

Employer *Bulletin*

from the Pension Corporation

To: College Pension Plan employers
Date: September 26, 2005
Topic: Updates to the purchase of service procedures

We have identified some procedures over the past few months that will improve the purchase experience for both employers and plan members.

Date stamp applications

The date the application was received by your office can be critical to allowing or disallowing a purchase because of the purchase deadline dates. The College Pension Plan will deem the purchase of service application to be received on the date it is received by the employer. This policy is in keeping with our goal of maintaining a member-centered focus.

If you are not already doing so, please date stamp all purchase of service applications you receive from your plan members.

Multiple general leave requests on one application

We have received several inquiries asking if employers can list multiple leaves on one application form. General leaves that occur during the same reporting segment (September to December or January to August) can be listed on one application. Attach details of dates and service for each leave. We will combine the periods of service and provide one statement of cost to the plan member.

Please use separate application forms when reporting multiple general leaves that occur in different reporting segments.

Over...

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This publication provides general information about the pension plan and is based on the relevant plan documents (statutes, regulations and rules). If there is a discrepancy between this publication and the plan documents, the plan documents will apply.