

# Pension Fund and Organisational Regulations

## Appendix 2

### Cost Regulations

valid from 1 January 2023

## 1. General

1.1. The administrative cost contributions to be paid consist of administrative and support costs per insured member. This usually covers all expenses. Only the costs for extraordinary expenses are invoiced additionally. The Foundation also levies a contribution from the pension fund to cover the associated workload when contracts are terminated.

## 2. Ordinary costs

2.1. The individual administrative costs per actively insured person and calendar year are made up as follows:

	<b>Administrative costs</b>		<b>Support costs</b>	
• Affiliates with up to 49 insured members	CHF	190	CHF	70
• Affiliates with 50 – 249 insured members	CHF	160	CHF	70
• Affiliates with more than 250 insured members	CHF	130	CHF	50

The number of insured members as at 31 December of the previous year is decisive for allocation.

2.2. For persons joining and leaving during the course of the year, these costs are charged pro rata. These costs are financed in accordance with the financing defined in the pension plan.

## 3. Service description

3.1. As a rule, the regular administration and support costs include the total expenditure for the administration of the pension fund and the insured members. These services are described in detail below.

3.2. The following services are included in the administrative costs:

- Ensuring legal compliance
- Preparing the BVG affiliation confirmation for the attention of the AHV compensation fund
- Drawing up the Regulations in German
- Maintaining an individual retirement account for each insured member in accordance with the pension plan
- Performing individual sample accounting in accordance with the BVG for each insured member
- Preparing individual pension statements
- Performing standardised benefit calculations at retirement (age 58-65)
- Drawing up a list of insured members for the company
- Preparing a periodic contribution statement for the company
- Processing current changes, such as entries, withdrawals, death and disability benefits, retirements, salary changes, pension cases, including the necessary notifications to the Swiss Federal Tax Administration and the deduction of any withholding tax.
- Processing divisions of retirement assets and pensions in the event of divorce
- Preparing individual account statements regarding the accumulated retirement assets as of 01.01. of the following year
- Monitoring liquidity requirements
- Maintaining the securities accounts
- Drawing up the annual financial statements with balance sheet and profit and loss accounts
- Reclaiming the withholding tax
- Managing settlement with the Guarantee Fund
- Distributing unallocated funds according to standard distribution plans
- Overseeing ordinary reporting to the authorities
- The following services are included in the support costs:
  - Answering enquiries from insured members, in particular regarding benefit cases, advance withdrawals for home ownership, lump-sum option
  - Advising on changes to pension plans
  - Maintaining regular contact with the BVG responsible person

#### 4. Costs for special expenses

- 4.1. The following expenses are invoiced individually to the insured member:
- Implementation of advance withdrawal for home ownership CHF 390
  - Implementation of pledge CHF 100
  - Individual benefit and purchase calculation for (partial) retirement
    - First inquiry/calculation per calendar year free of charge
    - For each additional inquiry/calculation CHF 100
  - Expenses not ordered by the courts in the case of old age provisioning compensation as a result of divorce based on work involved
  - Reversal of purchases for early retirement CHF 1,000
- 4.2. The following costs are charged to the pension fund:
- Preparation of a distribution plan for partial and total liquidation CHF 20 per insured member
    - at least CHF 1,000
- 4.3. The following costs may be charged to the Company if it fails to comply with its obligations under BVG:
- Late change notifications at the end of the year into the previous year
    - Late salary notifications, entries and exits, other changes in the previous year which are received after 31 January of the current year and for which the Foundation is not responsible: CHF 100 per case
  - Late change notifications during the year
    - Late salary notifications, entries and exits, other changes which are received more than 3 months in arrears and for which the Foundation is not responsible: CHF 50 per case
  - Late notification of incapacity for work with exemption from contributions (receipt of notification later than 4 months after the beginning of the incapacity for work)
    - during the year CHF 100 per case
    - If the contribution waiver relates to a year that has already ended CHF 250 per case
  - First payment reminder free of charge
  - Registered letter reminder CHF 50
  - Debt enforcement request CHF 250
  - Request to initiate legal proceedings CHF 500
  - Request for continuation CHF 250
  - Claim entry (bankruptcy, security fund, etc.) at least CHF 20 per insured member  
CHF 1,000
- 4.4. The costs for the involvement of external bodies and for extraordinary services which exceed the usual scope for the implementation of the occupational benefit scheme in terms of quantity or quality may be charged based on the actual work involved at rates customary in the industry. Such expenses or services relate, for example, to the provision of actuarial evaluations and documents (for IFRS, IAS19, US GAAP, etc.), grandfathering calculations, preparation and translation of individual documents, retroactive or intra-year changes to pension plans, and special offers (in particular the number of variants).

#### 5. Contract termination

- 5.1. The following regulation shall apply to administrative expenses in the event of termination of the contract:
- Termination work per insured person / pension recipient CHF 75
    - minimum CHF 750
    - maximum CHF 3,000
- 5.2. These contract termination costs are charged to the unallocated capital of the withdrawing pension fund or, if the unallocated capital is insufficient, are charged to the Company.

#### 6. Amendments to the Regulations

- 6.1. The Board of Trustees may unilaterally amend these Regulations at any time. In the event of an increase in existing costs or the introduction of new costs, a 3-month amendment period applies.

**7. Entry into force**

7.1. This Appendix 2 shall enter into force on 1 January 2023.

**Approved by the Board of Trustees on 17 November 2022.**