



Member	Contact SHEPP to apply for a portability agreement transfer.
SHEPP	Provide the member with a <i>Portability Transfer Exporting Plan Certification</i> form to be completed by the administrator of the pension plan from which service is to be transferred.
Member	<p>Check with the administrator of the exporting plan to determine whether the funds are subject to a transfer deficiency holdback. SHEPP will not accept funds subject to a transfer deficiency holdback. If the exporting fund is required to hold back a portion of transferred funds, the portability transfer will not proceed.</p> <p>If the funds are not subject to a holdback, have the <i>Portability Transfer Exporting Plan Certification</i> form completed by the administrator of the exporting plan. Submit the completed form to SHEPP.</p>
SHEPP	<p>Evaluate the exporting plan certifications. If they are complete, accurate and acceptable, provide the member with a:</p> <ol style="list-style-type: none"> <i>Portability Transfer Cost Quote</i> confirming: <ul style="list-style-type: none"> the amount required by SHEPP to credit the service available for transfer; the impact the service credit will have on the member's early retirement eligibility; the estimated increase in the member's pension as a result of the service credit; the deadline for the funds to be received by SHEPP; and indication that a Past Service Pension Adjustment (PSPA) may arise as a result of the transfer of service. Canada Revenue Agency form T2151 for completion by the member and exporting pension plan. <p>If the <i>Portability Transfer Exporting Plan Certification</i> form is incomplete, inaccurate or unacceptable for any reason, SHEPP will advise the member in writing and explain how the problem can be fixed by the member in order for the application to be further considered.</p>
Member	<p>No action is required by you if you choose not to proceed with the transfer.</p> <p>If you choose to proceed with the transfer then you must provide the exporting plan with whatever instruction is required to execute a transfer of funds NOT EXCEEDING THE AMOUNT REQUIRED BY SHEPP as set out in the <i>Portability Transfer Cost Quote</i>. You must ensure that SHEPP receives the transfer on or before the transfer deadline set out in the statement.</p>
Exporting Plan	Upon request for transfer to SHEPP, issue a direct tax-exempt transfer to SHEPP on or before the due date specified in the <i>Portability Transfer Cost Quote</i> in an amount not exceeding the amount required by SHEPP to credit the service.



SHEPP	<p>Upon receipt of a transfer of funds:</p> <ol style="list-style-type: none"> 1. Confirm that the transfer was made within the deadline specified in a valid <i>Portability Transfer Cost Quote</i>. If not, return the transfer to the exporting plan advising that the transfer is not acceptable due to late remittance; 2. If the transfer is within the deadline specified in a valid <i>Portability Transfer Cost Quote</i>, confirm that the transfer amount does not exceed the amount required by SHEPP. If yes, return the transfer to the exporting plan advising that the transfer amount exceeds the amount required by SHEPP; 3. If the transfer is within the specified deadline and it does not exceed the amount required by SHEPP, deposit the transfer to the SHEPP fund; 4. Complete the Transferee section of the Canadian Revenue Agency form T2151 and return the completed copy to the exporting plan; 5. If applicable, advise the exporting defined benefit pension plan of the Pension Adjustment (PA) transfer amounts that will be recognised under SHEPP in respect of the transferred service; 6. Advise the member that the transfer has been received and confirm the amount of service that will be credited based upon the transfer amount received; 7. Upon confirmation of the final service credited, calculate the PSPA. If a PSPA arises, submit an application for certification for a provisional PSPA to the Canada Revenue Agency with a copy to the member; 8. Upon certification of the PSPA, update the member's record with service, contributions, grossed-up PSPA and issue final transfer confirmation notice to the member; and 9. Provide two signed <i>Prior Service Purchase Agreement</i> forms to be completed by the member.
Member	Return one copy of the signed <i>Prior Service Purchase Agreement</i> form to SHEPP.
Exporting Plan	<p>Advise the member of any residual entitlement the member may have under the exporting plan after executing the transfer.</p> <p>Calculate and report to the member any Pension Adjustment Reversal (PAR) that may arise as a result of the transfer.</p>