

INFORMATION SHEET - JOINING THE PENSION FUND

This information sheet is intended for everyone responsible for processing insured persons' data in the pension funds affiliated with Alvoso. It is meant as a guide and sets out the options, consequences and obligations arising from practical 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 a pension scheme. The following explanations are essentially based on the requirements of this law and the associated ordinance provisions (BVV 2, FZG, BVV, etc.).

Entry Requirements

Who needs to be insured and when?

An employee must cumulatively meet the following requirements in order to be subject to the compulsory occupational pension scheme:

- The employee has reached the age of 17 (similar to AHV). Calculated simply: Current year - Year of birth = 18 = compulsory insurance as of 01.01.
- The AHV annual salary (= monthly salary X 12 or 13) is above the current joining threshold of CHF 22'050. Whether the joining threshold is relevant for your company is specified in the pension plan under the heading "Insured Person Category" and may differ from the legal requirement.

All employees with a permanent employment contract must be insured from their first day of employment - including during the probationary period. If an employee starts work during the month up to and including the 15th, he or she will be insured from the first day of that month. If the start of work begins on the 16th or later, they will be insured for the beginning of the next month.

Employees with a fixed-term employment contract of up to three months do not need to be insured. However, if the employment contract is extended during these three months, registration must be carried out as of the date of the extension.

If the employee meets one of the following conditions, they cannot be insured under the occupational pension scheme:

- Employees who are more than 70% disabled.
- Employees who have already reached the age of 64 (women) or 65 (men) when they start work.

Who needs to be insured and how?

- From 1 January, after reaching the age of 17, an employee is enrolled in the risk insurance scheme (current year - year of birth = 18).
- From 1 January, after reaching the age of 24, an employee is enrolled in the savings insurance scheme (current year - year of birth = 25). The exact age for joining the savings insurance scheme for your company is set out in the pension plan under the heading "Start/End of Pension" and may differ from the statutory requirement.
- Employees who have reached the age of 64 (women) or 65 (men) (last day of the month of birth) and who would like to continue working require the written consent of their employer.



Administrative Procedure

To ensure that the plan is processed smoothly, we recommend the following procedure:

- At www.alvoso-pensionskasse.ch - Documents you will find the joining notice.
- As an employer, you should fill it out right away on computer, then print out the form and sign it. On their first day of work, hand the form to the employee and ask them to complete the form with the missing information and send it back to us.
- The employee must check the information on the joining form and sign it.
- Once we have received the joining 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 containing a list of insured persons, in which you can see the total contributions and the monthly deduction for the employee as well as the insured benefits.
- We will also inform the employee directly. They will also receive a letter from us, a pension certificate, a copy of your company's pension plan and - if he or she is insured in the savings scheme according to age - a payment slip so that he or she can have the leaving benefit transferred to the previous pension fund.
- You will be invoiced for the new employee's contributions with the next quarterly statement.

Joining Notice - Definitions

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

Personal details

Date of marriage:	The date of marriage is very important. If a divorce takes place, the date of the divorce is required for calculation of the leaving benefit during the period of marriage.
Vers. No:	If the new social security number is not known, the old AHV number should be entered here.
Degree of employment:	This is mostly for information purposes only. However, if the degree of employment is considered in the pension plan (e.g., to adjust the coordination deduction), it is of great significance.
Duty to provide financial support:	Anyone who is married, has a registered partner and/or children has a duty to provide financial support.
UVG-insured:	By law, all employees must have accident insurance cover provided by the employer (occupational accidents). Employees who work more than eight hours a week must also be insured by the employer against non-occupational accidents.

Entry data / salary details / professional activity

Entry to the company:	Date of first day at work
Commencement of insurance:	If the employee starts work during the month up to and including the 15th, the employee will be insured from the first day of that month. If, on the other hand, the start of work is the 16th or later, they will be insured as of the first day of the next month.
AHV Salary	<p>Monthly salary: The salary must be entered, which is earned for the whole year or which would be earned if the employee started work during the year: Monthly salary X 12 = AHV annual salary or with a 13th month's salary. Monthly salary: Monthly salary X 13 = AHV annual salary.</p> <p>Hourly wage: In the case of employees who are paid hourly, we recommend that you make an assumption regarding how much they actually work and then report this to us as total salary. After approximately three months, this assumption should be reviewed. If the salary changes by more than 10%, let us know</p>



about this change using a change form. At the beginning of December, the salary earned should be checked again and the change in salary, if it differs by more than 10%, should be reported on a retrospective basis.

Generally: Salary components that are only paid occasionally or irregularly are not included in the AHV annual salary.

Professional activity: As stated in the employment contract.

Working capacity

If the employee does not have full working capacity, this question should be answered in the negative. If a pension has been applied for, it is important for us to know to which institution this was. If a decision is available, a copy of that must be enclosed.

Health declaration

Correctly answering the questions here helps us to clarify which institution will be liable to pay benefits in the event of incapacity for work or disability. If it is found by our reinsurer, that the information required has not been stated truthfully, the reinsurer may claim that there was a breach of the duty of disclosure, which could lead to a reduction in benefits or even a refusal of benefits altogether.

Previous pension arrangements

The information on any WEF early withdrawal or pledge of the WEF is important for both you and for us. This will ensure that the legal and tax requirements are met.

Well worth knowing...

The sooner we receive the joining notice, the sooner we can send you the list of insured persons together with the monthly deduction for your payroll processing.

Please note that we must receive all joining notices before the monthly or quarterly invoicing round. This will ensure that the invoice reflects current staffing levels and is accurate. This prevents significant charges having to be made at a later date.

In the case of plan entries during the year, contributions will only be debited for the months after 31.12. until any fund exit.