



# Brochure

# Reporting Events to SPF



# Reporting Events to SPF

This brochure gives you an overview of which events you need to report to the Stichting Pensioenfonds SABIC (SPF), and which you do not. If a particular event must be reported, this brochure states what documents must be sent in. A distinction is made between personal events and events relating to your work situation.



## Reporting PERSONAL EVENTS to SPF

Partnership		Does this need to be reported or not?
 <p>You are getting married.</p>	<p>If you live in the Netherlands: You do not need to report this.</p> <p>If you live abroad: Please send a copy of the marriage certificate to SPF.</p>	
 <p>You are entering into a registered partnership.</p>	<p>If you live in the Netherlands: You do not need to do anything.</p> <p>If you live abroad: Please send a copy of the registered certificate to SPF.</p>	
 <p>You are moving in with your partner and have signed a cohabitation contract.</p>	<p>You must always register your partner. You can do this by sending the following documents to SPF:</p> <ol style="list-style-type: none"> <li>1. the completed and signed 'Registering the partner with whom you are cohabiting' form;</li> <li>2. a complete, notarially certified copy of the cohabitation contract;</li> <li>3. an extract from the Persons Database (BRP, Basis Registratie Personen) containing the data held on your partner;</li> <li>4. a copy of your and your partner's valid identity documents.</li> </ol>	
End of partnership		Does this need to be reported or not?
<p>You are separating.</p>	<p>If you live in the Netherlands: You do not need to do anything.</p> <p>If you live abroad: Please send a copy of the deed of division to SPF.</p>	
 <p>Your registered partnership is being terminated.</p>	<p>If you live in the Netherlands: You do not need to do anything.</p> <p>If you live abroad: Please send a copy of the decree terminating the registered partnership to SPF.</p>	
<p>Your cohabitation contract is being terminated.</p>	<p>You must report the termination of the cohabitation to SPF.</p>	
Moving		Does this need to be reported or not?
<p>If you are moving to another address within the Netherlands.</p>	<p>You do not need to report this .</p>	
 <p>If you have move from the Netherlands to an address outside the Netherlands.</p>	<ol style="list-style-type: none"> <li>1. Please send a change of address notice to SPF or go to your digital file in 'My SPF Pension', select 'My details', and enter your new address under 'Change of address outside the Netherlands'.</li> <li>2. When sending a change of address notice, please only send a <b>copy</b> of your valid identity document.</li> </ol>	
<p>If you have moved from one address abroad to another address abroad.</p>	<ol style="list-style-type: none"> <li>1. Please send a change of address notice to SPF or go to your digital file in 'My SPF Pension', select 'My details', and enter your new address under 'Change of address outside the Netherlands'.</li> <li>2. When sending a change of address notice, please only send a <b>copy</b> of your valid identity document .</li> </ol>	

<p>If you have moved from an address abroad to an address in the Netherlands</p>	<p>You don't need to take any action.</p>
<p>If you have a correspondence address that differs from the address at which you are registered</p>	<ol style="list-style-type: none"> <li>1. Please report the correspondence address to SPF or go to your digital file in 'My SPF Pension', select 'My details', and enter the correspondence address under 'Change correspondence address'.</li> <li>2. When sending information about your correspondence address, please only send a <b>copy</b> of your valid identity document .</li> </ol>
<p><b>Other personal events</b></p>	<p><b>Does this need to be reported or not?</b></p>
<p>If you are becoming a parent.</p> 	<p>You do not need to report this.</p>
<p>You or your partner dies.</p>	<p>If you live in the Netherlands: You do not need to do anything. If you live abroad: Please send a copy of the death certificate to SPF.</p>
<p><b>Miscellaneous</b></p>	<p><b>Does this need to be reported or not?</b></p>
<p>If you currently receive a pension benefit and will change bank accounts.</p>	<p>If both your old and new bank accounts are <u>Dutch</u> bank accounts: Please send the following documents to SPF:</p> <ol style="list-style-type: none"> <li>1. a copy of a recent bank statement;</li> <li>2. a copy of a valid identity document.</li> </ol> <p>If the change involves <u>foreign</u> bank accounts: Please send the following documents to SPF:</p> <ol style="list-style-type: none"> <li>1. a copy of a recent bank statement;</li> <li>2. a copy of a valid identity document;</li> <li>3. the name, address and BIC/Swift code of the foreign bank.</li> </ol>
<p>You want to change your preferences regarding how SPF communicates with you.</p>	<p>To do so, please go to your digital file in 'My SPF Pension'. Log in, select 'My details', and change your preferences from 'Digital' to 'Paper' or from 'Paper' to 'Digital'.</p>
<p>You want to change your email address</p>	<p>To do so, please go to your digital file in 'My SPF Pension'. Log in, select 'My details' and enter your new email address under 'Email address'.</p>

## Reporting EVENTS RELATING TO YOUR WORK SITUATION to SPF

Work situation	Does this need to be reported or not?
If you want to use your PPS balance.	See the PPS brochure or contact the Pension Desk to inquire about your options. The form for requesting a PPS payment can be found on SPF's website.
 If you have recently been hired.	You do not need to report this; your employer will do this .
 Do you want to transfer the pension you accrued at another pension fund to SPF?	Fill in the value transfer application form and send it to SPF. This form is available on SPF's website.
If your salary is being increased or decreased.	You do not need to report this; your employer will do this.
If you will be stopping work temporarily.	You do not need to report this; your employer will do this.
 If your hours are being increased or decreased (temporarily or permanently).	You do not need to report this; your employer will do this.
 If you are leaving the company.	You do not need to report this; your employer will do this .
 If you are retiring at the state retirement age that applies for you.  If you want your retirement pension to start payment before the state retirement date.	You do not need to report this. 3 to 6 months before you reach state retirement age, you will automatically receive the application for retirement pension.  Fill in the retirement pension application form and send it to SPF within 3 to 6 months before the desired start date. This form is available on SPF's website.
 If you are leaving the company and you are or will be incapacitated for work (receiving a WIA or WAO [statutory disability or unemployment] benefit).	You must report this. Please send a copy of the UWV decision to SPF.

If you send an email or letter, please include your name and administration number.  
 You can find your administration number on your Uniform Pension Statement (UPS).

## Changing your email address in 'My SPF Pension' on time



If you have forwarded your email address to your employer so that SPF can send you digital mail, then you will have to provide a new email address if you change employer. If you do not provide a new email address, SPF will not be able to send email notifications about new mail in your digital mailbox in 'My SPF Pension' on SPF's website.

## Contact



If you have any questions about your pension, you can consult the website: [spf-pensioenen.nl](https://spf-pensioenen.nl)

## Disclaimer

The information provided in this brochure by Stichting Pensioenfonds SABIC, with its registered office in Sittard (the 'pension fund') is general, purely indicative and subject to change. It is intended only to provide members with a general overview. The information provided is assumed to be reliable, but is used entirely at the user's risk. Neither the administrator (DPS BV), nor the pension fund accepts any liability for damage arising from errors or omissions in the information, or for damage arising in connection with the use of, reliance on, or distribution of the information. Rights can be derived only from the pension regulations applying to the member.