



Group Retirement Solutions

Guide to Completing the Plan Design Template “About Your Group RRSP”

Manulife handles the day-to-day administration of your plan, but determining the plan’s rules is up to you. To help you, we’ve created a template for a document called *About Your Group RRSP*, and this guide will walk you through the decisions you’ll need to make.

When choosing responses to complete your plan rules, **you do not need to use the examples we have provided**. We’ve included them because they represent the most common choices for Group RRSP plan design.

Purpose of the Plan Design Template

For you, the Plan Design Template is an easy way to design and document your Manulife FutureStep Group RRSP plan rules. **For your employees**, the *About Your Group RRSP* document is a ready-to-print resource that gives them a concise yet thorough summary of their plan.

How to fill out the Plan Design Template

Simply remove the information that does not apply to your plan design (along with any instructional text) and fill in the blanks. You will be left with the design rules that apply to your plan. You can add your company logo or branding to your completed template.

What to do with the completed Plan Design Template

Once you’ve finalized your Plan Design Template, you need to **ensure your employees receive a copy** so they are aware of the rules that apply to the plan:

- Email a copy of the completed *About Your Group RRSP* to your employees, or provide them with a hard copy
- Insert a copy in the employee enrolment kit before giving it to your employees, or
- Give a copy to new employees when they are hired.

Changing your Plan Design

You can change your plan design at any time, but it’s a good idea to inform your employees in advance. However, a change to an employee deduction requires the employee’s authorization. We suggest you review your plan design periodically, especially as your company grows or changes.

Plan Rules that Differ by Employee Classes

You can set different plan rules for different employee classes, such as management vs. non-management employees. You only need to do this if you plan on having different rules for different groups of employees.

Please note that in Manulife’s online reports, and when you submit contributions to the plan to Manulife, everyone in your company will be shown together.

On the Plan Design Template:

- **If you do not have different employee classes**, enter the word “all” in the blank space so that the first sentence reads “Here are the rules in place for all employees.”
- **If you do choose to have different employee classes**, we suggest you complete a separate template for each group. In the first sentence, instead of using “all” before the word “employees”, insert the appropriate employee class name instead. The sentence would read: “Here are the rules in place for [name of group] employees.”

Let's Get Started...

Guide to completing your Plan Design Template

About Your Company Group RRSP Plan

Section of Plan Design Template (written from your employees' point of view)	Tips on Completing this Section of the Plan Design Template
Who is eligible to join this Group RRSP?	<p>We suggest you use the wording provided in the Plan Design Template to answer this question.</p> <p>The plan rules are only given to employees who are eligible to join the Group RRSP, and spousal RRSPs are always allowed under the FutureStep Group RRSP.</p>
When do I become eligible?	<p>You decide when employees are eligible to join the Group RRSP.</p> <p>Things to consider</p> <ul style="list-style-type: none">■ Generally, employees are eligible to join a Group RRSP immediately or within their first two years of employment.■ If you have more than one employee class (such as management vs. non-management) you can establish separate eligibility requirements for each.
Do I have to join the Group RRSP?	<p>We suggest you use the wording provided in the Plan Design Template to answer this question.</p> <p>This is a voluntary Group RRSP, meaning employees choose to join once they have met the eligibility requirements.</p>
Who will contribute to this Group RRSP?	<p>You decide the rules for those contributions that will be remitted using payroll deduction. This is known as your plan's contribution formula.</p> <p>We've created some common contribution formula options and suggestions in the Plan Design Template for you to consider. Fill in the blanks, and delete what isn't applicable to your group.</p> <p>Things to consider</p> <ul style="list-style-type: none">■ First decide who will contribute to your Group RRSP<ul style="list-style-type: none">- Will both you and your employees contribute? Then use OPTION A and delete OPTIONS B and C- Will only employees contribute? Then use OPTION B and delete OPTIONS A and C- Will only you contribute? Then use OPTION C and delete OPTIONS A and B■ Generally, Group RRSP contributions are based on:<ul style="list-style-type: none">- a percentage of each employee's earnings (such as 5% of earnings), or- a flat dollar amount (such as \$150.00)■ If you allow employees to select their own amounts or percentages, you'll need to have a process in place for them to instruct you on how much they want to contribute, and to change their amount at a later date. You can use the Sample Payroll Deduction Authorization Form.■ If you have more than one employee class (such as management vs. non-management) you can establish separate contribution formulas for each.■ If you will be making contributions to this Group RRSP (including ones to match employees' contributions), you can choose when your contributions will start. For example, you can choose to match employees' contributions after six months of employment.

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How are 'earnings' defined?	You decide the definition of earnings on which contributions are based. For example, the contribution could be 5% of earnings that include annual bonuses or 5% of earnings that exclude bonuses. We've included a sample definition on the Plan Design Template for you to consider.
May I make additional contributions throughout the year?	We suggest you use the wording provided in the Plan Design Template to answer this question. Regardless of the contribution formula, employees are always allowed to make voluntary contributions (meaning lump-sum contributions not made through payroll). Members do online this by selecting ' Make a lump-sum contribution ' on the secure member website.
May I withdraw money from this RRSP?	RRSP withdrawals by the sponsor's employees may be controlled, to a certain extent, if the sponsor chooses to include withdrawal restrictions as a condition of employment in its employment contracts with employees. The sponsor should seek legal advice in this regard. There are exceptions to this, namely withdrawals made under the Lifelong Learning Plan or Home Buyers' Plan, and withdrawals of voluntary contributions made by employees. Regardless of what rules you place on the Group RRSP, members should understand that if they make a withdrawal from their RRSP (with the exception of Home Buyers' Plan or Lifelong Learning Plan) they lose the tax deferral benefit they gained when they originally contributed that money. Plus, their RRSP contribution room is not restored for the amount withdrawn.
How do I enroll?	We suggest you use the wording provided in the Plan Design Template to answer this question. After you submit your online application to us, we'll set up your plan on our system. When your policy is established, we'll send you a welcome letter in the mail which will include your Access Code and Policy Number. You can insert the Access Code and Policy Number into this section of the Plan Design Template.
How can my spouse enroll?	We suggest that you use the wording provided in the Plan Design Template to answer this question. Spousal accounts are always allowed. This means that your employee's payroll deduction will be directed to their spouse's Spousal RRSP rather than their own RRSP.

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05/2011

IF YOU HAVE QUESTIONS ABOUT THIS GUIDE OR THE FUTURESTEP GROUP RRSP, PLEASE CONTACT THE CUSTOMER SERVICE CENTRE AT 1-888-713-7788. YOU CAN SPEAK WITH A REPRESENTATIVE FROM MONDAY TO FRIDAY, BETWEEN 8 A.M. AND 6 P.M



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