

Employer's Registration Form / Participation Agreement

Completed form must be sent to:

E-mail: support@polarispensions.com

Postal Address: 25 Demosthenis Severis Ave., 1st & 2nd Floor, 1080 Nicosia, Cyprus | P.O. Box 24863, 1304 Nicosia, Cyprus

Tel. +35722717045

Please complete the following details.

Participating Employer Name	
Registration Number	
Registered Office Address	
Correspondence Address	
Contact Person	
Contact Phone Number	
Email Address	

Privacy Statement

Polaris Pensions is committed to protecting your personal information in accordance with local Cypriot laws and regulations.

1. EMPLOYER'S CONTRIBUTION RATE

Please indicate the contribution rate you wish to pay. Complete either Part A or Part B

A. Contribution percentage (%) of the Member's monthly gross salary		%
Or		
B. Contribution Amount of the Member's monthly gross salary		€

2. MEMBER'S CONTRIBUTIONS

- Employee Regular Contributions:** Each of the Participating Employer's employees who are Members of the Fund shall contribute an amount equal to ____%- ____% of the Salary for each period for which they receive a Salary whilst they are Members of the Fund. Every employee will have the option to decide the percentage of their contribution in accordance with the procedures set out in the relevant internal guidelines that have been issued by the Administrative Committee.
- Employee Additional Contributions:** Each of the Participating Employer's employees who are Members of the Fund shall contribute an amount, between ____% - ____% of the relevant employee's Bonus, for each period for which they receive a Bonus whilst they are Members of the Fund. Every employee will have the option to decide the percentage of their contribution in the month the Bonus is payable and notify the Administrative Committee accordingly. The Participating Employer must also notify the Administrative Committee immediately if any of the Participating Employer's employees who are Members of the Fund cease to be or will cease to be in the Participating Employer's Service for any reason.

- **Cessation of Membership** – employees of the Participating Employer shall cease to be Members of the Fund in accordance with the Regulations.
- **Date of Retirement** – The date of retirement for employees of the Participating Employer shall be that which will be defined by Law at the time of retirement.
- **Payment of Member Benefits** – Members benefits shall be paid in accordance with the Regulations.

EMPLOYER'S DECLARATION

- Employees of the Participating Employer may register as members of the Polaris Pensions on the basis of an employment contract or else, when employed for a period of no less than _____ months.
- This agreement come into effect on _____ and from this date and then, the participating employer and the employees of the participating employer will start contributing into Polaris Pensions.
- With reference to the minimum time of employment and the relevant Laws and Regulations, the amount of the benefit to which a Participating Member of the Fund is entitled, where the Member acquires a right to benefit pursuant to the rules of the Provident Fund, shall be the accrued balance of their Individual Account A, and the percentage of the accrued amount of their Individual Account B will be as follows:
 - a) **At retirement**, a Member shall be entitled to receive one hundred per cent (100%) of the amount irrespective of the years of service.
 - b) **Death** If a member dies before their retirement, the Administrative Committee shall pay to the relevant Beneficiary one hundred per cent (100%) of the amount, irrespective of their years of Service.
 - c) **Termination of employment** Any Participating Member whose employment is terminated by the Participating Employer for any reason whatsoever shall be entitled to one hundred per cent (100%) of the amount irrespective of their years of Service.

In the case where none of the above apply, Members benefits are paid in accordance with current Laws and Regulations which currently are as follows.

- d) **Members with minimum 3 years continuous service** For Members that have completed three (3) years of continuous service with the Participating Employer, one hundred per cent (100%) of the amount.
- e) **Members with less than 3 years** For Members that have not completed three (3) years of continuous service and who voluntarily resign from their Employment, clauses a-d are not applicable, and the Employer hereby decides that these members shall be entitled to the following portion of Individual Account B depending on their years of employment:

	Less than 1 year (%)	Over 1 year but less than 2 years (%)	Over 2 years but less than 3 years (%)
% of accrued amount / balance of Account B			

- Any amount remaining in the Individual Account B of the Member is credited to the Special Account of the Participating Employer and subsequently distributed to the Participating Employees of that same Participating Employer only.

We confirm that we have read, and we accept the Rules of Operation of the Fund. We declare that we are aware of the provisions of the Protection of Natural Persons as to the Processing of their Personal Data and the Free Movement of such Data Law 125(I) of 2018 and by signing of this declaration we give our explicit consent to the collection and processing of our personal data.

Please fill below, sign and return

Employer Name
Signature
Date