

Information sheet on the business management module



Your benefits.

The business management module from Swiss Life and Swiss Life Pension Services offers customers with their own employee benefits institution a modular service line that is constructed around the customer's needs. You decide how many functions you wish to carry out yourself and which you would like to delegate to Swiss Life. You can choose one of four service packages.

Modules tailored to your individual needs.

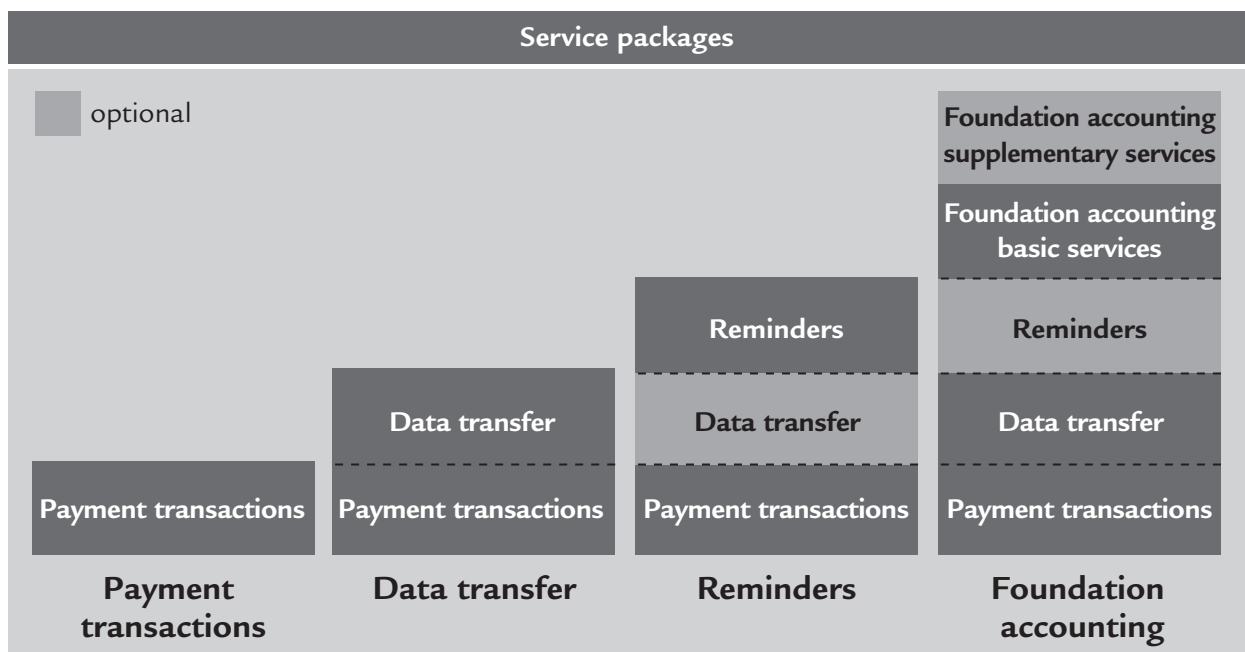
Building on the basic "Payment transactions" module we offer you three further service packages, which you can put together on an individual basis according to your needs.

What we offer.

Payment transactions.

Swiss Life manages the payments/withdrawals with regard to the employee benefits through a cash account set up by you at the bank of your choice. This module includes the following services:

- Transmission of the relevant data and book-keeping documents to the office responsible for keeping the foundation's accounts
- Sending notifications to the Federal tax authorities
- Issuing the settlement statement for the BVG Security Fund and making payments via the foundation's cash account
- Processing any deductions of tax at source, including settlement with the competent tax office



Data transfer.

We send you the booking records electronically for the transactions carried out in connection with the actuarial administration. You can read these records into your accounting system simply and easily. Data is usually sent quarterly.

Reminders.

Thanks to direct access to our SAP accounting system you can monitor the payment of contributions yourself and take the necessary steps.

Foundation accounting.

Our accounting services include the following:

Basic services:

- Carrying out foundation book-keeping according to the legal guidelines
- Preparing the financial statements (balance sheet, profit and loss account and notes)
- Reconciliation of book-keeping and technical portfolio management data
- Providing information to the employee benefits institution
- Providing information to your auditors
- Presenting the annual accounts at the meeting of the Board of Trustees
- Archiving the annual accounts, book-keeping vouchers and other documents (current year and previous year)

Additional services:

- Reconciliation of contributions and premiums (company → foundation → technical management)
- Preparing the documents required by the supervisory authority for approval of the annual accounts
- Interim results
- Archiving the foundation's annual accounts, book-keeping vouchers and other foundation accounting records (older than two years)

Swiss Life Pension Services – your partner.

Swiss Life Pension Services is a subsidiary of Swiss Life and has wide-ranging experience of outsourcing services for employee benefits institutions. It carries out the "Data transfer" and "Foundation accounting" services for you.

Advantages for you.

- Swiss Life is still your first point of contact. We take care of all communication with partners.
- Your administration is reduced through targeted outsourcing.
- Thanks to the modular structure you can change the level of your own responsibility and make any changes you wish.
- When managing your foundation accounting, we deal with the relevant auditors and guarantee that the accounts are drawn up in compliance with the law.
- You save on investments in your own IT systems, as Swiss Life provides the system.