



May 8, 2018

Re: CAPSA Guideline No. 2 – Electronic Communication in the Pension Industry

On behalf of the Canadian Association of Pension Supervisory Authorities (CAPSA), we are pleased to release a revised *Guideline No. 2 – Electronic Communication in the Pension Industry (Guideline)*.

Since the release of the original Guideline in February 2002, technological changes have significantly impacted communication processes, products and strategies. CAPSA established the Electronic Communications Committee (Committee) in response to stakeholder feedback that as these changes have influenced plan administrator communications, CAPSA should review and revise the Guideline. With valuable contribution from an Industry Working Group composed of cross-jurisdictional pension experts, the Committee reviewed and revised the Guideline.

After considering feedback from a public consultation on a revised draft, the final revised Guideline provides a framework to apply the provisions of e-commerce legislation and applicable pension legislation to pension communications sent electronically. By setting out principles-based guidelines for communications from a pension plan administrator and/or pension plan sponsor that are required under pension legislation, CAPSA seeks to promote a common regulatory approach and consistent standards for plan administration.

Sincerely,

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