

## **Cost Regulations**

**valid from 1 July 2020**

(version 1.12.2020)

These Regulations are a translation of the German version. In case of any discrepancies between the German text and the translation, only the German text shall be authoritative.

## **1. General information**

In order to cover the ordinary expenditure for providing occupational pension benefits, the Foundation burdens the pension plans with its administrative costs, incl. remuneration for third parties engaged to perform administrative duties.

Extraordinary expenses are invoiced on a “user pays” basis.

These Regulations form an integral part of the affiliation agreement for pension plans. They regulate the amount of costs borne by the pension plans, the persons insured with them and employers.

## **2. Ordinary administrative costs**

### **2.1. Basic services**

The ordinary administrative costs cover the following basic services in particular:

- Entering the master data: affiliation, plan and insured persons
- Maintaining an individual retirement account for every insured person (including a shadow account under the Occupational Pensions Act (OPA))
- Drawing up the personal pension certificates
- Compiling a contribution overview with insured persons' monthly deductions
- Drawing up the contribution invoice and contribution collection
- Processing current changes (staff turnover and changes in salary, etc.)
- Incorporating vested benefits and other deposits
- Paying benefits
- Processing pension cases (retirement, disability, death, divorce and the promotion of home ownership)
- Providing general and standard information over the telephone and in writing
- Drawing up tax certificates
- Compiling an overview of savings capital for the pension plan
- Settling up with the guarantee fund
- Doing the Foundation's accounts
- Drawing up annual financial statements including the balance sheet and income statement pursuant to Swiss GAAP FER 26
- Collecting data for the Swiss Pension Fund Statistics
- Providing information to employers, pension committees, insured persons and pensioners in line with legal regulations
- Conducting statutory and, where applicable, voluntary inflation adjustments on current pensions
- Conducting payment transactions
- Drawing up the legal bases, such as regulations, pension schemes and contracts
- Compiling the information leaflets and forms required
- Advising the insured persons and members of the pension committees
- Levying, reporting and paying taxes
- Issuing confirmation documents for tendering processes

## **2.2. Distributing and invoicing ordinary administrative costs**

The ordinary administrative costs, which cannot be directly attributed to a pension plan, are divided up amongst and charged to the pension plans according to an internally agreed cost code based on objective criteria, such as the number of active insured persons, number of pensioners, insured payroll, total vested benefits, retirement assets or pension assets.

## **2.3. Costs associated with voluntary insurance**

In case of continued insurance cover following termination by the employer pursuant to Art. 29 of the Pension Fund Regulations, insured persons are charged an account management fee of CHF 240 per annum. The fee is invoiced on the first premium bill. No pro rata calculation will be performed and no refund will be given in case of early termination.

## **3. Costs for special expenditure**

Special expenditure constitutes services which are not included in the basic services pursuant to section 2.1.

### **3.1. Making changes to plans**

	CHF
For additional pension plans or changes to existing ones	300

### **3.2. Distributing available funds**

	CHF
Compiling distribution plans and implementing them	500
	On a time and materials basis, but at least

### **3.3. Insurance reports**

	CHF
Insurance reports drawn up by an occupational pensions expert (incl. VAT) which are invoiced to the Foundation	on a time and materials basis

### **3.4. Asset and liability management**

	CHF
Asset and liability studies of the investment consultant (incl. VAT) which are invoiced to the Foundation	on a time and materials basis

### 3.5. Retroactive changes of active insured persons

The costs will be charged to the employer.

<b>New and departing customers</b>		CHF
In the case of changes received by the Foundation, the effective dates of which were in previous years.	per insured person and year	200
<b>Death and disability benefit claims</b>		CHF
Late assertion of claims which are asserted more than three months after the start of the incapacity for work or death.	Per case	100
<b>Salary changes</b>		CHF
In the case of changes received by the Foundation, the effective dates of which were in the previous year.	per insured person	100
Salary changes which date back further	per insured person, on a time and materials basis, but at least	200

### 3.6. Incorrect information and messages

The costs will be charged to the employer.

		CHF
Payroll lists and interfaces with incorrect information and messages which have to be corrected again after processing.	on a time and materials basis, but at least	200

### 3.7. Promotion of home ownership in accordance with the Swiss Occupational Pensions Act (OPA)

The insured person will be individually invoiced for:

		CHF
simple enquiry/calculation		free of charge
additional calculations, consultations		on a time and materials basis
per advance withdrawal*		600
per carry-over of an existing advance withdrawal to a new property*		600
per pledge		300
per realisation of a pledge		600
per acquisition of shareholdings pursuant to Art. 3 of the Promotion of Home Ownership Ordinance (PHOO)		150

\* including costs for entering a comment in the land register

The fee must be transferred by the insured person when they submit the application.

### 3.8. Financial statements according to accounting standards

The balance sheet and income statement for each pension plan are drawn up pursuant to the Swiss accounting standards Swiss GAAP FER 26.

The employer will be invoiced on a time and materials basis for providing data for financial statements which complies with a standard other than Swiss GAAP FER 26.

### **3.9. Other special services**

#### **3.9.1. General information**

Costs for services can be incurred which exceed the normal scope for providing occupational pensions in terms of both quantity and quality.

Services such as (this list is not exhaustive):

- Insurance evaluations
- Statistics
- Special calculations
- Asset and liability studies
- Reproducing documents
- Investigations
- Compiling individual documents
- Translations
- Special offers
- Basic and advanced training courses or seminars for insured persons, pensioners, HR employees, employee representatives, members of the pension committees,
- etc.

This also includes third-party costs (incl. VAT), such as supervisory authorities, occupational pensions experts, other experts, auditors, investment consultants, advisers, offices, lawyers and notaries, etc.

### 3.9.2. User pays approach

The costs will be invoiced to the user/client on a time and materials basis.

If it is unclear or disputed who the user is, the costs will be borne by the affiliated parties.

## 4. Order for payment procedures and debt collection measures\*

		CHF
Statement of account		free of charge
Payment reminder		free of charge
1st reminder (registered letter)		50
2nd reminder (registered letter)		100
Drawing up/approving an instalment plan	on a time and materials basis, but at least	200
Information for insured persons, audit, supervision	on a time and materials basis, but at least	200
Collection request		250
Eliminating an objection to debt collection proceedings	on a time and materials basis, but at least	800
Request to continue debt enforcement proceedings action in accordance with Art. 73 of the Occupational Pensions Act	on a time and materials basis, but at least	250 1,000
Request for bankruptcy/pledge	on a time and materials basis, but at least	500

\* plus charges, expenses, fees and external costs (lawyer, experts, etc.)

Default interest is calculated on expiry of the payment deadline and invoiced to affiliated parties. In accordance with the Swiss Code of Obligations, the interest rate is 5%.

## 5. Costs associated with asset management

The costs associated with asset management are invoiced on a time and materials basis. They are borne by the pension plan's investment income.

## 6. Dissolving, switching, partially liquidating and liquidating affiliated pension plans

### 6.1. Active insured persons

0 to 5 insured persons	on a time and materials basis, but at least	CHF 500
6 to 10 insured persons	on a time and materials basis, but at least	1,000
11 or more insured persons	on a time and materials basis, but at least	2,000

### 6.2. Pensioners

In accordance with the provisions of the affiliation agreements, all pensioners are normally transferred to the successor foundation. If it is not possible to transfer the pensioners for compelling reasons, the employer will be invoiced a flat rate for continuing the pensions including a contribution waiver. It is calculated as follows:

<b>for risk pensions with reinsurance</b>		CHF
Number of years* until the official retirement age for all current risk pensions up to and including the last claim x rate	per case	300
<b>for risk pensions without reinsurance</b>		CHF
Number of years* until the calculated individual life expectancy in accordance with the actuarial principles x rate	per case	300
<b>for retirement, divorce and spouse pensions</b>		CHF
Number of years* until the calculated individual life expectancy in accordance with the actuarial principles x rate	per pensioner	150

\* for every whole or partial year

The flat rate includes the contributions to the guarantee fund.

### 6.3. Pending claims

For pending claims and ones being clarified	per case and year	CHF 300
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Once the final decision on payment has been made, the procedure will be applied as described under section 6.2.

## 7. Hourly rates if charged on a time and materials basis\*

If the Foundation provides services covered by these Regulations on a time and materials basis, the following currently valid hourly rates will be invoiced:

Clerk	CHF 150
Specialist	180
Client Portfolio Manager	200
Manager/Deputy Manager	250

\* plus expenses and fees

## **8. Financing ordinary administrative costs**

### **8.1. Instalments**

The Foundation is authorised to charge the pension plans on a pro rata and quarterly basis 20% of the budgeted ordinary administrative costs (section 2) for one financial year.

### **8.2. Final invoice**

The final invoice will be issued once the Foundation's annual financial statements have been approved at the latest. No default interest is payable on the Foundation's positive or negative balance (the foregoing is without prejudice to debt collection measures).

## **9. Gaps in the Regulations and reservation of the right to make amendments**

In case of missing provisions in the Regulations, the Foundation Board is authorised to add a provision which corresponds to the purpose of the pension fund.

The Foundation Board can amend the Regulations at any time to suit new circumstances, especially changes to legal and supervisory regulations.

## **10. Effective date**

These Regulations will enter into force on 1 July 2020 and replace all previous fee regulations.

Bern, 5 May 2020

On behalf of the Foundation Board:

Urs Kiener  
President

Eric Wiesmann  
Vice President

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