

## Advice



***“Quite simply - we design, market and implement the benefit plan which best suits your business. Our highly experienced consultants will guide you through the benefits landscape, trends, benchmarking and legislation in order to build the perfect benefit solution. At the same time we listen to our clients and focus closely on understanding their goals and objectives”.***

We have access to the whole of the market providers in relation to every aspect of employee benefits and insurance.

This includes Pension schemes, Short term disability cover, Long term disability cover, Healthcare plans and Business Travel plans,

Unlike many of the large international broker consultants, we do not work exclusively with any particular insurer to boost their market share. We consider a range of factors when determining which insurer our clients should choose based on the overall value of their product proposition, the cost and most importantly - the suitability of this to our clients’ needs and requirements.

Ultimately we are working to the best interests of our clients and nothing more.

We believe it is important that we help employers with regular reviews to benchmark their reward package and ensure that it;

- Continues to meet the business requirements;
- Reflects any change in business and staff culture and is appropriate to ensure maximum engagement against the company spend;
- Remains efficient in relation to the budget; We provide HR support and guidance and encourage the regular engagement with our Consultants and our team in relation to the ongoing management of your benefits throughout the year.

## Information and Legislation



***“At Alexander Beard International Benefits we are fiercely passionate about what we do. We constantly and consciously keep ourselves informed about legislative changes and new developments in the ever changing benefits landscape. This means in turn we can keep our clients informed so they are secure in the knowledge that their employee benefits are being managed at the highest possible standard.”***

As part of our services we provide the following:

- Provision of on-going guidance in respect of changes to regulations, legislation and taxes that effect your benefits plan within the Netherlands;
- Provision of legislative and technical updates.

## Administration



***“Our administration services ensure that your benefits are managed on an ongoing basis. We merge the necessary administration process and co-ordinations of annual renewals with your company’s specific processes, ensuring you are in line with your internal control framework and you are actively informed about any issues regarding your benefits plan.”***

As part of our services we provide the following:

- Our clients receive full administrative support from our team and will be provided with a dedicated contact for any day to day enquiries relating to your schemes;
- We have a highly experienced service team with over 60 years of combined experience in the employee benefits industry;
- Processing all policy administration relating to new hires and leavers;
- Assistance with processing claims and claims management;
- Resolution and escalated management of any queries or issues that arise with your insurer(s).
- Monthly payroll input with employer and employee contributions.
- Our services include the co-ordination and management of all your policy renewals. A full market review will be conducted for all plans on rate guarantee expiry or when the client requires. We negotiate hard with insurers to drive down premium costs and successfully achieve savings for our clients.

## Communication



***“Communication and engagement with your employees is hugely important, particularly when it comes to benefits. We understand that creating the perfect package is key but without employee engagement the job is only half done. With our communication services you can be sure that your employees and new hires will receive extensive information on their benefits and our dedicated service team will be at hand to answer any questions you or your employees may have regarding their benefits package”.***

As part of our services, we provide the following:

- Distribution of bespoke member packs and benefits handbook (with employer logo) issued via email to new hires or existing employees. The pack contains detailed information on the benefits provision and provides any required paperwork for plan enrolment;
- Direct communication with employee’s and resolution of queries they may have relating to their benefits;
- On site new hire meetings;

## Service Fees

### 1. Advice and quotation phase

#### **Inventory and risk analysis**

€ 5.400

*We investigate the expectations and the objectives of the employer, and we setup (together with the employer) an extensive inventory and risk analysis in relation to your specific requirements. We also advise on the benefit level that meets your requirements best.*

#### **Marketing Report (For new benefit set up)**

€ 1.200

*This marketing report will report in detail the findings from the market based on your requirements following our discussions.*

*This report will include terms from the Dutch market insurers for your plans, detail of their proposition, costs and our formal recommendations for placement of your policies.*

#### **Full benchmark review (Where existing benefits are in place)**

€ 1.250

*This includes benefit benchmarking exercise and commentary on current structure. As well as full market reviews and cost benchmarking exercise to ensure you are receiving the best value for your current premium expenditure. The report will make recommendations for alternative insurers based on the review results versus the insurer proposition. The review will also explore potential cost savings by looking at changes to the existing benefit structure.*

### 2. Implementation and communication phase

#### **Benefit Set Up Fee (per employee)\***

*For the implementation and the set-up of the chosen benefits for new joiners after the benefit implementation we charge a benefit set-up fee. This includes the establishment of the benefits with the chosen insurer and communication to the employees about the benefits. It also includes the collection of required documents from individual members where needed and enrolment in the benefit plans.*

For the first 1-25	€ 350
For the next 26 - 50	€ 305
For 50+ employees	Cost of set up services for this size of client will be agreed on a case by case basis. Services required at this level are usually bespoke and our costs will be dictated by those specific requirements, case by case.
*New joiners post set up will be charged at the appropriate rate shown above	

### 3. Ongoing administration

#### **Ongoing Service Fees (Per employee, per year).**

#### **Payable pro rate quarterly in advance**

For our ongoing administrative and consultative services provided throughout the year. <sup>1</sup>

1-25	€ 305
26-50	€ 185
50+	Cost of ongoing servicing for this size of client will be agreed on a case by case basis. Services required at this level are usually bespoke and our costs will be dictated by those specific requirements, case by case.
Where annual scheme maintenance fees exceed € 1.500 ABIB will refund risk commissions in full.	

<sup>1</sup> Example of fees for a client with 12 employees, setting up a brand new suite of benefits:

Inventory and risk analysis -€ 3.000

Marketing fee -€ 900

Benefit set up fee:  $10 \times € 350 + 2 \times € 305 = € 4.110,-$

Quarterly service fees -  $€ 305 \times 12 / 4 = € 915$  per quarter.

Total set up fee and maintenance fees for the first year -  $€ 3.000 + € 900 + € 4.110,- + € 3.660 = € 11.670 + VAT.$

### Out of scope fees

It may be necessary to undertake work or services that fall outside of our standard service fees for the day to day management of employee benefits. For example, a significant re-structure of the benefits or any significant additional work required due to a company take-over or acquisition would be priced outside of our standard service costs. Therefore we reserve the right to charge for the additional cost of such services. This will be dependent on exact requirements but will be agreed in advance with the client before work is undertaken.

### **Tariffs Consultants**

Senior Employee Benefits Consultant	€ 210 per hour.
Employee Benefits Consultant	€ 150 per hour.
Administrative Support	€ 86 per hour.

Alexander Beard International Benefits B.V. is registered with the Dutch trade register under nr. 60817410. AFM license number 12043464.

ABIB BV is permitted to conduct business in the UK under the EU Passporting Rules.

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