



Statement of Non-Participating Employees

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Use this form to record all employees regularly scheduled for 30 hours or more per week on a continuous basis, but who are not participating in the Plan as of the end of the current reporting year. Please refer to the Employer Hub for more information. Please complete all relevant information on this form and send it to:

employercompliance@apsc.ca or to

LAPP, 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9

Fax: 780-421-1652

1. Employer Information

employer number

employer name

2. Non-Participating Employees

Record the names of any employees who are regularly scheduled for 30 hours or more per week on a continuous basis but not participating in LAPP. Also record the reason for non-participation and the corresponding date, as required. In instances where more than one reason code applies to an employee, list the employee on the form using the reason code with the lowest corresponding number.

employee first name	employee last name	commencement of employment	code*	occupational class or date per reason code
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Employer Authorization

name of authorized person

phone number

signature of authorized person

date (YYYY/MM/DD)

*Reason codes for non-participation

1. Period of Probationary Service – enter commencement of contributions date
2. Pre-1994 grandfathered class exempt - enter class based occupation
3. Age exempt – enter date of birth
4. Opted-out married female – enter date of marriage (which must be before July 1, 1978)
5. LAPP retiree – enter retirement date

I certify these employees who are regularly scheduled for 30 hours or more per week on a continuous basis but were not participating in LAPP as of December _____, and the reasons for non-participation provided on this form are valid.

Personal information on this form is collected under the authority of section 40 of Schedule 1 of the Alberta *Joint Governance of Public Sector Pension Plans Act* and section 33 of the Alberta *Freedom of Information and Protection of Privacy Act* for pension administration purposes. If you have any questions regarding the collection of this information, contact the LAPP Member Services Centre at 1-877-649-5277 or write to: 5103 Windermere Blvd. SW, Edmonton, AB T6W 0S9.

LA44_10/2023