

OCCUPATIONAL PENSION PLANS

# THE NEW POLICY ADMINISTRATION SYSTEM OF ALLIANZ

Important information for employers

Last updated: March 2019

**Allianz** 

# WELCOME

to the new policy administration system for occupational pension plans (bAV) implemented by Allianz. Our new system is ideally prepared to meet the current and future requirements of professional bAV administration. Step by step, we will transfer all existing group insurance contracts to the new system.

The first step, all new enrollments to your group insurance contract will be issued the policy under the new system.

On the following pages, we will describe:

- What this first step actually means for you
- What enhancements the new system provides
- What will change
- How you can prepare in the best possible way

Chapter 1 presents all essential information on one page. More detailed information is described from chapter 2 onwards.

## IMPORTANT SECTIONS ARE MARKED WITH A SYMBOL



Important detail regarding the new system



An idea for your bAV management



An example



Enhancement provided by the new system

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# AT A GLANCE



Step by step, we will transfer the group insurance contracts to the new system. We will start with the new enrollments in the group insurance contracts implemented via the "Direktversicherung" pension vehicle as well as the life insurance contracts (so-called indirect insurance) covering pension promises ("Rückdeckungsversicherung für Pensionszusagen").

At a later date, the Pensionskasse, "Unterstützungskasse" and "Pensionsfonds" as well as special pension schemes will be transferred.

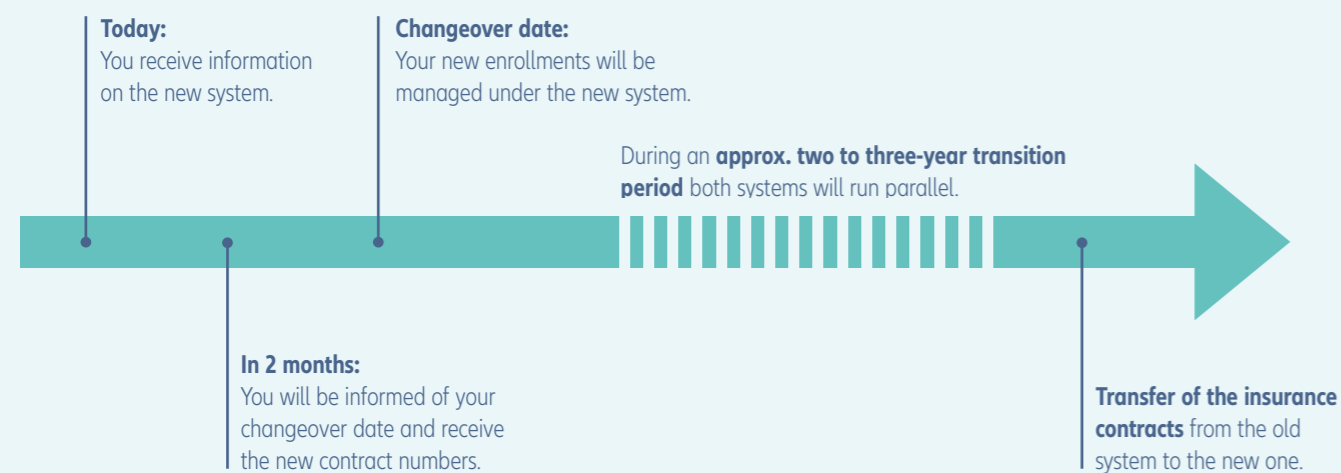


Under the new system, you will receive an additional group insurance contract bearing a separate number.



The contract numbers of the group insurance contracts in the new system are structured differently (see chapter 3).

## 1.1 THE PATH TO THE NEW BAV ADMINISTRATION SYSTEM



## 1.2 KEY QUESTIONS AND ANSWERS ON ONE PAGE

Question	Answer
<b>Will the contractual agreements change?</b>	<ul style="list-style-type: none"> <li>– All agreed contractual terms will remain unchanged.</li> <li>– No new signature is needed.</li> <li>– You will receive an additional group insurance contract under the new system bearing a separate group contract number.</li> </ul>
<b>How does enrollment of a new employee work under the new system?</b>	<ul style="list-style-type: none"> <li>– For new enrollments please indicate the new group insurance contract number.</li> <li>– All enrollment options remain valid.</li> </ul>
<b>What does the new insurance number format look like?</b>	<ul style="list-style-type: none"> <li>– All contract numbers consist of two letters and a 10-digit number combination (e. g. AL-1234567890).</li> <li>– The basic structure of a contract number is identical for all types of contracts.</li> </ul>
<b>What needs to be observed regarding premium payment?</b>	<ul style="list-style-type: none"> <li>– Premium payment is made separately according to the system applied.</li> <li>– The payment procedure will remain unchanged.</li> <li>– The bank account details will remain unchanged.</li> <li>– As previously, the contract number has to be indicated as purpose of use.</li> </ul>
<b>Will cross-system letters and documents be issued?</b>	<ul style="list-style-type: none"> <li>– Letters and documents will be issued separately according to the system.</li> </ul>
<b>What changes if an employee leaves service?</b>	<ul style="list-style-type: none"> <li>– Under the new system the employee will maintain his/her insurance number during the entire term of insurance concluded with Allianz Leben.</li> <li>– This applies to both private continuation of the insurance contract and transfer to a new employer.</li> </ul>
<b>What mailing options exist under the new system?</b>	<ul style="list-style-type: none"> <li>– In the future, you can have the documents sent to different recipients.</li> <li>– This option exists for policies and statement of accounts, for example.</li> </ul>

# NEW CONTRACT STRUCTURE

The new system provides for up to three contract levels:

## UMBRELLA AGREEMENT (OPTIONAL AS OF TWO GROUP INSURANCE CONTRACTS)

- An umbrella agreement provides an overall view of several group insurance contracts.
- An umbrella agreement does not comprise insurance policies.

## GROUP INSURANCE CONTRACT (MANDATORY)

- As now, a group insurance contract comprises the insurance policies of the individual employees.

## SUB-CONTRACT (OPTIONAL)

- Sub-contracts provide a structure for complex contract designs and could be advisable for various reasons. For example:
  - The group insurance contract also includes subsidiaries or holding companies.
  - Separate premium invoices are requested.
  - Different mailing methods are required.
- Similar to group insurance contracts, sub-contracts can comprise insurance policies.

UMBRELLA AGREEMENT  
LEVEL

OVERALL VIEW

GROUP INSURANCE CONTRACT  
LEVEL

GROUP CONTRACT  
"DIRECT INSURANCE"

GROUP CONTRACT  
"INDIRECT INSURANCE  
COVERING PENSION PROMISES"

SUB-CONTRACT  
LEVEL

SUB-CONTRACT 1

SUB-CONTRACT 2



Our administrative department has already established the necessary contract structure.

# USEFUL INFORMATION ON THE FORMAT OF THE NEW CONTRACT NUMBERS

## 3.1 HOW MANY DIGITS DOES THE CONTRACT NUMBER HAVE?

The new system provides for a uniform format:

New format	Format definition	Is used for...
<b>AL-0987654321</b>	2 letters + minus sign as delimiter + 10 numeric digits	<ul style="list-style-type: none"> <li>– Number of a group insurance contract, subcontract or umbrella agreement</li> <li>– Policy number 8 (regardless of whether the insurance policy is allocated to a group contract/sub-contract)</li> <li>– "AL" represents Allianz Lebensversicherung</li> </ul>

The current system provides for three different formats using different spellings.

Current format	Format definition	Is used for...
<b>6.123456</b> <b>6/123456</b>	<ul style="list-style-type: none"> <li>– 1 numeric digit + dot as delimiter or slash + 6 numeric digits with leading zeros</li> </ul>	Group insurance contract number
<b>6.123456.789</b> <b>6/123456/00789</b>	<ul style="list-style-type: none"> <li>– 1 numeric digit + dot as delimiter or slash + 6 numeric digits + dot as delimiter or slash + up to 5 numeric digits (partly with leading zeros)</li> </ul>	Insurance policy forming part of a group insurance contract
<b>123456789</b>	9 numeric digits	Insurance policy not forming part of a group insurance contract



We recommend a timely adjustment of your operations and software to ensure a processing of the new contract number format (personnel management system, premium payment).

### 3.2 WHAT DO THE TWO LETTERS IN THE CONTRACT NUMBER STAND FOR?

The letters stand for the respective Allianz company. For example:

<b>AL</b>	Allianz <b>L</b> ebensversicherung	<b>PF</b>	Allianz <b>P</b> ensions <b>F</b> onds
<b>PK</b>	Allianz <b>P</b> ensions <b>K</b> asse	<b>DL</b>	<b>D</b> eutsche <b>L</b> ebensversicherung

### 3.3 HOW DO I KNOW WHICH INSURANCE POLICIES FORM PART OF A GROUP INSURANCE CONTRACT?

Under the new system, the information is not contained in the policy number. We always indicate the pertinent group insurance contract number in letters and lists or provide it via digital interfaces.

	Previous system	New system
<b>Group insurance contract number</b>	6/231465	AL-8087394074
<b>Insurance policy</b>	6/231465/00001	AL-9242348647
	6/231465/00002	AL-8088270199
	6/231465/00003	AL-3804529107
<b>Reference to the group insurance contract</b>	Group insurance contract number forms part of the policy number	Group insurance contract number is additionally stated

In the subject heading you also see the additionally indicated group insurance contract number (here encircled in orange for illustration).

**Ihre Allianz Direktversicherung Perspektive AL-8088270199 (bitte stets angeben)**  
 Versicherte Person: Otilie Otto  
 (innerhalb des Gruppenvertrags **AL-8087394074**)

Below we show how comfortable the portfolio overview in the online portal FirmenOnline is. The insurance policies under both systems are listed (the new group insurance contract numbers are marked in orange for illustration)

**Bestandsübersicht**

Suche nach Name, Vertragsnummer oder Personalnummer nach Gruppenverträgen filtern

Listenmeldung durchführen aktuelle Ansicht exportieren (CSV) Bestandsübersicht konfigurieren

Name	Einzelvertrag	Geburtsdatum	Beitrag	Beitragszahlung	Beginn	Eintrittsalter	Gruppenvertrag
Baedif, Ludwig	6/702055/22965	05.07.1940	0,39 EUR	halbjährlich	01.03.1953	13	6/702055
Baeic, Heinz	6/702055/2985	05.12.1928	0,41 EUR	halbjährlich	01.01.1954	26	6/702055
Bcadfeg, Therese	6/702055/3002	05.11.1922	0,52 EUR	halbjährlich	01.05.1954	32	6/702055
Bcaedfegh, Susanna	6/702055/3288	05.07.1963	0,02 EUR	halbjährlich	01.08.1972	9	6/702055
Bcaedfgh, Walter	6/702055/22938	05.01.1920	0,54 EUR	halbjährlich	01.05.1952	32	6/702055
Bcdaf, Horst	6/702055/22954	05.08.1938	0,39 EUR	halbjährlich	01.09.1952	14	6/702055
Bcdfage, Walter	6/702055/22961	05.11.1921	0,52 EUR	halbjährlich	01.01.1953	32	6/702055
Bcdfag, Hubert	6/702055/22969	05.02.1940	0,39 EUR	halbjährlich	01.03.1953	13	6/702055
Listentest Generated, A...	AL-5119274649	16.07.1988	240,00 EUR	monatlich	01.08.2018	30	AL-5118802436
Listentest Generated, A...	AL-5119314794	05.07.1976	129,00 EUR	monatlich	01.08.2018	42	AL-5118802436

The group insurance contract number and the sub-contract number are listed in a separate column of the portfolio list (encircled in orange for illustration).

**Gruppenvertrag AL-8348819812 (bitte stets angeben)**  
 Vertragspartner: Attribute Test GmbH

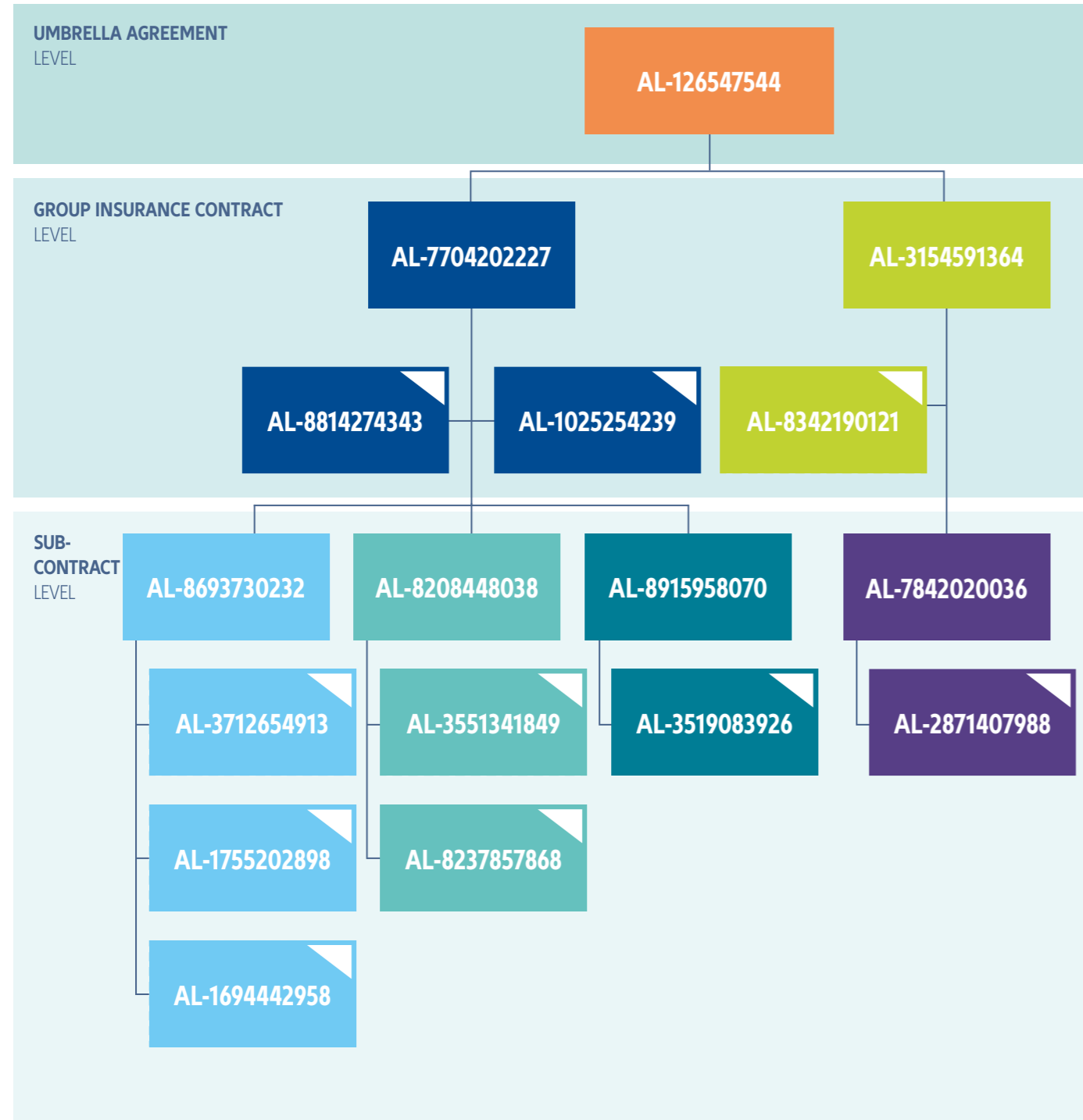
Bestandsliste zum 01.03.2018

Gruppen- / Untervertrag	Versicherungsnummer	versicherte Person	Geburtsdatum	Tarifbezeichnung
AL-8348819812	AL-8348925434	Buz, Berta	05.05.1976	Beitragsbefreiung Plus bei Berufsunfähigkeit Berufsunfähigkeitsrente Plus bei Berufsunfähigkeit Zukunftsrente Perspektive
AL-8348819812	AL-8349171524	Conert, Till	01.05.1986	Zukunftsrente Perspektive

The additionally indicated group insurance contract number is always required where a cross-system view on the group insurance contract needs to be established (lists or sums across all insurance policies).

### 3.4 GROUP INSURANCE CONTRACT NUMBERS AND INSURANCE POLICIES FORMING PART OF A LARGE CONTRACTUAL RELATIONSHIP

The new system also manages large contractual relationships including all associated insurance policies in a structured manner. An exact reproduction of the legal contractual structure is provided – an added value for you in order to flexibly and efficiently manage your occupational pension plan.



= insurance policies

## WHAT WILL BE DIFFERENT FOR AN EMPLOYEE?

During the 2-3-year transition period to the new system, employees are virtually not affected. Insurance policies under an occupational pension plan managed under the previous system will remain unchanged during the transition period.

Only upon transfer to the new system will the insurance policy receive a new policy number. It is therefore not required to inform the employee at this stage. An insured employee will not notice the transfer to the new system at the present time.

If an additional insurance policy is concluded for an employee who already has insurance, the new insurance policy will be managed under the new system.

Our General Terms and Conditions for Insurance Contracts apply. Providing this information in English is a special service for you. All policy documents sent to you shall be in German. All communications on your policy relationship shall also be in German.

