Information

Régie des rentes Québec

General checklist

General checklist for an application for registration of a standard contract for an LIRA or LIF, or for registration of an amendment to a standard contract

This is a checklist of the documents that must be included with an application for the registration of a standard contract for a locked-in retirement account (LIRA) or a life income fund (LIF), or the registration of an amendment to the contract. It also indicates the information that the Régie needs to be able to identify the standard contract or the amendment to be registered.

This checklist is not a substitute for the requirements of the *Supplemental Pension Plans Act* or its regulations. The Régie's study of an application submitted to it is not limited to the elements listed below.

Please note that you are not required to send this checklist to the Régie if all of the required information is provided in your application for registration. However, if the information on your application is incomplete, you can complete the checklist and enclose it with your application.

1. **Is it a new standard contract?** ❑ YES ❑ NO

If you answered **YES**, the following documents must be submitted to the Régie:

- the standard contract, including the LIRA or LIF addendum, if any;
- the application form.

A **1000 $** fee must be enclosed with each application for registration. Please make your cheque or money order payable to the Régie des rentes du Québec.

2. **Is it an amendment to a standard contract that is already registered with the Régie des rentes du Québec?**
❑ YES ❑ NO

If you answered **YES**, give the file number assigned by the Régie (e.g., C-000-00): Number ____________________

The amended documents must be submitted to the Régie. Please note that if the amendment changes the name of the agent or the issuing financial institution, all documents containing their names must be submitted to the Régie.

3. **Registration number assigned by the Canada Revenue Agency: Number** ____________________

If the standard contract is already registered with the Canada Revenue Agency, give the number assigned by that agency (e.g., RSP-000-000).

4. **Name of the issuing financial institution and agent**

Name of the issuing financial institution ____________________

Name of the agent (if any) ____________________

Under tax rules, only certain categories of financial institutions can issue registered retirement savings plans and registered retirement income funds (for example, insurance companies and trust companies).

Such institutions may, however, have made an agreement with an agent (for example, an investment broker) who carries out certain administrative or investment functions. You must clearly indicate the **legal name** of the issuing financial institution as well as that of the agent, if any.

Please note that the Régie registers standard contracts under the name of the institution acting as an agent. Otherwise, the name of the issuing financial institution is used.

5. **Name of the contract**

Complete name of the financial product ______________________________

Financial institutions sometimes name their standard contracts (for example, self-directed or mutual funds). If such is the case, please indicate the full name of the financial product.

6. **Name and address of the contact person**

❑ Same as the name and address on the application for registration

If not, please indicate the name of the contact person whom the Régie must inform of decisions and to whom it must send any future correspondence.

Name ______________________________

Adress ______________________________

Telephone (area code) ______________________________

Fax (area code) ______________________________

For further information about the contents of this checklist, please contact an information officer in the Direction des régimes de retraite at (418) 643-8282.

Print

Ce document est également disponible en français