

Registration and Licensing System (RLS)

- A One-Pager For Pension Plan Service Providers -

This one-page publication is designed to assist pension plan service providers (i.e. actuary, third party administrator, fund holder – insurance company), and pension plan administrators (Administrator), with understanding the functionality that is available to service providers from within RLS.

Introduction to RLS

A service provider may:

1. Assist employers in establishing new pension plans in Saskatchewan; and,
2. Assist pension plan administrators in submitting certain pension plan filings (i.e. annual information returns, pension plan amendments, actuarial information, pension plan termination documents) with our office.

RLS is designed to support a service provider provide these services to the employers and pension plan administrators of Saskatchewan. Instructions for using RLS and completing the various online processes can be found on our RLS webpage – <http://fcaa.gov.sk.ca/regulated-businesses-persons/businesses/pension-plans/registration-and-licensing-system>. In addition, we are here to help service providers learn and work within RLS.

With the launch of RLS, the following submissions must be submitted to FCAA via RLS:

- Application for the registration of a pension plan
- Annual information return (AIR)
- Actuarial information summary and actuarial valuation reports and/or cost certificates (collectively, referred to as an “AIS” throughout RLS)
- Amendments, including asset transfer amendments, partial plan merger in or out amendments, and full plan merger in amendments
- Partial plan terminations
- Full plan terminations, including full plan merger out amendments

I am a pension plan service provider. I am interested in getting limited access to a pension plan’s RLS account. What do I do?

The Administrator is responsible for granting and revoking access to a service provider to a pension plan’s RLS account. The service provider will need to reach out to the Administrator to request access. The service provider will need an RLS Service Provider User ID and password in order for the Administrator to be able to grant access.

I am a pension plan service provider. I do not yet have a Service Provider User ID and password. What do I do?

In order for the Administrator to be able to grant access, the service provider will need an RLS Service Provider User ID and password. If the service provider does not have an RLS Service Provider User ID and password, the service provider must contact FCAA at 306-787-7650 or pensions@gov.sk.ca to discuss.

A few important words regarding service provider RLS User ID:

For all service providers:

- It is critical that we are provided with an accurate email for service providers. This is because most correspondence concerning submission related to a pension plan will be sent via email.

For actuaries / actuarial firms:

- Each actuary of an actuarial firm who provides services to a pension plan registered in Saskatchewan will require their own unique User ID and password to access RLS.

For insurance companies and corporate trustees who act as Fund Holders for pension plans:

- Most Fund Holders will receive a unique User ID and temporary password. These credentials are provided to the company as a whole and not any one specific person. We expect that Fund Holders will manage this User ID in a fashion that meets the needs of the company (i.e. share it with appropriate employees within your organization).

For third party administrators (TPA) who are contracted to assist with the day-to-day operations of the plan:

- Most TPAs will receive a unique User ID and temporary password. These credentials are provided to the company as a whole and not any one specific person. We expect that TPAs will manage this User ID in a fashion that meets the needs of the company (i.e. share it with appropriate employees within your organization).

As a service provider, I have been granted limited access to a pension plan's RLS account. Now what?

Please review the instruction materials found on <http://fcaa.gov.sk.ca/regulated-businesses-persons/businesses/pension-plans/registration-and-licensing-system>. If you have any questions, please feel free to contact FCAA at 306-787-7650.

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