

# Zwitserleven Exclusief Pensioen or Nu Pensioen. Suggestions and a step-by-step guide.

	<p>The policies from the previous pension scheme will be converted into paid-up status.</p>	<p>You will receive a notification message when your MijZwitserleven is up and running. In the meantime, please report any amendments to your previous contract in the manner you are accustomed to.</p>	<p>You will receive a provisional invoice for the premium from the effective date of the new pension scheme.</p>	<p>Your new contract will be filed in our pension records.</p> <p>Your employees will be registered in our system, based on the most recent data of your previous contract.</p>	<p>We will send you a letter and a notification message in MijZwitserleven to confirm your employees have been added to our pension records.</p>	<p>The key user will receive their user name by email and their password as a text message on their mobile phone.</p> <p>This means you will be able to:</p> <ul style="list-style-type: none"><li>- report any changes</li><li>- consult invoices and itemisations</li><li>- consult the signed administration agreement</li></ul>	<p>We will provide an overview for you and your employees that specifies the pension accrued in the previous scheme.</p> <p>We kindly request that you forward this overview to your employees.</p>	<p>If you have opted to include a standard provision for voluntary coverage for your employees, they can cancel this coverage on MijZwitserleven.</p> <p>If they do this within three months of receiving the Pension 1-2-3, we will refund the excess contributions paid up to now from the effective date of the new pension scheme.</p>	<p>You will be able to report new salaries via MijZwitserleven as soon as you have received a notification message of this in your MijZwitserleven inbox. You will be able to perform this functionality from the effective date of the new pension scheme onwards.</p>	<p>The actual premium will only be calculated once the outstanding amendments have been processed and set off against the premium.</p>
					<p>Your employees will receive both the Pension 1-2-3 and a letter containing their log on details for MijZwitserleven.</p>	<p>Your employees will receive a welcome message in their MijZwitserleven inbox.</p>		<p>If you have opted to include a standard provision for voluntary coverage for your employees, they can cancel this coverage on MijZwitserleven.</p> <p>Their partner, if they have a partner, will then receive a letter informing them that this coverage has been cancelled.</p>		
		<p>Suggestion: You can authorise your adviser to report any amendments via the ‘Employer’s statement concerning access to the employer’s personal portal. This statement can be accessed by consulting the administration agreement on MijZwitserleven.</p>						<p>Suggestion: We recommend making arrangements with your adviser on how your employees will be informed about voluntary coverage and the cancellation of this type of coverage.</p>		