

Actuarial Information Summary (AIS) Electronic Filing System

User Guide

**AIS OIC 649 Version 4.3, supporting User Authentication and
Document Upload**

Note: We accept your information as having been supplied in confidence; however, please note that the protection of confidentiality is subject to the law (particularly the provision of the *Freedom of Information and Protection of Privacy Act*).

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Introduction

As part of a formalized risk management framework, the Actuarial Information Summary (the AIS) e-filing system provides a means of standardizing plan valuation data for more accurate and effective risk analysis. The AIS filing does not replace the requirement for filing a formal Actuarial Valuation Report (the Report). This User Guide describes how to use the AIS e-filing system to enter and submit your valuation data.

Accessing the Actuarial Information Summary (AIS) E-Filing System

The AIS OIC 649 login page (https://bcfsa-pensions-efile.ca/ais_oic649/) is available through the [BCFSA website](#). Access to the system is based on User Account credentials (user name and password) provided to one individual per plan in the plan administrator role (day to day administrator or employer contact). We refer to these individuals as Account Holders in this guide.

Account credentials will be shared only with individuals required to enter or review required filing information. If you need access to the AIS E-Filing System, please contact the administrator for the required plan. More information about user accounts is provided in the section titled Managing / Using the User Account.

Filing Requirements

Pursuant to the provisions of the *Pension Benefits Standards Act* (PBSA), the administrators of British Columbia pension plans are required to file the Report with the Superintendent. The Superintendent also requires the filing of the AIS. The AIS must be filed concurrently with the Report; on the Certify page of the AIS you are required to attach the Actuarial Valuation Report.

Technical Information

Security and Session Time-outs

The AIS system is VeriSign certified for your protection and requires a valid user name and password for access.

For added data security, your AIS session **will time out after 20 minutes of session inactivity**. Inactivity occurs when there has been no use of the Save button or page navigation.

After 15 minutes of inactivity, a new screen will alert you to an impending session time-out and will provide a link to return to your session where you must click Save to restart the timer.

If your session does time out, you will be re-directed to a new page and will be required to log in and re-enter any un-saved data in the last page you had open.

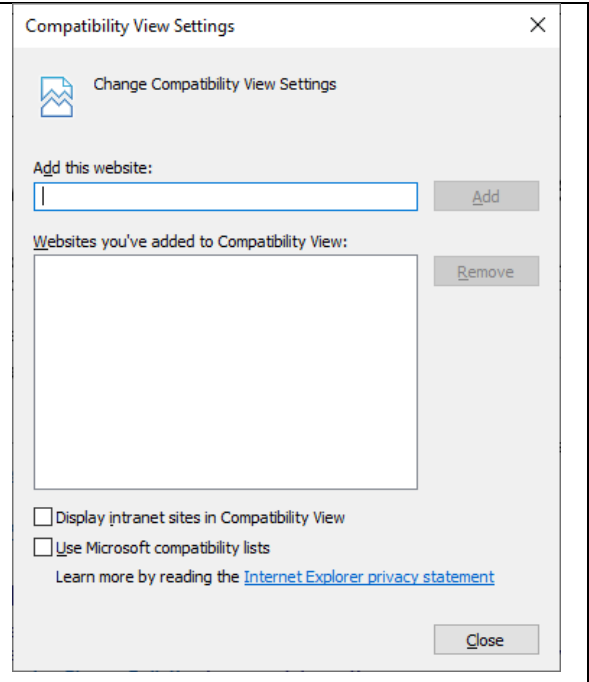
Your data is automatically saved when you navigate from one page to another within the application. **Please use the Save button frequently to avoid session time-outs.**

Recommended Browsers & Screen Resolution

The site has been developed for use with **Internet Explorer (IE) 11**, the most recent version of **Firefox** or the most recent version of **Chrome**. If you are using an unsupported browser, you will receive a warning message on the login page and the login fields will be disabled.

If you are using Internet Explorer, you must also ensure that your browser is **not running in Compatibility Mode**.

1. Under the **Tools** menu, select **Compatibility View Settings**.
2. Ensure all boxes are deselected (as shown here).
3. Then click the Close button.



JavaScript is used to update totals and validate information. It must be also enabled on your browser to use this site.

The minimum screen resolution recommended for this site is 1024 by 768.

Additional Software

You will need to have a current version of [Adobe Reader](#) installed on your computer to view the summary PDF of your AIS, which may be generated at any time during data entry.

Highlights of the AIS System

Login Requirements

You must have a valid user name and password to access the system. Designated plan Account Holders receive and manage these credentials. If you are NOT the Account Holder and need access to the system, you will need to contact the Account Holder to receive them. If you ARE the Account Holder, and forget your password, you will be able to use the Forgot Password feature to receive a new one. (See the section titled *Managing / Using the User Account*. for more information)

Navigation

The AIS system features a navigation bar along the top of the screen, which allows you to move easily from section to section of the AIS. The system also provides a floating navigation bar that positions itself in the lower right of each page. Each time you move to a new page your data is automatically saved. Click the “Save” button periodically when completing longer pages to avoid session time outs.

BCFSA has disabled your internet browser’s back and forward buttons during use of this system for added security.

For those who prefer keyboard navigation, the AIS pages are designed to allow easy navigation from field to field using the Tab key. For radio buttons, the Left/Right arrow keys can be used to make your selections. The Up/Down arrows will increase or decrease numeric values entered in a field.

Hidden Sections

To keep the pages uncluttered and easy to use, some questions are hidden and only appear when a question’s answer requires further information.

Look for new radio buttons, comment boxes, and additional questions to display as you enter your data.

If you change an answer to any question that triggered the appearance of a hidden section, data entered into a hidden section will be removed and re-entry will be required to ensure data integrity.

Print a Summary at Any Time

There is a “Print” button available on the floating navigation bar to generate a PDF summary of the AIS data at any time for review. The PDF document will display a “DRAFT” watermark to ensure you do not confuse this preliminary summary with the final submission summary that is generated *after* you submit the AIS.

If you are new to BCFSA’s AIS system, you may wish to print the draft version of the file as a worksheet and review its data entry requirements prior to completing the filing. Select the Purpose of the report on the Basic Information screen first to ensure that the report includes the sections applicable to

your report type. Please note that some report sections are only visible once related valuation data has been entered.

System Calculations

Subtotals and ratios are often calculated by the system for your convenience. Calculated fields are shaded and may not be edited.

Data Validation

Many AIS pages include required fields. These are indicated with a red asterisk. A double red asterisk indicates a field that requires data before you can navigate to another page.

Actuarial Assumptions

* indicates this field is required

Going Concern

Asset Valuation Method * **Liability Valuation Method** *

Once a required field has data entered, the red asterisk will disappear. The message explaining the presence of required fields (just below the page header) will disappear when you save your data.

Required fields on the Basic Information page must be filled in before you can navigate to other pages, since data on this page controls field display on subsequent pages.

When you click the Save button on any page, a validation process will run to identify any missing or invalid data on the page. It is a good idea to correct any issues at this point, rather than wait until the final AIS validation. You will not be permitted to submit an AIS that contains errors.

When you complete your AIS and click the Certify button, the system performs a final validation of all required fields before you may submit your AIS.

Errors or warnings identified during validation will appear in a list. Each error in the list includes a hyperlink back to the page where the error or warning originates. When all errors have been cleared, the AIS may be submitted (see further information on the data validation process later in this guide).

Warning messages must be considered carefully but will not prevent AIS submission.

Supporting Documents

The E-Filing system provides a browse and upload feature to attach the required Valuation Report with the submission.

Logout

To exit the AIS filing, click the Log Out button on the top navigation bar. All entered data will be saved. The Log Out function will provide you with a link to the AIS e-filing system.

Managing / Using the User Account

Version 3 of the AIS E-Filing system includes updated login controls for securing access to the system. Each plan is assigned a User Account with a User Name and Password.

The User Management system has been designed so that there is one **Account Holder** per plan. The **Account Holder** is the person in the plan's **Employer** or the **Day-to-day Administrator** role who received account credentials from the Superintendent's office. They will receive an email confirming a User Account has been created for a specified plan that includes login credentials. The Account Holder for the plan is expected to manage the credentials securely and share them only with those required to enter or review filing data on their behalf.

If you received a User Account email, please see the section titled “**When You Are the Account Holder**”. If you are not the Account Holder and you did not receive this email, please see the section “**When You Are Not the Account Holder**”.

After the account set up has been completed within AIS, you are ready to log into the AIS and complete the data entry forms. For assistance regarding the data entry and submission process, please see the section titled “**Submitting the AIS Filing**”.

When You Are the Account Holder

Account Holders are responsible for managing the account and keeping the login credentials securely stored. This list represents the different features used by the Account Management system to give you the freedom to manage the account at any time and help keep Pension Plan information secure.

1. Account Creation

- a. Log into the AIS for the first time after receiving the “AIS E-Filing User Account Created” email
- b. Define the account’s Security Question and Answer
- c. Create the account’s Password
- d. The confirmation email after the password was updated

2. Forgot Password

- a. Using the Forgot Password link
- b. Logging into the account using the temporary password
- c. The confirmation email after the password was updated

3. Account Expiry

- a. Updating the account password after it has expired
- b. The confirmation email after the password was updated

4. Account Management

- a. Security Question and Answer updates
- b. Password updates

The following pages will show you how each process functions and what information you need.

1. Account Creation

a. Log into the AIS for the first time to complete account setup

The User Account created email provides you with the information you need to complete the account setup. Click on the AIS e-filing system link in the email to access the new AIS login page.

The new AIS login page requires you to enter a User Name and Password.

Using the “**User Name**” and the “**Temp Password**” from the User Account Created email, enter this information in the corresponding boxes on the Login page. You may type it in the boxes or you may copy and paste it. If you use the copy/paste method, be careful not to copy any characters before or after the text.

After successful login, you will see the **AIS E-Filing System – Account Creation** page.

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Actuarial Information Summary
Superintendent of Pensions

Pensions E-Filing System - Account Creation

You must enter the information requested below to complete your account creation.

Define a Security Question and Answer
You must specify a Security Question and Answer. This is required for identity verification.

Security Question --SELECT--

Security Answer
(min 3/max 30 characters - 30 character(s) remaining!)

Create my Password
You must create a New Password which meets complexity requirements listed below.

Current Password: Show password

New Password: Show password

Confirm Password: Show password

Complete Account Creation

PASSWORD REQUIREMENTS:
When creating a new password, these are the password requirements:
Your password **must not contain** any spaces
Your password **must contain**:

- 8-12 characters
- one upper case letter
- one lower case letter
- one digit and
- one special character ! @ # \$ % ^ * -

Return to Home Page

If you use the copy/paste method to enter your password, avoid copying spaces or other characters before or after the text. For example, if the email shows this text for your temporary password:

Temp Password: JzFN7BD%

If you highlight the text to copy it, this image shows the text has been correctly selected with nothing before or after the text highlighted.

Temp Password: **JzFN7BD%**

The following images show examples where the text has not been correctly selected:

Text before the password has been selected

Text after the password has been selected

Temp Password: **JzFN7BD%**

Temp Password: **JzFN7BD%**

b. Define the account's Security Question and Answer.

Complete the account setup by defining the Security Question and Answer and creating your own Password. If you are not ready to complete these steps, click the **Return to Home Page** button. Please note: you must complete the account setup before you will be able to access v.3.0 (or higher) of the AIS e-filing application.

If you click the Security Question arrow, it will show you a list of choices. You may not define your own question.

Define a Security Question and Answer

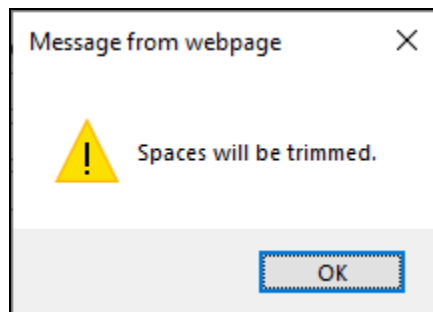
You must specify a Security Question and Answer. This is required for identity verification.

Security Question ⓘ **--SELECT--**

Security Answer ⓘ **What is your mothers maiden name ?**
(min 3 chars, max 30 ch) **What was the model of your first car ?**
What city were you born in ?
What was the name of your elementary school ?
What was the name of your favorite teacher ?

Pick a question you will remember the answer to and for which you are the only person who knows the answer. This information is used if you forgot the account password or when the account has expired.

The Security Answer box expects a one-word response. If you enter any spaces, you will see the following pop-up window:

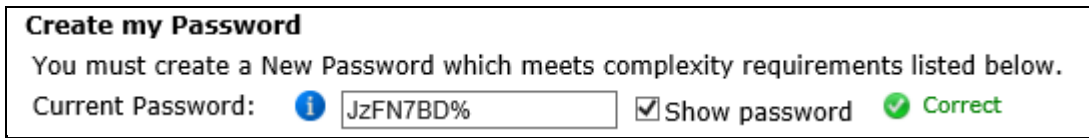


After choosing the question, you must type in the answer. The answer requires a minimum of 3 characters and a maximum of 30 characters. The Security Answer is not case sensitive. If your answer is “smith”, if you typed “SMITH” when this information was required, the system would accept this response as correct.

c. Create the Account’s Password.

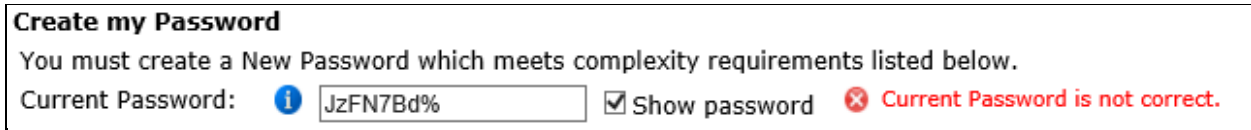
Complete the section “**Create my Password**” by typing in the Temporary Password (from the User Account created email) in the “**Current Password**” box.

This image shows the **Show password** check box has been clicked and the information was correctly copied and pasted into this box.



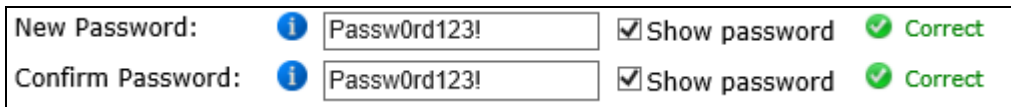
Create my Password
You must create a New Password which meets complexity requirements listed below.
Current Password: Show password ✔ Correct

Using “Show Password” is useful to see why a password entered is not correct. Please note that the password is case sensitive. The password below shows as incorrect because the second last character is lower case and the Temporary Password uses “D” for this character.



Create my Password
You must create a New Password which meets complexity requirements listed below.
Current Password: Show password ✘ Current Password is not correct.

You must specify the **New Password** and repeat it in the **Confirm Password** box.



New Password: Show password ✔ Correct
Confirm Password: Show password ✔ Correct

The password must meet the following requirements as shown in the blue section titled “**Password Requirements**” (below the **Complete Account Creation** button).

PASSWORD REQUIREMENTS:
When creating a new password, these are the password requirements:
Your password **must not contain** any spaces
Your password **must contain**:

- i 8-12 characters
- one upper case letter
- one lower case letter
- one digit and
- one special character ! @ # \$ % ^ * -

Please note you cannot use the same password again. If we specify “**JzFN7BD%**” as the “**New Password**”, (and it is the Temporary Password), we will see the following message.

| | | | |
|-------------------|---|---|---|
| Current Password: | <input type="password" value="JzFN7BD%"/> | <input checked="" type="checkbox"/> Show password | ✔ Correct |
| New Password: | <input type="password" value="JzFN7BD%"/> | <input checked="" type="checkbox"/> Show password | ✘ Previously used passwords not permitted. |


The **Confirm Password** box checks whether you have typed in the same password as the “New Password”. If these passwords are not the same, you will see the following response.

| | | | |
|-------------------|---|---|--|
| New Password: | <input type="password" value="Passw0rd123!"/> | <input checked="" type="checkbox"/> Show password | ✔ Correct |
| Confirm Password: | <input type="password" value="Password123!"/> | <input checked="" type="checkbox"/> Show password | ✘ New Password and Confirm Password do not match. |

In this case, the “0” has been specified as an “o” in Confirm Password.

After all the information has been entered correctly into the Security Question and Answer and the Password sections, you will see green check marks besides each response. ✔

Click the **Complete Account Creation** button. The system will show a page indicating the account was created.



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**Actuarial Information Summary
Superintendent of Pensions**

Pensions E-Filing System - Account Creation

Your request to create the Account was successful.

The Account Holder will receive the updated notice via email.

For security reasons, any security question, security answer or password changes will **not** be sent to the Account Holder.

Please store this information securely.

[Continue to E-Filing System forms](#)

Click the **Continue to E-Filing Forms** button to use the AIS e-filing system or to log out.

d. The confirmation email after the password was updated

Once your Account Set up has been completed, you will receive an email indicating the account has been updated.

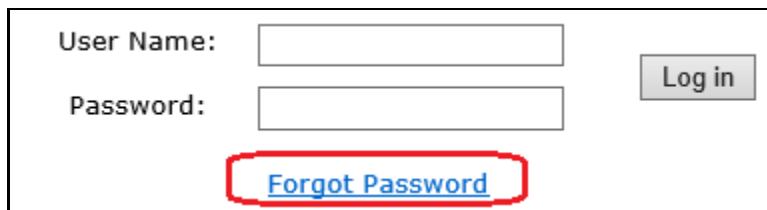
2. Forgot Password

a. Using the Forgot Password Link

If you are the Account Holder and you forgot or misplaced the password, you may use the **Forgot Password** link on the AIS Login page to create a new temporary password. You will need to define your own password the next time you log into the AIS. The only information you need to provide is the plan User Name and the answer to the Security Question when you created the account.

If you are not the Account Holder and you forgot the password, you must contact the Account Holder for the account credentials.

This image shows the AIS Login page with the **Forgot Password** link directly below the Password input box.




The screenshot shows a login form with two input fields: 'User Name:' and 'Password:'. To the right of these fields is a 'Log in' button. Below the 'Password:' field, the text 'Forgot Password' is highlighted with a red rectangular box.

Clicking on the Forgot Password link will redirect you to the **Role Verification** page (as shown below) which will confirm whether you are the Account Holder. As the Account Holder, choose the **Yes** option.



The screenshot shows the 'Role Verification' page. On the left is the BCFSAs logo (BC FINANCIAL SERVICES AUTHORITY). On the right is the title 'Actuarial Information Summary Superintendent of Pensions'. The main heading is 'Role Verification'. The question is 'Are you the plan's Account Holder?' with a dropdown menu set to 'Yes'. Below the question is a 'Continue' button. At the bottom, there is a definition for 'Account Holder' - the person in the plan's Employer or the Day-to-day Administrator role who received account credentials from the Superintendent's office.

Click the **Continue** button. The next page requires you to provide the plan's User Name.




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Actuarial Information Summary Superintendent of Pensions

Forgot Your Password?

Please enter your User Name and click **Submit**.


User Name: 

If you are the **Account Holder** and you need assistance, please contact the Superintendent's office at Pensions@bcfsa.ca.

Account Holder - the person in the plan's **Employer** or the **Day-to-day Administrator** role who received account credentials from the Superintendent's office.

If you enter this information incorrectly, you will not be able to proceed.

After you enter the User Name correctly, the e-filing system will retrieve the Security Question associated with the account. You will be directed to a page where you must enter the answer to the Security Question.






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Actuarial Information Summary Superintendent of Pensions

Confirm Your Identity

You must answer the following question to receive your password

| | | |
|-------------------|---|--|
| User Name |  | N85361-1D |
| Security Question |  | What was the model of your first car ? |
| Security Answer |  | <input type="text"/> |

If you are the **Account Holder** and you need assistance, please contact the Superintendent's office at Pensions@bcfsa.ca.

If you forget or mistype the answer, then the e-filing system will not be able to create the temporary password and you will see an error message.

After you enter the Security Answer correctly, click the **Submit** button.

The screenshot shows the BCFS Actuarial Information Summary page. The BCFS logo is on the left, and the title "Actuarial Information Summary Superintendent of Pensions" is on the right. The main heading is "Confirm Your Identity". Below it, a message states: "You must answer the following question to receive your password". A table lists the user details: User Name (N85361-1D), Security Question (What was the model of your first car?), and Security Answer (Toyota). A "Submit" button is to the right. A callout box contains the text: "Submit answer to the Security Question to receive new password via email to the email address on file for the plan's Account Holder." At the bottom, there is a "Return to Home Page" button.

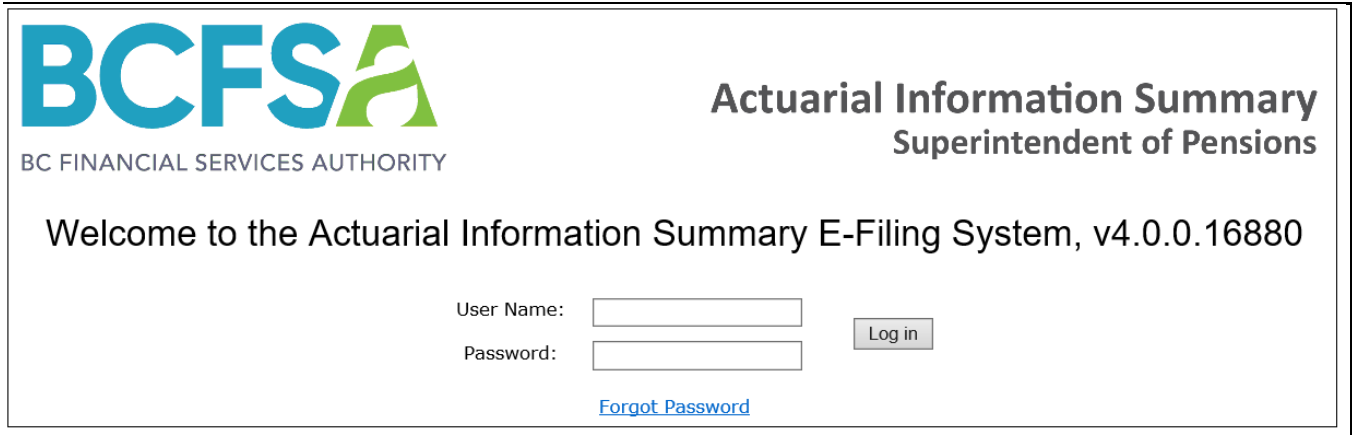
You will be redirected to the confirmation page shown below. The e-filing system will create a temporary password for the account which you will need to log into the AIS System.

The screenshot shows the BCFS Pensions E-Filing System - Password Reset confirmation page. The BCFS logo is on the left, and the title "Actuarial Information Summary Superintendent of Pensions" is on the right. The main heading is "Pensions E-Filing System - Password Reset". The text reads: "Your request to change the Password was successful. The Account Holder will receive the updated notice via email. For security reasons, the new Password will not be sent to the Account Holder. Please store this information securely." At the bottom, there is a "Continue to E-Filing System forms" button.

Within the AIS E-Filing window, click the **Return to Home Page** button. As the Account Holder, you will receive an email confirming the reset.

b. Logging into the account using the temporary password

Enter the User Name and new Temporary Password in the AIS login screen.



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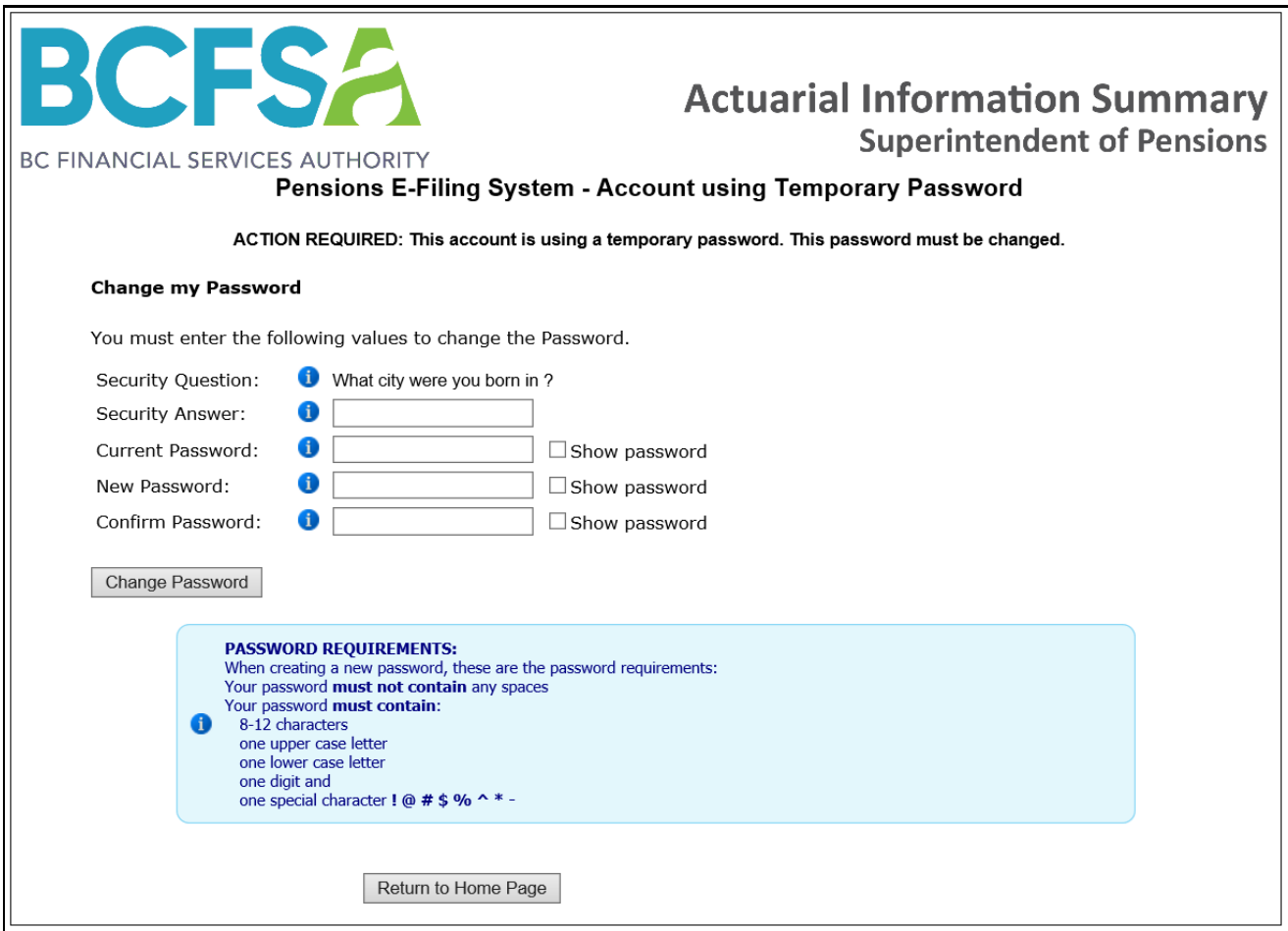
Welcome to the Actuarial Information Summary E-Filing System, v4.0.0.16880

User Name:

Password:

[Forgot Password](#)

Upon successful login you will be redirected to an account management page where you will need to change the password as shown below.



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Pensions E-Filing System - Account using Temporary Password

ACTION REQUIRED: This account is using a temporary password. This password must be changed.

Change my Password

You must enter the following values to change the Password.

Security Question: What city were you born in ?

Security Answer:

Current Password: Show password

New Password: Show password

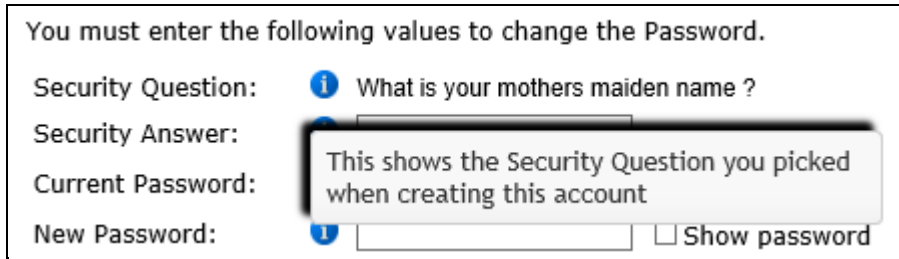
Confirm Password: Show password

PASSWORD REQUIREMENTS:
When creating a new password, these are the password requirements:
Your password **must not contain** any spaces
Your password **must contain**:
 8-12 characters
one upper case letter
one lower case letter
one digit and
one special character ! @ # \$ % ^ * -

Provide responses for all the input boxes. You may use the **Show password** option to make changing the password easier.

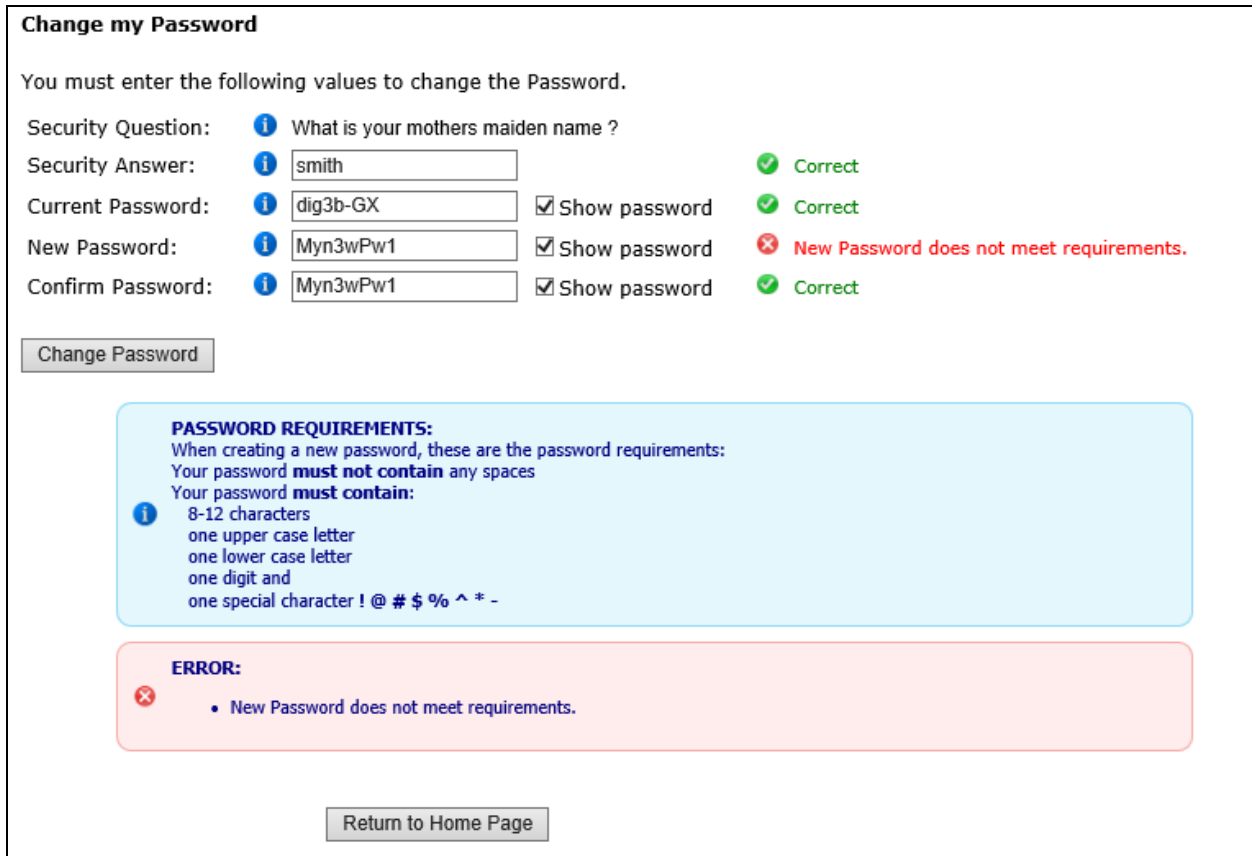
As additional help, there are pop-up windows for each field when you hover your mouse over the **i** icon.

This image shows the pop-up window when hovering over the Security Question icon.



Note the system does not let you specify a password you previously used.

If the data entered does not meet the system requirements and you click **Change Password**, you will see an error message in the row causing the issue and a summary of the error messages below the Password Requirements section.



Note the following combination of data input should work for this account because each row shows the word “**Correct**” to indicate the data input requirements have been met.


You must enter the following values to change the Password.

| | | | |
|--------------------|---|-------------------------------------|---------|
| Security Question: | <input type="text" value="What is your mothers maiden name ?"/> | | |
| Security Answer: | <input type="text" value="smith"/> | <input checked="" type="checkbox"/> | Correct |
| Current Password: | <input type="text" value="dig3b-GX"/> | <input checked="" type="checkbox"/> | Correct |
| New Password: | <input type="text" value="Myn3wPw!"/> | <input checked="" type="checkbox"/> | Correct |
| Confirm Password: | <input type="text" value="Myn3wPw!"/> | <input checked="" type="checkbox"/> | Correct |

PASSWORD REQUIREMENTS:
When creating a new password, these are the password requirements:
Your password **must not contain** any spaces
Your password **must contain**:

- 8-12 characters
- one upper case letter
- one lower case letter
- one digit and
- one special character ! @ # \$ % ^ * -

Clicking **Change Password** will update the password to the new value specified here and display the following confirmation page.



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Actuarial Information Summary

Superintendent of Pensions

Pensions E-Filing System - Password Reset

Your request to change the Password was successful.

The Account Holder will receive the updated notice via email.

For security reasons, the new Password will **not** be sent to the Account Holder.

Please store this information securely.

As the Account Holder, you will receive an email confirming it was changed. For security reasons, this email will not contain the actual password. You may click **Continue to the AIS Forms** to complete the data entry and submit the AIS or to log out.

c. The confirmation email after the password was updated

You will receive an email to confirm the password reset for this plan.

3. Account Expiry

a. Updating the account password after it has expired

After creating an account by specifying the Security Question and Answer and defining the password, the account credentials will be valid for 6 months. If anyone uses the account after 6 months, they will be redirected to the Account Management pages where the account credentials will need to be updated. The only information you need to provide is the plan User Name and the answer to the Security Question provided when you created the account.

If you are not the Account Holder and the password has expired, you must ask the Account Holder for the new account credentials.

When logging in using expired credentials, you will be immediately redirected to the Account Expiration page.

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Superintendent of Pensions

Pensions E-Filing System - Account Expiration

ACTION REQUIRED: The current password has expired. This password must be changed.

Change my Password

You must enter the following values to change the Password.

Security Question: **i** What was the model of your first car ?

Security Answer: **i**


Current Password: **i** Show password

New Password: **i** Show password

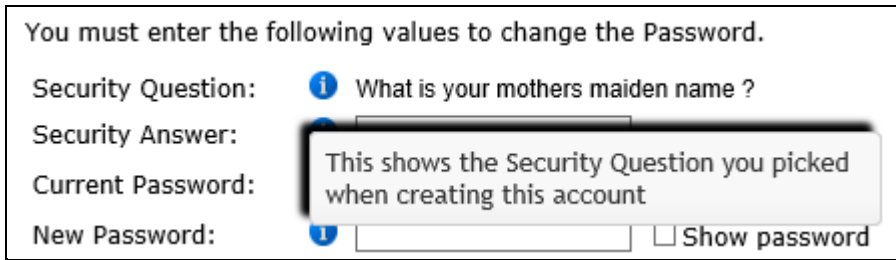
Confirm Password: **i** Show password

PASSWORD REQUIREMENTS:
When creating a new password, these are the password requirements:
Your password **must not contain** any spaces
Your password **must contain**:
i 8-12 characters
one upper case letter
one lower case letter
one digit and
one special character ! @ # \$ % ^ * -

You need to provide responses for all the input boxes. You may use the **Show password** option to make changing the password easier.

As additional help, there are pop-up windows for each field when you hover your mouse over the  icon.

This image shows the pop-up window when hovering over the Security Question icon.



The system does not let you specify a password you previously used.

If the data entered does not meet the system requirements and you click **Change Password**, you will see an error message in the row causing the issue and a summary of the error messages below the Password Requirements section.

Change my Password

You must enter the following values to change the Password.

| | | | |
|--------------------|---------------------------------------|---|--|
| Security Question: | What is your mothers maiden name ? | | |
| Security Answer: | <input type="text" value="smith"/> | <input checked="" type="checkbox"/> Show password | Correct |
| Current Password: | <input type="text" value="dig3b-GX"/> | <input checked="" type="checkbox"/> Show password | Correct |
| New Password: | <input type="text" value="Myn3wPw1"/> | <input checked="" type="checkbox"/> Show password | New Password does not meet requirements. |
| Confirm Password: | <input type="text" value="Myn3wPw1"/> | <input checked="" type="checkbox"/> Show password | Correct |


PASSWORD REQUIREMENTS:
When creating a new password, these are the password requirements:
Your password **must not contain** any spaces
Your password **must contain**:

- 8-12 characters
- one upper case letter
- one lower case letter
- one digit and
- one special character ! @ # \$ % ^ * -

ERROR:

- New Password does not meet requirements.

Clicking **Change Password** will update the password to the new value specified and display the following confirmation page.



BC FINANCIAL SERVICES AUTHORITY

Actuarial Information Summary

Superintendent of Pensions

Pensions E-Filing System - Password Reset

Your request to change the Password was successful.

The Account Holder will receive the updated notice via email.

For security reasons, the new Password will **not** be sent to the Account Holder.

Please store this information securely.

As the Account Holder, you will receive an email confirming it was changed. However, for security reasons, this email will not contain the actual password. You may click **Continue to AIS Forms** to complete the data entry and submit the AIS or to log out.

b. The confirmation email after the password was updated

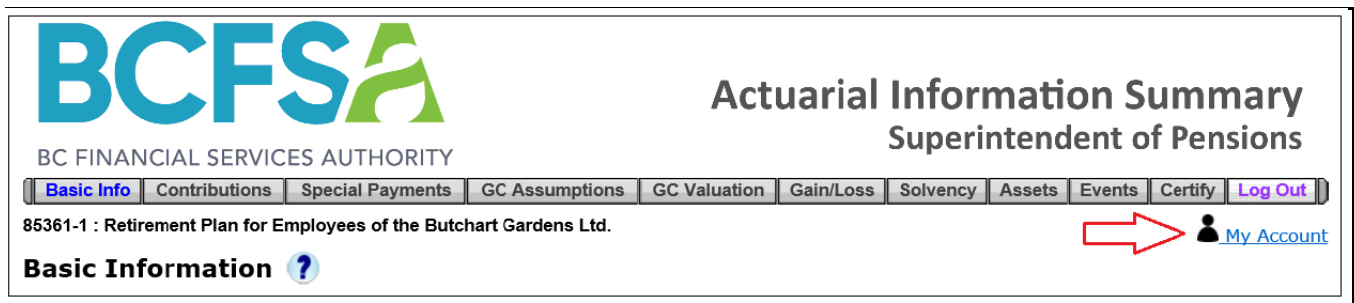
You will receive an email confirming the password reset for this plan.

4. Account Management

If you are the Account Holder and you want to change the Security Question and Answer or you want to change the Password, you may make these changes at any time.

If you are not the Account Holder, you do not have the ability to change the account credentials.

In order to proceed, you must log into the plan using the current credentials. Then click on **My Account** icon



Before you see the Account Management page, you will be redirected to the Role Verification page (as shown below) which will confirm whether you are the Account Holder. Choose the **Yes** option and click the **Continue** button.



a. Security Question and Answer updates

On the **Account Management** page, you need to choose an option from the list.

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Actuarial Information Summary
Superintendent of Pensions

Pensions E-Filing System - Account Management

This page is used to change your Security Question and Answer or change your Password.


Choose the action from the following list:

- Pick an Option
- Change the Security Question and Answer
- Change the Password

Continue to E-Filing System forms

If you are going to change the current **Security Question and Answer**, you need to provide the current Security Answer before you can specify a new question and a new answer.

Clicking on the button **Change Security Question and Answer** shows all the values on this form are required.



BC FINANCIAL SERVICES AUTHORITY

Actuarial Information Summary Superintendent of Pensions

Pensions E-Filing System - Account Management


This page is used to change your Security Question and Answer or change your Password.


Choose the action from the following list:

[Change the Security Question and Answer](#)

Current Security Question and Answer

You must provide the Security Answer.


Security Question:  What was the model of your first car ?


Security Answer: 

(min 3 chars, max 30 chars - 30 character(s) remaining!)

Change my Security Question and Answer


You must enter the new Security Question and Answer.

New Question:  --SELECT--

New Answer: 

(min 3 chars, max 30 chars - 30 character(s) remaining!)

Once you have entered the required values, click **Change Security Question and Answer**. The following confirmation page.



BC FINANCIAL SERVICES AUTHORITY

Actuarial Information Summary Superintendent of Pensions

Pensions E-Filing System - Security Question and Answer Reset

Your request to change the Security Question and Answer was successful.

The Account Holder will receive the updated notice via email.

For security reasons, the new Security Question and Answer will **not** be sent to the Account Holder.

Please store this information securely.

As the Account Holder, you will receive an email confirming it was changed. For security reasons, this email will not contain the actual Security Question and Answer. Click **Continue to AIS Forms** to complete the data entry and submit the AIS or to log out.

b. Password updates

To complete this process, you must enter text in all boxes. This image shows what happens if you enter a password which does not meet the complexity requirements.

The screenshot shows a web form titled "Change my Password". It includes a "Change Password" button and a "Continue to AIS Forms" button. The form fields and their status are as follows:

| Field | Value | Requirement | Status |
|-------------------|--|--|---|
| Security Question | What was the name of your favorite teacher ? | Information icon | Correct |
| Security Answer | jones | Information icon | Correct |
| Current Password | ***** | Information icon, Show password checkbox (unchecked) | Correct |
| New Password | AbcAbc123 | Information icon, Show password checkbox (checked) | Incorrect: New Password does not meet requirements. |
| Confirm Password | AbcAbc123 | Information icon, Show password checkbox (checked) | Correct |

PASSWORD REQUIREMENTS:
When creating a new password, these are the password requirements:
Your password **must not contain** any spaces
Your password **must contain**:
8-12 characters
one upper case letter
one lower case letter
one digit and
one special character ! @ # \$ % ^ * -

After entering the data correctly in these boxes, click the **Change Password** button. This image shows the pop-up help text which appears when you hover the mouse over this button.

The screenshot shows a "Change Password" button with a pop-up help text box. The text in the pop-up is:

If you wish to change your password, you need to specify your Security Answer, Current Password, New Password and Confirm Password.

After clicking this button, you will be redirected to a confirmation page. Click the **Continue to AIS Forms** button to continue with the filing or to log out.



BC FINANCIAL SERVICES AUTHORITY

Actuarial Information Summary Superintendent of Pensions

Pensions E-Filing System - Password Reset

Your request to change the Password was successful.

The Account Holder will receive the updated notice via email.

For security reasons, the new Password will **not** be sent to the Account Holder.

Please store this information securely.

[Continue to E-Filing System forms](#)

When You Are Not the Account Holder

BCFSA gives the account management duties to the Account Holder for each plan. It is their responsibility to create a unique password for the plan's account to share login credentials only with those authorized to enter or review required filing data on their behalf.

If you require access to the AIS System and do not have a valid user name and password, you must contact the Account Holder to request them.

Account management tools are visible to all users within the AIS System, but they are only intended to be used by Account Holders. If you access the My Account page, you will be prompted to verify your role.

Basic Information

The Basic Information page includes essential plan information including membership details. Data entered on this page directly impacts how subsequent pages behave. You must enter data in all required Basic Information fields before moving to the next page.

Steps to Follow

- 1) **Purpose of the Report** (the reason the report was prepared) - Select one of the available options from the drop-down list.
 - *Regular* – indicate Regular if the AIS is in respect of a triennial filing, an off-cycle filing, or an annual filing.
 - *Merger* – indicate Merger if the Report is being filed specifically as a result of a business combination and is not a Regular report.
 - *Termination* - indicate Termination if you are filing an AIS because your plan is terminating. Note that you will not be able to access the Contributions page, the GC Assumptions page, or the GC Valuation page.
 - *Conversion* - indicate Conversion if the Report is being filed in respect of a plan type conversion?

If you are filing valuation data for a reason not specified in the list, please contact the Superintendent's office for assistance (pensions@bcfsa.ca).

- 2) **Valuation report date range** – Enter the Review Date and the End Date for the report. For a Regular report, these dates must correspond with the month/day of the plan's fiscal year end. Please note that if you need to modify the Valuation Report date range after you have already entered multiple periods of contribution data on the Contribution page, you must delete those additional periods first.
 - *Review Date* – the date of the review of the plan as specified in the Report (i.e. the valuation date).
 - If you have selected Termination as the purpose of the report, the Review Date can be any date between the last report's Review Date and today's date.
 - *End Date* – for a Regular report, the End Date can be no longer than three years after the Review Date.
 - No End Date is required for a Termination report.

- 3) **Is this a designated plan?** – select the Yes or No radio button to indicate if the plan is a designated plan under section 8515 of the Income Tax Regulations.
- 4) **Does the plan include a Defined Contribution provision?** – select the Yes or No radio button to indicate if the plan includes a defined contribution provision in addition to the defined benefit or target benefit provision.
- 5) **Is this a Jointly Sponsored plan?** – select the Yes or No radio button to indicate if the plan is a jointly sponsored plan defined under section 1(1) of the PBSA.
- 6) **Does this plan have a Target Benefit provision?** – select the Yes or No radio button to indicate if the plan includes a target benefit provision as defined under section 1(1) of the PBSA.
- 7) **Is this a negotiated cost plan subject to a Collective Agreement?** - select the Yes or No radio button to indicate if the employer contributions under the defined benefit provision are determined through a collective bargaining process. See definition of “Negotiated Cost” under section 1(1) of the PBSA.

If your answer differs from how our office recognizes your plan, you will see a warning message as part of the pre-submission validation process. In this circumstance, we suggest you contact us for clarification before submitting the AIS.

- 8) **Membership (Target Benefit or Defined Benefit Only)** - If the plan covers several groups of participants (e.g. bargaining, non-bargaining), enter the statistics for all groups combined.
 - *Active members* – the members of the plan currently accruing service and should include disabled members that are accruing service.
 - For “Average Salary”, use average pensionable or plan earnings as it applies to your plan.
 - Complete “Average Annual Pension” for active members of flat benefit or career average earnings plan, but not of final average earnings plans. Bridge benefits are not to be included in this average.
 - Complete “Expected Average Remaining Service Life” for active members
 - *Retired members* – the beneficiaries receiving pension payments.
 - *Deferred members* – the members who are no longer employees but who are still entitled to a benefit under the plan.
 - *Other members* – all other persons who are entitled to a benefit under the plan (e.g. members with frozen service)

- 9) Where the plan is identified as one or more of Negotiated Cost, Target Benefit, or Jointly Sponsored Plan you must specify the contribution rate basis:

The rate is calculated based on: - Select from the drop-down list. Selection of either a % or \$ option will affect how your contribution data appears on the Contributions page. If you are using a contribution rate basis not specified in the list, please contact the Superintendent's office for assistance (pensions@bcfsa.ca).

Please note that the answers you select identifying the type of pension plan and type of contribution rate will control the data collected on the Contribution pages of the AIS. If you enter contribution data, then change your answers to any of these questions, contribution data previously entered will be deleted to ensure data integrity.

- 10) Disclose whether the plan's benefit provision is closed to new members.
- 11) Click the **Save** button or navigate directly to the next screen (Contributions).

Contributions

Depending on the plan type selected on the Basic Information page, the AIS will display one of three Contribution pages:

- (i) The page for Defined Benefit plans that are neither **Negotiated Cost** nor **Jointly Sponsored** plans is called Contributions (Defined Benefit);
- (ii) The page for Defined Benefit plans that are **Jointly Sponsored**, and/or **Negotiated Cost** plans is called Contributions & Rates (Defined Benefit) and will use the rate basis selected on the Basic Information page to display the appropriate fields; and
- (iii) The page for plans that have a **Target Benefit** provision is called Contributions & Rates (Target Benefit), and it also will use the rate basis type from the Basic Information page to display the appropriate fields.

If the purpose of your report is Termination, or if the plan has no active members, the Contributions pages will not be accessible.

If the purpose of your report is Regular, all entries in this section must be reported on the basis of the plan's fiscal year. You may enter contribution information for up to three separate periods; however, if contributions are constant during the period covered by the Report or are increasing solely due to increases in earnings, you need only complete one period for the valuation (e.g. January 1, 2020 to December 31, 2022).

If your plan is Jointly Sponsored, the system allows you to enter more than one contribution schedule, if needed, in order to reflect the one-year lag specified in section 57 (2.1) (b) of the Regulation. Hence, for a Jointly Sponsored Plan, the contribution information you enter for Period 1 should reflect the contribution requirements from the prior filed valuation report, while information for Periods 2 and 3 should reflect the current valuation report's contribution requirements.

You must complete both the dollar amount of expected contributions and the contribution rate basis rule.

Use the Remove Last Period button to remove any periods entered in error.

Contributions (Defined Benefit)

Steps to Follow

- 1) **Period 1** - Enter an End Date for Period 1.
 - *Start Date* – This date is entered for you and is based on the report's Review Date.
 - *End Date* – This date must be a fiscal year end and must fall within the overall reporting period dates specified on the Basic Info page.

- 2) **Contributions** – Enter the annualized dollar amounts for the indicated period. Only defined benefit amounts should be provided. If your plan is currently on a contribution holiday, you must still provide this information.
- *Normal Cost (excluding expenses)* – this represents the expected cost of benefits accruing during the indicated period, expressed as an annual amount. This amount should not include indexed benefits if such benefits are provided by an indexing account.
 - If your plan does not typically express normal cost as a dollar amount, you must still complete this field for purposes of the AIS.
 - *Expense allowance* – if your plan includes an explicit expense amount in addition to the normal cost above, identify the amount of expenses in this field.
 - *PfAD Adjustment to NC* – this represents the product of your plan’s PfAD and the normal cost including any explicit expense amount. Please note that the PfAD Adjustment to NC amount must be provided even if your plan will be using accessible going concern excess to offset it.
 - *Required contributions* - this is a calculated field
 - *Less: Use of accessible going concern excess* – enter the amount of accessible going concern excess that will be used to offset required contributions. Note that if this amount exceeds the amount entered above under PfAD Adjustment to NC, your plan will be considered to be on a contribution holiday and you will need to inform the Superintendent.
 - *Total contributions* - this is a calculated field
- 3) **Contribution Rate Basis** – Enter the rule that applies to your plan. If more than one rule applies, enter the rule that applies to the majority of plan members.
- *% of employee contributions*
 - *% of pensionable earnings* – pensionable earnings may be defined as plan earnings depending on the definition of earnings in your plan text. If your plan uses a step rate formula, enter the average rate.
 - *% of covered payroll*
 - *Annualized flat rate*
 - *\$ per hour*
- 4) **Notes** - Enter any notes applicable to Period 1.
- 5) Click the **Add** another period button if you wish to include an additional period in the AIS.
- 6) Click the **Save** button or navigate directly to the next page.

Contributions & Rates (Defined Benefit Only)

If your Defined Benefit plan is a Jointly Sponsored plan and/or a Negotiated Cost plan, the system will require you to complete the Contributions & Rates (Defined Benefit only) page.

The rate basis you selected on the Basic Information page controls whether % or \$ data entry fields are used on this page.

Steps to Follow

1) **Period 1** - Enter an End Date for Period 1.

- *Start Date* – This date is automatically populated and is based on the report’s Review Date, plus 1 day.
- *End Date* – This date must be a fiscal year end and must fall within the overall reporting period dates specified on the Basic Info page.

2) **Contributions** – Enter the annualized dollar amounts for the indicated period. Only benefit provision amounts should be provided.

- *Normal Cost (excluding expenses)* – this represents the expected cost of benefits accruing during the indicated period, expressed as an annual amount.
- *Expense allowance* – if your plan includes an explicit expense amount in addition to the normal cost above, identify the amount of expenses in this field.
- *Estimated dollar amount of expected contributions* – the amounts of employer and, if applicable, employee contributions expected to be remitted to the plan.

3) **Rates** – Enter the rates that apply to your plan. Note that where contribution rates change midway through a year, you must report the average rate for the fiscal year.

- *Normal actuarial cost* – enter the average rate applicable to the cost of accruing benefits for the period.
- *PfAD Adjustment to NC* – enter the rate that is equal to the product of your plan’s PfAD and the normal cost including any explicit expense amount. Please note that the PfAD Adjustment to NC rate amount must be provided even if your plan will be using accessible going concern excess to offset it.
- *Going-concern payments* – enter the rate required to pay the going concern special payments specified in section 57 (2) (b) of the Pension Benefits Standards Regulation (the “Regulation”).

Also, note that the estimated dollar amounts must be entered on the subsequent Special Payments page.

- *Solvency payments* – enter the rate required to pay the solvency special payments specified in section 57 (2) (c) of the Regulation. Also, note that the estimated dollar amounts must be entered on the Special Payments page.
- *Contingency reserve*
- *Expenses*
- *Less: Use of accessible going-concern excess* – enter the rate applicable to the amount of accessible going concern excess that will be used to offset required contributions. Note that if this rate exceeds the rate entered above under PfAD Adjustment to NC, your plan will be considered to be on a contribution holiday and you must inform the Superintendent of this.
- *Other (provide explanation in Notes field below)*
- *Total rate* – this is a calculated field
- *Average negotiated rate* – enter the fixed contribution rate determined through collective bargaining. (Note that this field will appear only if you identified your plan as a Negotiated Cost plan on the Basic Information page.)

4) **Notes** - Enter any notes applicable to Period 1.

5) Click the **Add another period** button if you wish to include an additional period in the AIS.

6) Click the **Save** button or navigate directly to the next page.

Contributions & Rates (Target Benefit Only)

For your Target Benefit plan, the system will require you to complete the Contributions & Rates (Target Benefit Only) page.

The rate basis you selected on the Basic Information page controls whether % or \$ data entry fields are used on this page.

Steps to Follow

7) **Period 1** - Enter an End Date for Period 1.

- *Start Date* – This date is entered for you and is based on the report's Review Date, plus 1 day.
- *End Date* – This date must be a fiscal year end and must fall within the overall reporting period dates specified on the Basic Info page.

- 8) **Contributions** – Enter the annualized dollar amounts for the indicated period. Only benefit provision amounts should be provided.
- *Normal Cost (excluding expenses)* – this represents the expected cost of benefits accruing during the indicated period, expressed as an annual amount.
 - *Expense allowance* – if your plan includes an explicit expense amount in addition to the normal cost above, identify the amount of expenses in this field.
 - *Estimated dollar amount of expected contributions* – the amounts of employer and, if applicable, employee contributions expected to be remitted to the plan.
- 9) **Rates** – Enter the rates that apply to your plan. Note that where contribution rates change midway through a year, you must report the average rate for the fiscal year.
- *Normal actuarial cost* – enter the average rate applicable to the cost of accruing benefits for the period.
 - *PfAD Adjustment to NC* – enter the rate that is equal to the product of your plan’s PfAD and the normal cost including any explicit expense amount.
 - *Unfunded liabilities* – enter the rate required to amortize the unfunded liabilities. Also, note that the estimated dollar amounts must be entered on the Special Payments page.
 - *Expenses*
 - *Less: Use of accessible going-concern excess*
 - *Other (provide explanation in Notes field below)*
 - *Total rate* – this is a calculated field
 - *Average negotiated rate* – enter the fixed contribution rate determined through collective bargaining. (Note that this field will not appear if you did not identify your plan as a Negotiated Cost plan on the Basic Information page.)
- 10) **Notes** - Enter any notes applicable to Period 1.
- 11) Click the **Add another period** button if you wish to include an additional period in the AIS.
- 12) Click the **Save** button or navigate directly to the next page.

Special Payments (Defined Benefit)

Sections 57 (2) (b) and (c) of the Regulation specify additional payments that may be required for going concern funding and solvency funding depending on the plan's going concern and solvency funded position as at the valuation date.

Note that if your plan is Jointly Sponsored, the system allows you to enter more than one schedule, if needed, in order to reflect the one-year lag specified in section 57 (2.1) (b) of the Regulation. Note that once a schedule is added, all three record fields require data entry and may not be left blank. Use the trash bin icon beside each row to delete any records added in error.

Steps to Follow

- 1) **Going concern special payments** - Click the **Add Going Concern Special Payment** button and enter all required data.

Note that if the plan's 'Sum of going concern special payments' field on the Going Concern Valuation page is greater than zero, a going concern special payments schedule will be required.

- *Start Date* – the Review Date that applies to the going concern special payments schedule.
- *End Date* – the date on which the going concern special payments will cease to be required.
- *Monthly Payment* – the going concern special payments required under section 57 (2) (b) of the Regulation.

- 2) Repeat these steps to add an additional schedule if your plan is Jointly Sponsored and an additional schedule is needed.

- 3) **Solvency special payments** - Click the **Add Solvency Special Payment** button and enter all required data.

Note that if the calculated 'Sum of solvency special payments' field on the Solvency Page is greater than zero, a solvency special payments schedule will be required.

- *Start Date* – the Review Date that applies to the solvency special payments schedule.
- *End Date* - the date on which the solvency special payments will cease to be required.
- *Monthly Payment* - the solvency special payments required under section 57 (2) (c) of the Regulation.

- 4) Repeat steps to add additional schedule if your plan is Jointly Sponsored and an additional schedule is needed.
- 5) Click the **Save** button or navigate directly to the next page.

Special Payments (Target Benefit)

Please note that section 58 (5) of the Regulation requires that each unfunded liability must be tracked separately and apart from any other and may not be combined for reporting purposes.

You may enter up to 15 different schedules for unfunded liabilities.

Note that once a schedule is added, all four record fields require data entry and may not be left blank.

Use the trash bin icon beside each row to delete any records added in error.

Steps to Follow

1) **Unfunded Liabilities** - Click the **Add Unfunded Liability** button and enter all required data.

Note that if the plan's calculated net funded position is a deficit, at least one unfunded liability schedule will be required.

The sum of the unamortized balances should equal the net unfunded liability as at the Review Date.

- *Original Date* – the date that the unfunded liability was first established.
- *End Date* – the expected date on which the unfunded liability will be fully amortized.
- *Unamortized balance* – the present value of the balance owing on the unfunded liability schedule.
- *Annual Payment* – the special payment, expressed as an annual amount, required to eliminate the unamortized balanced by the End Date.

2) Repeat steps to add additional schedules.

3) Click the **Save** button or navigate directly to the next page.

Going Concern Actuarial Assumptions

A going concern valuation is a valuation of the 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.

If different methods or actuarial assumptions are applicable to different groups of participants (e.g., bargaining, non-bargaining), enter the methods and assumptions used for the group with the largest number of defined benefit participants.

Steps to Follow

1) **Asset Valuation method** – Select from the drop down list.

If the method used is not included in the drop down list, please contact the Superintendent's staff at Pensions@bcfsa.ca.

2) **Liability Valuation method** – Select from the drop down list.

- *Accrued benefit (unit credit)* - The projected unit credit method is included in this category.
- *Entry Age Normal*
- *Individual Level Premium*
- *Aggregate*

If the method used is not included in the drop down list, please contact the Superintendent's staff at Pensions@bcfsa.ca.

3) **Rate information** - Only enter the rates that apply to the plan. If any flat rates are used, please enter them in the Ultimate Rate fields in the third column.

- *Valuation Interest Rate – non-retired members/retired members* - the interest rate assumption (i.e., expected investment return), before netting out any rate of indexation, used to determine the going concern liabilities and normal cost.
- *Rate of Indexation* - the assumed annual rate of increases to pension benefits after pension commencement. If no indexation is reflected in the calculating of going concern liabilities, enter 0% on this line.

- *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.
- *YMPE Escalation Rate* - the assumed annual rate of increases in the Year's Maximum Pensionable Earnings ("YMPE") under the Canada/Quebec Pension Plan.
- *ITR's Maximum Pension Limit Escalation Rate* - the assumed annual rate of increase in the ITR maximum pension limit.
- *Rate of Inflation* - the assumed annual rate of increase in the CPI.

4) **Breakdown of the Valuation interest rate shown above** - Enter the applicable rate information. Note that all rates are shown as positive numbers.

- *Best estimate assumed rate of inflation* – the rate of inflation used in the derivation of the valuation interest rate.
- *Expected long-term real return on invested assets* - the long-term real return on invested assets used in the derivation of the valuation interest rate.
- *Non-Investment Expenses* - the rate of implicit non-investment expenses used in the derivation of the valuation interest rate.
- *Total Investment Expense (Active & Passive)* – the total rate of implicit investment expenses (passive and active) used in the derivation of the valuation interest rate.
- *Returns for active management* - the additional returns from an active management strategy that will be consistently and reliably earned over the long term.
- *Returns for rebalancing & diversification* - the additional returns from a rebalancing and diversification strategy that will be consistently and reliably earned over the long term.
- *Margin for Adverse Deviation* - the margin for adverse deviation used in the derivation of the valuation interest rate.
- *Other* - the total rate attributable to any other items used in the derivation of the valuation interest rate (e.g. diversification and rebalancing).
- *Net Valuation interest rate* – this field calculates the total rate and validates it against the rate in the Valuation interest rates section.

5) **Allowance for promotion, seniority and merit increases** - Select the response from the drop down list.

- 6) **Allowances for explicit investment and non-investment expenses** - Specify the dollar amounts, if applicable.
- 7) **Annual Covered payroll/pensionable earnings** – If you indicate that the plan’s contribution rule or negotiated rate is based on a per cent of pensionable earnings or covered payroll, you must state the assumed covered payroll/pensionable earnings for the year following the Review Date.
- 8) **Total expected annual hours** - If you indicate that the plan’s contribution rule or negotiated rate is based on dollars per hour, you must state the assumed total hours worked by members for the year following the Review Date.
- 9) **Withdrawal scale** – Click the appropriate radio button.
- 10) **Variable retirement rates** - Click the appropriate radio button. If you answer No, a new field will appear requiring you to fill in the **Assumed Retirement Age**.
- 11) **Base Mortality table** Click the radio button to indicate the post-retirement mortality used for healthy lives.

If applicable, enter the average size of adjustment factor applied to the based mortality table and the improvement scale used.

If you choose “Other” you must provide an explanation in the text box provided.
- 12) Click the **Save** button or navigate directly to the next page.

Going Concern Valuation

Enter the going-concern valuation results as at the Review Date, pertaining only to the defined benefit or target benefit provisions of the plan.

If the plan's Net funded position indicates a surplus, you will see an additional section where you can specify the excess disposition.

If applicable, enter the accumulated balance of additional voluntary contributions, inflation adjustment accounts, optional ancillary contributions, and money purchase assets.

Steps to Follow

1) **Assets (target benefit or defined benefit only)**

- *Going concern assets, excluding Optional Ancillary Contribution balances* - the actuarial value of the benefit provision assets, with adjustments for any receivables and payables at the valuation date, determined in accordance with accepted actuarial practice. Do not include the value of any defined contribution assets, additional voluntary contributions, optional ancillary contributions, inflation adjustment accounts or the actuarial present value of any future special payments.
- *Value of buy-in annuities included in going concern assets above*

2) **Liabilities (target benefit or defined benefit only)** – the accrued actuarial liabilities determined on the basis of a going-concern valuation in accordance with accepted actuarial practice.

- *For active members*
- *For deferred members*
- *For retired members & beneficiaries*
- *For other members*
- *For buy-in annuities*
- *Transfer deficiency payments* – the present value of payments owing to members who have received partial commuted value payments. Note that some actuaries may choose to reflect these payments on the assets side as a payable.
- *Other reserves*
- *Total liabilities* – this is a calculated field.

3) **Actuarial Excess (unfunded liability)** – this is a calculated field.

4) **Funded Ratio** – This is a calculated field

- 5) **Other** – if applicable, enter the amounts of any other assets in the pension fund. Note that these other assets are not to be included in the assets/liabilities amounts shown above.
- *Additional voluntary contributions*
 - *Optional ancillary contributions account balance* – for a flexible pension plan, the value of optional ancillary contributions under the benefit provision.
 - *Amount of inflation adjustment account*
 - *Defined Contribution assets*
 - *Have any benefit increases coming into effect after the valuation date been reflected in the going-concern liabilities?* Select the appropriate radio button.
- 6) **Defined Benefit PfAD** - Refer to section 1.1 of the Regulation for the definitions and calculations of the Defined Benefit PfAD.
- *Non-fixed income target allocation* – note that the percentage figure entered here is based on the plan’s statement of investment policies and procedures as at the Review Date.
- 7) **Sum of going concern special payments** – enter the total of the monthly going concern special payments required under section 57 (2) (b) of the Regulation. This is a validated field and you may be required to enter a value depending on the information you entered in the above fields. For clarity, when you calculate the value of this field, you should exclude the value of any Optional Ancillary Contributions from both the assets and the liabilities.
- Also, note that if this field is greater than zero you must enter a going concern special payment schedule on the Special Payments page.
- 8) **Target Benefit PfAD and PfAD Offset** - Refer to section 2 of the PBSR for the definitions and calculations of the PfAD and PfAD Offset.
- 9) **Accessible going concern excess** - This value is required only when the Funded ratio exceeds 105%
- 10) **How will the excess assets be used?** – This is a hidden section that only appears in the event the plan is in an excess position. By answering the questions, you will enable us to understand how the plan’s excess will affect the required contributions.
- *Contribution holiday required by the Income Tax Act (ITA)* - Indicate if the plan is required to take a contribution holiday as the result of the application of section 147.2 (2)(d) of the ITA.
 - *Expected date that the surplus will be used up* – Indicate the expected date on which the plan will no longer be required to take a contribution holiday pursuant to section 147.2 (2)(d) of the ITA.
- 11) **Sensitivity Analysis on the Going-Concern Basis**
- Enter the total accrued liabilities for Active, Retired, Deferred and Other members separately, calculated on a going-concern basis, reflecting a 1 per cent decrease in the going-concern

valuation interest rate. Do not report the change in liabilities but rather the new total amounts for each of the accrued liabilities.

- Enter the total Normal Cost reflecting a 1 per cent decrease in the going-concern valuation interest rate. Do not report the change in the Normal Cost.

12) Click the **Save** button or navigate directly to the next page.

Gain/Loss

If this is not an initial valuation of the plan, the Report should contain a reconciliation of the going-concern valuation results to those results in the last filed Report by identifying the sources of actuarial gains and losses.

The purpose of this section of the AIS is not to reconcile to the last filed Report, but to identify any source item that has a material impact on the going-concern valuation results.

Steps to Follow

- 1) Enter values for any of the gain/loss elements that have materially affected the plan since the last valuation.
 - *Investment experience*
 - *Expenses*
 - *Salary increase experience*
 - *Contributions experience (excluding special payments)*
 - *Retirement experience*
 - *Mortality experience*
 - *New entrants*
 - *Terminations*
 - *Change in actuarial assumptions*
 - *Change in asset valuation method*
 - *Change in liability valuation method*
 - *Plan amendments/changes*
 - *Data corrections*

- *Any other single large source (provide explanation in Notes field below)* – enter the amount of a single large source of gain or loss not already identified. Do not enter the combined total of the remaining unidentified sources of gain/loss.

2) Click the **Save** button or navigate directly to the next page.

Solvency Assets / Liabilities / Interest Rates

Enter the solvency valuation results as at the Review Date. Where the Report does not contain a solvency valuation but only contains the actuary's certification as to the plan's solvency status, this section must still be completed.

No amounts under Solvency Assets or Solvency Liabilities should include defined contribution assets, additional voluntary contributions, or the value of inflation adjustment accounts.

Steps to Follow

1) Solvency Assets (Benefit Formula Provision Only)

- *Market Value of Assets, excluding Optional Ancillary Contribution balances*
 - *Value of buy-in annuities included in solvency assets above*
- *Less Assumed wind-up expenses*
- *Solvency Assets for calculating Solvency Ratio*
- *Add: Components of solvency asset adjustment* - The amounts for solvency asset adjustment are defined in section 1 of the Regulation.
 - *Sum of going concern special payments*
 - *Funding committed under a letter of credit*
- *Solvency Asset Adjustment* – this is a calculated field based on the sum of the components of the solvency asset adjustment.
- *Solvency Assets for calculating solvency deficiency* – this is a calculated field

2) Solvency Liabilities (Benefit Formula Provision Only)

- *For active members*
 - *Electing a lump-sum option*
 - *Eligible for pension and electing an annuity option*
- *For deferred members*
- *For retired members and beneficiaries*
- *For other members* – provide explanation in the comment box provided below.
- *For buy-in annuities*

- *Transfer deficiency payments* - the present value of payments owing to members who have received partial commuted value payments. Note that some actuaries may choose to reflect these payments on the assets side as a payable.
- *Other reserves* - includes reserves other than liabilities for plan participants (e.g. reserve for data errors or changes in annuity purchase rates after the valuation date) held for the purpose of the valuation.
- *Total Liabilities* - This is a calculated field.
 - *Total liabilities multiplied by 85%* - This is a calculated field.
- *Solvency Deficiency* - This is a calculated field.
- *Solvency Ratio* - This is a calculated field.
- *Plan wind-up surplus (deficit)* - This is a calculated field.

- 3) **Sum of solvency special payments** – this amount represents the total of the monthly solvency special payments required under section 57 (2) (c) of the Regulation. For clarity, when you calculate the value of this field, you should exclude the value of any Optional Ancillary Contributions from both the assets and the liabilities.

Note that if this field is greater than zero you must enter a solvency special payment schedule on the Special Payments page.

If you are completing a Termination AIS, enter the plan’s wind-up deficit, if any, into this field.

- 4) **Solvency Reserve Account** – as explained in section 54 of the PBSA.
- 5) **Accessible Solvency Excess** – as defined in section 1 (1) of the Regulation.
- 6) **Sensitivity Analysis on the Solvency Basis** - enter the total accrued liabilities for Active, Retired, Deferred and Other members separately, calculated on a solvency basis, reflecting a 1 per cent decrease in the solvency interest rate. Do not report the change in liabilities but rather the new total amounts for each of the accrued liabilities.
- 7) **Incremental Cost on a Solvency Basis** - enter the present value, calculated as at the beginning of each plan year, of the expected aggregate change in the solvency liabilities for the ensuing three plan years covered by the Report.
- 8) **Solvency Interest Rates** - Enter the assumption as to the interest rate used to determine the solvency liabilities, before netting out any rate of indexation. If a flat rate is used, enter the rate under “Ultimate Rate” and leave “Number of years” and “Initial Rate” blank.

- *Members electing a lump sum option*

- *Members electing an annuity option*
- *Rate of indexation information* - Do not enter a rate of indexation if no indexation is reflected in the calculation of the solvency liabilities.

9) Click the **Save** button or navigate directly to the next page

Assets

The Assets page is for target benefit or defined benefit plan components only.

Steps to Follow

1) Market Value of Assets

- *Market Value of Assets, adjusted for receivables and payables* – if any assets are held as annuities placed with a life insurance company, such assets should be valued on a solvency basis.
- *Amount of contributions receivable included in market value above*

2) **Asset Mix at Review Date** – Enter the applicable percentages. Note that you will receive an error message if your entries do not total 100%. Note that the Target percentages must be based on the plan's statement of investment policies and procedures as at the Review Date

- *Equities*
 - *Canadian*
 - *Foreign*
- *Fixed income*
- *Real estate*
- *Alternatives*
 - *Private equity*
 - *Infrastructure*
 - *Hedge funds*
 - *Private debt*
- *Cash & short term*
- *Buy-in annuities*
- *Other, excluding pooled funds* – assets held in pooled funds must be included in the appropriate categories above.
- *Total* - This is a calculated field.

3) **Annualized Rate of Return since last Review Date (net of investment expenses)** – calculate the geometric average rate of return net of investment management expenses, but not net of total expenses, even if the plan includes an implicit administration expense.

4) Click the **Save** button or navigate directly to the next page.

Subsequent Events

There may be a need to adjust the valuation results if certain events occur or are scheduled to occur after the valuation date but before the Report is filed (such events are commonly known as subsequent events). Please refer to section 1520 of the Canadian Institute of Actuaries' Standards of Practice - General Standards and sections 3200 and 3400 of the Canadian Institute of Actuaries' Standards of Practice - Practice-Specific Standards for Pension Plans (“SOP”).

Steps to Follow

- 1) **Are there any subsequent events that have not been reflected in the valuation?** - Select the Yes or No radio button. The expectation is that the actuary has followed the SOP with respect to accounting for any subsequent events.
- 2) If the answer is Yes, click the Add Subsequent Event button to create an event record that provides adequate explanatory text.
- 3) The Yes/No radio buttons are disabled once you answer Yes and have added a record. If you wish to change your answer to No, you must first delete any event records to re-enable the radio buttons.
- 4) Use the trash bin icon beside each row to delete any entries added in error.
- 5) Click the **Save** button or navigate directly to the next page.

Additional Information


This text box is provided for you to enter any additional information that you consider relevant to explaining any data fields in the AIS, including explanations of “Other” fields used in the report. The text box allows up to 2000 characters and provides a character counter for your convenience.

Steps to Follow

- 1) Type any additional information into the text box.
- 2) Click the **Save** button or navigate directly to the next page

Data Certification

The “Certify” page for version 3.0 of the AIS System now contains a feature to attach the Actuarial Valuation Report. As AIS submission is no longer permitted without this attachment, the Superintendent’s Office no longer requires a paper copy of the valuation report to be mailed.



Actuarial Information Summary

Superintendent of Pensions

BC FINANCIAL SERVICES AUTHORITY

Basic Info

Contributions

Special Payments

GC Assumptions

GC Valuation

Gain/Loss

Solvency

Assets

Events

Certify

Log Out

85361-1 : Retirement Plan for Employees of the Butchart Gardens Ltd. My Account

Data Certification ?

* indicates this field is required / validated

Statement of Opinion

1. Does the report include the statements of opinion required by the Canadian Institute of Actuaries Standards of Practice (data, assumptions, methods, accepted actuarial practice)? Yes No
2. Are the actuary's statements of opinion qualified? Yes No

Certification by Actuary

1. Does this Actuarial Information Summary accurately reflect the information provided in the Actuarial Valuation Report? Yes No
2. Name of Signing Actuary
3. Name of Firm
4. Telephone number
5. E-mail address of Signing Actuary

Actuarial Valuation Report

*

This electronic submission is a record governed by provincial legislation, including Section 123 of the *Pension Benefits Standards Act, SBC 2012, c. 30* [the New Act].

We accept your information as having been supplied in confidence; however, please note that the protection of confidentiality is subject to the law (particularly the provision of the *Freedom of Information and Protection of Privacy Act*).

By clicking on the 'Certify' button, you are stating the information in this submission is true, complete, and correct to the best of your knowledge.

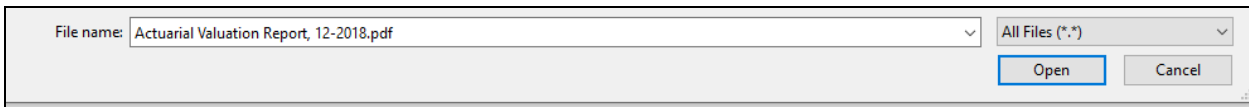
Within the sections titled “Statement of Opinion” and “Certification”, all questions must be answered. Then, in the following section, you must attach the Actuarial Valuation Report PDF.

Steps to Follow

- 1) **Statement of Opinion** – answer both questions using the Yes or No radio buttons provided.

- 2) **Certification** - answer **question 1** using the Yes or No radio buttons provided. If there is more than one signing actuary, only one of the signing actuaries is required to certify the AIS.
- 3) Enter the **Actuary contact information** in each of **questions 2.** through **5.**
- 4) Attach the **Actuarial Valuation Report**

Within the Actuarial Valuation Report section, click the “**Browse**” button. This action will open the “**Choose File to Upload**” window. You must find the PDF version of the correct Actuarial Valuation Report for this plan’s submission. After you have selected this file, click the “**Open**” button.



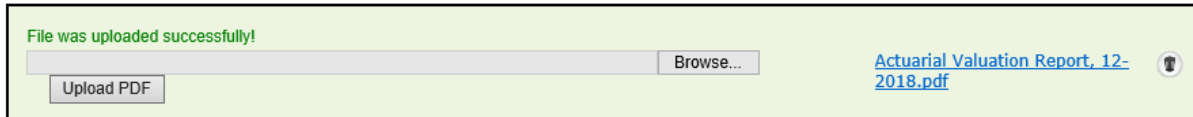
The “**Actuarial Valuation Report**” section will be updated to show the file you selected.

Actuarial Valuation Report



If the file is correct, click the “**Upload PDF**” button to associate this file with the data. This button will run a process to verify the file has no viruses, will confirm the file is an authentic PDF, and confirm the file size is within our 6 MB limit. If the file passes these tests, the section will be updated as follows:

Actuarial Valuation Report



If the file has a virus or fails validation due to size or file type, an error message will be displayed.

- 5) Save the Page Data

Once you have completed the data entry on this page and you upload the appropriate PDF, click the “**Save**” button to verify the data will pass the system validation tests. If all fields pass the data validation tests, the AIS will display this message:



If you did not answer all the questions or the Actuarial Valuation Report file was not specified, the page will display validation errors. After you have corrected the problems, the page should now show the message indicating there are no errors and no warnings. When you are confident the AIS data is complete and accurate, click the **Certify** button.

Validation

Clicking the **Certify** button initiates the data validation process, which identifies missing or invalid entries. Errors must be corrected before an AIS may be submitted. A warning message must be considered carefully, but will not prevent AIS submission.

- 1) If there are no validation errors or warnings you will be taken directly to the **Final Submission** page.
- 2) If there are validation errors or warnings you will be taken to the **Data Validation** page which lists all the items to be fixed. After you have a read a warning, click the Acknowledge Warning button to clear it.
- 3) In the case of validation errors, click on the row displayed to be taken back to the page where the issue occurs.
- 4) Correct the information and click the **Validate** button in the floating navigation panel. If there are still errors on the page, you will be either directed to correct the remaining errors. After all the errors have been corrected you will be redirected back to the Final Submission page.

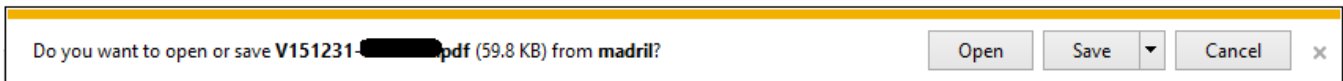
Final Submission

When you are on the Final Submission page, you may still return to the AIS pages and make further edits by clicking on the **Certification** button.

If you are confident no further edits are required, continue as described below.

Steps to Follow

- 1) On the Final Submission page, click the **Submit** button to forward your AIS information to the Superintendent. After clicking this button, you will see the **Certification** button is disabled and the system will create the final PDF representing the data submitted to BCFSAs.
- 2) On the Post-Submit page, click the **Download PDF** button to keep a copy of the submitted AIS summary for your records. The browser should show the following pop-up window.



- 3) Click the **Save** button to keep a record of the data entered for this plan. It is a PDF file which you may open using Adobe Acrobat Reader.

- 4) The AIS summary file will include the date your filing was submitted. Your AIS data will be viewable in PDF format for 30 days after you submit it
- 5) Click the **Log Out** button to securely end your session or, click the link back to the homepage to begin filing a new AIS for a different plan.

Follow-up

Corrections required following a Submission

You will not be able to further edit an AIS once it has been submitted to the Superintendent. Any corrections to AIS data must be sent separately by email. Please include your plan # in the subject line of your email (send to: pensions@bcfsa.ca).

Support

If you have questions about the AIS electronic filing system, please contact the BCFSAs Pensions department:

Phone: 604 660-3555

Email: pensions@bcfsa.ca