

Fees and Charges Policy

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In case of differing interpretations, the German text is authoritative.

1. Purpose

This Fees and Charges Policy governs the financing of contributions and any compensation arising from the affiliation agreement with the employer or the pension relationship with the insured person or pension recipient.

2. Invoicing and collection

- a) The employer is the borrower as regards all contributions invoiced by the Foundation, in particular contributions for retirement credits, risk contributions, contributions to administrative costs, advisory and relationship management fees, interest charges and, if applicable, additional costs related to the partial or total liquidation of the pension provider or the Foundation.
- b) The Foundation invoices the employer for the contributions set forth in the regulations and for any additional costs. The risk contributions and additional costs must be paid within 30 days of the date on which a change was recorded; the savings credits are due on 31 December every year. The Foundation may specify other due dates for payment for individual employers and trade associations.
- c) The invoiced contributions are debited from the contribution account on the due date (value date). Payments will be credited as at the value date. Credits related to changes are credited 30 days after the change was made.
- d) The employer undertakes to pay the contributions to the contribution account on the due date, in particular the employee contributions deducted from the salaries, and to settle the account before 31 December every year if it should have a balance in favour of the Foundation.
- e) The employer will be liable for any exceptional costs incurred by the Foundation due to the employer's failure to cooperate in providing occupational pension benefits, non-payment of contributions, etc. Any such costs will be debited from the contribution account.
- f) Default interest at a rate of 6% p.a. from the due date of the contribution invoice will be charged on amounts not paid when due. Interest will be credited until the due date on any payments made prior to the due date.
- g) The interest paid on contribution accounts, accounts for non-committed funds and reserve accounts for employer's contributions is credited on 31 December every calendar year. The Board of Trustees determines the interest rates for all accounts at its last meeting for the calendar year.
- h) Any balance in favour of the Foundation at the end of a calendar year, including any accrued interest charges, is carried forward to the next calendar year as a capital claim. Any balance in favour of the employer, including any accrued interest credits, is credited as a down payment on the contributions for the next year.
- i) The Foundation issues account statements for the contribution account at the end of every quarter and reminds employees. If this balance is not paid within 30 days, the Foundation will send the employer a reminder demanding the transfer of the outstanding amount within 14 days from the date that the reminder is sent. If the employer does not satisfy this demand, the Foundation reserves the right to set off the outstanding employer contribution against any contribution reserves, to initiate legal proceedings to collect the outstanding contributions plus interest and costs, and to terminate the affiliation agreement with immediate effect.
- j) The Foundation may demand monthly instalment payments from an employer which does not duly meet its payment obligations. This also applies to the savings contributions that are not yet due. If the employer does not meet this demand, the Foundation reserves the right to initiate legal proceedings to collect the total outstanding amount plus interest and costs, and to terminate the affiliation agreement with immediate effect.
- k) The balance according to the account statement prepared at the end of the calendar year is considered to have been accepted if the employer does not object to it in writing within four weeks from its receipt.

3. Services subject to a charge

3.1. Regular contributions to administrative costs

In order to cover administrative expenses, the Foundation will charge the following contributions to administrative costs as part of the regular contributions depending on size and predicted expenses:

Fixe contributions per insured person and calendar year (pro rate temporis)	CHF 0 bis 300
Variable contributions in per cent of the existing retirement savings (p.r.t.)	0.00 bis 0.25%
Variable contributions in per cent of the risk premium	0.00 bis 4.00%

The Foundation regularly verifies the appropriateness of the regular contributions to administrative costs and, if necessary, decides on an increase or decrease in accordance with the actual expenses.

The financing of the contributions to administrative costs is regulated in the pension plan.

3.2. Other administrative costs

The Foundation can charge the following lump-sum payments to the employer for the following expenses:

Collection procedure

First reminder	CHF	50
Second reminder	CHF	100
Application to commence debt enforcement proceedings	CHF	300
Leave to continue enforcement proceedings	CHF	1'250
Request to commence bankruptcy proceedings	CHF	1'000

Obtaining information

From the OASI compensation office, commercial registry, etc. that is required to provide occupational pension benefits due to a breach of the employer's duty to cooperate in spite of a written warning::

For each information request	CHF	300
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Additional services

Preparation of an allocation plan

For each beneficiary	CHF	20
but no less than	CHF	150

Contracts without actively insured persons

Management of contracts without actively insured persons	CHF	300

Retroactive changes

Changes that have a retroactive effect, following the preparation of the annual premium invoice (year-end processing), on the previous year or even further back:

On a time spent basis, but at least	CHF	300

Late reporting of cases of occupational disability

In accordance with 4 c) of the affiliation agreement, the employer is obligated to report an insured person's occupational disability from the third day onwards. If it is reported after the third day and a premium exemption is granted, the following costs are charged to the employer in the contribution account:

Report within 60 days	CHF	0
Report after 60 days but within 120 days	CHF	300
Report after 120 days	CHF	500

Termination of affiliation agreement

For each insured person	CHF	50
at least	CHF	300
at most	CHF	7'000

Partial liquidation for the pension fund

For each insure person	CHF	50
at least	CHF	300

Measures taken in the case of underfunding

Support by the Executive Board	CHF	500
Costs for occupational pension experts	effective costs	

Any further-reaching substantiated costs incurred by the Foundation will also be borne by the employer.

Any exceptional costs incurred that were agreed with the employer (outside the regular management services provided) will be charged on a time-spent basis.

The Foundation can charge the following fees to the employer for the following expenses:

Purchase processing per case	CHF	100
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Promotion of home ownership

Early withdrawal per case including land registry costs	CHF	400
Deletion of the land register entry	Land register fees	
Pledge per case	CHF	200

3.3. Consulting an support compensation

Depending on the size of the contract and the expected expenditure, the Foundation will charge a consulting and support compensation as part of the regular contributions: Maximum fee rate: 0.5% of the insured salary 1.

The fee rate can be made dependent on another component, such as existing retirement savings, savings or risk contributions, etc., or in a combination of different components, with the maximum fee rate forming the cost ceiling.

These fees will be either partially or wholly transferred to any distribution partner/broker responsible for advisory and relationship management.

3.4. Online reporting

The employer must use the portal(s) provided by the Foundation to enter changes. The Foundation may charge a processing fee of CHF 20 per case if changes are not reported on the portals provided. These costs are debited from the contribution account.

Fees in connection with individual asset management (Individua compartment)

Compartment Individua

3.5. Administration fees

Administration fee as a % of the pension fund's average assets under management	0.10 bis 0.35%
Securities accounting	External costs
Management of property accounting	External costs
Preparation of quarterly reports	CHF 2'500 p.a.
Preparation of semi-annual reports	CHF 1'000 p.a.
Simulation of coverage ratio	CHF 500 (per simulation)
Costs of pension expert (simulations of actuarial assumptions)	Effective costs
Conducting, coordinating and taking minutes of pension fund/investment committee meeting	CHF 1'000 (per meeting)
Supporting tenders	On a time-spent basis*
Other activities not included in the affiliation agreement	On a time-spent basis*

* The hourly rate is CHF 240.

3.6. Other asset management costs

Fees, commissions and charges for asset management	Effective costs
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such as custody fees, administration fees in connection with asset management, transaction fees, issuing and redemption commissions, brokerage fees, taxes and other levies as well as fees of external asset managers and advisers

These costs are covered by the pension fund's assets (not financed by contributions).

3.7. Individua

The costs listed under sections 3.5 and 3.6 only apply to the Individua compartment, not to the PRO, PULS and FLEX compartments.

4. Omissions in/changes to the regulations

- 4.1. If a provision is missing in the regulations, the Board of Trustees is authorised to make a suitable arrangement that meets the purposes of pension provision.
- 4.2. The Board of Trustees is permitted to pass resolutions on amendments to this Fees and Charges Policy at any time.

5. Entry into force

This regulation was approved by the Board of Trustees on 15 December 2023 and will enter into force on 1 January 2024. It supersedes all previous versions of the Fees and Charges Policy.

Schwyz, 15. December 2023

Tellco pk
Board of Trustees