

## FILING OF THE APPLICATION

The application for registration of a pension plan must be filed with the Superintendent of Pensions by the employer or board of trustees not later than 60 days after the establishment of the plan.

The application must be accompanied by a fee as specified in Regulation 3 of the Pension Benefits Act. A cheque or money order made payable to the "Minister of Finance" should cover the registration fee determined according to the following schedule:

FILING FEE:	* Number of Plan Members on Payroll	Fee Registration
	0 - 20	\$ 107.05
	21 - 999	\$ 5.35 per member
	1500 and over	\$ 8,029.21

This fee is determined according to the number of active plan members employed in all provinces except Prince Edward Island on the effective date of the plan. However, if any one of the active plan members is subject to Federal legislation, i.e. in included employment (see 3 below), the fee is then determined according to the total active plan members covered by the plan on the effective date.

Copies of the following certified documents must accompany the application and be approved before the pension plan can be registered:

- the pension plan text,
- any document that creates the plan or under which the plan is constituted,
- any trust deed or agreement, insurance contract, by-law or resolution relating to the plan,
- any agreement relating to the investment of the pension fund of the plan,
- any other document that relates to the administration of the plan,
- the valuation report and cost certificate for defined benefit plans only,
- the explanation or summary of the plan provided to the plan members.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

- SECTION (a) If the name and address of the employer or board of trustees changes from the information in item 1(a) any time after the filing of this application, the Superintendent must be notified in writing within 60 days after the change.
- SECTION 2(a) List the names of affiliates, associates or subsidiary companies of the principal employer entered in item 1, whose employees are covered by this plan.
- SECTION 2(b) Attach a list of employers who are associated through nature of business. An example would be the participating employers in a multi-employer plan.
- SECTION 3 Included employment is employment in connection with the operation of any work, undertaking or business that is within the authority of Federal Legislation.
- Employment in the following types of businesses/activities falls into the category of included employment:
- air, water, railway transport
  - interprovincial trucking
  - radio, television & telegraph
  - atomic energy
  - flour, feed or seed mills
  - chartered banks
  - employment in the Northwest Territories, the Yukon Territory, or Nunavut.
- SECTION 6(a) Effective date of the plan is the date that benefits for current employment were first recognized by the plan.
- SECTION 6(b) Plan fiscal year end is the date specified in the pension plan, otherwise it is December 31.

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### PLEASE FORWARD THE COMPLETED APPLICATION WITH THE REQUIRED FEE TO:

Department of Labour and Advanced Education  
Pension Regulation Division

Mail: P.O. Box 2531  
Halifax, Nova Scotia B3J 3N5

Courier: 5151 Terminal Road  
Halifax NS B3J 1A1