



Employee (Plan Member) Enrollment Package

Plan Info Sheet

CCCC = *Canadian Centre for Christian Charities*

CL = *Canada Life's Group Customer division*

Your employer has chosen the CCCC Multi-Employer Pension Plan (the "Plan") as its employees' pension plan. You are receiving this info sheet because your employer has determined that you are eligible to join the Plan!

This info sheet is designed to provide you with a quick overview of the important things you need to know about the Plan. If any of the enrollment related resources listed below were not provided with this info sheet, please ask your employer for a copy.

Plan overview

The Plan is a Registered Pension Plan (RPP). Governance oversight is provided by Plan Trustees with the support of our Pension consultant PROTEUS Performance Management. The Trustees have chosen CL as the Plan custodian.

Your employer will send monthly pension contributions on your behalf to CCCC. This will include contributions made by your employer and any contributions deducted from your pay cheque. CCCC forwards these funds on to CL, the plan custodian, to invest in accordance with your investment instructions. The plan's trustees, with the support of CCCC staff and their pension governance consultant, have the important role of building the list of curated investment options available within the plan. However, the decision on how to allocate your investments to the available funds is your responsibility. More information on providing or changing your investment instructions is included in the CL enrollment guide provided to you by your employer.

These funds are yours. They will eventually provide income to you in your retirement. It is important for you to make yourself aware of how your funds are invested and how this Plan fits into your overall retirement planning. There are many resources available to help you with this, we have listed some below.

Resources available to you

IMPORTANT: Listed below are some of the core resources available for you to explore. Virtually ALL plan related communication that is sent to you, including education sessions, newsletters, and plan performance, will be emailed to the email address you provided to Canada Life when you enrolled in the plan. The emails may come from CCCC or Canada Life. Some communication may end up in your spam folder because of the way email filters work. We recommend that you regularly check your spam to ensure you aren't missing any important information. If your email address (or any other contact

information) changes, it is important to notify Canada Life by updating your profile at mycanadalifeatwork.com or contacting Canada Life at 1-800-724-3402. Note: If you have a cccc.org account, changing your email address in your cccc.org profile will not change your email address in Canada Life's system.

[New Employee- Pension Enrollment Video](#)

This video contains instructions for how you can enroll in the plan.

[CL Enrollment Guide](#)

The CL enrollment guide is an incredible resource to help you better understand the plan before and during your enrollment. The guide provides information about the available investment choices and a questionnaire that will help you determine the choices that are best for you. The guide also includes guest access to the CL online portal (<https://mycanadalifeatwork.com>) so you can become acquainted with the additional resources and information available before you enroll in the plan. Paper and PDF enrollment guides are available. Please note, the PDF enrollment guide does not include detailed fund reports, but those are available through the guest access to CL's online portal (<https://mycanadalifeatwork.com>). The guide is available through your employer.

[Forms](#)

All forms related to the Plan are included at the end of the enrollment guide and can be provided by your employer.

[Member Booklet](#)

A more detailed member booklet is available from your employer and on this page of the CCCC pension website (https://www.cccc.org/pension_guides_forms).

[My Canada Life at Work](#)

This is the online portal to access your pension account. This site is an incredibly valuable tool that we highly recommend. Information on logging into mycanadalifeatwork.com can be found in the CL Enrollment Guide and here (https://www.cccc.org/accessing_your_account).

On this site, you will be able to:

- Update your personal information.
- View your Investment Portfolio.
- Complete the investor profile questionnaire to help you decide what type of investment mix you should have.
- View your online pension statements.
- Change your investment choices at any time.

[Investment and Retirement Manager](#)

If you have questions about your investments or require assistance updating your personal information, Canada Life has a dedicated contact person assigned to serve you:

Jaime Baychu

Your Investment and Retirement Manager
Canada Life
1-866-788-1293 ext. 5790
jaime.baychu@canadalife.com

Newsletters and Statements

In addition to the information available throughout the year at mycanadalifeatwork.com, you will also receive the following:

- A quarterly newsletter created by PROTEUS and emailed to you from CCCC.
- Semi-annual Statement & newsletter emailed to you from CL.

CCCC Pension Website

CCCC maintains a page on our website specifically designed for plan members. This page provides a central location for information about the Plan, helpful links and contacts, educational opportunities, frequently asked questions, and other helpful information. We recommend you bookmark this page and go there any time you may have questions regarding the Plan.

https://www.cccc.org/pension_employees

Canada Life Health and Wealth Consultant

A customized member experience guide can be contacted at Canada Life for personalized, one-on-one guidance that can help you with the following:

- register your online account
- understand the details of your plan
- monitor your savings goals
- review your investment options
- answer your group plan questions

Book your appointment today: <http://www.canlife.co/bookanappointment>

Please notify CL of any changes

As a final note. The funds held by CL are yours! This means it is very important that you maintain contact with CL by providing them with your current contact information (including after you retire or leave your employment). This can be done online through mycanadalifeatwork.com or by contacting the **CL Access Line at 1-800-724-3402**. You will need your Social Insurance Number and the Plan number which is **37631**.