

## **Guide to Applications for Companies (Legal Entities)**

- Public limited companies
- Private limited companies
- General partnerships
- Limited partnerships
- Associations limited by shares
- Cooperative societies

for admission as **SRO-Member VQF** to **VQF Financial Services Standards Association**, an officially recognised **self-regulatory organisation (SRO)** pursuant to the **Anti-Money Laundering Act**.

### 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** 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 AG, Postfach, 6301 Zug  
Account no.: 273-229354.40A, VQF, Zug  
IBAN no.: CH59 0027 3273 2293 5440A  
BIC/SWIFT: UBSWCHZH80A  
QR-IBAN no.: CH82 3000 5273 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]).
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 2'000.00 (plus VAT) paid

## **Checklist Part 2:**

Documents must be retained by the member in the original and submitted to the VQF as a scan copy or a copy:

- Signed and dated application** [VQF doc. no. 901.1]  
with legally valid signature including company name
- Declaration of consent for electronic dossier management [VQF doc. no. 1200.1]
- Description of current/planned business activities** [VQF doc. no. 901.2]
- Signed and dated **copy of by-laws**
- Excerpt on the Company from the **dept prosecution registry** (no more than 6 months old; not compulsory if the company was founded less than 3 months ago)
- Information on Ownership/Shareholding** in the applicant [VQF doc. no. 807.1 or 807.2 for VASP]  
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]
- 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.
- If the AMLA Officer and/or AMLA Deputy is an external auxiliary**, an application for exemption as well as a written agreement in accordance with the information leaflet for the engagement of third parties for the performance of duties of due diligence and / or as AMLA Special Department [VQF doc. no. 912.1] must be submitted.
- 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.

### **Checklist Part 3:**

Documents as a copy are sufficient:

- Internal Directive on Combating Money Laundering and Terrorist Financing (description of implementation of due diligence obligations):**
  - 11 or more persons who are active in the MLA sector pursuant to Art. 7 lit. h SRO regulations, as well as
  - for VASP members<sup>1</sup>, regardless of the number of persons working in the MLA sector
- Current extract from Commercial Register**
- Annual accounts** (balance sheet / profit and loss account and appendix)
- Auditor's report** (for the previous financial year, if available)
- Company history, brochures and company portrait** (not mandatory but desirable)
- Explanation of the business model including cash flow chart** (not mandatory but desirable)
- Chart of the group structure** (if the applicant is part of a corporate group)
- Organisational chart** (Information on the applicant's bodies and Special Department for Money Laundering)
- Confirmation of appointment of an external audit company accredited by VQF<sup>2</sup>**
- Last AMLA audit report, if the applicant was previously supervised by another SRO / FINMA.**

### **Checklist Part 4 (Personal Documents):**

Documents to be kept in the original by the member and submitted to the VQF as a scan copy or copy:

Personal documents on **following persons:**

- **AMLA Officer and AMLA Deputy**
- **Persons who exercise a guarantee function** e.g. board of directors, managing director, partner etc. with or without signing authority according to the commercial register)
- **Qualified Stakeholder** (person who has a direct stake of  $\geq 10\%$  or an indirect stake of  $> 50\%$  in the applicant)

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

<sup>2</sup> See address list of external auditors accredited by the VQF: [www.vqf.ch/en/vqf-downloads](http://www.vqf.ch/en/vqf-downloads).

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

- Signed and dated **curriculum vitae** (no more than 6 months old, minimum personal data and information on education and professional career)
- Dated and signed copy of **ID or passport** (current)
- Extract from Criminal Records** (no more than 6 months old)
- Personal declaration** [VQF doc. no. 906.1]

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

- Signed and dated **curriculum vitae** (no more than 6 months old, minimum personal data and information on education and professional career)
- Dated and signed copy of **ID or passport** (current)
- Extract from Criminal Records** (no more than 6 months old)
- Personal declaration** [VQF doc. no. 906.1]

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

- Signed and dated **curriculum vitae** (no more than 6 months old, minimum personal data and information on education and professional career)
- Dated and signed copy of **ID or passport** (current)
- Extract from Criminal Records** (no more than 6 months old)
- Personal declaration** [VQF doc. no. 906.1]

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

- Signed and dated **curriculum vitae** (no more than 6 months old, minimum personal data and information on education and professional career)
- Dated and signed copy of **ID or passport** (current)
- Extract from Criminal Records** (no more than 6 months old)
- Personal declaration** [VQF doc. no. 906.1]