



# SPECIMEN ONLY

## Instructions

All applicable questions must be completed. See the User Guide for further instructions for completing this form. This form contains the following six parts:

Part 1: General Information. To be completed for all filings.

Part 2: Defined Benefit Provisions. To be completed for defined benefit provisions only.

Part 3: Member-Directed Defined Contribution Provisions. To be completed for member-directed defined contribution provisions only.

Part 4: Administrator-Directed Defined Contribution Provisions. To be completed for administrator-directed defined contribution provisions only.

Part 5: Compliance with Environmental, Social & Governance (ESG) Disclosure Requirements. To be completed for all filings.

Part 6: Certification. To be completed for all filings.

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**Part 1: General Information. This part must be completed for all filings.**

(101) Registration number

(102) Name of registered plan

(103) Name of employer/plan sponsor

(104) Indicate the plan provisions covered by the SIPP that you are filing: (Select all that apply.)

- Defined benefit
- Member-directed defined contribution
- Administrator-directed defined contribution

(105) Select the appropriate response:

- This is the initial filing of the SIPP with FSCO. (Proceed to question 108.)
- The SIPP has been filed previously with FSCO, and I am filing an amendment to the SIPP. (Proceed to question 106.)

(106) Where you are filing an amendment to the SIPP, indicate whether the amendment:

- Contains only minor/housekeeping changes. (Proceed to question 108.)
- Contains substantive changes. (Proceed to question 107.)

(107) If you are filing an amendment to the SIPP that contains substantive changes, summarize the key changes below:

(108) Indicate the following dates, where applicable:

Date the SIPP was first established: (yyyy/mm/dd)

Date the most recent SIPP amendment was made: (yyyy/mm/dd)

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## Part 2: Defined Benefit Provisions. Complete for defined benefit (DB) provisions only.

### Master Trust Funds

(201) Indicate if the plan's assets are invested in a master trust:

- Yes  No

(202) If you answered "Yes" to question 201, select the following that applies to the SIPP being filed:

- The administrator has formally adopted the investment policy of the master trust (which meets the requirements for a SIPP) as the SIPP for the plan.
- The administrator has established a separate SIPP for the plan.

### Compliance with Federal Investment Regulations

The Federal Investment Regulations (FIR) are defined in section 66 of the Regulation as sections 6, 7, 7.1 and 7.2 and Schedule III to the federal *Pension Benefits Standards Regulation, 1985 (PBSR)* made under the *Pension Benefits Standards Act, 1985 (Canada)* as they may be amended from time to time. The FIR are incorporated by reference in sections 78 and 79 of the Regulation. **Questions 203 to 205 relate to the requirements of sections 7.1 and 7.2 of the PBSR.**

(203) The SIPP contains provisions that address the following items, as prescribed in section 7.1(1) of the PBSR: (Select all that apply.)

- Categories of investments and loans, including derivatives, options and futures.
- Diversification of the investment portfolio.
- Asset mix and rate of return expectations.
- Liquidity of investments.
- The lending of cash or securities.
- The retention or delegation of voting rights acquired through plan investments.
- The method of, and basis for, the valuation of investments that are not regularly traded at a marketplace.
- Related party transactions permitted under section 17 of Schedule III and the criteria to be used to establish whether a transaction is nominal or immaterial to the plan.

(204) Section 7.1(1)(h) of the PBSR requires that the SIPP specify criteria for determining whether a transaction with a related party is nominal or immaterial. Describe these criteria as specified in the SIPP using the fields below, as applicable:

a) Indicate the criteria, where expressed as a percentage of total assets:

b) Indicate the criteria, where expressed as a maximum dollar value:

c) Indicate the criteria, where expressed otherwise:

(205) Has the administrator provided a copy of the most recent SIPP and any amendments to the actuary to the plan, as required by section 7.1(3) and 7.2(2) of the PBSR?

- Yes  No

### Investment Policy Questions

(206) How is the expected rate of return expressed in the SIPP?

- As a nominal rate of return. (Complete question 207.)
- As a real rate of return. (Complete question 207.)
- As a rate of return above the Consumer Price Index. (Complete question 207.)
- None of the above apply. (If "none of the above apply", complete question 208.)

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(207) a) Indicate the percentage used to express the expected rate of return:

b) Indicate the number of years over which the expected rate of return is to be measured:

c) Provide any other relevant information concerning the expected rate of return (e.g., basis of measurement, assumptions):

(208) Describe the expected rate of return if you selected "None of the above apply" in question 206:

(209) Under the terms of the SIPP, what is the frequency with which the administrator must monitor the performance of the plan's investment managers?

- Monthly
- Quarterly
- Not specified in the SIPP
- Other

If you selected "other", provide details:

(210) Indicate whether the SIPP explicitly permits, does not permit, or does not address the following investment practices:

	Permitted	Not Permitted	Not Addressed
a) The use of derivatives for risk management purposes:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) The use of derivatives for other purposes (e.g., to obtain exposure to various asset classes or sectors):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Lending of securities or cash. (Lending of securities or cash must be addressed in the SIPP, as per section 7.1(1) of the PBSR.):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Short-selling of securities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Borrowing for investment in real properties or other purposes:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Investment in buy-in annuities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Asset Classes**

(211) Based on the information set out in the SIPP, complete the following table by providing asset allocation targets for each asset class, and where specified, the asset allocation ranges and benchmark for each asset class. Asset classes must be selected from the drop down menus provided. Targets and ranges should be expressed as percentages.

**NOTE: Complete the table based on the information contained in the SIPP.**

Asset Classes	Asset Allocation Target (%)	Asset Allocation Range		Asset Class Benchmark
		Minimum (%)	Maximum (%)	

Each asset class must be selected from the drop down menus provided in the first column of each row. The drop down menu contains the following choices:

- Cash and Cash Equivalent
- Fixed Income
- Fixed Income - Mortgages
- Fixed Income - Canadian Bonds
- Fixed Income - Long Bonds
- Fixed Income - Foreign Bonds
- Fixed Income - High Yield Bonds
- Balanced Portfolio
- Public Equities
- Public Equities - Canadian
- Public Equities - United States
- Public Equities - Foreign (Non Canadian)
- Public Equities - International (EAFE)
- Public Equities - Emerging Markets
- Real Assets
- Real Estate
- Alternatives
- Hedge Funds
- Infrastructure
- Private Equities
- Venture Capital
- Other Asset Class (you will be asked to specify the class)

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**Part 3: Member-Directed Defined Contribution Provisions.**  
**Complete for member-directed defined contribution (DC) provision only.**

**Investment Policy Questions**

(301) Is the number of investment funds offered under the DC provision specified in the SIPP?

- Yes  No

If you answered "Yes" above, complete either question (a) or (b) below:

a) If specified in the SIPP as a single number, indicate the number of investment funds offered under the DC provision:

b) If specified in the SIPP as a range, indicate the minimum and maximum number of investment funds offered under the DC provision: Minimum:  Maximum:

(302) Does the SIPP list or describe the investment funds offered to DC participants?

- Yes  No

(303) Describe the asset class or investment vehicle which best describes the default option, as specified in the SIPP:

- Money market  
 Fixed income  
 Balanced fund  
 Target date fund  
 Life cycle fund  
 Not specified in the SIPP  
 Other

If you selected "Other", provide details:

(304) Under the terms of the SIPP, what is the frequency with which the administrator must monitor the performance of investment funds?

- Monthly  
 Quarterly  
 Not specified in the SIPP  
 Other

If you selected "Other", provide details:

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**Note:** FSCO's Investment Guidance Note on *Statements of Investment Policies and Procedures (SIPPs) for Member-Directed Defined Contribution Plans* states that the administrator should give due consideration to addressing certain information in the SIPP for the DC provision. The items are listed below in question 305, and described in further detail in the guidance note.

(305) The SIPP contains provisions that address the following: (Select all that apply.)

- General investment principles.
- Permitted asset classes from which investment funds can be selected.
- The default investment option for member accounts where no selection is made.
- Selecting, monitoring, and terminating investment managers and funds.
- Plan expenses and investment fees related to the DC plan/provision.
- Related party transactions.
- Information guidelines for plan members on investment options.

### Asset Classes

(306) Indicate which of the following investment vehicles or asset classes are permitted by the SIPP: (Select all that apply.)

- Life cycle funds
- Target date funds
- Cash and cash equivalent
- Fixed income
- Public equities
- Real estate
- Alternatives
- Not specified in the SIPP
- Other asset classes

If you selected "Other", provide details:

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**Part 4: Administrator-Directed Defined Contribution Provisions.**

**Complete for administrator-directed defined contribution (DC) provision only.**

**Compliance with Federal Investment Regulations**

The Federal Investment Regulations (FIR) are defined in section 66 of the Regulation as sections 6, 7, 7.1 and 7.2 and Schedule III to the federal *Pension Benefits Standards Regulation, 1985 (PBSR)* made under the *Pension Benefits Standards Act, 1985 (Canada)* as they may be amended from time to time. The FIR are incorporated by reference in sections 78 and 79 of the Regulation. **Questions 401 and 402 relate to the requirements of sections 7.1 and 7.2 of the PBSR.**

(401) The SIPP contains provisions that address the following items, as prescribed in section 7.1(1) of the PBSR: (Select all that apply.)

- Categories of investments and loans, including derivatives, options and futures.
- Diversification of the investment portfolio.
- Asset mix and rate of return expectations.
- Liquidity of investments.
- The lending of cash or securities.
- The retention or delegation of voting rights acquired through plan investments.
- The method of, and basis for, the valuation of investments that are not regularly traded at a marketplace.
- Related party transactions permitted under section 17 of Schedule III and the criteria to be used to establish whether a transaction is nominal or immaterial to the plan.

(402) Section 7.1(1)(h) of the PBSR requires that the SIPP specify criteria for determining whether a transaction with a related party is nominal or immaterial. Describe these criteria as specified in the SIPP using the fields below, as applicable:

a) Indicate the criteria, where expressed as a percentage of total assets:

b) Indicate the criteria, where expressed as a maximum dollar value:

c) Indicate the criteria, where expressed otherwise:

**Investment Policy Questions**

(403) How is the expected rate of return expressed in the SIPP?

- As a nominal rate of return. (Complete question 404.)
- As a real rate of return. (Complete question 404.)
- As a rate of return above the Consumer Price Index. (Complete question 404.)
- None of the above apply. (If "none of the above apply", complete question 405.)

(404) a) Indicate the percentage used to express the expected rate of return:

b) Indicate the number of years over which the expected rate of return is to be measured:

c) Provide any other relevant information concerning the expected rate of return (e.g., basis of measurement, assumptions):

(405) Describe the expected rate of return if you selected "None of the above apply" in question 403:

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(406) Under the terms of the SIPP, what is the frequency with which the administrator must monitor the performance of the plan's investment managers?

- Monthly
- Quarterly
- Not specified in the SIPP
- Other

If you selected "Other", provide details:

(407) Indicate whether the SIPP explicitly permits, does not permit, or does not address the following investment practices:

	Permitted	Not Permitted	Not Addressed
a) The use of derivatives for risk management purposes:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) The use of derivatives for other purposes (e.g., to obtain exposure to various asset classes or sectors):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Lending of securities or cash. (Lending of securities or cash must be addressed in the SIPP, as per section 7.1(1) of the PBSR.):	<input type="radio"/>	<input type="radio"/>	
d) Short-selling of securities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Borrowing for investment in real properties or other purposes:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Investment in buy-in annuities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Asset Classes**

(408) Based on the information set out in the SIPP, complete the following table by providing asset allocation targets for each asset class, and where specified, the asset allocation ranges and benchmark for each asset class. Asset classes must be selected from the drop down menus provided. Targets and ranges should be expressed as percentages.

**NOTE: Complete the table based on the information contained in the SIPP.**

Asset Classes	Asset Allocation Target (%)	Asset Allocation Range		Asset Class Benchmark
		Minimum (%)	Maximum (%)	

Each asset class must be selected from the drop down menus provided in the first column of each row. The drop down menu contains the following choices:

- Cash and Cash Equivalent
- Fixed Income
- Fixed Income - Mortgages
- Fixed Income - Canadian Bonds
- Fixed Income - Long Bonds
- Fixed Income - Foreign Bonds
- Fixed Income - High Yield Bonds
- Balanced Portfolio
- Public Equities
- Public Equities - Canadian
- Public Equities - United States
- Public Equities - Foreign (Non Canadian)
- Public Equities - International (EAFE)
- Public Equities - Emerging Markets
- Real Assets
- Real Estate
- Alternatives
- Hedge Funds
- Infrastructure
- Private Equities
- Venture Capital
- Other Asset Class (you will be asked to specify the class)

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**Part 5: Compliance with Environmental, Social & Governance (ESG) Disclosure Requirements.**  
**This part must be completed for all filings.**

(501) Indicate the nature of the disclosure concerning ESG factors that is made in the SIPP, as required by section 78(3) of the Regulation:

- The SIPP states that ESG factors **ARE** incorporated into the plan's investment policies and procedures.  
(Proceed to question 502.)
- The SIPP states that ESG factors **ARE NOT** incorporated into the plan's investment policies and procedures.  
(Proceed to question 503.)

(502) If the SIPP states that ESG factors **ARE** incorporated into the plan's investment policies and procedures, does the SIPP include a description of how those factors are incorporated, as required by section 78(3) of the Regulation?

- Yes    No

(503) Indicate the relevant section or page number from the SIPP where information concerning ESG factors is disclosed:

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**Part 6: Certification. This part must be completed for all filings.**

(601) Registration number

(602) Name of registered plan

(603) Name of administrator

(604) Dated on (yyyy/mm/dd)

(605) I certify that:

- a) I am the authorized representative of the administrator of the pension plan or agent of the administrator;
- b) The information contained in this Statement of Investment Policies and Procedures Information Summary is true, accurate and complete to the best of my knowledge and belief;
- c) The statement of investment policies and procedures being filed with this form complies with the requirements of the *Pension Benefits Act (Ontario)* and Regulation 909; and
- d) The terms and provisions of the statement of investment policies and procedures being filed with this form are consistent with the investment requirements set out in Schedule III to the *Pension Benefits Standards Regulations, 1985*, as modified in sections 47.8 and 79 of Regulation 909 of the *Pension Benefits Act (Ontario)*.

(606) Full name of the authorized representative of the administrator or administrator's agent

(607) Title of the authorized representative of the administrator or administrator's agent

(608) Employer of the authorized representative

(609) Telephone number

(610) E-mail address

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