

RBC Group Financial Services

Capital Accumulation Plan Guidelines Checklist

As your service provider, RBC Group Financial Services (GFS) is dedicated to helping your business meet the Capital Accumulation Plan (CAP) Guidelines. Reviewing your plan against the Guidelines is a key step to ensuring its compliance. To document your plan’s CAP Guideline reviews, simply check off each requirement listed when you are satisfied it has been met. If you have any questions or need assistance, your GFS relationship manager is available to help.

YOUR CAP GUIDELINES REQUIREMENTS	REVIEWED	DATE DD/MM/YY	NOTES
SECTION 1: Introduction 1.0 Clearly document all decisions about establishing and maintaining the plan.			
SECTION 2: Plan Set-Up			
2.1.1 Clearly define and document the plan’s purpose.			
2.1.3 Select service providers according to specific criteria, including your needs and their expertise.			
2.2.1 Select investment options suitable to your plan.			
2.2.2 Ensure investment funds available are suitable to your plan.			
2.2.3 Provide and describe transfer options for members.			
2.2.4 Establish a default policy for members who fail to make an investment choice.			
2.3 Set a records maintenance and document retention policy.			
SECTION 3: Advice and Decision-Making Tools			
3.0 Review the cost of providing decision-making tools to ensure there is no disincentive for members’ use.			
3.1 Consider members’ location, diversity and their access to computers and Internet when choosing tools.			
3.2 Provide members with investment information and educational tools.			
3.3 Provide members with decision-making tools.			
3.4 Consider recommending investment advice to your members through your service provider.			
3.4.1 Evaluate service providers who provide investment advice according to your needs, and their qualifications.			

You can access a copy of the Guidelines for Capital Accumulation Plans at: www.jointforum-forumconjoint.ca.



YOUR CAP GUIDELINES REQUIREMENTS	REVIEWED	DATE DD/MM/YY	NOTES
SECTION 4: Introducing the CAP to Members			
4.0 Describe the purpose of the plan and how it works.			
4.1.1 Describe: the plan, its features, the members' options and defaults should they fail to make a choice.			
4.1.2 Inform members of their rights and responsibilities.			
4.2 Detail investment options available.			
4.2.1 Provide members with specific information for each investment fund available.			
4.2.2 If offering employer or related securities, provide specific information on those securities.			
4.3 Detail transfer options, including all potential costs.			
4.4 Describe potential costs related to each aspect of the plan.			
4.5 Inform members about where they can find more information.			
SECTION 5: Ongoing Communication			
5.1 Provide a statement of account to members at least annually.			
5.2 Provide access to additional investment and plan information as needed and required.			
5.2.2 Notify members of changes to the plan or investment options.			
5.2.3 If an investment option is added or removed, inform			
5.2.4 members about their new choices.			
5.3 Provide performance reports for each fund to members at least annually.			
SECTION 6: Plan Maintenance			
6.1 Set criteria and review service providers (at least annually).			
6.2 Set criteria and review service providers who provide investment advice.			
6.3 Set criteria and review investment options.			
6.4 Review how well records are being kept.			
6.5 Review decision-making tools.			
SECTION 7: Ending the Plan			
7.1.1 Inform members of all options, the consequences of a failure to make a choice, and the impact on their assets.			
7.2.1 If members withdraw from the plan, inform them of their options, and the consequences if they fail to act.			

This checklist is a general overview of the subject matter and cannot be regarded as legal advice. The Guidelines for Capital Accumulation Plans (CAPs) were released on May 28, 2004 by the Joint Forum of Financial Market Regulators. Regulators expect plan sponsors (or the financial institution retained by the CAP Sponsor) to ensure CAPs are compliant with CAP Guidelines.



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