



Summary sheet

Mailing of pension fund certificates

Based on a ruling by the Federal Administrative Court, sensitive BVG data about insured persons that appears on the pension fund certificate must be kept secret from third parties. The employer counts as a third party towards whom secrecy obligations consequently apply, and pension fund certificates may therefore no longer be sent openly to employers, brokers and other third parties as of November 2012.

Mailing as of November 2012

Pension fund certificates are always sent

- separately and
- in a sealed envelope addressed to the insured person, and
- to the employer's address.

All other documents are sent in the same way as before.

Mailing options

For the purpose of sending the pension fund certificates, a further address can be entered in addition to the correspondence address and company address. This way, pension fund certificates can be sent directly to the persons responsible for forwarding the sealed envelopes.

Example: Company address with "c/o" forwarding instructions



Example: Mailing to fiduciaries, brokers, payroll agents, etc.



Please provide the administrator who handles your account with the necessary details if you decide to use a special address for the mailing. You will find the contact details under "Your contact" in the upper right-hand part of the letterhead of any cover letter.