

## Application for early withdrawal under home ownership promotion

Last name	_____	First name	_____
Street/no.	_____	Postcode/Place	_____
Insurance no.	_____	Date of birth	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
SC no.	_____	Marital status	_____
E-mail	_____	Employer	_____

Are you currently fully able to work?

☐ Yes ☐ No

Are you currently in ongoing employment?

☐ Yes ☐ No

Have you and/or your employer made voluntary purchases into the pension fund over the last three years?

☐ No ☐ Yes When? |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| Amount, CHF \_\_\_\_\_

Have the vested benefits and/or pension benefits been pledged?

☐ No ☐ Yes Since when? |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| Amount, CHF \_\_\_\_\_

Is the residential property used by yourself as your main or usual place of residence?  
(Own use as defined in Art. 4 OEHO)

☐ Yes ☐ No

**Amount of the early withdrawal** CHF \_\_\_\_\_

**Payout requested on** Date \_\_\_\_\_

(The shortest possible period between submission of the documents and payout is **six weeks**)

After a favourable review of the application or documents and after you have transferred the processing fee of CHF 400 (see Annex 3 Item 2.5 of the Profond Pension Fund Regulations), we will arrange for the early withdrawal to be paid.

### Purpose

- ☐ Purchase of residential property (flat/single-family house)
- ☐ Construction of residential property (flat/single-family house)
- ☐ Renovation of existing residential property
- ☐ Repayment of mortgage loans
- ☐ Purchase of shares in housing cooperative or similar holdings



### Note

Only for own use (not holiday accommodation)



## Documents

You must enclose copies of **all** documents/evidence listed under the purpose applicable to you.

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| <b>Purchase of residential property</b><br>(flat/single-family house) | <ul style="list-style-type: none"> <li>- <b>Publicly recorded purchase agreement</b> (not older than one year)</li> <li>- <b>Bank confirmation</b> (with transfer address / escrow account) that the payment account will be used only for the purchase and if the purchase is not finalised the amount will be repaid to Profond.<br/>If the <b>real estate</b> is <b>abroad</b>, this <b>confirmation must be notarised</b> and the <b>original</b> sent to us.</li> <li>- <b>In the case of married persons/registered partnership:</b><br/>official certification of spouse's or registered partner's signature</li> <li>- <b>In the case of unmarried persons (single/widowed):</b><br/>current confirmation of marital status (not older than six months)</li> </ul> |
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| <b>Construction of residential property</b><br>(flat/single-family house) | <ul style="list-style-type: none"> <li>- <b>Publicly recorded purchase agreement</b> (not older than one year)</li> <li>- <b>Contract for work</b></li> <li>- <b>Bank confirmation</b> (with transfer address / escrow account) that the payment account will be used only for the construction and if the construction is not finalised the amount will be repaid to Profond.<br/>If the <b>real estate</b> is <b>abroad</b>, this <b>confirmation must be notarised</b> and the <b>original</b> sent to us.</li> <li>- <b>In the case of married persons/registered partnership:</b><br/>official certification of spouse's or registered partner's signature</li> <li>- <b>In the case of unmarried persons (single/widowed):</b><br/>current confirmation of marital status (not older than six months)</li> </ul> |
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| <b>Renovation of residential property</b> | <ul style="list-style-type: none"> <li>- <b>Current extract from the Land Register</b></li> <li>- <b>Signed order confirmation or paid invoices</b> of the contractors (not older than one year); offers will not be considered.</li> <li>- <b>Bank confirmation</b> (with transfer address / escrow account) that the payment account will be used only for the renovation and if the renovation is not finalised the amount will be repaid to Profond.<br/>If the <b>real estate</b> is <b>abroad</b>, this <b>confirmation must be notarised</b> and the <b>original</b> sent to us.</li> <li>- <b>In the case of married persons/registered partnership:</b><br/>official certification of spouse's or registered partner's signature</li> <li>- <b>In the case of unmarried persons (single/widowed):</b><br/>current confirmation of marital status (not older than six months)</li> </ul> |
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| <b>Repayment of mortgage loans</b> | <ul style="list-style-type: none"> <li>- <b>Current extract from the Land Register</b></li> <li>- <b>Bank confirmation</b> (with transfer address / escrow account / amount of the current mortgage) that the payment account will be used only for repayment.<br/>If the <b>real estate</b> is <b>abroad</b>, this <b>confirmation must be notarised</b> and the <b>original</b> sent to us.</li> <li>- <b>In the case of married persons/registered partnership:</b><br/>official certification of spouse's or registered partner's signature</li> <li>- <b>In the case of unmarried persons (single/widowed):</b><br/>current confirmation of marital status (not older than six months)</li> </ul> |
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| <b>Purchase of shares in housing cooperative or similar holdings</b> | <ul style="list-style-type: none"> <li>- <b>Confirmation by cooperative</b> incl. regulations/statutes</li> <li>- <b>Copy of the share certificates</b></li> <li>- <b>In the case of married persons/registered partnership:</b><br/>official certification of spouse's or registered partner's signature</li> <li>- <b>In the case of unmarried persons (single/widowed):</b><br/>current confirmation of marital status (no older than six months)</li> </ul> |
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**The insured person confirms that:**

- they have completed this application and all questions truthfully,
- they will subsequently submit any missing documents,
- they have read and accepted the following information and
- they have read and acknowledged the information sheet on home ownership promotion that was provided.

**Information****a) Land Register**

Profond Pension Fund will notify the Land Registry of the sale restriction arising from the early withdrawal for registration in the Land Register. The costs incurred must be paid by the insured person.

**b) Processing fee**

Prior to the payout of the home ownership promotion amount, the insured person must transfer CHF 400 to Profond as compensation for the extraordinary expenses (pursuant to Annex 3 of the Pension Fund Regulations of Profond Pension Fund).

**c) Taxes**

Profond Pension Fund will use the prescribed reporting form to report the early withdrawal to the Swiss Federal Tax Administration in Bern within 30 days of payout. The resulting taxes (incl. withholding taxes) are for the insured person's account.

**d) Pension benefits**

The insured person acknowledges that their expected retirement benefits will be reduced accordingly. The risk benefits in the event of disability or death are usually not reduced apart from the lump sum payable at death. In this respect, we refer to the relevant pension plan of the insurance.

**e) Repayment of the early withdrawal according to Art. 49 (11) of the pension fund regulations and Art. 30d of the Federal Law on Occupational Retirement, Survivors' and Disability Insurance (BVG).**

The amount withdrawn must be repaid to the pension fund by the insured person or their heirs, if:

- the residential property is sold;
- rights to such residential property are granted that are economically equivalent to a sale;
- or
- no pension benefit will be due upon the death of the insured person.

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**Comments**

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Place, date

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Signature of the insured person

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Spouse's or registered partner's signature

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**Official certification** of spouse's/registered partner's signature **by a notary or local authority**

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## Notice of an entry / sale restriction in the land registry (only for properties in Switzerland)

(Art. 30e BVG)

Employer \_\_\_\_\_ Contract no. \_\_\_\_\_

### Details of the owner (insured person)

Surname \_\_\_\_\_ First name \_\_\_\_\_  
Date of birth  Marital status \_\_\_\_\_  
SC no. \_\_\_\_\_

### Details of the spouse/registered partner (in the case of joint ownership)

Surname \_\_\_\_\_ First name \_\_\_\_\_  
Date of birth  Marital status \_\_\_\_\_

### Details of the relevant land registry

Relevant land registry \_\_\_\_\_

The undersigned (co-)owner and the undersigned pension fund apply to the aforementioned land registry, based on the following information, to enter a restriction on sale pursuant to Art. 30e (1) and (2) BVG in the land register.

The (co-)owner confirms that they will pay the fees for the entry and for the deletion of the restriction of sale directly themselves. The invoice is thus to be sent to the (co-)owner.

### Details of the property

Municipality \_\_\_\_\_  
Land register no. \_\_\_\_\_ Plot no. \_\_\_\_\_  
Street/no. \_\_\_\_\_ Postcode/place \_\_\_\_\_

### Details of ownership

☐ Sole ownership ☐ Co-ownership of \_\_\_\_\_ %  
☐ Joint ownership (only permitted between spouses or registered partners)

### Signatures

Place, date \_\_\_\_\_ Owner's signature (insured person) \_\_\_\_\_

Place, date \_\_\_\_\_ Signature of the spouse/registered partner \_\_\_\_\_

Place, date \_\_\_\_\_ Signature of Profond Pension Fund \_\_\_\_\_



## Use your retirement assets for home ownership

You can use your retirement assets to finance your own home ownership. Find out what you can withdraw or pledge your retirement assets for and what the differences are.

You can use your retirement assets to purchase or renovate owner-occupied residential property. This includes:

- the acquisition or construction of an owner-occupied residential property in Switzerland and abroad (an apartment or single-family house)
- holdings in residential property, provided you live in the property yourself
- repayment of mortgage loans
- renovations of owner-occupied residential property

However, pension funds may in particular **not** be used for:

- the financing of building loans
- regular maintenance of residential property (ancillary costs)
- paying mortgage bond interest
- the purchase of second or holiday apartments

You may make an early withdrawal of or pledge part of your vested benefits. The maximum amount of the possible early withdrawal or the maximum amount of the pledge is listed on your pension certificate in the section "Additional information".

In general, the regulations and legal provisions applicable at the time of the early withdrawal or pledge apply to home ownership promotion. Any changes are reserved.

### Early withdrawal

In the case of an early withdrawal, your retirement capital is reduced by the amount of the early withdrawal. This leads to reductions in Profond's pension benefits on retirement and above all in the event of disability and death.

- An early withdrawal must be at least CHF 20 000 and can be claimed every five years.
- The amount of the early withdrawal is taxed as a lump sum. We will report this amount to the Federal Tax Administration. Withholding tax is deducted for insured persons abroad. Withholding tax can be reclaimed, depending on the country. If you have any questions about tax liability, please contact a tax and financial specialist.
- In the case of real estate in Switzerland, we will arrange for the registration of a restriction on disposal in the land register (the costs will be borne by you).

- If you change jobs, we will inform your new pension fund that you have made an early withdrawal.

### Pledge

In the case of a pledge, the vested benefits are blocked in the amount of the pledge in favour of the pledgee. The pledge does not result in any reduction in benefits as long as no pledge is realised.

- In the case of a pledge realisation by the pledgee, e.g. due to default or inability to pay, the same consequences apply as in the case of an early withdrawal.
- If you change jobs, we will inform your new pension fund of the pledge.



If you are married or live in a registered partnership, you will need the written consent of your wife, husband or partner for the pledge or early withdrawal.

If you are incapacitated for work, you cannot withdraw or pledge your retirement assets. In the case of partial earning capacity, an early withdrawal or a pledge is possible according to your degree of earning capacity.

### Repayment option

You can voluntarily repay the early withdrawal amount. The minimum amount for repayment is CHF 10 000.

### Repayment obligation

If you sell the residential property, you must repay the early withdrawal to us. If you die without pension benefits being due to surviving dependants, your heirs will have to repay the early withdrawal to us.

## Your responsibility

You are responsible for your occupational retirement benefits. A pledge will not have a direct effect on your insurance until the pledge is realised. On the other hand, in the case of an early withdrawal, you must expect a reduction in your benefits and immediate taxation. You must close any gaps in your pension benefits upon retirement and in the event of disability and death and bear the costs of any risk insurance (death and/or incapacity to work).