

## VQF Regulation on Fees

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## 1. Admission

FOR	CHF	VAT
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**VQF Self-regulatory Organisation (VQF SRO membership category)  
and / or  
VQF Industry Organisation (VQF IOAM membership category)**

### 1.1. Processing fee

Admission procedure for VQF SRO and / or VQF IOAM membership	1,800.00	plus VAT
Supplement for <b>Express</b> admission procedure	500.00 (or total 2,300.00)	plus VAT

Express applications for admission are processed within 5 working days following receipt of the application documents. Exception: if the Supervisory Commission orders an **admission audit, the 5 day period** is suspended from the time the audit is ordered until it is complete.

Please refer to numeral 6.1 "Changes of membership status/category" with regard to the **simple declaration of change to IOAM membership category** at the VQF for **existing VQF SRO members**.

### 1.2. Admission audit

If the Supervisory Commission orders an **admission audit**:

Admission audit on a time and expenditure basis	750.00 to 3,000.00	plus VAT
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## 2. Membership fee and annual fees

FOR	CHF	VAT
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### 2.1. Membership fee for active and passive VQF members

Annual membership fee	250.00	VAT not chargeable
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### 2.2. Additional annual fee for VQF SRO membership category

Annual fee per AMLA file (total number of mandates serviced during the year)

1 – 100	AMLA files	25.00	plus VAT
101 – 500	AMLA files	12.50	plus VAT
501 – 1000	AMLA files	5.00	plus VAT
(from 1001	AMLA files – flat rate charges available on request)		

### 2.3. Additional annual fee for VQF IOAM membership category

Flat rate annual fee	500.00	plus VAT
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### 2.4. Cumulative additional annual fees according to numerals 2.2. & 2.3.

In the case of membership of both categories, i.e. VQF IOAM and VQF SRO membership, the additional annual fees according to numerals 2.2 and 2.3. are invoiced cumulatively.

### 3. AMLA training

FOR	CHF	VAT
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#### 3.1. Basic training

Basic training for VQF SRO members and / or VQF IOAM members	600.00	VAT not chargeable
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Basic training for non-members	700.00	VAT not chargeable
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The prices for all day AMLA basic training, which is obligatory for VQF SRO members, include lunch, welcoming coffee, coffee breaks and all course documentation.

#### 3.2. Advanced training

Advanced training for VQF SRO members and / or VQF IOAM members	500.00	VAT not chargeable
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Advanced training for non-members	600.00	VAT not chargeable
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The prices for half-day advanced training include buffet lunch, coffee break and all course documentation.

#### 3.3. Supplementary test

Supplementary test processing fee	60.00	including VAT
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#### 3.4. Company training

Individual company training	On request	plus VAT
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#### 3.5. Changes to bookings / cancellation of seminars

In order to comply with our terms, **changes to bookings** and **cancellations** must be submitted **in writing** by post, FAX 041 763 28 23 or e-mail to [info@vqf.ch](mailto:info@vqf.ch) .

Cancellation <b><u>with immediate re-registration</u></b>	150.00	plus VAT
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Cancellation <b><u>with no immediate re-registration</u></b>	Course costs in full	VAT not chargeable
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## 4. Consultancy

FOR	CHF	VAT
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### 4.1. For active and passive VQF members

Initial specialist advice per calendar year (up to 1 hour max.)	Free of charge	plus VAT
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Additional specialist advice on time basis; cumulative during a calendar year	Hourly rate CHF 250.00	plus VAT
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Secretarial time	Hourly rate CHF 100.00	plus VAT
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### 4.2. For non-members

Specialist advice on time basis	Hourly rate CHF 250.00	plus VAT
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Secretarial time	Hourly rate CHF 100.00	plus VAT
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## 5. Applications in exceptional cases; processing by the Supervisory Commission

Supervisory Commission time	Hourly rate CHF 280.00	plus VAT
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Legal & Compliance time	Hourly rate CHF 250.00	plus VAT
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Secretarial time	Hourly rate CHF 100.00	plus VAT
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## 6. Changes

FOR	CHF	VAT
<b>6.1. Changes of membership status/category</b>		
Processing fee for change of membership concerning	250.00	plus VAT
<ul style="list-style-type: none"> <li>- VQF IOAM membership category for existing VQF SRO members</li> <li>- VQF SRO membership category for existing VQF IOAM members</li> </ul>		
VQF SRO members	250.00	plus VAT
<ul style="list-style-type: none"> <li>- Change of status from professional (PFI) to non-professional (NPFI) membership</li> <li>- Change of status from non-professional (NPFI) to professional (PFI) membership</li> </ul>		
<b>6.2. Change of address</b>		
Change of address <b>including</b> request for CR extract	30.00	plus VAT
Change of address <b>excluding</b> request for CR extract	Free of charge	-
<b>6.3. Other membership related changes</b>		
Supervisory Commission time	Hourly rate CHF 280.00	plus VAT
Secretarial time	Hourly rate CHF 100.00	plus VAT
<b>7. <u>Miscellaneous</u></b>		
Member's folder (1 folder per member)	Free of charge	-
Additional member's folder	50.00	plus VAT

## 8. Audits

FOR	CHF	VAT
<b>8.1. AMLA audits</b>		
Flat rate audit fee	250.00	plus VAT
<u>Additional charges on time basis:</u>		
Inspection of AMLA files on location	Hourly rate 250.00	plus VAT
Travel time	Hourly rate 125.00	plus VAT
Pre and post processing	Hourly rate 250.00	plus VAT
<b>8.2. Audits pursuant to rules of conduct for asset managers</b>		
Flat rate audit fee	750.00	plus VAT
<u>Additional charges on time basis:</u>		
Auditing on location	Hourly rate 250.00	plus VAT
Travel time	Hourly rate 125.00	plus VAT
Pre and post processing	Hourly rate 250.00	plus VAT

## VQF Audit AG

### 8.3 Auditing, special statutory audits & expert activities

Fees are charged in accordance with the customary rates in the profession, in principle on a time basis. We will be pleased to provide you with a quotation on request.

## 9. Measures and sanctions proceedings

The Supervisory Commission determines the cost implications in the case of measures and sanctions proceedings.

## Enclosure: Summary of VQF Annual Membership Costs

VQF member	Membership category	Membership status	Annual membership fee according to item 2.1. CHF (excluding VAT)	Additional annual fees according to items 2.2. – 2.4.
<b>Active</b> VQF members	VQF <b>SRO</b> member	PFI – Professional membership	250.00	Per AMLA file (cf. no. 2.2.)
		NPFI – Non-professional membership		No AMLA files fee
	VQF <b>SRO</b> & VQF <b>IOAM</b> member			Annual fee (cf. nos. 2.2. & 2.3.)  Per AMLA file & flat rate fee
	VQF <b>IOAM</b> member			Flat rate fee (cf. no. 2.3.)
<b>Passive</b> VQF members				None