

# Transition plan

New pension scheme placed with an insurer or premium pension institution  
(without grandfathering)

Company name and date

The transition plan has no prescribed form.  
This template was drafted by  
[werkenaanspensionen.nl](http://werkenaanspensionen.nl) and is endorsed by:



Adfiz



LTO

vcp

vakcentrale voor professionals



Ministerie van Sociale Zaken en  
Werkgelegenheid

VNO-NCW



DENSIOEN  
FEDERATIE



VERBOND VAN VERZEKERAARS

MKB  
Nederland



## Transition plan

**The transition plan explains how the transition (and the choices made) will lead to a balanced transition to the new pension system. Choices will be made in the employment conditions consultations about the redesign into a defined contribution scheme with an age-independent contribution and how to deal with accrued pension entitlements. The transition plan provides insight into the choices made and the relationships between them.**

The transition plan explains why the form of the new pension scheme was chosen, how accrued pension entitlements will be dealt with, and why this is a balanced transition. The transition plan should reflect both the decision-making process as well as the final result. There is more to this than accepting the final result - the choices made - of the consultation between employer(s) and employee or their representations: it also describes the considerations that led to these choices. This includes an elaboration of both the advantages as well as the disadvantages of the various options and the considerations supported by calculations where applicable.

The transition plan is an important information document for employees and, where applicable, the works council, employee representation or staff meeting. Since the insurer or premium pension institution has to administer the new pension scheme, coordination with the insurer or premium pension institution during the employment conditions phase is important. The employer is ultimately responsible for the content and timely and complete delivery of the transition plan.

The transition plan includes a number of issues to be mandatorily developed. The choice of pension scheme must be explained, the effects of the transition to the new pension scheme must be mapped out for each age cohort, any compensation agreements must be laid down, and the balance of the transition as a whole must be substantiated. These legally required transition plan components are detailed in this template's various chapters.

Each company is unique, and each chapter has room for additional explanations. Underlying calculations and other relevant documents can be attached as annexes. There is space in the chapters to refer to annexes.

The transition plan has no prescribed form. To facilitate the parties to the employment conditions in the transition to the new pension system, this template has been drafted by the partnership within [werkenaanonspensioen.nl](https://werkenaanonspensioen.nl). This template is intended for employers who transfer the new pension scheme to an insurer or premium pension institution and do not use the retroactive effect option.

The Stichting van de Arbeid, the Ministry of Social Affairs and Employment, the Dutch Association of Insurers, Adfiz, VNO-NCW, MKB-Nederland, LTO-Nederland, FNV, CNV, VCP and the Dutch Federation of Pension Funds were involved in the drafting of the template and endorse its content. Read more about the transition plan at [werkenaanonspensioen.nl](https://werkenaanonspensioen.nl).

## Chapters

## 1. General data

Enter here the (contact) details of your company, the employees or their representations, the consultant and the administrator of your pension scheme. If you have several pension schemes, state clearly which ones they are and for which scheme you are preparing this transition plan. This template has been prepared for one pension scheme. This template can be helpful in the case of multiple pension schemes, but the different schemes should be considered in their mutual relationship.

### Company

Company name

Contact person

Contact details (telephone and e-mail)

Company size (number of employees)

Sector (SBI)

### Employees or their representations

Which person or people are involved in the employment conditions consultation on behalf of the employees?

### Consultant

Office

Contact person/advisor

Contact details (telephone and e-mail)



## 1. General data

### Pension provider

Name of pension provider(s) current pension scheme(s)

Name of pension provider new pension scheme(s)

Is there a pension scheme with dispensation?

If so, from which sector pension fund?

Is there a pension scheme based on a collective agreement obligation? If so, which collective agreement?

### Transition plan

Are there multiple pension schemes within the company?

Which pension scheme does this transition plan refer to?

Have other transition plans been drawn up that relate to your business?

### Time of transition

Have other transition plans been drawn up that relate to your business?



## 1. General data

### Notes and Annexes

Space for additional explanations. Consider, for example, an explanation of the process/coordination between employer(s) and employees or their representations.

Annexes



## 2. Contract choice and design of pension scheme

Identifying what changes for which groups of employees result from the transition to a new pension scheme requires an understanding of the current and new pension scheme. After explaining the contract choice and design of the new pension scheme, the characteristics of the current and new pension scheme were positioned side by side.

### Choice and design of pension scheme

Has the flexible defined contribution scheme or the contribution benefit agreement been chosen?

Choice of contribution contract and considerations

If the flexible defined contribution scheme is chosen, will the option of setting up a risk-sharing reserve be used? If so, what are the purposes of the risk-sharing reserve and the arrangements made?

How is the payout phase set up?



## 2. Contract choice and design of pension scheme

### Current pension scheme

What is the nature of the current pension scheme?

- Contribution benefit agreement
- CDC scheme
- Defined contribution agreement with age-related contribution
- Flat defined contribution contract

If the current pension scheme is a contribution benefit agreement, what is the accrual rate of the retirement pension and the surviving dependants' pension after the retirement date?

What is the contribution rate or tier if the current pension scheme is a defined contribution agreement?

Flat rate

Scale scale

Age	Rate %	Age	Rate %
15-19		45-49	
20-24		50-54	
25-29		55-59	
30-34		60-64	
35-39		65-	
40-44			

### New pension scheme

What type of pension scheme has been chosen for the new pension scheme?

- Flexible contribution scheme
- Contribution benefit agreement

What is the contribution rate for building up the retirement and partner pensions on or after retirement?



## 2. Contract choice and design of pension scheme

### Current pension scheme

What is the distribution of contributions between employer and employee in the current pension scheme/what is the employee's contribution?

If the current pension scheme is a defined contribution agreement, is it possible to make interim use of the contribution (-investment capital) for a guaranteed benefit (/capital)?

What is the definition of pensionable salary in the current pension scheme?

What is the maximum pensionable salary in the current pension scheme?

What is the offset for the old-age pension in the current pension scheme?

What is the offset for the surviving dependants' pension in the current pension scheme?

### New pension scheme

What is the distribution of contributions between employer and employee in the new pension scheme/what is the employee's contribution?

What is the definition of pensionable salary in the new pension scheme?

What is the maximum pensionable salary in the new pension scheme?

What is the offset for the old-age pension in the new pension scheme?

What is the offset for the surviving dependants' pension in the new pension scheme?



## 2. Contract choice and design of pension scheme

### Current pension scheme

Is the partner's pension before the retirement date part of the current pension scheme?

- Yes, on a risk basis
- Yes, on an accrual basis
- No

What is the definition of partner in the current pension scheme?

What is the level/percentage of pre-retirement partner's pension in the current pension scheme?

Is there an annual (fixed) increase in the partner's pension benefit or does it remain the same? In case of an increase, how is the indexation shaped?

Is there a defined or undefined partner's pension in the current pension scheme?

### New pension scheme

Is the partner's pension before the retirement date part of the new pension scheme?

- Yes (always on a risk basis)
- No

Under the new pension system, a uniform partner concept applies. No explanation required.

What percentage of pensionable salary is insured insured for partner's pension before the retirement date in the new pension scheme?

Is there an annual (fixed) increase in the partner's pension benefit or does it remain the same? In case of an increase, how is the indexation shaped?

Is there a defined or undefined partner's pension in the new pension scheme?



## 2. Contract choice and design of pension scheme

### Current pension scheme

Is Anw (Surviving Dependants Act) bridging insurance (surviving dependant bridging pension) part of the current pension scheme?

- Yes, mandatory
- Yes, voluntary opting-in
- Yes, voluntary opting-out
- No

What is the insured amount of Anw bridging insurance? Is this a fixed increase in the annual benefit, and if so by what percentage?

Is an orphan's pension part of the current pension scheme?

- Yes, on a risk basis
- Yes, on an accrual
- No

### New pension scheme

Has the standard 3-month run-out period been chosen or has it been extended to a 6-month run-out period?

- 3 months -
- < 6 months

Is there a restriction on the duration and size of the pension capital that can be used to finance the risk premium for the voluntary continuation of risk cover for the surviving dependants' pension after the run-out period?

Is Anw (Surviving Dependants Act) bridging insurance (surviving dependant bridging pension) part of the new pension scheme?

- Yes, mandatory
- Yes, voluntary opting-in
- Yes, voluntary opting-out
- No

What is the insured amount of Anw bridging insurance? Is this a fixed increase in the annual benefit, and if so by what percentage?

Is an orphan's pension part of the new pension scheme?

- Yes, (always on a risk basis)
- No



## 2. Contract choice and design of pension scheme

### Current pension scheme

What is the final age of the orphan's pension (standard and when extended, e.g. when studying)?

What percentage of the pension base or partner's pension is insured for the orphan's pension? Does this involve a fixed increase in the annual benefit or does it remain the same? In case of an increase, how is the indexation shaped?

Is exemption from contribution payments in case of disability part of the current pension scheme?

Yes  
No

If exemption from contribution payments in case of disability is part of the current pension scheme, how is it shaped?

UWV-following  
Other

Is disability pension part of the current pension scheme?

Yes, WIA shortfall with  
Yes, WGA bridging basis  
Yes, WGA bridging  
Yes, WIA excess up to max daily wage  
Yes, WIA excess above max daily wage  
No

### New pension scheme

If the orphan's pension is part of the pension scheme, the orphan's pension is insured by default up to a fixed age of 25 years. No explanation required.

What percentage of the salary or partner's pension is insured for the orphan's pension? Does this involve a fixed increase in the annual benefit or does it remain the same? In case of an increase, how is the indexation shaped?

Is exemption from contribution payments in case of disability part of the new pension scheme?

Yes  
No

If exemption from contribution payments in case of disability is part of the new pension scheme, how is this shaped?

UWV-following  
Other

Is disability pension part of the new pension scheme?

Ja, WIA bodem met duur  
Yes, WGA bridging basis  
Yes, WGA bridging  
Yes, WIA excess up to max daily wage  
Yes, WIA excess above max daily wage  
No



## 2. Contract choice and design of pension scheme

### Current pension scheme

Is there an option in the current pension scheme for additional contributions/savings?

Does the current pension scheme include a net pension scheme?

Yes, for retirement pension

Yes, for retirement pension and surviving dependants' pension

Yes, for surviving dependants' pension

No

Is voluntary continuation part of the current pension scheme?

Yes

No

What flexibility options does the current pension scheme have? Tick them below.

Part-time retirement

High/low pension

Low/high pension

Bringing forward retirement date

Postponing retirement date

Other

Does the current pension scheme contain transitional arrangements, if so which ones?

### New pension scheme

Is there an option in the new pension scheme for additional contributions/savings?

Does the new pension scheme include a net pension scheme?

Yes, for retirement pension

Yes, for retirement pension and surviving dependants' pension

Yes, for surviving dependants' pension

No

Is voluntary continuation part of the new pension scheme?

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What flexibility options does the new pension scheme have? Tick them below.

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Other

Does the new pension scheme include transitional arrangements, if so which ones?



## 2. Contract choice and design of pension scheme

### Current pension scheme

#### Notes and Annexes

Space for additional explanations

Annexes

### New pension scheme

Space for additional explanations

Annexes



### 3. Principles and objectives of the transition

Besides a pension scheme that meets the requirements of the new pension law, attention should also be paid to the transition from the current to the new pension scheme. It is important that employer and employees or their representations specify what they mean by a balanced transition and what objectives and principles they have used in the transition.

#### Principles and objectives of the transition

Why was it decided to enter the transition and not use the transitional measurement/grandfathering?

What are the objectives of the transition?



### 3. Principles and objectives of the transition

What are the quantitative measures for assessing the achievement of targets?  
And what outcomes are acceptable?

What are the priority rules for objectives and measures?



### 3. Principles and objectives of the transition

#### Notes and Annexes

Space for additional explanations

Annexes



## 4. Balanced transition

No single and generic balanced outcome of the transition can be defined in advance. The general principle is therefore that the transition to the new pension system should be balanced as a whole. The transition effects and compensation agreements should justify the transition balance. Changing the pension scheme, switching to a flat contribution rate and agreements on compensation should be gone through and assessed as a whole when substantiating balance.

### Effects, compensation and balance

Summary of effects by age cohort

How are accrued pension rights and entitlements handled?



## 4. Balanced transition

What arrangements have been made for compensation?

If compensation is provided, how is this compensation financed?



## 4. Balanced transition

Explain how the set of choices made leads to a balanced transition.

### Notes and Annexes

Space for additional explanations

Annexes



## 5. Signature

The submission of the transition plan to the pension provider of the new pension scheme is a milestone, as well as the conclusion of the employment conditions consultation on the transition to the new pension system. This means that the pension administrator can start implementation and the phase of consultation and consent of the employees or their representations is complete.

Has the pension scheme redesign process been completed?

**Signature**

Name

Job title

Date

Employer's signature

