

Dear employer,

BrightPensioen offers individual pension accounts within the third pillar of our pension system. This is also referred to as an annuity.

Employees enter into an individual agreement with BrightPensioen as described in the General Terms and Conditions. The employer facilitates this.

Despite the fact that employees enter into an agreement with BrightPensioen as individual, we believe it's useful for the employer to understand what facilitation means and what the arrangements are between the employer and BrightPensioen. Hence this statement of arrangements.

What does facilitation mean?

Facilitation means that the employer helps to make it easy for employees to build up a fund for later in life. This is first of all done by covering the costs of registration and membership. In addition, a contribution can be made to the employee's deposit. It's up to the employer to choose whether the deposit will be collected from the employee or from the employer.

Contribution from the employer

If you're going to contribute to the employee's pension account, as an employer, the following is relevant:

In the third pillar (like BrightPensioen) contributions are made from the net income. The employee can enter the contribution as a deductible item in the income tax return. With a traditional second pillar pension scheme, the contribution is made from the gross salary.

Any contribution from the employer can be paid as a supplement to the salary. This can for example be specified on the salary slip as: "Contribution for retirement provision".

Collecting Contributions

You can schedule either periodic or one-off contributions for each employee through the online employer portal. BrightPensioen processes these contributions using direct debit, based on the contribution that you have set. Contribution amounts can be updated at any time. However, if a change is made after the monthly cut-off date, the updated amount will not be added until the direct debit run in the following month. Contributions are invested on the last day of each month.

If an employee leaves the company, or if there is any other reason for them to no longer participate, ensure that you promptly record their end date in the portal. After this end date, no further contributions will be debited. The employee will then receive an email with details about the options for their account.

Excess Contributions:

The employer must submit changes to the portal in a timely manner. If excess contribution has been debited (for example, after an employee's departure), the difference can be made up for with a lower contribution or by temporarily halting the contributions.

If adjustment is not possible, such as when the employee has left the company, the employer will need to settle this directly with the employee.

This can be done through the final settlement or, within 56 days, by reversing the payment.

If more than 56 days have passed, the employee must repay the amount directly to the employer.

If the employee is unable to settle this with the employer, they can sell investments from their BrightPensioen account to repay the amount. However, this can only be done with contributions made in the current year and no longer than three months ago.

Insufficient Contributions or Backdated Contributions:

In the case of insufficient contributions, you can register a one-off contribution via the portal. This allows you to make the contribution retroactively for the current year. For previous years, you can pay the amount to the employee directly, so that they can make a private contribution to their annuity account. This avoids a large payroll deduction or exceeding the annual fiscal allowance.

Costs for Reversals:

Reversals can be made up to 56 days after the debit collection, but may incur costs if done incorrectly. The cost is 20% of the reversed amount, with a minimum of €50. This can be avoided by making timely changes in the portal.

Employees Without Annual Allowance:

If an employee has no annual fiscal allowance, for example, if they are a new hire or an expat, they can not yet receive their contribution on an annuity account. In that case, the contribution can be deposited into an investment account instead. Employees will not receive tax benefits for these contributions from the tax authorities. This account is freely redeemable on a monthly basis, and the employee can later contribute to an annuity account once they have an annual allowance.

Services by BrightPensioen

- We offer free workshops, webinars and tools to help employees better understand all the aspects around pensions.
- Participating employees can contact our helpdesk by telephone, chat or e-mail.
- Participants get access to their own online customer portal where they can follow the development of their individual annuity account.
- BrightPensioen informs the participants every month on when the deposit will be collected.
- BrightPensioen provides the annual declaration (reporting to the Tax Authorities) of the invested amounts. Participants receive an annual financial statement.

Please note: BrightPensioen has direct communication with the participants. The communication, when sent to all participants, is mainly in Dutch. Communication by telephone and e-mail can also be in English and it's possible to attend an English webinar.

Employer's responsibility

It's important that you inform us about any relevant changes.

Registering (new) employees

Via the online employer portal, you can register the employees who are allowed to join BrightPensioen. These employees receive an 'onboarding e-mail' with instructions to sign up.

Notifying when employees leave

The above-mentioned portal can also be used to notify us when an employee leaves. This way, we can timely adjust the invoicing and the deposit if necessary.

The employee leaving has the following choices:

- Remain an active participant. The participant subsequently pays the annual fee by him or herself.
- Becoming a passive participant. A passive participant pays no fee and can no longer make any further deposits. The capital remains invested and continues to yield returns. We call this a deposit break.
- Transferring the accumulated pension account to another third pillar provider.

Other changes

All changes (employees joining, employees leaving, changes in deposit and more) can be communicated with us via the employer portal.

Employees' responsibility

- The employee registers herself or himself after the employer has signed up the eligible employees (see above).
- The employee reclaims the tax through a provisional (monthly) refund or through the annual income tax return. If necessary, the employer can assist.

Privacy policy

We make sure any (personal) data of our participants and users are handled with care. Of course, we also adhere to the relevant GDPR and (local) privacy regulations that apply to our services. You can read our [privacy statement](#) on our website.

Fees

We'll send an invoice to the employer with the annual fee for the implementation of this scheme. Invoicing takes place each calendar year. The first year pro-rata, subsequently every January. When an employee leaves during the year, there will be no refund.

Number of participants

up to and including 20 employees
employee 21 up to and including 50
employee 51 up to and including 100
employee 101 and up

Fee, per person per year

€ 180
€ 160
€ 150
€ 140

In addition, a one-off registration fee of € 50 per person will be charged. This will be invoiced to the employer after registration.

BrightPensioen makes investments at cost price. We'll do our best to keep these costs as low as possible. You can read more about these costs on [our website](#).

The payment term is 21 days and will be paid by direct debit. There is an agreement between the employer and BrightPensioen to facilitate pension. This agreement can be cancelled monthly. There will be no refund of already paid or invoiced membership fees. If you wish to pay by bank transfer, there'll be an extra fee of € 25 per invoice.

Any questions? Feel free to contact us. Kind regards,

The BrightPensioen team