



# Information on your new i-Pensioen scheme.

You have made arrangements for a pension with Zwitserleven on behalf of your employees. Your pension scheme will be filed in our records, based on the points set out in the proposal. The section below tells you what you need to know. We feel it is important that your employees remain informed about their pension scheme. It is worth letting them know they can expect to receive this type of information in the future.

## **MyWorkplace, your personal portal.**

### **Employer access.**

You can use MyWorkplace to report any amendments

concerning your employees. The overview below lists the most common type of amendments and specifies which amendments are reported automatically so that you do not have to concern yourself with this

### **Adviser access.**

If you have authorised your adviser to access MyWorkplace, this will enable them to consult the pension scheme and notify us of any amendments. Your adviser will be able to access the same functionalities as you if they have signed a processing agreement and have been authorised to access MyWorkplace.

Please go to the 'My Plan' section on MyWorkplace to see all employee amendments.

Amendments that you or your adviser can report	Amendments that are reported automatically by the Municipal Personal Records Database
<ul style="list-style-type: none"><li>• Start date of employment</li><li>• Termination of employment</li><li>• Salary adjustment</li><li>• Amendment to part-time percentage</li><li>• Birth of a child</li><li>• Cohabitation and termination of cohabitation</li><li>• Transfer of accrued benefits</li><li>• Occupational disability</li><li>• Unpaid leave;</li><li>• Adding/terminating voluntary coverage</li></ul>	<ul style="list-style-type: none"><li>• Change of address within the Netherlands</li><li>• Marriage/divorce</li><li>• Registered civil partnership/termination of registered civil partnership</li><li>• Death</li></ul>



#### **Payment of contributions.**

Please visit [zwitserleven.nl/mijnzwitserleven](https://zwitserleven.nl/mijnzwitserleven) to access your invoices for your pension and your term life insurance, if you have one. The amount that will be invoiced is contingent on changes to the workforce. Salary adjustments and amendments to part-time percentages may also affect the invoice amount. The amounts specified on the invoice may differ to the amounts specified in the proposal due to changes to the workforce or, for instance, salary adjustments.

#### **Communication with your employees.**

We will ensure both new and current employees receive information about their pension. They will receive a Uniform Benefit Statement on an annual basis and new employees will also receive the Pensioen 1-2-3. Your employee will receive a benefit statement whenever their situation changes. Your employees can access their benefit statements by visiting: [zwitserleven.nl/mijnzwitserleven](https://zwitserleven.nl/mijnzwitserleven). Please consult the information below to find out where your employee can access the different types of information they require.

Employees will receive a benefit statement in the following cases:

Benefit statement	Pensioeninzicht
<ul style="list-style-type: none"><li>• Salary adjustment</li><li>• Part-time percentage adjustment</li><li>• Marriage/divorce</li><li>• Cohabitation and termination of cohabitation</li></ul>	<ul style="list-style-type: none"><li>• Pensioen 1-2-3 for new employees</li><li>• Uniform Benefit Statement</li></ul>