

Guide to Applications for Natural persons

- sole proprietorships
- simple partnerships

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 legal significance. 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. 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 2'000.00 (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. 901.3] 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]
- 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 members¹, regardless of the number of persons working in the MLA sector
- Current extract from Commercial Register**
- If no Commercial Register extract is available: **Explanation** why no entry was made in the Commercial Register

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

- Company history, brochures and company profile** (not mandatory but desirable)
- Explanation of the business model including cash flow chart** (not mandatory but desirable)
- Confirmation of appointment of an external audit company accredited by the VQF²**
- 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:**

Sole proprietorships:

- **Owner of sole proprietorship**
- **Persons who exercise a guarantee function** (e.g. CEO)
- **AMLA Officer and AMLA Deputy**

Simple partnerships:

- **Partner**
- **Persons who exercise a guarantee function** (e.g. CEO)
- **AMLA Officer and AMLA Deputy**

Full name (Owner/ Partner) _____

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

² See address list of external auditors accredited by the VQF: 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)
- Extract from Criminal Records** (no more than 6 months old)
- Dated and signed copy of **ID or passport** (current)
- Personal declaration** [VQF doc. no. 906.1]