

Capital Pension Plan

Introduction for New Employees



The Capital Pension Plan is a multi-employer pension plan designed to provide its members with a uniform method to systematically save for retirement. The Capital Pension Plan is administered by the Capital Pension & Benefits Administration, a division of Crown Investments Corporation of Saskatchewan.

How does the Plan work?

The Capital Pension Plan is a defined contribution (money purchase) pension plan. Each member holds an individual account with the Plan. Your employer deducts contributions from your pay (i.e. employee required contributions) and remits them to the Plan for deposit in your account. Your employer also makes contributions to your account on your behalf (i.e. employer required contributions). Contributions are invested to provide investment earnings over time. At retirement, you use the money accumulated in your account to provide retirement income.

Employee and employer required contributions are calculated as a percentage of your regular earnings. The contribution percentage is set by the employer. The employer contribution percentage must be at least equal to the employee contribution percentage.

Contributions are subject to the annual maximum contribution limit that is set in the *Income Tax Act* (Canada) and will impact your RRSP contribution room for the following year.

After you have completed a specified period of service with your employer, you become vested in the Plan. Once vested, you become unconditionally entitled to the employer contributions in your account. The vesting period cannot be longer than 2 years. Once you are vested, required contributions, plus investment earnings on such contributions become locked-in and cannot be withdrawn until retirement.

Your human resource/payroll branch will be able to provide information your contribution percentages and vesting period.

Employee Contribution Percentage	
Employer Contribution Percentage	
Vesting Period	



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How are contributions invested?

The Capital Pension Plan administers two investment funds. The Diversified Fund is the Plan's default investment option. The investment objective of the Diversified Fund is to provide long-term equity growth. The Fund contains a mix of asset types including equities (i.e. stocks) bonds, real estate and short-term investments. If you are more than five (5) years away from retirement, the Diversified Fund is your only investment option within the Plan.

The Pre-Retirement Fund is available to Plan members who are within five (5) years of their earliest possible retirement date. The Pre-Retirement Fund holds money-market investments solely and is designed to preserve capital in the short-term.

Details about the Diversified Fund and Pre-Retirement Fund are available on the Plan's website at www.capitalpension.com or by contacting the Plan directly.

Where can I get more information about the Plan?

Once you are enrolled, you will receive a Member Booklet that provides more details about the Capital Pension Plan.

Each year (usually in early February) you will receive an annual statement that provides information about your account with the Plan. You will also receive periodic newsletters (the Capital Report) that provide up to date information about the Plan, pensions in general and other related topics. Newsletters are mailed to your last address on file with the Plan.

You can also stay informed about the Plan by visiting our website at www.capitalpension.com. All Plan forms, information circulars and investment performance information is available on the website.

What are my responsibilities?

Since the Plan sends periodic information directly to you, it is up to you to inform the Plan administration of any address changes you may have.

It is also your responsibility to ensure that you become familiar with the Plan and the information available to ensure your choices and decisions meet your personal needs. The Capital Pension Plan administration staff can provide general information and can explain the pros and cons of various decisions. The Plan cannot provide personalized advice. It is recommended that you seek the guidance of an appropriately qualified individual if you require assistance.

How do I contact the Plan?

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