

# **Cost regulations**

September 2016





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## I. General provisions

### Art. 1 General

<sup>1</sup> These regulations regulate cost contributions which the Foundation levies for ordinary and extraordinary expenditure and charges to insured persons; the pension funds and/or affiliated companies.

<sup>2</sup> The term “insured persons” covers all actively insured individuals and pensioners.

<sup>3</sup> These regulations apply to all pension fund solutions provided by the Foundation.

### Art. 2 Ordinary cost contributions

<sup>1</sup> Ordinary cost contributions per insured person are: CHF 180.

<sup>2</sup> Ordinary cost contributions are an element of the ordinary risk contribution and are levied via contribution invoices.

### Art. 3 Services provided

The Foundation performs the following services in return for ordinary cost contributions:

- Management of insured persons
- Calculation of individual pension benefits
- Processing of acceptances, terminations, changes in salary and other changes
- Integration of vested pension benefits and other contributions
- Reporting
- Issuing of the BVG [Swiss Federal Law on Occupational Retirement, Surviving Dependants' and Disability Pensions] affiliation confirmation for OASI equalization funds
- Splitting up and transferring of retirement assets subsequent to divorces or dissolving of registered partnerships
- Management of retirement accounts and BVG [Swiss Federal Law on Occupational Retirement, Surviving Dependants' and Disability Pensions] shadow accounting
- Issuing of statements
- Provision of information by telephone and in writing
- Information to employees
- Advising of affiliated companies and pension fund commissions
- Annual compilation of insurance certificates



- Compilation of tax certificates
- Invoicing and collection of contributions
- Processing of claims
- Carrying out of voluntary and statutory adjustments for inflation for ongoing pension payments
- Processing of payment transactions
- Issuing of legal documents such as the Foundation deed, regulations, pension plans and contracts
- Compilation of information leaflets and forms
- Compilation of offers for the expansion of pension solutions (max. once per year per affiliated company)
- Carrying out of Foundation accounting and compilation of annual financial reports
- Dealings with insurance companies and other pension funds
- Dealings with supervisory authorities and other authorities and government bodies
- Dealings with the auditing body and experts for occupational pensions
- Dealings with the BVG [Swiss Federal Law on Occupational Retirement, Surviving Dependants' and Disability Pensions] Guarantee Fund
- Levying, notification and transfer of taxes
- Data gathering for the Swiss Pension Fund Statistics



## II. Cost contributions for extraordinary expenditure

### Art. 4 Insured persons

Insured persons will be charged on an individual basis for services relating to encouragement of home ownership:

- Services relating to an early withdrawal or pledging without enforcement CHF 200
- Carrying out of an early withdrawal or enforcement of a pledge in Switzerland CHF 300
- Carrying out of an early withdrawal or enforcement of a pledge outside in Switzerland CHF 400
- Confirmation of a pledge notice CHF 100
- The insured person must bear the cost of fees, levies and other costs charged by third parties (e.g. record in the land register, depositing of share certificates, etc.)

### Art. 5 Affiliated companies

<sup>1</sup> Affiliated companies will be charged on an individual basis for the following:

- a) Late notifications during the year
  - Late notification of inability to work, per case
    - More than 1 month from commencement of inability CHF 100
    - More than 3 months from commencement of inability CHF 300
    - More than 6 months from commencement of inability CHF 600
- b) Debt collection
  - Statement of account CHF 0
  - 1<sup>st</sup> reminder CHF 20
  - Reminder by registered post CHF 50
  - Application for initiation of debt proceedings CHF 100
  - Application for continuation CHF 100
  - Application for initiation of bankruptcy proceedings CHF 100
  - Initiation of legal proceedings CHF 500
  - Application for a court hearing CHF 1'000
  - Plus official debt recovery fees and court costs

<sup>2</sup> In addition to this, the affiliated company may be charged for expenditure whose quantity and quality exceeds the normal scope of provision of occupational pension services. These services, such as IAS 19; special calculations; reproduction of documents; compilation of individual documentation; translations; special offerings; voluntary distribution of freely available resources; late notification of



changes; etc. will be charged at cost based on an hourly rate of CHF 150 to CHF 250.

## Art. 6 Affiliated pension funds

<sup>1</sup> Affiliated pension funds will be charged on an individual basis for the following:

- a) Partial liquidation due to job cuts or restructuring
  - Base fee incl. compilation of a distribution plan CHF 2'000
  - Plus fee per insured person covered by the distribution plan CHF 50
- b) Total or partial liquidation due to termination of the affiliation contract
  - Base fee incl. compilation of a distribution plan CHF 2'000
  - Plus fee per insured person covered by the distribution plan CHF 50
- c) Contract termination
 

Should the affiliation contract expire or be terminated before the first fixed contractual period expires or should it become necessary for the Foundation to terminate the affiliation contract due to non-payment of contributions and/or breach of notification obligations, then the following provision applies as a matter of principle:

  - Concluding tasks per insured person CHF 50
- d) From the 2<sup>nd</sup> transfer from one pension solution to another within the Foundation
  - Base fee CHF 500
  - Per insured person CHF 50

<sup>2</sup> Cost contributions relating to a total or partial liquidation or contract termination as well as third-party fees will be deducted from the contribution account; remaining reserves or the pension fund's freely available resources. Should these be lacking or insufficient, then the cost contributions will be charged to the affiliated company.

<sup>3</sup> Upon the liquidation of a pool, no fees will be charged for any work related to the transfer of the pension fund to another pool or to another pension scheme.<sup>1</sup>

<sup>1</sup> Inserted and put into effect by a resolution of the Foundation Board of 27.5.2019.





### **III. Further provisions**

#### **Art. 7 Third party expenditure**

<sup>1</sup> Costs for third-party expenditure (e.g. supervisory authorities, experts, auditing body, land registry, lawyer, etc.) will be invoiced to the cost originators (insured person, affiliated company, pension fund) as additional costs.

<sup>2</sup> Should the identity of the originator be unclear or disputed, then the invoice must be paid by the affiliated company.

#### **Art. 8 Due date, delayed payment and interest**

<sup>1</sup> Contributions must be paid 30 days after invoicing.

<sup>2</sup> Delayed payment and its consequences will be handled as per Art. 102 ff. Swiss Code of Obligations (OR).

<sup>3</sup> Under standard terms, contribution payments must be made on a monthly basis. The affiliated company may also choose annual, biannual or quarterly advance payments or quarterly retrospective payments. Where advance payments are made, the affiliated company will be paid interest to the sum of half the relevant current BVG [Swiss Federal Law on Occupational Retirement, Surviving Dependents' and Disability Pensions] minimum rate of interest. In the case of retrospective payments, interest to the sum of twice the relevant current BVG [Swiss Federal Law on Occupational Retirement, Surviving Dependents' and Disability Pensions] minimum rate of interest will be charged.

#### **Art. 9 Definitive language**

These regulations will, where necessary, be translated into other languages. The German version is definitive for interpretation of the regulations.

#### **Art. 10 Coming into force; Amendments**

<sup>1</sup> These regulations will come into force on 1 September 2016. They will replace all contradictory, previous cost regulations, also those included in affiliation contracts.

<sup>2</sup> These regulations must be presented to the relevant supervisory authority for verification.



<sup>3</sup> The Foundation's board may, within the scope of legal regulations and the Foundation's purpose, amend these regulations at any time. The amendments must be presented to the relevant supervisory authority for verification.

<sup>4</sup> Insured persons, affiliated companies and the pension funds must be informed regarding these regulations.

Chur, 26.08.2016

The Foundation Board