

Collective Notification of Changes

Please complete in capital letters. Completely filled out forms will save you and us extra work.

☐ Pensionskasse (Pension fund)

☐ Vorsorgestiftung (Pension foundation)

☐ New entry

☐ Re-entry

☐ Change in salary

☐ Plan modification

☐ Change group of persons (GP)

☐ Change Name/civil status

☐ Correction birth date/AHV no.

1. Company

Name

Member/contract no.

2. Validity

Valid as of



▼ Please pay particular attention to the following pages.



3. Persons to be insured

	1.)	2.)	3.)	4.)	5.)	6.)
Social security number*						
Birth date*						
Last name/first name*						
Street, no.						
ZIP code						
City						
Gender *	☐ m ☐ f	☐ m ☐ f	☐ m ☐ f	☐ m ☐ f	☐ m ☐ f	☐ m ☐ f
Civil status**						
Language						
GP***						
Entry/Mutation date*						
Annual salary*/****						
Adjust employment level in %						

* Need to be mandatorily filled out

** s = single, m = married, rp = registered partnership, d = divorced, w = widowed

*** The group of persons is defined in your affiliation contract

**** Examples for the calculation of the annual salary can be found on the following page

***** Various details ; self-employed persons need to be noted here

Comments *****

▼ Please pay particular attention to the following page.

The undersigning employer confirms that all stated persons are fully able to work, with the exemption of:

	Name	First name	Social security number
1.)			
2.)			
3.)			
4.)			

Is one of the persons to be insured receiving benefits from the disability, military or accident insurance or a pension fund or have any applications been submitted?

☐ yes

☐ no

If "yes", which persons:

	Name	First name	Social security number
1.)			
2.)			
3.)			
4.)			

Place

Date

Stamp and signature of the company



Calculation of the annual wage

The AHV wage is the decisive annual wage which the insured person would achieve if they would be employed for the entire year. In case of entries and exits during the year the AHV wage needs to be accordingly projected for a year. A bonus for an employee also counts to the decisive annual wage. Please also compare any special agreements in the affiliation contract.

► Example for hourly wages

Giovanni G. enters the company with 15th March. His hourly wage amounts CHF 25.00. In the company the employees are working for 180 hours each month. He receives CHF 4,500.00 ($180 \times \text{CHF } 25.00$) each month. Projected for a year Giovanni G. earns CHF 54,000.00 ($12 \times \text{CHF } 4,500.00$). His decisive annual wage amounts CHF 54,000.00 or CHF 58,500.00 ($13 \times \text{CHF } 4,500.00$), respectively.

► Example for monthly wages

Mauro C. works for a monthly wage payment. His monthly wage amounts CHF 5,000.00. He enters the company with 1st July. His decisive annual wage amounts CHF 60,000.00 ($12 \times \text{CHF } 5,000.00$) or CHF 65,000.00 ($13 \times \text{CHF } 5,000.00$), respectively.

You can simply call us if there are any uncertainties in connection with the calculation of the annual wage.



► Please send us this form filled out and signed to Asga, Postfach, 9001 St.Gallen.