



PayTrak Pension **Registered Retirement Savings Plan**

Client ID: _____

Client Name: _____

Effective Date: _____

PAYTRAK PENSION ADMINISTRATIVE SERVICES AGREEMENT

Between

PAYTRAK PAYROLL SERVICES LTD

And

CLIENT LEGAL NAME: _____
(referred to as "client")

POLICYHOLDER NAME: PayTrak Payroll Services Ltd. (referred to as "the Policyholder")
POLICY #: 69717 (hereinafter referred to as "the Policy")

The client agrees to have PayTrak Payroll Services Ltd. administer the above-mentioned plan on their behalf.

PayTrak Payroll Services Ltd. is the policyholder of PayTrak Pension RRSP and therefore responsible for maintaining their contractual provisions within the applicable insurer(s) contract. PayTrak Payroll Services Ltd. may make changes as required in order to maintain the plan.

PayTrak Payroll Services Ltd. is an independent third party held harmless to the client and its employees.

PAYTRAK PAYROLL SERVICES LTD. and the CLIENT hereby agree as follows:

PayTrak Payroll Services Ltd. responsibilities will include, but will not necessarily be limited to the following:

- a) Enrolling plan members upon receiving the application with an effective date advised by client.
- b) RRSP Contributions are deducted on each pay of the month for the PayTrak Pension RRSP plan.
- c) Remitting all the contributions to the service provider in accordance with the provisions of the policy.

The CLIENT will be responsible for:

- a) Advising of newly eligible employees and remitting the forms to PayTrak Payroll Services Ltd. to enable them to be added to their database within the appropriate timeframe.
- b) Retaining copies of the employee enrollment forms.
- c) Advising PayTrak Payroll Services Ltd. of terminating employees prior to final pay to ensure all final contributions are collected and remitted to provider.

- d) Distributing the Enrollment Guide plan booklets provided by PayTrak Payroll Services Ltd. to their employees enrolled in the plan.
- e) Ensuring that there are sufficient funds in the corporate bank account to allow PayTrak Payroll Services Ltd. to withdraw the contributions payable to the appropriate insurer(s) and service provider(s) during the client's regular payroll processing schedule with PayTrak Payroll Services Ltd. (Administration Fees include RRSP contributions that are being paid for by the clients and its employees, through payroll deductions.)
- f) Mailing the original employee enrollment forms to Canada Life service provider. The details are as follows-

Canada Life
 GROUP RETIREMENT SERVICES
 255 DUFFERIN AVE, T540
 LONDON ON N6A 4K1

- g) Ensuring they include the PayTrak Policy V1.0 within their company policy

PayTrak Payroll Services Ltd. Policy V1.0

- RRSP contribution are calculated on Regular salary + Commission + Bonus or as per client's specific requirements.
- It is mandatory for eligible members be employed by the client.
- Eligible member must have contributions deducted from gross pay.
- Eligible from date of hire or as per client's company policy.
- Client to advise PayTrak upon hiring/ terminating of any eligible member and indicating the effective date.
- It is mandatory that all eligible members to be enrolled in the plan as defined by the client
- Eligible members will monitor contributions as per the CRA limits.
- All employee's voluntary contributions can vary or as specified by the client's policy
- All employer's contribution should be constant for all employees
- Client must have a policy within their organization with PayTrak Policy minimum requirements included.
- RRSP Contributions are deducted on every pay regardless of payroll frequency.
- Client must provide 30 days' notice prior to terminating RRSP plan.

The terms of this Application and Agreement are hereby accepted by:

CLIENT	-----	DATED AT	-----
DATED ON	-----	AUTHORIZED REPRESENTATIVE	-----
TITLE	-----	SIGNATURE	-----