

BULLETIN NUMBER: PENS-13-001
TITLE: Actuarial Information Summary
LEGISLATION: *Pension Benefits Standards Act*
DATE: JANUARY 2013

New Filing Requirement

The Superintendent of Pensions (the Superintendent) requires that a B.C. Actuarial Information Summary (AIS) be filed concurrently with the filing of any actuarial valuation report (Valuation Report) filed on or after February 1, 2013.

What is the AIS?

The AIS is a secure web-based form designed to capture relevant data from the Valuation Reports.

The AIS will standardize the way our office captures Valuation Report data. This will facilitate more accurate and effective plan risk analysis, which helps determine earlier and more efficient regulatory action.

AIS Filing Procedures

The AIS is a technical form and must be completed and certified by an actuary; however, the plan administrator is ultimately responsible for ensuring an actuary files it.

To access the AIS, the plan actuary will require three numbers: the provincial plan registration number; the Canada Revenue Agency registration number; and a unique, plan specific, AIS Access Code.

At the beginning of each calendar year, staff will email the plan's new AIS Access Code to the plan administrator shown in our records. The AIS Access Code is valid throughout the calendar year (the calendar year is identifiable by the first two digits of the code).

Superintendent of Pensions

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If for any reason a plan administrator requires a new AIS Access Code, one may be obtained by contacting pensions@ficombc.ca.

AIS User Guide

The AIS User Guide describes how to use the AIS e-filing system and provides explanations of certain data fields. We encourage each plan actuary to carefully review the AIS User Guide prior to completing an AIS. Here is a link to the User Guide:

<https://fic-efile.gov.bc.ca/ais/pdf/AIS-UserGuide.pdf>

AIS Landing Page

The link below will take you to the Pensions e-filing landing page. From there you can navigate to the AIS log-in portal.

<https://fic-efile.gov.bc.ca/>

We encourage you to visit the website www.fic.gov.bc.ca for updates.