

## INFORMATION SHEET - LEAVING THE PENSION FUND

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This information sheet is intended for everyone responsible for processing insured persons' data in the pension funds affiliated with Alvoso. It functions as a guide and shows you the options, consequences and obligations that arise from application of the relevant laws and regulatory principles. It cannot serve as the basis for any legal claims. In individual cases, the regulations and corresponding legal principles of the Swiss Confederation are authoritative for these purposes.

To simplify readability, we have dispensed with the additional formulation of the feminine form and point out that exclusive use of the masculine form should be explicitly understood as gender-independent.

### Legal Principles

The Federal Law on Occupational Retirement, Survivors' and Disability Pension Plans (BVG) came into force on 1 January 1985. Since then, all companies have been legally obliged to either set up a pension fund for their employees or join an occupational benefits organisation. The following explanations are essentially based on the requirements of this law and the associated ordinance provisions (BVV 2, FZG, FZV, etc.).

Entry requirements

### Exit requirements

#### Who leaves a pension fund and when?

- The insurance term with the Alvoso Pension Fund ends on termination of the employment contract. Normally, the leaving date will be the last day of each month. Please note that the leaving date does not mean the last working day, but the actual end of the employment contract at the end of the month.
- If the exit occurs during the month (e.g. during the probationary period or in the case of dismissal without notice) up to and including the 15th day, the contribution period will end on the last day of the previous month. If the employee leaves on the 16th day or later, the contribution period will end on the last day of the current month.
- Employees whose salary decreases below the joining threshold on a long-term basis will also leave the Alvoso Pension Fund, unless the insured category is defined differently in your pension plan.
- Women who are due shortly to give birth and who apply for maternity benefits directly to the maternity insurance scheme or to the income compensation scheme (EO) leave the pension fund once maternity benefits start to be paid. However, if the employer continues to pay their salary during maternity leave and the insured person does not continue working afterwards, they leave the pension fund at the end of their maternity leave.
- For employees who take early, ordinary or deferred retirement, their leaving date is the same as that of the end of their employment contract.

#### Who receives leaving benefit?

- As of 1 January after reaching the age of 17, every employee is included in the pension fund's risk insurance cover (current year - year of birth = 18). If the insured person leaves before reaching the age of 24, no leaving benefit is generally payable, because no savings contributions will have been paid in. Here too, please note in the pension plan under the item "Start/end of pension", the year of age from which savings contributions are required.
- From 1 January, after reaching the age of 24, an employee is enrolled in the savings insurance scheme (current year - year of birth = 25). From this point on, savings contributions will be required and leaving benefit will be payable on fund exit.
- Employees who have reached the age of 64 (women) or 65 (men) (last day of the month of birth) either receive a pension or can draw their retirement capital from the first day of the following month.

## Administrative Procedure

To ensure that exit from the fund is processed smoothly, we recommend the following procedure:

- If you use the employer portal, notify the exit online or use the leaving form available on our website [www.alvoso-pensionskasse.ch](http://www.alvoso-pensionskasse.ch) - Documents.
- If you are an employer, please fill out the first page on your computer, print out the form and then sign it as soon as you know the exit date. Ask the employee to add the missing information to the form and sign it. Then send us a leaving notice. If the employee is no longer with you, you only need to send us the first page of this form without their signature.
- Once we have received the leaving notice, it will be recorded in our administration system and the necessary documentation will be sent out.
- As the employer, you will receive a letter confirming that the employee's exit has been processed.
- We will also inform the employee directly. They will receive a letter from us, together with a leaving statement. If we do not know where their leaving benefit should be remitted to, they will also receive a two-page form ("Payment Instructions"), which they can return to us. On receiving this back, we will pay over their leaving benefits in accordance with their instructions.
- In the next quarterly statement, any wrongly charged contributions will be credited back.

## Leaving Notice - Definitions

In order for us to be able to record the data in the administration system correctly, we depend on the leaving notice being filled in completely, correctly and legibly. This will save us both a lot of time.

### Personal Data

Marital Status	This information is important for us. If a change in marital status has not been notified during the insurance term, we can still correct this before processing the fund exit.
Does the person leaving the fund have full working capacity at the time of leaving?	This question is very important and only relates to their health at the time you fill in the leaving form. If the employee does not have full working capacity, we will contact you. Pregnant women who are not suffering complications are considered to be healthy at the time of leaving the pension fund.
End of Employment Contract	Date of Termination of Employment Contract.

### Type of Fund Exit

Risk Insurance	If the insured person has not yet paid any savings contributions, this amounts to an exit from the risk insurance policy and therefore Box 1 should be ticked. If you are not sure, leave this box empty.
Transfer to a new occupational benefits organisation	At the start of a new employment contract, the insured person is very likely to join a pension fund again. If available, either you or the insured person should enter the details of the new employer and the new occupational benefits organisation in the existing fields.
Opening of a vested benefits account	If the insured person does not start a new employment contract but would like to transfer their leaving benefit to a blocked second pillar account, they can choose whether we should open a blocked account for him with the Rendita Vested Benefits Foundation or whether they wish to obtain a blocked account with another vested benefits foundation themselves.

**Paying agent of the occupational benefits organisation or vested benefits account**

Paying agent

Please fill in the available fields based on the bank details or the data appearing on the payment slip. Please enclose the payment slip - if available.

No information available

If we do not receive any payment information within six months, we will open a blocked account for the insured person with the Rendita Vested Benefits Foundation. In this case, they will receive a transfer statement and an account opening confirmation note from Rendita containing all the necessary details.

**2. Page: Lump-sum payment (reason)**

Emigration

The vested benefits can now only be paid out entirely as a lump sum if the insured person takes up permanent residence outside the EU and EFTA area. If an insured person emigrates to an EU or EFTA country and no longer works in Switzerland, the compulsory part (the BVG) remains in Switzerland in a blocked second pillar account. The non-compulsory portion can be paid out in as a lump sum. Further information on this can be found at [www.verbindungsstelle.ch](http://www.verbindungsstelle.ch).

Self-employment

If an insured person becomes self-employed as their main occupation, they will require confirmation of their self-employment status from the Equalisation Office. They must also confirm that they are no longer subject to the compulsory occupational pension scheme. If necessary, they must submit additional documents such as a rental contract, telecommunications contract business plan or similar. The lump-sum payment of the entire leaving benefit is also permitted.

Insignificant size

If the leaving benefit is less than the insured person's personal annual contribution (see List of Insured Persons, 2nd page, item 13 = employee contribution), the leaving benefit can also be paid out as a lump sum.

Consent of spouse/life partner

This consent is always essential before a lump-sum payment can be made. All fields must be filled in with details of the spouse/life partner and the signature will need to be certified officially.

In the case of single persons, a current certificate of civil status (not older than three months) must be submitted.

Paying agent for a lump-sum payment

A lump-sum payment can be made either to an account in Switzerland or to one abroad. In the event of payment to a foreign account, please note that the relevant bank details must be filled in in full and that higher bank charges may be incurred at the expense of the insured person.

Place, date and signature of insured person

If the paying agent is indicated, the insured person must sign here in any case. In doing so, they confirm the accuracy of the information given.

## Well worth knowing..

The sooner we receive the leaving notice (preferably online via the employer portal), the sooner we can send you the fund exit confirmation letter.

Please note that we must receive all leaving notices before the monthly or quarterly contribution invoice. This will ensure that the invoice reflects current staffing levels and is accurate.

In the case of fund exits occurring during the year, contributions will only be debited for the months after 01.01. until the leaving date.