

## REGULATIONS OF THE ADMINISTRATION COMMITTEE

Affiliated: \_\_\_\_\_

N° of the affiliation contract: \_\_\_\_\_

### 1. Role

The administration committee represents the interests of the Insured members in front of the Foundation and to the Affiliated.

### 2. Composition

An equal number of Insured representatives and of Affiliated representatives composes the administration committee. The names of the committee members are written on the list of signatures.

### 3. Election

- 3.1. The Insured members elect their representatives in their ranks, every Insured having one vote. The mandate lasts 3 years. The representatives can be re-elected.
- 3.2. If the employment contract of an Insured representative is cancelled, the representative must leave the administration committee. The elected alternate member takes over his predecessor's mandate.
- 3.3. The Affiliated suggests his/her representatives. He/she can revoke the representatives at any time and replace them by new representatives. The mandate lasts 3 years. The representatives can be re-elected.
- 3.4. The representative who possesses potential benefits must leave the Committee at least 6 months before he/she receives these benefits, except in exceptional cases subject to approval by the Foundation Board.

Patrimonia Foundation

Address of Headquarters :

Le Lumion  
Route François-Peyrot 14  
P.O. Box 574  
CH-1215 Geneva 15  
www.patrimonia.ch

Mailing address :

Branch of Lausanne  
Rue Saint-Martin 7  
CH-1003 Lausanne  
T.main number +41 58 806 0800  
info@patrimonia.ch



#### **4. Constitution**

The administration committee is responsible of its own constitution. The members elect their president and his/her substitute among the representatives of the Insured members and of the Affiliated. One of these two mandates must be taken by an Affiliated representative.

#### **5. Decisions**

- 5.1. The administration committee can make valid decisions if more than half of its members are present. Another member can represent an absent member if this one confers him/her a written proxy.
- 5.2. The administration committee makes decisions according the simple majority of the votes of the present members or of the members represented by proxy. The president participates in the vote and makes the final decision in the case of a tie vote. Furthermore, the decisions must be registered in the Minutes of the meeting and submitted to the Foundation for approval.
- 5.3. If all the members agree, the decisions can be made through circular letters.

#### **6. Tasks**

- 6.1. The administration committee provides to the Insured members all the useful information about the situation of the Affiliate's pension plan. The Foundation and the Affiliated must provide all the necessary information so that the committee can complete its tasks.
- 6.2. The administration committee also assumes the tasks concerning the regulation of occupational pensions.

#### **7. Information**

The administration committee will receive complete information from the Foundation concerning the pension plan and its amendments when laws are modified or when the Affiliated requests any modification. The committee, especially when it has to make a decision, will also receive information concerning the administration of the Foundation.

The decisions will be communicated to the committee by computer transmission. Indeed, the main link between the Foundation administration and the Committees will be the Patrimonia website: by signing the present document, the members of the committee are aware of this provision and agree to consult regularly this source of information.

Every approval that needs to be signed will be formally mentioned and the possibility to print the document showed on the screen will be clearly indicated.

The information that only concerns the subcommittee will be generally sent by letter to the Committee's address, for example if there is a delay in the payment of contributions.

If necessary, the committee will have to denounce to the authority any failure on this matter.

Patrimonia Foundation

Address of Headquarters :  
Le Lumion  
Route François-Peyrot 14  
P.O. Box 574  
CH-1215 Geneva 15  
www.patrimonia.ch

Mailing address :  
Branch of Lausanne  
Rue Saint-Martin 7  
CH-1003 Lausanne  
T.main number +41 58 806 0800  
info@patrimonia.ch



**8. Obligation of discretion**

The committee members must keep professional secrecy concerning the personal and financial situation of the Insured members, of the beneficiaries and of the Affiliated.

Failure to comply with this requirement will involve the immediate exclusion from the administration committee. The legal provisions (art. 52, 76 and 86 LPP) are prescribed.

**9. Methods of representation**

The administration committee decides of the methods of its representation in front of the Foundation, elects the people who can validly sign and determines the method of signature.

As long as the Foundation does not receive any contrary information, the administration committee is represented by the Affiliated as a person who legitimates the decisions of the committee.

**10. Committee's address**

An address must be given in order to send documents by postal mail.

Through this address, the confidentiality of the eventual information concerning the Insured members and the Affiliated must be protected.

**11. Official address**

---

---

---

Patrimonia Foundation

Address of Headquarters :

Le Lumion  
Route François-Peyrot 14  
P.O. Box 574  
CH-1215 Geneva 15  
www.patrimonia.ch

Mailing address :

Branch of Lausanne  
Rue Saint-Martin 7  
CH-1003 Lausanne  
T.main number +41 58 806 0800  
info@patrimonia.ch



## 12. Signatures list

### Insured's Representatives (at least 1 insured)

.....  
Family name, first name, ..... date of birth

.....  
Email ..... Signature

.....  
Family name, first name, ..... date of birth

.....  
Email ..... Signature

### Afiliated's Representatives (same number as for the Insured's representatives)

.....  
Family name, first name, ..... date of birth

.....  
Email ..... Signature

.....  
Family name, first name, ..... date of birth

.....  
Email ..... Signature

Place and date

Signed in....., the .....

Patrimonia Foundation

Address of Headquarters :  
Le Lumion  
Route François-Peyrot 14  
P.O. Box 574  
CH-1215 Geneva 15  
www.patrimonia.ch

Mailing address :  
Branch of Lausanne  
Rue Saint-Martin 7  
CH-1003 Lausanne  
T.main number +41 58 806 0800  
info@patrimonia.ch

