

Guide to Applications

by **Natural Persons**
(Sole Proprietors / Simple Partnerships)

for **SRO and BOVV membership** of the **VQF Financial Services Standards Association**, an officially recognised **self-regulatory organisation (SRO)** pursuant to the Anti-Money Laundering Act and **industry organisation for asset management (BOVV)** with officially recognised rules of professional conduct for asset managers

General remarks

- Purpose of this guide:** This guide has no significance in law. Its aim is to serve both the applicant and the VQF as a working aid for handling applications. This guide cites the information and documents which are normally required when submitting an application for admission. This does not exclude the possibility that additional information may be recorded on the applicant or that the Supervisory Commission may demand supplementary information and documents.
- Processing time for applications / processing fee:** Please note that the VQF can only process your application following receipt of the processing fee of CHF 1,800.00 **plus** 8% VAT. (Express applications CHF 2,300.00 **plus** 8% VAT). Thank you for your understanding.
- Bank details** of the VQF:

Bank:	UBS, Zug
Account no.:	273-229354.40A, VQF, Zug
IBAN No.:	CH59 0027 3273 2293 5440A
- VAT no.** of the VQF: 467 474
- The VQF must be informed immediately of **subsequent changes to information provided as part of the application for admission** (enclosing the corresponding documents: See Guide to Changes [VQF doc. nos. 804.1 / 805.1])
- A complete set of these documents (see Checklist Parts 2 and 3)** must be submitted in order for the Supervisory Commission to be able to take a decision on the application. We wish to point out that the Supervisory Commission can request further information and documents in individual cases.

Check List Part 1

- Processing fee of CHF 1,944.-- (including VAT) paid
- Express admission processing fee of CHF 2,484.-- (including VAT) paid

Check List Part 2: General documents to be submitted

- *Signed and dated application form** [VQF doc. no. 201.4]
with legally valid signature including company stamp.

- *Confirmation of current/planned business activities** [VQF doc. no. 201.3]

- *Signatures page** [VQF doc. no. 806.1]:
authorised signatories [according to Commercial Register]

- *Internal guidelines pursuant to the AMLA:**
required when 6 or more persons are employed in the AMLA sector under the terms of Art. 3 letter i of the VQF SRO regulations; VQF sample guidelines [VQF doc. no. 1108.2] can be downloaded from the VQF website, www.vqf.ch.

- Company history, brochures and company portrait:** not compulsory but desirable

- *Information about the internal special department** [VQF doc. no. 907.1]
 - In the case of **operations with up to 5 persons** employed in the AMLA sector under the terms of Art. 3 letter i of the VQF SRO regulations, an AMLA Officer must be appointed. In addition, either an AMLA deputy must be designated or a person with authorised access must be authorised [VQF doc. no. 908.1].
 - In the case of **operations with 6 or more persons** employed in the AMLA sector under the terms of Art. 3 letter i of the VQF SRO regulations, it is compulsory to appoint an AMLA Officer, an AMLA deputy and a person responsible for training.

- *Information about the AMLA Officer** [VQF doc. no. 910.1] **including extract from criminal records***: compulsory if not the same persons who are required to submit personal documents.

- *Mandate concerning authorisation to access the financial Intermediary's data relevant to the AMLA** [VQF doc. no. 908.1]: In the case of operations with up to 5 persons employed in the AMLA sector under the terms of Art. 3 letter i of the VQF SRO regulations, if no AMLA deputy was appointed in VQF doc. no. 907.1.

- *Information concerning the contact person and authorisation to access the industry organisation sector** [VQF doc. no. 500.13]

*** original documents**

Check List Part 3:

Personal documents on the natural persons entrusted with administration and management (the Commercial Register extract, if available, is authoritative), e.g.:

Sole Proprietor: Owner of the sole proprietorship and authorised signatories with a function recorded in the Commercial Register. It is not necessary to submit documents on authorised officers.

Simple Partnership: Authorised signatories with a function recorded in the Commercial Register (e.g. Executive Directors, Partners etc.). It is not necessary to submit documents on authorised officers.

Full name (Proprietor) _____

- *Signed and dated **curriculum vitae**: minimum personal data and information on education and professional career; no more than 3 months old.
- ***Extract from Central Criminal Records** (no more than 3 months old)
- ***Extract from the Enforced Payment Collection Register** (no more than 3 months old)
- ***Certified copy of an identity document** (passport/identity card)
- ***Personal declaration** – application for admission [VQF doc. no. 906.1]

*** original documents**

Full name _____

- *Signed and dated **curriculum vitae**: minimum personal data and information on education and professional career; no more than 3 months old.
- ***Extract from Central Criminal Records** (no more than 3 months old)
- ***Certified copy of an identity document** (passport/identity card)
- ***Personal declaration** – application for admission [VQF doc. no. 906.1]

*** original documents**