VQF Verein zur Qualitätssicherung von Finanzdienstleistungen

Fee Regulation

of

VQF Financial Services Standards Association

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1. Admission

1.1 Processing fee

Admission process as a member of the SRO VQF		
Administration fee	CHF 2,000	plus VAT
Additional fee for LCD staff and CEO according to expenditure (based on section 5 of this Regulation)	CHF 300 to CHF 6,000	plus VAT

1.2 Admission audit

If an admission audit is ordered by the **SRO VQF**:

Admission audit according to expenditure, usually in the range of	CHF 750 to CHF 3,000	plus VAT

2. Membership fee and annual fees

2.1 Membership fee for active and passive members of the VQF

Annual membership fee	CHF 400	plus VAT

2.2 Supplementary annual fee for active members

In addition to the annual membership fee, SRO members are subject to an annual supplementary fee. For traditional financial intermediation activities (e.g. acting as a body of a domiciliary company, engaging in credit transactions, providing services related to payment transactions, trading activities, or asset management) and in general for advisors, an AMLA file fee is due (see section 2.2.1). For business that deviate from traditional financial intermediation or advisory, or if no AMLA files are maintained, an AMLA turnover fee applies instead (see section 2.2.2). In any case, the minimum fee (see section 2.2.3) is payable if the AMLA file fee or the AMLA turnover fee does not reach or exceed that amount.

2.2.1 AMLA file fee

The AMLA file fee is calculated retroactively each year and is based on the number of AMLA files maintained as of 1 January of the relevant calculation year, plus all AMLA files newly opened by 31 December of that same year—that is, on every AMLA file maintained during the calculation year. This fee is payable in full for the year of admission.
The AMLA file fee for the year of termination of membership is calculated based on the last number of AMLA files reported by the member.
A member may report to VQF the actual number of AMLA files maintained during the year of termination. In such case, VQF may order a plausibility check at the resigning member. If VQF is no longer able to verify the plausibility of the AMLA file information from the resigning or already resigned member, the file fee may be calculated - regardless of any information provided for the year of termination - on the basis of the last number previously reported by the member.

Segmentation according to the number of AMLA files:
files:

1 – 100	AMLA files	CHF 30	plus VAT
101 – 500	AMLA files	CHF 20	plus VAT
501 and more	AMLA files	CHF 10	plus VAT

For members maintaining more than 1,000 AMLA files, the VQF SRO may determine the applicable AMLA file fee. As soon as the member falls below the threshold of 1,000 AMLA files, any special agreements cease to apply and the rates of this Fee Regulation apply.

2.2.2 AMLA turnover fee

If the member operates a business model that differs from traditional financial intermediation (e.g. acting as a body of a domiciliary company, credit transactions, services related to payment transactions, trading activities, or asset management) or advisory, or if no AMLA files are maintained, or upon the member's request, the VQF determines a fee based on the turnover generated in the business areas subject to the AMLA within a financial year.

The AML turnover fee is calculated annually in arrears and is based on the member's reported turnover. It is payable in full for both the year of admission and the year of termination. The member must report its turnover for the preceding calendar year to VQF by the end of April each year. The AMLA turnover fee for the year of termination is calculated on the basis of the last turnover figure reported by the member. The member may report to VQF the actual turnover in the year of termination. In such case, VQF may order a plausibility audit at the resigning member. If VQF can no longer verify the turnover data of the resigning or already resigned member, the AMLA turnover fee may be calculated—regardless of any figures provided for the year of termination—based on the last turnover data previously reported by the member.

The AMLA turnover fee reflects the scale of the member's business. The turnover fee is determined as set forth below and is fixed by the VQF SRO within the given fee range, taking into account the specific characteristics of the member's business model:

Annual turnover in CHF:	Annual fee in CHF:	
0-100,000	500-1,500	plus VAT
100,001-250,000	1,500-3,000	plus VAT
250,001–500,000	3,000-5,000	plus VAT
500,001–1,000,000	5,000-7,500	plus VAT
1,000,001-2,000,000	7,500-10,000	plus VAT

For annual turnovers exceeding CHF 2 000 000, as well as for members with group structures, the VQF SRO determines the applicable turnover fee upon request and after consultation with the member.

2.2.3 Minimum fee

Each member is subject to an annual minimum fee if the fee calculated in accordance with sections 2.2.1 or 2.2.2 is lower than the minimum fee.

Minimum fee	CHF 1,250	plus VAT

3. AMLA training

3.1 AMLA Basic training (on site or webinar)

Basic training for SRO VQF members or non-members (full day)	CHF 650	plus VAT

If on site: includes lunch, welcome coffee, and course documentation.

3.2 AMLA Supplementary training (on-site or webinar)

Advanced training for SRO VQF members and non-members (half day)	CHF 450	plus VAT

If on site: includes lunch, welcome coffee, and course documentation.

3.3 Re-testing fee (in case of failed test)

Processing fee for re-test	CHF 60	plus VAT

3.4 Company training

Individual company training	on request	plus VAT

3.5 Modifications/cancellation of seminar booking

Cancellations and rebookings are free of charge up to **three weeks** before the seminar. After this period, the following costs apply. To comply with the deadlines, modifications and cancellations must be entered directly in the member portal.

Rebooking with immediate re-registration (course fees transferred to new booking)	CHF 150	plus VAT
Participant substitution for a booked course	CHF 75	plus VAT
Cancellation **without immediate re-registration**	Full course fees	

4. Consulting services

4.1 Hourly rates for consultating services

Specialist advice according to expenditure (CEO and LCD)	CHF 300	plus VAT
Administration support according to expenditure	CHF 200	plus VAT

5. Other services and expenditures by VQF SRO

Expenditure for CEO and LCD (per hour)	CHF 300	plus VAT
Expenditure for Administration (per hour)	CHF 200	plus VAT

6. Changes

6.1 Change of member contact details (change of name, company name, address, telephone number or e-mail)

Change of address including additional request	CHF 50	plus VAT
Change of address without additional request	Free of charge	

6.2 Other membership-related changes

Processing fee for each change (as a rule, per individual mutation)	CHF 85	plus VAT
Processing fee for each additional request or reminder for documents	CHF 50	plus VAT

7. Self-declaration

Late submission of self-declaration (fee applicable per reminder)	CHF 500	plus VAT

8. Audits

8.1 Fees for audits

VQF flat-rate administration fee (for administration and approval of audit report)	CHF 750	plus VAT
Breach of administrative obligations in relation to audits (e.g. failure to notify audit date within the deadline, per reminder)	CHF 150	plus VAT

The mandating and appointment of the audit company is made directly by the member. The fees of the audit company for the SRO audit are based on the hourly rates offered by the external audit company and are invoiced directly by them.

8.2 Fees for accreditations

Accreditation fee for first-time approval of audit company	CHF 500	plus VAT
Accreditation fee for first-time approval of lead auditors	CHF 200	plus VAT

9. Measures and sanctions proceedings

9.1 Costs for measures proceedings

VQF determines the costs for measures proceedings (Art. 89 et seq. SRO Regulations) in accordance with the applicable Rules of Procedure (VerfR). As a rule, these costs range between CHF 300 and CHF 5,000 plus VAT.

9.2 Costs for sanctions proceedings (Art. 9 para. 3 letter d VerfR)

VQF determines the costs for sanctions proceedings (Art. 91 et seq. SRO Regulations) in accordance with the applicable Rules of Procedure (VerfR). As a rule, these costs range between CHF 1,000 and CHF 15,000 plus VAT.

The flat adjudication fees pursuant to Art. 9 para. 3 VerfR are as follows:

a. Simple sanctions proceedings: CHF 1,000 to CHF 5,000;

b. Average sanctions proceedings: CHF 5,000 to CHF 8,000;

c. Complex sanctions proceedings: CHF 8,000 to 15,000.

9.3 Other services in sanctions proceedings (e.g. file inspection)

Expenditure for CEO and LCD	CHF 300	plus VAT
Expenditure for Administration	CHF 200	plus VAT

9.4 Costs for arbitration proceedings

9.4.1 Costs of the arbitrator

The hourly rate for the arbitrator pursuant to Art. 19 para. 1 letter a SReg is CHF 300 plus VAT. Cash expenses and out-of-pocket costs are reimbursed upon submission of receipts.

9.4.2 Party costs

The hourly rates for the parties pursuant to Art. 19 para. 3 letter a SReg are as follows:

a. CEO and LCD of VQF: CHF 300 (plus VAT);

b. Claimant and/or their legal representative: CHF 300 (plus VAT).

9.4.3 Registration fee

1 The registration fee pursuant to Art. 22 para. 3 SReg is as follows:

a. If the arbitration claim contests a contractual penalty or a reprimand: CHF 10,000, but not exceeding the amount of the contractual penalty.

b. If the arbitration claim contests an exclusion from the Association, with or without a contractual penalty: CHF 20,000.

9.4.4 Costs for training and exchange of practice pursuant to Art. 42 SReg

The maximum compensation amounts per individual arbitrator are:

a. Attendance at the SRO VQF AMLA Basic training (one-time): CHF 2,400 (plus VAT);

b. Attendance at the SRO VQF AMLA Supplementary training (every two calendar years during the term of office): CHF 1,200 (plus VAT).

9.5 Contractual penalty

VQF may impose a contractual penalty of up to CHF 1,500,000 on a member as a sanction (Art. 93 para. 1 letter b SRO Regulations). The amount of the contractual penalty is determined according to the severity of the violation, the degree of fault, and the member's financial capacity (Art. 93 para. 3 SRO Regulations).

10. Invoicing conditions

Invoices must be settled within 20 days.

VQF reserves the right to request advance payments for its expenditures and services, as well as in measures and sanctions proceedings, which will be offset against the services and expenditures provided.

For each reminder of an unpaid invoice, a reminder fee of at least CHF 50 is charged.

From the date of the first reminder, default interest of 5% per annum is due.

All claims arising under this Regulation are subject to a limitation period of ten years**.**

11. Effective date

This Fee Regulation was approved by the VQF Association Board on 15 July 2026. It enters into force on 1 October 2026 and replaces the Fee Regulation of 1 January 2026.

This Fee Regulation applies retroactively to all proceedings pending at the time of its entry into force and to all services not yet invoiced at that time.

Zug, 15 July 2026

sig. Martin Zuan
Chairman

sig. Patrick Schleiffer
Vice Chairman