



Occupational Benefits

## **Cost regulations**

Columna Collective Foundation – Client Invest, Winterthur

## General

### Par. 1

These regulations govern the cost contributions which the foundation charges for special services in addition to the regular cost contributions. They are issued by the Board of Trustees.

## Services covered by regular cost contributions

### Par. 2

Regular cost contributions cover the following services in particular:

- Administration of insureds and pensioners
- Calculation and communication of individual benefits
- Processing of enrollments, withdrawals, salary changes, changes in the degree of employment, and other changes (Par. 3.8 is reserved)
- Inclusion of vested benefits and other inpayments (Par. 3.2 is reserved)
- Notifications (Par. 3.8 is reserved)
- Split and transfer of retirement assets in the case of divorce
- Calculation of possible purchases compensating for years of missing contribution
- Management of retirement accounts and shadow accounting
- Preparation of statements of account
- Information provided by telephone and in writing
- Advice on pension fund matters to the affiliated companies and members of the pension fund commissions
- Annual production of pension fund certificates for the insured
- Preparation of occupational benefits schedules
- Billing and collection of pension fund contributions
- Assessment and processing of benefit cases (retirement, disability, death)
- Processing of the statutory inflation-linked adjustments to current disability and survivors' pensions
- Processing of payment transactions (receipt of contributions, vested benefits and other inpayments (Par. 3.2 is reserved), payment of benefit, vested benefit and other payments incurred in connection with the management of the foundation)
- Preparation of the foundation regulations, basic documents, pension plans and contracts
- Issue of information sheets and forms
- Implementation of executory decisions by the Board of Trustees and the pension fund commission
- Preparation of offers (upgrading of occupational benefit solutions)

- Keeping the foundation's accounts and preparation of the annual financial statements
- Contacts with insurance companies and other occupational benefits institutions
- Contacts with supervisory authorities and other public offices and officials
- Contact with the auditors; guidance and support for the auditors
- Contacts with experts on occupational benefits
- Contacts with the BVG security fund (statements of account/insolvency cases)
- Collection, reporting and remittance of taxes (tax at source, VAT, stamp duty)
- Data collection for Swiss pension fund statistics

## Cost contributions for special services

### Par. 3

The following additional cost contributions are charged for the following services:

#### 1. Purchase calculation for early retirement

- From 2nd calculation in calendar year,  
per calculation CHF 200  
A calculation covers a maximum of 3 options

#### 2. Purchase

- From 3rd purchase in calendar year,  
per purchase CHF 200

#### 3. Promotion of home ownership

- Advance withdrawal CHF 500
- Pledge CHF 300

Fees, taxes and other costs arising with respect to an advance withdrawal or a pledge to third parties (e.g. for an entry in the land register, the deposit of shares, etc.) must be borne by the insured.

#### 4. Collection

- Reminder CHF 100
- Extension of payment term CHF 200
- Redemption plan
  - for an outstanding balance of < CHF 500 CHF 150
  - for an outstanding balance of ≥ CHF 500 and < CHF 10,000 CHF 300
  - for an outstanding balance of ≥ CHF 10,000 and < CHF 50,000 CHF 450
  - for an outstanding balance of ≥ CHF 50,000 CHF 600
  - < smaller than; ≥ equal to or greater than
- Debt enforcement request
  - for a reminder amount of < CHF 10,000 CHF 400

for a remainder amount of ≥ CHF 10,000 and < CHF 50,000	CHF	600
for a remainder amount of ≥ CHF 50,000 and < CHF 100,000	CHF	800
for a remainder amount of ≥ CHF 100,000	CHF	1,000
< smaller than; ≥ equal to or greater than		
– Legal proceedings	CHF	1,000
– Recognition suit	CHF	1,500
– Official debt enforcement and bankruptcy fees are charged separately.		

#### 5. Partial liquidation of an affiliated occupational benefits fund owing to reduction of headcount or restructuring

– Partial liquidation owing to reduction of headcount or restructuring	CHF	500
– Preparation of distribution plan for unallocated assets		
each actively insured person departing additional fee	CHF	30
minimum	CHF	150
maximum	CHF	5,000
– Preparation of distribution plan for shortfall		
each actively insured person departing additional fee	CHF	50

#### 6. Total or partial liquidation of an affiliated occupational benefits fund owing to total or partial dissolution of affiliation contract

– Total or partial dissolution of affiliation contract	CHF	700
– Total or partial investment of fund assets by the pension plan		
additional fee	CHF	1,500
– Preparation of distribution plan for unallocated assets		
each actively insured person departing additional fee	CHF	30
minimum	CHF	150
maximum	CHF	5,000
– Preparation of distribution plan for shortfalls		
each actively insured person departing additional fee	CHF	50

#### 7. Voluntary distribution of unallocated assets

per eligible person	CHF	30
minimum	CHF	150
maximum	CHF	5,000

#### 8. Notifications

– Notification of changes in enrollment, withdrawal, salary, level of employment or pension plan for an insured person if the event occurred over 12 months ago, per notification	CHF	150
– Notification of benefit cases that date back more than three years, per case	CHF	300
– Notification of benefit cases after the affiliation contract is terminated and whose date is one year or more ago per benefit case	CHF	300

#### 9. Special services by the Foundation

Services not covered by regular cost contributions as defined in Par. 2:

– Continuation of an affiliation contract without insured persons for more than 12 months, per year	CHF	500
– Data delivery for IAS / IFRS calculations	CHF	250/hr.*
– Special orders	CHF	250/hr.*

\* Cost-based calculation, plus any VAT that may apply

#### Third-party services

Par. 4

Costs for expenses incurred by third parties (e.g. supervisory authorities, pension actuaries, auditors), as well as costs incurred in connection with managing and transferring assets, that affect individual occupational benefits funds, are billed separately.

#### Billing

Par. 5

1. Cost contributions for a purchase calculation for early retirement (Par. 3.1), a purchase (Par. 3.2), an advance withdrawal or a pledge for residential property (Par. 3.3) are billed to the insured person.
2. Cost contributions in connection with debt enforcement (Par. 3.4), notifications (Par. 3.8), and any special services that have been agreed (Par. 3.9) are billed to the employer.

3. Cost contributions in connection with a total or partial liquidation (Par. 3.5/3.6), a voluntary distribution of unallocated assets (Par. 3.7) and costs for third-party services (Par. 4) are deducted from the unallocated assets of the occupational benefits fund. In the absence of such funds, or if such funds are not sufficient, the cost contributions will be billed to the employer.

**Due date**

Par. 6

Cost contributions in accordance with these regulations are due 30 days after billing. In the case of partial or full contract termination in accordance with Par. 3.6, the cost contributions are due by the contract termination date. The cost contributions in accordance with Par. 3.7 are due on distribution of the unallocated assets.

**Entry into force**

Par. 7

These regulations enter into force on January 1, 2017, and supersede the version of January 1, 2013.