

Do you know your plan responsibilities?

Your employer has provided this Group Retirement Plan to help you save for your retirement, but

You, your Employer and the Carrier all have responsibilities in this plan. You play a very important role as a member. Your future financial security and well being is ultimately your responsibility. Your understanding and responding to the following list of responsibilities can help to ensure that you will be satisfied with the results you generate in the plan.

YOUR RESPONSIBILITIES AS A PLAN MEMBER

General

Understanding:

- Retirement savings - Goals and needs;
- Retirement arrangements and the benefit choices provided;
- Resources to assist in your retirement planning;
- The necessity to attend seminars that are offered and seek information from other sources, such as newspapers, books, magazines and financial advisors.
- Knowing who to contact & asking questions if you do not understand any aspect of the Plan.

Contributions and Investments

Regularly review and reconsider:

- The level of contributions that you make into the plan;
- Understanding your personal tolerance for risk, your time horizon and your overall savings goals.
- You're responsibility for the investment of the funds and the earnings thereon.
- You're responsibility for periodically reviewing your plan investment strategy and making changes.
- Information that the employer provides to assist you should not be considered investment advice.
- To see a qualified independent financial advisor.

Personal Information

You are responsible for providing accurate personal information.

- You should file personal information updates and review your annual statement and notify the Carrier of any errors.

Retirement Benefits

You are responsible for determining the amount of funds you will require at your retirement. Information and a forecasting tool for the plan are available to help you determine approximately how much you may receive depending on the amount of funds you have accumulated.

THE EMPLOYER'S RESPONSIBILITIES AS THE PLAN SPONSOR

Your employer acts as an intermediary between the fund providers and all the members. This does not guarantee the return on investments chosen within this Group Retirement Plan. They are also responsible (with the professional assistance of Morneau Shepell Ltd) for:

- Selecting Investment Managers
- Selecting Funds
- Selecting the record keeper
- Monitoring the plan
- Providing education

THE CARRIER'S RESPONSIBILITIES AS THE RECORD KEEPER

- Maintaining member files & processing transactions on member accounts
- Preparing statements
- Developing tools
- Tracking your investments
- Distributing annual tax slips
- Responding to member questions (via the Call Centre)