

Employer Onboarding Guide

Easy, quick and actionable steps
to enrolling into RESAVER,
your occupational retirement pension fund



Contents



**1. All about
RESAVER**



**2. My responsibilities
as an employer**



3. Enrolment



**4. Making
contributions**



**5. Educating and
engaging
employees**



**6. Help and
contacts**

+

All about RESAVER

1

What is RESAVER?

RETIREMENT SAVINGS VEHICLE FOR EUROPEAN RESEARCHERS

RESAVER is a pan-European occupational pension plan that supports your employees in saving for retirement by collecting and investing employer and employee contributions throughout their careers. It provides a supplementary pension benefit in addition to the state pension upon retirement and in some cases during active years as well.

RESAVER...

- is a **European, multi-country, multi-employer pension fund** that was created **for research performing organisations** and their employees. The fund is domiciled in Belgium and is operational in **9 countries**.
- enables **organisations to define their own contribution levels** which are used to build the basis **for supplementary pensions** on top of state pension.
- is a **trusted and secure** pension solution with a transparent structure, governed by European, Belgian and host country legislation.
- is supported and co-financed by the **European Commission**.
- enables employees to **remain affiliated to the same pension fund** when moving between countries and employers.
- is **cost efficient** due to its non-profit nature and economies of scale achieved by growing number of employers and assets.
- provides access to a **wide range of investment options** with the underlying funds managed by BlackRock, the world's largest asset management firm.
- ensures easy interaction with organisations and adequate support for participants via the interactive **online portal** called **myRESAVER**.

Why is joining RESAVER beneficial for you?

For Employers

Talent Attraction – Attract the brightest minds with a supplementary pension plan that handles international barriers and offers tailored contribution levels for specific employee groups. Harmonised pension plans across countries and employers ensure compliance with local legislation and support the EU research community.

Cost-effective and Tax-efficient – Implement flexible contributions that fit your budget, including voluntary options and employer matching contributions, with the potential to cover cost of participation through EU grants.

Simplified Administration – RESAVER streamlines governance, fund operations, compliance and regulatory filings, freeing up your HR team to focus on strategic priorities. The flexible benefit structure offers a wide range of investment options, including life style funds, while governance, administration and investments are managed by a team of dedicated staff and experts.

Ready-to-Implement Solution – RESAVER has no setup costs, no hidden fees, and is legally and tax-approved in nine EU countries. As part of the ERA Policy Agenda, it aligns with EU research priorities and offers a seamless, efficient solution for your institution.

For Employees

Move Freely, Keep Your Pension – Stay with the same pension fund as you change jobs and countries in Europe.

Secure Retirement – Strengthen retirement income with a supplementary pension that complements national systems. RESAVER allows flexible, voluntary contributions and costless transfer of accrued assets from or to other occupational pension funds, keeping all savings in one place.

No Barriers, Full Protection – No vesting periods and no hidden fees. Same tax efficiency as with local products. Pension assets are safeguarded and never refunded to employers or third parties.

Manage Easily, Anytime, Anywhere – The myRESAVER online portal offers secure, multilingual access to pension accounts. Researchers can manage contributions, documents and benefit requests at their convenience.

Invest Responsibly, Grow Securely – Access a wide range of high-quality investment options, including sustainable and socially responsible funds. All investments are managed by experienced professionals to align with long-term goals and ethical values.

RESAVER Experts

OUR EXPERT PROVIDERS



Plan Administrator

Previnet provides support to employers and employees through the administration of the Pension Plan. This includes enrolment, management of contributions, enablement of the investment process and administering benefit withdrawals. They facilitate the online portal myRESAVER where employers and employees have real-time access to Plan information.



Investment Manager

As the investment manager, BlackRock brings a trusted investment process to RESAVER. This includes the development and execution of a robust investment strategy that aligns with the Fund's long-term goals. They manage the allocation of assets, monitor performance and make adjustments as needed to ensure the asset value grows for the benefit of Plan participants.

BOARD OF DIRECTORS



MARK KISS, CFO AT CEU HUNGARY & CEU AUSTRIA



INDI SEEHRA, HR DIRECTOR AT LSE



FILIP HEMERYCK, HEAD OF GROUP BENEFITS AT SYNGENTA



LISELOTTE SCHOELL, HR DIRECTOR AT CEU AUSTRIA



JOHAN HUYSE, SENIOR POLICY ADVISOR AT UNL

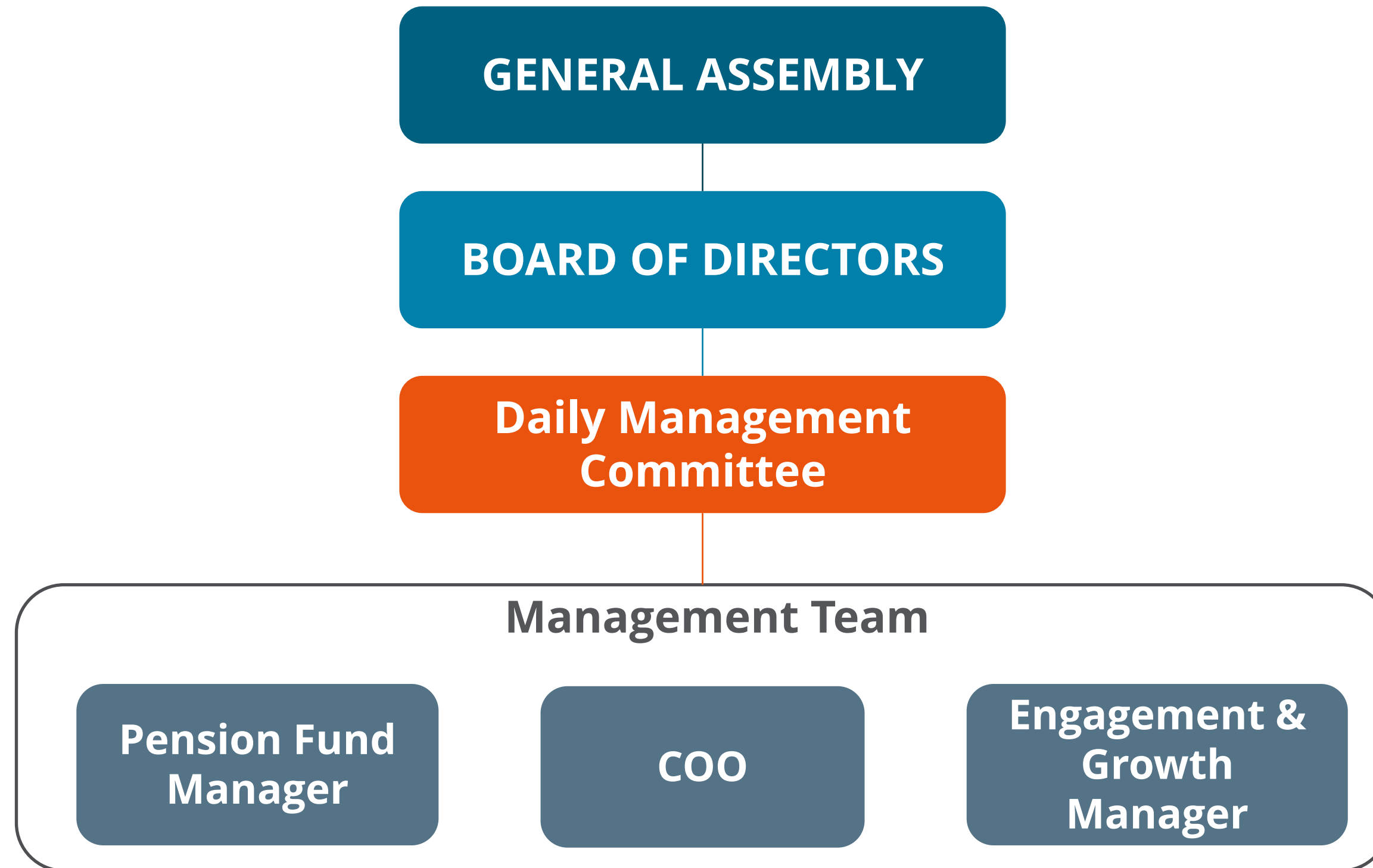
Effective governance

The **General Assembly** is the main supervisory body of RESAVER. Its members are the employers who are affiliated to the pension fund. The main role of the GA consists of supervising activities and strategic decision making.

The **Board of Directors** is an executive body, responsible for defining the strategic direction and overseeing operational activities. They determine the general policies of RESAVER and supervise other bodies such as the **Daily Management Committee**. The Board is composed of 5 Directors who are senior professionals working in academia or in the private sector in the field of HR, Finance, Labour Policy and Group Benefits.

The **Pension Fund Manager** and **COO** are responsible for managing operations, while the **Engagement & Growth Manager** oversees growth initiatives.

Governance structure



SUPERVISION

- Belgian Regulator (FSMA)
- Local Regulators
- External Auditor (KPMG)
- Internal Auditor (Deloitte)
- Compliance Officer/DPO (Lydian)
- Risk Management and Actuarial function (Mercer)



+

My responsibilities as an employer

2

Your key responsibilities as an employer include:



Enrolment into RESAVER

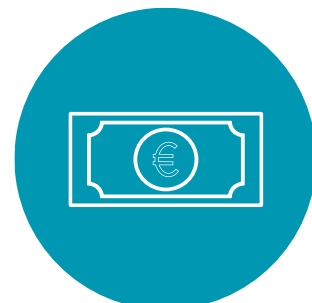
Enrolment of your organisation into RESAVER with the help of the Pension Fund Manager who assists with every step you need to take. See page 11 for more details.



Enabling contributions

Once enrolled as an employer, payroll will upload data files every month via a dedicated admin platform with the list of eligible employees along with their monthly contributions.

Tax declaration and deductions on contributions remain with your payroll team.



Making contributions

Your organisation will transfer the contribution amount to the bank account of RESAVER. You can make contributions in EUR.



Contribution due dates

Contributions are due by the 16th of the month following payroll i.e. contributions relating to January salary should be paid before the 16th of February.



Supporting your employees to make voluntary contributions

As an employer, you can support employees by providing a payroll deduction facility for those who wish to make voluntary contributions themselves. Voluntary contributions can be provided in the same contribution upload file, and the funds are transferred as part of your normal monthly payment to the RESAVER bank account.



Updating and maintaining employee information

Through the same upload file, you will inform us of new joiners and leavers. You will also keep employee personal details up to date.



Enrolment

3

+

ORGANISATION ENROLMENT CHECKLIST

Enrolling your organisation to RESAVER is simple and is managed thoroughly by the Pension Fund Manager. In order to facilitate this process efficiently, you will need to be prepared to do the following:



1. Provide details of your company: legal name, address, registration number, tax number, name of legal representative, etc.



2. Identify a legal representative as the individual who will sign the “Act of Accession” and agree the Management Agreement with RESAVER Pension Fund. The Management Agreement is your company’s legal agreement to participate in RESAVER.



3. Identify a contact person who will be the first point of contact for RESAVER **during the onboarding** process. Typically this is an HR, payroll or finance manager.



4. Identify an individual within your organisation who will **complete the monthly data upload**. This person can be from your HR, finance, payroll or any other relevant department and should be authorised to submit personal data to RESAVER on behalf of your company.



5. Participate in calls or physical meetings with the Pension Fund Manager to finalise pension plan rules and agree on the onboarding plan and communication plan to employees.

Participate on **training sessions** with the pension administration team of RESAVER to get to know the online portal and the specifics of the data upload process.



6. Designate a legal representative or a proxy holder from your company to be a member of the **General Assembly of RESAVER**. Following regulatory approval and the approval of the General Assembly, sign the Act of Accession and the Pension Rules.



+

Making contributions

4

Types of contributions

Here are the types of contributions to consider:

Mandatory

Employer contributions:

It is mandatory for the employer to contribute to the pension plan. You can choose the level of contribution that best matches your budget and objectives. The form of contribution can be a percentage of the salary or a fixed amount.

It is possible to pay only matching contributions i.e. the employer pays only if employees pay themselves.

Voluntary

Employee contributions:

Voluntary or mandatory contributions via salary deduction. The level can be determined by the employer or can be flexible.

Optional

Collective transfer:

Employers have the option to transfer their employee's occupational pension entitlement linked to past service with your company, i.e. service prior to joining RESAVER, from another pension fund. This will be treated as a one-off employer contribution and will not be accessible in general whilst an employee remains in service – similarly to savings accumulating within RESAVER.

Please note that for such a collective transfer employee and regulatory consent might need to be obtained.



Before the first contributions



Join RESAVER and complete enrolment (see page 11).



Upload the contribution file and membership file with a list of your participating employees and their contributions for the first month.



Transfer contributions.

As a participating employer, you can make your contributions by transferring the total contribution due for the month to RESAVER's bank account:

IBAN: BE74001799117907

SWIFT: GEBABEBB36A

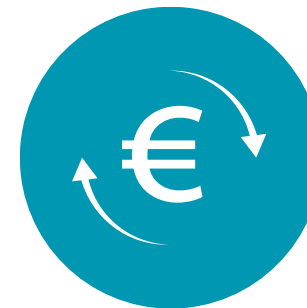
OWNER: Retirement Savings Vehicle for European Research Institutions

Ongoing monthly contributions



Upload the contribution file and update the membership file.

The monthly dataflow process is simple. All you need to do is upload the contribution file on myResaver on a monthly basis, showing that month's contribution for employees. The membership file needs to be uploaded only in case there are changes in your employee data e.g. new joiners, leavers, change of personal data.



Transfer contributions.

Once the contribution file is successfully uploaded, you can transfer the total contribution due each month to RESAVER's bank account. Employers must cover any bank charges that may apply.

Important

The amount paid into the bank account must match the total amount due for the month as indicated in the contribution file. If there is an error with your contribution file, you will have the opportunity to delete, amend and re-upload this. If there is an error with your payment amount, RESAVER will notify you. We will be unable to accept any partial/shortfall payments.

Understanding the costs

RESAVER fees

RESAVER is aiming to provide the best value for money on the market to its members and plan participants, while ensuring that savings are protected.

The fees and charges applicable to your membership include:

EMPLOYER MEMBERSHIP FEE (to be paid by the employer)		50€ per active participant per year	The annual employer membership fee is payable on an annual basis on top of employer contributions. Minimum of €500 per year and a maximum of €5,000 per year applies per each employer. The basis of this fee is the number of active employees i.e. no fee for individuals who left the employer.
EMPLOYEE MEMBERSHIP FEE (to be paid by the employer)		33€ per active participant per year	The annual employee membership fee is payable on an annual basis on top of employer contributions. The basis of this fee is the number of active employees i.e. no fee for individuals who left the employer.
RESAVER PENSION FUND CHARGE (to be deducted from individual accounts)		0.20% of assets per year	RESAVER will deduct 0.2% of the asset value from the individual accounts of employees each year. This amount is meant to cover administration expenses.
ASSET MANAGEMENT CHARGES (to be deducted from individual accounts)	LIFE STYLE	0.14% - 0.31% of assets per year	Expenses related to asset management are expressed in basis points and are defined in the service agreement between RESAVER and the appointed asset manager and/or the prospectus of the underlying investment funds.
	FREE STYLE	0.14% - 0.84% of assets per year	



+

Educating and engaging my employees

5

How will RESAVER help my employees?

Communication

RESAVER can be involved in the **communication campaign** arranged to staff via webinars, meetings and tailored leaflets, brochures.

myRESAVER portal



Employees can log in and access the **myResaver portal** using the login credentials in their welcome email. This will be issued automatically after you arrange their enrolment.

Using their account, participants have access to information about their account value and a range of useful documents e.g.:

- Annual Benefit Statements
- Participant booklet with the summary of the Pension Plan Rules
- Guide on who to contact
- Guide on investments
- Guide on leaver options
- Detailed Pension Rules
- Financing Plan
- Statement of Investment Principles
- Request forms

Easy ways to track and manage individual accounts

cseresznye

What can participants do in their online account space?

- See the value of their savings
- Check the contributions paid by the employer and employee
- Review and switch investment choice
- Nominate beneficiaries
- Change their contact details
- Find out the options available when leaving the employer. Even after leaving employment, participants can stay invested and view the value of their RESAVER account.
- Find out the options available at retirement.
- Request a withdrawal of benefits (payout).

The screenshot displays the 'my resaver' online account interface. At the top, there is a navigation menu with 'HOME', 'MY ACCOUNT', 'DOCUMENTS', 'FUNDS', 'PENSION MODELLER', and 'EXIT'. The main content area is divided into several sections:

- SNAPSHOT**: A summary view of the participant's accounts. It includes a donut chart showing the total value of €63,729.79, broken down into Employee (€20,145.02), Employer (€43,584.77), and Others (€0.00). A table lists these categories with their respective values. A 'NEWS' section provides details on the Guaranteed Line of investment for May, stating that 100% of savings are moved to this line with a 0% return. A line chart shows 'Participant accounts performance' from July 2024 to December 2024, with values ranging from 0% to 56%.
- MY FUNDS**: A section showing the breakdown of investments. It includes a donut chart for the total value of €63,729.79 and a table listing four funds: iShares Europe Equity Index X2 EUR (€1,813.91), iShares World Equity Index X2 EUR (€32,720.09), iShares Emerging Markets Equity Index X2 EUR (€3,672.59), and iShares Euro Aggregate Bond Index X2 EUR (€25,523.20).
- MY CONTRIBUTIONS**: A section showing the breakdown of contributions. It includes a donut chart for the total value of €48,177.96 and a table listing Employee (€15,148.57), Employer (€33,029.39), and Others (€0.00). The FX Source is noted as ECB.



+

Help and contacts

6

What if I want to make changes in my Pension Plan?

- Please **contact the Pension Fund Manager** who will assess if the proposed change can be done with or without regulatory approval.
- RESAVER will make the changes in the relevant Fund documentation and will get **approval from the RESAVER Board of Directors**.
- The pension administration team will implement the changes in the admin system.

Contacts – Help is available

- Find answers to general **Frequently Asked Questions** on the RESAVER website resaver.eu
- Upon request, RESAVER can prepare a **FAQ** document **specific to your Pension Plan** on [myRESAVER](#), under Documents/RESAVER Documents.
- If a participant can't find the answer they're looking for, see available contact details on the right side.

- 1 HR department of the organisation**
For active participants, the first point of contact is your HRO.

HRO should be able to assist with:

- Question about contributions paid
- Salary deductions
- Initiate changes in personal data via monthly data file

- 2 RESAVER Pension Fund**
Via RESAVER's dedicated address: contact@resaver.eu

We can assist with:

- General question about the pension fund
- Specific question about the Pension Plan Rules
- Question about options at leaving the employer
- Question about options at retirement age
- How to initiate actions in myRESAVER

- 3 RESAVER Member Service Centre (MSC)**
For queries in relation to benefit payment requests, contact: Resaver.MSC.Benefits@previnet.it

The MSC can assist you with:

- Benefit payment requests of participants
- Management of death events and beneficiary requests



MORE INFORMATION

Additional information can be found on the RESAVER website.

Visit: www.resaver.eu

Email: contact@resaver.eu



RESAVER
Homepage