

DEPARTMENT OF EXTERNAL AFFAIRS



MINISTÈRE DES AFFAIRES EXTÉRIEURES

File 3-13-7-

OTTAWA

Dear

In connection with your retirement we have calculated an estimate of the pension you may expect to receive which will amount to approximately \$                      per annum. However, when you are eligible to apply for benefits under the Canada Pension Plan (age 65) there will be a slight reduction in your Public Service pension (the two plans are integrated) but when the two pensions are added together they will total slight more than the figure given above. The Superannuation Branch will notify you of the exact amount of your annuity about the time when it becomes payable. To apply for benefits under the Canada Pension Plan you should visit the District Office nearest to where you are living at that time.

If you are a participant under the Supplementary Death Benefit Plan you may continue your coverage paying the same rate of premium as an employee. As you are aware both the benefit and the premium is reduced by 10% each year from age 61. No action is required on your part to continue this coverage. However, you may decrease your coverage to \$500.00 with a premium of .20¢ per month by writing a letter and sending it direct to the Superannuation Branch. Please note you are NOT eligible to make this election until thirty days after your pension becomes payable.

For pension purposes, please complete and return the attached form TD1 - Employee's Tax Deduction Return. Also for pension purposes we will require your permanent address. If you do not have a permanent address at this time please provide the address of a relative or friend. We will pass the address on to the Superannuation Branch. After this initial notification you will be expected to inform the Branch direct of any change in your address. Correspondence should always refer to your Superannuation file No.                      and should be addressed to

Superannuation Branch,  
Department of Supply and Services,  
Tunney's Pasture,  
Ottawa, Ontario.  
KLA OT9