

# Guide to applications for Companies (legal entities) and Natural persons

for admission as a **BOVV-Member VQF** to **VQF Financial Services Standards Association**, an **industry organisation for asset managers (BOVV)** with officially recognised rules of professional conduct.

## General remarks

1. **Purpose of this guide:** This guide has no significance in law. Its aim is to serve both the applicant and VQF as a working aid for handling applications. This guide specifies 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 provided by the applicant or that the SRO VQF may demand supplementary information and documents.**
2. **Processing time for applications / processing fee:** Please note that VQF can only process your application following receipt of the processing fee of CHF 2'000.00 **plus** 7.7% VAT. Additional costs according to expenditure (cf. fees regulations) will be charged separately and additionally after having processed the application.
3. **Bank details of VQF:**  
Bank: UBS, Zug  
Account no.: 273-229354.40A,VQF, Zug  
IBAN no.: CH59 0027 3273 2293 5440A
4. **VAT-no.** of VQF: CHE-105.015.009
5. **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. no. 804.1 or 805.1])
6. **A complete set of these documents (see Checklist Parts 2 or 3) must be submitted** in order for the SRO VQF to be able to take a decision on the application. The SRO VQF can request further information and documents in individual cases.

## Checklist Part 1

- Processing fee CHF 2'154.00 (including VAT) paid

## Check List Part 2: Natural persons

- sole proprietorships
- simple partnerships
- \*Signed and dated application** (with legally valid signature including company name) [VQF doc. no. 500.11]
- \*Description of current/planned business activities** [VQF doc. no. 500.14]
- Current extract from Commercial Register** (no more than 3 months old)
- If no Commercial Register extract is available: **Explanation** why no entry was made in the Commercial Register
- Company history, brochures and company portrait** (desirable but not compulsory)
- \*Branches, permanent establishments and participations in other companies** [VQF doc. no. 808.1]
- \*Information concerning the contact person and power of attorney concerning authorisation to access data relevant to the industry organisation sector** (BOVV) [VQF doc. no. 500.13]
- Last AMLA audit report, if the applicant was previously supervised by another SRO / FINMA.**

### **\* original documents**

Personal documents on **following persons**:

#### **Sole proprietorships:**

- **Owner of sole proprietorship**
- **Persons with a function recorded in the Commercial Register** (e.g. CEO, partner)
- Persons with **single signing power**
- **AMLA Officer** and **AMLA Deputy**

#### **Simple partnerships:**

- **Partner**
- **Persons with a function recorded in the Commercial Register** (e.g. CEO, partner)
- Persons with **single signing power**
- **AMLA Officer** and **AMLA Deputy**

It is not necessary to submit documents e.g. on authorised officers with joint signing power.

Full name (Owner/ Partner) \_\_\_\_\_

- \* Signed and dated **curriculum vitae** (no more than 3 months old, minimum personal data and information on education and professional career)
- \* **Extract from Criminal Records** (no more than 3 months old)
- \* **Excerpt from the debt prosecution registry with regard to the Owner/ Partner** (no more than 3 months old)
- \* Authenticated copy of **an identity document** (passport/ID document of the owner)
- \* **Personal declaration** [VQF doc. no. 906.1]

**\* original documents**

Full name \_\_\_\_\_

- \* Signed and dated **curriculum vitae** (no more than 3 months old, minimum personal data and information on education and professional career)
- \* **Extract from Criminal Records** (no more than 3 months old)
- \* **Personal declaration** [VQF doc. no. 906.1]

**\* original documents**

### **Checklist Part 3: Companies (Legal Entities)**

- Public limited companies
  - Private limited companies
  - General partnerships
  - Limited partnerships
  - Partnerships limited by shares
  - Cooperative societies
- \*Signed and dated application** [VQF doc. no. 500.11] with legally valid signature including company stamp
- \*Description of current/planned business activities** [VQF Dok. Nr. 500.14]
- Current extract from Commercial Register** (no more than 3 months old)
- Annual accounts** (balance sheet / profit and loss account and appendix)
- Auditor's report** (for the previous financial year, if available)
- Signed and dated **copy of by-laws**
- Company history, brochures and company portrait** (desirable but not compulsory)
- \*Extract on the Company from the **dept prosecution registry** (no more than 3 months old; not necessary if the company is founded less than 3 months ago)
- \*Information on Ownership/Shareholding** in the applicant [VQF doc. no. 807.1]  
All persons and entities with a direct interest in the member (shareholders, partners, etc.) must be listed, regardless of the level of participation. Participants with an indirect interest in the member (e.g. shareholders of legal entities with a direct participation in the member), provided that their share is at least 10%, up to and including the ultimate beneficial owner, must also be listed. In case of multi-level ownership structures, a graphical representation of the ownership structure must also be submitted.
- \*Branches, permanent establishments and participations in other companies** [VQF doc. no. 808.1]
- Chart of the group structure** (if the applicant is part of a corporate group)
- Organigram** (Information on the applicant's bodies and Special Department for Money Laundering)
- \*Information concerning the contact person and power of attorney concerning authorisation to access data relevant to the industry organisation sector (BOVV)** [VQF doc. no. 500.13]
- Last AMLA audit report, if the applicant was previously supervised by another SRO / FINMA.**

**\* original documents**

Personal documents on **following persons:**

- **Persons with a function recorded in the Commercial Register** (e.g. CEO, member of the board)
- Persons with **single signing power**
- **Qualified Stakeholder** (person who has a direct stake of  $\geq 10\%$  or an indirect stake of  $> 50\%$  in the applicant)

It is not necessary to submit documents e.g. on authorised officers with joint signing power.

Full name \_\_\_\_\_

- \* Signed and dated **curriculum vitae** (no more than 3 months old, minimum personal data and information on education and professional career)
- \* **Extract from Criminal Records** (no more than 3 months old)
- \* **Personal declaration** [VQF doc. no. 906.1]

**\* original documents**

Full name \_\_\_\_\_

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