



The Civil Service Superannuation Fund Registration Certificate

SECTION A – EMPLOYEE INFORMATION

Name: _____
First Name Last Name

Date of Birth: _____ Social Insurance Number: _____
YYYY / MM / DD

Proof of Age Attached (see reverse): Yes No Gender: Male Female X

If your employer participates in the Public Service Group Insurance Plan, and you do not complete the Group Life Insurance and Dependents Insurance Appointment and Election Statement, you will automatically be enrolled at Class 5 group life and 4 units for dependents insurance. You will be responsible for the payment of the premiums and any accumulated arrears at the maximum until the employer receives written notice from you selecting a lesser class and/or units.

I request that any eligible prior accounts from this pension plan be combined into this new account. You will only be contacted if you have a prior account (see information on reverse).

 Employee's Signature Home Email Address Date

SECTION B – TO BE COMPLETED BY THE EMPLOYER (ensure all fields are completed)

Employer: _____ Employee No.: _____

Department #: _____ Insurance Annual Salary: _____
(Rounded to the nearest dollar)

Corrections Officer: Yes No Two Week Delay: Yes No

Employment Start Date: _____ Fund Entry Date: _____
YYYY / MM / DD YYYY / MM / DD

Bi-weekly or Hourly Rate: _____ Full-Time Bi-weekly Hours for Position: _____

Please indicate how the employee is entering the fund by checking **one** of the following:
(Refer to the Pension Plan Administration Manual for eligibility requirements and pension entry information)

- Permanent Full-Time or Permanent Part-Time (at least 50% part-time)
- Became Permanent Full-Time or Permanent Part-Time (at least 50% part-time)
- Term Employee - Completed 1 year of service
- Term Employee - Reached 25% of the YMPE in two consecutive years
- Part-Time or Casual or Departmental or Other (Reached 25% of the YMPE in two consecutive years)
- Signed Notice of Desire (Notice of Desire must be signed by the employee and attached with the registration)
- Currently contributing to the Fund under another position/job

 Payroll Contact Name Phone # / Email Address Date

For CSSB Use Only

ADDITIONAL INFORMATION ON REVERSE



The Civil Service Superannuation Fund Registration Certificate

Proof of Age:

Must be submitted to The Civil Service Superannuation Board (Board) office before any pension entitlements will be paid.

The following is a list of documents that will be accepted by the Board:

Birth Certificate	Valid Canadian Passport	Valid Driver's Licence
Canadian Citizenship Card	Permanent Resident Card	

Information for New Plan Members:

As new entrant, CSSB will send a document providing an overview of the pension plan to the email address provided under Section A - Employee Information.

This information can be found on our website at www.cssb.mb.ca (under "Publications" click "Fact Sheets", then "Welcome to the Pension Plan – Information for new plan members").

This fact sheet also provides information on:

- Transferring your pension from a prior employer's pension plan under Reciprocal Transfer Agreements (RTA)
- Transferring your pension from a prior employer's pension plan to our Money Purchase Plan if no RTA exists
- Combining accounts if you have a prior CSSF account

Online Services:

The Civil Service Superannuation Board offers Online Services that can provide personalized information regarding your pension benefits. (<https://cssb.mypension.ca>) Please note however, that the information available to new employees through Online Services is limited until at least one year end reporting has been made to the Board by the employer and the Board's records have been updated. Until that happens, new employees will not have any service or earnings information recorded on their account, and cannot run pension estimates.

Information that can be updated through your Online Services profile includes: spousal information, home address, phone number(s), password, & email address.

Important Note to Employers:

If the employee has not returned the registration certificate prior to the Fund Entry Date and the date required for payroll deductions, please complete Section A (employee signature is not required) and Section B.

Registration certificates **MUST** be submitted to the Board office prior to December 31st of the year the member qualified to enter The Civil Service Superannuation Fund.

Information provided on The Civil Service Superannuation Board Registration Certificate will be kept confidential and is for the sole use of the Board and the Board's actuary in the administration of benefits.