

Amendment of personal data

To ensure that we can properly guarantee the pension coverage of your employees and provide you as an employer with optimal support, we need up-to-date and complete information about your employees.

1

Information about the contract and your employee

We will need at least one of the following three details in order to identify you:

Name of the employer

Contract number

AHV number

We need all the following information about your new employee:

Name
(as previously reported)

First name
(as previously reported)

Street, no.
(as previously reported)

Zip code, town or city, country
(as previously reported)

Deadline

Please inform us of any changes to your personal details as soon as possible.

Note

Your **contract number** can be found on your pension plan or on your pension certificate.

2

Name change

New name

3

Change of address

Street, no.
(new)

ZIP code, town or city, country
(new)

Note

We need your employee's personal address so that we can send the pension certificate directly to their place of residence.

4 Change of marital status

To allow us to calculate the vested benefit at the time of marriage/registration of the partnership in accordance with the legal requirements, we need exact information about the official date of marriage/date of registration. If your employee's marital status changes for other reasons, please let us know as well.

Date of the change
of marital status

New marital status

- ☐ single ☐ married ☐ divorced ☐ widowed
☐ registered partnership ☐ dissolved partnership

5 Change in salary / change in degree of employment

Date of the change
in salary

New relevant AHV
annual salary in CHF

New degree of employment
in %

Is your employee fully able to work on the date of the salary change?

- ☐ Yes ☐ No

Degree of ability
to work in %

6 Change of personnel category

New personnel
category

7 Change in responsibility for supporting dependents

Date of change

- ☐ responsible for supporting dependents
☐ not responsible for supporting dependents

Note

If the employee has been working for a certain employer for less than a year, the annual salary is calculated as the salary that this employee would earn if employed for one year (including bonuses agreed in the contract, 13th monthly salary, etc.).



Inability to work ...

... is when someone is no longer able to pursue the occupation that they performed before falling ill for a specified amount of time, due to medical reasons. Thus, «inability to work» always relates to the employee's current occupation.



Personnel category

Please enter the relevant personnel category of your new employee according to your pension plan under «Insured».

Note

If your pension plan includes benefits for persons responsible for supporting dependents, you as an employer have an obligation to report this.



Responsibility for supporting dependents

Parents are responsible for supporting their children.

8

Employer's confirmation

Place and date

Employer's
signature

9

What happens next?

As soon as we have received and checked the form, we will send you a new contribution statement and/or send your employee a new pension certificate if there is any change in benefits.

Please send the completed and signed form by regular mail or email to:

Zurich Switzerland

Scanning BVG

P. O. Box

8085 Zurich

bvg@zurich.ch

Note

The employee contributions can be found in the **contribution statement**.



Do you have any questions about this form?

Help Point BVG (phone 0800 80 80 80) is available to answer your questions from 8 a.m. to 6 p.m. from Monday to Friday.