

PENSION BULLETIN 2018-01

To: Representatives of trust companies registering Standard Contracts

Re: New online application and filing system for standard contract registration processes under the *Pension Benefits Act*

19 April 2018

FCNB's new online portal for standard contract related applications and filings under the *Pension Benefits Act* will be live effective 28 May 2018. As part of the move to the new online system, all representatives of trust companies registering standard contracts are required to set up an account at <https://portal.fcnb.ca>.

Instructions for using the portal and completing the various online processes are available on our portal FAQ at <http://fcnb.ca/portalfaq.html>.

Once a trustee has set up an account, please follow the steps set out at in the standard contracts user guide to verify that the information that we have on file for your standard contract(s) is correct. Although a quality assurance process was followed in migrating data from our old system to the new system, some of the information on file may be incomplete or out of date.

Effective 28 May 2018, FCNB will only accept **online** submissions and filings. The cut-off for paper submissions is 11 May 2018. If you have been notified of any deficiencies in any filings that you have already submitted, you must address those deficiencies in a paper format no later than 11 May 2018. Any outstanding applications will be cancelled at that time and you will be required to submit a new application online.

If you have any questions, please email standardcontracts-contrattypes@fcnb.ca and provide your name, phone number and your question.