



MACKENZIE
Investments

CONFIDENCE
IN A CHANGING WORLD

Administrative Guide

Mackenzie Group Plans





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1. Overview of your group plan

The four main parties to the plan are:



The plan sponsor is responsible for or may delegate: setup of the plan, introducing the plan to members, maintaining the plan, and ensuring that plan or member terminations are done correctly. Please refer to section 3 for additional details.

The financial advisor is the agent of each member and provides the members with investment recommendations to meet individual risk/return objectives.

Mackenzie Investments provides management services to the Mackenzie Mutual Funds. The combination of the specialized services of the financial advisor with those of Mackenzie Investments allows each to focus on their area of expertise.

The Role of the Trustee

A federally regulated trust company, the Trustee appoints Mackenzie Investments as its agent to provide services to group plans. These include applying to Canada Revenue Agency for registration of certain types of Group Plans, custody of Mackenzie Mutual Fund securities and client reporting, including account statements and tax reporting.

2. General administration

Remitting contributions

- To assist a plan sponsor (employer) with remittances, Mackenzie Investments provides a preprinted contribution list outlining each participating member (employee) with corresponding employer and employee columns in which contribution amounts are shown.
- Amounts may be pre-printed, contain a default amount or the space left blank. Pre-printed or default amounts can be changed by crossing out what's there and hand-writing in the new amount in the "REVISED" column. Blanks can be filled in.
- Permanent changes should be indicated by writing the letter "P" after the new amount. Otherwise any amount entered will only be temporary and used for that particular remittance. The next contribution list sent out will not reflect temporary changes.
- Ensure the correct employer and employee amounts are entered and balance to the cheque being submitted.
- Delete any members who have withdrawn from the plan and submit the applicable form as outlined in the Termination section of this document, if not already submitted.
- Once the contribution list is totalled and balanced, it is to be returned to Mackenzie Investments along with the cheque for deposit to the member's account (see appendix for sample).
- Record page totals for each column of contributions.
- Keep a copy of the contribution list for your records.

Send to: Mackenzie Investments

Attention: Group Plan Administration Department
180 Queen Street West
Toronto, Ontario M5V 3K1

- When the remittance is received by Mackenzie Investments, the contributions are deposited into the member's respective accounts.
- Monthly contributions are mandatory to avoid penalties.
- For more information on how to calculate employee and employer contributions through payroll, please visit www.cra.gc.ca (or refer to our guidelines in section 3).

DCPP only ▶

Adding New Members

- If a new member becomes eligible to participate in the plan, you must notify the financial advisor so the member can be provided with the proper information and guidance for their investments and complete the appropriate enrolment forms.
- ***All information required in Section 7 of the Member Information Form MUST BE completed by the plan sponsor – missing information will result in delays in processing the application.***

DCPP & DPSP only ▶


Change of Name

- When a plan member changes their name as a result of marriage, separation, divorce, personal reasons or correction of records, the member must complete the Change of Name section of the Member Change form and have it witnessed. The original is to be sent to Mackenzie Investments (sample in the Appendix).

Beneficiary Change

- If a plan member wishes to change the beneficiary on their group plan account, have the member complete the Beneficiary Designation section of the Member Change Form and have it witnessed (legislative restrictions and a spousal waiver may apply). The original is to be sent to Mackenzie Investments.
- Should the new named beneficiary be under 18 years of age, a trustee must be named, as indicated in the Beneficiary Designation section.
- In case of multiple beneficiaries, i.e., a member wishes to name his/her children as beneficiaries, each child's full name must be written on the form.


Investment Authorization

- Members can make their own investment choice, in consultation with the financial advisor, from all available Mackenzie Mutual Funds.
-  The plan sponsor, with the help of the financial advisor, chooses the Mackenzie Mutual Funds that will be available to the members. Members then make investment choice, in consultation with the financial advisor, from the available funds. This will be outlined in the plan document.
- Investment options may be changed by a member by completing and submitting to Mackenzie Investments the Investment Change section of the Member Change form (sample in Appendix). This form **must** also be signed by the financial advisor.

Termination of Employment

- When a member terminates employment, complete the Termination/Retirement/Death section of the Member Change form and forward the completed form to Mackenzie Investments.
- Disclosure information for the member's account will be provided to the payroll administrator, as required by provincial or federal legislation. The disclosure package will be prepared by Mackenzie Investments and sent to the member before any election is made. A T4A for income tax purposes will be sent to the member following the calendar year end if a cash refund has been issued.

 DCPP &
DPSP only

- If funds are to be transferred to another Registered Plan, a Canada Revenue Agency T2151 form is required.
-  If benefits to be transferred are locked-in by provincial or federal legislation we require a completed locking-in declaration or prescribed provincial form from the new trustee before the funds can be transferred to the new trustee.

Termination of the Plan

- Should you wish to terminate your Plan with Mackenzie Investments, forward a signed written request on company letterhead to your financial advisor stating the effective date of the plan termination and when contributions will cease. Your financial advisor will forward the request to the Mackenzie Group Administration department. We will then provide you with a list of requirements and applicable charges to terminate the plan.

Retirement

DCPP &
DPSP only

- If a member is retiring on a date other than the normal retirement date, please notify Mackenzie Investments and the Financial Advisor **two months** before the actual retirement date.

DPSP only

- We will send a complete disclosure package to the member outlining the retirement options available to him/her.

Death of Member

- If a member dies, complete the appropriate portion of the Termination/Retirement/Death section of the Member Change form. Forward the completed form to Mackenzie Investments. The date of death should be given as the effective date of discontinuance. Contributions must be submitted up to the date of death.
- Proof of Death (original or notarized copy of the death certificate or of the funeral director's statement) must be forwarded to Mackenzie Investments.
- Mackenzie Investments will send the beneficiary a disclosure and option package if an election or direction is not already received in advance.

3. Ongoing plan sponsor responsibilities

The following are ongoing plan sponsor responsibilities:

- Deducting and remitting the appropriate amounts from payroll to Mackenzie Investments for deposit into the plan.
- Notifying the financial advisor when an employee becomes eligible to join the plan.
- Notifying both Mackenzie Investments and the financial advisor of any changes to the plan such as terminating members, amendments to the plan, etc.
- Handling member inquiries regarding any rules or conditions that apply to your plan (i.e., eligibility, contribution amounts).

GRSPs only

- Ensuring any plan sponsor contributions are correctly recorded on each member's T4 slip. The plan sponsor contribution must be added to the gross income and treated as a taxable benefit. Mackenzie Investments will issue a tax receipt to the member to offset the plan sponsor contribution.

GRSPs only

- Calculate income tax to be withheld at source for each participating member using gross pay less the amount (pre-tax) of the RRSP contribution.

DCPP & DPSP only

Canada Revenue Agency (CRA) has made calculating the pension adjustment (PA) for members the plan sponsor's responsibility. Members contacting CRA with questions about amounts used in calculating the PA will be referred to their plan sponsor. However, if the plan sponsor is having difficulties calculating the PA, CRA should be consulted for assistance.

DCPP & DPSP only

CRA requires plan sponsors to maintain and provide certain information to plan members and the government. The plan sponsor must calculate the PA and record it on the member's T4/T4A.

Why Calculate the PA?

DCPP & DPSP only

In an effort to apply uniform limits to tax deductible retirement savings the federal government created pension adjustments (PA). It is the amount used in calculating the maximum annual RRSP contribution an individual can make. The PA takes into account variations in pension plans and allows taxpayers to add to their retirement savings through RRSP contributions. The PA plus RRSP contributions must not exceed annual limits which are, generally, the lesser of:

DCPP

- 18 percent of the year's earned income, or
- the Money Purchase Plan limit for the year specified by the government (\$26,230 in 2017 and indexed thereafter)

DPSP

- 18 percent of the year's earned income, or
- 1/2 the the Money Purchase Plan limit for the year specified by the government (\$13,115 in 2017 and indexed thereafter)

Calculating the Pension Adjustments

Defined Contribution Pension Plan (DCPP)

To calculate the PA for a DCPP, payroll records ending December 31 are required. The general formula for calculating PA is:

$$\begin{array}{|c|} \hline \text{Member} \\ \text{contribution} \\ \text{to the plan} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Plan sponsor} \\ \text{contribution} \\ \text{to the plan} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Pension} \\ \text{Adjustment} \\ \hline \end{array}$$

DPSP

To calculate the PA for a DPSP, payroll records ending December 31 are required. The general formula for calculating PA is:

$$\begin{array}{|c|} \hline \text{Plan sponsor} \\ \text{contribution to} \\ \text{the plan} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Pension} \\ \text{Adjustment} \\ \hline \end{array}$$

Pension Adjustment Reversals (PAR)

- PAR is to be calculated whenever an individual ceases to be entitled to a benefit under a provision of the DCPP or DPSP after 1996, for which PAs and/or Past Service Pension Adjustments (PSPAs) were originally reported. The plan member ceases entitlement to his or her benefit when the PAR is equal to the total of the PAs the plan sponsor reported since 1990 that are not vested to the individual.

For Example:

An employee who has been a member of a plan with a two year vesting period terminates employment after one year.

The plan sponsor has contributed \$2,000 to the plan for the member.

The member forfeits the \$2,000 the plan sponsor has contributed on their behalf.

The PAR for the terminated member will be \$2,000.

On an on-going basis, PAR information returns must be filed 60 days after the end of the applicable quarter in which the termination occurred.

- PAR information returns for terminations in the fourth quarter of a calendar year will be required to be filed on or before January 31 of the following year.
- Mackenzie Investments will prepare and file the PAR with CRA on behalf of the plan sponsor.

Canada Revenue Agency's (CRA) Role

After the plan sponsor calculates the PA, it is reported to CRA on each member's T4/T4A slip. Once the PA amount is received by CRA, and the member's T1 return for the previous year is processed, the government determines the member's RRSP contribution limit for the current year.

- Since RRSP contributions depend on PA amounts, CRA will issue a notice of assessment to individual taxpayers annually to inform them of their RRSP contribution limits for that year. Each year, members with an income from the previous year will be notified of their RRSP contribution limit for the current tax year. Taxpayers have 60 days at the beginning of the new year to contribute to an RRSP for the previous year.

Defined Contribution Pension Plan (DCPP) Only

Government reporting (prepared by Mackenzie Investments on your behalf)

- **Provincial/Federal Annual Information Return** (each province has their own form) – The Provincial Governments require that an annual information return be completed by the plan sponsor. Each year, you will receive the return for completion. As soon as you receive this form from the provincial government, please have it forwarded to our office in order to provide the necessary information to assist you when filing.
- **Application of Acceptance of an Amendment to the Registered Pension Plan (T920)** – CRA requires that this form be completed and submitted with every amendment to your plan including change of name or termination of the plan. This form will be sent to you from the Trustee along with every amendment we prepare for your plan (Provincial amendment forms will also be sent if required). We require your signature and approval for completion. CRA will not approve any changes to your plan without this form.
- **Connected Person Information Return (T1007)** – If the member joining the plan is a connected person*, CRA requires this form to be completed within 60 days of that member joining the pension plan. Not all connected persons are required to file this return. The CRA is interested in obtaining a T1007 only in the following two situations:
First, if an individual becomes a member of a Registered Pension Plan as a connected person at anytime after 1990.
Secondly, for an individual who was connected to the plan sponsor prior to 1990, is still connected currently but had a period of temporary absence prior to 1990, during which time benefits did not accrue.

- * A plan member is generally considered to be a connected person if he or she:
 - owns ten percent or more of any class of issued shares of the plan sponsor (specified shareholder)
 - does not deal at "arm's length" with the plan sponsor
 - is related to a specified shareholder by marriage, or blood or adoption

- **Plan Text, Trust Agreement** – CRA requires a copy of the trust agreement and plan document constituting the plan.
- **Resolution** – CRA requires a resolution adopting the Trust Agreement if the plan sponsor is a corporation. A certified copy of the resolution of the directors authorizing the application must be forwarded to Mackenzie Investments.

NOTE: All forms are completed by Mackenzie Investments and returned to the plan sponsor for approval and in some cases signing.

If you have any questions about this form or any of the ones below, please contact the Group Plan Administration

Department at: Mackenzie Investments
180 Queen Street West
Toronto, Ontario M5V 3K1
416-922-7508 or 1-800-665-0513

Deferred Profit Sharing Plans Only

Government reporting (prepared by Mackenzie Investments on your behalf)

- **T2214** – CRA requires the Trustee to file form T2214 for each participating plan sponsor when requesting registration of a profit sharing plan in accordance with Section 147 of the Income Tax Act. This form is not to be used when submitting an amendment to the plan text or trust agreement or when adding a participating plan sponsor to a previously registered plan.
- **Plan Text, Trust Agreement** – CRA requires a copy of the trust agreement and plan document constituting the plan.
- **Resolution** – CRA requires a resolution adopting the Trust Agreement if the plan sponsor is a corporation. A certified copy of the resolution of the directors authorizing the application must be forwarded to Mackenzie Investments.

NOTE: All forms are completed by Mackenzie Investments and returned to the plan sponsor for approval and in some cases signing.

4. Standard communication and reporting services from Mackenzie Investments

For the Plan Sponsor

DCPP &
DPSP only

- **One plan document**

DCPP &
DPSP only

- **One Trust Agreement**

DCPP only

- **Statement of Investment Policies and Procedures (SIP & P)**

DCPP only

- **Remittance Statement**

This form provides a confirmation of the previous contributions that were remitted plus provides the contribution list for the future contributions.

- **The contribution list** outlines all participating members, their contribution amounts and plan sponsor contributions, if any.
- **Group Plan Administration Hotline**
1-800-665-0513
416-922-7508

For the Member

- **Member booklet**

Summarizes the plan.

- **Statements**

All members will be forwarded individual statements of their accounts annually at year-end. Members can opt-in to receive semi-annual statements as well. Mailed semi-annual statements are mandatory for DCPPs. These statements will also contain non-financial information such as designated beneficiaries and member's date of birth. The information on these statements should be carefully checked each year and if changes are required, please advise Mackenzie Investments as soon as possible.

- **Toll-Free Customer Service Hotline**

Members can call Mackenzie Customer Service at 1-800-387-0614 to obtain specific information about their personal accounts.

- **Mackenzie Investments newsletter *Insight*** (Contains timely articles on investment issues)

Group
RRSP only

- **Contribution Tax Receipts**

Each participating member will receive tax receipts reflecting the gross amount of Group RRSP contributions made over the past year. One receipt is issued for all contributions made in the first 60 days. Members will also receive a receipt for the total of all contributions made during the remainder of the year.

- **Management Report of Fund Performance**

On request, the Management Report of Fund Performance for the funds will be mailed to each member for funds held.

- **Mackenzie Investments on the Internet**

mackenzieinvestments.com

Our website provides a current review of our funds including unit prices, performance results, asset allocation breakdowns, and managers commentaries. There are also a number of articles on financial planning topics, an investor's library, and information on Mackenzie Investments itself.

Members are able to monitor their group plan account via the Internet.

They have access to account balances and transaction histories. They are also able to duplicate tax receipts and print a copy of their most recent statement. All of this can be accessed 24 hours a day 7 days a week.

Defined Contribution Pension Plan – Reconciliation of Remittance



RECONCILIATION OF REMITTANCE

Corporation:	Company Name	
Division:	All Divisions	
Sub-division:		Effective Date: 28-Feb-2017
Plan:	Retirement Plan For The Employees of Company Name	Deposit Date: 14-Mar-2017
CONTRIBUTIONS		
Total Contributions paid		3697.26
Add: Over/Under payment of previous period		0.00
Add: Employer credit applied during the period		0.00
Less: Contributions due and processed		3697.26
Balance carried forward	A	0.00
BILLED FRONT END LOAD FEE		
Total fees paid		0.00
Add: Fees brought forward from previous periods		0.00
Less: Fee due		0.00
Balance carried forward	B	0.00
EMPLOYER CREDIT		
Employer credit arising since the inception of the plan		
Less: Employer credit applied to date		
Balance carried forward	C	

CURRENT REMITTANCE FOR PERIOD ENDING:		
Contribution due (see attached)		
Less: Carried forward if any	(see A above)	
Less: Employer credit applied during the period	(see C above)	
Net Contributions Payable	D	
Fees: 0.000000 per cent of contribution amount less employer credit if any		
Less: Billed front end load fee carried forward	(see B above)	
Billed front end load fee payable	E	
TOTAL AMOUNT OF CHEQUE ENCLOSED (D+E)		

Comments:

Please Note: The dollar amount indicated under the Employer Credit represents the existing Forfeiture Account balance. We suggested that this amount, if any, be applied against the Employer 's current service contributions.

Group Plan Member Change Form



MACKENZIE GROUP PLAN MEMBER CHANGE FORM

180 Queen Street West
Toronto, Ontario M5V 3K1
T 1 800 387 0614 or 416 922 3217
F 1 866 766 6623 or 416 922 5660
E groupadmin@mackenziefinancial.com

GRSP/DPSP/DCRPP Number _____
Plan Sponsor (Employer) _____
Account Number _____
Planholder Name _____
Member Name (if spousal) _____
Social Insurance Number _____
Province of Employment _____

Please check the change(s) being made:

<input type="checkbox"/> 1. Termination / Retirement / Death	<input type="checkbox"/> 4. Address Change
<input type="checkbox"/> 2. Investment Change / Transfer	<input type="checkbox"/> 5. Name Change
<input type="checkbox"/> 3. Change of Beneficiary	

1. TERMINATION / RETIREMENT / DEATH

Effective date of termination: ____ / ____ / ____
Day Month Year

Temporary suspension of contributions

Temporary layoff From _____ to _____
 Temporary leave of absence From _____ to _____

The reason for termination:

- Termination of employment
 Retirement
 Death (Please provide copy of death certificate or funeral director's statement)
 Other, explain _____

Have all contributions been remitted in respect of plan membership to date of termination/retirement/death?

Yes No

If no, outstanding contributions will be remitted on _____ (date)

Plan Administrator _____ Date _____

Plan Administrator Signature _____

Please direct all future correspondence directly to the member at his/her home address, as follows:

Name _____
Address _____

2. INVESTMENT CHANGE / TRANSFER

I hereby elect to have future contributions allocated as shown below:

FUND NUMBER	ALLOCATION
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

Planholder Signature _____ Date _____

Transfer of Funds
I hereby request a transfer of my current account balance(s) as indicated below. I understand the transfer(s) will be valued at prevailing market prices.

From Fund Number	To Fund Number
_____	_____
_____	_____
_____	_____

3. CHANGE OF BENEFICIARY – Beneficiary designations are subject to the laws of each jurisdiction.

Designation of Revocable Beneficiary

I hereby revoke any previous beneficiary designation applicable to my interest in the above mentioned Plan and, pursuant to the provisions of the Plan, designate the person named below as my beneficiary. I reserve the right to revoke this designation.

Name _____ Relationship _____

Address _____

Planholder Signature _____ Date _____

To Appoint a trustee for a named Beneficiary under 18 years of age
I hereby appoint the person below as trustee for any beneficiary under age 18, or any beneficiary who may not be able to get a valid discharge for payment (unless I have appointed a trustee in a separate trust agreement).

Name _____ Relationship _____
Address _____
Planholder Signature _____ Date _____

4. ADDRESS CHANGE

New Address _____

New Phone Number _____ Planholder Signature _____

5. NAME CHANGE

Please adjust your records to change the above mentioned planholder's name from:

_____ to _____

Reason for change:

- Marriage (please attach a copy of the marriage certificate)
 Return to maiden name (please attach a copy of the name change certificate, divorce document or separation agreement)
 Legally changed (please attach a copy of the name change certificate)
 Other, specify _____

Signature

Planholder's signature prior to change _____

Planholder's new signature _____

This section must be completed by the Financial Advisor

For Financial Advisor / Dealer Use Only

Dealer Name _____	Advisor Name _____
Dealer / Advisor Code _____	Advisor Signature _____
Date _____	

Fees

Provincial Regulatory Fees – applicable to DCPs only

Province	Set-up fees	Annual fees (Air)
Ontario	\$250	The AIR fee was replaced by a Pension Assessment calculated by FSCO based on their formula. FSCO will invoice the Plan Administrators yearly with the amount after they have filed the AIR.
Quebec	\$250 Plus \$9.85 per member	\$250 Plus \$9.85 per member
Newfoundland & Labrador	\$10.00 per active member \$5.00 per deferred member Min: \$200 Max: \$12,500	\$10.00 per active member \$5.00 per deferred member Min: \$200 Max: \$12,500
Nova Scotia	\$5.80 per member Min: \$116.65 Max: \$8749.75	\$5.80 per member Min: \$116.65 Max: \$8749.75
New Brunswick	\$5.00 per member Min: \$100 Max: \$10,000 Amendments: \$100	\$5.00 per member Min: \$100 Max: \$10,000
Manitoba	\$7.20 per member Min: \$120 Max: \$18,000	\$7.20 per member Min: \$120 Max: \$18,000
Saskatchewan	\$7.00 per member Min: \$150 Max: \$15,000	\$7.00 per active member \$3.50 per non-active member Min: \$150 Max: \$15,000
Alberta	\$3.25 per member Min: \$250 Max: \$75,000	\$7.00 per active member \$3.50 per non-active member Min: \$150 Max: \$15,000
British Columbia	\$6.15 per active member \$4.50 per non-active member Min: \$200 Max: \$75,000	\$6.15 per active member \$4.50 per non-active member Min: \$200 Max: \$75,000
Federal (changes yearly)	Information on OSFI's current pension plan assessment schedule can be accessed by visiting the "Pension Assessments" section of OSFI's website at http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?DetailId=216	Information on OSFI's current pension plan assessment schedule can be accessed by visiting the "Pension Assessments" section of OSFI's website at http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?DetailId=216

*These filing fees are subject to change on an annual basis.

Mackenzie Group Plan Administrative Fees

Plan type	Set up	Annual administration and trust	Transfers/ withdrawals	Annual regulatory fees
Group RRSP	\$0	\$0	No Fee	Not applicable
DPSP New plans, no assets and existing plans with under \$10,000 average assets per member and minimum of \$250,000 in total plan assets	\$250	\$0	Total plan wind-up: \$10 per member Min: \$500	Not applicable
DPSP Existing plans with over \$10,000 average assets per member and a minimum of \$250,000 in total assets	Waived	Waived	Total plan wind-up: \$10 per member Min: \$500	Not applicable
DCPP New plans, no assets and existing plans with under \$20,000 average assets per member and under \$500,000 in total plan assets	\$500	\$0	Total plan wind-up: \$20 per member Min: \$1,000	Varies per jurisdiction (payable to the Pension Regulator)
DCPP Existing plans with over \$20,000 average assets per member and a minimum of \$500,000 in total plan assets	Waived	Waived	Total plan wind-up: \$20 per member Min: \$1,000	Varies per jurisdiction (payable to the Pension Regulator)

GENERAL INQUIRIES

For all of your general inquiries and account information please call:

ENGLISH/FRENCH	1-800-665-0513
ASIAN INVESTOR SERVICES	1-888-465-1668
TTY	1-855-325-7030
FAX	1-866-766-6623
E-MAIL	service@mackenzieinvestments.com
WEB	mackenzieinvestments.com

Find fund and account information online through Mackenzie Investments' secure InvestorAccess. Visit mackenzieinvestments.com for more information.

Commissions, trailing commissions, management fees and expenses all may be associated with mutual fund investing. Please read the prospectus before investing. Mutual funds are not guaranteed, their values change frequently and past performance may not be repeated.

The information provided is general in nature, subject to change, and is intended to provide a brief overview of the various types of group plans. The information should not be relied upon or construed as legal or tax advice. Readers should consult with their advisors, lawyer and tax professionals for advice before setting up, or investing in, a group plan.

