

Guide to Applicants for Natural persons

- sole proprietorships
- simple partnerships

for admission as a **SRO and BOVV Member VQF** (combined membership) to **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

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 VQF SRO 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. 805.1])
6. **A complete set of these documents (see Checklist Parts 2 and 3) must be submitted** in order for the VQF SRO to be able to take a decision on the application. The VQF SRO can request further information and documents in individual cases.

Checklist Part 1

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

Checklist Part 2: General documents to be submitted

- *Signed and dated application** [VQF doc. no. 201.4]
with legally valid signature including company name
- *Description of current/planned business activities** [VQF doc. no. 201.3]
- Compliance / AML-concept with description of implementation of due diligence duties** (if the applicant qualifies as a VASP under the SRO Regulations).¹⁾
- 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
- *Internal Directives pursuant to the AMLA** (Submission optional on admission):
Required when 11 or more persons are employed in the AMLA sector according to Art. 7 letter h of the SRO Regulations. The submission of the internal directives with the application for admission is optional; the internal directives - if required - are checked during the initial audit.
- Company history, brochures and company portrait** (desirable but not compulsory)
- *Branches, permanent establishments and participations in other companies** [VQF doc. no. 808.1]
- *Information on the Special Department for Money Laundering** [VQF doc. no. 907.1]
- For **companies with up to 5 persons** employed in the AMLA sector pursuant to Art. 7 letter h of the SRO Regulations, one person must be appointed as AMLA Officer. In addition, an authorised access person must be appointed [VQF doc. no. 908.1]. Instead of an authorised access person an AMLA Deputy can be appointed (optional).
 - For **companies with 6 or more persons** employed in the AMLA sector pursuant to Art. 7 letter h of the SRO Regulations, it is compulsory to appoint an AMLA Officer and an AMLA deputy.
- *Power of attorney concerning authorisation to access the financial intermediary's data relevant to the AMLA** [VQF doc. no. 908.1]: for companies with up to 5 persons employed in the AMLA sector pursuant to Art. 7 letter h of the SRO Regulations if no AMLA Deputy was appointed in VQF doc. no. 907.1.
- *Information concerning the contact person and authorisation to access data relevant to the industry organisation sector** [VQF doc. no. 500.13] (As the contact person, we recommend the appointment of the AMLA Officer, in accordance with VQF doc no. 907.1, and as the Authorised Access Person we recommend the appointment of the AMLA Deputy, in accordance with VQF doc no. 907.1, or the AMLA Authorised Access Person, in accordance with VQF doc no. 908.1).

¹ Definition VASP: Virtual Asset Service Provider (Art. 7 letter a SRO Regulations).

- Confirmation of appointment of an external audit company accredited by the VQF²** (if the applicant qualifies as VASP according to the SRO Regulations).
- Last AMLA audit report, if the applicant was previously supervised by another SRO / FINMA.**

* **original documents**

Checklist Part 3

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**

² See address list of external auditors accredited by the VQF: <https://www.vqf.ch/en/vqf/organization/audit-service>.

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**