



Occupational benefits

## **Cost regulations**

AXA Foundation for Occupational Benefits, Principality of Liechtenstein

## General provisions

### Art. 1

These regulations govern the cost contributions levied by the Foundation for special services over and above regular cost contributions, and are issued by the Board of Trustees.

## Services covered by regular cost contributions

### Art. 2

The regular cost contributions cover the following services in particular:

- Administration of active insureds and pensioners
- Calculation and communication of individual benefits
- Processing of enrollments, withdrawals, salary changes, changes in the degree of employment, and other changes (subject to Art. 3.6)
- Inclusion of vested benefits and other inpayments
- Notifications (subject to Art. 3.6)
- Split and transfer of retirement assets in the case of divorce
- Management of retirement accounts and shadow accounting
- Preparation of statements of account
- Information provided by telephone or in writing
- Advice on pension fund matters to the affiliated companies and members of the occupational benefits fund commissions
- Annual production of pension fund certificates for the insured persons
- Preparation of occupational benefits schedules
- Billing and collection of pension contributions
- Assessment and processing of claims (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; effecting disbursement of pension and vested benefits and other payments relating to the management of the Foundation)
- Drafting of foundation regulations, basic documents, occupational benefits plans, and contracts
- Issuing of the necessary summary sheets and forms
- Implementation of executive decisions taken by the Board of Trustees and the occupational benefits fund commission
- Preparation of offers (upgrading of occupational benefits solutions)

- Keeping the Foundation's accounts and preparing the annual financial statements
- Contacts with insurance companies and other occupational benefits institutions
- Contacts with the supervisory authority, other authorities, and official bodies
- Contact with the auditors; provision of guidance and support for the auditors
- Contacts with the BVG (LOB) Guarantee Fund (statements of account/insolvency cases)

## Cost contributions for special services

### Art. 3

Additional cost contributions are charged for the following expenses:

#### 1. Calculation for early retirement

- From 2<sup>nd</sup> calculation in calendar year  
per calculation CHF 200  
A calculation covers a maximum of 3 options.

#### 2. Collection

- Reminder CHF 100
- Extension of payment term CHF 200
- Repayment 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
  - < less than; ≥ equal to or greater than
- Debt enforcement request
  - for a reminder amount of < CHF 10,000 CHF 400
  - for a reminder amount of ≥ CHF 10,000 and < CHF 50,000 CHF 600
  - for a reminder amount of ≥ CHF 50,000 and < CHF 100,000 CHF 800
  - for a reminder amount of ≥ CHF 100,000 CHF 1,000
  - < less than; ≥ equal to or greater than
- Dismissal of objection proceedings CHF 1,000
- Action for recognition CHF 1,500
- Official debt enforcement and bankruptcy fees are charged separately.

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

- Partial liquidation due to job cuts or restructuring CHF 500
- Preparation of distribution plan for unallocated assets
  - for each withdrawing active insured person additional fee CHF 30
  - minimum CHF 150
  - maximum CHF 5,000
- Preparation of distribution plan for shortfall
  - for each withdrawing active insured person additional fee CHF 50

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

- Total or partial termination of affiliation contract CHF 700
- Preparation of distribution plan for unallocated assets
  - for each withdrawing active insured person additional fee CHF 30
  - minimum CHF 150
  - maximum CHF 5,000
- Preparation of distribution plan for shortfall
  - for each withdrawing active insured person additional fee CHF 50

### 5. Voluntary distribution of unallocated assets

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

### 6. Notifications

- Notification of enrollment, departure, changes in salary/level of employment, or plan change for an insured person if the event occurred more than 12 months previously
  - per notification CHF 150
- Notification of benefit cases with claim data dating back more than 3 years
  - per benefit case CHF 300
- Notification of benefit cases after the affiliation contract has been terminated with claim data dating back 1 year or more
  - per benefit case CHF 300

### 7. Special services by the Foundation

- Services not covered by regular cost contributions as set out in Art. 2:
- Continuation of an affiliation contract without insured persons for more than 12 months, per year CHF 500

- Providing data for IAS/IFRS calculations CHF 250/hour\*
- Special orders CHF 250/hour\*

\* Calculation based on time, plus any VAT

### Third-party expenses

#### Art. 4

Costs for expenses incurred by third parties (e.g. supervisory authorities, auditors) are invoiced separately.

### Invoicing

#### Art. 5

1. Cost contributions in connection with a calculation for early retirement (Art. 3.1) are invoiced to the insured person.
2. Cost contributions in connection with collection (Art. 3.2), notifications (Art. 3.6), as well as special services (Art. 3.7) are invoiced to the employer.
3. Cost contributions in connection with a total or partial liquidation (Art. 3.3/3.4), a voluntary distribution of unallocated assets (Art. 3.5), and costs for third-party expenses (Art. 4) are deducted from the unallocated assets of the occupational benefits fund. In the absence of such assets, or if such assets are not sufficient, the cost contributions will be invoiced to the employer.

### Due date

#### Art. 6

Under these regulations, cost contributions are due for payment 30 days after invoicing. In the event of partial or total termination of the contract pursuant to Art. 3.4, the cost contributions are due as of the contract termination date. Cost contributions in accordance with section Art. 3.5 are due on distribution of the unallocated assets.

### Entry into force

#### Art. 7

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