



## Pooled Registered Pension Plan Amendment Information

**Protected B**  
when completed

The administrator of a pooled registered pension plan must complete a Form RC365, Pooled Registered Pension Plan Amendment Information, when requesting acceptance of an amendment to a PRPP (the plan) under subsection 147.5(7) of the Income Tax Act (ITA). This form is also required to be completed when filing an amendment under section 13 of the Pooled Registered Pension Plans Act (PRPP Act).

All questions on the form must be answered. Incomplete forms will be considered an incomplete application and returned to the submitter by the Canada Revenue Agency (CRA) and/or the Office of the Superintendent of Financial Institutions (OSFI).

No later than 60 days from the date on which the amendment was made, a completed copy of this form, together with a copy of the amendment to the plan, or to any document that creates or supports the plan, must be submitted to CRA and OSFI at the addresses below:

Canada Revenue Agency  
Registered Plans Directorate  
Ottawa ON K1A 0L5

Office of the Superintendent of Financial Institutions  
255 Albert Street  
Ottawa ON K1A 0H2

For more information about the terms used in this form, visit the following websites:

[canada.ca/registered-plans-administrators](http://canada.ca/registered-plans-administrators)    [osfi-bsif.gc.ca](http://osfi-bsif.gc.ca)

Or by contacting us, as applicable, at:

Canada Revenue Agency  
**1-800-267-3100**  
From outside Canada and the US, call us  
collect at **613-221-3105**

Office of the Superintendent of Financial Institutions  
**1-800-385-8647**  
E-mail: [information@osfi-bsif.gc.ca](mailto:information@osfi-bsif.gc.ca)

(Please print or type)

Section 1 – Plan Information	
CRA registration number	OSFI registration number
Official name of the plan	
Section 2 – Amendment identification	
Effective date of amendment (YYYY-MM-DD)	Amendment number (if applicable)
Section 3 – Amendment details	
Is this amendment the result of revisions to:	
the ITA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
the PRPP Act and /or Regulations thereto?	<input type="checkbox"/> Yes <input type="checkbox"/> No
the funding media? (insurance contract, trust agreement)	<input type="checkbox"/> Yes <input type="checkbox"/> No
the Plan administrator information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the amendment have an impact on costs (as referenced under section 26 of the PRPP Act)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the amendment have an impact on fees triggered by the actions of a member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the amendment affect contribution rates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which? (Tick all that apply)	<input type="checkbox"/> Employers <input type="checkbox"/> Members
Provide a brief description of the amendment	
This amendment applies to (Tick): <input type="checkbox"/> All members <input type="checkbox"/> New entrants <input type="checkbox"/> Other	
Have the members been notified of the amendment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 4 – Certification**

As an authorized officer of the administrator of the plan,

I, \_\_\_\_\_, certify that to the best of my knowledge, the following is true and correct:  
 (Please print the name of the authorized officer of the Plan Administrator)

(a) the plan as amended, including all documents that create or support the plan, complies with the PRPP Act and the Regulations thereto, and the plan complies with section 147.5 of the ITA;

(b) the information entered on this form is accurate and complete;

and I acknowledge that:

(c) the information collected on this form will be used for the purposes of regulating the plan pursuant to the PRPP Act and the ITA, which are administered by OSFI and the CRA respectively; and

(d) this form and the information provided will be subject to the Access to Information Act and the Privacy Act.

Date (YYYY-MM-DD)	Signature of authorized officer	Position of authorized officer
Telephone of authorized officer		Email of authorized officer

Personal information is collected under the authority of section 147.5 of the ITA and section 13 of the PRPP Act and is used for the amendment and administration of a PRPP. Information may also be disclosed under information-sharing agreements in accordance with the corresponding Acts. Incomplete or inaccurate information may result in administrative delays, or a refusal to accept an amendment.

Information is described in personal information banks CRA PPU 226 and OSFI PPU 025 in the CRA and OSFI chapters of Info Source respectively. Personal information is protected under the Privacy Act and individuals have a right of protection, access to and correction or notation of their personal information.