

Form II Confirmation of the conversion and payment of members' and beneficiaries' benefits

1. Information about the pension plan

Name of the plan	Number of the plan (assigned by Retraite Québec)
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2. Signatory's certificate

I, the undersigned _____, being duly authorized to act on behalf of the pension committee or as the administrator or mandatary of the administrator of the pension plan named above do hereby certify as follows:

- the plan was terminated in order to be converted into a simplified pension plan (SIPP) established by the following financial institution: _____.

That SIPP is registered with Retraite Québec under number _____;

- the plan's conversion date is _____;

- the conversion notice of which a copy is hereto attached was sent:

☐ on _____ to all persons who were active members on the conversion date;

☐ on _____ to all other members and beneficiaries;

- the prescribed statements were sent to every member and beneficiary having rights under the plan;
- all employer and member contributions required until the conversion date as well as all additional voluntary contributions collected were paid into the pension fund;
- the benefits of the members and beneficiaries were fully paid in accordance with all applicable regulations;
- the plan no longer has any assets or liabilities.

Signature _____ Date _____

Name of signatory's employer

Address (number, street, office)

City	Province	Postal Code
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Telephone _____	Extension _____	Fax _____
Email _____		

Send us the required forms and documents via the [SPP Portal](https://retraitequebec.gouv.qc.ca/sppportal/en) at
retraitequebec.gouv.qc.ca/sppportal/en.

Your application will be processed faster and the postal delay will be eliminated.

You can also mail the required forms and documents at the following address:

Direction générale des régimes complémentaires de retraite, Retraite Québec, case postale 5300, Québec (Québec) G1K 0G4

For further information, please contact an information officer:

Québec area: 418 643-8282 • Toll-free: 1 877 660-8282 • Email: in the [How to reach us](#) section of our website