

Supporting you with CAPSA Guideline No. 3 requirements



Canada Life is committed to helping you meet your plan governance requirements for CAPSA Guideline No. 3 Guideline for Capital Accumulation Plans (CAP Guideline).

We are excited to bring you an update on how our materials and processes are being evolved to continue supporting you with CAP Guideline requirements. We also want to share our ongoing commitment to keeping the CAP Guideline at the forefront of how we craft communications, education and experiences for your plan members.

- **Member statements** are being enhanced to provide additional disclosures on fees. This includes how fees impact rates of return over time, relevant information about member responsibilities and emphasis on importance of reviewing investments. This also includes where to visit on mycanadalifeatwork.com for more information and to make changes.
- **My Canada Life at Work™** is undergoing additional enhancements across various pages on the website. This includes the Fund Review & Fees, Personal Rates of Return, Fund Change and Fund-to-Fund Transfer pages. Integrated into the digital experience at the point of highest impact, and when it matters most, is enhanced wording that will better explain fees and impacts on rates of return as well as other important financial concepts like frequent trading and market value adjustments.
- **Online enrolment** is being enhanced with a new online enrolment experience coming soon. This will provide members with a clearer explanation of fees, impact on rates of return and other financial concepts like market value adjustments, etc. If your plan offers Canada Life resources, the enrolment experience will also include links to plan details and booklets to ensure members have all information at their fingertips during the enrolment experience. This new experience will first be available to existing members adding new products and rolled out to new member enrolments.

In addition to the above enhancements, a reminder that as a sponsor, you already have access to the Canada Life capital accumulation plan (CAP) toolkit through [GRS Access](#). On the sponsor resource centre homepage, go to **Menu**, then **Tools & resources**, then **Learning Centre**, and finally select **CAP resources**.

Contents of the CAP toolkit include:

- **CAP Guideline self-assessment questionnaire** – a questionnaire that can help simplify your plan governance experience by providing a high-level review of your responsibilities, identifying areas that need attention and offering resources to help you meet your requirements.
- **Governance considerations for CAPs** – a document that can help sponsors with simpler CAPs understand what their governance framework could look like.
- **Setting up a CAP** – a reference guide with useful tips and suggestions to assist in setting up a CAP in accordance with the guidelines.
- **Maintaining a CAP** – a reference guide with tips and suggestions to help use the guidelines to your advantage, by incorporating them into practices related to maintaining your plan.
- **Member education strategy workbook** – a PowerPoint template sponsors can use to complete as part of their annual review to document their ongoing education strategy, goals and tactics.
- **Sample member letters** – models that can be used to create letters to members in response to specific guideline requirements.
- **CAP Guideline** – a copy of the CAP Guideline for easy reference.