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| Declaration of consent for electronic dossier managementfor already existing membership |

## Principle of electronic submission of documents and information

The member agrees to submit documents and information to the VQF SRO electronically as a scan copy via e-mail.

The VQF SRO may alternatively provide a system for electronic submission of documents and transmission of information.

The member also agrees that the VQF SRO may, at its discretion, send documents and information via e-mail instead of by letter mail, provided that the regulations do not require them to be sent by letter.

## Exception: Documents to be submitted in original form

## In its regulations and guidelines, the VQF SRO may specify documents which must be submitted to VQF in the original.

In the case of documents to be signed, the original is deemed to be (i) the original hand-signed document which is to be sent by letter mail or (ii) the document provided with a qualified electronic signature in accordance with Art. 14 Para. 2bis of the Code of Obligations (SR 220) in conjunction with the Federal Act on Electronic Signatures of 18 March 2016 (SR 943.03) which is to be submitted electronically. In the case of documents without a signature, the original is deemed to be the original physical document as issued by the relevant office.

## Storage of the original documents

## In the case of those documents for which the original must be available, but the submission of a scan copy to the VQF SRO is possible and takes place, the member must keep the original physical document.

Documents to be signed which are signed by means of a qualified electronic signature and thus submitted electronically shall be deemed to have been submitted in the original. In this case, the documents are stored electronically.

## Possibility to check the correctness of the submitted documents

## The member hereby confirms that electronically submitted documents correspond to the original. The VQF and the mandated audit company may verify the existence of the originals at the member's premises and the conformity of the electronically submitted documents with the originals stored at the member's premises and, if necessary, request additional information. The member undertakes to be able to present the originals at any time upon first request.

## Reservation of the physical demand of documents

The VQF SRO is free to deviate from the principle of electronic transmission of documents in general or in individual cases and to request these in the original (by letter mail).

**By signing this document, the member confirms that he/she agrees with the aforementioned provisions.**

**This document must be submitted with original signature (by letter mail) or with qualified electronic signature (by e-mail).**

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| **VQF Member no.:** |  | **Company:** |
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| **Date:** |  |  |
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