



General information

This year, our process for establishing year-end statements will be simpler and begin earlier than in previous years. Below, we explain the steps you will need to take within the given deadlines to ensure your employees receive their pension statements on time.

Process



In October, we will send you a **list of insured members** that includes all the working members under your company's pension plan for the current year. That list takes into account any changes in status we received by 15 October, so please check that all the employees who have joined or left the Fund this year are accounted for. If any information is missing, let us know immediately.

As a reminder, in the event of **incapacity for work** lasting longer than the waiting period – generally three months – a contributions waiver may be granted. Please therefore ensure that we have been notified of all cases of incapacity for work at your company. To notify us of any other cases, you must fill out and send us a "Notice of incapacity for work" for each person concerned, along with the standard accompanying documentation. All of our forms can be found online at <https://www.lpp-avena.ch/en/pratique/specialists-explanations>.



We must receive your signed and dated list as well as any changes in status **within 15 days after you receive the mailing**.



In mid-November, we will send a **list of the annual reference salaries** of all working members under your company's pension plan.

Please verify that the annual reference salaries for 2021 are correct and that the document takes into account all changes in status that occurred during the year. You will also need to fill out the annual reference salaries applicable as of 1 January 2022.



You must complete, sign, and date the list and return it to us by **31 January 2022 at the latest**. If you use our Occupational Pension Cockpit, you can send us information on changes in status and the annual reference salaries as e-documents by 31 January 2022.

Once we have received your list, we will apply retirement savings credits to each insured member's individual account and generate your final contributions statement and your employees' pension statements.

If we do not receive your list by 31 January 2022, we will establish your year-end contributions statement and your list of fees for 2022 based on the information we have on file for you. If you subsequently inform us of other changes in status that occurred in 2021, we will send you an invoice relating to only those changes rather than generate a new year-end statement.

We will also send you a **statement for the current account used to pay regulatory contributions** dated 10 November 2021 and request that you **pay, by 31 December**, the outstanding contribution amount due for 2021.



In **February**, we will send insured members their **pension statements** based on the information we have on file on 31 January 2022. We will have paper copies of the statements in addition to electronic versions published on the employee interface of our Occupational Pension Cockpit.

Documents

More information and the necessary forms are available in the “Practical information” section of our website, which you can access by scanning the QR code here.



Contact    

Please do not hesitate to contact our specialists if you require any further information.



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www.lpp-avena.ch/en/contact

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