



# Brochure

## Reporting Events to PDN










# Reporting Events to PDN

This brochure gives you an overview of which events you need to report to the Stichting Pensioenfonds DSM Nederland (PDN), 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 PDN

Partnership		Does this need to be reported or not?	
	You are getting married.	If you live in the Netherlands:	You do not need to report this.
		If you live abroad:	Please send a copy of the marriage certificate to PDN.
	You are entering into a registered partnership.	If you live in the Netherlands:	You do not need to do anything.
		If you live abroad:	Please send a copy of the registered certificate to PDN.
	You are moving in with your partner and have signed a cohabitation contract.	You must always register your partner. You can do this by sending the following documents to PDN:	
		<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?	
You are separating.		If you live in the Netherlands:	You do not need to do anything.
		If you live abroad:	Please send a copy of the deed of division to PDN.
	Your registered partnership is being terminated.	If you live in the Netherlands:	You do not need to do anything.
		If you live abroad:	Please send a copy of the decree terminating the registered partnership to PDN.
Your cohabitation contract is being terminated.		You must report the termination of the cohabitation to PDN.	
Moving		Does this need to be reported or not?	
If you are moving to another address within the Netherlands.		You do not need to report this.	
	If you have moved from the Netherlands to an address outside the Netherlands.	<ol style="list-style-type: none"> <li>1. Please send a change of address notice to PDN or go to your digital file in 'My PDN 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>	
	If you have moved from one address abroad to another address abroad.	<ol style="list-style-type: none"> <li>1. Please send a change of address notice to PDN or go to your digital file in 'My PDN Pension', select 'My details', and enter your new address under 'Change of address outside the Netherlands'.</li> </ol>	

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

## Reporting EVENTS RELATING TO YOUR WORK SITUATION to PDN

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 PDN'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 PDN?	Fill in the value transfer application form and send it to PDN. This form is available on PDN'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.	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.
If you want your retirement pension to start payment before the state retirement date.	Fill in the retirement pension application form and send it to PDN within 3 to 6 months before the desired start date. This form is available on PDN'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 PDN.

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).

## Temporarily changing your e-mail address in 'My PDN Pension'



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

## Contact



If you have any questions about your pension visit the website: [pdnpensioen.nl](https://pdnpensioen.nl)  
or contact our Pension Desk:  
phone: +31 (0)45 - 5788100  
or email: [info.PDN@dsm.com](mailto:info.PDN@dsm.com)

## Disclaimer

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