



For All Government Employees
Ontario Civil Service Credit Union Ltd.

To apply for your RSP, complete this Application to Open a New Plan and fax to 416.314.7805 or mail to: **18 Grenville Street, Suite One, Toronto, On M4Y 3B3**
You will receive telephone confirmation upon receipt. If you have any questions, contact us by phone at 416.314.6772 or 1.888.516.6664 or by e-mail at memberassistance@mycreditunion.ca

Retirement Savings Plan – Application to Open a New Plan

Annuitant (Member) Information

Member Account # _____

Last Name _____ First Name _____ Middle Initial _____

Home Address _____ Unit/Apt _____ Street _____

City _____ Province _____ Postal Code _____

Social Insurance Number _____ Birth Date (DD/MM/YYYY) _____ Personal Phone _____ Work Phone _____

Spousal Plan – Complete if this deposit is being made and claimed as a deduction by your spouse/common law partner

Contributor's Name (last name, first name) _____ Contributor's Sin _____

Deposit Type

Regular Contribution Spousal Contribution Other: Specify _____

Invest my contributions as follows:

Term Deposit Amount* \$ _____ RSP Savings Amount \$ _____

Term Length _____ Months 1 Year 2 Year 3 Year 4 Year 5 Year

Laddered (Term Deposit Amount to be divided equally into 1,2,3,4 & 5 Year terms) - **Minimum Deposit \$5,000**

For now deposit monies in RSP savings and have a Mutual Fund representative call me at: _____

*Funds invested in term deposits are in accordance with the provisions of the "Term Deposit Agreement", except as modified by the RSP Terms and Conditions.

Designation of Beneficiary

I revoke all prior Designation of Beneficiary(s) made by me under this contract and direct that all sums falling due under this contract, on or after my death, be paid to the beneficiary(s) listed below. The beneficiary(s) designated herein must survive me and accept this designation in order to receive benefits payable under this contract. If more than one beneficiary is entitled to receive benefits, they shall share the proceeds equally.

Name of Beneficiary: _____ Date of Birth (DD/MM/YY) _____

Address: _____ Relationship: _____

Name of Beneficiary: _____ Date of Birth (DD/MM/YY) _____

Address: _____ Relationship: _____

Caution: Your designation of beneficiary by means of a designation form will not be revoked or changed automatically by any future marriage or divorce. Should you wish to change your beneficiary for this Plan you have to do so by means of a new designation.

Authorization

I hereby request the Ontario Civil Service Credit Union Limited to apply for registration of the Plan as an RRSP pursuant to the Income Tax Act (Canada). I acknowledge that I have read and received a copy of the terms and conditions of the Plan and I understand that the Plan is governed by the provisions herein.

Date: DD/MM/YY _____

Annuitant (Member) Signature _____

Witness Signature (not related to beneficiary) _____

Witness Name & Address (please print): _____

Office Use Only

Date Accepted (DD/MM/YY) _____

Credit Union Authorization Signature _____

RSP Contract # _____

Pension Locked-in? N or Y

Locked in Jurisdiction: PBA – Ontario

PBSA – Federal

Ontario Civil Service Credit Union Limited Retirement Savings Plan (the Plan) TERMS AND CONDITIONS

We, the **Ontario Civil Service Credit Union Limited**, with our Head Office located in Toronto, Ontario, hereby agree to act as the depository for the Annuitant who signed the retirement savings plan application form. The following are the terms of the **Ontario Civil Service Credit Union Limited Retirement Savings Plan (the Plan)**.

- 1. Acceptance and Registration:** We will take the necessary steps and apply for registration of your plan using your social insurance number, as required under the Income Tax Act and in accepting your application you agree to be bound by these terms and conditions. You are responsible to ensure that the birth date and social insurance number recorded on your application as submitted are accurate and you agree to provide proof, if requested.
- 2. Contributions and Investments:** All contributions and other amounts properly transferred into your plan will be deposited with the credit union as directed by you in either demand deposits or term deposit certificates issued by the Credit Union and held in accordance with our account agreement/deposit agreement. Should such agreements conflict with these terms and conditions, the provisions of these terms and conditions shall be considered paramount. As contributor, you are responsible for determining the maximum limits for contributions to your retirement savings plan in any taxation year as permitted by the applicable tax legislation. No contributions can be made after the plan maturity.
- 3. Withdrawal Payments:** You may withdraw funds from your plan upon written request and subject to our account agreement/deposit agreement. We will withhold taxes from any withdrawals as required by the Income Tax Act. We may, at our discretion, require you to await the expiry of the investment term of a fixed rate deposit or wait up to six months written notice from you to carry out redemption of any funds held in your plan unless the withdrawal is required to avoid application of Part X.1 tax.
- 4. Excess Contributions:** The plan permits the payment of an amount to the contributor where the amount is paid to reduce the tax otherwise payable by the contributor as defined under paragraph 146(2) (c.1) of the Income Tax Act.
- 5. Transfers:** The plan permits the payment or transfer, on your behalf, of any funds as allowed by the Income Tax Act. We may, at our discretion, charge a fee for each transfer out of the plan. We may, at our discretion, require you to await the expiry of the investment term of a fixed rate deposit or wait up to six months written notice from you to carry out redemption of any funds held in your plan. Upon receipt of written authorization, we will transfer all or part of the plan assets together with all information necessary, to an approved registered plan in accordance with the Income Tax Act.
- 6. Designation of Beneficiary:** Providing your jurisdiction of residence permits, you may designate a beneficiary to receive the proceeds of your plan in the event of your death prior to your plan maturity. A designation of beneficiary shall only be made, changed or revoked by a will or a form acceptable to us. Any designation, change of designation or revoked designation will be valid on the day following its receipt by us.
- 7. Death:** Upon satisfactory evidence of your death we will, once we have received the releases and other documentation we require, release the proceeds of your plan, less any required income tax deductions, to your designated beneficiary and we will be considered as fully discharged from any further liability with respect to your plan. In instances where you have not designated a beneficiary the proceeds of your plan will be paid by a lump sum, less required income tax deductions, to your estate.
- 8. Notices:** Any notice given to us by you shall be sufficiently given if mailed postage prepaid by you, to any of our offices and shall be deemed to be given on the day we receive it. Any notices given by us to you shall be sufficiently given if mailed, postage prepaid by us, to you at your last known address. We shall not be responsible for verifying the accuracy or currency of any address provided to us. Any notice shall be deemed to have been given to you on the day of mailing.
- 9. Plan Maturity:** You must advise us in writing, at least 60 days prior to your plan maturity, of the type of retirement income you would like to receive from your plan. On or before the last day of the year in which you reach the maximum age for maturity specified in the Income Tax Act, the proceeds of your Plan must be transferred to a RRIF, or withdrawn and the proceeds (less all proper taxes and charges) or used to purchase an annuity that conforms with the Income Tax Act. If you do not provide us with written instructions by December 31st of that year, you will be deemed to have instructed us to transfer your Plan proceeds to a registered retirement income fund administered by us. However, if the funds held in your plan at the Plan Maturity are not sufficient to produce a retirement income of greater than \$250.00 per annum, the proceeds in your Plan will be paid to you in a lump sum less any applicable taxes.
- 10. Annuity:** An annuity purchased with any asset of your plan must conform to the requirements of the Income Tax Act which requires the annuity to provide equal annual or more frequent periodic payment to you until your death and then to your spouse, until there is a payment in full or a partial commutation of the annuity. Where the commutation is partial, the annuity must provide equal annual or more frequent periodic payments after that time except for adjustments permitted by the Income Tax Act. Payments may not exceed a term of years equal to 90 minus either your age (in whole years) your younger spouse's age (in whole years) at the time the annuity is established. Payment to your spouse in any year after your death may not be an amount greater than payments made in the year before your death, if the annuity becomes payable to a person other than your or your spouse, the value of the payments must be commuted.
- 11. Restrictions:**
 - a) You cannot use any of the plan assets as security for a loan or other indebtedness. No right of offset is allowed and the property of the plan cannot be pledged, assigned or in any way used as security for a loan.
 - b) Except as specifically permitted under the Income Tax Act, we cannot give you or any person related to you any benefit or advantage if the benefit or advantage is conditional upon the existence of your plan.
 - c) Retirement Income under the plan may not be assigned in whole or in part.
 - d) We will not make any payments from your Plan except those permitted under the provisions of these terms or the Income Tax Act or as required by law.
- 12. Plan Amendments:** We may from time to time amend your plan with the approval of Canada Revenue Agency provided the amendment complies with the Income Tax Act. In the event of changes to the Income Tax Act, your plan will be considered to have been amended to conform to such changes and be effective without notice. We will provide you with at least 30 days notice of any other plan amendment.
- 13. Limits of our Liability:** We shall not be responsible for any loss or damage suffered or incurred by your plan, by you or by any beneficiary designated by you or your estate, unless caused by or resulting from our dishonesty, negligence, wilful misconduct or lack of good faith.
- 14. Acceptance of Terms:** You accept these terms and conditions upon execution of the application, and in consideration of the contributions you make to the plan.

Registered Plans (RRSP & RRIF) **Account Operating Agreement**

Demand Deposits – Savings

- Minimum deposit of \$25.00
- Interest rates are subject to change without notice and changes are published in the branch office and on the Credit Union website at www.mycreditunion.ca
- Interest is calculated on the minimum daily closing balance at the rates per annum, as offered
- Interest is paid (compounded) semi-annually on June 30 and December 31

Term Deposit Agreement

- Interest rate paid on term deposit will be the rate in effect on the date the funds are deposited.
- Interest rate is guaranteed for the duration of the term deposit certificate.
- Interest is calculated on an annual basis based on the deposit amount.
- Interest is paid at maturity for investment periods up to one year. Interest is compounded annually on the anniversary date and at maturity for investment periods of 2-5 years.
- Maturity Regular Term Investments: Unless the member notifies The Credit Union to the contrary all funds in the term deposit certificate (principal and interest) will be reinvested for a same term length at the current term deposit certificate rate on the renewal date.
- Maturity Laddered Term Investments: Unless the member notifies the credit union to the contrary all funds in the term deposit certificate set up under the laddering option (principal and interest), will be reinvested for a 5-year term at the current term deposit certificate rate on the renewal date.
- Funds in laddered terms that mature after December 31 of the owners 71st year will be converted to a Credit Union RRIF contract and continue for the remainder of the term(s) and the same rate(s).
- Term deposit certificates are non-transferable and non-assignable.
- Term deposit certificates are non-redeemable, with the following exceptions:
 - Death of the member prior to maturity with accrued interest to-date being paid.
 - With a rate reduction to the tier 1 RRSP/RRIF savings rate in effect on the date of withdrawal for the following circumstances with respect to:
 - Home Buyers or Lifelong Learning Plans withdrawals, Marriage Breakdown transfers, Excess Refunds authorized by CRA, Unlocking with regulatory approval

Statements

Statements will be mailed quarterly after March 30, June 30, September 30 and December 31 and available online at www.mycreditunion.ca.

Disclosure of Fees and Charges

- First withdrawal each year (after 180 days on deposit) – Free
- Minimum payment withdrawal for RRIF – Free
- Transfers to Worldsource Financial Management Inc. – Free
- Second and subsequent withdrawals each year - \$50
- Transfers to other financial institutions - \$50
- Each withdrawal, closure within 180 days of deposit - \$50