

# Administering a pension plan *well*



# How to put together your collection

The collection, *Administering a Pension Plan Well*, is made up of a series of instalments that have been published one at a time since Spring 2004. You can find the French and English versions of the instalments on our Web site. The French version is also available in print format.

In order to keep your own collection together, we suggest you put the following documents in a ring binder:

- The title sheet and the spine insert identifying the collection, to be placed respectively on the front cover and the spine of the ring binder, if possible;
- The table of contents;
- The forward;
- The page entitled “How to reach us”;
- The instalments, in order of publication.

Each time a new instalment is published, you can add it and update the table of contents.

Lastly, if you wish to be informed of upcoming issues on a priority basis, you can have your name added to our notification list. You will thus be kept up to date about what’s new regarding supplemental pension plans, including a calendar of training activities.

For further information, please contact an information clerk by telephone at 418 643-8282.



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# Preface

The Régie des rentes du Québec has always favoured information and training as the preferred ways to increase knowledge of the application of the *Supplemental Pension Plans Act* and provide support for pension committees in carrying out their duties.

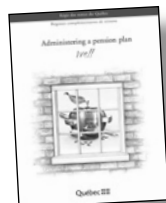
This collection offers guidelines aimed at helping pension committees to perform their role in a competent and prudent manner. You will find ways for improving the administration of pension plans, protecting the members of pension committees and increasing members' and beneficiaries' trust.

The instalments included in the collection will provide practical information on various aspects of administering a pension plan. You will find a variety of subjects, including:

- basic principles for sound administration
- the role and responsibilities of the pension committee
- how a pension committee operates
- the key players in plan administration
- financial management of a plan and its various registers
- financial information that must be submitted to the Régie des rentes du Québec
- documents that support the administration of a pension plan
- information for members and beneficiaries

This collection completes the *Guide for Pension Committee Members*. It will also be used as a reference document in the context of the Régie's training program in order to assist new members of pension committees in acquiring basic knowledge.

We recommend that you regularly consult this tool and encourage all new members to become familiar with it when they are designated to serve on the pension committee.



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# How to reach us

For more information, please contact the Direction des régimes de retraite:

## By Internet

Internet site: [www.rrq.gouv.qc.ca](http://www.rrq.gouv.qc.ca)

e-mail: [rcr@rrq.gouv.qc.ca](mailto:rcr@rrq.gouv.qc.ca)

## By telephone or fax

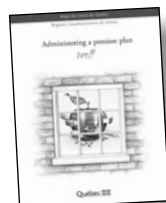
Telephone: (418) 643-8282

Fax: (418) 643-7421

## By mail

Information Officer  
Direction des régimes de retraite  
Régie des rentes du Québec  
Case postale 5200  
Québec (Québec) G1K 7S9

If you wish to be informed on a priority basis of upcoming instalments of the collection *Administering a pension plan well*, **you can have your name added to the SPP mailing list** ([www.rrq.gouv.qc.ca/an/services/15\\_08.htm](http://www.rrq.gouv.qc.ca/an/services/15_08.htm)).



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# Administrer un plan *Ve* Québec

