



# Mackenzie group plans

ADVISOR GUIDE



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# The group savings plan opportunity

The group plan business has unique attributes that can provide impressive benefits, including:

## 1 Access to the high-net-worth (HNW) market

Many small business owners are in the high-net-worth category.

## 2 Tremendous cross-selling opportunities

Payroll deductions are just the start. For every \$1 in cash flow that goes through payroll deduction, there is a cross-selling opportunity for an additional \$5 to \$7 in additional business.

## 3 Annuitize your business

Once a group plan is set up, it provides steady monthly income. All contributions are new money.

## 4 High retention of assets

Group plan assets tend to be “sticky assets”; client retention is higher than for individual accounts. Group plan members tend to be savers and stay invested through all types of markets.

## 5 Daytime activity

Group business is typically a nine-to-five business. Meetings with both employers and employees are typically held at the sponsor’s place of business.

### GROUP PLANS BY THE NUMBERS

**1.15M**

small businesses in Canada\*

over

**\$208B**

in assets\*\*

only

**2%**

of advisors are active in the group retirement market\*\*\*

\*Source: Statistics Canada

\*\*Source: Benefits Canada

\*\*\*Source: Mackenzie Investments



# Group plans case study



## All potential cross-selling opportunities





# Mackenzie's proven partnership

By combining the personal financial planning services of a financial advisor with the respected investment management and record keeping services of Mackenzie Investments, plan sponsors and members reap the benefits of top-quality service and products.

## Our commitment



Investment management  
and record keeping



Comprehensive  
reporting



Preparation of  
government filings



Sales  
support



Marketing  
support

Our dedicated [Mackenzie Group Plans microsite](#) is available now.

## Advisor commitment

Provide information, communication and education to plan members and direction to plan sponsors.

## The role of the trustee

B2B Trustco, a federally regulated trust company, is the trustee of Mackenzie group plans. The trustee appoints Mackenzie Investments as its agent to provide services to group plans many of which are the same services described above. These include:

- Applying to Canada Revenue Agency for registration of certain types of group plans
- Custody of Mackenzie mutual fund securities
- Client reporting, including account statements and tax reporting



# How to get started with Mackenzie Group Plans



## 1 The group plans opportunity

Meet with the Mackenzie Group Plans Sales Team to learn more about the opportunity.

Review our advisor guide to group plans to learn about the types of plans we offer.



## 2 Prospecting for clients

Existing clients who own businesses are an excellent place to start.

Approach companies with a minimum of three employees. The best prospects have low turnover, high incomes and employees located in a single location.



## 3 Prospecting for clients

- How many employees?
- How many locations? Where?
- What is the company's strategy for attracting and retaining top talent?
- Will the company also contribute?



## 4 Contact Mackenzie Group Plans Sales Team

Discuss the opportunity and review recommendations.



## 5 Schedule fact-finding meeting with the company decision-maker

Use the Mackenzie Group Plans fact-finding questionnaire to navigate through the conversations.

The Mackenzie Group Plans Sales Team is available to participate in a decision-maker meeting to present the solutions and discuss the implementation process.



## 6 Plan opening procedure

- Complete the plan sponsor set-up form.
- Select how to initiate contributions
- Notify employees with written communication and/or employee seminar.
- Schedule and enroll each of the employees.

Check our microsite or contact the group sales team for required paperwork and assistance.



## 7 Follow-up and maintenance of the plan

Confirm with the company the desired frequency of follow-up meetings, including the employees.

In consultation with the employer, determine how the company will communicate changes to the plan, including current employees, new hires and terminated employees.



# Types of retirement plans

## Group Registered Retirement Savings Plan (Group RRSP)

- A collection of individual RRSPs where members (employees) make contributions through payroll deductions.
- The member realizes instant tax savings because the contribution is deducted from earnings before tax is calculated.

## Deferred Profit-Sharing Plan (DPSP)

- A DPSP is a means to share company profits.
- It can be used on its own or as a supplement to a Group RRSP.

## Defined Contribution Registered Pension Plan (DCRPP pension plan)

- The contributions to a DCRPP are defined, whereas the benefit at retirement is not.
- Benefits are dependent on the amount of contributions and the growth of the fund.
- Legislation requires the plan sponsor to contribute to a DCRPP.

## Individual Pension Plan (IPP)

- A defined benefit pension plan designed to provide an individual with a steady stream of income in retirement.
- It allows for enhanced tax relief and increased pension benefits above and beyond those available through an RRSP.
- IPPs are suitable for key executives, self-employed professionals or entrepreneurs.



## TYPES OF RETIREMENT PLANS

	Group Registered Retirement Savings Plan (Group RRSP)	Deferred Profit-Sharing Plan (DPSP)	Defined Contribution Registered Pension Plan (DCRPP pension plan)	Individual Pension Plan (IPP)
<b>Plan Sponsor (employer) contributions</b>	<ul style="list-style-type: none"> <li>✓ Not locked-in</li> <li>✓ Cannot exceed individual's personal RRSP limit</li> <li>✓ Deductible expense for the plan sponsor</li> </ul>	<ul style="list-style-type: none"> <li>✓ Only plan sponsor contributions are permitted</li> <li>✓ Creates a Pension Adjustment (PA)</li> </ul>	<ul style="list-style-type: none"> <li>✓ After contributions vest, all monies are locked-in</li> <li>✓ Creates a Pension Adjustment (PA)</li> </ul>	<p>Key parameters:</p> <ul style="list-style-type: none"> <li>✓ Holder should be 40+ years old</li> <li>✓ Have already maximized RRSP contribution (not required)</li> <li>✓ Earn \$100k+</li> <li>✓ Be an employee of an incorporated company</li> </ul> <p>Mackenzie Investments facilitates the set-up of IPPs with a third party IPP administrator and does not directly support Individual Pension Plans.</p>
<b>Minimum contribution</b>	No	No	1% of pensionable earnings	
<b>Subject to payroll taxes</b>	Yes	No	No	
<b>Vesting period</b>	Vests immediately	Vesting period of up to two years based on service or plan membership	Vests immediately (Most provinces)	
<b>Set-up costs</b>	No set-up costs	One-time set up fee may apply	One-time set up fee may apply	
<b>Restrictions on withdrawals &amp; redemptions</b>	Optional	Can be restricted to termination, death, and retirement	No redemptions allowed	



# Supplementary group savings accounts & plans

## Group Tax Free Savings Account (TFSA)

- Contributions are deducted after tax from payroll and are not tax deductible, but investment returns earned in a TFSA are not taxed, even when withdrawn
- Withdrawals are tax free and funds can be used for any purpose
- Unused contribution room can be carried forward to future years

## Group Non-Registered Payroll Savings Plan

- Contributions are deducted after tax from payroll and invested in a suitable Mackenzie Mutual Fund
- The member's savings are always accessible and have the potential to grow considerably faster than they would in a traditional savings account

## Group Registered Education Savings Plan (Group RESP)

- A popular way for members to save for their children's education.
- Contributions are deducted after tax from payroll and are not tax deductible, but the investment grows tax free until the beneficiary withdraws the funds for post-secondary education.

For details regarding each of these accounts and setups, please [view our website](#).



# Group plans set up – Group RRSP

Access fillable applications and forms [here](#).

Setting up a new group RRSP or transferring an existing group RRSP to Mackenzie

## 1 Initial set-up

- Order the **plan sponsor set-up kit for Group RRSP**
- Have the plan sponsor (employer) complete the **Group RRSP set-up form**
- Forward the completed form to Mackenzie

\*The minimum number of members to open a new plan is **three**.

## 2 Notify members

- Distribute **a notice, on company letterhead**, of the implementation of a Group RRSP or of change in recordkeeper and trustee to all plan members (employees)

\***Time** and **date** of the information seminar should also be included (refer to sample letter in appendix).

## 3 Member enrolment

- Order **Group RRSP member kits**
- Have each member complete the **Member Application Form** (suggested to be completed in a group session for larger cases)
- Complete your firm's **Know Your Client Form**
- Give each member a copy of the **relevant fund facts**.

\*Send **Plan Sponsor Set-up Form** and **Member Application Form to Mackenzie Investments** prior to **first remittance**.

For transferring an existing Group RRSP to Mackenzie, these following steps should be taken as well

## 1 Notifying existing carrier

- The plan sponsor to send **a letter** to the current trustee (refer to sample letter in appendix).
- Complete a **Registered Plan Transfer Form** for each member to transfer the assets to Mackenzie Investments and forward to the relinquishing trustee.

\*When transferring an insurance company plan, a bulk transfer may be requested. No individual TARI forms will be required.

## 2 Transfer of assets

- The existing assets will be transferred directly from the **current trustee/administrator** to **Mackenzie Investments** for deposit.
- The **remittances from the plan sponsor** will be sent directly to **Mackenzie Investments**.



# Group plans set up – Deferred Profit-Sharing Plan (DPSP)

Access fillable applications and forms [here](#).

Setting up a new Deferred Profit-Sharing Plan (DPSP) or transferring an existing DPSP to Mackenzie

1 Initial set-up	2 Notify members	3 Filing process	4 Member enrolment
<ul style="list-style-type: none"> <li>Order the <b>plan sponsor set-up kit for DPSP</b></li> <li>Have the plan sponsor (employer) complete the <b>DPSP set-up form</b></li> <li>Forward the completed form to Mackenzie</li> </ul> <p>*The minimum number of members to open a new plan is <b>three</b>.</p> <p>* For <b>transfers only</b>: Include a copy of the <b>existing Plan Document, Trust Agreement or Insurance Contract</b> and the <b>latest plan financial statement</b>.</p>	<ul style="list-style-type: none"> <li>Distribute <b>a notice, on company letterhead</b>, of the implementation of a DPSP or of change in recordkeeper and trustee to all plan members (employees)</li> </ul> <p>*<b>Time</b> and <b>date</b> of the information seminar should also be included (refer to sample letter in appendix).</p>	<ul style="list-style-type: none"> <li>New DPSP: Three copies of the <b>plan document, trust agreement, resolution</b> and one copy of the <b>T2214 Canada Revenue Agency DPSP Registration Form</b> will be sent to the financial advisor to have signed by the plan sponsor, along with <b>the member booklet with Plan Specific Terms, and the billing</b> for the one-time DPSP set-up fee.</li> <li>DPSP transfer: Three copies of the <b>updated plan document, trust agreement</b> and <b>amended resolution</b> will be sent to the plan sponsor for signing.</li> <li>Return signed documents to Mackenzie Investments</li> </ul> <p>* Mackenzie Investments will be unable to invest any money into the DPSP until the <b>Trust Agreement has been signed by B2B Trustco</b> and <b>all the documents have been filed with CRA</b>.</p>	<ul style="list-style-type: none"> <li>Order <b>DPSP or Group RDSP &amp; RRSP member kits if a combo plan</b></li> <li>Have each member complete the <b>Member Application Form</b> (suggested to be completed in a group session for larger cases)</li> <li>Complete your firm’s <b>Know Your Client Form</b></li> <li>Give each member a copy of the <b>relevant fund facts</b>.</li> </ul> <p>*Send <b>Plan Sponsor Set-up Form</b> and Member Application Form to Mackenzie Investments prior to <b>first remittance</b>.</p>

For transferring an existing DPSP to Mackenzie, the following step should be taken as well

1 Transfer of assets
<ul style="list-style-type: none"> <li>The existing assets will be transferred directly from the <b>current trustee/administrator to Mackenzie Investments</b> for deposit.</li> <li>The <b>remittances from the plan sponsor</b> will be sent directly to <b>Mackenzie Investments</b>.</li> </ul>



# Group plans set up – Defined Contribution Registered Pension Plan (DCRPP)

Access fillable applications and forms [here](#).

Setting up a new Deferred Profit-Sharing Plan (DPSP) or transferring an existing DPSP to Mackenzie

## 1 Initial set-up

- Order the **plan sponsor set-up kit for DCRPP**
- Have the plan sponsor (employer) complete the **DCRPP set-up form**
- Forward the completed form to Mackenzie

\*The minimum number of members to open a new plan is **three**.

## 2 Notify members

- Distribute a **notice, on company letterhead**, of the implementation of a DPSP or of change in recordkeeper and trustee to all plan members (employees)

\***Time** and **date** of the information seminar should also be included (refer to sample letter in appendix).

## 3 Filing process

- New DCRPP: Four copies of the **plan document, trust agreement, resolution, Statement of Policies and Procedures (SIP & P)**, and one copy of **CRA and provincial regulator forms** will be sent to the financial advisor to have signed by the plan sponsor, along with the **DCRPP Investment Options booklet and member booklet with Plan Specific Terms insert**.
- DPSP transfer: A new or amended **plan document, trust agreement, an amended resolution, Statement of Investment Policies and Procedures (SIP & P), DCRPP Investment Options booklet, member booklet with Plan Specific Terms insert, Application to Amend a Registered Pension Plan (T920)** and the **applicable pension authority form** will be prepared by Mackenzie.
- Return signed documents to Mackenzie Investments
- Mackenzie Investments will be unable to invest any money into the DPSP until the **Trust Agreement has been signed by B2B Trustco and all the documents have been filed with CRA**.

## 4 Member enrolment

- Order **DCRPP member kits**
  - Have each member complete the **DCPP Member Application Form** (suggested to be completed in a group session for larger cases)
  - Complete your firm's **Know Your Client Form**
  - Give each member a copy of the **relevant fund facts**.
- \*All member enrolment forms must have Section 7 authorized by the plan sponsor. The Employer must also complete the dates of hire and plan entry. Send **Plan Sponsor Set-up Form** and **Member Application Form** to Mackenzie Investments prior to **first remittance**.

For transferring an existing DPSP to Mackenzie, the following step should be taken as well.

## 1 Transfer of assets

- The existing assets will be transferred directly from the **current trustee/administrator** to **Mackenzie Investments** for deposit.
- The **remittances from the plan sponsor** will be sent directly to **Mackenzie Investments**.



# Contributions options

## Contributions/transfers

The existing assets will then be transferred directly from the current trustee/administrator to Mackenzie Investments for deposit. The remittances from the plan sponsor will be sent directly to Mackenzie Investments.

### Choose how to remit contributions:

- 1 By mail (default). Employers may choose to send us regular cheques by mail along with the contribution list. Pre-printed lists are sent to employers directly with postage paid return envelopes.
- 2 Electronic remittance (CCP deposits) – three options are available.
  - a. Interactive voice response (IVR)
  - b. Wire transfer/Electronic fund transfer (EFT)
  - c. Direct deposit

In all cases a listing is electronically sent to Mackenzie.

Please call your Mackenzie Group Plans Sales team or the Group Plan Support Team for details or to receive your approved Excel spread sheet. Some restrictions may apply.

The remittances from the plan sponsor will be sent directly to Mackenzie Investments.

**\*\*All correspondence should be sent to:**



Group Plans Administration  
180 Queen Street West Toronto,  
ON M5V 3K1

**Email:** [groupadmin@mackenzieinvestments.com](mailto:groupadmin@mackenzieinvestments.com)  
**Fax:** 1-866-766-6623

**Should you have questions please contact the Mackenzie Group Plans Sales and Marketing Team at 416-967-2077 or toll free at 1-888-653-7070 ext. 2077**



# Sample Letters

## Memo to employees for a new group RRSP, DPSP or DCRPP



BE INVESTED

<<**SMART COMPANY LTD. LETTERHEAD**>>

From: Smart Company Inc. Management  
To: All Employees of Smart Company Inc.  
Date: <<**Date**>>  
Subject: Group RRSP/DCRPP/DPSP

In an effort to better improve the quality of services to both employees and management <<**Smart Company**>> has decided to establish a <<**Group RRSP/DCRPP/DPSP**>>. The organizations we have selected to handle our plan are as follows:

<<**Best Financial Advisors Inc.**>>: An independent firm of financial advisors.

<<**Best Financial Advisors**>> focuses on providing the personal retirement planning and investment counselling services most individuals need to start and maintain a regular savings program together with a prudently diversified investment strategy.

Mackenzie Investments: One of Canada's leading mutual fund companies. Mackenzie Investments will be the investment manager and record-keeper for the <<**Group RRSP/DCRPP/DPSP**>>.

<<**Ben A. Fitts**>> of <<**Best Financial Advisors**>> will be presenting on <<**Date/Time**>>, when he/she will distribute enrolment kits and explain the details of our <<**Group RRSP/DCRPP/DPSP**>> program.

We look forward to seeing you there.

Regards,  
<<**Management**>>



## SAMPLE LETTERS

### Sample letter to relinquishing carrier

Transferring an existing group RRSP to  
Mackenzie Investments



BE **INVEST+ED**

<<**SMART COMPANY LTD. LETTERHEAD**>>

<<**DATE**>>

<<**EXISTING CARRIER**>>

<<**ADDRESS**>>

Dear Sir/Madam

<<**SMART COMPANY LTD.**>>

Please accept this letter as confirmation that Mackenzie Investments will administer the above group RRSP as of <<**DATE**>>.

Please proceed in transferring all assets under the plan along with a breakdown of each member's funds to the attention of Mackenzie Investments at 180 Queen Street West, Toronto, ON M5V 3K1. Attention: Group Plans Administration Department.

If you have any questions or concerns, please feel free to contact me directly.

Sincerely,

<<**NAME**>>

<<**TITLE**>>



## SAMPLE LETTERS

### Sample letter to relinquishing carrier

Transferring an existing deferred profit sharing plan (DPSP) to Mackenzie Investments



BE **INVEST**ED

<<**SMART COMPANY LTD. LETTERHEAD**>>

<<**DATE**>>

<<**EXISTING CARRIER**>>

<<**ADDRESS**>>

Dear Sir/Madam

Re: Deferred profit sharing plan for <<**SMART COMPANY LTD.**>>

Canada Revenue Agency Registration <<**0212120**>>

Please let this letter serve as notice that we will be terminating our above cited policy effective <<**Date**>> and no further contributions will be permitted after this date.

Please accept this letter as our confirmation that Mackenzie Investments and B2B Trustco have agreed to continue to assist in the administration of the above-noted deferred profit sharing plan under the existing Canada Revenue Agency (“CRA”) registration number.

Mackenzie Investments will be providing you with an undertaking to this effect in the near future.

As this is a continuing deferred profit sharing plan and the only change is a change in the carrier and trustee, please proceed in transferring all assets in the plan along with a breakdown of each member’s funds, to the attention of the Group Plans Administration Department, Mackenzie Investments, 180 Queen Street West, Toronto, ON, M5V 3K1.

An amendment to the plan is currently being prepared by Mackenzie Investments and will be submitted to CRA with the appropriate Resolution, Trust Agreement or other documentation that may be required by CRA.

We authorize Mackenzie Investments Pension Analyst to contact you regarding the above noted plan.

If you have any questions or concerns, please feel free to contact me directly.

Sincerely,

<<**NAME**>>

<<**TITLE**>>

cc: Pension Analyst, Mackenzie Investments



## SAMPLE LETTERS

### Sample letter to relinquishing carrier

Transferring an existing Defined Contribution Registered Pension plan (DCRPP) to Mackenzie Investments



BE **INVEST**ED

<< **SMART COMPANY LTD. LETTERHEAD** >>

<< **EXISTING CARRIER** >>

<< **ADDRESS** >>

Dear Sir/Madam

<< **SMART COMPANY LTD.** >>

Provincial Registration Number: \_\_\_\_\_

Canada Revenue Agency (CRA) Registration Number: \_\_\_\_\_

Please let this letter serve as notice that we will be terminating our above cited policy effective << **Date** >> and no further contributions will be remitted after this date.

Please proceed in transferring all assets under the plan along with a breakdown of each member's funds, indicating pre and post values to the attention of Mackenzie Investments at 180 Queen Street West, Toronto, ON, M5V 3K1, Attention: Group Plans Administration Department.

This is a change of carrier and trustee only. Mackenzie Investments and B2B Trustco will assist in the administration of the above DCRPP under the same provincial and CRA registration numbers. Please forward a copy of the last executed plan document, all subsequent amendments, the last filed cost certificate and Annual Information Return to the pension officer at Mackenzie Investments.

We authorize Mackenzie Investments Pension Analyst to contact you regarding the above noted DCRPP.

If you have any questions or concerns, please feel free to contact me directly.

Sincerely,

<< **NAME** >>

<< **TITLE** >>

cc: Pension Analyst, Mackenzie Investments



## SAMPLE LETTERS

### Memo to members for a change in carrier and trustee for group RRSP, DPSP or DCRPP



BE **INVEST+ED**

**From:** Smart Company Inc. Management  
**To:** All Employees of Smart Company Inc.  
**Date:** <<Date>>  
**Subject:** Group RRSP/DCRPP/DPSP

In an effort to better improve the quality of services to both members and management,

<<**Smart Company Ltd.**>> has decided to make a change to its existing <<**Group RRSP / DCRPP / DPSP**>>.

The organizations we have selected to handle our plan are as follows:

<<**Best Financial Advisors Inc.**>>: An independent firm of financial advisors.

<<**Best Financial Advisors**>> focuses on providing the personal retirement planning and investment counselling services along with prudently diversified investment strategy.

Mackenzie Investments: One of Canada's leading mutual fund companies. Mackenzie Investments will be the investment manager and record-keeper for the

<<**Group RRSP/ DCRPP/ DPSP**>>.

<<**Ben E. Fitts**>> of <<**Best Financial Advisors**>> will be presenting <<Date>>, when he/ she will distribute enrolment kits and explain the details of our <<**Group RRSP/DCRPP/ DPSP**>> program.

We look forward to seeing you there.

Regards,  
<<**Management**>>



# List of reports available: plan sponsor and advisors

## Plan assets – no member information

### This report shows:

- ✓ Assets within the group by fund
- ✓ Fund name
- ✓ Fund number
- ✓ Market value within each fund
- ✓ Percentage of holdings the fund represents

---

### This report does not show:

- X Any individual member information. It is designed to give an overview of the investments within the group

## Contributions by trade date

### This report shows:

- ✓ Employee and employer contributions broken down by trade date for each member, within a specific time frame (you need to determine the time frame)
- ✓ Member name
- ✓ Member account number
- ✓ Trade date
- ✓ Contribution amount (broken down by employee and employer)
- ✓ Total contribution amount for the group (at the bottom of the report)

---

### This report does not show:

- X Fund(s) the contributions were invested into

## Active group member listing – advisor report

### This report shows:

- ✓ All members associated with a particular group plan with an active account
- ✓ Member name
- ✓ Member account number
- ✓ Dealer cross-reference number, if applicable.
- ✓ Active or Inactive status within the group (Y for Active, N for Inactive)

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### This report does not show:

- X Any inactive accounts, even if associated with the group
- X Any account not associated with the group
- X Any members whose accounts are set up under a different dealer rep code for any reason

## Group plan summary report

### This report shows:

- ✓ Opening market value
- ✓ Total contributions for the period broken down by employee, employer and other
- ✓ Total withdrawals
- ✓ Closing market value
- ✓ Number of members and members added and terminated over the period.)

---

### This report does not show:

- X Market value by fund
- X Contributions by fund



# List of reports available to advisors only

## Plan assets by member\*

### This report shows:

- ✓ Member name
- ✓ Member account number
- ✓ Status within the group (active or Inactive)
- ✓ Fund name and number
- ✓ Market value of each fund, and percentage of the account it makes up
- ✓ Total market value of the account

\*This report is available to the receiving institution or receiving advisor provided that we have the necessary “in good order” documents (i.e., transfer forms).

## Redemptions and transfers

### This report shows (for each member)

- ✓ Account number
- ✓ Client name
- ✓ Trade date of redemption or transfer
- ✓ Gross redemption amount
- ✓ Net redemption amount
- ✓ Total DSC charges

## Restricted units

### This report shows:

- ✓ Number of employer shares per units

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### This report is used for

- ✓ Calculating restricted employer units in restricted GRSP

## Trailcomm report

### This report shows

- ✓ Trailing commission paid for a certain period, broken down by member

To request reports, please call our group plan support team at 1-800-665-0513 or email [groupadmin@mackenzieinvestments.com](mailto:groupadmin@mackenzieinvestments.com).

### If requesting reports by email, please provide the following:

- Name of the report
- Date range (if applicable)
- Group type and number
- Special instructions (if applicable)
- Dealer/rep code



# Mackenzie group plan administrative fees

Plan type		Set up	Transfers/Withdrawal	Annual regulatory fee
Group RRSP		\$0	No Fees	not applicable
DPSP	New plans, no assets and existing plans with under \$10,000 average assets per member and under \$250,000 total assets	\$250	Total plan wind-up: \$10 per member min: \$500	not applicable
DPSP	Existing plans with over \$10,000 average assets per member and a minimum of \$250,000 in total assets	waived	Total plan wind-up: \$10 per member min: \$500	not applicable
DCPP	New plans, no assets and existing plans with under \$20,000 average assets per member and under \$500,000 in total plan assets	\$500	Total plan wind-up: \$20 per member min: \$1,000	Varies per jurisdiction (payable to the Pension Regulator)
DCPP	Existing plans with over \$20,000 average assets per member and a minimum of \$500,000 in total plan assets	waived	Total plan wind-up: \$20 per member min: \$1,000	Varies per jurisdiction (payable to the Pension Regulator)



# Provincial regulatory fees (applicable to DCRPPs only)

Plan type	Set up	Transfers/ withdrawals														
Ontario	\$250 per application	<p>The AIR fee was replaced by a Pension Assessment calculated by FSRA based on their formula. FSRA will invoice the plan administrators yearly with the amount after they have filed the AIR.</p> <p>78 for fewer members = \$750 79 or more member based on the below calculations:</p> <table border="1"> <thead> <tr> <th>Plan membership increments</th> <th>Marginal fee</th> </tr> </thead> <tbody> <tr> <td>First 1 – 1,000</td> <td>\$11.51</td> </tr> <tr> <td>Next 1,001 – 6,000</td> <td>\$9.72</td> </tr> <tr> <td>Next 6,001 – 12,000</td> <td>\$7.21</td> </tr> <tr> <td>Next 12,001 – 60,000</td> <td>\$3.36</td> </tr> <tr> <td>Next 60,001 – 150,000</td> <td>\$1.99</td> </tr> <tr> <td>150,001+ plan members</td> <td>\$0.07</td> </tr> </tbody> </table>	Plan membership increments	Marginal fee	First 1 – 1,000	\$11.51	Next 1,001 – 6,000	\$9.72	Next 6,001 – 12,000	\$7.21	Next 12,001 – 60,000	\$3.36	Next 60,001 – 150,000	\$1.99	150,001+ plan members	\$0.07
Plan membership increments	Marginal fee															
First 1 – 1,000	\$11.51															
Next 1,001 – 6,000	\$9.72															
Next 6,001 – 12,000	\$7.21															
Next 12,001 – 60,000	\$3.36															
Next 60,001 – 150,000	\$1.99															
150,001+ plan members	\$0.07															
Quebec	<p><b>Date of the application for registration:</b> From December 31, 2022 to December 30, 2023 <b>\$250 + \$11.90</b> per active member, non-active member and beneficiary <b>(maximum = \$170,000)</b></p> <p>From December 31, 2021 to December 30, 2022 <b>\$250 + \$11.60</b> per active member, non-active member and beneficiary <b>(maximum = \$166,000)</b></p>	<p><b>End of the fiscal year:</b> From December 31, 2022 to December 30, 2023 <b>\$500 + \$11.90</b> per active member, non-active member and beneficiary <b>(maximum = \$170,000)</b></p> <p>From December 31, 2021 to December 30, 2022 <b>\$500 + \$11.60</b> per active member, non-active member and beneficiary <b>(maximum = \$166,000)</b></p>														
Newfoundland & Labrador	\$10.00 per active member and \$5.00 per deferred member. Min: \$200 Max: \$12,500	\$10.00 per active member and \$5.00 per deferred member. Min: \$200 Max: \$12,500														
Nova Scotia	\$5.80 per member Min: \$116.65 Max: \$8,749.75	\$5.80 per member Min: \$116.65 Max: \$8,749.75														



PROVINCIAL REGULATORY FEES (APPLICABLE TO DCRPPS ONLY)

Plan type	Set up	Transfers/ withdrawals
<b>New Brunswick</b>	\$5.00 per member Min: \$100 Max: \$10,000 Amendments: \$100	\$5.00 per member Min: \$100 Max: \$10,000
<b>Manitoba</b>	\$7.20 per member Min: \$120 Max: \$18,000	\$7.20 per member Min: \$120 Max: \$18,000
<b>Saskatchewan</b>	\$10.00 per member Min: \$300 Max: \$30,000 Amendments: \$300	\$10.00 per active member and \$5.00 per non-active member Min: \$300 Max: \$30,000
<b>Alberta</b>	\$2.00 per member Min: \$250 Max: \$75,000	<b>Applies to fiscal year-ends from October 1, 2022 to September 30, 2023</b> \$2.00 per member Min: \$250 Max: \$75,000
<b>British Columbia</b>	\$8.35 per active member \$7.30 per non-active member Min: \$250 Max \$85,000	\$8.35 per active member \$7.30 per non-active member Min: \$250 Max \$85,000
<b>Federal (changes yearly)</b>	<b>Fewer than 50 beneficiaries:</b> \$550 minimum assessment <b>50-1,000 beneficiaries:</b> \$11 per Beneficiary <b>Additional beneficiaries over 1000:</b> \$8.25 per beneficiary <b>Maximum assessment: \$220,000</b>	<b>Fewer than 50 beneficiaries:</b> \$550 minimum assessment <b>50-1,000 beneficiaries:</b> \$11 per beneficiary <b>Additional beneficiaries over 1,000:</b> \$8.25 per beneficiary <b>Maximum assessment: \$220,000</b>



# Investment options

## Mutual Funds

Mackenzie Investments' product lineup offers access to a range of asset classes, geographic regions and investment styles needed for a well-diversified portfolio of leading funds. These include:

- Alternative assets
- Alternative strategies
- Canadian balanced
- Canadian equity
- Canadian fixed income
- Global balanced
- Global equity
- Global fixed income
- High yield fixed income
- Money market
- Regional equity
- Sector and specialty
- US equity

## Multi asset solutions

### Mackenzie ETF Portfolios

To help address an investor's risk profile, mitigate impact of market volatility and deliver an appropriate investment mix, Mackenzie Investments offers risk-based asset allocation solutions in the Mackenzie ETF Portfolios. These multi-asset portfolios are constructed using a combination of Mackenzie ETFs to create a one-ticket solution.

### Symmetry Portfolios

Symmetry is a series of diversified and balanced portfolios, each tied to distinct risk tolerances and return needs of investors. The portfolios are managed by a team with deep pension experience and are constantly monitored to ensure each portfolio remains true to its risk tolerance and investment objectives

## Monthly income portfolios

### Mackenzie ETF Portfolios

Retirees and older investors face unique challenges. Many retirees struggle to generate sufficient, predictable investment income over a retirement that could last 25 years or more. Given the length of retirement, these retirees could face multiple economic downturns, which could negatively impact their portfolio by triggering sharp drawdowns of their life savings.

Mackenzie Monthly Income Portfolios can help address those challenges and help smooth the way for investors who are looking for less risky income solutions.

## Sustainable, responsible and impact investing (SRI)

### Align your investments with your values

Mackenzie's SRI approach provides investors with opportunities to invest with impact. Our solutions are designed to generate long-term competitive returns while supporting positive environmental, social and governance changes.



**MACKENZIE**  
Investments

## General Inquiries

For all of your general inquiries and account information please call:

**English:** 1-800-387-0614

**Bilingual:** 1-800-387-0615

**Montreal:** 1-800-363-4357

**Fax:** 1-866-766-6623

**E-mail:** [service@mackenzieinvestments.com](mailto:service@mackenzieinvestments.com)

**Web:** [mackenzieinvestments.com](http://mackenzieinvestments.com)

## Group Plan Support

**Telephone:** 1-800-665-0513 (Option 1: English)

**Hours:** Monday to Friday 8:30 am to 6 pm (ET)

**Email:** [groupadmin@mackenzieinvestments.com](mailto:groupadmin@mackenzieinvestments.com)

**Fax:** 1-866-766-6623

**Find fund and account information on-line through Mackenzie Investments' secure InvestorAccess.  
Visit [mackenzieinvestments.com](http://mackenzieinvestments.com) for more information.**

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