

Application for an advance withdrawal in the context of the encouragement of home ownership

1 Applicant's personal details

Surname _____ First name _____

Street _____ Post code / town _____

Soc. ins. No. **756** . . . Employer _____

Are you currently healthy and fit for work? Yes No

2 Intended use and amount of advance withdrawal (required documents see below)

- a Construction of residential property as principal
- b Construction of residential property based on service contract
- c Acquisition of residential property
- d Amortisation of an existing mortgage
- e Acquisition of share certificates of a housing cooperative
- f Investments leading to an increase in value

Amount of advance withdrawal CHF _____ Payment as per* _____

*Payment is not possible before the entry of the sales restriction in the land register (see para. 7 overleaf)

Have you effected any buy-ins into the pension fund in the last three years? Yes No

3 Supplementary insurance: Please arrange supplementary insurance Yes No

4 Responsible authorities / bank

Address of responsible land registry:

Responsible bank (address, clearing and account number):

5 Signature and confirmation

I hereby confirm that I have been informed and have taken note of the provisions stated overleaf, in particular the consequences of an advance withdrawal (reduction of pension benefits and taxation). **Certified approval** of the spouse or partner is required **in the case of married members or those in registered partnerships**. All other members must submit a current certificate of civil status. **I furthermore confirm that I shall use the advance withdrawal for my own owner-occupied property.**

Place / date

Applicant's signature

Place / date

Signature of spouse / registered partner

Place / date

Signature of certifying person

Please enclose the following documents

- Re. a: Construction financing agreement, construction plans, building permit, notarised purchase agreement (property)
- Re. b: Service contract, confirmation of financing, notarised purchase agreement (property)
- Re. c: Notarised purchase agreement, confirmation of financing
- Re. d: Land register extract, mortgage agreement, confirmation of residence
- Re. e: Regulations of the building cooperative, tenancy agreement, copy of share certificates
- Re. f: Breakdown of investments including workmen's estimates, land register extract, confirmation of residence

Provisions applying to advance withdrawals

1 Admissible use

The pension savings capital may be used for the following purposes:

- Acquisition or construction of owner-occupied residential property;
- Amortisation of mortgage loans;
- Investments leading to an increase in value;
- Acquisition of share certificates in housing cooperatives or of similar participating interest.

Not admissible: Financing of livelihood or of mortgage interest.

2 Definition of “owner-occupied”

The term “owner-occupied” refers to residential property at the member’s place of residence or place of usual abode (in Switzerland or abroad) that is occupied by said member. Pension funds may not be used for holiday homes or secondary homes.

3 Claim

Members must submit the required documents to provide evidence of the use they intend to put the advance withdrawal to.

4 Minimum and maximum amount

The *minimum* advance withdrawal amounts to CHF 20,000.00 (exception: acquisition of share certificates).

Up to age 50, the *maximum* advance withdrawal is consistent with the termination benefit. Above the age of 50, it equals the termination benefit at age 50 or 50% of the termination benefit in cases whereby the latter is higher.

5 Approval by spouse / registered partner / certificate of civil status

Advance withdrawals may not be claimed without the written and certified approval of the spouse or partner. Please use this form for the certification which can be obtained from the respective local authority, a different local authority or from the HR department. All other members must submit a current certificate of civil status. The certificate can be obtained from the registry office at the member’s hometown. Members who are not Swiss nationals can obtain the certificate from the registry office at their domicile or place of residence or at the registry office of their last domicile.

6 Terms of payment

Advance withdrawals may be claimed every five years up until three years before retirement. The pension fund is under obligation to pay out the claimed advance withdrawal after six months at the latest.

The pension fund shall pay the advance withdrawal directly to the creditor (seller, builder or lender).

7 Note in the land register

To safeguard the pension purpose, the pension fund is obliged to enter a sales restriction in the land register specifying that the advance withdrawal must be paid back to the pension fund in the event of a sale of the residential property. According to the law, a sale is also defined as the granting of rights that are similar to a sale in economic terms.

8 Taxation of the advance withdrawal

The advance withdrawal is subject to direct taxation by the federal government and the cantons. Different tax rates apply. The relevant information can be requested from the responsible tax authority or other responsible authorities.

9 Reduction of pension benefits

The advance withdrawal of pension funds may lead to a reduction of pension benefits. Upon request, the pension fund will arrange for supplementary insurance. The costs associated with supplementary insurance shall be borne by the member.

10 Repayment of the advance withdrawal

Members are entitled to repay the advance withdrawal to the pension fund until retirement age is reached.. The repaid advance withdrawal may not be deducted from taxes. However, the taxes (excluding interest) paid at the time of the advance withdrawal may be reclaimed (three-year period must be observed). The obligation to repay the withdrawal arises upon the sale of the residential property or generally once the property is no longer owner-occupied.