

SAMPLE APPLICATION FOR A ONE-TIME TRANSFER

Section 21.4 of The Pension Benefits Act of Manitoba and Sections 10.52 – 10.58 of the Regulation

NOTE: Administrators may use this sample to develop their own application form. It is a sample and is not a prescribed form or form approved by the superintendent under the regulations. Administrators must ensure their form complies with the requirements in subsection 10.56(4) of the regulation and that their form includes any additional information they require to facilitate the transfer.

AN APPLICATION MAY ONLY BE MADE IN RESPECT OF A LIF OR THAT IS LOCKED-IN UNDER THE PENSION BENEFITS ACT OF MANITOBA AND REGULATION

If you wish to make a One-time Transfer from LIFs or Pension Plans managed by different administrators, you must make a separate application to each administrator

I - APPLICANT INFORMATION

_____	_____	
First Name	Last Name	

Address		
_____	_____	_____
City	Province	Postal Code
_____/_____/_____	_____	
Date of Birth (Day/Month/Year)	Social Insurance Number	

II - ADMINISTRATOR INFORMATION

Name of Administrator (<i>Financial Institution or Pension Plan</i>)		

Address		
_____	_____	_____
City	Province	Postal Code
Authorized Administrator: <input type="checkbox"/> YES <input type="checkbox"/> NO		
If you are making a One-time Transfer from LIF(s) or Pension Plan(s) managed by different administrators, you must authorize <u>one</u> of those administrators to act as the Authorized Administrator and only the Authorized Administrator will submit a Request to Superintendent of Pension for Written Notice.		

III – ONE-TIME TRANSFER INFORMATION

Identify for each of your LIFs or Pension Plans:

- Name of the Administrator
- Address
- Maximum amount that may be transferred from the plan
- Amount to be transferred from each plan
- Date the information was provided by the administrator

Name of Administrator (Financial Institution or Pension Plan)	Address	Maximum Amount Available *	Amount to be Transferred	Date information provided by Administrator

* The maximum amount available is the maximum amount that may be transferred from the plan (must not exceed 50% of the amount in the plan), or in the case of a transfer from two or more plans, from each plan

YOU ARE LIMITED TO A ONE-TIME TRANSFER OF UP TO 50% OF THE BALANCE IN ONE OR MORE LIFs OR PENSION PLANS TO A PRESCRIBED REGISTERED RETIREMENT INCOME FUND.

IV - PRESCRIBED RRIF ADMINISTRATOR INFORMATION

Name of Prescribed RRIF Administrator that will manage and issue the prescribed RRIF contract			
Address			
City	Province	Postal Code	

V – TRANSFER CONSENT OF COHABITATING SPOUSE OR COMMON-LAW PARTNER

Subsection 21.4(5) of *The Pension Benefits Act* requires that if you were a pension plan member and you have a spouse or common-law partner; and at the time of making the application you are not living separate and apart from the spouse or partner by reason of a breakdown of your relationship, the One-time Transfer cannot be made unless the spouse or partner consents in writing by completing 'Form 4 – Consent to One-time Transfer of Manitoba Locked-In Money' available on the Office of the Superintendent's (OSPC) website.

- I do not have a spouse or common-law partner whose consent is required by subsection 21.4(5) of the Act
- I do have a spouse or common-law partner whose consent is required by subsection 21.4(5) of the Act. I have attached a completed *Form 4 – Consent to One-time Transfer of Manitoba Locked-In Money*

VI – REQUEST TO SUPERINTENDENT OF PENSIONS FOR WRITTEN NOTICE

Only the authorized administrator as designated by the applicant can submit a request to the superintendent.

After receiving the completed application, the Authorized Administrator must request the Superintendent of Pensions to verify that the superintendent has no record of a previous One-time Transfer by the applicant. The request must include information as outlined in subsection 10.56(8) of the regulation. If the applicant is requesting a transfer be made from plans administered by different administrators, each administrator who is not authorized must promptly provide to the administrator the required information.

The authorized administrator can submit a request one of two ways:

- In writing, by completing a 'Request to Superintendent of Pensions for Written Notice', and mailing or faxing only this form to the OSPC, or
- online, by completing a 'Request to Superintendent of Pensions for Written Notice' form

VII - APPLICANT'S STATEMENT (as per 10.56(4)(d) of the regulation)

I declare that on the date I sign this application:

- I have not previously made a One-time Transfer from one or more LIFs or Pension Plans to a prescribed Registered Retirement Income Fund under section 21.4 of *The Pension Benefits Act*;
- I authorize the administrator that I've designated in Section II above, to request to the Superintendent of Pensions to verify that the Superintendent has no record of a previous One-time Transfer and to provide the superintendent's response to each of the administrators, if there is more than one.
- All the information contained in this application and the documents that accompany this application are accurate and complete

Further, I understand no additional One-time Transfer will be permitted under section 21.4 of *The Pension Benefits Act* of Manitoba and the Pension Benefits Regulation.

I sign this application form at:

_____ (city/town)

_____ (province/territory/state)

_____ (country)

this _____ day of _____, 20_____

(Signature of Applicant)

The application will be void and the transfer will not be made unless the administrator has received the following information:

- **A written transfer consent of a spouse or common-law partner, if applicable**
- **A written notice received by the administrator from the Superintendent of Pensions confirming that he or she is satisfied that a One-time Transfer has not previously been made by the Applicant, and**
- **Any other information the financial institution requires to facilitate the One-time Transfer**

The administrator must be satisfied that:

- **The Applicant is at least 55 yrs old**
- **The administrator has not facilitated and is not aware of a previous One-time Transfer by the applicant**
- **No part of the amount to be transferred is the subject of an order**
 - i. **Under The Garnishment Act to enforce a maintenance order, or**
 - ii. **Under section 59.3 of The Family Maintenance Act to preserve assets**

The Applicant must provide the completed application to the administrator, together with the completed transfer consent, if required, within 30 days after receiving the application form and the information to be provided under subsection 10.56(3).

The Administrator(s) must make the One-time Transfer within 90 days after providing the information to be provided to the applicant under subsection 10.56(3).