VQF Verein zur Qualitätssicherung von Finanzdienstleistungen

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]
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 (including indirect shareholdings below 10% up to the ultimate beneficial owner).

☐ **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[1], 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**[2]

☐ **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 ≥10% or an indirect stake of >50% in the applicant)

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

[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)

☐ 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]