



PENSION ADMINISTRATION **BULLETIN**

Reference No. 2007- 08

Date: November 20, 2007

**TO: All Pension Administration Contact Persons at
Contributing Member Organizations**

RE: NSAHO Pension Plan – New Administration Forms for Immediate Use

Attached you will find copies of the following new forms for use in administering the NSAHO Pension Plan:

- *"Notice of Termination"*
- *"Notice of Retirement"*
- *"Notice of Death"*
- *"Leave of absence"*

About the new forms:

The Notices of Termination, Death or Retirement:

- The three part forms are being discontinued
- The Notices have been expanded to collect all the information that we require in order to process the transaction.
- A second page of instructions is now available as a reference point for employers if help is needed with completing the form

The Leave of Absence form:

- This new form is to used for all types of leaves
- The form includes important information for both employee and employer in completing the form

Effective immediately, please destroy any copies of the old forms and do not use them on a go forward basis.

The new forms are available on our website - these forms, along with all of the other administration forms, can be found on the "I'm an Employer" section of our website at www.nsahopensionplan.ca. Simply click on "Forms". Your options are to fill out the forms on-line and then print the completed forms for employer and employee signature – the form can then be mailed to the NSAHO Pension Plan. Or you may print a blank form and fill it out manually – the choice is yours.

If you would prefer to maintain a paper supply of the forms, please contact our office and we will forward to you.

Please contact us if you have any questions.

NSAHO Pension Plan
November 20, 2007