

Canada Post Corporation Registered Pension Plan Defined Benefit

Notice of contributory status and collection of spousal information

This is to advise you that you are required to contribute to the Canada Post Corporation Registered Pension Plan (the Plan) in accordance with Article 4 of the Plan text that defines the rules for calculating pension contributions.

The Plan provides that you have one year from your enrolment date to buy back prior pensionable service with the Post Office Department or Canada Post Corporation based on your salary at the time of enrolment. Buying back service after this period is dependent on your passing a medical examination and is subject to a higher cost since it will be based on your salary at the time of the purchase.

Please consult Your Information Booklet for more information about the various types of prior service that may be bought back under the Plan.

As well, all active members must ensure that the name and date of birth of their spouse or common-law partner, if applicable, are recorded in the Employee Self Serve (ESS) module of SAP.

You can log on to ESS by visiting **canadapost.ca** and selecting "I'm an employee" or through My SAP on Intrapost. Record your spousal information in ESS by following these steps:

- 1 Select the "Personal Information" tab.
- 2 Choose "Marital Status and Spousal Information" from the left-hand menu.
- 3 Enter the name and date of birth of your spouse or common-law partner, if applicable.

Information in ESS is protected; access is controlled via your user ID and password.

Canada Post is required to collect spousal information in accordance with the Office of the Superintendent of Financial Institutions, the federal pension regulator. The spousal information you provide will only be used for communications and administration purposes (e.g. to prepare and mail your annual personalized pension statement and your pension kit at the time of retirement). It may also be used to further improve the accuracy of the calculation of Plan liabilities.

If you have any additional questions, please contact the Canada Post Pension Centre at 1-877-480-9220 (1-866-370-2725 TTY) or visit **cpcpension.com**

Canada Post Pension Centre