

## Annual Information Return (AIR)

Note: Information collected on this form will become subject to the [Freedom of Information and Protection of Privacy Act](#) and will be managed in accordance with that Act. If you have any questions about the collection, use or disclosure of this information, please contact Employment Pensions at 780-427-8322, press 1, then press 2, and leave a message.

Contact information	
CRA number	
Filing due date <sup>1</sup>	____ / ____ / ____ yyyy / mm / dd
Official name of the plan	
Contact name & title	
Plan administrator/sponsor name	
Plan fiscal year end <sup>2</sup>	____ / ____ / ____ yyyy / mm / dd
This document is available online at: <a href="http://www.finance.alberta.ca/publications/pensions/forms.html">http://www.finance.alberta.ca/publications/pensions/forms.html</a>	

<sup>1</sup> The *Employment Pension Plans Act* requires that the administrator of a pension plan file an AIR no later than 180 days following the fiscal year end of the pension plan. **A late filing penalty of 10%** will be applied to any AIRs received after the filing deadline. **CRA** may impose penalties of **\$25.00** per day up to a maximum of **\$2,500** and will bill separately.

<sup>2</sup> If your plan fiscal year end has changed, please ensure you have informed us by filing the appropriate plan amendments and file the AIR within the filing deadline of 180 days after your new plan fiscal year end.

### (1) Change in assets

The assets can be **cash basis**, deposits / payments made **during** the period, or **accrual basis**, deposits / payments **in respect of** the period. We ask for consistency in reporting these asset values from one AIR to the next.

**Note:** report all figures to the nearest dollar amount

A	Market value of assets at beginning of plan year		\$
<b>Member contributions</b>			
B	Required contributions: base contributions plus any amounts attracting an additional employer contribution.	+	\$
C	Additional voluntary contributions: may include member-paid past service.	+	\$
D	Optional ancillary contributions. DB provisions only.	+	\$

<b>Employer contributions</b>			
E	Required contributions for DB normal cost and/or DC provisions.	+	\$
F	Excess assets used to offset employer required contributions.	-	\$
G	Forfeiture credits used to offset employer required contributions. DC provisions only.	-	\$
H	Contributions credited to contingency reserve. CBMEP plans only.	+	\$
I	Contributions for unfunded liability payments. DB provisions only.	+	\$
J	Contributions for solvency deficiency payments. DB provisions only.	+	\$
<b>Other amounts</b>			
K	Amounts transferred in from other plans: RPP, RRSP, RRIF, LIRA, LIF.	+	\$
L	Amounts transferred out to other plans: RPP, RRSP, RRIF, LIRA, LIF.	-	\$
M	Net investment earnings / losses. Include member paid administration fees here.	+/-	\$
N	Benefits paid. Pensions, cash settlements, etc. not included in (L).	-	\$
O	Expenses paid from the fund.	-	\$
P	Market value of assets at end of plan year: <b>sum of A to O.</b>	=	\$

## (2) Membership reconciliation

A	Number of active members reported on line 2(F) of the previous AIR.		
B	New members including those returning from inactive status.	+	
<b>Exits from active membership due to:</b>			
C	Termination including those who became inactive and stopped accruing a benefit.	-	
D	Retirement.	-	
E	Death.	-	
F	Number of active members at the end of this plan year: <b>sum of A to E.</b>	=	
G	Number of inactive members: those neither accruing nor receiving a benefit.	+	
H	Number of pensioners: those receiving an ongoing benefit, including surviving pension partners & beneficiaries.	+	
I	Total plan membership: <b>sum of F, G, &amp; H.</b>	=	

The filing fee is **\$2.50** multiplied by the total plan membership (**active + inactive + pensioners**) with a **minimum fee of \$250** and a **maximum of \$75,000**. This is in effect for the fiscal year ends from October 1, 2017 to Sep 30, 2018, inclusive. For late filings there is a 10% penalty.

For information only:

Filing fee	<b>\$2.50 X I total plan membership (min \$250, max \$75,000)</b>	=	
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## (3) Area of employment of active membership

Area of employment	Male	Female	Total	Included employment*
Alberta				
Newfoundland and Labrador				
Prince Edward Island				

Nova Scotia				
New Brunswick				
Quebec				
Ontario				
Manitoba				
Saskatchewan				
British Columbia				
Yukon Territory				
Northwest Territories				
Nunavut				
outside Canada				
Totals				

\* Of the total membership in each province, please indicate how many of those members are employed in included employment which is employment in federally regulated activities or industries. See [IG-01 The Plan Administrator](#) for more information on included employment.

## SCHEDULE A - CANADA REVENUE AGENCY Canada Revenue Agency / Agence du revenu du Canada

For questions about this schedule A please call CRA Registered Plans Division at 1-800-267-3100 or 613-954-0419.

1. Is the location of books and records different than plan information on page 1?  **Yes**  **No**

If **yes**, please complete the following, otherwise leave blank.

Name of administrator:	
Contact person:	
Mailing address:	
City, Province, Postal code:	

2. Actuarial liabilities resulting from plan obligations: defined benefit provisions.

\$	
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3. Date of actuarial liability assessment shown in #2:

year				month		day	

4. Did the pension plan terminate or become inactive prior to or in this reporting period?  **Yes**  **No**

If yes, enter date of termination:

year				month		day	

If all the assets were distributed because of the termination of the plan, enter the date of final distribution:

year				month		day	

5. How many active members were **persons connected** with the employer? Income Tax Regulation 8500(3) - a connected person is generally one who: owns directly or indirectly, 10% or more of the issued shares of any class of the capital stock of the employer or a related corporation; or does not deal at arm's length with the employer (see section 251 of the *Income Tax Act*); or is a specified shareholder of the employer (see subsection 248(1) of the *Income Tax Act*).
6. How many **employers** participated in the plan at the end of the reporting period? (must be at least 1)

- multi-employer plans, complete question 11
- collectively bargained multi-employer plans have no more questions
- all other plan types continue with question 7

7. Did any member of this plan participate in any other registered pension plan or deferred profit sharing plan provided by this plan sponsor?  Yes  No
8. Did any member of this plan participate in any other registered pension plan or deferred profit sharing plan of any other sponsor who does not deal at arm's length with this plan sponsor?  Yes  No
9. Have any connected persons joined or left the plan in this reporting period?  Yes  No
10. During this reporting period, has a person or group acquired control of the corporation that is sponsoring the pension plan?  N/A  Yes  No

- defined contribution (money purchase) plans have no more questions
- all other plan types continue with questions 11 and 12

11. Were any plan members provided with post-1989 past service benefits in this reporting period?  Yes  No
12. Have any plan members who are connected persons been provided with pre-1992 past service benefits in this reporting period?  Yes  No

Once you have completed entering all the data online, click the **review before submission** button and make sure you fix any errors.

Then you click **submit**, read the certification, enter your information, add comments, and click the **I certify** button.

An email with a copy of this AIR and the filing fee will be sent to the plan administrator on record and to your email address if you add one.

### Certification

I certify that to the best of my knowledge:

- a) The contributions paid to the pension plan have been at least equal to those required by the current plan document and/or cost certificate filed with the office of the Alberta Superintendent of Pensions, and they have been remitted within the time period required by the *Employment Pension Plans Act* and Regulation.
- b) The plan has been administered in accordance with the requirements of the plan and the *Employment Pension Plans Act* and Regulation.
- c) The plan's investments have been made and managed in accordance with the Statement of Investments Policies and Procedures (SIPP) and the *Employment Pension Plans Act* and Regulation.
- d) The SIPP was reviewed in the last fiscal year and where applicable, a copy of it was filed with the plan actuary.
- e) Where the members are making individual investment decisions, they have been provided with sufficient information to make informed investment decisions.
- f) Where required, the Audited Financial Statement for the fiscal year covered by this AIR was filed with the office of the Alberta Superintendent of Pensions, and
- g) The details entered on this AIR including Schedule A are true and correct.
- h) I am the plan administrator or a representative of the plan administrator authorized to submit this AIR on the plan administrator's behalf.

Name	Title or position	Company
<b>Comments</b>		