

**BULLETIN NUMBER:** PENS 15-008

**TITLE:** Submission of Amendments to a Plan  
Text Document

**LEGISLATION:** *Pension Benefits Standards Act*

**DATE:** September 2015

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## **PURPOSE**

The purpose of this bulletin is to describe the requirements for submission of amendments to the plan text document of a pension plan.

## **BACKGROUND INFORMATION**

Section 18 of the *Pension Benefits Standards Act* (Act) requires that pension plan administrators (Administrators) file amendments to the plan text document of a pension plan in the form and manner required by the Superintendent of Pensions (Superintendent).

With effect from September 30, 2015, the Superintendent requires that all amendments to the plan text document of a pension plan be filed with a completed copy of form SOP-APP-AMEND\_PTD-2015-002 (Form). The Form is available on the Superintendent's website at [http://www.fic.gov.bc.ca/pdf/Pensions/SOP-APP-AMEND\\_PTD-2015-002.pdf](http://www.fic.gov.bc.ca/pdf/Pensions/SOP-APP-AMEND_PTD-2015-002.pdf). A copy of the prescribed statement of compliance, Form 6 of Schedule 3 to the Pension Benefits Standards Regulation (Regulation) is included in the Form.

## **CONTENTS OF FORM**

The Superintendent recommends that Administrators pay particular attention to the following sections of the Form:

- “Sections of Plan Text Document” - the Administrator must describe the sections of the plan text document affected by amendment. If the amendment is a restatement or consolidation of the plan text document, the Administrator may simply enter “Restatement” or “Consolidation.” In any other case, specific section references are required.

- “Consent of Superintendent” – the Administrator must specify whether any of the amendments require consent or approval from the Superintendent. The Administrator must also describe the nature of the consent or approval required and the section from the Act or Regulation under which consent or approval is being sought

## **MORE INFORMATION**

If you have any questions, please contact our office:

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