

# Organizational regulations for the Administration Committee

## Vita Plus Collective Foundation of Zurich Life Insurance Company Ltd, Zurich

### Art. 1 Administration Committee

<sup>1</sup> It is incumbent upon the Administration Committee to manage this fund.

<sup>2</sup> The Administration Committee constitutes itself and consists for a term of office as follows:

- employer's representatives<sup>1</sup>, appointed by the employer/self-employed person<sup>1</sup>, and
- employees selected from among the insured persons on the basis of their contributions and taking into consideration the various categories of employees.<sup>2</sup>

<sup>3</sup> The Chairman is elected among the employer's and employees' representatives.

<sup>4</sup> The term of office lasts three years. New elections must take place in good time before the expiry of the current term of office. Re-election is permitted.

<sup>5</sup> When the employment relationship is terminated, the member must leave the Administration Committee. A successor will be elected for any remaining term of office.

### Art. 2 Election procedure

<sup>1</sup> The employees' representatives on the Administration Committee are elected by open or secret ballot. Election shall be by a simple majority of the votes cast (relative majority).

<sup>1</sup> If the employer is a natural person, he/she shall be deemed self-employed if the AHV legislation on self-employed persons is applicable. If the employer is a legal entity, then those persons who hold management functions (members of the

<sup>2</sup> The persons who gain the most votes during the first ballot shall be elected. If more candidates stand for election than there are places available, the places will be given to those candidates with the largest share of votes. The candidates with no place allocated will be dropped from the elections.

<sup>3</sup> The results of the election and future changes in the composition of the Administration Committee are to be notified to the Foundation in writing without delay.

<sup>4</sup> If it is not possible to form an Administration Committee after being requested to do so by the Foundation Board, e.g. as a result of unwillingness by employees, incapacity to act, lack of language ability, etc., the Foundation Board may represent the interests of the employees until an Administration Committee has been formed.

<sup>5</sup> In the case of micro-enterprises, where all employees can be classified as employer representatives, the employee representative can also be elected from among the employees.

### Art. 3 Adoption of resolutions

<sup>1</sup> The Administration Committee shall meet as often as required to deal with matters arising, but at least once a year. Meetings will be called by the Chairman,

Board of Directors, directors, and associate directors) shall generally be deemed to be employer's representatives.

<sup>2</sup> Art. 89a Abs. 3 ZGB states:  
If the employees make contributions to the foundation,

or if half of the members of the Administration Committee request that a meeting be called.

<sup>2</sup> Invitations and notice of items on the agenda must be sent out in good time before the date of the meeting.

<sup>3</sup> As a general rule, the Administration Committee is quorate when more than half of the committee members – including the Chairman – are present. All resolutions shall be passed on the basis of a relative majority. If there is no majority, the Chairman has the casting vote.

<sup>4</sup> Resolutions may also be passed by way of circular letter. Circular resolutions shall be adopted by a relative majority.

<sup>5</sup> Minutes shall be kept of all resolutions passed by the Administration Committee, to be signed by the Chairman and by the minute-taker representing the other half of the Committee.

<sup>6</sup> The Foundation will check the resolutions of the Administration Committee which are submitted to it to ensure that they comply with the law and the regulations.

<sup>7</sup> Any two members of the Administration Committee may sign jointly.

they shall be involved in the management to the extent of these contributions; the employees must elect their representatives from those persons employed by the employer as far as this is possible.

## Art. 4 Duties, rights and obligations of the Administration Committee

The Administration Committee shall perform the following functions in relation to the current occupational pension plan:

- a) It shall approve the pension plan which in particular specifies the type and scope of the pension benefits provided, the contributions to be made by the insured persons, and any other pension-specific provisions. Making and issuing changes to the pension plan is only possible in accordance with the conditions laid down by the Foundation.
- b) It is responsible for providing the information required for the provision of occupational pension coverage by the Foundation.
- c) It shall decide on the use of the funds held in the free funds account.
- d) It shall instruct the employer to transfer the contributions to the Foundation. It shall notify the Foundation of any irregularities.
- e) On request and within the framework of legal provisions, it shall inform the insured persons about the organization, activities and financial situation of the pension fund, in addition to further information relating to the pension fund.

## Art. 5 Duties of the employer

<sup>1</sup> The employer deals with the Foundation and provides the information required for the provision of occupational pension coverage, including:

- registration of persons who belong to the group of insured persons under the regulations;
- changes to the group of persons, such as new employees, resignations, cases of disability and death, and any other changes which have an effect on the pension relationship;
- salary changes on the contractual key date - generally January 1;
- notification of claims and justification of entitlement.

<sup>2</sup> On terminating an employment relationship, the employer must inform the insured person without delay about the various options in relation to obtaining pension coverage and vesting, and shall request the insured person to provide information to the Foundation as regards the preferred use of the termination benefits entitlement within 30 days.

## Art. 6 Management

If the Administration Committee performs tasks in relation to the Foundation on behalf of the employer, it shall

be deemed that the Committee is authorized to carry out such tasks by the employer.

## Art. 7 Disputes

Any disputes arising from these regulations should be notified to the Foundation.

## Art. 8 Amendments

These regulations take effect on January 1, 2024 and replace all previous regulations, including any addenda. They can be changed by the Foundation Board at any time.

Zurich, November 2023

Vita Plus Collective Foundation of Zurich Life Insurance Company Ltd

The Foundation Board

**The German original of this translation is binding.**