



Termination of Employment Part 1: Employer

Contracting office: _____

*Contract no.: _____

*Policy no.: _____

*Company: _____

Street, no.: _____

Postal code, town/city: _____

Notes:

- For an early retirement or partial retirement please use the form with the corresponding title.
- Part 1 is to be completed by the employer and may be sent separately from Part 2.
- Part 2 is to be completed by the insured person and may be sent separately from Part 1.

Personal details concerning the insured person

*Last name: _____

*First name: _____

*Date of birth: _____

*Street, no.: _____

*Postal code, town/city: _____

*Civil status at date of termination: _____

(*)Date of marriage or registered partnership: _____

Date of joining company: _____

*End of employment: _____

*Is the person fully capable of working or earning?

Yes

No

If not, form «Notification of Incapacity to Work or Earn» must also be submitted.

*Is the termination of service the result of reorganization within the company?

Yes

No

Signature of the employer

Place, date

Stamp, signature of the company

Please return this form to: Your contracting office or Swisscanto Collective Foundation, Branch office, St. Alban-Anlage 26, P.O.Box 3855, 4002 Basle



Termination of Employment Part 2: Insured person

Please sign on page 2.

Is retirement or semi-retirement planned?

(Answering the question is mandatory in the case of the departure of an insured person who is 58 or older)

Yes No

Use of termination benefit

Transfer to a new employee benefit institution (mandatory if you have a new employer; cf. Information Sheet No. 1.1)

Name and address of the new employer:

Name and address of the new employee benefit institution (if available, please attach the deposit slip for the new employee benefit institution):

Bank/post (name, address):

IBAN-no.:

Establishment of a Portable Credit Policy or Portable Credit Account (cf. Information Sheet No. 1.2)

The termination benefit of the insured person is to be

transferred to the institution for vested benefits designated below for the purpose of opening a vested benefit account.

Name of the institution for vested benefits:

Bank/post (name, address):

IBAN-no.:

transferred to the Swisscanto vested benefits institution for the purpose of opening a vested benefit account.

be transformed into a vested benefit policy at the **insurance institution designated below** (in this case: enclose a copy of the application submitted):

Cash Payment (cf. Information Sheet No. 1.3)

The termination benefit of the insured person may be paid in cash if one of the reasons stated below is applicable (Art. 5 LVOB). If the pension fund regulations permit early retirement for this person, a special assessment will be conducted.

Permanent departure from Switzerland/Liechtenstein (please attach confirmation by the community of residence and the confirmation of the guarantee fund regarding the clarification of the compulsory social insurance, Berne; www.verbindungsstelle.ch)

Commencement of self-employment (main occupation) in Switzerland/Liechtenstein (please attach confirmation by the OASI compensation fund)

Cross-border commuters; definite termination of employment in Switzerland/Liechtenstein. (please attach the confirmation of the guarantee fund regarding the clarification of the compulsory social insurance, Berne; www.verbindungsstelle.ch)

Termination benefit smaller than one annual contribution of the insured person (marginal termination benefit)

Payment details of the beneficiary

Bank/Post name, branch office:

Postal code, town/city:

account no. of beneficiary:

SWIFT/BIC-code:

IBAN-no.:

Address of account holder

Last name:

First name:

Street, no.:

Postal code, town/city:

Is the place of domicile being transferred abroad?

 No Yes, as of when?**Tax aspects in the case of payment in cash**

Important information for the insured person: This payment into an employee benefit scheme within 3 years before a capital withdrawal may be considered by the tax authorities as an attempt to evade taxes. (Cf. No. 2.3)

It is recommended to consult the tax authorities in advance.

Signature of the insured person

By signing below, the insured person confirms that they wish to receive benefit coverage in the form described above and, that they have taken note of the information on the last page of this form and that in the case of payment in cash (other than marginal termination benefit), they are no longer subject to the obligatory occupational benefit scheme.

Place, date

Signature of the insured person

Compulsory for payment in cash:**a) married insured person or insured person with a registered partner:**

officially certified consent of the spouse or registered partner (original).

b) all other insured persons: certification of civil status (original)

Place, date

Signature of spouse or registered partner

Official certification

Please return this form to: Your contracting office or Swisscanto Collective Foundation, Branch office, St. Alban-Anlage 26, P.O.Box 3855, 4002 Basle

Information Sheet: Termination of employment

When employment is terminated, the benefit arrangements also terminate automatically. Termination by the employee benefit institution is normally coupled with a termination benefit. This Information Sheet provides you with an overview of the ways in which the termination benefit can be used and notifies you about the changes occurring with termination.

1 Use of the termination benefit

1.1 You have a new employer in Switzerland: Transfer to a new employee benefit institution

If you obtain new employment following termination of your employment relationship, you must transfer your termination benefit to your new employer's employee benefit institution, where it will be used as a further contribution to your occupational benefit scheme.

- ▶ Please notify us of your new employer's employee benefit institution.

1.2 You do not have a new employer: Creation of a vested benefit policy or a vested benefit account

If you have not found a new employer following termination of your employment relationship, the termination benefit must remain in the 2nd pillar in a different form. For this, you have the following option:

- Open a vested benefit account with the vesting institution of your choice.

If you do not provide instructions about the use of the termination benefit within six months (starting on the date of termination of employment), we will transfer your termination benefit in your favour to the LOB substitute scheme, post office box, 8022 Zurich (Art. 4, para. 2 and 3, LVOB).

In case of a termination of employment after the age of 58 the termination benefit can only be paid out if the insured person continues working or is reported to the unemployment office. Otherwise the retirement benefits will be provided.

1.3 Cash payment: Conditions

If you are married or live in a registered partnership, cash payment requires the officially authenticated consent of the spouse or registered partner.

If one of the following reasons pertains to you, the termination benefit may be paid in cash:

- You are definitively leaving Switzerland.
If you are leaving for a country in the EU or the EFTA, the LOB old-age savings may be paid in cash only if you are no longer subject to the obligation of social security in the new country.¹
Payment is made only in CHF.
- You commence independent gainful activities (main occupation) in Switzerland and are no longer subject to the obligation of social security.
- You are a cross-border commuter and are definitively abandoning gainful activities in Switzerland/Liechtenstein. The LOB old-age savings may be paid in cash only if the cross-border commuter is no longer subject to the obligation of social security in their country.¹

- Your termination benefit is smaller than the annual contribution you make (marginal termination benefit)

2 Other information

2.1 End of insurance coverage

In the event of termination by the employee benefit institution, you remain insured for one month by your previous employee benefit institution against the risk of death and disability, unless you are insured by a new employee benefit institution.

Persons who draw daily allowances from the Unemployment Insurance are compulsorily insured for the risks death and disability through the Auxiliary Foundation (Art. 2 para. 1bis of the Federal Law on Occupational Retirement, Survivors' and Disability Pension Plans (LOB)). The voluntary continuation of the cover within the scope of the LOB can also be requested with from the Auxiliary Foundation. The continuation of the cover the previous employee benefit institution is excluded (Art. 47 para. 1 LOB). In order to maintain uninterrupted cover, you must register immediately with the auxiliary fund (insurance cover with the appropriate branch of the auxiliary fund commences on receipt of registration).

2.2 Termination benefit for persons under the age of 25

If you are younger than 25, you were normally insured only against the risks of death and disability and have no entitlement to a termination benefit. The obligatory savings process begins on 1 January of the year in which you reach the age of 25.

2.3 Tax aspects in the case of payment in cash

The tax authorities may view the capital withdrawal as a case of tax avoidance if benefits were purchased no more than three years prior to the capital withdrawal. The tax authorities can examine all of a person's 2nd pillar benefit arrangements and generally do not accept deductions for any benefit purchases made during this period. This may result in an assessment of additional tax. The insured person is always responsible for the tax consequences of the capital withdrawal. We recommend that you check with your tax authority in advance.

¹ You can find information and documentation, including the application form, for determining the insurance duty at www.verbindungsstelle.ch. LOB Guarantee Fund, Eigerplatz 2, 3000 Bern