



# Administration Costs Regulation

## Vita Invest

**Vita Invest Joint Foundation  
of Zurich Life Insurance Company Ltd, Zurich**

# Administration Costs regulation

## Edition 2022

### 1 Basics

According to the affiliation agreement, the companies affiliated to the Vita Invest Joint Foundation must make a contribution to the costs of administering their employer's pension fund.

These regulations govern the details of the contributions to administrative costs and form an integral part of the affiliation contract.

### 2 Cost overviews

The contributions to administrative costs are made up of

- Basic costs, which represent a fixed cost contribution to cover expenses per company (see point 3);
- the person-related implementation costs (see point 4); and
- the affiliation-related implementation costs (see point 5).

Individual customer requests and external costs for negotiations with authorities and experts, as well as extraordinary expenses and costs in connection with the partial liquidation of a pension fund are generally invoiced according to time and effort (see section 6).

The individual cost components are as follows:

### 3 Basic costs

The annual basic costs are CHF 1,000 per company or part of a company. These are invoiced to the employer's pension fund.

### 4 Person-related implementation costs

Annual administrative costs of CHF 240 per active insured person and pension recipients with a pension commencing on 1.2.2020 are charged per person for the administration of the insured portfolio.

The costs are calculated on the basis of the number of insured persons at the

start of the contract or on 1 January of each year.

These costs include data hosting, the maintenance of individual accounts, the processing of business events such as entries and exits, purchases and withdrawals, mutations, and the printing and dispatch of pension documents.

For recipients of a retirement or survivor's pension before 1.2.2020, annual administrative costs of CHF 100 and for disability pensioners with a pension commencing before 1.2.2020, annual administrative costs of CHF 240 are charged.

The personal implementation costs are charged to the employer's pension fund. An exception is the annual administrative costs for old-age and survivors' pensions arising after retirement from 1.2.2020, as these are charged to the performance of the retirement pension fund at foundation level.

### 5 Affiliation-related implementation costs

#### 5.1 Investments

The fees for the investment of assets are charged in accordance with the rates of the Zurich Investment Foundation or the partner bank (in accordance with the pension fund's choice of investment strategies).

#### 5.2 Administration / processing of pension fund

A contribution of 0.075% of the investment volume is charged for the processing of payment transactions, liquidity monitoring, accounting including securities accounting and management.

The affiliation-related implementation costs pursuant to para. 5.2 shall be charged to the employer's pension fund.

### 6 Special expenses

Individual customer requests as well as external costs for negotiations with authorities and experts are calculated and invoiced according to time and effort. The cost rate to be applied may vary according to the qualifications of the employees required to complete the order.

The frequently occurring business transactions listed below are invoiced or debited individually as follows:

a) Capital settlement	CHF 300
b) Interim statement	CHF 50
c) Reminder (from 2.)	CHF 150
d) Debt collection request	CHF 500
e) Application for continuation	CHF 500
f) Remove legal proposal	CHF 1'000
g) Insolvency /Seizure application	CHF 500

plus, enforcement and insolvency fees

h) Action acc. to art. 73 BVG	CHF 1'000
i) Create distribution plan according to effort, hourly rate	CHF 100
j) Implementation of measures to promote home ownership	CHF 400
k) Flat rate for expert activity according to expense, max.	CHF 2'000

The costs for the lump-sum settlement a), for the preparation of the distribution plan i) and for expert activities k) are borne by the employer pension fund. The costs according to b) to h) are charged to the employer. The costs pursuant to j) shall be invoiced to the insured person.

If the employer pension fund bears the actuarial risks autonomously or partially autonomously, a higher lump-sum contribution may be agreed for the work of the occupational pension expert. This is set out in the annex to the affiliation contract. Extraordinary expenses that exceed the normal scope for the implementation of employee benefits in qualitative or quantitative terms are invoiced. This includes in particular

- mutations whose effective date is 12 months or more prior to the date of the employer's order
- Corrective settlements due to late or incorrectly reported mutations
- Documents to be prepared individually (e.g. cost review, individual statements of benefits, premiums and contributions, surpluses, individual pension statements)
- Reproduction of documents and accounts

at cost

hourly rate

CHF 180

The employer's pension fund concerned may be invoiced for cost contributions for expenses in connection with the partial liquidation of an employer's pension fund and for expert opinions in connection with the settlement of objections and complaints. The costs are calculated according to the actual time spent, in accordance with the fee schedule of the Swiss Chamber of Pension Fund Experts.

## 7 Termination of contract

In principle, no additional costs are incurred when a follow-up contract is terminated. Extraordinary expenses in connection with the termination of the contract may, however, result in costs in accordance with section 6 (Special Expenses).

Further administration of the pensioner portfolio after termination of the contract is only possible with the consent of the Foundation and only by special agreement. The administrative expenses must be fully covered.

## 8 Fees charged, payment on account

The costs are invoiced in accordance with payment agreements with the affiliated companies.

The costs can also be charged and invoiced as a lump sum. In this case, the difference is calculated at the time of

the annual financial statements. The difference amounts can be offset against assets of the employer's pension fund or can be invoiced additionally.

## 9 Effective date

These Administration Cost Regulations shall enter into force on 1 January 2022 and replace all previous addenda.

It can be changed by the Foundation Board at any time.

If these regulations are translated into other languages, the German original of this regulation is binding.

Zurich, November 2021

Vita Invest Joint Foundation of Zurich  
Life Insurance Company Ltd

The Foundation Board