

## EMPLOYEE IDENTIFICATION (Please print)

Name, Surname \_\_\_\_\_ Employee No. \_\_\_\_\_

## ENROLMENT

This program is mandatory for all regular employees 30 years of age and older or following twenty four (24) months of regular service at the University, whichever comes first. (It is strongly recommended to participate as early as possible) A signature is required, be it to confirm participation or request exclusion.

I, \_\_\_\_\_  
(in block letters)

accept to participate in the University of Ottawa Pension Plan according to the by-laws established by the plan and by the University. I recognize that my decision is irrevocable.

Enrolment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ dd/mm/yy

## MANDATORY DEFERRED ENROLMENT

I was born on \_\_\_\_\_ (dd/mm/yy) and as proof of this I am attaching a copy of my birth certificate. I understand that I will be required to participate in the University of Ottawa Pension Plan as soon as I have reached 30 years of age or have completed twenty four (24) months of regular service at the University of Ottawa, whichever comes first.

Regular employment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ dd/mm/yy Mandatory enrolment date: \_\_\_\_/\_\_\_\_/\_\_\_\_ dd/mm/yy

## EXCLUSION (for contractual employees, if eligible under the plan provisions)

I do not elect to participate in the University of Ottawa Pension Plan. I am claiming this exclusion under article 4.3 of the University of Ottawa Pension Plan which states that participation is optional regardless of the age for those over twenty four months (24) of continuous regular service at the University.

## CONFIRMATION

I authorize the University of Ottawa to subtract from my pay all necessary deductions for the Retirement Pension Plan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yy)

**Notice of Collection of Personal Information:** Your personal information is collected under the authority of the *University of Ottawa Act* and is intended to be used for the purpose of and those consistent with the administration of your employee file maintained by Human Resources. If you have any questions regarding this collection of personal information, please contact Human Resources, Pension Sector, 550 Cumberland Street, Room 019, Ottawa, Ontario K1N 6N5, Tel (613) 562-5832, Fax (613) 562-5206. You may also consult the University's Policy 90 on Access to Information and Protection of Privacy [http://web5.uottawa.ca/admingov/policy\\_90.html](http://web5.uottawa.ca/admingov/policy_90.html).