-concern minimum surplus

If applicable, under a going-concern basis, enter the amount of the minimum required level of surplus to be maintained as per pension benefits legislation before any contribution holiday can be taken.

#### Line 176b. – Wind-up minimum surplus

If applicable, under a wind-up basis, enter the amount of the minimum required level of surplus to be maintained as per pension benefits legislation before any contribution holiday can be taken.

#### Line 177a. – Maximum Eligible employer contribution - Unfunded Liability

Enter the maximum amount that could qualify as an eligible contribution with respect to the plan's unfunded liability, if any, under subsection 147.2(2) of the ITA.

For non-designated plans, the maximum eligible employer contribution with respect to the unfunded liability is the contribution required for the plan to have sufficient assets to fund the going-concern actuarial liability (and assuming all the other conditions set out under subsection 147.2(2) are met) or is a prescribed contribution pursuant to section 8516 of the ITR for the purposes of subsection 147.2(2) of the ITA (e.g. deficit on a termination basis).

For designated plans, the maximum eligible employer contribution with respect to the unfunded liability is such that in addition to meet all the conditions set out under subsection 147.2(2) it must also satisfy the prescribed conditions set out under subsection 8515(5) of the ITR.

#### Line 177b. – Maximum Eligible employer contribution – Normal Cost

For each period as appeared in lines **007.** and **008.** of the section G for which approval is requested, enter the maximum amount that could be claimed as eligible contributions pursuant to subsection 147.2(2) of the ITA with respect to employer normal cost net of the reported excess surplus, except as noted below.

For non-designated plans, the maximum eligible employer contribution with respect to the normal cost is the contribution required to fund the cost of future benefit accruals (and assuming all the other conditions set out under subsection 147.2(2) are met) or is a prescribed contribution pursuant to section 8516 of the ITR for the purposes of subsection 147.2(2) of the ITA (e.g. normal cost on a going-concern basis or annual incremental cost on a termination basis).

For designated plans, the maximum eligible employer contribution with respect to the normal cost is such that in addition to meet all the conditions set out under subsection 147.2(2), it must also satisfy the prescribed conditions set out under subsection 8515(5) of the ITR.

Include only those amounts relating to the defined benefit provision.



ACTUARIAL INFORMATION SUMMARY

Please see the instructions for completing this form. If an item does not apply, enter "N/A".

Part I – Plan Information and Contributions

A. 001. Name of registered pension plan

\_\_\_\_\_

B. 002. Registration number

Canada Revenue Agency:

Other:

C. 003. Is this plan a designated plan?  Yes  No

D. 004. Valuation date of report YYYY MM DD

E. 005. End date of period covered by report YYYY MM DD

F. 006. Purpose of the report (indicate the reason(s) for which the report was prepared)

Initial report for a newly established plan, Regular (triennial or annual) report for an ongoing plan, Interim report in respect of an amendment to an ongoing plan, Partial Termination, Termination, Conversion, Other (please explain)

G. Contributions (prior to application of any credits and/or surplus) for covered period

Table with 4 columns: Period 1, Period 2, Period 3, Period 4. Rows include: 007. Period start date, 008. Period end date, Normal cost (defined benefit provision) 009. Members, 010. Employer, 010a. Explicit expense allowance, Normal cost (money purchase provision) 011. Members, 012. Employer, Special payments 013. Special payments for going-concern unfunded liability and/or solvency deficiency, Fixed contributions 014. Estimated dollar amounts of fixed employer and, if applicable, member contributions (defined benefit provision), 014a. Estimated dollar amounts of fixed employer and, if applicable, member contributions (money purchase provision)

Part II – Membership and Actuarial Information

H. Membership information

Table with 5 columns: Number, Average Age, Average Pensionable Service, Average Salary, Average Annual Pension. Rows: 015. Active members, 016. Retired members, 017. Other participants

I. Actuarial basis for going-concern valuation (see instructions)

020. Asset valuation method

Market, Smoothed Market, Book, Book & Market combination, Other

021. Liability valuation method

Accrued benefit (unit credit), Entry age normal, Individual level premium, Aggregate, Other (specify)

**I. Actuarial basis for going-concern valuation (cont'd)**

**Selected actuarial assumptions**

Where a flat rate is used, enter the rate under "Ultimate rate" and "N/A" under "Initial rate" and "Number of years\*\*"

**Valuation interest rate**

- 025. active members .....
- 026. retired members .....
- 027. Rate of indexation .....
- 028. Rate of general wage and salary increase .....
- 029. YMPE escalation rate .....
- 030. *Income Tax Regulations'* maximum pension limit escalation .....
- 031. Rate of CPI increase .....

Initial rate	Number of years*	Ultimate rate
%		%
%		%
%		%
%		%
%		%
%		%
%		%

\* from valuation date before ultimate rate becomes effective

035. Year *Income Tax Regulations'* maximum pension limit escalation commences .....

**036. Mortality table**

- 1994 GAM Static
- 1994 Group Annuity Reserving (GAR)
- 1994 UP
- 80% of 1983 GAM
- Other (specify) \_\_\_\_\_

036a. Generational Mortality Table

Has an assumption of generational mortality improvements been made?  Yes  No

036b. Projected Mortality Table

Has a projection of mortality improvements been made?  Yes  No

036b.(i) If "Yes", what is the year to which the mortality improvements have been projected (see instructions)? .....

**037. Allowance for promotion, seniority and merit increases**

- Included in (line 028.) above
- Separate scale based on age or service
- No allowance

**038. Allowance for expenses**

038a. Allowance for investment expenses

- Implicit
- Explicit

038b. Allowance for administrative expenses

- Implicit
- Explicit

039. If a multi-employer plan, number of hours of work per member per plan year .....

040. Was a withdrawal scale used?  Yes  No

041. Were variable retirement rates used?  Yes  No

042. If "No", what is the assumed retirement age? .....

**J. Actuarial basis for solvency valuation**

**Valuation interest rate**

- 045. active members (electing a lump sum option) .....
- 046. active members (electing an annuity option) .....
- 047. retired members .....
- 048. Rate of indexation .....

Initial rate	Select period	Ultimate rate
%		%
%		%
%		%
%		%

049. Mortality table  1994 UP  Other (specify) \_\_\_\_\_

049a. Year of projection (see instructions) .....

**K. Balance sheet information (defined benefit provisions, see instructions)**

050. Market value of assets, adjusted for receivables and payables .....

051. Amount of contributions receivable included in market value above .....

**Going-concern valuation**

052. Going-concern assets .....

053. Optional ancillary contributions account balance included in going-concern assets above for a flexible pension plan (if applicable) .....

**Going-concern liabilities**

060. for active members .....

061. for retired members .....

062. for other participants .....

063. for optional ancillary benefits to be provided under a flexible pension plan (if applicable) .....

064. other reserve .....

**K. Balance sheet information (defined benefit provisions, see instructions) (cont'd)**

- 070. Net funded position – surplus/(deficit) .....
- 071. Additional voluntary contributions .....
- 072. Money purchase assets (if applicable) .....

**Solvency Valuation**

Complete lines 080. to 100. only if the report contains an explicit solvency valuation

**Solvency Assets**

- 080. solvency assets with adjustment for expense provision, if any .....
- 081. amount of wind-up expense provision reflected in line 080 .....
- 082. optional ancillary contributions account balance included in solvency assets above for a flexible pension plan (if applicable) .....

**Solvency Liabilities**

- 090. for active members .....
- 091. for retired members .....
- 092. for other participants .....
- 093. for optional ancillary benefits to be provided under a flexible pension plan (if applicable) .....
- 094. other reserve .....
- 100. Net solvency position – surplus/(deficit) .....

If the plan provides benefit increases coming into effect during the period covered by the report but after the valuation date, have those increases been reflected in:

- 102. the going-concern liabilities in lines 060. to 064.?  N/A  Yes  No
- 103. the solvency liabilities in lines 090. to 094.?  N/A  Yes  No

**L. Actuarial gains/(losses)**

- 110. Was a gain/loss analysis done?  Yes  No
- 111. If line 110. is "Yes", indicate the date of the last filed funding Valuation report and the Net funded position as at that date 

YYYY	MM	DD
_ _ _	_	_

 .....

If line 110. is "Yes", indicate amount of gain/(loss) due to:

- 112. interest on surplus (unfunded liability) .....
- 113. special payments made .....
- 114. amounts used for contribution holiday .....
- 115. change in actuarial assumptions .....
- 116. change in the asset valuation method .....
- 117. change in liability valuation method .....
- 118. plan amendments/changes .....
- 119. investment experience .....
- 120. retirement experience .....
- 121. mortality experience .....
- 122. withdrawal experience .....
- 123. salary increase experience .....
- 124. optional ancillary contributions forfeited .....

Major contributing sources other than lines 112. to 124. above (specify)

- 125. ....
- 126. ....
- 127. all other sources (combined) .....

**M. Subsequent events**

- 135. Are there any subsequent event(s) that have not been reflected in the valuation? (Refer to the SOP)  Yes  No

**N. Statement of opinion**

- 136. Does the Report include the statements of opinion required by the SOP (data, assumptions, methods, accepted actuarial practice)?  Yes  No
- 136a. Are any of the actuary's statements of opinion qualified?  Yes  No

**Part III – Information required by the Financial Services Commission of Ontario**

**O. Additional valuation information**

**Going-concern valuation**

140. Have escalated adjustments been included in going-concern liabilities?  N/A  Yes  No

**Solvency valuation**

141. Have any of the "excludable" benefits been excluded?  N/A  Yes  No

142. If line 141. is "Yes", enter the total amount of liabilities being excluded \_\_\_\_\_

**P. Miscellaneous**

145. Prior year credit balance \_\_\_\_\_

146. Transfer ratio (express in decimal format) \_\_\_\_\_

**Guarantee fund assessment**

147. PBGF liabilities \_\_\_\_\_

148. PBGF assessment base \_\_\_\_\_

149. Amount of additional liability for plant closure and/or permanent layoff benefits as described in clause 37(4)(a)(ii)(A) of Regulation 909, R.R.O. 1990, as amended \_\_\_\_\_

149a. Number of Ontario plan beneficiaries \_\_\_\_\_

**Part IV – Information required by the Office of the Superintendent of Financial Institutions Canada**

**Q. Additional solvency valuation information**

150. Has a smoothing method been used to determine solvency assets?  Yes  No

150a. Has the method used to determine assets changed since the last valuation?  Yes  No

If the answer to line 150a. is "Yes", complete line 150b. or 150c., as appropriate:

150b. The change in method increases solvency assets by the amount of \$ \_\_\_\_\_

150c. The change in method decreases solvency assets by the amount of \$ \_\_\_\_\_

160. Solvency ratio (express in decimal format) \_\_\_\_\_

161. Actuarial Present Value of Special Payments to be made within five years of the valuation date, prior to the determination of any solvency deficiency on that date (see instructions) \_\_\_\_\_

162. Liability for active members who are within ten years of pensionable age and whose entitlement is valued at an interest rate basis stated on line 045. \_\_\_\_\_

163. Liability for active members who are within ten years of pensionable age and whose entitlement is valued at an interest rate basis stated on line 046. \_\_\_\_\_

164. Liability for active members who are not within ten years of pensionable age \_\_\_\_\_

**165. Pensionable age:**

a. May a member become entitled – with no employer consent required – to an unreduced retirement pension prior to the normal retirement age?  Yes  No

b. If "Yes" to a., state the applicable age and/or service conditions:

	Age requirement	Service requirement		Age requirement	Service requirement
Active members	1) _____	_____	Deferred vested members	1) _____	_____
	2) _____	_____		2) _____	_____
	3) _____	_____		3) _____	_____
	4) _____	_____		4) _____	_____
	5) _____	_____		5) _____	_____

c. Are these benefits reflected in the solvency valuation?  N/A  Yes  No

166. Do the liabilities determined in the Report include the impact of one or several plan amendment(s) that affect the value of benefits having accrued prior to the Report's valuation date, and which were not included in the prior report?  Yes  No

167. Does the Report account for one or several plan amendment(s) that affect only the cost of benefits that will accrue after the Report's valuation date, and which were not included in the prior report?  Yes  No

168. If the answer to either question 166. or 167. is "Yes", provide the amendment number and effective date \_\_\_\_\_  
 \_\_\_\_\_ Amendment number  
 \_\_\_\_\_ Effective date

**Part V – Information required by the Canada Revenue Agency**

**R. Additional information**

173. Surplus / (deficit) determined at the valuation date as per the instructions:

173a. Going-concern basis ..... \_\_\_\_\_

173b. Wind-up basis ..... \_\_\_\_\_

173c. For designated plans, maximum funding valuation basis ..... \_\_\_\_\_

174. Excess surplus determined at the valuation date:

174a. Going-concern basis ..... \_\_\_\_\_

174b. For designated plans, maximum funding valuation basis ..... \_\_\_\_\_

175. For designated plans, employer normal cost determined under the maximum funding valuation basis:

Period 1 ..... \_\_\_\_\_

Period 2 ..... \_\_\_\_\_

Period 3 ..... \_\_\_\_\_

Period 4 ..... \_\_\_\_\_

176. Minimum surplus required under applicable pension benefit legislation before contribution holiday:

176a. Going-concern basis ..... \_\_\_\_\_

176b. Wind-up basis ..... \_\_\_\_\_

177. Maximum amount that could be claimed as eligible employer contribution(s) – defined benefit provisions – under subsection 147.2(2) of the *Income Tax Act*:

177a. Unfunded liability ..... \_\_\_\_\_

177b. Normal Cost:

Period 1 ..... \_\_\_\_\_

Period 2 ..... \_\_\_\_\_

Period 3 ..... \_\_\_\_\_

Period 4 ..... \_\_\_\_\_

**Part VI – Certification by Actuary**

As the actuary who signed the funding valuation report (the "Report"), I certify that this Actuarial Information Summary accurately reflects the information provided in the Report.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year)

\_\_\_\_\_  
Signature of actuary

\_\_\_\_\_  
Print or type name of actuary

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Telephone number