



CEDA CANADIAN RETIREMENT SAVINGS PLAN AT A GLANCE

Defined Contribution Pension Plan (DCPP)			
Purpose	To assist in saving for retirement		
Eligibility	All permanent non-union and long term rotational employees to age 71 Enrollment date as per offer letter <i>Participation is voluntary.</i>		
Contributions	Completed <u>Service</u> Up to 2 years 2 years 3 years > 4 years	% of Base Earnings <u>Employee</u> 2% 3% 4% 5%	<u>Employer</u> 2% 3% 4% 5%
	• Rate of contributions automatically increases on your anniversary date • Additional voluntary contributions to the DCPP are not allowed (see RRSP) • Contributions are tax deductible and are subject to CRA maximums • Employees may choose to suspend then restart contributions at any time • Contributions are calculated on regular earnings only		
Employer Matching	The above contributions are 100% matched by the Company		
Suspending Contributions	You can choose to suspend your pension contributions by completing the “Authorization to Suspend Contributions” form. You can re-activate contributions at a later date.		
Vesting	Vesting is immediate - you have full vested rights to the account balance including your contributions and those made by the Company		
Withdrawals	While you are employed, withdrawals from the DCPP are not allowed		
Locking In	As per legislation, all employee and employer contributions are locked upon vesting. Locking-in means that the assets must be used to provide a retirement income and are not available in cash.		
Default Investment Fund	If investments funds are not specified by the employee on the enrollment form, contributions will be deposited in the default investment fund. The default fund is the Milestone Fund closest to the employee's 65 th birthday.		

Registered Retirement Savings Plan (RRSP)	
Purpose	To assist in saving for retirement
Eligibility	All permanent non-union and long term rotational employees. Enrollment date as per offer letter <i>Participation is voluntary.</i>
Contributions	• You can make regular contributions via payroll deduction or lump sum payment(s) directly to Manulife • All contributions are subject to CRA maximums, which you are responsible for monitoring • You can contribute in your name and/or on behalf of your spouse • Contributions made to the RRSP are tax deductible and are not matched by the Company • Contributions are not subject to vesting or locking in • Contributions are calculated on regular earnings only
Withdrawals	• You may withdraw your funds at any time, either in cash or as a transfer to another registered plan • Amounts taken in cash are subject to immediate tax withholding and reported as income • Manulife may charge an administration fee

Tax Free Saving Account (TFSA)	
Purpose	To assist you in saving for your financial goals
Eligibility	All permanent non-union and long term rotational employees. Enrollment date as per offer letter <i>Participation is voluntary.</i>
Contributions	• You can make regular contributions via payroll deduction, or lump sum payment(s) directly to Manulife • All contributions are subject to CRA maximums, which you are responsible for monitoring • Contributions to the TFSA are not tax-deductible and are not matched by the Company • Contributions are not subject to vesting or locking in • Contributions are calculated on regular earnings only
Withdrawals	• You may withdraw your funds at any time, either in cash, or as a transfer to another TFSA • Withdrawals create contribution room for the following year • Tax is not withheld on withdrawals • Manulife may charge an administration fee

> Contact CEDA Benefits for enrollment forms or online link or,
> Enrolment forms are also available on oneCEDA under Employee Toolkit – Group Benefit & Retirement Savings Plans

Questions:
Contact Manulife Financial at 1-888-727-7766

or CEDA Benefits at 403-218-2436 or
benefits@cedagroup.com.