

Commercial Administration module



Your benefits

Swiss Life Pension Services supports you in the commercial administration of your employee benefits institution. We offer service packages structured in a modular way. You decide which functions you want to perform yourself and which you would like to delegate to us. Together we will find the ideal solution for your specific requirements.

Our efficiency means cost advantages for you

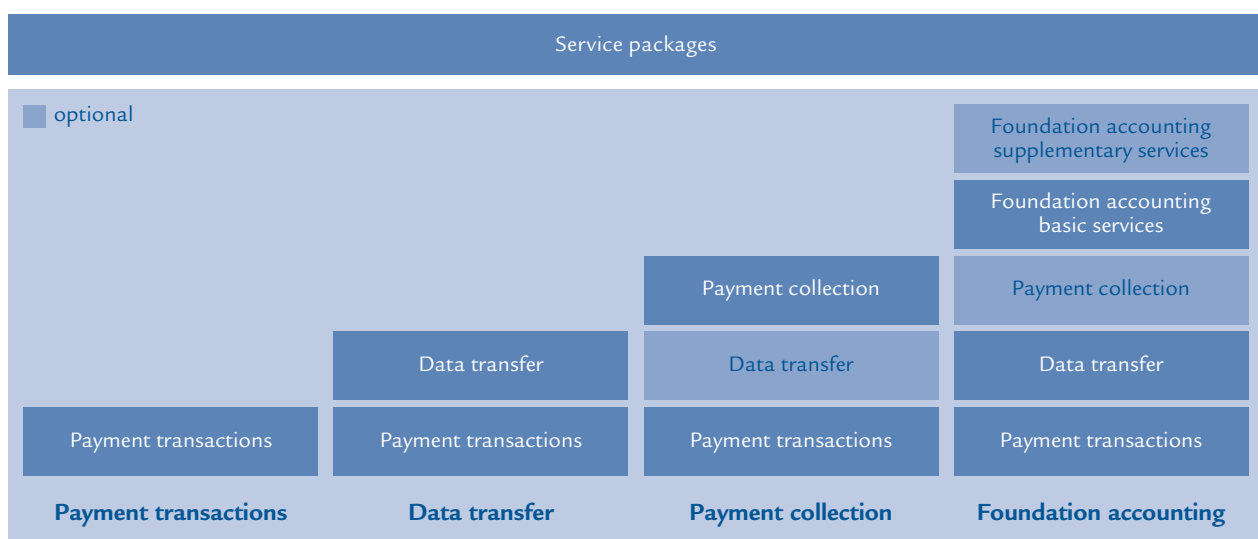
Swiss Life Pension Services is a leading provider of pension fund services in Switzerland. Thanks to our benefits of scale and efficient administrative processes, we are able to provide you with top-of-the-range services on extremely attractive terms.

Our offer

Payment transactions

Swiss Life conducts inpayments and outpayments with regard to occupational pensions for your autonomous or semi-autonomous foundation through a cash account set up by you at the bank of your choice. This module includes the following services:

- Transmitting the accounting documents regarding business transactions 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 tax office responsible



Swiss Life Pension Services – your partner of choice

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 quickly. Data is usually sent quarterly.

Payment collection

We assume the collection of contribution payments for your collective foundation, thereby helping you to process cases of outstanding payments efficiently and minimise contribution shortfalls.

Foundation accounting

We take care of your foundation accounting, which comprises the following services:

Basic services

- Foundation book-keeping in accordance with the legal guidelines
- Preparation of annual accounts (balance sheet, profit and loss account and notes)
- Reconciliation of book-keeping and technical portfolio management
- Provision of information to the managers of your employee benefits institution
- Provision of information to your auditors
- Presentation of the annual accounts at the Board of Trustees' meeting
- Archiving the Foundation's annual accounts, book-keeping vouchers and other documents (current and previous year)

Additional services

- Control and coordination of contributions and premiums (between company and foundation)
- Preparation of documents required by the supervisory authority for approval of the annual accounts
- Interim results
- Archiving the foundation's accounting records, book-keeping vouchers and other relevant documents (older than two years)

We know how important reliability is in the processing of day-to-day work. And we are aware that reliability requires trust. This is why we strive for long-term and committed partnerships. Thanks to our wide-ranging experience, in-depth knowledge and the high technological standards of our data processing and administration systems, we are able to meet your requirements with all the reliability and efficiency you need.

Advantages for you

- You can reduce your administrative workload through custom-tailored outsourcing.
- You can lower your administrative costs with an efficient outsourcing solution provided by Swiss Life Pension Services and create a calculable, transparent cost structure.
- You can rest assured that our skilled and committed staff will find solutions even for your most intricate problems.
- You save on investments in IT systems of your own and the corresponding maintenance costs.
- You know that we guarantee the foundation book-keeping will be ready for auditing and handle the coordination with the auditors responsible.

Swiss Life Pension Services is a strong partner at your side – ensuring top-quality management of your pension fund at all times.

Swiss Life Pension Services – a strong outsourcing partner