

# Pension management

When involving KWPS, the management of your pension plan is in capable hands. Furthermore, there will be no unpleasant surprises on pricing, since KWPS uses in principle fixed rates with respect to the services listed below and will provide you with a proposal before starting the pension plan management. The prices mentioned are exclusive of VAT and are subject to changes (which will always be communicated with you upfront).



Administration	Services	Costs	Explanation
Mutations	<input type="checkbox"/> Enrolment and deregistration employees, employment mutations in between	€ 10	The amount is the fee per employee per month, including the first calculation of the pension premium for payroll administration
		+ € 1	Surcharge for defined partner system due to the registration and deregistration of partners.
Pension contribution	<input type="checkbox"/> Calculation of annual pension contribution employer and employees	€ 500	The pension amounts for tax purposes change annually on January 1 <sup>st</sup> . Therefore, the pension contributions need to be recalculated.
Leave and sickness	<input type="checkbox"/> Report unpaid leave and sickness	p.m.	The time spent highly depends on the pension provider and the actual situation. Therefore, the costs are charged based on an hourly rate.

Other	Services	Costs	Explanation
HR Analytics	<input type="checkbox"/> Annual analysis pension behaviour employees	Free	We analyse how often employees log in, whether they contribute additional premiums and fill in risk profiles. For this we need access to the portal of the pension provider. Based on the results, actions can be defined, in order to fulfil the employer's duty of care.
Pension coaching	<input type="checkbox"/> Pension information meeting (new employee)	€ 175	We visit your office to personally inform the employee of the pension plan. By doing so, the employee will be informed much better about the pension plan compared to the standard communication provided by the provider and the employer fulfils its duty of care.
	<input type="checkbox"/> Individual pension analysis (early) retirement	€ 350	
	<input type="checkbox"/> Annual information letter for all employees	€ 525	
	<input type="checkbox"/> Basic pension training HR/WC/employee representation	€ 750	
Pension guide	<input type="checkbox"/> Personalized pension guide	€ 2,500	An easy-to-read brochure about your pension plan. The annual update concerns amongst others the amounts for tax purposes.
	<input type="checkbox"/> Annual update pension guide	€ 250	
Quick scan industry-wide pension fund	<input type="checkbox"/> Every __ years	€ 500	Industry-wide pension funds can change their scope, just as companies can change their activities. Risks are mitigated by this scan.
Check premium invoice	Choose one of the below:		By checking the premium invoice we check whether all employees have been registered and whether the pension provider charges the correct premiums.
	<input type="checkbox"/> At start pension plan	€ 1,500	
	<input type="checkbox"/> Annually	€ 1,000	
	<input type="checkbox"/> Monthly	€ 250	
Investment analysis	<input type="checkbox"/> Monitoring and forward invoices to financial department	€ 90	For this (monthly) amount, we send the premium invoice to the financial department every month.
	Choose one of the below:		
Market conformity contract for an indefinite period	<input type="checkbox"/> Every __ years, compare providers	€ 2,500	A comparison will be made with other pension providers. Changes within the portfolio are monitored. The findings are shared by means of a report.
	<input type="checkbox"/> Every __ years, internal investment committee	€ 5,000	
	<input type="checkbox"/> Every __ years	€ 1,000	A check on market conformity (costs and risk premiums) will always be done in case of a contract extension. With a contract for an indefinite period, it is therefore important to actively build in a check periodically.