

Leaving Form (Employer)

Company

Departure on

Name

First name

Street/no.

ZIP code/town

Date of birth

SI number

756.

Marital status

single

married

divorced

registered partnership

dissolved partnership

widowed

Departure until the 15th of a month: end of last month / Departure after the 15th of a month: end of month

Is the insured person able to work full time upon departure?

yes

no*

*If not: Degree of incapacity to work full time:

Has the insured person been subjected to a tax at source deduction until now?

yes

no

As long as a person is incapable to work full time and Valitas Sammelstiftung BVG is examining its obligation to pay benefits, a departure cannot be processed. **Please enclose in this case the form "Notification of incapacity to work" with all necessary documents.**

Is the departure due to economic reasons?

yes*

no

*If so:

Is it a staff reduction that could lead to a partial liquidation of the pension fund?

yes

no

Date

Employer's signature and stamp

Leaving Form (Employee)

Company

Departure on

Name

First name

Street/no.

ZIP code/town

Telephone number

Date of birth

E-mail

Marital status

single

married

divorced

registered partnership

dissolved partnership

widowed

Date of marriage/registered partnership

Capacity to work

Were you able to work full time upon departure?

yes

no

Joining a new pension fund (changing jobs)

New employer

New pension scheme

Bank/IBAN

Please enclose a payment slip of the new pension fund.

Not joining a new pension fund – transfer to a vested benefits foundation

Please note the information provided on the enclosed fact sheet.

Transfer of vested benefits to:

the following vested benefits foundation or vested benefits policy:

Name of vested benefits institution

Bank/IBAN

Please enclose a payment slip and an account confirmation of the vested benefits institution.

avenirplus Vested Benefits Foundation (Valitas opens the account for you)

Consultation and opening of an investment account with avenirplus Vested Benefits Foundation
(please see options on page 3).

This document is a translation. In the event of a dispute, the German version shall prevail.

Date

Signature of the insured person

Page 2 applies to **cash payment** only ►

Cash payment of vested benefits

Please note the information provided on the enclosed fact sheet regarding cash payment.

Negligible amount (termination benefits are less than one annual employee contribution)

Self-employment as a main source of income in Switzerland or Liechtenstein

- Besides my self-employment I am pursuing paid employment activities. Their rate is.....%.

Please indicate "0%" if there are no such sideline activities besides your self-employment.

➔ **Please enclose confirmation from the AHV compensation office.**

Permanent departure from Switzerland (for cross-border commuters terminating employment in CH)

- Departure to the following country **within** the EU/EFTA:

Only those benefits that are over and above the mandatory benefits can be paid out in cash. We will transfer the mandatory part (LOB) to a vested benefits account of your choice (list on page 1 "not joining a new pension fund")

- Departure to the following country **outside** the EU/EFTA:

The entire amount of the vested benefits will be paid out in cash

➔ **Please enclose confirmation of deregistration from your community of residence and a confirmation of registration of new residence (for cross-border commuters: confirmation of residence and new employment contract or confirmation of the unemployment office).**

Payment address

for cash payments in Switzerland

Bank/IBAN

for cash payments to a bank outside of Switzerland

Name of bank and full address

IBAN/SWIFT

Signatures

Persons who are **married or living in a registered partnership** need to provide an officially certified signature of their partner and an official family certificate.

We require current proof of marital/civil status from **unmarried persons**. If there is a beneficiary listed, we also need his or her officially certified signature.

Date

Signature of the insured person

Date

Officially certified signature of partner/beneficiary

Options for the Transfer of your Vested Benefits

Standard: You have a new employer and a new pension fund

In this case, the whole vested benefits must be transferred to the pension fund of the new employer.

You do not (immediately) join a new pension fund

Then your vested benefits must be transferred to a vested benefits foundation until you have a new employer and a new pension fund. You have the following three options:

1. Opening a vested benefits account with a bank of your choice in Switzerland

You can open a vested benefits account with a bank of your choice. Please provide us with an account confirmation or a payment slip so that we can transfer the funds accordingly.

2. Opening of a vested benefits account with avenirplus Vested Benefits Foundation by Valitas

You do not have the time to open a vested benefits account yourself? We are happy then to transfer your vested benefits to our partner foundation avenirplus Vested Benefits Foundation in Berne. In this case we do not need any further documents.

3. Counselling by avenirplus Vested Benefits Foundation and opening of an investment account

In the current interest rate environment, sound management of your assets is essential. The avenirplus Vested Benefits Foundation enables you to invest vested assets of CHF 20'000 and more according to your investment targets and financial profile in an individual investment strategy (you can choose between three strategies).

We will be happy to provide the avenirplus Vested Benefits Foundation with your contact details so that they can get in touch with you for a counselling session. For further information please contact:

Corinne Locher
Investment Advisor
avenirplus Vested Benefits Foundation
Postfach 3340
CH-3001 Bern
Phone 031 328 80 09
corinne.locher@avenirplus.ch
www.avenirplus.ch

Fact Sheet regarding Departure / Cash Payment

End of insurance coverage after departure

The pension coverage ends on the end of the day on which the employee leaves the pension fund (departure date: always at the end of a month). If you do not join another pension fund, you will remain insured against the risks of death and disability for a maximum of one more month. A cash payment is no longer possible following the occurrence of an insured event (death or disability).

Entitlement to cash payments

Negligible amounts

If the available vested benefits is less than one annual employee contribution, the capital can be paid out in cash given the relatively small amount.

Becoming self-employed as a main source of income

If you have become self-employed as your main source of income, you may have your vested benefits paid out in cash within one year of having become self-employed. A subsequent pay-out for any existing self-employment is not possible.

The pension fund has to verify if your employment is your main source of income or a sideline job. However, the pension fund may not rely on the confirmation of the AHV compensation office.

If you would like to retain your insurance coverage voluntarily as a self-employed person, you can contact the pension fund of your professional association. Alternatively, you could contact the Substitute Occupational Benefit Institution, which will allow you to retain pension coverage within the framework of mandatory LOB cover. Further information is available at www.chaeis.net.

Permanent departure from Switzerland

A cash payment of the mandatory part of the vested benefits (LOB) is not possible upon permanently leaving Switzerland if you are still subject to mandatory insurance in a member state of the EU or EFTA.

The part of the vested benefits that exceeds the mandatory may be paid out in cash. The mandatory part is transferred to a vested benefits account in Switzerland and paid out in cash at the earliest five years before reaching the regular AHV retirement age.

Are you unsure as to whether you are subject to mandatory insurance in your new country of residence? You can clarify this matter by contacting the LOB Guarantee Fund, P.O. Box, 3000 Bern 14, www.verbindungsstelle.ch.

For all other countries of residence, you can have the full amount of your vested benefits paid out in cash.

Cross-border commuters

Persons moving abroad or already residing abroad but still work in Switzerland are not considered as having left Switzerland. If this applies to you, you are not entitled to have your vested benefits paid out in cash.

A cash payment is only possible if you, as a cross-border commuter, stop working in Switzerland. In this case, we need a copy of your new employment contract in addition to the official confirmation of your place of residence. Or, if you are unemployed, we need confirmation of this from the unemployment office.

Waiting period for cash payments

If you have made additional deposits, you may not withdraw the resulting benefits (including interests) from the fund in the form of a cash payment within the next three years. You are required to transfer this part of your vested benefits to a vested benefits institution.

Taxation of a cash payment

Residence in Switzerland

We are obliged to report all cash payments to the Swiss Federal Tax Administration in Bern.

Residence abroad

Cash payments to persons residing abroad are subject to withholding tax. The withholding tax rate is determined by the tax rate of Canton Zurich, where the Valitas Sammelstiftung BVG has its headquarters.