



**brand  
new  
DAY**

**Brand New Day Group pension  
Instructions for managing  
your pension scheme**



## Useful tips and tricks

You have access to the [employer portal](#) from Brand New Day. To get you started, we set up these instructions for you. Here you will find important information regarding the group pension and tips and tricks to keep your pension administration with Brand New Day up-to-date. So please read this manual carefully. Some terms will be written in Dutch for clarification, those terms will be in *italic*.

We will discuss the following topics:

### 1. Choices for employees

- Extra Pension Module: voluntary pension contributions
- Extra Death Benefits Module: higher partner pension
- Freedom of investment
- Nett partnerpensioen
- Value transfer
- Choices on retirement date

### 2. Financial administration

- Invoice and direct debit
- Correct deduction of personal contributions of employees
- Yearly changes in key figures per January first
- Start- and endemployment
- Saving administrative costs and piles of mail
- What to do in case of...

### 3. Help with managing the pension scheme

- Access to the employer portal
- Changing employee details
- Zero-hour contracts
- Multiple changes
- Private email address
- Yearly check salaries per January first
- '*Verzamelpolis*' Scheme overview

### 4. Information from Brand New Day towards employees

- When entering the pension scheme
- Throughout their career
- When leaving the company

### 5. We'd love to help you

- Service from Brand New Day
- Service from pension advisor



## 1. Choices for your employees

Employees can always request a value transfer of previously accrued capital, and on retirement age they choose for a specific pension benefit. Besides that, employees can choose to set extra money aside for pension, increase their partner pension or change their investment profile. It is important to inform (new) employees about these choices.

### If applicable: Pension Extra

Employees can choose for voluntary extra contributions to their pension scheme through the module Pension Extra on [MyBND](#). Online and in just three simple steps. Is one of your employees using this option? Then the contactperson of the scheme will receive an e-mail from us. An overview of the extra premiums can be found in the detailed quote (*facturen; details per deelnemer*) and the deduction-sheet (*inhoudingsheet*) on the employer portal.



### If applicable: voluntary Extra Death Benefits

Employees with a partner can opt for the module Extra Death Benefits (*ANW hiaat*), an insurance for a temporary partner pension. Employees have to register for this module within three months of entering the pension scheme or the moment a partner would qualify as a partner. If an employee registers after that, then a medical examination is required before insuring this module. The premiums for this module can be deducted from the gross monthly salary and can be found on the detailed quote (*detailfactuur*).



### If applicable : Freedom of investments

Freedom of investment means making your own choice in investment profiles that suit you best. The default is the so called neutral investmentprofile. Via the Profile Questionnaire on MyBND an employee can decide themselves how much risk their investment profile could be.



### If applicable: Nett Partner pension

The voluntary module Nett Partner pension insures a nett partner pension above the maximum pensionable salary. The premiums will be deducted from their nett salary and can be found on the detailed quote (*detailfactuur*). Employees will receive a message from us, when they qualify for this module.



### Value Transfer

Employees can transfer their previously accrued pension capital. This can be done with a [value transfer request](#), which can be filled out and send to us on [mijnpensioen@brandnewday.nl](mailto:mijnpensioen@brandnewday.nl). This form can also be found on MyBND. After we receive a request we will contact the previous pension providers for an overview of the height of the pension capital. The employee will receive this from us as well.



### Choices on pensionable age

At the pensionable age the accumulated pension capital will be used to buy a lifelong pension income. Employees can choose an insurance company to pay out their pension income. They also decide on a [set or variable income](#). Other important choices are: retiring earlier or later, parttime pension, starting your pension with a higher, or lower, income and exchanging partner pension for a higher pension income. We will inform employees when they can make a choice, more information can be found on Pension 1-2-3 on MyBND.



## 2. Financial administration

### Quote and direct debit

The premiums are paid through monthly direct debit. The direct debit will take place at the end of each month. About a week prior to this we will inform you per e-mail about the upcoming quote. The direct debit will be one month ahead and if applicable also for previous months. The exact data about the quotes and debits can be found on the [employer portal](#).



### Detailed quote

Curious about the premiums per employee? Have a look at the specification of the quote in Excel (*Details per deelnemer*). In the employer portal you can find the button *Facturen* to show the quotes. The details per employee shows the premiums per month and possible corrections.



The premiums are based on the current rates as shown in the rates overview (*tarievenbijlage* under documents). Due to changes in the amount of employees and/or changes in the rates these could change per the first of January. On the detailed quote they are specified as 'Kosten kapitaalrestitutie bij overlijden' (restitution), 'Administratiekosten basis' (Base administrative costs, including potential costs for Fiscal Testing), 'Administratiekosten vrij beleggen' (Freedom of investment), 'Administratiekosten risicopremies' (Administration for the insurance modules (Extra) Death) en 'Administratiekosten papieren communicatie' (Paper communication in case the employees does not accept with digital communication).

Maand	Bsn	Regell	Partici	Achter	Gebod	Premie	Premie	Risicot	Risicot	Risicot	Kosten	Admini	Admini	Admini	Admini	Inhaals	Vergoe	Correc	Totaal	Risicot	Totaal
prolongatie	1.23E+08	PPI test in	15356	Test	1-1-1980	63,43	0	6,95	0	2,45	1,25	5	0,42	0,23	0	0	0	2	0	0	80,63
prolongatie	5,03E+08	PPI test in	51819	Persoon	1-1-1995	21,36	0	1,39	0	0,93	1,25	5	0,42	1,13	0	0	0	0	0	0	30,58

Brand New Day charges the user for the service they request. That way we can keep our standard costs and premiums low, and only charge extra services to the people that use it. Examples of this are making changes to the existing pension scheme or translating legal documents. We want to be transparent about this, which is why we created an overview of these costs [here](#).

### Correct deduction of employee contributions

When employees are also paying premiums to the pension scheme, than this premiums need to be deducted from the gross monthly salary from the employee. Do you need help calculating these premiums? Contact us, or your advisor.



We recommend checking the debits regularly to make sure the right amount is deducted from the employees salary. The premiums, including the employee contribution, will change per the first of the month in which:

- a change in the salary and/or part-time percentage is made;
- the birthday of an employee;
- a change in the pension scheme;
- a voluntary module from the employee starts;
- The yearly changes in the state pension offset (*franchise*) and the (maximum) pensionable salary.

## Yearly changes in key figures per January first

At the end of each calendar year we inform you about:

- The legal changes in the state pension offset (*franchise*) which is used to calculate the height of the premiums for the pension module and the death benefits module;
- The legal changes in the maximum pensionable salary.

If the pension scheme is based on a framework imposed on you by an industry-wide pension fund, or otherwise based on pre-determined key figures we would like to receive these numbers before January first.

## Start- and endemployment

For our administration we work with full months. When a new employee enters the company, his pension scheme will be applicable from the first of that month, also if the employee starts working later that month. A leaving employee is only counted for said month if they quit on the last day of the month. If the employee quits in the middle of the month, that month will not be considered in their pension scheme.

## Save administrative costs and piles of mail

After a new employee has been registered, we will send a welcome e-mail with login details to [MyBND](#). This e-mail will be sent after the first premiums for the employees' pension are invested. So this is after the first direct debit of the premiums of these employees. We will ask the employees in the welcome e-mail to log in and agree to digital communication. If an employee does not agree with this within two months, we will charge € 2 per employee per month for sending communication on paper.

Would you like to notify your employees? In the employer portal you can click on [Download werknemerslijst](#) under *Deelnemers*. In column M you can see whether an employee accepted digital communication or not (yet). This saves you administrative costs and together we prevent piles of mail. We can, if you wish, send all employees a reminder to login to MyBND.



## What to do in case of...

### → *Unpaid leave*

If an employee is going on unpaid leave, their partner- and orphanspension will remain insured.

The pension accrual (Module Pension and Pension Extra) will be decreased proportionally. We would like to receive an e-mail with the percentage of unpaid leave of the employee. If there are additional agreements between employer and employee, which allows the employee to maintain their pension accrual, then we do not need to register the unpaid leave.

### → *Incapacity for work*

During the employees illness the pension will continue unchanged. If the employee becomes incapable to work after two years, than they will receive a *WIA* settlement. A.s.r. as the insurer will use the UWV classification to see if the employee qualifies for exemption of the premiums for this employee.

### → *Divorce*

Did an employee divorce their partner? Than we will receive a notification from the BRP (National registration). To know what agreements have been made regarding pension, we would like to receive a copy of the divorce agreement (*echtscheidingsconvenant*),

When ending cohabitation, there are also rules concerning splitting the partner pension after pensionable age. These details we do not receive from BRP. It is therefore important that you as an employer inform us, or otherwise the employee.

### → *Distancing from the pension scheme*

A pension scheme through the employer is a labour condition for all employees (also employees with a zero-hour-contract) as described in the participants description.

An employee in that sense is a person with a labour contract, with the exemption of the director owning stocks in the company (*DGA*), interns or holiday workers.

An employee can only opt-out of the pension scheme if they are registered as a [gemoedsbezwaarde](#) ([English explanation](#)). Is the employee not a *gemoedsbezwaarde*? Than it is not possible to opt out of the pension scheme. On page 9 of the pension scheme you can find a further explanation.

### → *Failed direct debit*

We only debit your account once. If the direct debit fails, you will receive a message from us with instructions to transfer the required amount manually.

### → *GDPR*

Brand New Day PPI and a.s.r. are pension providers and therefore not processors of personal details, but are responsible. We decide the purpose and means of processing the personal details. There is no outsourcing of processing the details by the employer to pension providers. Processing by the pension provider has a separate legal foundation. It is therefore not necessary to set up a processor-agreement (*verwerkersovereenkomst*).

### 3. Help with managing the pension scheme

#### Access to the employer portal

As a contact person you received your login details to the employer portal. If you would like to give someone else access to the employer portal, we would like to receive a request with first- and lastname, e-mailaddress and the phone number of the new contactperson.



#### Changing employee details

For a correct pension accrual it is important that we know all the accurate salary information. Do you not have an Employee Benefits package such as Benefits Plaza? Then you can send us your changes via the employer portal. Click on the button 'deelnemers' on the name of the employer.

You can administer the following changes to us:

- Salary changes
- Changes in the parttime percentage
- End employment
- Start employment via this button: [+ In dienst nieuwe deelnemer](#)

#### Look out!

Would you like to enrol an employee or change a salary? Then provide the fulltime yearsalary and if applicable incl. holiday pay and a 13th month to us. We will calculate the given part time percentage to get to the right premiums.

#### Zero-hour contracts

Employees with a zero-hour contract have to be enrolled in the pension scheme. In the employer portal at 'fulltime jaarsalaris' you can fill in the salary the employee would work based on a fulltime contract incl. holiday pay.

Under 'parttime percentage' you can estimate the parttime percentage. Subsequently you can adjust the actual parttime percentage afterwards (per month or quarterly). The premiums will be correct in the quote from of the following month

#### Multiple changes

Do you have multiple changes? Go to 'deelnemers' and click on [Download werknemerslijst](#). In this Excel-file you can fill the new information in the right columns. This list can be e-mailed to [werkgever@brandnewday.nl](mailto:werkgever@brandnewday.nl). Other changes such as marital status or unpaid leave can be e-mailed to us too.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Rapportage Werknemerslijst																					
2	Contract																					
3	Contractar BND PPI TEST IN PRODUKTIE																					
4	Opgevraagd 01-05-2019																					
5	Voorlet	Voorvo	Achter	Geboor	Geslac	E mail	Bsn	Burger	Naam	Kenme	Person	Datum	Akkoor	Restve	Huidig	Huidig	Mutatie	Nieuw	Datum	Nieuw	Datum	Datum
6	T.	de	Test	1-1-1980	Man	test@pers	1,23E+08	Alleenstaa	TEST ACC	12345	Test	1-7-2011	Ja	100	33000	80						
7	B		Persoon	1-1-1995	Man	persoon12	5,03E+08	Alleenstaa	TEST ACC	65789	Test	1-5-2019		100	33000	50						
8																						
9																						

#### Private email address

We think it is important to be able to communicate quickly and securely with employees via a private email address. That way we can communicate with the (former) employees. Check the *werknemerslijst* (employee overview) to see if we have the current private e-mail addresses. If that is not the case, we would like to receive them.

### **Yearly salary check per January first**

Each January we will send you both an e-mail, and there will be a pop-up in the employer portal, asking you to check if the employee details are still up-to-date. We would like to receive the current fulltime salaries at least once a year. Potential changes after this check can be send to us, also changes that take effect during the year.

### **'Verzamelpolis' Scheme overview**

On the employer portal under 'documents' you can find the *verzamelpolis*, the scheme overview. This shows the insured partner- and orphans pensions per employee. We work with a so-called 'undetermined' partner system, which means that a partner pension is insured for all employees. The height of the premiums takes into consideration that not everyone might have a partner. If the employee happens to pass away before reaching retirement age, we will look up their partners details and children in the BRP.

A salary increase of more than 20% per year will not affect the partner- and orphans pension.

## 4. Information from Brand New Day to the employees

### At the start of employment

→ *Pension 1-2-3*

Employees will receive a welcome e-mail with login details referring to the Pension 1-2-3 and MyBND. Our employee communication is in Dutch and English.

### Throughout employment

→ *Uniform Pensioen Overzicht (UPO) Uniform Pension Overview*

In the UPO you can find the factor A (the pension accrual). A employee that aside from their group pension scheme also has a personal pension account (*lijfrente*) needs to provide this *factor A* to the Tax authorities.

→ *Deciding for a set- or variable pension*

A few years prior to retirement, an employee can choose for a different risk reduction connected to the choice for a [set- or variable pension income](#) (continued investment or not after retirement).

The employee will automatically be informed when they can make decision. If the employee makes no decision, we will send a one time reminder.

→ *Suitability of the chosen investment profile*

When an employee made a decision for an investment profile via the profile questionnaire on MyBND, we will send a yearly e-mail to check if the chosen profile is still applicable.

→ *Newsletters*

Twice a year we will send the employees a newsletter with fun and informative details.

→ *Pensionregister*

Four times per year we send an update to the pensionregister [www.mijnpensioenoverzicht.nl](http://www.mijnpensioenoverzicht.nl). On this website every employee can get an overview of the accrued pension. This information can also be used for their PensionPlanner on MyBND.

### At end employment

→ *Uniform Pensioen Overzicht Einde Deelneming*

Within three months after the end of an employee's employment the former employee will receive a confirmation from us describing the end of their pension enrolment with us. We will refer to the document *Uniform Pensioen Overzicht Einde Deelneming* on MyBND.

## 5. We'd love to help you

### Service from Brand New Day

We like to amaze our customers. Running the extra mile for our customers as if our lives depend on it. We think that this service is important! So if you have any question, or could we help you in any way? Let us know, we'd love to help you.



### Service from a pension advisor

Brand New Day is legally not allowed to give any pension advice. Pension is a complex product, which is why it is wise to gain advice on topics such as law changes or the necessary communication towards employees. A pension advisor can help you with this.

werkgever@brandnewday.nl

020 – 75 85 360

[new.brandnewday.nl/bedrijfspensioen](https://new.brandnewday.nl/bedrijfspensioen)

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