

# Registration and Licensing System (RLS) - A One-Pager For Plan Administrators- “Annual Information Returns”

This one-page publication is designed to assist a pension plan administrator with understanding RLS and the “Annual Information Return” (AIR) event within RLS.

## **Introduction to RLS and the AIR Event**

RLS is a secure online environment to make filings and submissions to the Financial and Consumer Affairs Authority of Saskatchewan (FCAA). RLS is designed to support you as you undertake the management and administration of your pension plan(s). Instructions for using RLS and completing the various online processes can be found on our RLS webpage – <http://fcaa.gov.sk.ca/regulated-businesses-persons/businesses/pension-plans/registration-and-licensing-system>. In addition, we are here to help you.

All AIRs must be filed with the Superintendent of Pensions via RLS. A filing fee must be paid with an AIR (see this webpage for the current filing fees: <http://fcaa.gov.sk.ca/regulated-businesses-persons/businesses/pension-plans/filing-fees>). You can pay the filing fee online (via the AIR event – using credit card) or by mailing in a cheque (we expect the cheque to be received by our office no later than five days from submission of the AIR).

### RLS and AIR Introduction

## **Can my staff fill in and/or submit the AIR for me?**

This is called adding a delegated user to the plan’s RLS account. The Administrator is responsible for granting and revoking access to a delegated user (i.e. an employee) to a pension plan’s RLS account. Please see the “Basics Guide” for information related this.

## **Can my service provider (i.e. third party administrator, actuary, insurance company) fill in and/or submit the AIR for me?**

The Administrator is responsible for granting and revoking access to a service provider for a pension plan’s RLS account.

The service provider will need an RLS Service Provider User ID and password in order for the Administrator to be able to grant access. While most service providers have an RLS Service Provider User, you may wish to confirm this with your service provider. You will find instructions on how to grant access in the instruction manual provided on our RLS webpage.

Certain service providers are limited with what they can and cannot do within RLS. It is important to note that a service provider is not able to certify the AIR on your behalf; you will still be required to log in to RLS, certify the submission, make payment and submit to FCAA.

### Delegated Users and Service Providers

**I want to get everything together before I go and complete the AIR. What should I do?**

We have provided you with tools. The following link will take you to a “specimen AIR” which shows you all the fields found within the online AIR event:

[http://fcaa.gov.sk.ca/public/CKeditorUpload/Pensions/Specimen - Annual Information Form \(April 2018\).pdf](http://fcaa.gov.sk.ca/public/CKeditorUpload/Pensions/Specimen - Annual Information Form (April 2018).pdf)

The RLS Instruction Guide has a whole section dedicated to navigating the AIR event within RLS:

[http://fcaa.gov.sk.ca/public/CKeditorUpload/Pensions/RLS - Pensions Division - External User Guide \(June 2018\).pdf](http://fcaa.gov.sk.ca/public/CKeditorUpload/Pensions/RLS - Pensions Division - External User Guide (June 2018).pdf)

**I have questions about specific questions within the AIR. Where can I get answers?**

RLS has little “i” buttons found throughout the AIR – these are “information buttons”. Those information buttons provide you with guidance about the particular questions.

The RLS Instruction Guide (link provided above) also provides information related to the AIR and certain fields.

If you need any additional help, please contact us – [pensions@gov.sk.ca](mailto:pensions@gov.sk.ca) or 306-787-7650.

**I received a “Status Update” email from RLS that says there is “IMPORTANT INFORMATION” regarding the status of a recent submission. Where do I find that important information?**

The email indicates that you can either 1) log in to RLS, click on the button that reads “Your Licences”, click on the plan, click on “licence events”, and go to the submission (you will see the status of that recent submission); or 2) click on the link at the bottom of that email to review the letter related to that important information.

You are also able access email/letter correspondences by logging in to RLS, click on the button that reads “Your Email Correspondences”, sort the table by date and select/see the email/letter from that table.

**Contact Us**

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