

Training Programme 2012/2013 - Status November 2011

1. BASIC TRAINING

Title: Seminar on the Anti-Money Laundering Act and the correct handling of VQF duties and forms

Programme:

08.30 – 09.00 **Arrival** of participants (welcome coffee)

09.00 – 09.05 **Welcome**

09.05 – 10.40 **Supervisory bodies** (basic principles of the AMLA, supervisory bodies of the FI, contact person of the FI, communication with the VQF)
Speaker: Chairman, VQF

Subordination and SRO membership of the VQF. (Which activities in the parabanking sector are subordinated to the AMLA? Authorisation requirement and duty of membership, types of membership)
Speaker: Executive Director, VQF

10.40 – 11.00 **Coffee break**

11.00 – 12.15 **Duties of the VQF SRO member** (duty to keep files on customers / duties of due diligence including duties on suspicion of money laundering)
Speaker: Manager, VQF Legal & Compliance Desk

12.15 – 13.15 **Lunch**

13.15 – 14.30 **Duties of the VQF SRO member** (case study on keeping files, other duties of membership: changes, training, self-declaration, cooperation etc.)
Speaker: Manager, VQF Legal & Compliance Desk

14.30 – 14.50 **Coffee break**

14.50 – 16.30 **VQF audits on SRO members** (audit bodies, audit types, audit procedures, audit content and objectives, cooperation, VQF Audit AG)
Speaker: Head of Audit Division, VQF

Penalties / measures (penalties in accordance with the criminal code, administrative law and law of association)

Questions / Test

Basic training topics:

- Presentation on the concept of money laundering (legal principles, supervisory bodies etc.)
- Meaning and application of the Anti-Money Laundering Act (AMLA)
- Response to questions on subordination and financial services
- Introduction to the VQF documents
- Explanation of the workings of the membership folder
- Remarks on the correct handling of identification forms
- Specific questions, options for delegating duties, keeping the dossier etc.
- Discussion and test

Group of persons subject to training:

Basic training is aimed at all persons in accordance with numeral 4 paragraph 1 of the VQF Training Concept.

Furthermore, seminars may also be attended by members of other SRO's and other interested parties.

Schedules:

Basic training is provided at regular intervals throughout the whole year. Basic training is generally held in Zug.

The seminar locations and dates can be found on the Seminars / Basic Seminars page

Additional seminars are organised as and when required.

Comments:

The content of the seminar is continuously updated and adapted to the latest state of knowledge.

The instructors employ adequate resources for the training and take care to ensure maximum learning results.

After attending the seminar and passing the test, each participant receives a personal certificate of participation as proof of his compliance with the duty of training in accordance with Article 8 AMLA.

2. ADVANCED TRAINING

Title: Advanced training seminar on the Anti-Money Laundering Act including further regulatory developments

Programme:

- 08.00 – 08.30 **Arrival** of participants (welcome coffee)
- 08.30 – 10.00 **Welcome**
- Part I Exemption policy of the Supervisory Commission**
- AMLO-FINMA simplification and implementation
 - AMLA 7a Bagatelle limits and their scope of application
- Part II Duty to cooperate**
- Basic principles
 - Duty to cooperate with self-declaration
 - Duty to cooperate with changes
 - Duty to cooperate with criminal proceedings
 - Duty to cooperate with AMLA audit
 - Duty to cooperate with measures imposed by the Supervisory Commission
 - Duty to cooperate with regard to basic and advanced training
- 10.00 – 10.15 **Coffee break**
- 10.15 – 11.45 **Part III Duty to report**
- Basic principles
 - Duty to report, reporting requirements for lawyers / notaries, freezing of assets, ban on providing information, exemption from prosecution and liability, case studies
- Part IV International sanctions / embargos**
- Legal principles, types and definition of embargo measures, terrorism lists, need for action, penal provisions of Embargo Act (EmbG)
- 11.45 – 12.00 **Questions**
- 12.00 – 13.30 **Buffet lunch**

Goals of advanced training:

Group of persons subject to training:

Advanced training is aimed at all persons in accordance with numeral 4 paragraph 2 of the VQF training concept.

Furthermore, seminars may also be attended by members of other SROs and other interested parties.

Schedule and locations:

The 12/13 advanced training programme is held over a period of two years. The seminar lasts one half day (minimum four hours).

The training locations are arranged in accordance with the geographical location of the members (Central Switzerland, Zurich, East and North West Switzerland and Berne).

The seminar locations and dates can be found on the Seminars / Basic Seminars page.

Additional seminars are organised as and when required.

Comments:

The content of the seminar is continuously updated and adapted to the latest state of knowledge.

The instructors employ adequate resources for the training and having regard to control take care to ensure that maximum learning results can be achieved.

After attending the seminar, each participant receives a written certificate of participation in evidence of his compliance with the duty of training in accordance with Article 8 AMLA.

VQF Financial Services Standards Association

Executive Management and Special Department