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Your Swiss Insurer

Postal address
Helvetia Insurance
P.O. Box 99
8010 Zurich

Request for transfer of an advance withdrawal of occupational benefit assets

Employer

Company

Contract number

Employee

You have made an advance withdrawal of occupational benefit assets for residential property and would like to transfer the entry to a new property you will live in yourself.

Policy no.

Title

☐ Ms

☐ Mr

First name

Last name

Street

Number

Postcode

Place

Country

Date of birth

Marital status

Email

Phone

Are you fully able to work and earn?

☐ Yes

☐ No

Personal details of spouse/registered partner

First name

Last name

Date of birth

Gender

Advance withdrawal made

Amount in CHF

Date of advance withdrawal

Name of occupational benefits or vested benefits institution

Request for transfer

Transfer of advance withdrawal

- ☐ To purchase a residential property
- ☐ To build a residential property
- ☐ Other use

Use

Address of the new property

Street, number

Postcode, place

Transfer to a vested benefits institution

Note: This is only possible if the amount is used again for residential property within two years. If the amount is not reinvested in a residential property within two years, the corresponding effects of selling the property without reinvestment occur. Upon transfer of the advance withdrawal documents to the vested benefits institution, the latter is responsible for repayment and deletion of the restriction on sale.

Name of occupational benefits or vested benefits institution

Street, number

Postcode, place

IBAN of vested benefits institution

No. of vested benefit account/policy

Required documents

Please submit all the necessary documents in order to meet the requirements:

- Copy of current original extract from the land register
- Copy of notarized purchase contract
- The prepared notification of the restriction on the sale of the new property (if available)
- The prepared notification of cancellation of the sold real estate (if available)
- Copy of passport/ID card of applicant and spouse or registered partner
- Bank confirmation with the following details:
 - Confirmation that the originally used amount will be used for purchase or construction of the new

- property
- Originally used amount to be invested in the new property
- Address of the new property in which the advance withdrawal will be invested (if available)
- Confirmation that the new property will be owner-occupied

Data protection

All personal data will be processed in accordance with the current legislation:

For compulsory occupational benefits, the data protection regulations of LOB (Art. 85a ff. LOB) apply. The provisions of the FADP apply in addition. The FADP applies to purely supplementary occupational benefits (for information e.g. identity and contact details of responsible persons, processing purposes, etc. please see www.helvetia.ch/privacy).

By signing below, the undersigned confirm that they agree to the transfer and that they have taken note of the "Information on financing residential property with occupational pension funds".

Furthermore, the undersigned consent to the entry of the note in the land register pursuant to Art. 30e BVG and to the assumption of the costs of the entry.

Place and date

Signature of the insured person

Place and date

Signature of spouse or registered partner

Information on the financing of home-ownership utilising funds from the occupational benefit scheme

The following explanations will provide you with some information on the conditions, method and consequences of an advance withdrawal or a pledge utilising funds from the occupational benefit scheme (see Art. 30a – 30g LOB; Art. 331d – 331f CO; ordinance on the promotion of home-ownership utilising funds from the occupational benefit scheme (WEFV)). We thereby fulfil our statutory duty to provide information pursuant to Art. 11 WEFV.

Possible uses of pension assets

As part of the promotion of home-ownership, funds from the occupational benefit scheme may be used exclusively for the following purposes and only upon presentation of the relevant documents:

- For the purchase or construction of residential property;
- To repay an outstanding mortgage on the residential property;
- To acquire shares in a cooperative housing association or similar investments.

Permissible residential property under the promotion of home-ownership scheme is freehold apartments, single-family dwellings and independent and permanent building rights. The property must be in your sole ownership or joint ownership. Married couples are also eligible for full ownership. In the case of co-ownership, the amount for the advance withdrawal is limited to the value of the co-ownership share. Repayment of the mortgage is also only possible to the extent of one's own share of the mortgage debt.

The property in question must also be located at your place of domicile or your usual place of residence, and you must be able to prove that you live in the property yourself. Your place of residence does not have to be in Switzerland.

Pension assets may not be used for holiday or second homes.

The forms of the promotion of home-ownership

Advance withdrawal

An amount up to the accrued vested benefit can be withdrawn in cash from the mandatory as well as the extra-mandatory occupational benefits insurance and also from the vested benefits policy. An advance withdrawal can be made up to three years before you reach the retirement age conforming to the regulations. In addition, you must be fully capable of working or gainful employment as defined in the regulations. Persons who have already passed the age of 50 may only withdraw the vested benefit that was available at the age of 50 or half of the current vested benefit. An advance withdrawal can only be made once every five years, and must amount to at least CHF 20'000.00. This last restriction does not apply to vested benefit policies and the acquisition of participations.

Pledging

Instead of an advance withdrawal, you may also pledge your claims against the pension fund to a lender to secure the latter's claims against you. You may pledge your existing pension benefits and/or your future pension benefits (retirement, survivors' and disability benefits). The law does not prescribe a minimum pledge amount. However, the maximum amounts that apply to advance withdrawals also apply to a pledge. If the pledged pension assets are realised, the transaction has the same legal effect as an advance withdrawal (entry in the land register, liability to pay tax, etc.).

Securing the pension purpose

The funds may not be withdrawn permanently from the occupational benefit scheme through an advance withdrawal. An advance withdrawal for residential property in Switzerland must therefore be noted in the land register. This will ensure that the funds are repaid to the pension fund if the property should be sold (see the passage entitled "Repayment" and also "Duty to pay tax"). If the advance withdrawal is used to purchase shares in a cooperative housing association or for similar investments, the relevant original documents must be deposited with us.

The deletion of the entry and/or the return of the documents deposited with us can be requested at the earliest when the retirement age conforming to the regulations is reached, following the occurrence of a new insurance case, in the case of the cash payment of the vested benefit or following the repayment of the advance withdrawal.

The costs incurred by the deposit and/or entries in the land register are to be borne by you.

Repayment of the advance withdrawal

If you sell the residential property or grant any legal title to the property that is economically equivalent to a sale to a third party (e.g. usufruct, residential right), you are obliged to repay the advance withdrawal. The same obligation applies to your heirs if no pension benefits should fall due upon your death.

Of course you are also entitled to repay the advance withdrawal in part or in full. In the event of partial repayment,

the minimum amount is CHF 10'000.00.

The right and the duty to repay lapse when the retirement age conforming with the regulations is reached, following the occurrence of a new insurance case and in the event of the cash payment of the vested benefit.

Duty to pay tax

Pursuant to Art. 83a LOB, an advance withdrawal as a lump-sum payment from an occupational benefit scheme is immediately subject to tax. The amount of tax payable depends on the relevant cantonal tax laws. We recommend that the tax burden is clarified in advance as, in certain circumstances, the tax payable can be very high and may not be paid from the advance withdrawal.

Please also note that the right to an advance withdrawal is restricted from a tax perspective if you have contributed purchase sums to enhance the occupational benefits insurance in terms of Art. 79b LOB within three years of maturity of the advance withdrawal. An advance withdrawal and subsequent lump-sum withdrawal (cash payment, withdrawal of retirement capital) within three years may be considered evidence of tax evasion. The Foundation cannot be held responsible for any resulting tax consequences.

Any repayment of the advance withdrawal entitles the depositor to a tax refund (nominal amount without interest). A corresponding written request must be presented to the relevant tax authority within three years of the repayment; otherwise the entitlement to a tax refund is forfeited. In order to assert your claim to a tax refund you must present proof of the repayment, the pension capital invested in your residential property and the amount of federal, cantonal and municipal tax paid at the time of the withdrawal.

We must report all the processes in connection with the payment and/or repayment of advance withdrawals to the Federal Tax Administration. Upon written application the Federal Tax Administration will confirm the amount of the advance withdrawals already made and not yet repaid and will also inform you which authority is responsible for refunding your tax.

Individuals residing abroad must pay tax at source, which falls due when the advance withdrawal is paid out and must be deducted from the payment. Payment within the European Union (EU) is always made in Euros.

Documents to be submitted

The documents to be submitted as evidence of the permissibility of the intended purpose must be in one of the three official languages or include a German translation certified by the consular authorities.

Allowance for special expenditure

An advance withdrawal or realisation of a pledge incurs costs based on the regulatory provisions. Our fees range from CHF 400.00 to CHF 600.00 for expense reimbursements in connection with the processing request. These costs, together with any deposit or land register costs, are offset against the advance withdrawal or realisation of the pledge. Would you like to pay the expense reimbursement separately? Please ask us for a payment slip.