

Contact: info@publica.ch
Tel.: +41 58 485 21 11

- Leaving PUBLICA
- Switching to another pension plan
- Switching to another employer within the same pension plan

Details of insured member

Date of departure	Social sec. no.	Company no.
Last name		First name
Street, no.		Post code, town
Country	Marital status	
Date of birth	E-mail address	
Telephone (private)	Mobile	

Has the insured person reached the age of 58 at the time of leaving PUBLICA?

- No
- Yes

If so, was the employment relationship terminated by the employer, or by mutual agreement but at the employer's instigation?

- No
- Yes

Was the insured person either partially or completely incapable of working at the time of leaving PUBLICA?

- No
- Yes

If yes, since when?

Date

If switching to another pension plan / switching to another employer within the same pension plan

Date of joining new employer	New employer
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If there is a gap of more than six months, an account must be opened or a policy concluded with a vested benefits institution immediately, and the "New pension institution / vested benefits institution" section on page 2 must be completed.



New pension institution / vested benefits institution

Name of pension institution / vested benefits institution	
Address	
Name of bank or post office	
IBAN	Contract no.
Name of new employer (only for transfers to a pension institution)	

Cash payment

Name of bank or post office and town	
IBAN	Account name
SWIFT / BIC no. (only for transfers to an account abroad)	
Certified signature of spouse/partner (only for cash payments)	

Confirmation by employer

Signature	Date
E-mail address and telephone number for enquiries	



Cash payment of vested termination benefits (please check the appropriate box)

The insured person may request cash payment of the vested termination benefits if:

- they are leaving Switzerland permanently and not taking up residence in the Principality of Liechtenstein. If the insured person is moving to a Member State of the European Union, Iceland or Norway and remains subject in that country to mandatory insurance for old age and against the risks of death and disability, they may not request cash payment of the retirement assets as defined in Art. 15 BVG accumulated until the time of leaving PUBLICA.
- they are taking up self-employment in Switzerland and are no longer subject to mandatory insurance under the BVG;
- the termination benefits are less than the annual contribution they have paid.

Insured members requesting cash payment of their vested termination benefits must submit the following documents to PUBLICA (please check as appropriate and include the corresponding confirmation):

- a confirmation of deregistration from the commune in which they were resident, if the insured person is leaving Switzerland permanently;
- a confirmation from the compensation office that the person concerned is self-employed, as well as additional documents confirming that the self-employment is their main employment.

PUBLICA reserves the right to require further evidence.

In the case of married insured persons, we also require the written agreement of the spouse in the form of a certified signature. For registered partnerships, we also require the certified signature of the partner. Certification can be obtained in the following ways:

- at the offices of PUBLICA in Bern in the presence of a customer advisor (please register in advance by mail to info@publica.ch) **or**
- by a notary **or**
- by the commune **or**
- by the relevant Swiss embassy or consulate.

The person giving their agreement must identify themselves by means of a valid personal identification document with photograph (passport, ID card, driving licence). The handwritten signature must be appended in person at one of the stipulated locations. They may also confirm their agreement using the [Confirmation of agreement to cash payment of vested benefits](#) form, which is available at publica.ch/en > "Documentation".

In the case of persons who are not married or in a registered civil partnership, we require a certificate of marital status that is no more than 3 months old.

If no cash payment is made, PUBLICA will transfer the vested termination benefits to the new employer's pension institution, a vested benefits policy or a vested benefits account.

If PUBLICA does not receive any notification within six months from the date of departure it will, on the basis of Art. 4 para. 2 VBA, transfer the vested termination benefits to the Substitute Occupational Benefit Institution, Vested Benefits Accounts, P.O. Box, 8050 Zurich.

