Montreux TPA™
Defined Contribution Administration Solution

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Outsourced DC Administration Services

Penad is a specialist in Third Party Administration (TPA) services and is ready to take care of your Defined Contribution (DC) pension plan. The DC component of Penad's Montreux TPA™ service package (we also provide Defined Benefit administration) is a comprehensive solution for both pension plan sponsors and institutions with books of DC business.

Penad supplies banks and insurance companies with pension software to manage their books of DC business and utilizes this same technology platform for our TPA clients. We can track and administer an unlimited number of individual and group pension accounts comprised of any number of investment vehicles types: unitized funds, interest bearing funds, GIC -guaranteed investment certificate and term deposits.

The Montreux TPA™ service package for DC plans includes:

- Set-up pension plan(s)
- Enrol new members
- Administer ongoing data changes
- Respond to member inquiries
- Process member contributions and other deposits types including the distribution of investment gains/losses
- Issuance of Member Statements of account at any frequency
- Process member Inter-fund transfers (by unit, percentage, or dollar amounts)
- Process Member Withdrawals
- Process Member Termination, Retirement, and Death benefit calculations
- Send/receive Member option forms
- Apply local pension legislation
- Complete Government information returns
- Issue benefit settlement instructions to trustee
- Issue Buy/sell orders to Fund Managers
- Annuity placements
- Processing of Member What-if pension calculations & Ad Hoc reports
- Full Internet access for Plan Sponsors, Employers, and Members

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Penad's investment in technology is a cornerstone of the Montreux TPA™ value proposition. We first developed a highly efficient administration methodology and then automated these processes and calculations, which leads to lower administration costs per member.

We tailor our internal system to the unique regulations, tax reporting/withholding, and other particulars of your jurisdiction and pension plan and can also handle multiple currencies and any language of member correspondence. During plan set-up, data audit and purification services are available, and Penad will issue membership certificates to all members, as well as providing the plan sponsor with an Administration Guide including forms and supplies for new transactions.

Penad receives and coordinates communications between the key entities and all stakeholders involved in providing the pension plan: Plan Sponsors, Employers, Fund Manager, Trust Co., Annuity Providers.

Montreux TPA™ offers Internet access through a standard web browser – plan sponsors, employers and members can view and update critical pension data, including initiation of inter-fund transfers. Web page layout and design is fully customizable to the branding of the plan sponsor.

When you choose Penad, you get a service provider and a partner who is committed to making sure that your pension plan is administered with the utmost care. We take our fiduciary responsibility very seriously and have designed the Montreux TPA™ solution to meet your total pension administration requirements.

Penad Pension Services Limited

Founded in 1983, Penad is Canada's pension administration specialist.

Penad takes care of the pension needs of plan sponsors across Canada and internationally with first-tier plan administration, consulting and actuarial services. Clients include Fortune 500 companies, institutions, associations, government, corporations, and multi-employer unions.

Penad software is used by banks, insurance companies, and larger individual pension plan sponsors to administer DB and DC pension plans and entire books of business. Penad products cut turnaround times and dramatically improve member communications while enabling plan sponsors and administrators to put member records on the Internet.

Penad's Mission: To provide the best pension administration solutions available.