

**Information on Annual Dues  
2012-2013**

**Fees**

Fellow	<b>\$1,180*</b>
Associate – five years or more	<b>\$1,000*</b>
Associate – less than five years	<b>\$ 350*</b>
Affiliate	<b>\$ 350*</b>
Correspondent	<b>\$ 350*</b>

\* This fee covers regular electronic publications only, distributed via the CIA announcements listserver.

**Late Payments—Penalty Fees and Service Charges**

Payment postmarked  
**up to July 16:** No penalty

Payment postmarked  
**after July 16:**

—Fellow	<b>\$55</b>
—Associate – five years or more	<b>\$45</b>
—Associate – less than five years	<b>\$15</b>
—Affiliate	<b>\$15</b>
—Correspondent	<b>\$15</b>

**Important Information Regarding your Payment**

- Your annual dues are not subject to GST or HST.
- Online payment by credit card at [https://www.actuaries.ca/meetings/dues\\_form\\_e.cfm](https://www.actuaries.ca/meetings/dues_form_e.cfm). You will have to login to the members section first.
- Online banking (certain CDN banks only): This will require your six-digit ID number quoted on your invoice below the date.
- Canadian cheque payable to 'Canadian Institute of Actuaries'. Please indicate ID number on cheque.
- If payment is made by international bank draft or money order, please ensure these are drawn on a Canadian bank.

**Official Receipts:** Receipts will be issued by the end of January 2013. If you require a receipt prior to the scheduled date, please send your request to CIA staff by phone at ext. 102 or e-mail at [dues@actuaries.ca](mailto:dues@actuaries.ca).

**Change of Address:** You may submit your address electronically in the Members section of the CIA website.

**Resignations**

Resignations must be received **at the Secretariat prior to June 1**. Persons applying to resign after June 1 will be assessed a monthly service charge as shown below for each **full or partial month** from June 1 to the effective date of resignation.

For example: persons resigning on July 12 will be assessed a service charge for two months.

**Monthly Service Charge:**

Fellow	<b>\$98</b>
Associate – five years or more	<b>\$83</b>
Associate – less than five years	<b>\$29</b>
Affiliate	<b>\$29</b>
Correspondent	<b>\$29</b>

The appropriate amount must accompany the request for resignation in order for the request to be processed. Any delay in sending full payment of the service charge will result in a delay of the effective resignation date.

Failure to pay the service charge may result in termination of enrollment for nonpayment of dues (see **Termination of Enrollment for Nonpayment of Dues**).

**Termination of Enrollment for Nonpayment of Dues**

Failure to pay the annual dues or the applicable penalty fee or service charge **prior to August 31** may result in termination of enrollment.

Persons whose membership is terminated for nonpayment of dues may subsequently apply for reinstatement of membership. Acceptance of such an application will be subject to the eligibility requirements in force at the time the application is submitted, as well as receipt of the appropriate penalty fee as follows:

**Reinstatement Request Date:**

Between August 31 and February 1 of the same fee year in which termination occurred

After February 1

**Penalty fee:**

20% of the person's annual dues

35% of the person's annual dues of the period in which reinstatement is requested.

Please be advised these policies may change at any time at the Board's discretion. Please check with the Secretariat prior to applying for reinstatement to ensure the policies have not changed.

## Waiver of Dues

Applications for waiver of dues for the **period of June 2012 to May 2013** must be received at the Secretariat **no later than June 1, 2012.**\*

A waiver of dues may be granted provided that the applicant meets one of the following requirements by June 1, 2012:\*

**Category 1—Retirement:** A waiver of dues may be granted under one of the two following conditions:

(a) Age plus number of years of enrolment in the CIA total 75 or more, and the member is no longer practising as an actuary for financial gain. Annual confirmation of status is not required, but the member is dropped from the roll if unable to locate for two years.

(b) Age plus number of years of enrolment in the CIA total 75 or more, and the gross annual income earned from work requiring actuarial expertise is not greater than \$25,000. Annual confirmation of status is required.

**Category 2—Disability:** A waiver of dues may be granted to a member who is disabled according to the CPP/QPP definition or according to the definition in the equivalent statutory program where the member is resident. Annual confirmation of status is not required.

**Category 3—Family leave:** A waiver of dues may be granted under family leave provisions upon receipt of confirmation that the member is presently unemployed or on maternity/parental/family leave from their employer in order to provide care for a family member for an uninterrupted period of no less than one year, does not intend to seek employment in the ensuing 12 months, and their current year's gross annual income earned from work requiring actuarial expertise and including any employer-sponsored salary top-ups, will not exceed \$25,000 during the waiver period. This waiver will terminate if the member becomes employed during the year (June 1 to May 31), at which time the current year's dues become payable on a proportional basis.

For the purposes of this policy, family includes spouse, children, siblings, parents or parents-in-law. Annual confirmation of status is required.

**Category 4—Full-time student status:** A waiver of dues may be granted to a member who is a full-time student in a post-secondary institution. All applicants must complete a separate form and have it signed by the registrar of the university in order to have a waiver of dues processed. This form may be obtained from the CIA membership department or on the CIA website. Annual confirmation of status is required.

\* Due to the possibility of late registration for university courses, requests for a waiver under Category 4 will be accepted until August 31.

**Category 5—Has reached the age of 70 years:** Annual confirmation of status is not required, but the member is dropped from the roll if unable to locate for two years.

**Category 6—Unemployment:** A waiver of dues may be granted for reasons of unemployment if the member is unemployed and actively seeking employment at the time the dues become payable, and, their current year's gross annual income earned from work requiring actuarial expertise will not exceed \$25,000 during the waiver period. This waiver will terminate if the member becomes employed during the year (June 1 to May 31), at which time the current year's dues become payable on a proportional basis. Annual confirmation of status is required.

**Publications Policy:** Each waiver category is entitled to receive documents electronically via the CIA announcements listserver and website free of charge.