



# EMPLOYER'S GUIDE

Stichting Bedrijfspensioenfonds voor de Koopvaardij

## Together we take care of a good pension for your employees

**Pension is an important working condition. Together with you we take care of this for your employees. In this brochure we explain what this means for you as employer. You may also read what you can expect from Bpf Koopvaardij. We will give you some tips for your pension administration and a short explanation of our pension scheme.**

### About us

Bpf Koopvaardij is the pension fund for seafarers that originate from the Kingdom of the Netherlands, the European Union, the European Economic Area or the treaty countries. If they become employed by an employer that fly the Dutch flag, they are a member of the Bpf Koopvaardij pension scheme.

You can find more information about the countries on page 2.

Bpf Koopvaardij has:

- a Board that is responsible for the implementation of the pension scheme.
- a Pension Board that advises and judges the Bpf Koopvaardij policy about choices the Board makes for the future.
- a Supervisory Board that monitors the policy choices and the general order of business, and the compliance to the Pension Funds Code.
- an Executive Office that supports the Board with the implementation of its tasks.

### Mission

The pension fund wishes, now and in the future, to carry out the pension scheme for seafarers and ex-seafarers in the Merchant Navy in a reliable, socially responsible, transparent and cost efficient manner.

### Overall strategy

The pension fund aims for a balanced risk management between all (former) participants and pensioners in the pension fund. The pension fund invests and manages the assets against responsible risks and does this in a socially responsible manner. A challenge for the pension fund is finding a balance between meeting the promised benefits and pursuing the maintenance of purchasing power whereby transparency, responsibility and effective communication have a high priority.



# The pension for your employees

You may read what pension your employees can expect to receive from Bpf Koopvaardij and the Dutch government below.

## When does an employee build up pension with Bpf Koopvaardij?

The pension scheme is obligatory for seamen that are employed by managing owners\* on board the seagoing vessel managed by them with a Dutch certificate of registry.

### What are seagoing vessels?

Seagoing vessels are understood to be vessels that fly the flag of the Kingdom of the Netherlands on the basis of Dutch legal rules. With the exception of:

- fishing boats;
- vessels in public service;
- inland vessels;
- warships and naval auxiliary ships;
- pleasure craft;
- vessels specially designed for dredging and dumping sand and clay and the corresponding auxiliary vessels.

The obligation takes effect when the persons turns 21 and ends on the day before the day the person turns 67. The seaman must live:

- In the Kingdom of the Netherlands, which are four countries:
  1. The Netherlands with the special municipalities in the Carribean of Saba, St. Eustatius and Bonaire
  2. Aruba
  3. Curaçao
  4. Sint Maarten
- or;
- in a EU Member State;
- in a country belonging to the European Economic Area (EEA)\*\*, with the exception of Switzerland, or;
- a country with which the Netherlands has concluded a social security agreement, with the exception of the United States of America.

## State pension

Residents in the Netherlands are entitled to a state pension benefit (AOW-uitkering) from the government per the state pension age (AOW-leeftijd). This benefit is financed by a pay-as-you-go system (PAYG). This means that all state pension contributions pay for the state pension of the current state pensioners. There is no saving for a personal state pension.

## Bpf Koopvaardij pension

Employees in the Merchant Navy are entitled to a pension with Bpf Koopvaardij in addition to their state pension. When calculating the height of the Bpf Koopvaardij pension the state pension the employees will receive is taken into account. This is called the state pension offset (franchise). In 2020 this is € 14,167.86 yearly (€ 38.71 per day). No pension is built-up over this amount. The state pension offset is altered on a yearly basis.

## Pension premium

An employee builds up pension over the pensionable salary (which may be maximised) minus the state pension offset. The maximum pensionable salary is in 2020 € 91,071.78 yearly (€ 248.83 per day). The part of the salary over which pension is built up is called the pensionable pay (pensioengrondslag). For employees 25.90% (2020) of their pensionable salary is paid as pension premium for their pension. As employer you pay the half of the pension premium, unless you have decided something different in the collective agreement (CAO). The agreed upon part of the premium is deducted from your employee's salary. For a correct premium calculation it is important that you correctly determine the pensionable salary. The pension contribution for 2020 is calculated over 366 days. The pensionable salary consist out of the following elements:

1. Base salary \*\*\*;
2. Tanker increase (tankerverhoging or tv);
3. Holiday bonus (vakantietoelage or vt);
4. Overtime allowance of 15% over element 1+2+3;
5. At present, when determining the pensionable pay, you calculate a 5% fixed sum on the basic pay, any tanker increase and the holiday allowance if supplementary

\* A managing owner is the owner or bareboat charterer of a vessel.

\*\* There are three countries that are not part of the European Union (EU) but do collaborate with the EU. Together with countries in the EU these countries form the EEA. These three countries are Liechtenstein, Norway and Iceland.

\*\*\* Including the labour contingent right to free food (€ 4.45 per seafaring day), if this compensation is paid out.



allowances are involved in the collective agreement or the employment contract. As of 1 January 2019, employers with a collective agreement have the option of not applying the 5% fixed sum. However, any negative financial consequences of such for seafarers must be compensated by the employer. This must be included in the collective agreement arrangements with Nautilus International. If you have agreed this with Nautilus International, please report this to Bpf Koopvaardij.

### **Pension scheme: pension build-up until 67 years**

The build-up of the occupational retirement pension is regulated in the pension scheme rules, among other things. Every year that an employee is a member of the pension scheme he or she builds up 1.604% (2020) of the pensionable salary of that year in occupational retirement pension. Up to no later than 67 years.

You can find the pension scheme at [www.koopvaardij.nl/downloads](http://www.koopvaardij.nl/downloads) (Dutch only).

### **Partners' pension**

If your employee comes to pass, his or her partner\* is possibly entitled to a partner's pension. How much the partner will receive will depend on the situation at the time when your employee pass away.

#### **\*Who is a partner?**

A partner is the person, before the pension commences:

- to whom your employee is married;
- with whom your employee have a registered partnership or;
- with whom your employee have been cohabiting subject to a cohabitation contract for at least six months. The cohabitation contract must have been drawn up by a civil-law notary. You must also be registered at the same address at the municipality. Your partner may not be a relative or a relation by blood in the direct line.

The partner's pension commences on the first day of the month in which your (former) employee or pensioner passes away. It ceases on the last day of the month in which the partner passes away.

The partner's pension consists out of two parts. A part that your employee builds up (in 2020 33% of the occupational retirement pension) and a part on risk basis (in 2020 37% of the occupational retirement pension). The part on risk basis expires after three months when your employee leaves service or immediately when retiring. The partner's pension will be lower in those situations.

### **Orphan's pension**

When your employee passes, his or her children will receive an orphan's pension every month. This also includes foster- and stepchildren. They will receive this benefit until they turn 18 or as long as they are studying or are following a vocational education. The orphan's pension ceases in the last two cases when the child turns 27 at the latest.

You can find more information about partner's and orphan's pension at [www.koopvaardij.nl/en](http://www.koopvaardij.nl/en) under 'Member - About pension - Pension for your family'.

### **Net prepension**

From 2006 up to and including 31 December 2014, Bpf Koopvaardij had a special pension scheme, the net prepension scheme. Employees could use this scheme to build up a net pension amount that they receive between the ages of 62 and 67. The net prepension scheme no longer exists. Only the employees that built up pension at Bpf Koopvaardij in the period of 2006 until 2015, also built up net prepension. You can find more information about the net prepension in the Pension guide at [www.koopvaardij.nl/en/publications](http://www.koopvaardij.nl/en/publications).

### **Pension and occupational disability**

When your employee becomes (partially) occupationally disabled, he or she is still able to build up pension. Depending on the occupational disability percentage, Bpf Koopvaardij pays a part of the pension premium. This is called 'contribution free pension buildup'. Your employee needs to apply for this and he or she must meet certain conditions. It also makes a difference whether your employee has become occupationally disabled based on the WIA or the WAO. For more information, visit our website at [www.koopvaardij.nl/en](http://www.koopvaardij.nl/en) under 'Member - Your situation - Occupationally disabled'.

### **WGA-shortfall scheme**

Bpf Koopvaardij also has a WGA-shortfall scheme for all its members. When your employee is occupationally disabled for a period of two years or longer, the Bpf Koopvaardij WGA-shortfall scheme provides a supplement on the WGA (Werkhervatting Gedeeltelijk Arbeidsongeschikten) benefit. Your employee does need to meet certain requirements for this. You, as employer, do not pay premiums for this. For employees the premium has been settled on 0.25% (2020). However, because of the current reserves for this scheme, no premium is collected for 2020. The WGA-shortfall scheme regulations (Dutch only) with the conditions can be found on [www.koopvaardij.nl/downloads](http://www.koopvaardij.nl/downloads).

# Your pension administration

**We would like to help you along with your pension administration. Every month you pass on the salary details and personnel changes of your employees. This can be effortlessly done online. A number of things can only be supplied via the Employers Desk.**

## Koopvaardij Portaal

Monthly, using [www.kvdportaal.nl](http://www.kvdportaal.nl), you easily upload the wage details and changes in your personnel file. You need e-Herkenning with assurance level EH3 for this.

## What do you pass on using the Koopvaardij Portaal?

You pass on the following information:

- The wage details (every month). Based on this you calculate the premium.
- If an employee goes on leave.
- If an employee enters service.
- If an employee leaves service (including dismissal, leaving service or passing away)
- Are you relocating? You can pass on the new address of your company using the Koopvaardij Portaal.
- **As of 1 July 2019, new rules will apply for pension build-up in the second year of illness in accordance with the WIA Act**

Seafaring employees who became unfit for work after 2005 and are still unfit for work after one year are usually faced with a reduction in their income. The pension build-up in the second year of illness will be based on the pensionable salary indicated by you as an employer. In the case of death in the second year of illness however, the partner's pension will be calculated on the basis of the higher income in the first year of illness. You can easily report the new wage of your occupationally disabled employee at the start of the second year of illness via the Koopvaardij Portaal. You will not receive a separate invoice. From 1 July 2019, you can report this easily via the Koopvaardij Portal and you will no longer receive a separate invoice. This applies to employees with the first day of illness on or after 1 July 2018 and whose second year of illness therefore commences on or after 1 July 2019.

You deregister this employee as our member after the second year of illness via the Koopvaardij Portaal.

## What employee information do you need?

You need the following information in order to register an employee using the Koopvaardij Portaal:

- name;
- address;
- date of birth;
- CSN (Citizen Service Number);

Does your employee not yet have a CSN? Then you can use 999999990 as a valid fictional CSN.

- start of service date;
- pensionable daily wage.

## Koopvaardij Portaal Manual

You may read in the manual, among other things, how you log in for the first time and how you accurately pass on the wage details. This may be done manually (fill in online) or with an Excel-file using the Periodical wage assignment tool. You can find the Koopvaardij Portaal Manual on [www.koopvaardij.nl/en/employer](http://www.koopvaardij.nl/en/employer).

## Please pass on the monthly wage details on time

In order to process your details in a timely manner, you pass on the information on the last day of the month following the month it concerns. For example: the information for September is uploaded on 31 October at the latest. If we receive the information later, it might be possible that these will process after the closing date. You will then see the changes on the next specification.

## What do you pass on to the Employers Desk?

The following items cannot be passed on using the Koopvaardij Portaal. You pass on these items per e-mail (or per post) to our Employers Desk:

- Service records that need to be removed.
- A change in your statutory name, payroll tax number, legal form, e-mail address or phone number.
- The change of your account number (send this per post on the writing paper of your company).

# Monthly payment of the premium

Using the wage details you pass on every month using the Koopvaardij Portaal, you calculate the premium you need to pay for that particular month. The calculated premium you have deducted you pay, increased with the employer's contribution, on the bank account of Bpf Koopvaardij:

IBAN NL82INGBo654416125

BIC INGBNL2A

in the name of Stichting Bedrijfspensioenfondsvoor de Koopvaardij

## Transfer your premium amount directly after passing on the wage details

You pay your premium amount on the last day of the month following the month it concerns. For example: the wage assignment and payment of September is done at 31 October at the latest.

## Premium specification

We send you a monthly premium specification in reaction to your wage assignment. You will receive this specification afterwards. For example: 10 November you will receive the specification for September. This allows you to afterwards easily check the paid premiums. For every employee the pension premium is calculated based on the information supplied by you. If you have not supplied us with information or if we have received

### Do you wish to receive a digital specification?

Send an e-mail to [servicedesk@koopvaardij.nl](mailto:servicedesk@koopvaardij.nl). You will then receive the specification in Excel on a monthly basis. This file can only be opened using a password.

this information too late, the wage information for the previous month will be used. As soon as we have received the correct information, it will be processed. This will be displayed on the next specification.

## The amounts are compared with each other

The amount received from you and the calculated specification are compared with each other. If you have overpaid a month, we will repay the overpaid amount. If we have received too little, we will send you a reminder for the missing part. Please contact us if you do not agree with the difference.

## Pay the missing part within ten days

The reminder for the missing part has a payment deadline of ten days. In case no (complete) payment or reaction follows, an exhortation is sent. A fine (five percent) and statutory interest is charged for exceeding the payment deadline. Premium amounts that have not been paid after the exhortation are transferred to a bailiff for the judicial collection process.

# Employers Desk for all your questions

Bpf Koopvaardij has an Employers Desk which you can reach to for all your questions, requests and/or complaints.

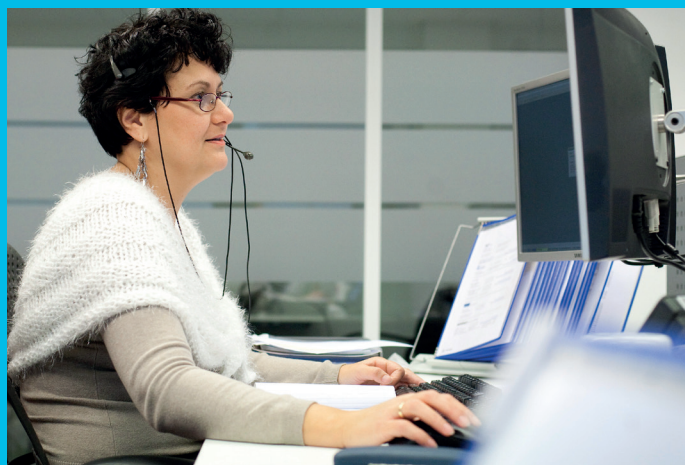
Telephone number : +31 88 007 98 91  
Monday to Thursday : 8.00 a.m. until 5.30 p.m.  
Friday : 8.00 a.m. until 5 p.m.  
E-mail : [servicedesk@koopvaardij.nl](mailto:servicedesk@koopvaardij.nl)

You can also write us using the following address:

Stichting Bedrijfspensioenfondsvoor de Koopvaardij  
p/a MN Postbus 97614  
2509 GA Den Haag  
The Netherlands

More information about our pension scheme can be found on [www.koopvaardij.nl/en](http://www.koopvaardij.nl/en).

For employees a separate Service Desk is available through +31 088 007 98 99. The opening hours are the same as the Employers Desk. The previously mentioned address and e-mail address can be used for all the employee's questions regarding pension.





# Communication

**Bpf Koopvaardij employs different communication methods. You can find an overview of the methods for you as employer as well as for your employees.**

## Communication for you

### Pension information per e-mail

We send important information for your pension administration per e-mail, with a maximum of six times a year (including an English version). Such as changes in the pension scheme rules, short notices and other important information about pension and the pension fund.

#### Sign on for digital pension information

Make sure you don't miss important information. Please send the name and e-mail address of your contact to [servicedesk@koopvaardij.nl](mailto:servicedesk@koopvaardij.nl). Multiple contacts per employer is possible.

### Checklist Pension 1-2-3 for employers

Within Pension 1-2-3, pension information in three layers, an employers checklist has been developed. The checklist will help you during your employment interview or answering pension questions from your employees. You can find the checklist on [www.koopvaardij.nl/en/employer](http://www.koopvaardij.nl/en/employer).

### Employers Circular

Before the end of every year you will receive an Employers Circular from Bpf Koopvaardij which contains all the relevant information and changes for the coming year concerning the pension premium and other important date for the new year.

### Digital toolkit

On [www.koopvaardij.nl/en/employer](http://www.koopvaardij.nl/en/employer) you can find a number of handy tools and information material. This includes the employers checklist, standardised texts for intranet, key figures and an overview of situations in which you, as employer, need to take action.

## Communication for your employees

### Entering service: Pension 1-2-3

As soon as you have registered a new employee using the Koopvaardij Portaal, he or she will receive a welcome letter and layer of Pension 1-2-3 from us within three months. More information about Pension 1-2-3 can be found on [www.koopvaardij.nl/en/pension123](http://www.koopvaardij.nl/en/pension123).

### During service

We inform your employee using various communication methods. Such as our magazines 'PensioenKompas' and 'PensioenPeiling', but also using our website [uk.bpfkoopvaardij.nl](http://uk.bpfkoopvaardij.nl). Both these magazines are also available in English on our website [www.koopvaardij.nl/en](http://www.koopvaardij.nl/en). In addition, your employee will receive a yearly Uniform Pension Overview (UPO). This gives an insight in how much pension has been built up and how much can still be built up.

### When leaving service

After you deregistered your employee using the Koopvaardij Portaal, he or she will receive a letter from us in which we confirm the termination of the pension build-up. Your ex-employee will then receive a UPO from us every five years.

### Retiring

We will send your employee a half year before he or she reaches the state pension age a letter with the pension options. This letter includes a request form for occupational retirement pension.

### My Koopvaardij

My Koopvaardij is a secure environment in which your employees can see the details of their personal pension situation at Bpf Koopvaardij. Using the pension planner, employees can immediately calculate the effect of various pension choices themselves. Employees can also easily indicate whether they wish to receive their post digitally in the future. My Koopvaardij can be found at [www.mijnkoopvaardij.nl](http://www.mijnkoopvaardij.nl). An English version is also available. My Koopvaardij is accessible using DigiD or eIDAS. Go to [www.government.nl](http://www.government.nl) for more information about eIDAS and the current status of approved countries.

### Total overview for your employee

Your employee can login on [www.mijnpensioenoverzicht.nl](http://www.mijnpensioenoverzicht.nl) using DigiD or eIDAS. There they can find a total overview of all their pension entitlements in the Netherlands.