

## Instructions for Personal Bankers on New Group RSP Account opening process

Group Plans are set up with prior approval from PBs who have agreed to service the plans alone or with an FP.

(Group RSP Administration keeps a record of the RISRs assigned to service the Group Plan and will use these codes to set up the clients accounts)

Your role in the New Account set up process is to assist the client with selecting the funds to invest contributions that will be submitted directly by the company and flow systematically into Group RSP accounts like CSPs. If you have any questions calls **1 800 361 9977** (9am-5pm ET) or email [group.plans@bmo.com](mailto:group.plans@bmo.com) (responses 1-2 business days)

The client can complete an application using one of the following methods:

- Meet in person at the branch
- Complete an online application

### E-Form 3591 - New Group RRSP Account Application at the Branch:

- Client will provide **Company Name** and/or **Group Plan number**
- Client may provide **Form 3592** (Authorization for Payroll Deduction if the company needs one- not required if employee contribution is fixed)
- Client should know the Rules of the Plan including employer match if applicable (call **1 800 361 9977** if you need info)

#### Steps to follow:

1. Determine the Customer's investment objectives and their **investor profile** by using the '**Investor Profiler Tool**'
2. Complete **Form 3591** (including [Section 6 Payroll Contribution Allocation \(Investment choices with Fund Number & Fund Name\)](#) Mutual Funds/GICs should be equal to 100%)
3. Sign/date as Salesperson
4. Fax the form to Group RSP Administration at 416 552 7950 to set up account
5. Hand over to **BCO** for sign-off on the New Account report the next business day

#### Form 3592 – Authorization for Payroll Deduction Form

1. If the client brings in a completed Form, sign, date and hand over one copy to the client to be forwarded to the company's payroll department (Deductions will only begin when the company receives this form)
2. Keep one copy in the client's file

## Steps to follow for Online Group RSP application form:

You will receive an email notification from Group RSP Administration that Account #... is set up along with a copy of the signed application form and instructions on the next steps

1. Check that you have received a signed copy of 5 pages (25 if the Terms and Conditions are included)
2. Print, sign and date as Salesperson
3. Hand over to the **BCO** for sign-off
4. Contact the client by phone to determine the Customer's investment objectives and their investor profile by using the 'Investor Profiler Tool'
5. Assist the client to make an informed decision to select the funds to invest payroll contributions (**LF405** supports phone discussion)
6. Enter fund numbers & names on **Form 497 - Section 7** (Series-A funds are not applicable if there's a corresponding Series-G fund)- If customer is not present send for One Span Signature
7. Sign **Form 497** and hand over **Form 497** to the **BCO**
8. Fax to Group RSP at **416 552 7950** to process
9. Diarize follow up the next business day to ensure that the account is updated

### Note

- (There may be no trade at this point. The BCO may keep it pending until the first trade appears on the Branch Trade Surveillance Report)

If the client does not respond to your call to select a fund the incoming contributions from the company will be directed to BMO 140 (Daily Interest Savings Account) and will sit here until instructions are submitted on **Form 497**.

1. Complete **Form 497 - Sections 7** - with the fund numbers, fund names and the percentage discussed
2. Complete **Sections 8A & 8B** to request the current holdings in DISA to be switched to the new funds
3. Sign and date **Form 497** and hand over to the **BCO** to sign-off on the **Trade Surveillance Report**
4. If customer is not present send for One Span signature
5. Fax to Group RSP at **416 552 7950** to process
6. Diarize follow up for next business day to ensure the account is updated and the balances in DISA are moved

---

## What is a Group RSP

- A Group RSP is a collection of RSP accounts that is held with BMO. The account is like a regular RRSP account however contributions can either be made at the branch or through the company's payroll department.
- Group RSP have many of the same products that a regular RSP account have with the addition of the discounted Series G funds.
- Series G mutual funds are only offered in a Group RSP account but offer the customer a significant discount over the management fees paid in regular RSP accounts.
- There are currently 23 Series G funds including many of the funds you are likely already familiar with (ETF Portfolios, Retirement Portfolios, BMO Dividend Fund, BMO Monthly Income fund).
- The investment conversation for the Group RSP account is identical to that for a regular RSP contribution, However the

employee may be making the contributions to the account through his company's payroll department.

- Many companies allow the employees personal RSP's to be consolidated into the BMO Group RSP account. If you are not sure about a certain company please email [group.plans@bmo.com](mailto:group.plans@bmo.com) to confirm.
- Many companies have rules on withdrawals from Group RSP accounts. There will be a hold placed on accounts with restrictions but if you have any questions please email [group.plans@bmo.com](mailto:group.plans@bmo.com) to confirm.

## Features and Benefits

- Group RSP accounts have many of the same features as regular RSP accounts. Employees will receive a tax receipt from BMO for contributions made to the account either through the branch or through their companies payroll department.
- Employees has access to many of the same solutions available under a regular RRSP account with the exception of Progressive GIC's and Fixed Cash Flow Plus.
- Group RSP account holders also have access to Series G mutual funds only available in this account type.
- The \$10 administration fee that is normally charged on RSP accounts is waived for Group RSP accounts.
- Most companies allow employees to transfer personal RSP assets to the Group RSP account allowing them to further enhance savings available with Series G.

## BMO Group RSP Competitive Advantage

- The BMO Group RSP is sold on the fact it is an advice-based Group RSP so our RISR's in the branch are the biggest competitive advantage.
- Many Group RSP plans in the industry do not offer in person or even over the phone advice on the investment selection inside the plan
- The BMO Group RSP does not have any per member cost for employers and there are no minimums or administration fees charged to participants.
- BMO Group RSP offers very low fees on investment product through the Series G mutual funds. These fees are amongst the lowest in the industry and are available without a minimum plan size.

## Referral to an FP

- Group RSP accounts are prime opportunities for FP referrals. Clients with many companies are able to consolidate assets into their Group RSP accounts.
- If the client has outside RRSP assets (combined over 100K) then this is an opportunity to refer them to an FP.
- Series G pricing is likely a significant discount to what the client is paying elsewhere.

## Bank at Work

- When Bank at Work is sold with the Group RSP there is a further opportunity to explore banking and lending opportunities with the new clients.
- Employees at companies that enroll in Bank at Work are eligible for free chequing accounts as well as several other discounts on mortgage and lending products
- See <https://intranet.bmogc.net/PandC/Canada/Portal/EDB/Pages/BankAtWork.aspx> for more details on current offers and how to set up products.