

Information sheet for pension recipients (please keep safe)

Important information concerning the duty to inform

The Personalvorsorgestiftung der Feldschlösschen-Getränkegruppe relies on keeping the data on its insured members up to date. **Under the terms of the insurance regulations, any changes must be reported to us immediately.** It is therefore important that you comply with this duty to inform, not least because too many paid-out pensions need to be refunded to the Personalvorsorgestiftung der Feldschlösschen-Getränkegruppe if changes have not been fully reported or in good time.

This information sheet provides an overview of the changes which must be reported under the duty to inform:

- **Change of address**
- **Change of bank or postal account coordinates**
Pension payments are usually made on the fourth working day of the month. However, the transfer is initiated at the end of the previous month. Any changes to bank or postal account details must be reported by the 20th calendar day of the previous month at the latest for them to be considered for the next pension payment.
- **Deaths, changes in marital status (marriage, divorce) and births**
- **Changes in child allowance**
Interruptions to or completion of schooling for children aged 18 or more must be reported.
- **Change in third-party insurance benefits**
Recipients of disability or survivors' pensions must inform the Personalvorsorgestiftung der Feldschlösschen-Getränkegruppe of any cancellation, change in or new entitlement to sick pay or pensions from the Federal Invalidity Insurance or other social insurances (e.g. accident insurance, unemployment insurance).
- **Change in employment**
Recipients of disability pensions must inform the Personalvorsorgestiftung der Feldschlösschen-Getränkegruppe if they become employed or stop working, or if there is a change in their full-time equivalent (working time percentage) or salary.
- **Relocation abroad**
If you move abroad, the Personalvorsorgestiftung der Feldschlösschen-Getränkegruppe requires confirmation of your deregistration from your former place of residence, a copy of your passport, and your new address abroad. Your pension entitlement may change depending on the new country of residence and your nationality (deduction of tax at source).

Please note that we accept changes only from you as the insured member and can only send documents to you personally. If you wish other persons to provide the relevant information or to be sent documents, you must send the Personalvorsorgestiftung der Feldschlösschen-Getränkegruppe a power of attorney signed by you.

We hope this information sheet has been of assistance. To avoid misunderstandings and problems, we recommend that you get in touch with us if anything is unclear.