

Customised services for your pension fund

Together with aXenta AG, we provide advisory, administrative and IT services for pension funds in the area of occupational provisions. Together we analyse your needs and support you in implementing customised solutions.

Our services are geared to your specific needs. Strategic responsibility always remains in your hands. You decide which tasks you take on yourself and which ones you entrust to us.

Basic services

Operational Management

Technical administration

Commercial administration

Securities accounting

Swiss GAAP FER / IFRS / US-GAAP

Investment services

- Investment reporting & controlling
- Check-up

xPlan administration system

Additional services

Suggestions for optimisation of existing pension plans

Support in carrying out partial and total liquidations

Range of standardised foundation documents (regulations)

Supporting the Management Board and the Board of Trustees in legal and tax matters

Assumption of project management and support mandates

*Services of pension fund experts **

* by partner

*Asset liability management study (ALM study)**

Training and development of Board of Trustees and HR managers

Organisation of pension, financial and retirement planning

Reviews of and advice on regulations

Preparation and organisation of staff orientation and employee benefits seminars

Support when switching pension fund solutions

Our offering

Below is an outline of our services:

Operational management

- Organisation of meetings of the Board of Trustees
- Implementation of the strategic decisions of the Board of Trustees
- Supporting the Board of Trustees in its activities and decision-making
- Coordination and provision of information to the foundation's partners (supervisory authority, statutory auditors, pension actuaries, asset managers etc.)
- Organisation and coordination of the annual accounts
- Preparation of the annual management report
- Organisation of new and replacement elections to the Board of Trustees

Technical administration

- Managing current changes and issuing statements for current contributions
- Collection of contributions
- Technical entries (single allocations, purchases, prepayments, pledges, etc.)
- Simulation calculations
- Data deliveries and data extractions
- Reviewing, recording and paying out claims
- Reviewing, calculating and carrying out cost of living adjustments
- Year-end processing
- Maintenance of technical accounts for the portfolio of insured persons and pensioners
- Various additional services, such as electronic history of changes, personal information, pension fund statistics

Commercial administration and securities accounting

- Managing the foundation's accounting and securities accounting in accordance with legal guidelines
- Preparation of financial statements (annual financial statements and notes)
- Organising and participating in the audit with the auditors
- Presentation of the financial statements at the meeting of the Board of Trustees

Local and international accounting

Preparing calculations and expert opinions in accordance with IFRS (IAS 19), US-GAAP (ASC 715-30) and Swiss GAAP FER 16 & 26 is one of our core competencies. Specialists discuss with you the actuarial and economic assumptions, the results of calculations and their implications for your accounts.

Investment services

- Investment controlling
You know what has happened on the financial markets and can understand the development of your portfolio (consolidated, per mandate, per asset class or per fund). This will provide you with more detailed information on your pension fund's financial situation and a comparison of your investments and performance with other employee benefits institutions.
- Investment reporting
We provide you with a consolidated overview of the individual investments and show you short- and long-term performance trends. We identify any breaches of the investment guidelines and provide you with an overview of possible risks hidden in the fund. We use the same system for reporting as for securities accounting. This ensures that there are no valuation discrepancies between reporting and securities accounting.

Modern administration software from aXenta AG

Each employee benefits institution has its own characteristics and specialities. The xPlan pension fund software can be expanded flexibly and individually thanks to its modular structure. It allows individualised and secure access for insured persons. A special access for HR managers is also available. Basic functionalities integrated into xPlan and a large number of additional modules offer a decisive advantage for the efficient management of pension funds.

Additional services

Do you have any further needs? We offer you many other customised solutions: Provision of various foundation documents, such as investment, organisational and pension fund regulations, support in carrying out partial or total liquidations. Advice on all legal issues and problems, training for members of the Board of Trustees and employees working in occupational provisions in accordance with your requirements. We cover a wide range of other services at fair conditions. Please do not hesitate to contact us.

Your advantages

You can count on the many years of experience and extensive know-how of our employees. Thanks to our expertise as an experienced administrative service provider, we support you in managing and administering your employee benefits institution.

- You can discuss all issues relating to occupational benefits with expert contact partners.
- You receive the optimal solution for you and your company.
- You receive advisory services at the highest level.
- You will receive professional support in the implementation of your solution.
- You gain access to a technologically leading management platform.

Employee benefits institutions benefit from cost advantages and synergy effects thanks to the bundling of services and efficient processes. So check your costs and test us. We set great store on working with our clients in a spirit of partnership. Our passion is to achieve the best possible results for you.

Swiss Life Pension Services

We enable people to lead a financially self-determined life.

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