

PENSION ADMINISTRATION ***BULLETIN***

Reference No. 2012 – 06

Date: October 17, 2012

TO: All Pension Administration Contact Persons at Contributing Member Organizations

RE: Nova Scotia Health Employees' Pension Plan (NSHEPP) – New Administration Forms for Immediate Use

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

- Notice of Termination
- Notice of Retirement
- Notice of Death

About the new forms:

The Employer section of the Notice has been modified to provide a separate space to report a breakdown of the pensionable data for Period 1 (up to the April 1, 2012 rate change date) and for Period 2 (after the April 1, 2012 rate change date). Also the retro reporting section has been changed to provide columns for reporting Period 1 and 2 data separately (see example in instructions on page 2 under 4B Retro Payments).

The new forms are also available on our website. Effective immediately, please destroy any copies of the old forms and discontinue using them on a go forward basis.

Please contact us if you have any questions.

Nova Scotia Health Employees' Pension Plan - NSHEPP
October 17, 2012