

# AGRA CEAS CONSULTING

Employee benefits for employees

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# 1 Introduction

As employee affiliated to Belgian social security, you accrue pension rights which entitle you to a statutory pension after you retire. A social safety net is also provided in the event of death or occupational disability. However, in order to keep social security affordable, all statutory benefits are calculated on the basis of salary caps. This means that the benefits paid out will be substantially less than the income you received during your active career.

This is why AGRA CEAS CONSULTING has taken out a group insurance with Vivium. This offers you a number of non-statutory benefits that are in addition to your statutory benefits. The primary cover is the pension component which provides you with extra revenue on top of your limited statutory pension, enabling you to maintain your standard of living.

In this brochure, you will find an overview of the insured benefits included in the group insurance regulations. Please note that this document has no legal value but is intended to inform you clearly of the benefits. In the event of dispute, the official regulations and conventions must always be consulted.

# 2 Eligibility

The affiliation conditions for the various coverages are not necessarily the same.

The table below shows when you affiliate:

Coverage	Eligibility
Pension	Date of entry into service
Death	Date of entry into service (*)
Disability	Date of entry into service (*)
Hospitalization	Date of entry into service

(\*) In case medical acceptance was requested, affiliation will take place from the first day of the month coinciding with or following the completion of this medical acceptance.

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## 3 Employer contribution Retirement (budget)

Each month, your employer pays a premium that is added to your individual contract. The annual premiums are:

### **Employer: 3% of the salary**

The employer's contribution is used initially to finance the pension cover. The premium for the life and disability cover (waiver of premium & disability annuity) is charged on top of this budget.

Definition salary = monthly salary x 13,92

### 3.1 Taxation<sup>1</sup>

The retirement lump sum available at retirement is a gross amount that is subject to the following deductions when it is paid out:

- 1) A RIZIV/INAMI contribution equal to 3,55% of the gross amount;
- 2) A solidarity contribution between 0% and 2% of the gross amount.

Depending on the lump sum you will receive (including the profit sharing), the solidarity contribution amounts to:

- 0% for gross lump sums < 2.478,95 EUR
- 1% for gross lump sums between 2.478,95 EUR and 24.789,35 EUR
- 2% for gross lump sums > 24.789,35 EUR

The results of point 1 and 2 are deducted from the gross amount and give the taxable amount.

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<sup>1</sup> The taxation is based on the present situation. Please always consult the current legislation.

3) A withholding tax is due on the taxable amount:

a. Employer contributions:

- 16,66% in case of early retirement before age 65 or 67;
- 10,09% if you remained in active service<sup>2</sup> until the statutory retirement age (65 - 67) or when you received your statutory pension before age 65 - 67 and you have a full career of 45 years.

b. Employee contributions:

- Employee contributions paid before 1-1-1993 are taxed at 16,66% if these are paid as a result of the retirement, as from age 60 or in case of death.
- Employee contributions paid after 1-1-1993 are taxed at 10,09% if these are paid as a result of the retirement or in case of death.

No withholding tax is due on the profit sharing.

Remark: A municipal tax is also due on the paid withholding tax. (through declaration personal income tax. This tax is already taken into account in the amounts indicated above).

**Examples:**

Active until age 65 - 67	<u>Employer contract</u>		<u>Employee contract</u>		
	<i>Lump sum</i>	<i>Profit sharing</i>	<i>Lump sum</i>	<i>Profit sharing</i>	
<b>Gross</b>	60.000,00	3.000,00	20.000,00	1.000,00	
<b>RIZIV/INAMI (3,55%)</b>	-2.130,00	-106,50	-710,00	-35,50	
<b>Solidarity contribution (2%)</b>	-1.200,00	-60,00	-400,00	-20,00	
<b>Taxable</b>	56.670,00	2.833,50	18.890,00	944,50	
<b>Withholding tax (10,09%-10,09%)</b>	-5.718,00	0,00	-1.906,00	0,00	
<b>Net</b>	50.952,00	2.833,50	16.984,00	944,50	
<b>Total</b>		<b>71.714,00</b>			85%

Early retirement at age 62	<u>Employer contract</u>		<u>Employee contract</u>		
	<i>Lump sum</i>	<i>Profit sharing</i>	<i>Lump sum</i>	<i>Profit sharing</i>	
<b>Gross</b>	60.000,00	3.000,00	20.000,00	1.000,00	
<b>RIZIV/INAMI (3,55%)</b>	-2.130,00	-106,50	-710,00	-35,50	
<b>Solidarity contribution (2%)</b>	-1.200,00	-60,00	-400,00	-20,00	
<b>Taxable</b>	56.670,00	2.833,50	18.890,00	944,50	
<b>Withholding tax (16,66%-10,09%)</b>	-9.441,22	0,00	-1.906,00	0,00	
<b>Net</b>	47.228,78	2.833,50	16.984,00	944,50	
<b>Total</b>		<b>67.990,78</b>			81%

<sup>2</sup> In active service = at work or involuntarily inactive, eg permanently incapacitated for work, or in unemployment with company allowance scheme and registered as a jobseeker until statutory retirement age. The burden of proof lies with the employee.

## 3.2 When can I withdraw my retirement lump sum?

You can ask for the payment of your retirement lump sum if you are no longer employed with AGRA CEAS CONSULTING AND at the earliest **as from the statutory retirement age**.

Payment of the lump sum is mandatory at the time of (early) statutory pension.

However, if you want to buy, renovate, improve or repair a real estate in the European Union, you have the possibility to use your accumulated reserves, even if you remain in service, and this by means of:

- An advance on the already accumulated reserves

If you take out an advance on the already accumulated reserves, you will have to pay interests on this amount until your retirement age. These interests are a compensation for the insurance company as your entire lump sum (including possible advances) continues to produce interests in your group insurance.

If you would like to receive more information on this or if you would like to receive a quotation, please contact your HR Department.

## 4 Death Cover

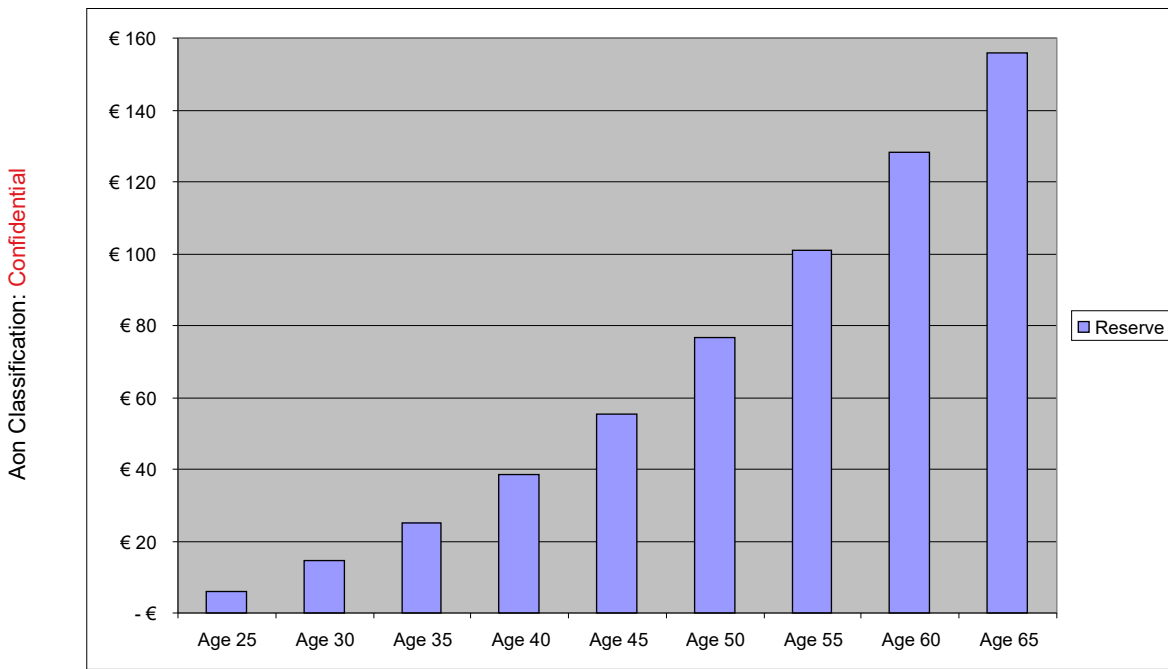
### 4.1 Basic death lump sum

In order to protect your relatives against the financial consequences of your death, AGRA CEAS CONSULTING has provided a death coverage.

This death insurance provides a basic death lump sum corresponding with the total amount of accumulated pension savings. Depending on the date of death, the insurer will pay a death lump sum corresponding to the amount of the pension savings accumulated at that date.

These pension savings consist of the premiums paid for the constitution of the pension and the interests that the insurer grants on this amount.

This is illustrated in the graph below:





## 4.2 Supplementary death lump sum

However, in order to ensure the payment of a minimum death lump sum in all cases, the contract provides that in case of death, the reserves will be distributed with a supplementary death lump sum to reach this minimum.

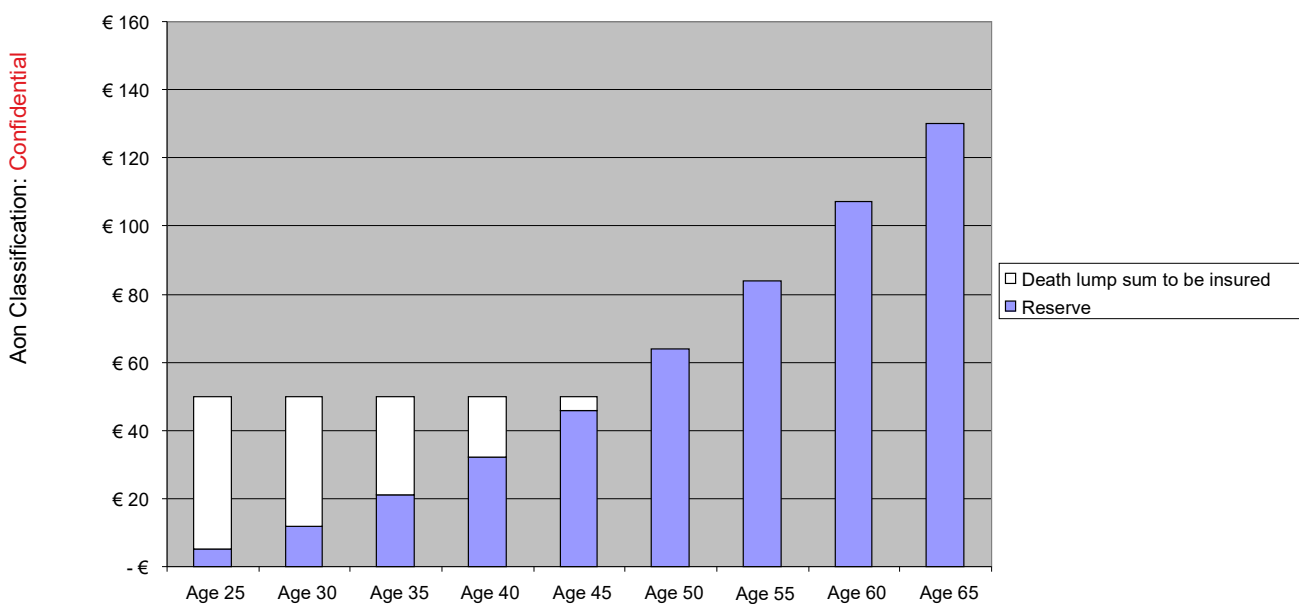
The greater the savings already built up, the lower the supplementary death lump sum must be, and vice versa.

Standard:

- 2 x the annual salary if partner
- 1 x the annual salary if no partner

In this system, as soon as the reserves exceed the minimum, it is the savings already built up that will be paid out in case of death.

This is illustrated in the graph below:



## 4.3 Beneficiaries

The regulation provides an order of priority in case of death:

- 1) the spouse or legal cohabitant;
- 2) failing this, the children of the affiliate;
- 3) failing this, the father and mother of the affiliate;
- 4) failing this, the legacy with exclusion of the state;
- 5) failing this, the financing fund.

The affiliate can always derogate from the above order of priority, but has to communicate this to the insurer, or he/she can also designate a beneficiary by name. This will be mentioned on the benefit statement.

Attention: according to the regulations, the actual cohabiting partner is not the beneficiary of the affiliate. If desired, he or she can be indicated as beneficiary in the benefit statement.

## 4.4 Funding

The cost for the death cover is fully borne by the Employer and comes on top of the budget.

## 4.5 Taxation

The tax rules applied are the same as those on the retirement lump sum with the difference that the withholding tax will always amount to 16,66%.

Benefits in case of death are not subject to inheritance taxes if the beneficiary is the surviving spouse or the children younger than age 21.

Remark: De facto and legal cohabitants do not have the same rights as married people.

## 5 Disability cover

### 5.1 Statutory reimbursements

In case of incapacity for work due to an illness or a pregnancy/birth a number of legal provisions apply.

During the first month of incapacity for work, your salary will be fully paid by AGRA CEAS CONSULTING. As from the second month, you depend on the health insurance fund to receive the statutory reimbursement (in case of maternity leave you are covered immediately from the beginning of the incapacity for work and not one month later).

The statutory intervention is calculated based on the gross monthly salary multiplied by 13,92, with a ceiling of:

- 56.017,79 EUR for illnesses, private accidents & pregnancy/childbirth (amount at 01/01/2025)
- 55.841,37 EUR for work accidents (amount at 01/01/2025)

The statutory intervention amounts to:

- Illness:
  - 60% of the capped salary (based on 12 x the monthly salary, the statutory replacement income does not take into consideration the 13<sup>th</sup> month and the holiday allowance) during the first 12 months, and
  - afterwards between 40% and 65% (depending on your family situation)
- Maternity leave:
  - 82% of the unlimited gross salary during the first 30 days
  - thereafter 75% of the capped gross salary

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### 5.2 Waiver of premium

In order to avoid that in case of illness, accident or pregnancy/childbirth the premium payments for the retirement and death cover are no longer paid, AGRA CEAS CONSULTING subscribed a coverage "waiver of premium".

This cover implies that, in case of incapacity for work for more than 30 days, the premium payments will be at the expense of the insurer and this for both the employer and employee contributions.

## 5.3 Disability annuity

You receive a supplementary monthly annuity in case of incapacity for work due to illness or pregnancy/childbirth. As from an economic disability of 67% and after a waiting period of one month, you are entitled to a supplementary replacement income, also known as “disability annuity”. If the disability percentage is between 25% and 66%, a pro rata is applied.

The insured disability annuity amounts to:

- In case of illnesses & private accidents:  
**75% of the salary less the statutory intervention**
- In case of pregnancy/childbirth:  
**75% of the salary exceeding the statutory ceiling**
- In case of work accidents:  
**75% of the salary exceeding the statutory ceiling**

Definition salary = monthly salary x 13,92, increased with the nominal variable remuneration of the current fiscal year.

The amount of the disability annuity will **each year increase with 3%**. In case of long-term disability, this will ensure that your replacement income will retain its purchasing power.

The payment of the disability annuity will be ended at age at expiry.

Note: the annuity mentioned on the benefit statement of Vivium is an estimate of the insured annuity. In case of effective payment of the amount, Vivium will recalculate the annuity taking into account the statutory intervention of the health insurance fund.

## 5.4 Funding

The cost for covering the disability insurance is completely borne by the employer and is charged on top of the employer's budget.

## 5.5 What to do to get a refund?

In case of incapacity for work for longer than 30 days due to an illness or pregnancy/childbirth, please contact your HR Department.

They will provide you the necessary documents to inform Vivium about the incapacity for work.

Please send the completed and signed documents (together with a medical certificate filled in by your doctor) to the insurance company.

## 6 Some practical questions

### 6.1 When will my guarantees be recalculated?

Each year, your guarantees are recalculated according to your new salary and work situation.

When your work situation changes (e.g. you start working part-time or you change your part-time into a full-time job), your guarantees will be modified immediately.

### 6.2 What happens when I leave the company?

The premium payments are ended the 1<sup>st</sup> day of the month that coincides with or follows the end of the employment. All insurance coverages are terminated. This means that:

- the accrued pension savings will no longer be financed
- the death coverage (supplementary death lump sum) and disability coverage are ended

#### 6.2.1 Death coverage and disability coverage

The supplementary death lump sum and the coverage in case of incapacity for work are ended.

You will of course remain insured for death in the basic lump sum in the event of death for the sum of the accumulated reserves.

#### 6.2.2 Retirement contract

Because of the interruption in the payment of the premiums, the pension savings stop increasing and you keep the savings you have built up to date. This will continue to evolve over the next few years based on the interests granted by the insurer.

It is up to you to decide what will happen with your pension reserves. You will receive an information letter stating the amount of your pension reserves and the options you will have:

- If you do not make a choice, you will remain insured in the current plan, without further premium payments, until the retirement lump sum is paid out when you retire (or until death).  
With this option, your relatives will receive the accumulated pension reserves in case of death.
- You have the possibility to transfer the accumulated pension reserves to the welcome structure of your new employer. The reserves are then placed on a separate account, which is no longer related to your former employer's group policy and continues to generate interests.
- Alternatively, you can transfer your pension savings to your new employer's insurance company or to another one.  
Important: you may then incur a loss on your retirement lump sum as the new insurer will not offer the same interest guarantees as the previous insurer.

You will receive a summary of the various options from the insurer after your departure.

### 6.2.3 Choice of disability annuity

If wanted, you can continue this cover on an individual basis. Provided that you were affiliated for this cover for at least 2 consecutive years and insofar you have made the request within a month following the loss of this cover, you will be able to continue this cover on an individual basis without any medical formalities. You will have to be able to prove that you are suffering a loss of income (this is the case when, for example, your new employer does not offer this cover, or when you start a self-employed activity, but not when you are receiving an unemployment benefit).

## 6.3 My Pension.be

On this government website, you can get an overview of both your supplementary pension and your statutory pension.



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The insurers are each year obliged to provide all information regarding the employees that are insured with them so that they can consult this information.

You can login with a token or e-ID to consult the status of the current group insurance as well as the one of previous employers.

The information shown will always be the situation on 01/01 of year x.

## 7 Medical expenses

### 7.1 Affiliation

The hospitalization insurance is subscribed with DKV under policy number 42016829.

The hospitalization insurance covers two guarantees:

- Hospitalization Premium PRO

Eligibility:

- Mandatory for employees
- optional for family members

Which family members can be affiliated:

- the life partner, provided he/she is domiciled at the address of the employee and actual resides there.
- the children, of the insured employee or the life partner, who are fiscally dependent of one of their parents and who live and reside in Belgium or one of the neighboring countries.

When will your family members be affiliated?

- At the moment you join the company
- When living together at a later date. A certificate of family composition must be provided.
- In case of marriage (if no cohabitation preceded). A certificate of family composition must be provided.
- At the moment of birth or ado

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### 7.2 Characteristics

Characteristics hospitalization insurance Premium PRO:

- Intervention: hospitalization, pre and post costs, 30 serious illnesses
- Insured risks: illness, accident and childbirth
- Pre/post: 30 / 90 days
- 100% reimbursement of the hospitalization costs if accommodation costs are charged
- Unlimited reimbursement of the hospital invoice
- Free choice of hospital, doctor and room type
- If no intervention of the health insurance fund: reimbursement at 50%
- Deductible: 175 EUR per person and per insurance year
  - ◆ Not applicable in case of admission in double or common room
  - ◆ Not applicable on the cover for outpatient care in case of serious illness
- Medi-Card
- Assurpharma

## 7.3 Declaration medical expenses

### 7.3.1 Declaration of medical expenses related to hospitalization and outpatient care

#### 7.3.1.1 Hospitalization costs

##### Admission in one of the hospitals accepting the DKV Medi-Card

You can find an overview on the website [www.dkv.be](http://www.dkv.be).

In case of admission to a hospital with a DKV Medi-Card convention, it is sufficient to hand over the Medi-Card at the reception. The hospital will check your affiliation on DKV's website and provide you with a hospitalization form (S28/4) with a reference number.

After this, the hospitalization itself still needs to be reported to DKV. This can be done in several ways:

- By sending the hospitalization form S28/4 within 5 days by post to DKV
- Via the website [www.dkv.be](http://www.dkv.be) => contact = declaration => online hospitalization declaration
- Via the DKV-app (section hospitalization declaration)
- Via the personal online portal 'My DKV'
- Via the QR-code mentioned on the hospitalization form S28/4

DKV will pay the hospital invoice directly to the hospital.

##### Admission to a hospital that does not accept the Medi-Card

The hospitalization must be reported within 5 days after admission using the hospitalization form S28/1 stating the reason for the hospitalization.

The insured receives the hospital invoice directly by the hospital and will be responsible for the payment of this invoice. Afterwards, this invoice will be reimbursed by DKV.



### 7.3.1.2 Ambulatory expenses

The medical expenses incurred during the pre and post hospitalization period from 30 days before the start of the hospitalization until 90 days after leaving the hospital, expenses incurred in case of a serious illness recognized by DKV and ambulatory costs under the AZ guarantee are reimbursed based on the certificates of assistance provided or the detailed reimbursement of the health insurance fund.

These expenses can be declared in several ways:

- Via the form “request for reimbursement of ambulatory expenses S/155”
- Via the DKV-app (section submit expenses)
- Via the personal online portal ‘My DKV’

For the reimbursement of prescribed medication, you can use the service Assurpharma to have the BVAC certificates automatically and electronically sent to DKV by your pharmacy.

You therefore only need to give your Medi-Card to the pharmacist.

On [www.assurpharma.be](http://www.assurpharma.be) you can find an overview of all pharmacies providing this service.

If you did not use Assurpharma, please provide DKV with the BVAC certificate that you will receive from your pharmacist upon request.