



Information for employers

We're delighted you have chosen affiliation with the AXA Foundation 1e. **In a 1e solution, the pension contributions of each insured are invested individually.** To this end, it is important that you report any changes in good time and transfer the contributions on time.

Register employees

When should the affiliation of a new person to be insured be reported?

New insureds should ideally be registered several weeks before the start of insurance. This is the only way they can register on the myAXA online portal and select their desired investment strategy before making their first investment.

What happens if registration with the AXA Foundation 1e takes place after starting a new job or after a pay raise?

As long as a person is not registered with the Foundation and entered in the system, they cannot choose an investment strategy and the pension funds cannot be invested. This may result in the insured losing out on income. In such cases, the Foundation is not liable for any lost income.

Deregister employees

What happens if the insured withdraws from the AXA Foundation 1e?

When someone leaves the Foundation, all of that person's invested assets are divested and transferred as a vested benefit to the pension fund of their new employer or to a vested benefits institution, in accordance with the insured's instructions.

Why is timely notification of withdrawal important?

If the notice of withdrawal is received in good time, the sale of the assets can be carried out on time and the vested benefits can be transferred promptly.

If the notice of withdrawal is received (too) late, the sale of the assets may not be able to take place in a timely manner, which could lead to losses. This could result in a loss for the insured. In such cases, the Foundation is not liable for any price losses.

Further changes

Please report any changes in the portfolio of insureds and all other relevant changes to the Foundation without delay. This includes, for example, deaths or salary changes, as well as all other changes that affect the pension relationship.

Early notification of all relevant changes is very important for the timely processing of investments. If such notifications are not made immediately, are incorrect, or are not made at all, and the Foundation incurs a loss as a result, the employer is liable for compensation.

How can I report new hires, departures, and other changes?

You can report all changes, such as new hires, departures, or salary changes, directly via the "OPA Services" online portal.



"OPA Services" online portal
[AXA.ch/bvg](https://axa.ch/bvg)

Important invoicing information

What is a contribution account?

We maintain a separate contribution account for each affiliation. This will be debited with pension fund contributions and credited with your payments.

When will the contributions be invoiced?

Contributions are calculated and billed monthly.

Example: The savings contributions for April will be invoiced at the beginning of April and should be paid by the end of the month.

Until when will notifications be taken into account?

- Notifications processed in the previous month will be taken into account in the invoice.
- Changes notified or processed later are taken into account in the subsequent invoice.

By when does the contribution invoice need to be paid?

- The payment period is always 20 days from the invoice date.
- If payment is not made by the due date, interest on arrears will be charged.

Why is paying on time so important?

Late payment delays the investment of contributions. This may result in insureds losing out on income. In such cases, the Foundation cannot be held liable.

Where can I find my account details?

Please use the QR payment slip with reference number included with the invoice. Further information can also be found on the “OPA Services” online portal.

