

Pension Brochure

2019

Edition: February 2019, subject to changes
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Status: Final

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1. Introduction

1.1. The Pension Fund

The multi-company pension fund (Multi OPF) HaskoningDHV emerged from a merger of the company pension funds Stichting Pensioenfondshaskoning and Stichting Pensioenfondshdv on 1 January 2015. The compartments of the multi OPF have been merged as at 1 July 2018 into a regular company pension fund.

1.2. What is a pension?

The pension scheme of Stichting Pensioenfondshaskoningdhv consists of three components. In the first place, you accrue a pension for when you are at the age of retirement. This is called a retirement pension. This is your income for the period from your retirement. In the second place, your surviving dependants will receive an income upon your death. This is called surviving dependant's pension. This is what your surviving dependants receive upon your death, also after you have stopped working for HaskoningDHV. The third component is an insurance covering the event of occupational disability during your employment.

1.3. This brochure

This brochure answers the questions:

- What is the character of the pension scheme?
- What do I pay for my pension, and what does my employer pay?
- When can I retire and how much pension will I receive?
- What happens if I change to a different employer?
- What will happen if I start working part time?
- How much pension will my partner and/or children receive upon my death?
- What will happen if I get divorced?
- What will happen if I get stationed abroad for a longer period of time?
- What will happen if I become occupationally disabled to some extent?
- What choices do I have?

1.4. Questions?

In this brochure we set out the outline of your pension scheme. Situations are different for each individual. It is beyond this document to include all thinkable situations. We rely on your understanding.

If you have any questions, please call the Pension Desk on +31 (0)88 348 2190 or send an e-mail to pensioenfondshaskoningdhv.com. You can also consult the Pension Rules (Pensioenreglement), available from www.pensioenfondshaskoningdhv.nl. Alternatively, you can request a copy from the Pension Desk.

Carefully keep this brochure! You may need it in the future. The pension brochure can also be downloaded from www.pensioenfondshaskoningdhv.nl.

2. What is the character of the pension scheme?

You annually accrue capital for a retirement pension and surviving partner's pension on your gross annual salary. This means that you will receive a pension based on the average salary that you earned during the years you participated in this pension scheme. This type of pension scheme is referred to as a benefit agreement in the form of a career average plan.

The HaskoningDHV Pension Fund has a collective defined contribution scheme. This means that the employer and the Works Council periodically agree a fixed premium to be made available for the group pension scheme¹. The employer pays part of the premium, and you pay the other part. See also chapter 3.

In a collective defined contribution scheme, the employer's commitment is limited to payment of the employer contribution. Stichting Pensioenfonds HaskoningDHV aims to achieve an adequate, stable long-term return on the financial contributions of both the employer and employees within responsible risk limits. The returns achieved are the source for any indexations to be granted on the pensions.

In times where the pension fund has insufficient reserves, the financial losses are borne by the current and former participants and the pensioners and beneficiaries. Losses may arise due to disappointing returns on investment, a decrease in interest rates, higher life expectancy or lower mortality. This means it is possible that sometimes no indexations are granted or that pension entitlements are reduced. Also, the employee contribution may be increased.

On the other hand, in times where the pension fund has sufficient reserves, the financial extras (higher returns on investment, rising interest rates, lower life expectancy), the current and former participants and the pensioners and beneficiaries all benefit from the extra funds.

¹ The current premium was agreed for the period from 1 January 2015 through 31 December 2019.

3. What do I pay for my pension, and what does my employer pay?

Together with the employer, you pay the premium for your pension scheme. You pay 8.2% and the employer pays 19.9% of your pension base. This is a joint amount of 28.1% of your pension base, i.e. the employer pays for over 2/3 of the premium. The contribution you are required to pay for the pension scheme will be withheld by the employer from your monthly gross salary.

3.1. Payment restriction

The employer and the Works Council may agree on decreasing the defined contribution for the pension scheme, for example if the employer is confronted with extreme financial conditions. If this situation occurs, the pension you are still to accrue is adjusted to the changed conditions. You will immediately be notified accordingly in writing of such events. The pension you already accrued by that time will not change. Any changes in this respect concern only the future pension to be accrued.

3.2. Pension contribution

The employer and the Works Council agreed on a fixed pension premium from 1 January 2015. The employer and the employee both pay part of this premium. After five years the premium will be evaluated. The employer and the Works Council can then agree a new fixed premium. If the premium is not enough for the existing pension agreement, the annual accrual can be lowered. If this occurs, the employee will be notified.

4. When can I retire and how much pension will I receive?

Your retirement pension will by default come into payment on the day you turn age 67. You will receive this pension from that day onwards, until the last day of the month in which you die. Your pension coming into payment at age 67 by default does not mean that you must or may only retire at age 67. This is a calculation default only. You may determine personally when your pension for life should come into payment. We can imagine that you would like to retire before that age. Depending on the choice you make, the Pension Desk will make a final calculation for you, indicating the amount of your retirement pension. The earlier your pension comes into payment, the lower your benefit will be. This is because the benefit payment period is longer if you have it come into payment earlier. You should notify the Pension Desk of the desired early date your pension should come into payment with at least three months' notice. Such a choice can be made only once and is final. See also section 12.1.

Your pension is supplementary to the AOW benefit (Dutch state pension). Every Dutch citizen receives this benefit from the Sociale Verzekeringsbank starting on the AOW commencement date. As the pension is supplementary to your AOW state pension, an offset amount² is deducted from your pensionable salary in the context of pension accrual. The pensionable annual salary less the offset is referred to as the pension base. You accrue pension entitlements on 1.738% of your pension base³. We call this 1.738% the accrual rate. The pension scheme does not arrange for pension accrual after the AOW commencement date. Your pension accrued to date may annually be granted an indexation in order to retain the value of your pension; see also chapter 15.

As from 1 January 2019, the pensionable annual salary is capped at €107,593 and is subject to future amendments.

The following example calculation with fictive numbers shows how much pension you receive after two years of accrual.

year 1	pensionable annual salary (= 12,96 x gross monthly salary)	€36,000	
	pension base = €36.000 -/- €12.000 offset	€24,000	
	accrual in year 1 is €24.000 x 1.738% =		€417
	<u>indexation after year 1 is 2%</u>		€8
	pension after year 1		€425
year 2	pensionable annual salary (= 12,96 x gross monthly salary)	€40,000	
	pension base = €40.000 -/- €12.000 offset	€28,000	
	accrual in year 2 is €28.000 x 1.738% =		€487
	accrued after 2 years		€912
	<u>indexation after year 2 is 1%</u>		€9
	pension after year 2		€921

The pension fund annually sends you a statement of your pension accrual (UPO: Uniform Pension Overview). This indicates the amount of pension you may expect at age 67 and the amount of pension capital you have accrued.

² The offset is €13,785 (from 1 January 2019) and is equal to the minimum tax offset.

³ The pension base is determined on a monthly basis.

5. What happens if I change to a different employer?

Your retirement pension and partner's pension accrual will terminate upon leaving the company. You will accrue pension with your new employer's pension scheme. You can transfer your pension entitlements to your new pension administrator. See chapter 6, Asset Transfers. If you decide against transferring your pension entitlements, the accrued pension will remain with Stichting Pensioenfonds HaskoningDHV. The pension may then be granted indexations; also see chapter 15.

You do not have the option of continued participation to the pension scheme on a voluntary basis. Excepting if you are occupationally disabled upon leaving the company, in which case you are entitled to continued pension capital accrual as set out in chapter 11.

6. Asset Transfers

If you either joined or left HaskoningDHV, pension accrual with your former employer will cease and you will become a participant to the pension scheme of your new employer. You may opt to transfer the pension you accrued with your former employer to the pension administrator of your new employer. This means you are no longer entitled to pension from the former pension fund. This is called asset transfer.

Dutch pension administrators (pension funds and pension insurers) are subject to mandatory collaboration in requests for asset transfers if the funding ratio of both pension administrators is above 100%. To this end, you are required to submit a request to the pension administrator of your new employer, even if the funding ratio of one of both pension administrators falls below 100%. The new pension administrator will ask for a statement of the pension capital accrued with your former pension administrator. On that basis, your new pension administrator will send you a proposal for the asset transfer. If you approve, the asset transfer is carried out.

Cross-border asset transfers are subject to a wide range of national and international legal and tax regulations that impede asset transfers. In reality, this makes it virtually impossible to realise international asset transfers. This is why the pension fund does not want to collaborate in cross-border asset transfers, unless the pension fund is required to collaborate by law.

6.1. Transferring the assets or not

A practical benefit of asset transfer is that your pension is paid out by a single pension administrator upon retirement. Check www.mijnpensioenoverzicht.nl to see an overview of the pensions you have accrued with different pension administrators.

In order to properly assess if asset transfer makes sense in your situation, you ought to be aware of the financial situation and the details of your current and new pension administrators' pension schemes. More information is available from your current or new pension administrator.

7. What will happen if I start working part time

Working part time will affect your pension accrual. If you work on a part-time basis, the pension base is calculated for a full-time position first. Subsequently, this pension base is multiplied by the part-time factor applicable to you. The part-time factor is the ratio between the number of contractual working hours per week and the number of weekly working hours applicable in the employer's company.

8. How much pension will my partner and/or children receive upon my death?

Your pension plan also includes a surviving dependant's pension for your partner (partner's pension) and your children (orphan's pension). In this chapter we explain when a partner or a child is entitled to receive a partner's or an orphan's pension.

8.1. Partner

The following persons are classed as a partner:

- the person you are married to;
- the person with whom you have a partnership registered in the Municipal Database;
- the person you are cohabiting with, without being married (if you have cohabited for at least six months and you have concluded a cohabitation contract, of which you are required to submit a copy of the notarial deed.)

In order for the cohabiting partner to be entitled to a partner's pension, you must have the partner registered to the Pension Fund!

8.2. Partner's pension and temporary partner's pension (ANW shortfall)

If you die while employed by HaskoningDHV, your partner will receive, for life, the accrued partner's pension plus 70% of the future pension accrual up to age 67. This is referred to as the partner's pension.

Additionally, your partner will receive a temporary partner's pension referred to as ANW shortfall. This amounts to 10% of your last-earned salary ⁴. The temporary partner's pension is terminated on the day before your partner's AOW state pension commencement date.

If you die after terminating your employment with HaskoningDHV, for example due to changing employers or retirement, your partner will receive, for life, the accrued partner's pension from the month following your death.

8.3. Orphan's pension

If you die while still employed by HaskoningDHV, your children receive 14% of the pension you would have accrued if you would have worked until the AOW state pension commencement date. This is referred to as the orphan's pension. Your children will receive the orphan's pension until age 21. Children who are students will receive a benefit as long as they study, latest up to age 27.

If you die after terminating your employment with HaskoningDHV, your children will receive 14% of the pension accrued as from the month following your death.

⁴ As per 1 January 2019, the temporary partner's pension (ANW shortfall) is subject to an annual gross minimum of € 9,402 for a 100% employment contract. The last-earned salary is capped at € 107,593.

9. What will happen if I get divorced?

Upon divorce, separation or termination of registered partnership, you and your ex-partner are by default entitled to half the retirement pension you accrued during the period you were spouses or registered partners.

However, when terminating the unmarried cohabitation contract - in contrast to divorce, separation or termination of registered partnership - you will remain entitled to the full retirement pension.

In all the above cases, your ex-partner will by default remain entitled to the full partner's pension that you accrued during the entire participation period. However, your ex-partner may decide to waive the accrued partner's pension. To confirm, your ex-partner should sign the 'Waiver Statement' and you should co-sign it. This 'Waiver Statement' is available from the Pension Desk. After the pension fund signs and confirms it, the full partner's pension will belong to you.

After divorce the retirement pension and the partner's pension of your ex-partner are referred to respectively as the special retirement pension and the special partner's pension.

As from the date you receive the retirement pension, your ex-partner will receive the special retirement pension. If your ex-partner should die before you, you will also start receiving your ex-partner's special retirement pension. This means that the special partner's pension will lapse.

If you die before your ex-partner, your ex-partner will receive the special partner's pension. This means that the special retirement pension for your ex-partner will lapse.

9.1. Different division of pension

You could opt to agree on a different division of retirement pension and partner's pension in a prenuptial agreement, partnership contract or divorce covenant. After the divorce you will receive a statement of the retirement pension if you have forwarded the relevant documents to the Pension Desk in due order. Your ex-partner will receive a statement of the special retirement pension and the special partner's pension after the divorce.

9.2. Conversion of the pension

You and your ex-partner may agree that the pension allocated to your ex-partner is converted into a separate retirement pension for your ex-partner. Conversion is possible only upon divorce or termination of the registered partnership. Upon conversion, the partner's pension is not equalised. Instead, it is converted into a higher retirement pension for your ex-partner. The converted retirement pension of your ex-partner will not come into payment on your retirement date, as would be the case when equalising, but rather on your ex-partner's retirement date.

If your ex-partner dies before you, the retirement pension allocated to him/her will lapse. If you die before your ex-partner, he/she will retain the retirement pension allocated to him/her.

9.3. Request for equalisation or conversion

A request for equalisation or conversion of the pension must be submitted to the Pension Desk within two years of the date of divorce. The form for such a request is also available from your divorce solicitor. Alternatively, you can download the brochure and the form from www.rijksoverheid.nl or www.pensioenfondshaskoningdhv.nl. In order to start processing the standard equalisation, one signature (either yours or your ex-partner's) suffices. For a different division or for conversion, both you and your ex-partner's signatures are required.

10. What will happen if I get stationed abroad?

Pension scheme

If you are stationed abroad, the full pension scheme will remain applicable (with retirement pension, partner's pension, orphan's pension and supplementary occupational disability pension) as if you were still working with HaskoningDHV in the Netherlands.

AOW (General Retirement Pensions Act)

If you are stationed abroad for more than one year and the Home Country and Country of Residence have not signed a treaty relating to coordination of social security systems, a voluntary insurance policy will be closed with the Sociale Verzekeringsbank or another alternative at the same level. Your partner is personally responsible for registration of the voluntary insurance policy with the Sociale Verzekeringsbank. HaskoningDHV Nederland B.V. will offer you an allowance to cover the minimum premium determined. Please submit an expense form with the invoice attached.

Miscellaneous

For all other provisions relating to pension and social insurance (ziektewet (ZW – Healthcare Act), unemployment act, AWBZ, AKW, etc), please refer to the assignment conditions. This information is available on Insight.

11. What will happen if I become occupationally disabled to some extent?

You are occupationally disabled if you are on sick leave for longer than two years. By law, you are then entitled to an occupational disability benefit. The UWV (Employee Insurance Agency) determines your occupational disability rate. If you become occupationally disabled, your pension accrual will fully continue. You will pay a lower premium during your occupational disability, depending on the occupational disability rate. If the UWV declares that you are 80% to 100% occupationally disabled, you do not need to pay a premium for your pension accrual.

If your salary is higher than the WIA benefit limit, you are entitled to supplementary occupational disability pension. This applies during the period in which the WIA benefit is paid out, latest until your AOW commencement date. If the UWV declares that you are 80% to 100% occupationally disabled, the supplementary occupational disability pension is 75% on the portion of your salary above the WIA benefit limit.⁵

Example calculation for an occupational disability rate of 100%

Pensionable annual salary	€	60,000
WIA benefit limit	-/- €	55,000
Difference	€	5,000
Supplementary occupational disability pension (75%)	€	3,750

⁵ As per 1 January 2019, the WIA benefit limit amounts to € 55,927.

12. What choices do I have?

You have a number of choices:

- early retirement;
- delaying retirement;
- part-time retirement;
- conversion of retirement pension into partner's pension;
- conversion of partner's pension into retirement pension;
- varying the amount of the pension benefit.

Depending on the choice you make, the amount of your retirement pension and the partner's pension will change. You can calculate this using the factors set out in the Appendix to the Pension Rules. Alternatively, you could ask the Pension Desk to calculate the effects for you. The Pension Desk will be happy to assist you. A final request for a choice must be submitted in writing or via email to the Pension Desk latest three months before the desired commencement date. Such a choice can be made only once and is final.

12.1. Bringing forward the retirement date

By default, you retire at age 67. You may choose early retirement after age 55. If you opt for early retirement, this means that your benefit is lower than when retiring at age 67, as your accrual may decrease and your benefit comes into payment earlier.

12.2. Delaying retirement

In consultation with your employer you may choose to work longer. If this is the case, payment will be delayed until your delayed retirement date. If you work longer after your AOW date, no accrual of pension takes place.

12.3. Part-time retirement

You could opt to retire part-time before age 67. In that case, agree with the employer on the number of working hours you will continue to work. The non-working portion of your previous working hours will be your part-time retirement. Your benefit will be lower, because your accrual decreases due to paying lower premiums, and part of your benefit comes into payment earlier.

12.4. Conversion of retirement pension into partner's pension

Upon retirement, you can use part of your retirement pension to obtain a higher partner's pension. This may be desirable if you have not accrued a very high partner's pension yet. After exchanging your retirement pension into partner's pension, your partner's pension, including the special partner's pension set out in chapter 9, may not exceed 70% of the decreased retirement pension.

12.5. Conversion of partner's pension into retirement pension

Upon retirement, you and your partner may exchange some or all of your partner's pension into additional retirement pension. For example, this can be desirable if your partner has a high retirement pension. After the exchange, you have zero or lower partner's pension left. Before making this choice, please be absolutely certain that your partner will have enough income if your pension is terminated. If you have no partner upon your retirement, the partner's pension will automatically be converted into a higher retirement pension.

12.6. Varying the amount of the pension benefit

During the first period, you can opt to receive a higher benefit, and a lower benefit later. The benefit in the first period is 33.33% higher than in the second period. You can choose if you want the first period to be five or ten years. The amount of the partner's pension will not change when varying the amount of the retirement pension.

13. Leave

13.1. Unpaid leave

If you go on unpaid leave (for example parental leave or sabbatical), the partner's pension and the occupational disability pension are continued on a risk basis, at the employer's expense, also after the 18-month period of statutory continued premium payment.

You can continue accrual of retirement pension and partner's pension on a voluntary basis, based on the original number of contractual working hours. Both the employer contribution and the employee contribution to the premium are then charged to you.

13.2. Age-related leave

The employer may decide to grant you age-related leave. The pension scheme and the division of the premium payment are then continued based on the original number of contractual working hours, subject to the tax limits. This is subject to the condition that the employment after accepting the part-time position is not below 50% of the number of contractual working hours at the end of the period directly prior to the change in the number of contractual working hours. You will not be entitled to age-related leave.

Making use of the life cycle savings scheme account to supplement your income is not a reason for your employer to exclude age-related leave.

14. Pension benefit

14.1. Payment

Upon retirement, you are sent a statement of the amounts of your retirement pension and partner's pension (if applicable). This serves to show you the monthly gross pension amount to be received.

At the moment the retirement pension comes into payment, your ex-partner (if applicable) is entitled to payment of his/her special retirement pension. The pension fund pays this out directly to your ex-partner. If your ex-partner dies, the pension fund will remit the entire retirement pension to you.

14.2. Amounts withheld from your pension benefit

Amounts for income tax and Healthcare Act premiums must be withheld from your pension capital before being paid out. You will annually receive a statement listing the exact amount of pension paid out to you and the amounts withheld for income tax and the Healthcare Act premium.

15. Conditional Indexation

Conditionality

The grants of indexation on the pension capital you accrued are conditional. The Board of the pension fund annually decides whether or not to grant indexation on the accrued capitals and pensions in payment, depending on the fund's financial position. Receiving a grant of indexation in any year is not a guarantee for future full or partial indexation. No funds are reserved for indexation and no pension premium is paid for indexation. The indexations are funded from the return on investment. You do not have a right to receive grants of indexation.

The pension fund aims to grant indexation every year. As long as you participate, the Pension Fund aims to annually increase your accrued pension capital by the percentage of the wage index (CBS, Netherlands Statistics: CLA wages). As soon as you stop being a participant, the Pension Fund will aim to increase the accrued pension capital or pension in payment by the increase in the price index (CBS: CPI all households derived). The pension fund also aims to increase the pensions of your ex-partner (if any) by this price index.

16. Mandatory disclosure

16.1. Your obligations

You must provide all information requested by the Pension Desk that is deemed relevant to the administration of the pension scheme. This is the only way the Pension Desk can administer the pension scheme correctly. For example, you are required to report any changes to your personal situation (with evidence) to the fund as soon as possible. This would include entering into or terminating a relationship, moving to a different address, and the death of your partner.

16.2. The Pension Desk's obligations

The Pension Desk annually sends you a statement of your pension accrual (UPO: Uniform Pension Overview). This indicates the amount of pension you may expect at age 67 and the amount of pension capital you have accrued.

Upon termination of your participation, the Pension Desk will provide you with a statement listing the retirement pension and partner's pension capitals you accrued up to the date of termination.

The Pension Desk provides the person becoming an ex-partner to become entitled to special partner's pension a statement of the accrued capital for partner's pension.

Upon retirement, you are sent a statement of the amounts of your retirement pension and partner's pension (if applicable).

At your request, the Pension Desk will send you:

- a copy of the Pension Rules;
- an annual report;
- a statement of the amount of your accrued pension;
- a calculation of the effects of the choices listed in chapter 12;
- information relating to the percentage of the funding ratio of the pension fund.

17. **Supplementary savings and voluntary continuation**

Supplementary pension savings are **not** an option with Stichting Pensioenfonds HaskoningDHV.

Voluntary continuation, other than during unpaid leave as set out in chapter 13, is **not** an option with Stichting Pensioenfonds HaskoningDHV.

18. Complaints and dispute scheme

If you do not agree with the way the Articles of Association or the Pension Rules are applied, you may decide to submit a complaint to the pension fund's Director. You will be sent a copy of the complaints and disputes scheme, setting out how this complaints procedure works.