

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

	Please report any amendments to your previous contract in the manner you are accustomed to.	Your contract number and the participants' policy numbers will remain the same.	We will send you a letter and a notification message in MijnZwitserleven to confirm your employees have been added to our pension records.	<p>The key user will safeguard the log on user name and password for MijnZwitserleven.</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>If you have opted to include a standard provision for voluntary coverage for your employees, they can cancel this coverage on MijnZwitserleven.</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>	Factors such as the statutory offset will be calculated using the new amounts, once these have been made public. The pension policies will be amended to reflect these new amounts.	You will be able to report new salaries via MijnZwitserleven as soon as you have received a notification message of this in your MijnZwitserleven inbox. You will be able to perform this functionality from the effective date of the new pension scheme onwards.	The actual premium will only be calculated once the outstanding amendments have been processed and set off against the premium.		
				<p>Your employees will receive a welcome message in their MijnZwitserleven inbox.</p> <p>We will continue to respect past decisions taken by current employees regarding investment funds and voluntary coverage – meaning nothing will change on this front.</p> <p><b>Important information:</b> If all, or a portion, of the contributions were invested in a guaranteed fund, this will be invested in the Zwitserleven Kortlopend Obligatiefonds from 1 January 2021 onwards.</p>	<p>If you have opted to include a standard provision for voluntary coverage for your employees, they can cancel this coverage on MijnZwitserleven. Their partner, if they have a partner, will then receive a letter informing them that this coverage has been cancelled.</p>					
	Suggestion: If you would prefer to have your adviser report any amendments, please authorise them to do so via the 'Employer's statement concerning access to the employer's personal portal'. This statement has been included as an appendix to the administration agreement.				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.					