

UPA connection details

Please complete and sign this form and return it to us

ASR Levensverzekering N.V.
Postbus 2072
3500 HB Utrecht

What is this form for?

You wish to notify your employee changes via our payroll link. Return the data requested to us so that we can connect you to UPA.

Where do you send this form?

Send the form by e-mail to your contact at a.s.r.

If you have questions

Get in touch with your contact person at a.s.r. We can be reached by telephone on business days from 08:00 to 17:30 hours.

1. Organisation data

Name of organisation	<input type="text"/>		
Address	<input type="text"/>		
Contact name	<input type="text"/>	<input type="checkbox"/> male	<input type="checkbox"/> female
Job title of contact person	<input type="text"/>		
Contact person telephone number	<input type="text"/>		
Contact person e-mail address	<input type="text"/>		
Contract number	WnP	<input type="text"/>	<input type="text"/>
Employer 1	<input type="text"/>		
Withholding tax number	<input type="text"/>	L	<input type="text"/>
Employer 2	<input type="text"/>		
Withholding tax number	<input type="text"/>	L	<input type="text"/>
Employer 3	<input type="text"/>		
Withholding tax number	<input type="text"/>	L	<input type="text"/>

2. Details of payroll bureau

Have you delegated your payroll processing?	<input type="checkbox"/> No, go to 3 <input type="checkbox"/> Yes, since <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Enter the details of your payroll bureau below			
Name of payroll bureau	<input type="text"/>		
Street name / house number	<input type="text"/>		
Postal code / location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact name	<input type="text"/>	<input type="checkbox"/> male	<input type="checkbox"/> female
Job title of contact person	<input type="text"/>		
Contact person telephone number	<input type="text"/>		
Contact person e-mail address	<input type="text"/>		

3. Details of payroll package provider

Name of payroll package	<input type="text"/>
Name of payroll	<input type="text"/>

4. Which salary components count towards pension accrual?

- 12 times gross monthly salary
- Holiday allowance %
- 13th month
- Fixed allowances per month, namely
- Variable allowances per month, namely
- One-off bonuses, namely in month
- Other, namely

5. What types of hours count towards pension accrual?

- Contract hours
- Additional hours and/or overtime
- Hours paid
- Roster hours
- Generation hours (older workers' retirement scheme)
- Unpaid leave hours
- ATV hours
- Other, namely

6. Pension accrual for unpaid leave

Unpaid leave affects the amount of pension accrual. This is the reason we prefer to make good arrangements with you regarding the submission of unpaid leave information, so we can check for proper application for old-age and surviving dependants pension.

Pension accrual continues during unpaid leave for:

- old-age pension
- surviving dependants' pension (partner's and orphan's pension)
- all unpaid leave schemes
- only for the following types of unpaid leave

7. When is the pensionable salary adjusted?

The pensionable salary is changed:

- once a year, on 1 January
- once a year on a different date
- when there is a change in the gross monthly salary

8. How are salaries paid?

Salaries are paid:

- monthly
- every 4 weeks
- on an hourly basis (with UPA, this is converted to payment every 4 weeks)

9. Does an older workers' retirement' scheme apply?

- No, go to 10
- Yes, what are the arrangements for pension accrual?
 - No older workers retirement scheme
 - Demotion scheme. To determine the pensionable salary, % of the pensionable salary is used for the demotion.
 - Generation scheme in which (for full-time employment):
 - % of the standard hours are worked.
 - % of the full-time annual salary is paid.
 - % of the standard hours pension is accrued.

10. How is the company's administration structured?

- The administration is carried out centrally for all business units and withholding tax numbers from the payroll package.
- The administration is carried out locally from one central payroll package.
- The administration is carried out locally, with each employer using its own payroll package.

11. Relevant features of your employees and their employment.

The following employees are excluded from participation in the pension scheme:

- Directors/major
- holiday workers
- on-call workers
- interns
- employees participating in an industry pension scheme
- Other, namely:

Are there groups of employees to whom other different pension commitments apply?

- No, go to 12
- Yes, the following arrangements apply to the following groups::

12. Are there groups of employees ('expats') who live and work abroad and participate in the pension scheme?

- No
- Yes

13. Do you employ foreign employees who participate in the pension scheme?

- No
- Yes

Do the extraterritorial costs (30%) count towards the pensionable salary?

- No
- Yes

14. Are any changes expected from the effective date of the payroll link?

No, go to 15

Yes, namely:

Changes to the pension scheme with
namely:

Change to a different payroll package
namely:

Change to another administrative office with effect from
namely:

Other:

15. Are there any other issues that you think will play a role in the establishment of the payroll link?

16. Your signature

I have completed this form in full and agree to the General Terms and Conditions for the Uniform Submission of Pension Data (UPA) as published at www.asr.nl/zakelijk/inkomen-en-pensioen/werknemerspensioen. I hereby authorise (if applicable) the above-mentioned payroll bureau to submit the UPA.

Name of signatory	<input type="text"/>
Date and town/city	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Your signature	<input type="text"/>