

Occupational Pension Benefits Act Cap. 350B

FORM 5

(Regulation (7)(3))

VALUATION AND ACTUARIAL INFORMATION SUMMARY

Instructions:

Where an item does not apply, enter "N/A".

Part 1 – Pension Plan Information and Contributions

1. Name of registered pension plan

2.	Registration number
Report	
3.	Date of report month day
4.	Period covered by report $_{year} \underbrace{month}_{day} \underbrace{to}_{year} \underbrace{month}_{day} \underbrace{day}_{day}$

- 5. Purpose of report (Indicate which of the following applies):
 - \Box a. Initial report for a newly established pension plan
 - \Box b. Annual report for an on-going pension plan
 - \Box c. Interim report in respect of an amendment to an on-going pension plan
 - □ d. Other (please provide explanation)

Valuations

- 6. Date of valuation:
- 7. Period covered by valuation:

Type of valuation

- 8. \Box an initial valuation
- 9. \Box a valuation filed after each year
- 10. \Box a valuation filed after every triennial period
- 11. \Box valuation to replace or amend a previously filed valuation

12. Normal costs and special payments (prior to application of any credits and/or surplus) for covered period

Periods	Pe	riod 1		Per	riod 2		Pe	riod 3		Р	eriod 4	1
a. Commencement date	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD
Termination date	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD
b. Normal Cost (Defined Benefit provision)												
(1) Members												
(2) Employer												
 (3) Explicit expense allowance included in the normal costs of the employer at (b)(2) 												
 c. Normal cost (Defined Contribution Provision) (1) Members (2) Employer 												
d. Special payments for going concern unfunded liability and/or solvency deficiency												

12. Normal costs and special payments (prior to application of any credits and/or surplus) for covered period (Cont'd)

Periods	Pe	riod 1		Pe	riod 2		Ре	eriod 3		Р	eriod 4	1
a. Commencement date	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD
Termination date	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD	YYYY	MM	DD
 e. Fixed Contributions (1) Estimated dollar amounts of fixed employer and, if applicable, member contributions defined benefit provision) 												
 (2) Estimated dollar amounts of fixed employer and, if applicable, member contributions (defined contribution provision) 												

Part II – Membership and Actuarial Information

13. Membership Information

	Number	Average Age	Average Pensionable Service	Average Salary	Average Pension
a. Active members					
b. Retired members					
c. Other participants					

14. Actuarial basis for going concern valuation (see instructions)

- (a) Asset Valuation Method
 - \Box (1) Market
 - \Box (2) Smoothed Market
 - \Box (3) Book
 - \Box (4) Book and Market combination
 - □ (5) Other _____

(b) Liability Valuation Method

- \Box (1) Accrued Valuation Method
- \Box (2) Normal entry age
- \Box (3) Individual level premium
- \Box (4) Aggregate
- $\Box (5) \quad \text{Other (specify)} _$

(c) Selected Actuarial Assumptions (see instructions)

Where a flat rate is used, enter the rate under "Ultimate rate" and "N/A' under "Initial rate" and Number of years8"

- 1. Valuation interest rate:
 - (a) active members ...
 - (b) retired members ..
- 2. Rate of indexation
- 3. Rate of general wage and salary increase
- 4. Years of maximum pensionable earnings escalation rate
- 5. Rate of Consumer Price Index increase

Initial rate	Number of years*	Ultimate rate

*from valuation date before ultimate rate becomes effective

(6) Mortality table

- Tick the appropriate box
 - (a) 🗆 1983 Group Annuity Mortality
 - (b) D 1983 Group Annuity Mortality (without margin)
 - (c) 🗆 1971 Group Annuity Mortality
 - (d) \Box 1994 Group Annuity Mortality
 - (e) \Box 1994 Group Annuity Reserving
 - (f) \Box 1994 Uninsured Pensioners
 - (g) \Box Other (specify)

(7) Allowance for promotion, seniority and merit increases.

- Tick the appropriate box
 - (a) \Box Included in (3) above
 - (b) \Box Separate scale based on age or service
 - (c) \Box No allowance

(8) Hours of work per member per pension plan year

If a multi-employer pension plan, number of hours of work per member pension plan year

(9) Withdrawal scale

Was a withdrawal scale used? \Box Yes \Box	No
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- (10) Retirement assumptions
 - (a) Were variable retirement rated used? \Box Yes \Box No
 - (b) If "No", what is the assumed retirement age?

15. Actuarial basis for solvency valuation

		Initial rate	Select period	Ultimate rate
a.	Valuation interest rate:			
	(1) active members			
	(2) retired members			
b.	Rate of indexation			

c. Mortality table

- (1) Group annuity mortality table 1983
- (2) Uninsured pensioners mortality table 1984
- (3) Other (specify)

(a) Market value of assets, adjusted for receivable and payables	
Amount of contributions receivable included in market value above	
(b) Going concern valuation	
(1) Going concern assets	
(2) Going concern liabilities	
(a) for active members	
(b) for retired members	
(c) for other participants	
(d) other reserve	
(3) Net funded position-surplus or deficit	
(c) Solvency valuation	
(c) Solvency valuationComplete 16(c)(1), (2) and (3) only if the report contains as explicit valuation	solvency
Complete $16(c)(1)$, (2) and (3) only if the report contains as explicit	solvency
Complete $16(c)(1)$, (2) and (3) only if the report contains as explicit valuation	solvency
Complete 16(c)(1), (2) and (3) only if the report contains as explicit valuation (1) Solvency assets (a) Solvency assets with adjustments for expense provision,	solvency
Complete 16(c)(1), (2) and (3) only if the report contains as explicit valuation (1) Solvency assets (a) Solvency assets with adjustments for expense provision, if any (b) amount of winding-up expense provision reflected in	solvency
 Complete 16(c)(1), (2) and (3) only if the report contains as explicit valuation (1) Solvency assets (a) Solvency assets with adjustments for expense provision, if any (b) amount of winding-up expense provision reflected in (a) above 	solvency
 Complete 16(c)(1), (2) and (3) only if the report contains as explicit valuation (1) Solvency assets (a) Solvency assets with adjustments for expense provision, if any (b) amount of winding-up expense provision reflected in (a) above	solvency
 Complete 16(c)(1), (2) and (3) only if the report contains as explicit valuation (1) Solvency assets (a) Solvency assets with adjustments for expense provision, if any (b) amount of winding-up expense provision reflected in (a) above (2) Solvency liabilities (a) for active members 	solvency
 Complete 16(c)(1), (2) and (3) only if the report contains as explicit valuation (1) Solvency assets (a) Solvency assets with adjustments for expense provision, if any (b) amount of winding-up expense provision reflected in (a) above	solvency

	(d) If the pension plan provides for increases in benefits that come into effect during the period covered by the report but after the valuation date, indicate whether the increases have been reflected in:					
	(1) the going concern liabilities in 16(b)(2) \Box N/A \Box Yes \Box No					
	(2) the solvency liabilities in $16(c)(2)$ \Box N/A \Box Yes \Box No					
17.	Actuarial gains or losses					
	(a) Was a gain or loss analysis done? \Box Yes \Box No					
	(b) If line (a) is "Yes", indicate the date of the last filed funding valuation report and the net funded position as at that date					
	(c) If line (a) is "Yes", indicate amount of gain or loss due to:					
	(1) interest on surplus (unfunded liability)					
	(2) special payments made					
	(3) amounts used for contribution holiday					
	(4) change in actuarial assumptions					
	(5) change in asset valuation method					
	(6) change in liability valuation method					
	(7) pension plan amendments or changes					
	(8) investment experience					
	(9) retirement experience					
	(10) mortality experience					
	(11) withdrawal experience					
	(12) salary increase experience					
	(13) optional ancillary contributions forfeited					
	(14) all other sources (combined)					
(d)	Major contributing sources other than lines 1 to 13 above (specify)					

18. Subsequent events

	Are there any subsequent event(s) that have not been reflected		
	in the valuation?	□ Yes	🗆 No
19.	Statement of opinion		
	 (a) Does the Report include the statements of opinion required by the Financial Services Commission (data, assumptions, methods, accepted actuarial practice)? 	□ Yes	🗆 No
	methods, accepted actuarial practice)?		
	(b) Are any of the actuary's statements of opinion contained in the report qualified?	□ Yes	🗆 No
PART	TII – Specific Information		
20.	Additional valuation information (see instructions)		
	(a) Going concern valuation		
	 (1) Have escalated adjustments been included in going concern liabilities? 	N/A □ Yes	□ No
	(b) Solvency valuation		
	(2) Has any of the "excludable" benefits been excluded? \Box	N/A □ Yes	🗆 No
	(1) If "Yes", enter the total amount of liabilities being excluded		
21.	Miscellaneous		
	(a) Prior year credit balance		
	(b) Transfer ratio at the valuation date		
PART	TIV – Inland Revenue		
Cap. 73	22. Amount deducted from assessable income under respecting	the Income T	'ax Act,
	(a) unfunded liability		
	(b) first year normal cost for a defined Benefit provision		

Part V – Certification by Actuary

As the actuary who signed the funding valuation report, I certify that this valuation accurately reflects the information provided in the report.

Dated this	_day of	, 20
Signature of actuary		Print or type name of actuary
Name of firm		Telephone Number

INSTRUCTIONS FOR COMPLETING FORM 5: VALUATION REPORT AND ACTUARIAL INFORMAITON SUMMARY

GENERAL INSTRUCTIONS

Who Must File

Where a pension plan contains a defined benefit provision, the administrator (or its agent) must file a valuation concurrently with the funding valuation report ("Report") required to be filed under the regulations made under the Act. If a report is filed to reflect an amendment to a pension plan (e.g. a cost certificate) and the going concern actuarial basis used in the last file funding valuation report is still used for the purpose of the report, a valuation must be filed but only Parts I, V and VI of the valuation need to be completed.

Certificate by Actuary

Part VI must be signed by the actuary who signed the report to which the valuation relates.

The valuation must accurately reflect the information set out in the report. The report may include additional comments related to the information provided in the valuation.

Specific Instructions for Part 1

Section 1. - Name of Pension Plan

This should be the name of the registered pension plan, as it appears on the most recent **pension plan** documents filed with the Financial Services Commission.

Section 3. - Valuation Date of Report

Indicate the effective date of valuation (the "valuation date") in respect of the report that is being filed.

Section 4. - End of period covered by Report

Enter the end date of the period covered by the report.

Section 5. - Purpose of the Report

Indicate why the report is filed. If the report is filed to replace a previously filed funding valuation report, tick "Other".

Section 12. - Normal Cost and Special Payments

12.1 Normal costs and special payments

For the purposes of this section, normal cost, expense allowance, special payments and fixed contributions (prior to the application of any credit and/or surplus) should be reported on the basis of the pension plan's fiscal year. However, if the valuation date does not coincide with the start date or end date of a pension plan's fiscal year, the first and last periods will be shorter than one year.

For example, if the fiscal year of a pension plan ends on September 30 and the period covered by a funding valuation report (with a valuation date of December 31, 2008 or January 1, 2009 is from January 1, 2009 to December 31, 2011, then period 1 starts on January 1, 2009 and ends on September 30, 2009 whereas period 4 starts on October 1, 2011 and ends on December 31, 2011.

- 12.2 In completing the form
 - (a) enter the dollar amounts, for the indicated periods, of employer and member normal cost and the minimum special payments determined in accordance with the Act and the regulations made thereunder, excluding additional voluntary contributions but including contributions required under defined contribution provisions of a pension plan, if any.
 - (b) indicate, separately, the normal cost contributions required under the defined benefit and defined contributions provisions, respectively. The reported amounts, which include contributions required under the defined contribution provisions of a pension plan, are to be used by the Financial Services Commission for the purpose of assessing the required contributions made by the employer.
 - (c) if the exact dollar amounts are not known at the valuation date, show the estimated amounts derived from the valuation results taking into account any assumed changes in membership and /or payroll, as applicable. The estimated amount should also take account of any events such as partial winding-ups, asset transfers etc. that are known to have occurred at a time the valuation is prepared, if those events would have a material impact on the required contributions to the pension plan. Any application of employer credits (e.g., prior year credit balance) and/or surplus, required or otherwise, should not be reflected.
 - (d) for pension plans where the obligation of an employer to contribute to the pension plan is limited to a fixed amount set out in a collective agreement or the Act (e.g., multi-employer pension plans that prescribe a fixed employer cost), do not enter the amounts determined pursuant to the collective agreement or the Act. Instead, the normal cost and minimum special payments (prior to application of any credits and/or surplus) in accordance with the Act and the regulations made thereunder, as applicable, should be entered.
 - (e) for designated pension plans, enter only the amounts that qualify as eligible contributions.

Specific Instructions for Part II

Section 13. - Membership information

All

- (a) statistics set out must cover the period in respect of which the valuation statement was prepared;
- (b) information set out must pertain only to members of a pension plan who are entitled to or are accruing a benefit under the defined benefit provisions of the pension plan. Complete the "Average Pension Column" for members only for flat benefit or career average earnings pension plan.

In this document:

"Active members" mean members of the pension plan identified as active members.

"Retired members" means any beneficiaries receiving pension payments.

"Other participants" means all persons other than members and retired members who are entitled to a benefit under the pension plan (e.g., deferred vested members).

If the pension plan covers several groups of participants, (eg. bargaining, non-bargaining members), enter the statistics for all groups combined.

Section 14. - Actuarial basis for going concern valuation

Going concern valuation is a valuation of assets and liabilities of a pension plan using methods and actuarial assumptions that are in accordance with accepted actuarial practice for the valuation of a continuing pension plan.

a. - Assets Valuation Method

Tick only the primary method used to determine the actuarial value of assets for the purpose of a going concern valuation. "Smoothed market" refers to a method which applies an averaging technique to stabilize short-term fluctuations in the market value of assets. If no method can be identified as a primary method, tick "Other".

b. - Liability Valuation Method

Tick only the primary actuarial cost method used to determine the going concern liabilities and normal cost. The projected unit credit method is included in the "Accrued benefit (unit credit)" category. If no method can be identified as the primary method, tick "Other".

c. - Selected Actuarial Assumptions

(1) - Valuation interest rate

Enter the assumption as to the discount interest rate (i.e., expected investment return), before netting out any rate of indexation, used to determine the going concern liabilities and normal cost.

(2) – Rate of indexation

If applicable, enter the assumed annual rate of increases to pension benefits after pension commencement. If no indexation is reflected in the calculation of going concern liabilities, enter 0 per cent on this line. If the pension plan's indexing formula is based on increases in the Consumer Price Index, complete also line (6) below.

(3) - Rate of general wage and salary increase

If a separate promotional and merit scale based on age or service is used, enter only the annual rate of increases in the general level of wages and salaries (which should be reasonably related to the increase in the average wage index). Otherwise, enter the total salary growth rate used.

If the pension plan's benefit formula is not related to earnings, enter "N/A".

(4) – Years Maximum Pensionable Earnings escalation rate

Enter the assumed annual rate of increases in the Years Maximum Pensionable Earnings ("YMPE").

(5) – Rate of Consumer Price Index Increase

Enter the assumed annual rate of increases in the Consumer Price Index, if applicable.

(6) – Mortality table

Tick the assumption for post-retirement mortality used for healthy lives. If the valuation uses any other table or any modified version of the tables identified in boxes (a) to (f) inclusive (e.g., table used with a projection scale), tick "Other" and describe the table used.

(7) – Allowance for promotion, seniority and merit increases

Tick the appropriate box.

(8) - Hours of work per member per pension plan year

Applicable only to multi-employer pension plans where the employer required contributions are expressed as cents per hour worked by pension plan participants.

Tick the appropriate box.

(10) – Retirement assumptions

Tick the appropriate box.

If variable retirement rates are not used, indicate the age at which retirement is assumed to commence.

Section 15. – Actuarial basis for solvency valuation

This section must be completed where the report does not contain a solvency valuation even though the report contains the actuary's certification as to the pension plan's solvency status.

Enter the assumption as to the discount interest rate, before netting out any rate of indexation, used to determine the solvency liabilities. For pension plans registered under the Act, do not enter the average interest rate that is used to determine the solvency liability adjustment.

If no indexation is reflected in the calculation of solvency liabilities, enter 0 per cent under "Ultimate rate" and "N/A" under the other two column headings.

If a level interest rate is used, enter the rate under "Ultimate rate" and "N/A" under "Initial rate" and "Selected period". Likewise, if a level rate of indexation is assumed, enter the rate under "Ultimate rate" and "N/A" under the two column headings.

For (15) c, tick the applicable mortality table used.

Section 16. – Balance Sheet information

Enter the going concern, valuation results and the solvency valuation results as at the valuation date, pertaining only to the defined benefit provisions of the pension plan. For example, if a pension plan contains a defined contribution provision, do not include the defined contribution balances in the values of assets and liabilities reported in this section. Additional voluntary contributions, if any, should also be excluded.

"Market value of assets" is the market value of investments held by a pension plan at the valuation date, with adjustments for any receivables and payables.

"Going concern assets" means the actuarial value of the assets of a pension plan, with adjustments for any receivables and payables at the valuation date, determined on the basis of a going concern valuation in accordance with accepted actuarial practice and, if applicable, any Act or regulations. Do not include the actuarial present value of any future special payments.

"Going concern liabilities" means the accrued actuarial liabilities determined on the basis of a going concern valuation in accordance with accepted actuarial practice and, if applicable, any relevant Act or regulations.

"Solvency assets" mean the value of assets used for solvency valuation in accordance with the applicable Act and regulations, with adjustments for any receivables and payables and any provision for winding-up expenses, but excluding the actuarial present value of any future special payments. For pension plans registered under the Act, do not include any non-zero value of solvency asset adjustment determined in accordance with the regulations made under the Act.

"Solvency liabilities" mean the liabilities of a pension plan determined on the basis of a solvency valuation in accordance with the applicable Act and regulations. For pension plans registered under the *Occupational Pension Benefits Act, 2003*, do not include any non-zero value of solvency liability adjustment determined in accordance with the regulations made under the *Occupational Pension Benefits Act, 2003*.

"Solvency asset adjustment", in relation to a report, means the present value of the special payments referred to in regulation 33(1) and any special payment due under regulation 33(3) (b) to fund past solvency deficiencies, which are due in the next 5 years, with the present value referred to calculated using, the interest rates used in the report to calculate the solvency deficiency;

"Net funded position" means the excess of going concern assets over going concern liabilities. Indicate a surplus as a positive amount and a deficit as a negative amount.

"Net solvency position" means the excess of solvency assets over solvency liabilities. Indicate a surplus as a positive amount and a deficit as a negative amount.

Where a reserve other than the liabilities for pension plan participants (e.g., reserve for data errors or changes in annuity purchase rates after the valuation date) is held for purposes of the valuation, enter the amount of reserve in 16(b)(2)(d) or 16(c)(2)(d), as applicable.

For 16(d), tick "N/A" if there are no such described benefit increases.

Section 17. – Actuarial gains and losses

If this is not an initial valuation of the pension plan, the report should contain a reconciliation of the going concern valuation results with those results in the last filed funding valuation report by identifying the sources of actuarial gains and losses. If a loss item, enclose the amount in brackets. Any source item that has a material impact on the valuation results should be identified. If a particular source item is not applicable or, in the opinion of the actuary, does not have a material impact on the valuation results, enter "N/A".

Factors for deriving the expected funded position of the pension plan such as interest on surplus or unfunded liability, amortization payments etc. Should not be entered in this section.

For 17(b)(5), enter the amount by which the actual returns of the pension plan fund for the period from the valuation date of the last filed funding valuation report to the valuation date of the current report exceeded or fell short of the expected returns based on the valuation interest rates used in the last filed funding valuating report.

For 17(b)(7), identify any gains or losses, other than those already specified in 17(b)(1)-(6), that have a material impact on the valuation results. This would include any gain or loss from one or more of such items as "indexation experience", "disability experience" etc. as identified in the Report.

Subsequent Events

There may be a need to adjust the valuation results in the report if certain events (e.g., full or partial winding-up) occur or are scheduled to occur after the valuation date but before the report is filed (such events are commonly known as subsequent events).

Qualified Statements of Opinion

Tick "Yes" if any of the actuary's statements of opinion provided in the report is qualified.

Specific Instructions for Part III

Complete this part only if the **pension plan** is registered under the Act.

Section 20. – Additional valuation information

a. - Going Concern Valuation

"Escalated adjustment", as defined in regulation 2 of the regulations, refers to an indexed pension that is provided in a pension plan. If the pension plan does not provide such a benefit, tick "N/A".

b. - Solvency Valuation

Subject to certain conditions or limitations, the following benefits, listed under the definition of solvency liabilities in regulations 2(1) of these Regulations, may be excluded from the calculation of solvency liabilities (referred to as "excludable benefits" in the Actuarial Information Summary):

- (a) Escalated adjustments
- (b) Excluded plant closure benefits
- (c) Excluded permanent lay-off benefits
- (d) Special allowances other than funded special allowances
- (e) Consent benefits other than funded consent benefits
- (f) Prospective benefit increases
- (g) Potential early retirement window benefit values
- (h) Benefits payable under a qualifying annuity contract

"qualifying annuity contract" means an annuity contract granted to a member or former member of a pension plan for the purpose of providing benefits under the pension plan, where the contract

- (a) was issued by an insurance company; and
- (b) was purchased by the pension plan administrator;

Tick "Yes" if any of these benefits are provided in the pension plan and have been excluded from the solvency valuation. If none of these benefits is provided in the pension plan, tick "N/A".

Section 21. – Miscellaneous

a. Prior year credit balance

Enter the amount of the prior year credit balance at the valuation date, as determined in accordance with regulation17 of the *Occupational Pension* S.I. 2011 *Benefits Regulation, 2011.* No.

b. Transfer ratio

Enter the transfer ratio at the valuation date. Transfer ratio is defined in S.I. 2011 Regulation 2(1) of the *Occupational Pension Benefits Regulation*, 2011. No.

Specific Instructions for Part IV

Complete this part only if the employer is requesting approval for special contributions under the *Income Tax Act*.

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Section 22. – Eligible Contributions

a. - Unfunded accrued liability

Enter the amount of unfunded accrued liability for which approval is requested.

b. - First year normal cost of a defined benefit provision

Enter the amount of first year normal cost contribution for which approval is requested. Include only those amounts relating to the defined benefit provision.