# Capital Accumulation Plans

## Requirements to Operate a Plan

### Prior to Plan Setup

* Define the purpose of the plan – retirement savings, tax efficient compensation, profit sharing.
* If using a service provider, which provider to use.
* Select investment options for the member (or allow their own selection).
* Allow transfers between options.

### During Plan Setup

* Prepare & maintain the records of the plan.
* Provide investment information & tools to help members decide on investments.
* Consider providing resources in the form of availability of investment advice.
* Educate members on plan details & features, investments, employer securities, fees/expenses/penalties

### Ongoing Plan Maintenance

* Provide member statements, access to plan & investment information.
* Report changes in investment options & investment performance.
* Review service provider, investment advisors, investment options, records, and tools to make decisions regularly.
* Communicate and coordinate termination of the plan when relevant.