

Group plans journey



1 The group plans opportunity

Meet with the Mackenzie Group Plans Sales Team to learn more about the opportunity.

Review our advisor guide to group plans to learn about the types of plans we offer.



2 Prospect for clients

Existing clients who own businesses are an excellent place to start. Approach companies with a minimum of three employees. The best prospects have low turnover, high incomes and employees located in a single location. Questions to ask:

- Do you offer a group retirement plan to your employees?
- What type of plan is it?
- Do you contribute to the plan on behalf of employees?
- Who services the plan? What is the process for enrolment?
- Which financial institution administers the plan?



3 Qualify the company

- How many employees?
- How many locations? Where?
- What is the company's strategy for attracting and retaining top talent?
- Will the company also contribute?



4 Contact Mackenzie Group Plans Sales Team

Discuss the opportunity and review recommendations.



5 Schedule meeting with the company decision-makers

The Mackenzie Group Plans Sales Team is available to participate in a decision-maker meeting to present the solutions and discuss the implementation process.



6 Setting up the new plan

Contact the Group Sales Team for the required paperwork and assistance.

- Complete the plan sponsor set-up form.
- Select how to initiate contributions
- Notify employees with written communication and/or employee seminar.
- Schedule and enroll each of the employees.



7 Follow-up and maintenance of the plan

Confirm with the company the desired frequency of follow-up meetings, including the employees.

In consultation with the employer, determine how the company will communicate changes to the plan, including current employees, new hires and terminated employees.